



**UNIVERSITY OF
SASKATCHEWAN**

School of Public Health

White Paper

School of Public Health: Pandemic Plan

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Table of Contents

Foreword.....	3
SPH Pandemic Plan: Introduction.....	5
SPH Pandemic Plan: Objective	6
SPH Pandemic Plan: Assumptions.....	6
SPH Pandemic Plan: Concept of Operations.....	6
SPH Pandemic Plan: Organization & Responsibilities.....	7
SPH Pandemic Plan: Development	7
SPH Pandemic Plan: Review & Maintenance.....	7
SPH Pandemic Plan: General Continuity of Operations	8
SPH Pandemic Plan: Academic Continuity of Operations	8
SPH Pandemic Plan: Research Continuity of Operations.....	8
SPH Pandemic Plan: Human Resources.....	9
SPH Pandemic Plan: Facilities Maintenance	9
SPH Pandemic Plan: General Communications Measures	10
SPH Pandemic Plan: Pandemic Communications Measures	10
SPH Pandemic Plan: Mitigations Measures.....	12
SPH Pandemic Plan: References	12
SPH Pandemic Plan: Additional Selected Resources.....	13
Table 1: Summary of Pandemic Influenza Mitigation Measures	16
Appendix A: Update #15 – Saskatoon Health Region.....	17
Appendix B: University of Saskatchewan Announcement.....	18
Appendix C: Keeping Healthy – 10 Tips for Businesses	19
Appendix D: Keeping Healthy – 8 Tips for Individuals	20
Appendix E: Flu Season Facts for Students	21

Foreword

As one of the health science academic units in the University of Saskatchewan (UofS), the newly established School of Public Health (SPH) is a valuable partner in our University's and community's defense against a possible pandemic H1N1 influenza outbreak. Preparedness is the best method to defend against the impact of such a natural, biological threat.

Currently, we all face the prospect of a wider H1N1 influenza outbreak. While it is difficult to predict how the H1N1 virus may or may not change or how widely it may or may not spread, we do know that the UofS in general and its SPH specifically need to be prepared and remain vigilant on this front. We need to design, adopt and implement the necessary procedures, guidelines and plan of action in order to be able to respond quickly, decisively and appropriately in the event of an H1N1 influenza outbreak in our campus and community.

In the event of a local H1N1 influenza outbreak, it will be difficult to initially predict with a high degree of accuracy the incidence, prevalence and severity of the illness and its concomitant impact (including hospitalizations and deaths) on our University and surrounding communities. Therefore, the SPH and the UofS are actively engaged in preparing a dynamic and flexible plan of action that will permit us to respond appropriately and effectively to varying levels of severity while permitting us the necessary latitude to take additional steps, if a potentially a more serious outbreak of H1N1 influenza evolves during the fall and winter of 2009-2010.

Universities represent the backbone of the educational setting in their local communities and as such all the academic units in the UofS, including the SPH, must effectively partner in an effort to ensure that the wheels of the academic community continue to efficiently turn, even in the face of potential increased absenteeism by its student, faculty, staff and administrative ranks. If adequately prepared in advance, the disruption to the educational process and general function of our University will be minimal and any health care concerns will be addressed swiftly and appropriately. In short, if adequately prepared, our SPH and University will be ideally positioned to meet the challenges of a possible H1N1 influenza outbreak and keep our doors open so that we continue to fulfill our educational mission while safeguarding and contributing to our community's health and well being.

The key ingredient to our ultimate success, when possibly faced with the daunting challenge of a possible H1N1 influenza outbreak, will be none other than to have a well crafted, thorough, and practical plan of action.

This document is intended to help everyone involved in or affiliated with the SPH at the UofS understand the preliminary parameters of our still evolving plan of action and more importantly, help spread the message of the importance of and need for preparedness. I strongly encourage all the administrators, students, faculty and staff affiliated with or employed by our SPH to prepare their own individual plan of action that may better reflect the needs of their own homes and families, which may include having a plan on how to care for a potential sick family member and also storing food and medical provisions for at least a two-week time period.

At the end of this document, there are several useful websites listed which provide valuable information on this developing and very important public health issue. I encourage you to take the time and visit the websites listed, especially the one at www.usask.ca/pandemic, which is provided by our University and to use them as a guide in our efforts to better educate and prepare ourselves in case of a possible H1N1 influenza outbreak in Saskatoon and the province of Saskatchewan. Together, we can partner to keep our people and communities healthy, strong and safe.

Warm regards,

Robert W. Buckingham, Dr.PH
Executive Director,
School of Public Health
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September 2009

SPH Pandemic Plan: Introduction

Health science academic units such as the SPH at the UofS play a critical role in protecting the University's and broader community's health and safety as well as limiting the potential impact to the economy and society during a possible H1N1 influenza pandemic outbreak. Therefore, advance planning for a possible various levels of severity of an H1N1 influenza outbreak is critical.

