

# PANDEMIC ACTION PLAN. RIS 09

It is not possible to predict how long a pandemic may last. There could be more than one wave of infection during a pandemic period. Each wave could typically last about eight weeks, with infection rates building to a peak in week 4 before abating again.

## **Pandemic Management Team**

Principal	Deputy Principals
Team Leaders	Caretaker
Office Manager	

## **Pandemic Management Team Tasks**

### **Establish a system to monitor staff:**

Staff who are ill or suspected of being ill, including contacting staff who are unexpectedly absent from work - has their doctor been notified of their illness; have they been in contact with anyone; have "contact" issues been addressed; is someone able to care for them?

### **Precaution**

Ensuring that the school had adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.

It may be difficult to purchase such items once a pandemic has started.

## **Medical Advisor – Lakes District Health Board**

In the event of a pandemic the following actions will take place to protect all staff, students and visitors.

- Restricting entry of people with influenza symptoms.
- Practising good personal hygiene and workplace cleaning habits.
- Take a common sense approach on how to handle appropriate social distancing between students, and students/staff.
- Avoiding situations where staff and or the students may come into contact with infected people, such as outings to enclosed places.
- Managing any staff and students who are travelling overseas or who have recently returned from any affected country.

## **Protection measure where applicable: STUDENT Focus**

Staff need to familiarise themselves with **PANDEMIC ACTION PLAN**

## **Students to be made aware of their responsibility related to PANDEMIC ACTION PLAN**

- Cover nose and mouth when sneezing and coughing (preferably with a disposable single use tissue).
- Immediately dispose of used tissues.

- Adopt good hand washing and drying practices, particularly after coughing, sneezing or using tissues.
- Keep hands away from the mucous membranes of the eyes, mouth and nose.
- Importance of social distancing whenever practical. I.e. stay at least one metre away from other people.

The pandemic manager will ensure that adequate supplies of hand products are available.

### **Staff Precautions**

- Bring lunch and eat away from others (avoid the staffroom/canteen). Introduce staggered lunchtimes and morning teas to reduce numbers in the staffroom etc.
- Do not congregate in staffrooms or other areas where people socialise. Do what needs to be done, and then leave the area.
- If a face-to-face meeting with people is unavoidable, minimise the meeting time, choose a large meeting room and sit at least one metre away from each other if possible. Avoid shaking hands or hugging. Consider holding meetings via conference calls or outside.
- Set up systems where families and staff can request information via phone, email or fax and have information ready for fast pick-up or delivery.
- Encourage students and staff to avoid recreational or other leisure classes or meetings where they might come into contact with infectious people.

### **Managing staff and students who become ill**

**In event of a pandemic**, the pandemic manager will check the Ministry of Health website for the latest advice. If a person feels ill or someone observes that another person is exhibiting symptoms of influenza, they are to contact the “pandemic manager”, by telephone.

### **Protective barriers**

Place these in situations where regular work practice requires unavoidable, relatively close contact with the public. e.g. Reception Area.

Use of disposable surgical masks when engaging with sick people. i.e. those who are coughing and sneezing in sick bay.

### **Restrict workplace entry of people with influenza symptoms**

On declaration of Code Red, we will put up notices at all entry points into the school, whanau and visitors not to enter if they have influenza symptoms.

# *Supply of surgical masks for use by visitors if they have cold symptoms.*

**Precautions:**

Hygiene notices will be posted in all workplace entrances, washrooms, hand washing stations and public areas.

Brochures, newsletters and notice boards will be used to inform staff, whanau and students of the importance of hand hygiene and workplace cleaning at all times, especially during a pandemic.

Students who are unwell should remain at home. Staff, parents and whanau should be advised not to come into the school when they are feeling unwell, particularly if they are exhibiting any influenza symptoms.

Unwell staff and students (through their parents/whanau) should be advised to contact a doctor by phone, and to stay at home until symptoms resolve.

School Website, phones and email will be used to ensure all staff, parents and whanau receive important Health Notices.

All students and staff will be expected to complete any required quarantine period as directed by the Ministry of Health before returning to the school.

Students and staff who have recovered from the pandemic influenza are unlikely to be re-infected (they will have natural immunity) and should be encouraged to return to school as soon as they are well.

