



UNIVERSITY OF
SASKATCHEWAN

School of Public Health

SCHOOL OF PUBLIC HEALTH
OPERATIONAL PANDEMIC PLAN

developed and maintained by the

School of Public Health Pandemic Planning Committee

last revised November 24, 2009

Supporting the White Paper – School of Public Health: Pandemic Plan
Robert W. Buckingham, Dr.PH
September 28, 2009

Introduction

In the event of a pandemic, 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.

This document, the **School of Public Health Operational Pandemic Plan** has been developed by the School of Public Health Pandemic Planning Committee to provide administrative and operational detail in support of the [White Paper, School of Public Health: Pandemic Plan](#) written by Robert W. Buckingham, Executive Director, on September 28, 2009. The White Paper outlines the school's obligation and commitment to the school's students, staff, and faculty, and to the larger community, to mitigate the impact of widespread illness in the event of a pandemic.

The school's White Paper/Pandemic Plan outlines key items including:

- a **management structure** to develop, maintain, and implement the school's pandemic plan ([School of Public Health Pandemic Planning Committee](#) – Appendix A);
- **mitigation measures**, including an infection control plan (see White Paper, page 12);
- a **Concept of Operations** (see White Paper, page 6), to be pursued either independently by the school or in cooperation/partnership with other U of S health sciences academic units and public health authorities (internal and external);
- a commitment to continuity of priority operations in four **Essential Functions** (see White Paper, page 8), with emphasis on operations that will maximize opportunities for students to complete their courses and programs; and
- recognition of the critical nature of **Communications** (see White Paper, page 10) to/from students, staff, faculty, families, and the community at large with the goal of communicating a consistent and accurate message, keeping in mind:
 - the school is one link in a chain of command and control that leads from the President's Executive Committee → U of S Crisis Management Team → U of S Crisis Operations Team → School of Public Health and
 - the Chair of the school's Pandemic Planning Committee delivers information and updates directly to the School's students, staff, and faculty in order to address issues specific to the School, but always to complement and build on communications from the U of S Crisis Operations Team, per the following website:
<http://www.usask.ca/pandemic>.

This document, the **School of Public Health Operational Pandemic Plan**, is structured as an **Action Plan/Checklist for Four Stages of Illness Severity** as defined in the U of S Pandemic Influenza Preparedness Unit Planning Guide and Workbook, February 27, 2007.

Stages of Illness Severity – Descriptions and Triggers

Stage 1 – Planning, Preparation, Training

In this “normal state”, in the absence of a known pandemic threat, the school’s ongoing goal is to conduct reasonable pre-emptive strategies or measures to be in a state of preparedness for a potential future threat.

Transition from Stage 1 to Stage 2 will be triggered by a World Health Organization (WHO) pandemic alert of Level 6, which is efficient and sustained human-to-human transmission. In regard to the H1N1 pandemic, this trigger took place on June 11, 2009.

Stage 2 – Pandemic Conditions Confirmed

This stage of severity is triggered by a World Health Organization (WHO) pandemic alert of Level 6, which took place on June 11, 2009 in regard to H1N1. At this stage, the school may have only a short period of time to implement and adjust plans before the effects of the pandemic will begin to appear in Saskatchewan. The school’s Pandemic Planning Committee will meet at the outset of Stage 2 to review the plan in light of the current pandemic threat and make any necessary revisions.

Unless directed otherwise by the U of S Crisis Operations Team, the school will continue uninterrupted operations at Stage 2 until and unless the school experiences absenteeism rates of 15 to 35 percent in the school’s sentinel classes (at the discretion of the school’s Pandemic Planning Committee).

At the discretion of the school’s Pandemic Planning Committee, absenteeism rates of 15 to 35 percent in the school’s sentinel classes will trigger the move to Stage 3.

Stage 3 – Pandemic Reaches Saskatchewan/School of Public Health

If the school is experiencing absenteeism rates of 15 to 35 percent (at the discretion of the school’s Pandemic Planning Committee) or at the direction of the U of S Crisis Operations Team, the school will commence Stage 3 of the Action Plan.

