



Pandemic Preparedness and Response Plan

October 2020

PANDEMIC PREPAREDNESS AND RESPONSE PLAN

Revised: March 22, 2020

Revised October 6, 2020

**Directives from Public Health, Ontario Government and Canadian
Government will supersede all information in this plan.**

**This plan will be updated frequently in response to the changing contexts
of a pandemic.**

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INTRODUCTION

The Superior-Greenstone District School Board (SGDSB) advocates for a healthy and safe workplace for all staff, students, parents/guardians, volunteers, contractors, and other building occupants. To that end, the Board has written a “Pandemic Preparedness and Response Plan”. This Pandemic Preparedness and Response Plan (Plan) is designed to decrease exposure to infectious diseases that become a pandemic through proactive measures and respond to these infectious diseases.

School(s) and/or worksite(s) can implement effective health practices and inform students, parents and others how to do so. Perhaps most importantly, school(s) and/or worksite(s) can lessen potential societal disruption by continuing their operations as normally as possible. If community members feel confident in sending their children to school, they will be able to carry on with their own work.

By implementing this Plan, SGDSB may, in fact, help protect students and staff from infectious diseases. Basic foundations of infection control in school settings will always be promoted and facilitated. SGDSB will balance the risks of illness among students and staff with the benefits of keeping students in school and staff at work.

During a pandemic, SGDSB’s Emergency Response Team will engage in careful monitoring of the changing context through the advice and guidance of the provincial and local public health officials who have the expertise to assess the level of health risk posed by a specific situation.

SGDSB encourages students, staff and the general public to access the Thunder Bay District Health Unit website for current and accurate information on the pandemic situation.

PANDEMIC PREPAREDNESS GOALS

SGDSB has three main pandemic preparedness goals:

1. To minimize the impact of a pandemic on students and staff,
2. To maintain services to students and families as long as it is safe to do so, or until directed otherwise, and,
3. To be prepared to respond to directives issued by government authorities and to consider other community needs when safe and practical to do so.

SGDSB Emergency Response Team

Director of Education – As the Senior Officer of SGDSB, the Director will chair the Emergency Response Team.

Superintendents of Schools – Responsible for the effective and efficient supervision and support of schools.

Superintendent of Business – Responsible for overseeing the continuity of those business services required at a minimal standard, i.e. Payroll and Facility Management.

Superintendent of Human Resources/Manager of Human Resources – Responsible for the adherence to collective agreements, regulatory requirements, and liaison between SGDSB and its Employee Groups.

Communications Personnel – Responsible for updating, coordinating, and authorizing any information releases in and outside SGDSB.

Plant Services Manager – Responsible for maintenance, repair of plant and cleaning and disinfection of all SGDSB facilities.

Health & Safety Personnel – Responsible for acting as a resource for health and safety related matters. This is currently the Manager of Plant Services.

Manager of Mental Health - Responsible for engaging community services or crisis response protocol if necessary, to provide support for staff and students.

Executive Assistant to the Director – Responsible for Emergency Response Team minutes.

Other individuals may be required to participate as needed (for example IT staff).

Emergency Response Team Mandate

The mandate of the Emergency Response Team is to endeavour to:

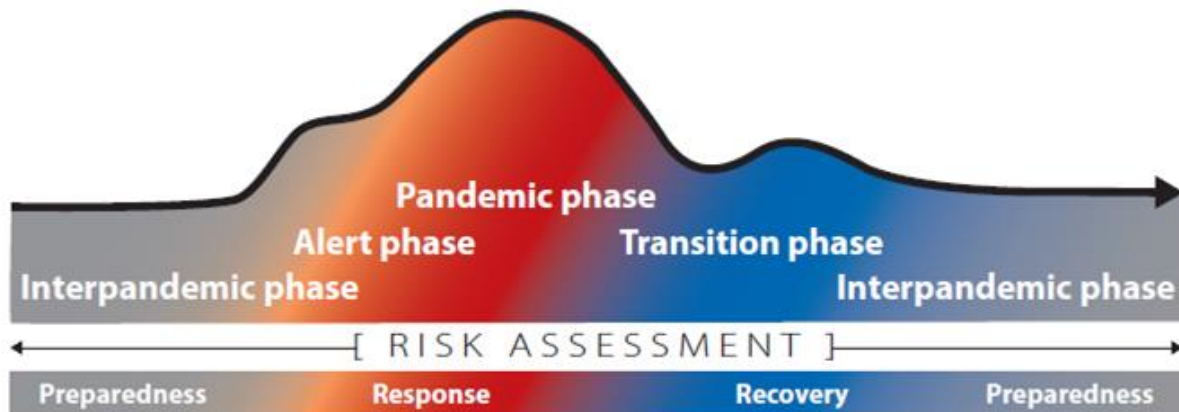
1. Maintain a safe environment for students and staff before, during and after a pandemic.
2. Keep the system operational to the greatest extent possible.
3. Communicate accurately and in a timely manner with staff, students, and community members before, during and after a pandemic.
4. Monitor the SGDSB pandemic response.
5. Review the SGDSB pandemic response to determine the implications and make recommendations to facilitate recovery.

WORLD HEALTH ORGANIZATION (WHO) PANDEMIC PERIODS AND PHASES

The risk-based approach to pandemic influenza phases is represented in **Figure 1** as a continuum, which also shows the phases in the context of preparedness, response and recovery, as part of an all-hazards approach to emergency risk management. Both WHO guidance and international standards exist that describe formats and conduct such risk assessment. One of the underlying principles of this guidance is to acknowledge that emergency risk management at the country level needs to be sufficiently flexible to accommodate different consequences within individual countries, for example, different severities and different numbers of waves of illness.

SGDSB recognizes that the World Health Organization (WHO) is the world authority on health matters. To help guide response planning for an influenza pandemic, the WHO has identified the phases of a pandemic. Although a Phase specific approach is warranted during a pandemic, there are limitations to this approach.

Figure 1. The continuum of pandemic phases^a



^a This continuum is according to a "global average" of cases, over time, based on continued risk assessment and consistent with the broader emergency risk management continuum.

World Health Organization Pandemic Preparedness Period

PHASE 1: <i>Probability of Pandemic - uncertain</i>	· No animal influenza virus circulating among animals has been reported to cause infection in humans.
PHASE 2: <i>Probability of Pandemic - uncertain</i>	· An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.
PHASE 3: <i>Probability of Pandemic - uncertain</i>	· An animal or human-animal influenza re-assortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.
PHASE 4: <i>Probability of Pandemic - Medium to high</i>	· Human-to-human transmission of an animal or human-animal influenza re-assortant virus able to sustain community-level outbreaks has been verified.
PHASE 5: <i>Probability of Pandemic - High to certain</i>	· The same identified virus has caused sustained community level outbreaks in at least two countries in one WHO region.