**School Cleaning**

**During a pandemic we will need to** clean more thoroughly to minimise the spread of the virus. This applies particularly to hard surfaces (for example, sink, handles, railing, objects and counters).

**Influenza viruses may live up to two days on hard surfaces.**

- Influenza viruses are inactivated by alcohol and by chlorine..Cleaning of surfaces with neutral detergents followed by a disinfectant solution is recommended.
- Surfaces that are frequently touched with hands should be cleaned often, preferably daily.
- Information about the appropriate choice and concentration of disinfectants can be found on the Ministry of Health Website.
- Hygiene practices should be elevated in a pandemic to an even higher level than usual.
- Remind staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.
- Remove books, magazines and papers from common areas.
- Consider ways of cleaning and/or restricting communal use of some play, physical education equipment and office equipment.

- When a person with suspected influenza is identified and has left the school, it is important that their work area or office and any other known places they have been are thoroughly cleaned and disinfected.
- Planning should identify the basic hygiene practices (including hand hygiene) to be followed by cleaners, protocols for the use of personal protections equipment (if recommended by the Ministry of Health), and methods for waste disposal.

### **Using a screening flowchart**

1. **The pandemic manager should** avoid visiting the person if possible.
2. The pandemic manager should check if the sick person has any of the symptoms outlined in the first section of the flowchart.
3. If the sick person does **not** have symptoms like those **listed** they are very unlikely to have influenza and should be reassured. An adult “suspect” should be advised to call the pandemic manager again later or to see their GP if they are still concerned.
4. In the case of “suspect” students, parents or whanau should be advised to take these actions.
5. If the sick person **does** have symptoms that match some of those listed, they should be treated as a “suspect case”.
6. **An influenza notification form** will be completed including details of any staff, students and/or visitors they have been in contact with.
7. This information will permit the pandemic manager to identify recent movements and monitor well-being during the pandemic.
8. The sick person should be informed where they can obtain a surgical mask and be instructed to wear it immediately. This is to help protect others from respiratory droplets.
9. **The sick person should** be sent home and they or their family should immediately contact a health professional in the manner advised by the Ministry of Health on its website at that time. This may involve phoning the person's normal doctor or nurse, parent/s or a specially designated Community Based Assessment Centre (CBAC) to seek further advice.
- 10 The board of trustees and staff should be informed of the situation.
- 11 If sending the person home or having them collected is not possible, the sick person should be isolated from others in a designated space (such as the sick bay) until suitable arrangements can be made for them to leave the premises.

### **Returning Staff Members**

- Establish a system to manage the absence and return of the staff member or child and their contacts including issues such as:
- Advice to the staff member or the child's family/whanau about how long to stay away – the Ministry of Health website will have advice on this once the characteristics of a pandemic are known.

- Decisions on the leave and cover arrangements for staff.
- Checking on the staff member or student during his/her absence.
- This will facilitate treatment and contact tracing if they become ill.
- Establishing a process for ensuring that the staff member or student is healthy before allowing them to return, and that they are encouraged to return once they are well.

### **Where can we find more information?**

The following website provides further information about pandemic influenza:

**Ministry of Health – for background information about pandemic influenza,  
National Health emergency Plan, pandemic preparedness, planning and latest updates.**

### **Screening Flowchart For detection and management of suspected pandemic influenza cases.**

#### **Process**

- Your school's influenza manager receives a call from a person suspecting they may have influenza, or from a staff member who has noticed a child who may be ill.
- Avoid contact with the sick person if possible and manage the process over the telephone.

For someone at the school who is ill, follow the flowchart set out below:

#### **Assess whether the person or child has any of the following:**

1. High fever (or feel feverish and hot)
2. Headache, fatigue and weakness
3. Sore throat, cough, chest discomfort, difficulty in breathing
4. Muscle aches and pains
5. Been overseas recently to an affected country
6. Been in contact with someone diagnosed with influenza
7. Been overseas recently to an affected country
8. Been in contact with someone diagnosed with influenza

*Yes, has two or more symptoms No symptoms as described above, and been described above overseas OR in contact with someone diagnosed with influenza*