A novel influenza virus, now called 2009 H1N1 influenza, or 2009 H1N1 flu, first caused illness in Mexico and the United States in March and April, 2009. On June 11, 2009, the World Health Organization (WHO) signaled that a global pandemic of 2009 H1N1 flu was underway by raising the worldwide pandemic alert level to Phase 6. This action was a reflection of the spread of the new 2009 H1N1 flu virus across the globe, not the severity of illness caused by the virus. At the time, more than 70 countries had reported cases of 2009 H1N1 flu infection and there were ongoing community level outbreaks of 2009 H1N1 flu in multiple parts of the world. Since June, this new H1N1 virus has continued to spread.¹

Therefore, UofS and community strategies that delay or reduce the impact of a possible H1N1 pandemic outbreak may help reduce the spread of disease until a vaccine is available. Health care professionals, community members and policy makers in Saskatoon specifically and the province of Saskatchewan in general, as in other parts of the world, are working towards collaborative pandemic plans and protocols as a proactive measure.²

The current document outlines and presents the pandemic plan of action for the SPH at the UofS. It is an evolving piece of work in constant flux given the dynamic nature of the H1N1 virus and the need for flexibility depending on the severity of the potential outbreak. The pandemic plan of action for the SPH has been prepared by taking into account and consideration the other key health sciences academic units on campus such as the College of Nursing and the College of Medicine as well as directions and instructions received by local, provincial, national and international organizations involved in adequately planning for the event of a possible H1N1 influenza pandemic outbreak.

Over the past several years, the various local, provincial, national and international organizations have developed guidelines, including checklists, to assist academic institutions, businesses, industries, and other employers in planning for a possible H1N1 pandemic outbreak. While a consistent response by all the academic units at the UofS, including the SPH, is highly desired and in many respects essential regarding a uniform and consistent approach to dealing with possible pandemic issues, many decisions may still fall under the purview of the appropriate local authorities in order to most efficiently address their specific needs.

In the event of a possible H1N1 pandemic outbreak the authority in the decision-making process at the UofS rests with the specific institution and is exercised through its appropriate Dean or Director. In the case of the SPH at the UofS, this is the Executive Director in collaboration with the crisis control center of the University. Pandemic decisions are also subject to directives at the local or provincial level from public health departments, medical officers of health or executive heads within universities/institute. All of these factors add to the complexity of trying to outline scenarios and roles. However, the ultimate goal of the SPH as an academic unit is to remain operational and functional unless otherwise instructed. Please be advised that the UofS is maintaining a valuable website with full information for students, employees, and the public pertinent to the pandemic (H1N1) influenza at www.usask.ca/pandemic

SPH Pandemic Plan: Objective

To protect the overall well being of our students, faculty and staff while ensuring the continuity of the learning process in our academic unit.

SPH Pandemic Plan: Assumptions

The SPH makes the following assumptions in the event of an H1N1 pandemic outbreak:

1. The SPH Pandemic Plan is an evolving document and therefore, it will be modified as new information is received from substantiated, accurate and official sources.
 2. The need for timely and relevant information from substantiated sources is crucial.
 3. The Executive Director of the SPH receives accurate absence data and health information from the UofS in general and his own SPH staff, faculty and students in a prompt and timely manner.
 4. The requirement for increased hygiene and infection control practices is strictly enforced.
 5. Implementation of certain aspects of the SPH Pandemic Plan may be:
 - a. over the long term,
 - b. only as deemed necessary, or
 - c. only when feasible.
 6. The UofS General Pandemic Plan is a more extensive and comprehensive document and where appropriate supersedes the SPH Pandemic Plan, which mainly serves a complementary function.
 7. During any phase of the SPH Pandemic Plan, the UofS Emergency Preparedness Plan Committee reserves the right to modify policy, guidelines and decision making protocols ad procedures in an effort to safeguard the well being of the University and community members.
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SPH Pandemic Plan: Concept of Operations

In cooperation/partnership with other health sciences academic units at the UofS and internal and external public health authorities, the SPH may assist with the following in the event of an H1N1 pandemic outbreak:

1. Management of epidemiologic surveillance and response activities,
 - a. contact tracing and
 - b. the selection and implementation of disease control and prevention measures, such as:
 - i. vaccine/pharmaceutical administration for prophylactic or treatment purposes.
 2. Communication of information:
 - a. Regarding prevention, treatment and control measures
 - b. The local effects of a disease to students, staff and faculty, their families, health care providers, the media, and the general public.
 3. Maintenance of health care and essential community functions during periods of high absenteeism.³
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SPH Pandemic Plan: Organization and Responsibilities