World Health Organization Pandemic Response Period

PHASE 6: <i>Pandemic in process</i>	· In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region.
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<i>Post-Peak Period</i>	· Levels of pandemic influenza in most countries with adequate surveillance have dropped below peak levels.
<i>Possible new wave</i>	· Level of pandemic influenza activity in most countries with adequate surveillance is rising again.
<i>Post-Pandemic Period</i>	· Levels of influenza have returned to the levels seen for seasonal influenza in most countries with adequate surveillance.

World Health Organization Pandemic Response Period

PHASE 7:	· Return to Pandemic Preparedness period
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SGDSB has taken a two-tiered approach to pandemic planning which encompasses all Phases.

Tier One – Prevention of Occurrence

SGDSB will always be in a state of alertness to address infection control issues. SGDSB recognizes that a school(s) and/or worksite could be impacted by a pandemic. The prevention component of Tier One outlines the processes that are in place to prevent an outbreak in whatever form it may take.

Tier Two – Prevention of Spread

SGDSB will enact Tier Two when there are confirmed cases of illness within a school(s) and/or worksite within the SGDSB. Although the processes may be reactive, there are components built into Tier One and Tier Two to prevent other staff and students from becoming ill and preventing the spread of the infectious disease. Tier Two may also be enacted when there are orders from the Ministry of Education (through the Chief Medical Officer of Health), which will supersede this plan.

FACTS ABOUT INFECTIOUS DISEASES AND PANDEMICS

A pandemic is a worldwide epidemic that spreads easily and rapidly through many countries and regions of the world and affects a large percentage of the population.

The term infectious diseases encompass many diseases. Infectious diseases are illnesses caused by an infectious agent or its toxin which occurs through direct or in-direct transmission from one person to another. As a result, large numbers of individuals become infected as it spreads causing widespread illness and sometimes death. The cause, route of transmission, symptoms, diagnosis, prognosis, and treatment is unique to each specific infectious disease.

Infectious Disease pandemics occur when all four of the following are present:

- A new virus is detected.
- Human-to-human transmission happens easily.
- The new virus causes serious clinical illness and death.
- The population has little or no immunity to the virus.

Influenza and COVID-19 Facts:

Please visit:

<https://www.canada.ca/en/public-health/services/diseases>

Testing

To confirm a case of the pandemic influenza, nasopharyngeal secretions will be taken by swabs as aspirates by sentinel physicians recruited by the College of Physicians of Ontario.

LEGISLATION

The lead Ministry for human health, disease and epidemics and health services during an emergency is the Ministry of Health and Long-Term Care. They are governed by the Ministry of Health legislation and the *Emergency Management and Civil Protection Act*, which establishes a Commissioner of Emergency Management to support the lead Ministry. At the provincial and local levels there are the Chief Medical Officers of Health who have tremendous powers given to them during an emergency, like a pandemic, under the *Health Protection and Promotion Act*.

A Medical Officer of Health {provincial or county} has the authority under section 22 of the Health Protection and Promotion Act, R.S.O. 1990 to issue an order to control communicable diseases if he/she is of the opinion, upon reasonable and probable grounds, that a communicable disease exists, may exist or that there is an immediate risk of an outbreak.

The Medical Officer of Health determines the actions needed to be taken to protect the population from a communicable disease. This could include an order requiring an individual to isolate or quarantine (see next heading) himself or herself, to place himself or herself under the care and treatment of a physician or to submit to an examination by a physician.

The Personal Health Information Protection Act, 2004 regulates the collection, use and disclosure of personal health information. The Act also specifies that during certain circumstances consent to collect this information is not required. During a pandemic the Thunder Bay Health Unit will be requesting information that will assist in determining the extent of the illness. This may include student/staff absence details and contact information to assist in investigations. The investigation will include illness details to monitor disease spread, evaluate prevention and disease measures, and determine further actions.

During a pandemic, SGDSB will follow the advice and guidance of the provincial and local public health officials who have the expertise to assess the level of health risk posed by a specific situation.

Guiding Principles

The following principles will guide decision-making about school(s) and/or worksite closures:

- Decisions about closing schools for health reasons will be made by Medical Officer(s) of Health as outlined in provincial legislation.
- Decisions about closing schools due to safety concerns (e.g. an inability to provide adequate supervision due to staff absence) will be made by the Director of Education in consultation with appropriate staff.

- Decisions will be based on available information and with the best interests of students and staff in mind. It is recognized that public opinion on any actions will vary; however, the primary communication goal is to ensure stakeholders are informed about the plan and contingency actions.

PREVENTION OF OCCURRENCE – TIER 1

During a pandemic, SGDSB will follow the advice and guidance of the provincial and local public health officials who have the expertise to assess the level of health risk posed by a specific situation.

Preventative Steps

People should take steps to prevent themselves from becoming infected and from spreading infectious diseases to others.

These include, but are not limited to:

- Making efforts to improve your general health status through healthy living behaviours such as exercising, eating well, getting enough sleep and not smoking.
- Washing your hands often, for at least 20 seconds, and teaching others to do the same.
- Keeping your hands away from your mouth, nose and eyes.
- Not sharing eating utensils, drinks, school supplies such as pencils and rulers, or musical instruments with mouthpieces.
- Covering your cough.
- Refraining from shaking hands with others.
- Encouraging staff and students to attend flu vaccination clinics as part of their regular health routine.
- Getting a pandemic flu vaccine (when available); and
- Staying home if you are ill.

These measures are recommended every year for annual influenza outbreaks to reduce the risk of getting or spreading influenza.

Reporting Student and Staff Absences

- Absences for students will be reported through Trillium.
- Absences for staff will be reported through the school administrator to Human Resources. Human Resources will provide a process to ensure that staff absences are tracked and reasons recorded.

Staying Home When Ill

SGDSB will advise ill staff and students to stay home until the end of the exclusion period, to the extent possible, except when necessary to seek required medical care. The exclusion period is different for each infectious disease outbreak as each disease is unique. Sick individuals should avoid contact with others. Keeping people with a fever at home may reduce the number of people who get infected since elevated temperature is associated with increased shedding of influenza virus.

In addition, any student with decreased immune system functioning related to chronic health conditions may be at higher risk of infection. The parents/guardians/wards of such students may choose to keep them at home.

Staying Home During a Pandemic

Most people with the pandemic disease have symptoms that last up to 14 days which requires an exclusion period. When students and/or staff show symptoms of fever and cough and one more of the following: sore throat, muscle aches, tiredness, headache, and possibly vomiting or diarrhea, they should be advised to stay home and not attend school or other events for at least 14 days even if symptoms resolve sooner. If the symptoms last more than 14 days, the student/staff member should continue to stay at home until at least 24 hours after the symptoms resolve, without the use of fever-reducing medications.