At this stage, there may be restrictions on U of S and/or community services including student housing, meal services, and transportation. There may be closure of the school and/or the U of S. The response will be implemented as the situation dictates.

Decreased absenteeism will signal that a pandemic wave has passed. At the discretion of the school’s Pandemic Planning Committee/U of S Crisis Operations Team, this will trigger a move to Stage 4 of the plan.

Stage 4 – Recovery after a Pandemic Wave

As absenteeism abates, at the discretion of the school’s Pandemic Planning Committee/U of S Crisis Operations Team, the school will undertake Stage 4 of the plan.

Pandemic influenza has historically occurred in 3 separate waves that could last up to 8 weeks each. The school will evaluate the response throughout each wave to make adjustments necessary to get ready for the next one.

Stage 1 – Planning, Preparation, Training

- Pre-emptive strategies or measures taken before a pandemic strikes will reduce its severity or impact.

Trigger/Indication

- World Health Organization pandemic alert is **Level 5** (significant human-to-human transmission).

Action Plan/Checklist	Resources	Audience/ Tactics	Accountability	Status
1. Appoint a Pandemic Plan Coordinator for the school and appoint additional committee members, if necessary, for the school's Pandemic Planning Committee .	SPH staff, faculty, and students.	N/A	Executive Director	Complete
2. Coordinate with VIDO and other research units to ensure SPH faculty and staff are included within the operational pandemic plans for all relevant units.	VIDO and V&I program staff.	VIDO and V&I program staff.	SPH Pandemic Plan Coordinator	Complete
3. SPH Pandemic Planning Committee Meeting to review and update the school's Operational Pandemic Plan in light of the current pandemic threat.	U of S website: http://www.usask.ca/pandemic U of S Crisis Operations Team	N/A	SPH Pandemic Plan Committee SPH Pandemic Plan Coordinator	Complete
4. Emergency-related Training SPH Pandemic Planning Committee members will coordinate, arrange to provide, or participate in emergency-related training as recommended by the U of S Crisis Operations Team. (see White Paper, page 7)	U of S Crisis Operations Team	SPH Pandemic Planning Committee	SPH Pandemic Plan Committee SPH Pandemic Plan Coordinator	N/A
5. Ensure all email contact lists are up to date for SPH faculty, students, and staff.	SPH Outlook distribution lists maintained by School/Graduate Secretary and Executive Secretary.	N/A	SPH Pandemic Plan Coordinator SPH School / Graduate Secretary SPH Executive Secretary	Complete

<p>6. Distribute pandemic plan to all staff, faculty, and students.</p>	<p>SPH Pandemic Plan Committee</p> <p>SPH Pandemic Plan Coordinator</p>	<p>SPH Email distribution lists:</p> <p>All Students, Staff, Faculty</p>	<p>Executive Director</p> <p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Plan Coordinator</p>	<p>Complete</p>
<p>7. Basic awareness and prevention information will be sent by email to SPH students, faculty, and staff, with directions to the U of S central pandemic website for further information.</p>	<p>U of S central website: http://www.usask.ca/pandemic</p> <p><i>Protect Yourself from Influenza</i> http://www.saskatoonhealthregion.ca/pandemic/pdf/influenza_protect_yourself_poster.pdf</p>	<p>SPH Email distribution lists:</p> <p>All Students, Staff, Faculty</p>	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Plan Coordinator</p>	<p>Complete</p>
<p>8. Posters</p> <p>Basic awareness and prevention information will be posted on school bulletin boards.</p> <p>Information regarding proper hand washing techniques will be posted in SPH staff washrooms.</p>	<p><i>Protect yourself and Others</i> http://www.saskatoonhealthregion.ca/pandemic/pdf/influenza_cough_sneeze_poster.pdf</p> <p><i>Protect Yourself – Handwashing</i> http://www.saskatoonhealthregion.ca/pandemic/pdf/handwashing-Mar%208.pdf</p>	<p>SPH Bulletin Boards and washrooms at:</p> <ul style="list-style-type: none"> • RUH • St Andrew's • Innovation Place 	<p>SPH Pandemic Plan Coordinator</p>	<p>Complete</p>
<p>9. The school's website will be updated to include links to the U of S central website.</p>	<p>U of S central website: http://www.usask.ca/pandemic</p>	<p>SPH Website</p>	<p>SPH Communications and Marketing Specialist</p>	<p>Complete</p>
<p>10. Hand Gel</p> <p>Alcohol-based, antibacterial hand gel and information regarding proper techniques will be placed at SPH reception desks and shared areas.</p>	<p>U of S central website: http://www.usask.ca/pandemic</p> <p><u>Poster:</u> <i>Protect Yourself – Hand Hygiene</i> http://www.saskatoonhealthregion.ca/pandemic/pdf/influenza_hand_hygiene.pdf</p>	<p>St. Andrew's student room;</p> <p>RUH - reception desks, photocopier, bookable rooms, staff room;</p> <p>Innovation Place student lab</p>	<p>SPH Pandemic Plan Coordinator</p>	<p>Complete</p>

