

# SCHOOL OF PUBLIC HEALTH

## OPERATIONAL PANDEMIC PLAN - SUMMARY FOR FACULTY

The School of Public Health's primary responsibility is to maintain the health and safety of students, **faculty** and staff, while ensuring the continuity of the school's **educational mission**.

### What to do if you are sick:

- **Stay home if you are sick with influenza-like illness.** Seek medical advice as appropriate.
- Communicate with the Students/Executive Director/ Graduate Chair/Program Coordinator to **make appropriate arrangements** (e.g. backup teacher, electronic posting of materials, or class cancellation).

### What to do if your students are sick:

- Be **more flexible than normal** regarding absences, academic requirements and deadlines for students experiencing Influenza-like Illness.
- **Prepare for potential student illness** on exam day or assignment due date; assure students that accommodations will be made for work missed due to influenza-like-illness.
- Refrain from requiring students experiencing Influenza-like Illness to present medical notes to excuse absence from class or missed academic assignments. Instead, direct students to the ***Student Declaration of Absence due to Influenza-like Illness (ILI) form*** at [http://www.usask.ca/uofs/notices/pandemic/Influenza\\_declaration](http://www.usask.ca/uofs/notices/pandemic/Influenza_declaration).

### Preparedness planning:

- **Attend a free H1N1 vaccination clinic** offered by the Saskatoon Health Region at your earliest convenience. A complete list of clinic times and locations is available at <http://www.usask.ca/pandemic>
- **Reduce the spread of the H1N1 flu virus.** For information, visit the U of S pandemic planning website at <http://www.usask.ca/pandemic> . Practice infection prevention behaviors:
  - Wash your hands frequently; cough and sneeze into your elbow/sleeve rather than your hand; Minimize physical contact with others.
- **Teaching:**
  - Schedule class content to be completed in one less class than normal, creating a “**flex class**” to allow for cancellation of one class due to illness without compromising the completion of the curriculum.
  - Identify **backup faculty members** to teach a class on short notice if you are ill.
  - Submit **course outlines and guest speaker' schedules** to the Program Coordinator.
  - Prepare to post **teaching notes and/or assignments electronically**, if necessary.
  - Plan **alternate drop off locations** for student assignments.
- **Research:**
  - Ensure that all relevant **infrastructure** items have been identified to the SPH Pandemic Planning Committee and planned for accordingly.
  - Establish a **backup plan to sustain active research** in the event of your illness.
  - Consider your role in **essential research** and / or **expert advisor to the media**.
- **Community Service:** Consider your potential role relation to the pandemic response.
- **For more information:**
  - U of S central pandemic planning website at <http://www.usask.ca/pandemic>
  - [School of Public Health's Operational Pandemic Plan and detailed Action Checklist](#)
- **If you have questions**, contact the School of Public Health Pandemic Plan Coordinator, Kathy McGaffin, at [kathy.mcgaffin@usask.ca](mailto:kathy.mcgaffin@usask.ca) or 966-8432.