Many people with an infectious illness will continue to shed the virus 24 hours after their fevers go away, but at lower levels than during their fever. Therefore, when people who have had an infectious illness return to school, they should continue to practice good respiratory etiquette and hand hygiene and avoid close contact with people they know to be at increased risk of influenza-related complications.

The determination of readiness to return to school should be made when at least 24 hours have passed since the ill person's temperature first remained normal without the use of these medications.

In addition, any student with decreased immune system functioning related to chronic health conditions may be at a higher risk of infection. The families of such students may choose to keep them at home.

Alternate Work Assignments

During a pandemic (Tier 1 or Tier 2), staff will be expected to remain in the region and be available to work. However, staff may be reassigned to an alternative work location which may include working from home.

When working from home, staff will work in compliance with and follow the regulations outlined by the Occupational Health and Safety Act. This includes not using any equipment not approved by the employer, maintaining a safe workplace environment, and ensuring that the workplace environment is ergonomically correct.

If staff members are not available to fulfill the requirements of their employer due to illness, caring for others, etc., they are to notify their employer to make alternate arrangements.

Staff

The use of sick leave is governed by Collective Agreements/Terms and Conditions of Employment. The SGDSB may require employees to obtain a medical note from a physician or nurse practitioner following a certain number of consecutive days of absence due to illness. SGDSB reserves the right to decide when a physician's note is required prior to returning to work in accordance with Collective Agreements.

Students

The Education Act allows a Principal to exclude a student from attending school while ill. Subsection 265 (1)(1) of the Education Act (Duties of Principal) says: it is the duty of a principal of a school to refuse admission to the school of any person who the principal believes is infected with or exposed to communicable diseases requiring an order under section 22 of the *Health Protection and Promotion Act until furnished with a certificate of a medical officer of health or of a legally qualified medical practitioner approved by the medical officer of health that all danger from exposure to contact with such person has passed.*

Subsection 265 (1)(k) says: it is the duty of the principal of a school to report promptly to the board and to the medical officer of health when the principal has reason to suspect the existence of any communicable disease in the school.

Students who live with people with influenza-like illness should follow the directions of the Medical Officer of Health, their primary care physician and the Thunder Bay District Health Unit.

Travel

Families and staff should refer to the Government of Canada Travel Advice and Advisories website for information on destination-specific travel information at <https://travel.gc.ca/travelling/advisories>

WHEN ILLNESS OCCURS WHILE AT SCHOOL/WORKSITE

SGDSB recommends that students and staff who appear to have an influenza-like illness at arrival or become ill during the day:

- Be promptly separated from healthy students and staff and monitored at all times;.
- Ensure the family is notified to arrange for pick up of the student or staff.
- Where practical, be placed in a separated area where at least two meters of distance can be maintained between the ill person and others. This should be done even if they are not displaying characteristic infectious disease symptoms. This serves to minimize the likelihood of transmission between those with the infectious disease and those ill due to other causes.
- Ensure the staff monitoring the ill student wears gloves and masks and exercise universal precautions.
- Ensure that students are kept separate from others, generally in a space designated for students/staff with symptoms.
- Should not travel on school buses.

Students with Ill Household Members

Students who live with people with an infectious illness should follow the advice of their primary case physician, the Medical Officer of Health, and the Thunder Bay District Health Unit.

Planning for Students with Special Needs

Where students require additional supports to participate in a meaningful and safe way in the educational program, the services may be interrupted if key staff members are absent. Every effort should be made to meet with families of the students with special needs and to develop plans for the event of widespread school closures or staff shortages. Consideration should be made for the student's educational programming, the availability of alternate staff support, and, in some cases, transportation. Whenever possible, this planning should take place early, allowing families to be involved and aware of potential issues that may interrupt their child's educational programming.

In a pandemic situation, any potential health risk to the student should also be discussed with the family in developing a plan. The student's school should identify a plan that will cause the least disruption to the student's programming while maintaining safety for all concerned.

Personal Protective Equipment

SGDSB Staff will be provided with and trained in the proper personal protective equipment (PPE) procedures.

Training and Awareness

Training sessions will raise awareness of infection control, pandemic planning, and prepare staff, parents and students for their roles during a pandemic.

These include:

- Providing necessary job training to staff members who are expected to serve as backups to other key personnel.
- Using communication tools such as SGDSB website, school website and school newsletters to post information about infectious disease prevention strategies.
- Providing necessary job training to staff members who are expected to serve as backups to other key personnel.

INFECTION PREVENTION AND CONTROL

Physical Layout/Supplies

The first and most effective line of defense for infection prevention and control is the placement of infection prevention and control products within a school and the physical environment of the school. This may require some minor alterations to the physical school environment, including having rooms re-designated.

The following infection prevention and control measures are in place:

- Hand washing stations have running water and an adequate supply of soap and paper towels or hand dryers.
- Alcohol-based hand sanitizer that contains at least 60% alcohol is placed where hand washing facilities are not available (if available).
- That a designated area exists where ill students may be isolated from other students.
- Diligent waste handling procedures including proper placement of waste receptacles.
- The use of “hospital grade” cleaning, disinfecting and sanitizing products recommended by Health Canada to use for specific viruses

- Electrostatic Disinfectant Sprayers carrying [UL/ ULC Health Canada Certification](#)

Hand Hygiene and Cough and Sneeze Etiquette

Influenza viruses are thought to spread mainly from person to person in respiratory droplets of coughs and sneezes.

Hand Hygiene

Students and staff are encouraged to frequently wash their hands with soap and water for at least 20 seconds. If soap and water are not available, alcohol-based hand sanitizers that contain at least 60% alcohol are also effective.

Hands should be washed:

- When they are visibly dirty.
- Before preparing and immediately after handling food.
- Before eating food or feeding others.
- Before breastfeeding.
- After using the toilet, changing/handling diapers, or helping someone use the toilet.
- After contact with contaminated surfaces (e.g., garbage bins, cleaning cloths).
- After handling pets and domestic animals.
- After wiping or blowing nose, handling soiled tissues, or sneezing into hands.
- After contact with blood or body fluids (e.g., vomit, saliva).
- Before and after dressing wounds.
- Before and after giving care or visiting someone who is ill, or someone who is less able to fight off infections (e.g., diabetic, cancer patient).
- Before preparing and taking medication; and
- Before inserting and removing contact lenses.

Appendix B illustrates best practices for hand washing/sanitizing processes.

Cough and Sneeze Etiquette

SGDSB recommends covering the nose and mouth with a tissue when coughing or sneezing and throwing the tissue in the trash after use and washing hands promptly after coughing or sneezing. If a tissue is not immediately available, coughing or sneezing into one's arm or sleeve (not into one's hand) is recommended.