<p>11. Critical Equipment and Supplies</p> <p>Review inventories and stockpile essential equipment and supplies, as appropriate, including: hand sanitizer, tissues, disinfectant wipes, basic office supplies (paper, printer ink, bottled water.</p> <p>(see White Paper, page 7)</p>	<p>SPH Pandemic Planning Committee</p>	<p>N/A</p>	<p>SPH Pandemic Plan Coordinator</p> <p>Executive Secretary</p> <p>School/Graduate Secretary</p>	<p>Complete</p>
<p>12. Staff - Core Activities / Essential Jobs</p> <p>Each staff member will identify core activities that would need to be addressed if he/she were ill for approximately one week and communicate these to his/her supervisor.</p> <p>Consider system privileges, passwords, cross training, equipment, software, etc.</p> <p>(e.g. SIRIUS, GSIS, UNIFI, CASCADE, REMOTE DESKTOP)</p> <p>Core activities would include: payroll, those activities necessary to enable students to complete classes and programs, communications.</p> <p>(see White Paper, page 9)</p>	<p>SPH Supervisors/ Managers/ Co-workers</p>	<p>N/A</p>	<p>All SPH Staff and Supervisors</p>	<p>Complete</p>
<p>13. Ensure that all members of the SPH Pandemic Planning Committee have the necessary knowledge and documentation to step into the role of Pandemic Plan Coordinator in case the Coordinator becomes ill.</p>	<p>SPH Pandemic Plan Coordinator</p>	<p>N/A</p>	<p>SPH Pandemic Planning Committee</p> <p>Pandemic Plan Coordinator</p>	<p>Complete</p>

Stage 2 – Pandemic Conditions Confirmed

- May have only a short period of time to implement and adjust plans before the effects of the pandemic will begin to appear in Saskatchewan.

Trigger/Indication

- World Health Organization (**WHO**) pandemic alert at **Level 6**, which is efficient and sustained human-to-human transmission.

Activity Checklist	Resources	Audience/ Tactics	Accountability	Status
1. Review membership of SPH Pandemic Planning Committee and appoint new members, as well as a Pandemic Plan Coordinator for the school, as appropriate.	SPH Faculty, Students, and Staff	N/A	Executive Director	Complete
2. Ensure all email contact lists are up to date for SPH faculty, staff, and students.	SPH Outlook distribution lists maintained by School/Graduate Secretary and Executive Secretary.	N/A	SPH Pandemic Plan Coordinator SPH School / Graduate Secretary SPH Executive Secretary	Complete
3. Prepare email scripts and web-postings specific to the School of Public Health that might be needed in later stages of severity.	U of S Crisis Operations Team	N/A (To be determined)	SPH Pandemic Planning Committee SPH Pandemic Plan Coordinator	In progress
4. Emergency Exercise(s) Test the communications plan and conduct an emergency exercise(s), as appropriate, perhaps using a test script. Prepare an after action report. (see White Paper, page 7)	SPH Pandemic Plan/White Paper SPH Pandemic Operational Plan	All students, faculty, and staff	SPH Pandemic Planning Committee SPH Pandemic Plan Coordinator	In progress
5. Meeting of SPH Pandemic Planning Committee to review the plan details and specifics in light of the current pandemic threat.	SPH Pandemic Plan (White Paper) and SPH Operational Pandemic Plan	N/A	SPH Pandemic Planning Committee SPH Pandemic Plan Coordinator	Complete