In the event of an H1N1 pandemic outbreak the SPH will perform the following functions as needed:

1. Establish provisions for notification to all our students, faculty and staff
2. Develop and maintain this plan in collaboration with the UofS Pandemic Planning Coordination Committee and appropriate external public health agencies
3. Identify resources (personnel, supplies, reference materials) to carry out recommended emergency measures including but not limited to:
 - a. Partial or complete evacuation of University premises
 - b. Administration and dispensing of vaccination or other medication
4. Obtain information from appropriate offices and jurisdictions as needed to develop and maintain this plan
5. Conduct emergency exercises
6. Coordinate, or arrange to provide, emergency-related training
7. Develop and maintain procedures for implementing this plan

SPH Pandemic Plan: Development

In order to test the operability of its Pandemic Plan, the SPH proposes to the UofS Pandemic Planning Coordination Committee the following:

1. Conduct periodic exercises.
2. These exercises should be designed to identify gaps or conflicts in either internal or external preparedness or response activities.
3. Following these exercises, an after-action report should be generated to provide a written record of areas for improvement.

The plan, as well as lists of contact information and inventories of critical equipment and supplies, should be reviewed and updated as necessary but at least on an annual basis.

Those items that should be reviewed include, but are not limited to, the following:

1. Community notification and alerting lists, including 24/7 contact information for appropriate personnel
2. Inventories and/or identified sources of critical equipment, supplies, and other resources
3. Facility- and community-specific functions and procedures

SPH Pandemic Plan: Review & Maintenance

The SPH through its Executive Director will appoint a committee to be responsible for this plan and utilize the following policies to review and maintain this plan:

1. The plan must be reviewed annually.
2. Contact information must be updated at least biannually.
3. The Executive Director and the committee will maintain a list of plan holders and ensure that plan changes are disseminated to all parties concerned in a timely manner.

SPH Pandemic Plan: General Continuity of Operations

The purpose of the SPH general continuity of operations section is to guide the Executive Director and the appointed committee through the process of developing detailed plans for continuing the ongoing operation of key elements of the academic unit during a possible H1N1 pandemic outbreak.

The detailed plans will identify the set of tasks, the order of the tasks, and the responsible party for task accomplishment—in other words, specify what, by when, by whom.

This general section is followed by specific sections in the four essential functions of our SPH as an academic unit:

1. academic operations (students, programs of study, and services);
2. research operations (infrastructure, sustaining existing research, and prioritizing research activities);
3. human resources (assuring appropriate policies are developed, implementing the policies and cross-training of personnel);
4. facilities maintenance (classifying facilities, essential infrastructure, and public safety).3

SPH Pandemic Plan: Academic Continuity of Operations

The purpose of the SPH academic continuity of operations section is to ensure:

1. The preservation of student, faculty and staff welfare by establishing policies regarding physical and virtual access to the institution and the provision of services such as housing, meal services, medical services, travel, travel assistance, financial aid, scholarships, and maintenance of immigration status.
2. The SPH maintains its educational mission.
3. The Executive Director and the appointed committee will consider alternative methods of study, including distance education modalities, videoconferencing and streaming capabilities, waivers and course substitutions, and delayed submission of assignments or changes in examination dates, all the while attempting to maintain the high standards of educational quality offered by the SPH.
4. The Executive Director and the appointed committee will consider what roles and responsibilities the academic unit should have in:
 - a. maintaining the welfare of students, faculty and staff,
 - b. implementing and maintaining academic programming that takes place off campus and
 - c. protecting students, faculty and staff who work or study abroad or are completing internships and practicums as part of their professional or academic requirements.

SPH Pandemic Plan: Research Continuity of Operations

The purpose of the SPH research continuity of operations section is to ensure:

1. Maintenance of research infrastructure. At a minimum, the SPH has investments in research infrastructure that need to be maintained. These investments may include, but are not limited to, research animals, research instruments that cannot be turned off or otherwise put in a hibernating state, and freezers containing biological specimens. The