Environmental Cleaning

Influenza viruses can survive on some surfaces for hours to days but are rapidly destroyed by cleaning and sanitizing. High touch surfaces in schools will be disinfected a minimum of once a day, including student desks, doorknobs, handrails, facet handles, computer keyboards and telephones.

SGDSB will refer to produce specialist and health care recommendations on the required disinfectant products to be used to combat specific influenza viruses. These products will be ordered and put into the cleaning process.

Based upon the type of influenza virus that is occurring at the time and expiry dates product have, SGDSB will only order these type of products when the SGDSB receives news of the type of influenza virus so we can ensure the proper disinfectants are ordered.

The Plant Department will increase disinfecting, sanitizing and cleaning process in schools that have been contaminated with influenza virus. This includes mobilizing electrostatic sprayers that are UL/ULC Health Canada Certified.

PREVENTION OF SPREAD – TIER 2

In Tier 2 all of the staff and student procedures as outlined in Tier 1 will continue to apply. Additional procedures in Tier 2 are set out below.

Early treatment for high-risk students and staff

High-risk students and staff who have had close contact with others who are sick with an infectious illness should contact their health care provider to discuss whether they may need to take influenza antiviral medications that require a prescription.

Staying Home When Ill

Individuals with influenza-like illness should follow the advice of their primary care physician, the Medical Officer of Health and the Thunder Bay District Health Unit.

PASSIVE AND ACTIVE SCREENING FOR ILLNESS

The recommended measures have been divided into categories of passive and active screening.

Passive

Passive screening involves posting signage at a school/worksite outlining the symptoms of influenza-like illness. It also includes informing staff and students of influenza-like-illness symptoms so that they can monitor themselves and report their symptoms on a regular basis to the school/worksite.

Active

Active screening involves designated staff asking students and staff about infectious illness symptoms such as fever, cough, sore throat, and runny nose (not related to allergies). Staff and students should be separated from others and sent home if any two of the above symptoms are present. Throughout the day, staff should be vigilant in identifying students and other staff who appear ill. Staff monitoring the ill student should wear gloves and masks (if available) and exercise universal precautions.

Environmental Cleaning

During confirmed cases of illness within a school(s) and/or worksite within the SGDSB, the custodial staff will alter their environmental cleaning methods to ensure that the maximum number of surfaces are disinfected on a daily basis following the manufacturer's instructions regarding the intended use, concentration and contact time of each disinfectant. This may also require the changing of current disinfection products. New products and procedures may be introduced as needed.

Education

During periods of high absenteeism, schools are expected to continue to offer meaningful instruction. Ontario curriculum is to be taught to the extent possible, allowing students to progress academically. A plan for learning will be put in place for absent students who are feeling well enough to continue their learning at home.

Increasing Social Distances Within the School

Options to increase social distances between students or to keep consistent groups of students may include:

- Rotate teachers between classrooms while keeping the same group of students in one classroom.
- Cancel classes that bring students together from multiple classrooms (in elementary school); postpone class trips that bring students together from multiple classrooms or schools in large, densely packed groups.
- Move desks farther apart.
- Move classes to larger spaces, when available, to allow more space between students.

- Limit or reduce common activities between different groups of students.
- Cancel scheduled assemblies.
- Limit spectators during extracurricular activities.

School Closures

In cases where school safety is at risk, the decision to close schools will be made by public health authorities and/or the Director of Education. In the event of a school closure, it is the responsibility of the families to plan for childcare.

COMMUNICATION PLAN FOR PANDEMIC PREPAREDNESS – TIER 1

The Communications Department will develop and implement communications materials and strategies to inform all SGDSB stakeholders about the Pandemic Preparedness and Response Plan.

These materials and strategies include:

- Posting the SGDSB Pandemic Preparedness and Response Plan to the SGDSB website.
- Creating a template script and other material that school administrators and supervisors can use to communicate with their staff about the plan.

Sharing the SGDSB Pandemic Preparedness and Response Plan with external stakeholders such as Thunder Bay District Health, the East of Thunder Bay Transportation Consortium and Child Care Providers and all other board facility partners.

COMMUNICATION PLAN FOR PANDEMIC PREPAREDNESS – TIER 2

Upon the declaration of an influenza pandemic, the Communications Officer, in consultation with the Director of Education and the Senior Administrative Team will develop and disseminate accurate, appropriate, and timely information to staff, students, families, media and community stakeholders. Communication will endeavor to de-escalate fear and panic by providing information about proactive measures in place at SGDSB.

The Communications Officer will also be responsible for the targeted communication supports as outlined below:

Media Protocol

- Ensure the Chair or Director are the spokesperson.
- Develop media releases, coordinate media conferences, and providing key messages to internal stakeholders when necessary.
- Prepare daily update for media and post on website.

Communicating with Staff

- Provide scripts and handouts for administrators and supervisors to use in conducting meetings with staff, to ensure consistent messages across SGDSB.

Communicating with Families and the Public

- Create a pandemic web page that will provide essential information including available services that will continue in schools and those that will be cancelled (such as transportation, breakfast programs, and others).
- Create a letter to families to explain how to get information pertaining to their child's school (website, school voice mail, radio).
- Post information on the school's doors indicating the status of the school (open/closed/etc.)
- Provide schools with voice mail scripts to use on their school answering machine to provide families and staff with the information about the status of their school.
- Provide schools with scripts to be used on a daily basis, or as necessary, to answer family questions.

Communication with Community Organizations

- Communication with municipalities, First Nations, co-terminus boards, the Ministry of Education and local unions will take place.
- Send template information to stakeholders for dissemination to community users.
- Post information on website about cancellations.

Contact all child/daycare providers/others leasing School Board facilities and provide them with information as required.

ROLES AND RESPONSIBILITIES

Board

- Establish an Emergency Response Team.
- Ensure the Board's Pandemic Preparedness and Response Plan is current, available electronically and posted in common spaces (washrooms and/or lunchrooms).
- Plan for business continuity.
- Follow all Public Health and Ministry of Health and Long-Term Care orders.

Emergency Response Team

- Review the Pandemic Preparedness and Response Plan with senior administration and all administrators/managers.
- Maintain close liaison with Thunder Bay District Health Unit and communicate timely information to staff from the Health Unit.
- Support schools in implementing Public Health Measures.
- Evaluate the viability of after-hours school permits, community school activities, night school and summer school, extracurricular activities, field trips, school food programs, home instruction, administrator/staff meetings, professional development activities, school council meetings and volunteer programs in schools;
- Modify activities to reduce face-to-face contact (virtual rather than in person).
- Consider staggered work hours, flexible worksites and reduced travel.

- Ensure communications and information services can accommodate many employees working from home.
- Inform all staff, students and families of possible school closure.
- Consider restricting visitor and volunteer access to schools/worksites.
- Implement enhanced infection control methods.
- Monitor and review the SGDSB pandemic response to determine the implications and make recommendations to facilitate recovery.
- Engage community services and communicate resources to staff, students and families for additional support.