<p>6. Review and update inventories of critical supplies and equipment as appropriate, as a follow up to the review done in Stage 1</p>	<p>SPH Pandemic Planning Committee</p>	<p>N/A</p>	<p>SPH Pandemic Plan Coordinator</p> <p>Executive Secretary</p> <p>School/Graduate Secretary</p>	<p>Complete</p>
<p>7. Communicate that the SPH is prepared. Distribute the up to date SPH operational pandemic plan and contact information for key resources.</p>	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Plan Coordinator</p>	<p>SPH Email distribution lists:</p> <p>All Students, Staff, Faculty</p>	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Plan Coordinator</p> <p>SPH Communications and Marketing Specialist</p>	<p>Complete</p>
<p>8. Disinfectant Wipes are provided in shared areas. All students, staff, and faculty are asked to wipe shared items (e.g. telephones, keyboards, tools) regularly.</p>	<p>Inventory</p>	<p>St. Andrew's student room;</p> <p>RUH - reception desks, photocopier, bookable rooms, staff room;</p> <p>Innovation Place student lab</p>	<p>SPH Pandemic Plan Coordinator</p> <p>All students, faculty, and staff.</p>	<p>Complete</p>
<p>9. A higher level of prevention / response information may be distributed by email to faculty, staff and students of the SPH, along with a reminder to visit the U of S central pandemic website.</p> <p>(see White Paper, page 6)</p>	<p>U of S central website: http://www.usask.ca/pandemic</p> <p><i>Personal Preparedness Poster:</i> http://www.saskatoonhealthregion.ca/pandemic/pdf/PersonalPreparednessPoster.pdf</p> <p><i>Protect Yourself- How to Treat Influenza</i> http://www.saskatoonhealthregion.ca/pandemic/pdf/iinfluenza_how_to_treat_poster.pdf</p>	<p>N/A</p>	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Plan Coordinator</p>	<p>Complete</p>

<p>10. Vaccination Clinics</p> <p>As vaccines become available, information will be sent to all faculty, staff, and students by email, to encourage them to get immunization(s).</p> <p>(see White Paper, page 9)</p>	<p>U of S central website:</p> <p>http://www.usask.ca/pandemic</p>	<p>SPH Email distribution lists:</p> <p>All Students, Staff, Faculty</p>	<p>Executive Director</p>	<p>Complete</p>
<p>11. Faculty – Plan for Student Absenteeism</p> <p>** For 2009/2010, the U of S Crisis Management Team asks instructors to be more flexible than normal regarding absences, academic requirements and deadlines for students experiencing Influenza-like Illness.</p> <p>** For 2009/2010, the U of S Crisis Management Team asks that faculty members refrain from requiring students experiencing Influenza-like Illness to present medical notes to excuse absence from class or missed academic assignments.</p> <p>Instructors should prepare for potential student illness on exam day or assignment due date and assure students that accommodations will be made to cover any course work missed due to influenza-like-illness.</p> <p>Instructors will direct students to the absence form at http://www.usask.ca/uofs/notices/pandemic/Influenza_declaration</p> <p>Instructors will plan to allow students to work from remote locations by ensuring they are prepared to post teaching notes and/or assignments electronically.</p> <p>Instructors will plan alternate</p>	<p>U of S Crisis Management Team</p> <p>U of S central website:</p> <p>http://www.usask.ca/pandemic</p> <p><i>Student Declaration of Absence due to Influenza-like Illness (ILI) Form</i></p> <p>http://www.usask.ca/uofs/notices/pandemic/Influenza_declaration</p>	<p>SPH Email distribution lists:</p> <p>All Students, Staff, Faculty</p>	<p>All SPH Faculty</p>	<p>In progress</p>