- academic institution must ensure that these investments are protected by developing a plan that identifies:
- a. the important infrastructure items,
 - b. specific plans to maintain the items, and
 - c. essential employees who should carry out the plan.
2. Infrastructure and processes for sustaining active research: Beyond the minimum level of continuity needed to maintain and protect the research infrastructure above, the SPH will try—to the extent possible—to sustain ongoing, active research. The SPH will develop a plan that:
 - a. identifies investigator succession (at least for all major research projects/ programs),
 - b. optimizes data collection, analysis, and reporting in the context of reduced operations,
 - c. provides ongoing opportunities for proposal development and submission, and
 - d. continues the protocols and procedures for continuity of funding for ongoing research from federal, state, and private funding sources.
 3. Identification and special support of “essential research” (e.g., pandemic influenza–specific). The SPH as a health sciences academic unit has a special obligation to society to attempt to continue research and other activities that may directly address and provide solutions to a possible catastrophic event of an H1N1 pandemic outbreak and therefore, maximally benefit society.
 4. The SPH in collaboration/partnership with other health sciences academic and research units at the UofS will attempt to develop a plan that identifies:
 - a. research of particular relevance and benefit,
 - b. requirements to sustain this research, and
 - c. design and implement processes to do so.
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SPH Pandemic Plan: Human Resources

The purpose of the SPH human resources section is to:

1. Create and maintain a mechanism and protocols for the development of personnel policies appropriate to both short term and long term duration extraordinary events such as a possible H1N1 pandemic outbreak.
 2. Promote faculty and staff physical and mental well-being during a possible H1N1 pandemic outbreak.
 3. Promote a formal means of conflict and dispute resolution that is fair to all employees and at the same time protective of the assets of the academic unit.
 4. Assure public safety for all personnel housed or working in the academic unit during possible H1N1 pandemic outbreak.
 5. Define and implement a plan of action for achieving appropriate depth of cross-training for “core” or “essential” jobs and job classifications.
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SPH Pandemic Plan: Facilities Maintenance

The purpose of the SPH facilities maintenance section is to:

1. Assure that all SPH facilities to be used as part of the response to a possible H1N1 pandemic outbreak incident, such as a room used as an isolation facility, can reliably function in such a capacity.
2. Minimize the time required to restore facilities to their normal use.

3. Assure the provision of alternative sources of power, diverse means of telecommunications, emergency provisions for heat, ventilation, water, sewer etc., appropriate to the SPH facilities.
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SPH Pandemic Plan: General Communication Measures

The tasks to be accomplished in order to effectively communicate a consistent and accurate message across the various stakeholders comprising the students, faculty and staff of the SPH and our external affiliates/partners are complex and varied.

Therefore, the purpose of the SPH communication measures section is to:

1. Share our pandemic plan with our students, faculty, staff and external affiliates/partners and clearly communicate expectations.
 2. Establish an emergency communications plan. This plan includes identification of key contacts (with back-ups), chain of communication command, and processes for tracking and communicating with our students, faculty, staff and external affiliates/partners to determine their status.
 3. Consider ways to communicate with faculty, staff and external affiliates/partners, who may not speak English or those with disabilities.
 4. Communicate the most current and reliable information regarding a possible H1N1 pandemic outbreak to our students, faculty, staff, and external affiliates/partners.
 5. Foster frequent and ongoing communication between the SPH and the UofS pandemic preparedness command center as well as local, provincial and national public health authorities.
 6. 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.
 7. Provide based on input from UofS lawyers and risk managers, disclaimers on websites, e-mails, phone calls, etc., so that our communication channels and their messages are not perceived as substitutes for seeking medical care.
 8. Anticipate that every activity should be staffed at least three deep in order to allow for the possible extended nature of an H1N1 pandemic outbreak and its concomitant potential absenteeism.
 9. Prepare after-action reports to 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 and the UofS communications plans and the emergency operation plan.³
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SPH Pandemic Plan: Pandemic Communication Measures

The purpose of the SPH Pandemic communication measures section is divided into two subsections: I. Internal Communications to/from Student, Staff, and Faculty and II. External Communications to/from Parents, Spouses, and Community at Large

I. Internal Communications to/from Student, Staff, and Faculty

1. Develop and verify the SPH communication plan to include notification trees and redundant communication modalities.

2. Test SPH's communication plans regularly to ensure operational reliability
3. Test redundancy of communications modalities.
4. Establish and update emergency communication SPH and UofS website with pandemic information and links to key sites. Confirm ability to access these sites and their corresponding information remotely.
5. Consider establishing Web portal to publish information that may have limited/restricted access.
6. Develop and verify mass e-mail and fax capabilities to all students, faculty and staff involved in the SPH and assure 24/7 information technology (IT) access to the lists.
7. Develop and verify mass phone calling capability to all students, faculty and staff involved in the SPH and assure 24/7 IT access to the lists.
8. Determine the most efficient strategy to address rumors and misinformation among the students,
9. faculty and staff in the SPH.
10. Communicate developments (particularly changes in policies) as they occur via website, e-mail, fax, radio, phones, etc.
11. Revise pandemic website regularly to reflect frequently asked questions (FAQs) and answers;
12. date-stamp updates.
13. Develop process for referring to website for questions received. Also provide an e-mail address to send questions not addressed on website.
14. Post information regarding nonpharmaceutical measures.
15. Post information about need for personal preparedness planning.
16. Tape/type scripted messages and for anticipated communications needing to be phoned or e-mailed.
17. Develop culturally appropriate educational handouts, flyers, posters, and newspaper announcements.
18. Release statement concerning the SPH preparedness planning and assure students, faculty and staff that the status of any H1N1 pandemic outbreak will be carefully monitored and regular updates will be offered.