Principals, Vice Principals, Managers and Supervisors

- Ensure there is a continuity plan in place to facilitate the ongoing school/worksite operations in the case of absence of key personnel.
- Identify and plan for employees who may be at higher risk, (pregnant women and those with chronic conditions).
- Determine in advance the level of absenteeism that can be tolerated before key business functions are affected and operations must be changed.
- Inform students, staff and families about the symptoms and measures to be taken to reduce exposure.
- Evaluate participation in Cooperative Education programs, College programs, experiential programs and announce cancellation of placements if deemed necessary. If a workplace is closed or under quarantine, the student would be moved back into the school.
- Request that symptoms be reported to the principal, manager or supervisor.
- Principals are to contact the Thunder Bay District Health Unit and the Emergency Response Team to report infectious illness outbreaks in the school.
- Managers and Supervisors are to contact the Emergency Response Team to report infectious illness outbreaks at their worksite. If staff report illness, managers and supervisors are required to contact Human Resources directly, thus adhering to privacy. current process is to contact medicalinfo@sgdsb

- Follow all communication directives including directing any media inquiries to the Communications Officer.
- Maintain contact with Superintendents.
- Refer issues and concerns to the Emergency Response Team.
- Implement school closure procedures as directed.
- Facilitate and cooperate with community agencies in school utilization issues.

Health and Safety Personnel (currently Manager of Plant) supported by Superintendent of Elementary

- Provide consultative advice to the SGDSB Emergency Response Team.
- Act as a resource to Principals, Vice Principals, Managers and Supervisors as required.
- Maintain contact with Building Services to ensure infectious control measures are effectively implemented; Ensure that the Occupational Health and Safety Work Refusal Process is reviewed and understood.
- Maintain an adequate supply of disinfectants, sanitizers, and personal protective equipment and distribute as needed (if available).
- Maintain links with other school boards for enhanced problem solving.

Manager of Plant Services Plant Services

- Facilitate the training of identified personnel on enhanced infection control procedures.
- Implement and monitor the infection control program.
- Implement all post-closure and re-opening procedures.
- Respond to community agencies' requests as necessary.

Mental Health Manager

Connect with service agencies to determine availability of mental health support

Engage crisis response protocol if necessary

Communicate resources and support services

Liaise between staff and community to connect vulnerable families to support

Staff

- Cooperate with their Principal, Vice Principal, Manager or Supervisor on system and

site-based measures to prevent and control the spread of infectious diseases.

BUSINESS CONTINUITY

Unless otherwise directed, SGDSB will attempt to continue to operate in a normal day to day manner. In the event of a pandemic outbreak, SGDSB may scale back operations. Staff may be diverted from their regular position to another area to continue business and educational operations. Additional staff reallocations may be required to take place in various departments.

Each department will create a business continuity plan. The purpose of these plans is to identify the essential services or functions performed collectively by the department, and also by specific individuals, and to arrange a contingency plan for the delivery of those essential services.

Essential services are defined as follows:

- A service and /or function that when not delivered creates an impact on the health and safety of individuals.
- A service and/or function that may lead to the failure of a business unit if activities are not performed in a specific time period.
- A service and/or function that must be performed to satisfy regulatory requirements.

Each department will also review staff roles, collected personal contact information, implemented job cross-training/cross sharing, established communication plans and set priorities to prepare for the continuation of essential business and operational services. The plan will be kept up to date.

Sample business continuity plans are attached in Appendix A

PLAN OVERVIEW

SGDSB will update the pandemic preparedness and response plan periodically to account for new information or practices related to influenza, to reflect the changes in the School Board and its operations, and to keep information current.

TIER	RESPONSIBILITY	ACTION
TIER ONE: Prevention of Occurrence	SGDSB	<ul style="list-style-type: none"> - Establish an Emergency Response Team - Ensure SGDSB's Pandemic Preparedness and Response Plan is current and available electronically - Plan for business continuity - Follow all Public Health and Ministry of Health and Long-Term Care orders
	Emergency Response Team	<ul style="list-style-type: none"> - Review the Pandemic Preparedness and Response Plan with Senior Administration and all administrators/managers - Maintain close liaison with Thunder Bay District Health and communicate timely information to staff from the Health Unit - Support schools in implementing Public Health Measures - Evaluate the viability of after-hours school permits, community school activities, extracurricular activities, field trips, school food programs, home instruction, administrator/staff meetings, professional development activities, school council meetings and volunteer programs in schools
	Principals, Vice Principals, Managers, and Supervisors	<ul style="list-style-type: none"> - Ensure a continuity plan is in place to facilitate the ongoing school/worksite operations in the case of absence of key personnel - Identify and plan for employees who may be at higher risk, (pregnant women and those with chronic conditions) - Determine in advance, the level of absenteeism that can be tolerated before key business functions are affected and operations must be changed - Inform students, staff and families about the symptoms and measures to be taken to reduce exposure - Evaluate participation in Cooperative Education/Dual Credit programs and announce cancellation of placements if deemed necessary. If a workplace is closed or under quarantine, the student would be moved back into the school - Maintain contact with Superintendents

		<ul style="list-style-type: none"> - Facilitate and co-operate with community agencies in school utilization issues - If staff report illness, managers and supervisors are required to contact Human Resources directly, thus adhering to privacy;
	<p>Personnel Responsible for Occupational Health and Safety</p>	<ul style="list-style-type: none"> - Provide consultative advice to the SGDSB Emergency Response Team - Act as a resource to Principals, Vice Principals, Managers and Supervisors - Maintain contact with department to ensure infectious control measures are effectively implemented. - Ensure that the Occupational Health and Safety Work Refusal Process is reviewed and understood. - Maintain an adequate supply of disinfectants, sanitizers, and personal protective equipment and distribute as needed (if available) - Maintain links with other school boards for enhanced problem solving
	<p>Manager of Plant Operations Manager of Plant Services</p>	<ul style="list-style-type: none"> - Facilitate the training of identified personnel on enhanced infection control procedures - Implement and monitor the infection control program
	<p>Communications Personnel</p>	<ul style="list-style-type: none"> - Post SGDSB Pandemic Preparedness and Response Plan to the SGDSB website - Create a template script and other material that school administrators and supervisors can use to communicate to their staff - Share the SGDSB Pandemic Preparedness and Response Plan with external stakeholders such as Thunder Bay District Health, the East of Thunder Bay Transportation Consortium, shared spaces partners and Child Care Providers
	<p>Staff</p>	<ul style="list-style-type: none"> - Cooperate with their Principal, Vice Principal, Manager or Supervisor on system and site-based measures to prevent and control the spread of infectious diseases