<p>drop off locations for student assignments.</p> <p>Student absenteeism with Influenza-like-illness should be communicated to the school's Pandemic Plan Coordinator.</p> <p>(see White Paper, page 8)</p>				
<p>12. Faculty – Preparedness Planning</p> <p>** For 2009/2010, each faculty member will schedule his/her class content to be completed in one less class than normal, creating one “flex class” which will allow for the cancellation of one week of classes without compromising the completion of the curriculum.</p> <p>** For 2009/2010, each faculty member will identify backup faculty members who could take over 1 or 2 classes on short notice, if necessary.</p> <p>Submit course outlines and schedules for guest speakers (with contact information) to the Program Coordinator.</p> <p>Ensure you are prepared to post teaching notes and/or assignments electronically, if necessary.</p> <p>Plan alternate drop off locations for student assignments.</p> <p>Faculty absenteeism with Influenza-like-illness should be communicated to the school's Pandemic Plan Coordinator.</p> <p>(see White Paper, page 8)</p>	<p>SPH Executive Director/SPH Graduate Chair/Co-Workers</p> <p>Appendix A and D of White Paper.</p>	<p>N/A</p>	<p>All SPH Faculty</p>	

<p>13. Staff, Student and Faculty– Preparedness Planning</p> <p>All SPH students, staff, and faculty members are encouraged to review the U of S central website and the school's pandemic plan as they consider their own personal preparedness.</p> <p>They are encouraged to provide feedback and suggestions to the SPH Pandemic Planning Committee by contacting the SPH Pandemic Plan Coordinator.</p> <p>(see White Paper, page 8)</p>	<p>U of S central website http://www.usask.ca/uofs/notices/pandemic/info_fac_staff.php</p> <p>SPH Pandemic Plan Coordinator: kathy.mcgaffin@usask.ca</p> <p>Phone: 966-8432</p>			
<p>14. Students – Preparedness Planning</p> <p>All SPH students are encouraged to review the U of S central website and consider their own personal preparedness.</p>	<p>U of S central website http://www.usask.ca/uofs/notices/pandemic/info_students.php</p>	All SPH Students	All SPH Students	
<p>15. Students - Flu Buddy</p> <p>Students are encouraged to find a Flu Buddy – a friend, neighbor or relative – who they can call for support if they get sick.</p> <p>The university will assist students in finding a Flu Buddy, if they are unable to do so on their own. The student need simply email their request to flu_info@usask.ca or call 966-2000.</p>	<p>flu_info@usask.ca</p> <p>or</p> <p>966-2000</p>	All SPH Students	All SPH Students	
<p>16. Students – Stay Home if Ill</p> <p>Students are requested to stay home if they are ill.</p> <p>Students may call the U of S Student Health Centre at</p>	<p>U of S Student Health Centre at 966-5768</p>	All SPH Students	All SPH Students	

<p>966-5768 for medical advice if flu systems persist.</p> <p>A student declaration of absence form is available for use.</p>	<p>Student Declaration of Absence due to Influenza-like Illness (ILI) Form http://www.usask.ca/uofs/notices/pandemic/influenza_declaration.pdf</p>			
<p>17. Community Service</p> <p>The Committee will spearhead discussions among faculty, staff, and students to identify relevant expertise and potential community services, including: identification and tracking of cases in the school's community, mapping incidence rates; predicting "hot spots" or areas where higher incidence rates might be found; or presenting lectures in the U of S community.</p> <p>(see White Paper, page 6)</p>	<p>The school's faculty complement includes experts with a relevant range of expertise in epidemiology, public health, and veterinary medicine. The complement also includes members with shared appointments with the Saskatoon Health Region, Public Health Unit.</p>	<p>All SPH Faculty</p>	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Plan Coordinator</p>	<p>In progress</p>
<p>18. Research Infrastructure</p> <p>The Committee will spearhead discussions among faculty and researchers to ensure all relevant infrastructure items have been identified and planned for accordingly, including within the pandemic plans of research partners.</p> <p>(see White Paper, page 8)</p>	<p>Faculty</p> <p>Research partners: The school's research partners have pandemic plans in place to maintain important infrastructure items.</p>	<p>Faculty</p> <p>Research partners</p>	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Plan Coordinator</p>	
<p>19. Sustaining Active Research</p> <p>Faculty members and researchers are advised to establish backup plans to enable them to sustain active research in the event of illness, and to communicate these plans to the school's Committee, as appropriate.</p> <p>(see White Paper, page 8)</p>	<p>Faculty, research partners</p>	<p>Faculty,</p> <p>Research partners</p>	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Plan Coordinator</p>	