II. External Communications to/from Parents, Spouses, and Community at Large

1. Establish a communications relationship between the SPH and the UofS emergency management division as well as local and/or provincial public health authorities.
2. Determine who are the external affiliates/partners and stakeholders that need to be in the communications loop.
3. Inform external affiliates/partners and stakeholders of the SPH and UofS pandemic website and instruct them to check it regularly for updates and information.
4. Develop and verify mass e-mail and/or fax capabilities to all external affiliates/partners and stakeholders and assure 24/7 IT access to lists.
5. Develop and verify mass phone calling capability to all external affiliates/partners and stakeholders and assure 24/7 IT access to lists.
6. Copy all affiliates/partners and stakeholders on information send out to students, faculty, and staff to include messages addressing rumors and misinformation.
7. Revise SPH pandemic website to reflect FAQs from external affiliates/partners and stakeholders. Date-stamp all updates.
8. Inform external affiliates/partners and stakeholders of availability of FAQs. Also provide e-mail address to send questions not available on the website.
9. Post information regarding nonpharmaceutical measures.
10. Post information about need for personal preparedness planning for students, families, etc.
11. Tape/type scripted messages and for anticipated communications needing to be phoned or e-mailed.
12. Develop culturally appropriate educational handouts, flyers, posters, and newspaper announcements and distribute them among external affiliates/partners and stakeholders.

13. Release statement concerning the SPH preparedness planning and assure external affiliates/partners and stakeholders that the status of any H1N1 pandemic outbreak will be carefully monitored and regular updates will be offered.

SPH Pandemic Plan: Mitigation Measures

The SPH anticipates that early in a possible H1N1 pandemic outbreak effective vaccines and antiviral medications may not be readily available to all the students, faculty and staff of the SPH specifically and members of the population in general.

Therefore, the SPH proposes that targeted social distancing methods may need to be deployed in an effort to reduce social contact networks, and thereby reducing the persons' amount of contact with each other and therefore, limiting the potential spread of the disease among persons (see Table 1).

Where appropriate and in conjunction with the policies and measures adopted by and the specific instructions given by the UofS Pandemic Planning Coordination Committee the SPH is prepared to reduce person-to-person contact on the UofS campus by implementing a list of procedures which may include but are not limited to the following:

1. Postponement or cancellation of classes and other SPH sponsored academic research or community activities
2. Change of schedule or venue to previously assigned classrooms or even closure of classrooms
3. Change in assigned workplace environments and/or schedules (e.g., telecommuting, using staggered shifts)
4. Encourage good hygiene/cough etiquette practices among its students, faculty and staff (e.g., reducing handshakes, frequent washing of hands, droplet precautions, standard precautions, not congregating in large groups, asking individuals who exhibit signs and/or symptoms to stay home etc)
5. Engage in surveillance
6. Increase awareness. Educate students, faculty, staff and visitors about the signs and symptoms of influenza, control measures, and indications for obtaining influenza treatment and testing.

SPH Pandemic Plan: References

This document was prepared by reviewing and taking into consideration the suggestions made and instructions offered by an array of resources offering information regarding pandemic planning. Therefore, the present document is largely based on the following references:

1. The 2009 Influenza Pandemic: U.S. Responses to Global Human Cases
<http://www.fas.org/sgp/crs/misc/R40588.pdf>
2. Pandemic Planning Decision-Making Protocol, College of Nursing, Nursing Education Program of Saskatchewan & Graduate Nursing Programs
<http://www.usask.ca/nursing/college/pandemic.php>
3. Pandemic Influenza Preparedness Resource Kit for Academic Institutions
<http://provost.uiowa.edu/docs/reports/PanFluResourceKit.pdf>
4. Council of Ontario Universities (C.O.U) Office of Health Sciences. (2008). *Principles - The Role of Health Science Students in a Pandemic*. Toronto, ON.