TIER TWO: Prevention of Spread	SGDSB	<ul style="list-style-type: none"> - Plan for business continuity - Follow all Public Health and Ministry of Health and Long-Term Care orders
	Emergency Response Team	<ul style="list-style-type: none"> - Maintain close liaison with the Thunder Bay District Health Unit and communicate timely information to staff from the Health Unit - Support schools in implementing Public Health Measures - Inform all staff, students and families of possible school closures - Consider restricting visitor and volunteer access to school/worksites - Implement enhanced infection control methods - Monitor and review the SGDSB pandemic response to determine the implications and make recommendations to facilitate recovery
	Principals, Vice Principals, Managers, and Supervisors	<ul style="list-style-type: none"> - Inform students, staff and families about the symptoms and measures to be taken to reduce exposure - Request that symptoms be reported to the principal, manager or supervisor - Facilitate passive and active screening for illness - Principals are to contact the Thunder Bay District Health Unit and the Emergency Response Team to report infectious disease outbreaks in the school - Managers and Supervisors are to contact the Emergency Response Team to report infectious disease outbreaks at their worksite - Follow all communications directives including directing any media inquiries to the Communications Officer - Implement school closure procedures as directed
	Personnel for Occupational Health and Safety	<ul style="list-style-type: none"> - Provide consultative advice to the SGDSB Emergency Response Team - Act as a resource to Principals, Vice Principals, Managers and Supervisors

		<ul style="list-style-type: none"> - Maintain contact with Building Services to ensure infectious control measures are effectively implemented - Maintain an adequate supply of disinfectants, sanitizers, and personal protective equipment as distribute as needed (if available) - Maintain links with other school boards for enhanced problem solving
	<p>Manager of Plant Services Manager of Plant Services</p>	<ul style="list-style-type: none"> - Facilitate the training of identified personnel on enhanced infection control procedures - Implement and monitor the infection control program - Implement all post-closure and re-opening procedures - Respond to community agencies' requests as necessary
	<p>Communications Personnel</p>	<ul style="list-style-type: none"> - Update, coordinate, and authorize any information releases inside and outside SGDSB, including communication with media, staff, families, community organizations, and the public
	<p>Staff</p>	<ul style="list-style-type: none"> - Co-operate with their Principal, Vice Principal, Manager or Supervisor on system and site-based measures to prevent and control the spread of infectious diseases

CREDIT AND ADDITIONAL RESOURCES

District School Board of Niagara, Pandemic Preparedness and Response Plan, 2020

DSB1 – Pandemic Preparedness and Response Plan, 2020

Rainy River DSB, Pandemic Plan, March 2020

Ministry of Health and Long-Term Care

<http://www.health.gov.on.ca/en/>

Thunder Bay District Health Unit

<https://www.tbdhu.com/>

The Public Health Agency of Canada Guide for K-12 schools.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/guidance-schools-childcare-programs.html>

Public Health Ontario

<https://www.publichealthontario.ca/>

Ottawa Public Health

<https://www.ottawapublichealth.ca/en/public-health-topics/self-isolation-instructions-for-novel-coronavirus-covid-19.aspx>

APPENDICES

Appendix A: Sample Continuity Plans for SGDSB

Academic (schools)

The SGDSB operates 15 school sites in the Superior-Greenstone District. We provide services in elementary and secondary school settings; adult and continuing education; alternative education programs; and partnerships with community agencies.

Essential Services as they relate to a Pandemic:

Priority A – Essential

- Instruction.
- Leadership.
- Supervision.

Priority B – Suspended for a short period of time

- Certain programs, for example, Student Success Programming

Priority C – Suspended for an extended period of time

- School supports for medically fragile students (in consultation with the Health providers).
- Special Education Programming, Speech Language Programming,
- Co-Op/Guidance/Specialist High Skills Major.
- All field trips/excursions.
- All professional development opportunities both internal and external.
- Support from System Leads.
- All extra-curricular activities.

Essential “Roles and Responsibilities” of Staff:

- Administrators present clear direction for staff, students, parents/guardians, shared space partners and the immediate community. Decisions will be made at the discretion of the principal as supported by the Emergency Response Team.
- Teachers provide quality instruction for students each school day.
- Support Staff provide services for students with high needs.
- Custodians clean and maintain the building.

- Clerical staff will communicate with parents/guardians and maintain attendance records of staff and students.

Issues/Implications:

- Safety is the highest concern for our students and staff members.
- All students must be properly supervised.
- All principals and/or vice-principals have keys and security codes to enter their school.

All teachers and support staff will report to their regular school unless notified to report to duty at another location. Teachers are expected to provide an educational program.

- School secretaries check monitor staff absences and immediately notify their principals if there are positions that cannot be filled. All school principals will be notified of custodial absences via e-mail or phone. Custodial department staff report leave request to Coordinator of Operations
- Call people on emergency contact lists, if needed.
- Use teachers without classrooms, if needed.
- Combine grade levels, if needed.
- Cluster grades levels or departments, if needed.
- Call school partner (school closest to you) to determine if they can reallocate staff, if needed.
- Call school superintendent to report the status of instruction and/or supervision.

Teachers without classrooms – all can be reassigned during a national health risk to provide instruction and supervision within our Board.

- Within the school, there may be French teachers and Special Education teachers. Within the system, there may be System Leads.

Special Education/Special Services:

- In collaboration with our health professionals, students who are medically fragile may be encouraged to remain home due to high medical risks of being infected.
- Attendance Counselors and Child and Youth Workers will attempt to attend to their regular schedule to assist students through this health risk. All personnel will be on standby to assist in the event of a traumatic event.

If the Secretary is absent, the Principal may:

- Request occasional replacement worker.
- Use emergency staff.
- Use support staff who are not working with their students (due to absences).
- Use other staff assigned to the school.
- Use volunteers.

Surge Activities:

(created or increased as a result of reduced work force)

- Absence reporting – Staff and students
- Increase of social-emotional supports needed for staff and students

Services that can be completed at home:

- There are no services that can be completed from home as all staff work in the schools.

Training Needs:

All school staff will be trained as determined by the Emergency Response Team.

A. Maintenance

Maintenance staff consists of the Manager of Plant Services, the Coordinator of Plant Services, the Coordinator of Operations and Maintenance Working Foremen in the school district.

Essential Services as they relate to a Pandemic:

Priority A – Essential

- The staff provides preventive maintenance to water treatment systems, HVAC systems, unit ventilators, lighting, emergency lighting, fire alarm systems, exhaust systems, chillers, boilers compressors, and monitor the building automation systems.
- Maintain repairs of essential services: plumbing, mechanical, electrical and building security.

Issues/Implications:

- Switch into response mode. No longer open to preventative maintenance but open only to allow high priority repairs to ensure system operations and integrity are maintained.
- Utilized for emergency repairs to ensure buildings that are required to operate are repaired and maintained.
- Potential problem: Fuel for vehicles/portable power.