<p>20. Essential Research</p> <p>Spearhead discussions among faculty members to identify faculty members with interest and expertise in essential research and media communications related to a particular area of expertise.</p> <p>Research might focus on: identifying barriers to vaccination; the effectiveness of vaccines; side effects of vaccines or other areas of particular relevance and benefit.</p> <p>(see White Paper, page 8)</p>	All SPH Faculty	All SPH Faculty	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Plan Coordinator</p>	In progress
<p>21. Review core activities and related issues as identified in Stage 1; make plans for potential redeployment of staff to key areas in Stage 3.</p> <p>Consider plans for employees to work from home; staggered shifts, etc.</p>	SPH Staff	N/A	<p>Executive Director</p> <p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Plan Coordinator</p>	In progress
<p>22. Review and refine response strategies to be implemented in the event of a Stage 3 level of severity.</p>	U of S Crisis Operations Team	N/A	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Planning Coordinator</p>	In progress

Stage 3 – Pandemic Reaches Saskatchewan

Trigger/Indication

- Absenteeism rates of **15% to 35%** - students, faculty, and staff.
- There may be restrictions on U of S and/or community services, including student housing, meal services, and transportation.
- There may be closure of the school and/or the U of S.

Activity Checklist	Resources	Audience/ Tactics	Accountability	Status
1. The SPH Pandemic Planning Committee will meet , by teleconference if appropriate.	SPH Pandemic Planning Committee SPH Pandemic Plan Coordinator	NA	SPH Pandemic Planning Committee SPH Pandemic Plan Coordinator	
2. Review and update inventories of critical supplies and equipment as appropriate, as a follow up to the review done in Stage 1	SPH Pandemic Planning Committee	N/A	SPH Pandemic Plan Coordinator Executive Secretary School/Graduate Secretary	
3. Email to faculty, staff, and students re: watch the SPH website for updates. Provide contact information for SPH Pandemic Plan Coordinator.			Executive Director SPH Pandemic Planning Committee SPH Pandemic Plan Coordinator	
4. Human Resource Policies The school will administer all personnel policies developed by the U of S Human Resource Division (HRD) in conjunction with the various collective agreements at the U of S and in accordance with guidelines provided by the HRD. (see White Paper, page 9)	http://www.usask.ca/hrd/index.php	All SPH Faculty and Staff	Executive Director SPH Pandemic Planning Committee	

<p>4. Redeploy staff to key areas as needed.</p>	<p>All SPH Staff</p>	<p>All SPH Staff</p>	<p>Executive Director Graduate Chair</p>	
<p>5. Travel Restrictions</p> <p>As warranted, travel restrictions will be imposed (to affected domestic and international areas); travelers who are already in those areas will be recalled.</p>	<p>U of S Crisis Operations Team</p>	<p>All SPH faculty and staff</p>	<p>Executive Director</p>	
<p>6. Large Gatherings</p> <p>Restrictions on large gatherings (e.g. non-urgent committee meetings, seminars, pot lucks)</p> <p>Postpone or cancel SPH sponsored classes, academic research or community activities.</p>	<p>U of S document re: mass gatherings in “files” section of Academic Planners PAWS group.</p>	<p>All faculty, staff, and students.</p> <p>COT to be advised of any changes to school services.</p>	<p>Pandemic Planning Committee</p> <p>SPH Pandemic Planning Coordinator</p>	
<p>7. Alternate Use of Facilities</p> <p>Identify the most suitable rooms for isolation facilities (at each of RUH and Innovation Place). In case such rooms are needed, identify a source for necessary supplies (e.g. cots, linens). Establish a plan for assessing the rooms after use to facilitate their return to normal use as quickly as possible.</p> <p>(see White Paper, page 9)</p>	<p>SHR Facilities Management Dept (RUH)</p> <p>and</p> <p>U of S Facilities Management Dept (Innovation Place)</p>	<p>N/A</p>	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Planning Coordinator</p>	
<p>8. Alternate Utilities and Other Services</p> <p>Identify key contacts re: alternative sources of power, diverse means of telecommunications, emergency provisions for heat, ventilation, water, sewer, etc.</p> <p>(see White Paper, page 9)</p>	<p>U of S Crisis Operations Team</p>	<p>N/A</p>	<p>SPH Pandemic Planning Committee</p> <p>SPH Pandemic Planning Coordinator</p>	