5. Influenza Pandemic Planning Guidelines for Health Science Faculties (2008) developed by the University of Toronto.
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SPH Pandemic Plan: Additional Selected Resources

Additional selected resources are available offering information regarding pandemic planning. Several are identified below:

I. Links to Canadian Selected Resources

- Saskatchewan Ministry of Health
- Prince Albert Parkland Regional Health Authority
- Regina Qu'Appelle Regional Health Authority
- Saskatoon Regional Health Authority
- Health Canada
- Public Health Agency of Canada:
- Public Health Guidance for Post Secondary and Boarding Schools regarding the Prevention and Management of Influenza-like-illness (ILI), Including the Pandemic (H1N1) 2009 Influenza Virus: www.phac-aspc.gc.ca/alert-alerte/h1n1/hp-ps/psili-eng.php
- World Health Organization
- Canadian Association of Schools of Nursing. (2009). *Sub-committee on public health nursing education: Pandemics-plan, prioritize, prepare*. Retrieved from http://casn.mcmaster.ca/Content/Pandemics_PREPARE_%20PLAN_PRIORITIZE.pdf
- College of Nursing of Ontario. (2009). *Preparing for an influenza pandemic*. Retrieved from http://cno.org/docs/prac/41072_fsPandemic.pdf
- *Influenza pandemic planning guidelines for health science faculties* (2008) University/college of Toronto.
- Ontario Ministry of Health and Long-Term Care. (2007). *Ontario health plan for an influenza pandemic*. Retrieved from http://www.health.gov.on.ca/english/providers/program/emu/pan_flu/ohpip2/plan_full.pdf
- University of Saskatchewan. Retrieved from: http://www.usask.ca/uofs/notices/pandemic/Pandemic_FactSheet_forStudents.pdf
www.usask.ca/pandemic

II. Links to Canadian & U.S.A University Pandemic Influenza Plans

- University of California at Davis Health System, Pandemic Influenza Plan, at <http://safetyservices.ucdavis.edu/emergencymgmt/downloads/UCDMC%20Influenza%20Pandemic9-1-06%20.pdf>.
- University of Iowa, Pandemic Influenza Response Plan, at <http://www.uiowa.edu/~provost/docs/pandemic.pdf>.
- University of Minnesota, Pandemic Influenza Preparedness Plan, at http://www.ahc.umn.edu/img/assets/19701/Pandemic_Influenza_Preparedness_Workplan_and_Progress_Report_091506.pdf.
- University of North Carolina at Chapel Hill, Pandemic Influenza Plan, at <http://ehs.unc.edu/healthy/plannarrative2.pdf>.
- University of Waterloo, Preliminary Response to a Pandemic, at <http://www.secretariat.uwaterloo.ca/UWPandemicPlan.pdf>.

III. Links to University Pandemic Influenza Websites

- Brown University, Avian Influenza Preparedness, at http://www.brown.edu/Administration/EHS/emergency_preparedness/pandemic/.
- Colorado State, Pandemic Flu Planning, at <http://safety.colostate.edu/index.asp?url=flu>.
- Cornell University, Pandemic Flu Preparedness, at <http://www.sunysb.edu/sb/emergency/flu.shtml>.
- Dartmouth College, Pandemic Flu Planning, at

- <http://www.dartmouth.edu/~vox/0506/0515/pandemic.html>.
- Johns Hopkins Bloomberg School of Public Health, Avian Influenza Information, at <http://www.jhsph.edu/flu/index.html>.
 - Minnesota State Colleges and Universities, Avian Flu Pandemic Planning for the Minnesota State System, at <http://www.chancellor.mnscu.edu/avianflu/>.
 - Princeton University, Pandemic Influenza Emergency Guidelines for the Campus Community, at <http://web.princeton.edu/sites/emergency/pandemic.htm>.
 - Stanford University, Information About Pandemic Influenza, at <http://ucomm.stanford.edu/news/avianflu.html>.
 - Stony Brook University, Pandemic Planning, at <http://www.sunysb.edu/sb/emergency/flu.shtml>.
 - University of California at Berkeley, Pandemic Influenza Resources, at <http://www.uhs.berkeley.edu/pandemicflu/resources.shtml#pandemicflu>.
 - University of Iowa, Critical Incident Management Pan Flu (home page), at <http://www.uiowa.edu/~crisis/pandemic/index.html>.
 - University of Michigan, Influenza and Avian (bird) Flu Preparedness, at <http://www.umich.edu/flu.php>.
 - University of Minnesota, Pandemic Influenza Preparedness, at <http://www.ahc.umn.edu/about/admin/oer/pandemic/home.html>.
 - University of North Carolina at Chapel Hill, Avian Flu/Pandemic Flu Planning, at http://ehs.unc.edu/healthy/pandemic_flu.shtml.