Action Plan:

According to predictions of a reduced work force, the custodial staff and the remaining maintenance staff may be interchangeable in some cases with direction from their immediate supervisor

Supervisory staff left are also interchangeable and will ensure:

- Daily attendance protocol in place.
- Fuel for vehicles/portable power

The replacement of a skilled trade employees with contractors is also an option but is based on the availability of the contractor.

Surge Activities:

- There will be backlog in work orders created due to reduced staff force. The Manager of Plant Services will have to prioritize work orders in order to address the most pressing needs first.

Services that can be completed at home:

The building HVAC control systems can be monitored and controlled from home as well as work order prioritizing and limited department management. There are no maintenance services that can be completed from home as this requires staff to work in the schools.

Online Training – Health & Safety, Building Automation Controls, etc.

B. Custodial Services

Custodial Services staff are at each facility are assigned to all SGDSB Schools who are directly supervised by the Coordinator of Operations

Essential Services as they relate to a Pandemic:

Priority A – Essential

- Maintain cleaning/building hygiene for occupied buildings. Perform legislated building inspections
- Snow removal by in-house staff and outside contractors.
- Garbage pickup and stock piling capabilities are possible pending contractors not picking up garbage.

Issues/Implications:

- May not be able to operate all occupied sites.
- Lack of garbage pickup pending contractor closure of services.
- Determine which schools are key centers.) All Secondary Schools ??
- Communication will be by phone, email, text
- Outside contractors may be available.

Action Plan:

- Communication tree is not necessary as we are not a large organization.
- Daily attendance and communications are in place.
- Cell phone communications are in place.
- Winter weather protocol will be modified to adjust for a national health risk.
- Fuel for vehicles/portable power/supplies/snow removal equipment is a priority.

Surge Activities:

- There will also be the potential for extra school cleaning on a daily basis, as a safety precaution.

Training:

Continue training in the following areas cleaning, security, fire, snow removal, Building Automation Systems, Health and Safety,

Business Services C. Payroll Department

The Business Services Department consists of staff 3 staff who are located at the Marathon BoardBoardOffice and Learning Centre.

Essential Service(s) as they relate to a Pandemic:

Priority A – Essential

- Pay all teaching and non-teaching employees of the SGDSB (approximately 600 employees). Payroll runs semi-monthly (15th and last day).• On the first pay of the month, Employee Health Life Trust (EHLT) payroll deductions need to be processed.
- Remittances to Canada Revenue Agency (CPP, EI, EHT, garnishments, etc.) and other payroll deductions/remittances need to occur.
- Complete Records of Employment
- Processing of accounts payable transactions for small suppliers
- Ensure that student absences will be entered appropriately by either teachers or Coordinator of Business Services.

Priority B – Suspended for a short period of time

- Depositing funds received by the Board
- Processing of accounts payable transactions (paying all other vendors)
- Pay rate changes (grid movement, additional allowances, retroactive payments, etc.)
- Accounts receivable processes (invoicing tuition fees, community partners, Ministry initiatives, etc.)
- Bank reconciliations

Priority C – Suspended for an extended period of time

- Filing.
- Ministry reporting.
- System upgrades, implementation of new system features

Essential “Roles and Responsibilities” of Staff:

- Payroll clerks (2) – Import electronic timesheets and to input any manual entries. This person needs to be experienced in data input and processing time sheets and prepare remittances.
- Payroll Administrator to review and approve pays (this function can be done remotely, if necessary).
- Payroll Administrator to send payroll files to the bank.
- One clerk in Accounts Payable Clerk to pay vendors and remittances through the appropriate means.

- Manager of Financial Services and Superintendent of Business to approve the cheque run and the electronic funds transfer. This function could be completed remotely, if necessary.

Issues/ Implications:

- Electronic timesheets are submitted semi-monthly for casual staff. Electronic timesheets can be completed remotely if necessary. If electronic timesheets are unable to be completed due to employee illness, timesheets will need to be input manually (standard hours only).
- Electronic timesheets are approved by administrators on a semi-monthly basis. This can be done remotely, if necessary.
- With electronic timesheets, there may be technology issues that the Network Technology Specialist must address. This could be completed remotely.
- Remittances that are not paid electronically must be physically paid at the bank. In the case of a bank closure CRA would need to be contacted to arrange an alternative payment method.

Action Plan:

- Employees call into their supervisor if they are ill.
- The supervisor reports employee absences to Superintendent of Business.
- In the event there is insufficient staff to process the essential payroll and accounting transactions, the Payroll Administrator, Coordinator of Business Services and Manager of Financial Services would provide additional support to ensure those essential tasks are completed.

Surge Activities:

(created or increased as a result of reduced work force)

- Filing
- Ministry reporting
- Pay rate changes
- Depositing funds received by the Board
- Processing of accounts payable transactions (paying vendors)
- Accounts receivable processes
- Bank reconciliations
- System upgrades, implementation of new system features

Services that can be completed at home:

- If the SDS accounting system is available, then many functions could be completed from an office computer provided for use in the home.

Training Needs:

- Communication of the plan to the department

D. Human Resources Department

The Human Resources department work out of the Board Office and the Learning Learning Centre and Marathon Board Office. They are The department consists of a Superintendent, Manager of Human Resources, Secretary and Disability and Wellness Administrator. the Superintendent

Essential Service(s) as they relate to a Pandemic:

Priority A – Essential

- Staffing – Supporting the planning & filling of operational needs determining needs of the system.
- Assigning temporary replacement workers.
- Updating employee sick time. Notification and updating of employee sick time
- Leave approvals.
- Benefit remittances and reporting.
- Attendance and Disability Management.
 - WSIB reporting (Form 7)
 - LTD applications when sick leave is exhausted

Priority B – Suspended for a short period of time

- Input for overtime.
- Category changes.
- Sick/medical notes for short term absences.
- Non WSIB Incident Reports.

Priority C – Suspended for an extended period of time

- Filing.
- Performance Appraisal Processes.
- Non-essential interviews.

Issues/Implications:

- Ensuring that there are adequate occasional workers and deployment of retired Administrators to ensure students are safe.
- Centralized process to address the issues of attendance (e.g.; casual workers) for school principals.
- If assigned personnel who work with the SFE System are absent, there are other personnel at the board office who have been trained on the system.

Action Plan:

- Notification/communications strategies - call supervisor if ill.
- Continual cross training within the department.
- Consultation with union presidents

Surge Activities:

(created or increased as a result of reduced work force)

- Absence reporting.
- Staffing.
- Sick leave and disability management.
- Filing.