<p>9. Housing and/or Food Services Disruptions</p> <p>Work in concert with the U of S Crisis Operations Team to communicate U of S contingency plans to students who depend on student housing and food services (e.g. international students)</p> <p>(see White Paper, page 9)</p>	<p>U of S Crisis Operations Team</p>		<p>Pandemic Planning Committee</p> <p>SPH Pandemic Planning Coordinator</p>	
<p>10. Transportation Restrictions or Curfews</p> <p>Work in concert with the U of S Crisis Operations Team to communicate community restrictions and U of S contingency plans to students.</p>	<p>U of S Crisis Operations Team</p>		<p>Pandemic Planning Committee</p> <p>SPH Pandemic Planning Coordinator</p>	
<p>11. SPH / U of S Closure</p> <p>Work in concert with the U of S Crisis Operations Team to communicate U of S contingency plans to students.</p>	<p>U of S Crisis Operations Team</p>		<p>Pandemic Planning Committee</p> <p>SPH Pandemic Planning Coordinator</p>	

Stage 4 – Recovery after a Pandemic Wave

- Historically, a pandemic has 3 separate waves that could last up to 8 weeks each, with variable length of time between them.

Trigger/Indication

- Absenteeism begins to **abate**.

Action Checklist	Resources	Audience/ Tactics	Accountability	Status
<p>1. Meeting of the Pandemic Planning Committee to evaluate the feedback received adjust the plan as necessary to prepare for the next wave.</p> <p>Consider resumption strategies that must be undertaken to restore normal operations.</p>	SPH Pandemic Planning Committee		SPH Pandemic Planning Committee Pandemic Plan Coordinator	
<p>2. Communicate the signs of recovery, in concert with the U of S Crisis Operations Team. Ask students, faculty, and staff to resume normal operations as quickly as possible.</p>	U of S Crisis Operations Team	All SPH faculty, staff, students	SPH Pandemic Planning Committee Pandemic Plan Coordinator	
<p>3. Ask students, faculty, and staff to assess the SPH Pandemic Planning Committee's preparation and response throughout the pandemic wave and provide feedback, in order to ensure that lessons learned are incorporated into future plans.</p>	All SPH faculty, staff, students	All SPH faculty, staff, students	SPH Pandemic Planning Committee Pandemic Plan Coordinator	
<p>4. Catch up on work postponed/cancelled.</p>	All SPH faculty, staff, students	All SPH faculty, staff, students	All students, faculty, and staff.	
<p>5. Replacement of recovering, disabled, or lost workers; grief counseling and other support and accommodation where needed, in concert with the U of S Crisis Operations Team.</p>	U of S Crisis Operations Team		SPH Pandemic Planning Committee Pandemic Plan Coordinator	

Appendix A

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School of Public Health Pandemic Planning Committee

Terms of Reference

Mandate

The Executive Director and the School of Public Health Pandemic Planning Committee, as appointed by the Executive Director, will develop and maintain the school's Pandemic Plan in collaboration with the University of Saskatchewan Pandemic Planning Coordination Committee and appropriate external public health agencies.

The school's Committee will work in collaboration with the University of Saskatchewan Pandemic Planning Coordination Committee and appropriate external public health agencies.