IV. Links to Drills, Exercises, and Preparedness Tools Related to University Pandemic Influenza Planning

- Carnegie Mellon, Avian Influenza Response, at <http://www.cshema.org/resource/Avian%20Influenza%20Response%20ver%2011a.doc>.
- Case Western, How Colleges Can Plan for Bird Flu (article), at http://www.case.edu/news/avianflu/col_univ_plan_flu.pdf.
- Columbia University School of Nursing and School of Public Health; and University at Albany School of Public Health, Public Health Incident Command System (PHICS), at
- Volume I, at http://www.ualbanycphp.org/pinata/phics/masters/PHICS_vol1_2006_Oct_27.pdf
- Volume II (Appendixes), at http://www.ualbanycphp.org/pinata/phics/masters/PHICS_vol2_2006_Oct_27.pdf.
- Harvard School of Public Health, University Tabletop Exercise Template, Master Sequence of Events, at http://www.ualbanycphp.org/pinata/planning/HSPH-CPHP_pandemic_exercise.pdf.
- Princeton University, Emergency Preparedness Planning Resources, at <http://web.princeton.edu/sites/emergency/DisasterPlanning.html>.
- University of Minnesota, Pandemic Influenza Tabletop Exercise (overview), at http://www.ahc.umn.edu/img/assets/19701/Exercise_Overview_May_2005.pdf.
- University of North Carolina at Chapel Hill, Pandemic Influenza Tabletop Emergency Exercise, at <http://www.cshema.org/resource/UNC%20System%20Pandemic%20Tabletop%20Planning%20Exercise.doc>.

V. General Pandemic Influenza Web-based Resources: U.S.A Federal Government, National Organizations, International Organizations

- Campus Safety Health and Environmental Management Association (CSEMA), Pandemic Influenza Resources for Colleges and Universities, at <http://www.cshema.org/resource/pandemic0306.htm>.
- Centers for Disease Control and Prevention, Flu activity: Reports and Surveillance in the United States, at <http://www.cdc.gov/flu/weekly/fluactivity.htm>.
- Centers for Disease Control and Prevention, Interim Pre-Pandemic Planning Guidance: Community strategy for pandemic influenza mitigation in the United States, at http://www.pandemicflu.gov/plan/community/community_mitigation.pdf.

- Department of Health and Human Services, National Institutes for Health, Animal Resources Team, Emergency Handbook, at <http://oacu.od.nih.gov/disaster/ARTHdbkSept06.pdf>.
 - Infectious Disease Society of American (IDSA), Avian/Pandemic Flu Page, at http://www.idsociety.org/Content/NavigationMenu/Resources/Avian_Pandemic_Flu/Avian_Pandemic_Flu.htm.
 - National HPAI, Early Detection Data System (HEDDS), National Avian Influenza Surveillance Information, at <http://wildlifedisease.nh.gov/ai/>.
 - OSHA, Guidance on Preparing Workplaces for an Influenza Pandemic, at <http://www.osha.gov/Publications/OSHA3327pandemic.pdf>.
 - PAHO, Creating a Communication Strategy for Avian/Pandemic Influenza, at <http://www.paho.org/English/AD/argguidelines.doc>.
 - United States, Avian and Pandemic Influenza, at <http://www.pandemicflu.gov>.
 - United States Department of Agriculture, Avian Influenza Website, at http://www.usda.gov/wps/portal/usdahome?navtype=SU&navid=AVIAN_INFLUENZA.
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 - World Health Organization (WHO), Guidance on Public Health Measures in Countries Experiencing Their First Outbreaks of H5N1 Avian Influenza, at http://www.who.int/csr/disease/avian_influenza/guidelines/firstoutbreak/en/index.html.
 - World Health Organization (WHO), National Plans Submitted by all Countries, at <http://www.who.int/csr/disease/influenza/nationalpandemic/en/index.html>.
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Table 1: Summary of Pandemic Influenza Mitigation Measures

Setting	Intervention	Description
Home	<p>Voluntary isolation</p> <p>Voluntary quarantine</p>	<p>Isolation of ill individuals at home (adults and children); combine with use of antiviral treatment as available and indicated.</p> <p>Quarantine of household members in homes with ill persons (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient.</p>
School	Student social distancing	<p>Dismissal of students from schools and school-based activities and closure of child care programs.</p> <p>Reduce out-of-school social contacts and community mixing.</p>
Workplace	Nonstudent social distancing	<p>Decrease number of social contacts (e.g., encourage teleconferences and other alternatives to face-to-face meetings).</p> <p>Increase distance between persons (e.g., whenever possible reduce density in the classroom setting and workplace).</p> <p>Modify, postpone, or cancel selected public gatherings to promote social distance (e.g., postpone conferences, forums or other public presentation activities).</p> <p>Modify workplace schedules and practices (e.g., telecommute, staggered shifts).</p>

Adapted from CDC, Community strategy for pandemic influenza mitigation, February 2007, at <http://www.pandemicflu.gov/plan/community>

APPENDIX A

Update # 15

PLEASE POST AND SHARE WITH ALL STAFF

The following has been approved by the Pandemic Planning Executive Committee

Saskatoon Health Region

September 23, 2009

Pandemic Influenza: Are you ready?