Services that can be completed at home:

- Electronic timesheets.
- E-mail.
 - Changes in SDS
 - Updating of Disability, WSIB, Absence reporting

Training Needs:

- Vary depending upon staff.

E. Information Technology

The Information Technology Services department work in geographically dispersed locations, centred in GCHS, SGLC-2, SGBO-2, and LSHS generally with small offices in each school that doubles as the server room at each site. The critical locations are the Board Office where core servers and networking are located and MRHS where the backups are located. There are 5 employees under the direction of the Information Technology Services Coordinator.

Essential Service(s) as they relate to a Pandemic:

Priority A – Essential

- Trillium (student information system, including absence reporting, demographics and health / medical information).
- Harris Cayenta SDS (financial and human resources) systems.
- Microsoft Office 365 (Board-wide e-mail and files accessible locally and remotely, Skype communications)
- VPN service (dependent on core servers at the board office)

Edsby – Parental Communications.

- Board Office and school phone systems (in cooperation with Plant)

Essential Infrastructure

- Board-wide networks (WANs and LANs to allow administration access to the Essential Applications)
- Server rooms (location for operational components and backup of Essential Services: Board Office, MRHS).

Essential Roles and Responsibilities of Staff:

IT Technologists (3) have expertise in the networking and software systems, supported by external contractors.

Issues/Implications:

- Each Essential service is covered by a primary technologist with a backup technologist, documentation and vendor support.

For Trillium, Lakehead Schools is contracted for primary support of the software.

For SDS – the vendor provides support with SGDSB IT Technologists able to assist with any physical server access needed.

Action Plan:

Notification Strategy - Each manager/supervisor will communicate with their staff to notify of issues and required actions. In the event of the absence of the caller, their backup will make the calls for them.

- If a staff member is ill, they will call the IT Hotline and complete SFE

Staff reallocations/skill sets:

- Staff reallocations will be decided at daily Supervisor meetings based on need and skill set of available staff.

Service elimination:

- Any requests for system enhancements or information not normally provided or of an urgent nature, as determined by the IT Services Coordinator.
- Support for any non-essential applications.
- Classroom/school support not of an urgent nature, as determined by IT Services Coordinator

Services that can be performed at home:

Most IT services dealing with software and operating systems can be done from home provided they have a solid broadband internet connection and a functioning VPN service to the board office.

- Hardware replacement will be done on an as needed basis.

Training Needs:

- Backup staff development (ongoing).
 - System communication regarding what essential IT services will be provided (reduce the number of Help Desk calls to a minimum).
- VPN Usage (for staff likely to need access to SDS and/or Trillium or network files)
Skype Usage (very helpful for seeing remote situations or communicating when phone numbers may not be known)

Appendix B

The World Health Organization guidelines for Hand Hygiene Technique

Hand Hygiene Technique with Alcohol-Based Formulation

Duration of the entire procedure: 20-30 seconds



1a



1b

Apply a palmful of the product in a cupped hand, covering all surfaces;



2

Rub hands palm to palm;



3

Right palm over left dorsum with interlaced fingers and vice versa;



4

Palm to palm with fingers interlaced;



5

Backs of fingers to opposing palms with fingers interlocked;



6

Rotational rubbing of left thumb clasped in right palm and vice versa;



7

Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8

Once dry, your hands are safe.

Hand Hygiene Technique with Soap and Water

Duration of the entire procedure: 40-60 seconds



0

Wet hands with water;



1

Apply enough soap to cover all hand surfaces;



2

Rub hands palm to palm;



3

Right palm over left dorsum with interlaced fingers and vice versa;



4

Palm to palm with fingers interlaced;



5

Backs of fingers to opposing palms with fingers interlocked;



6

Rotational rubbing of left thumb clasped in right palm and vice versa;



7

Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8

Rinse hands with water;



9

Dry hands thoroughly with a single use towel;



10

Use towel to turn off faucet;



11

Your hands are now safe.

Appendix C – Shared Space Lists

Organization Name

Brass Bell - Marathon Baby Beginning (Canada Prenatal Nutrition Program)
 Brass Bell - Early ON
 Confederation College
 Conseil Scolaire des District Catholique des Aurores Boreales
 Conseil Scolaire Public du Grand Nord de l'Ontario
 Contact North
 Manitouwadge Nursery School
 Marathon Children and Family Centre - Child Care Program
 Municipality of Greenstone - Beardmore EarlyON Centre and Nakina Child Care
 Municipality of Greenstone - Municipal Pool
 Municipality of Greenstone - Greenstone Public Library
 Nawiinginokiima Forest Management Corporation (NFMC)
 Red Rock Historical Society
 Superior Greenstone Association for Community Living
 Superior North Catholic District School Board
 Thunder Bay District Health Unit
 Township of Dorion

Appendix E: Emergency Numbers

Emergency contact numbers will be made available through a supplementary document. Please visit www.sqdsb.on.ca for up-to-date contact information.

Appendix F: Community Services and Supports

Crisis Response Line	District / Toll-Free: 1-888-269-3100
Kids Help Phone	
North of Superior Counseling Programs	1-877-895-6677 Manitouwadge: 807-826-4517 Marathon: 807-229-0607 Schreiber: 807-824-3236 Nipigon: 807-887-2632 Geraldton: 807-854-1321 Longlac: 807-876-2235
Dilico Anishinabek Family Care	<u>Toll-Free: 1-855-623-8511</u>

Family Health Teams	<p>Nipigon- 807-887-5252 Schreiber: 807 824-2934 Terrace Bay: 807-825-3235 Greenstone: 807-854-0051 Manitouwadge: 807-826-3429 Marathon 807-229-3243</p>
Thunder Bay District Health Unit	<p>THUNDER BAY (MAIN OFFICE) 999 Balmoral St. Thunder Bay ON P7B 6E7 Canada <u>(807) 625-5900</u> <u>(807) 623-2369</u></p> <p>GREENSTONE 510 Hogarth Ave., W. P. O. Box 1360 Geraldton ON P0T 1M0 Canada <u>(807) 854-0454</u> <u>(807) 854-1871</u></p> <p>MANITOUWADGE c/o the Thunder Bay Office: 999 Balmoral St. Thunder Bay ON P7B 6E7 Canada <u>(888) 294-6630</u> <u>(807) 623-2369</u></p> <p>MARATHON P.O. Box 384 Marathon Library Bldg, 22 Peninsula Rd <u>(807) 229-1820</u> <u>(807) 229-3356</u></p> <p>RED ROCK 46 Salls Street Suite #2 Red Rock ON P0T 2P0 Canada <u>(807) 886-1060</u> <u>(807) 886-1096</u></p>

	<p>TERRACE BAY P.O. Box 1030 20B Cartier Road (McCausland Hospital) Terrace Bay ON P0T 2W0 Canada <u>(807) 825-7770</u> <u>(807) 825-7774</u></p>
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