The University of Saskatchewan Emergency Preparedness Planning Committee reserves the right to modify policy, guidelines, and decision-making protocols and procedures in an effort to safeguard the well being of the university and community members.

Responsibilities

Development, Maintenance, and Review of the Plan

- The Executive Director and the appointed committee will consider what roles and responsibilities the academic unit should have in:
 - maintaining the welfare of students, faculty and staff,
 - implementing and maintaining academic programming that takes place off campus and
 - protecting students, faculty and staff who work or study abroad or are completing internships and practica as part of their professional or academic requirements.
- Work in collaboration with the U of S Crisis Operations Team to release statements to external affiliates/partners and stakeholders in order to convey assure them that the status of any H1N1 pandemic outbreak will be carefully monitored and regular updates will be offered as to the school's preparedness plan.
- Developments and changes in policy will be communicated to staff, faculty, and students as they occur or in an appropriate time frame.
- Review the plan at least annually.
- Develop and verify the SPH communication plan in collaboration with the guidelines set out by the U of S Crisis Operations Team in regard to communications roles and responsibilities. As of October 27, 2009, the Crisis Operations Team is in the process of developing specific guidelines.
- Test the SPH's communication plan regularly to ensure operational reliability.
- Foster frequent and ongoing communication between the SPH and the U of S pandemic preparedness command center as well as local, provincial and national public health authorities.

- Participate in up-to-date training/workshops and seminars provided by the university and/or local and provincial public health agencies so that the lines of communication are open and the roles are clear so that prevention and/or intervention strategies are employed early, consistently and continuously throughout a possible H1N1 pandemic outbreak. Hyperlink to Action Plan item.

Periodic Exercises and After-Action Report

- Periodic exercises will be conducted to test the operability of the Plan and identify gaps or conflicts in response activities (e.g. testing email distributions).
- The Committee will test the communications processes outlined in the Action Plan (hyperlink) to ensure that messages are successfully relayed using the SPH Action Plan/Checklist.
- An after-action report will be prepared, to provide a written record of areas for improvement. It will include a component with input from each communication function operational in the SPH during the response. These findings should be used to revise the SPH's plan and the U of S Communications plans and the emergency operation plan.

Maintaining List of Plan Holders

- The ED and the committee will maintain a list of plan holders
- Contact information must be updated at least biannually.

Membership

Members are appointed by the Executive Director and will include student, faculty, and staff representation. The School of Public Health Communications and Marketing Specialist serves as a member of the school's Pandemic Planning Committee to ensure that the Committee has access to communications' expertise.

Effective October, 2009, members are:

Robert W. Buckingham	Chair	8544	b.buckingham@usask.ca
Kathy McGaffin	Pandemic Plan Coordinator	8432	kathy.mcgaffin@usask.ca
Erica Schindel	Communications/Staff Rep	2663	erica.schindel@usask.ca
Allen Backman	Faculty Rep	2773	a.backman@usask.ca
Bruce Reeder	Faculty Rep	7934	bruce.reeder@usask.ca
Natalie Angus	Student Representative		natalie.angus@usask.ca

Chair

The Chair of the Committee is the Executive Director.

Meetings

Meetings of the Committee will be held at least annually, to review the plan, and also immediately upon reaching each Stage of Illness Severity, as outlined in the school's Operational Pandemic Plan. Decision-making will be by consensus. Secretariat services will be provided by the School of Public Health.

Appendix B - Reference Materials

1. White Paper - School of Public Health: Pandemic Plan by Robert W. Buckingham, Dr.PH, September 28, 2009.
2. U of S Pandemic Influenza Preparedness Planning Unit Guide and Workbook, February 27, 2007.
3. U of S Pandemic (H1N1) Preparedness Website <http://www.usask.ca/uofs/notices/pandemic/>.
4. U of S Guide for (H1N1) 2009 Pandemic Influenza Academic Unit Planners, September 29, 2009
http://www.usask.ca/uofs/notices/pandemic/AcademicPlanningGuide_sept292009.pdf#5
5. U of S H1N1 Pandemic Influenza Plan Summary, October 16, 2009.