With influenza season quickly approaching, we want to remind you of a few personal preparedness tips to help get you through the season.

Symptoms of influenza may develop one to three days after a person has become infected. Influenza has a rapid onset of symptoms which may include fever, chills, headache, muscle aches, tiredness, cough, and sore throat. Nausea, vomiting and diarrhea are not common in adults but may occur in children. Children under five years of age or persons 65 and older, fever may not be prominent.

You can self-treat influenza at home if the symptoms remain mild. Get plenty of rest, drink lots of water, and take Acetaminophen or Ibuprofen for fever, aches and pains.

Seek medical attention if you develop any of the following symptoms: shortness of breath while resting, difficult or painful breathing, coughing up bloody sputum, wheezing, or a fever greater than 39°C.

For children, call a doctor if the child: has a heart or lung disease or any chronic disease, a history of immune system compromise, has trouble breathing, is less than six months old with a fever over 38.5°C or has severe vomiting or diarrhea.

Personal preparedness supplies you should keep on hand at all times are: pain relievers/fever reducers, stomach remedies, cough and cold medicines, prescribed medical supplies and a thermometer. Personal supplies should include: bottled water (at least 2 litres of water per person per day), ready-to-eat foods such as soup, vegetables, fruit, protein bars, and canned juices. For further information on personal preparedness visit the pandemic influenza pages on the infonet, www.saskatoonhealthregion.ca or www.fightflu.ca

For more information, go to: www.saskatoonhealthregion.ca © 2009, Saskatoon Health Region

APPENDIX B

UNIVERSITY OF SASKATCHEWAN ANNOUNCEMENT

Instructor Communication Regarding Student Sick Notes

September 16, 2009

Colleagues,

As you know, health officials around the world are anticipating an increase in the number of (H1N1) 2009 influenza cases this fall. In preparation for the new academic year, and in accordance with the advice of public health authorities, the university has encouraged students and others on campus with symptoms of influenza-like illness to stay home and self-isolate.

To avoid the possibility of infecting others, health officials discourage those with influenza-like illness from face-to-face consultations with medical physicians and instead, encourage individuals to phone for medical advice if influenza symptoms persist. For this reason, the university's Crisis Management Team is strongly advising that for the remainder of the fall 2009 term, students NOT be required to present medical notes to excuse their absence from class or missed academic assignments. Accordingly, on the advice of public health authorities and until further notice, the university's Student Health Centre will not issue medical notes to students with influenza-like illness.

With this in mind, the university's Crisis Management Team recommends that instructors: (1) demonstrate flexibility by providing opportunities for students to make up for missed course work; and (2) attempt to accommodate students who miss classes, labs, assignments or quizzes due to influenza-like illness.

Many of you may be wondering how to best accommodate the student academically while ensuring the absence is appropriately documented. The Crisis Management Team recommends the use of a new form, Student Declaration of Absence due to Influenza-like Illness (ILI), to assist instructors with documenting student absences due to influenza-like illness in order to secure academic accommodation for missed assignments or exams. This form is located online at http://www.usask.ca/uofs/notices/pandemic/info_fac_staff.php.

Should you have questions or comments regarding the use of this form, please do not hesitate to contact flu_info@usask.ca. For further information about pandemic planning at the University of Saskatchewan, visit www.usask.ca/pandemic.

Best Regards,
David Hannah
Lead, Crisis Management Team and
Associate Vice-President, Student and Enrolment Services

APPENDIX C

Keeping Healthy: 10 Tips for Businesses

Employees are a crucial resource at any business, and especially academic institutions. There are steps you can take now, and during the flu season, to help protect the health of your employees.

1. **Develop policies** that encourage ill workers to stay at home without fear of any reprisals.
2. **Develop other flexible policies to allow workers to telework (if feasible) and create other leave policies** to allow workers to stay home to care for sick family members or care for children if schools close.
3. **Provide resources and a work environment that promotes personal hygiene.** For example, provide tissues, no-touch trash cans, hand soap, hand sanitizer, disinfectants and disposable towels for workers to clean their work surfaces.
4. **Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees. See www.cdc.gov/h1n1flu/business.
5. **Instruct employees who are well but who have an ill family member at home with the flu that they can go to work as usual.** These employees should monitor their health every day, and notify their supervisor and stay home if they become ill. Employees who have a certain underlying medical condition or who are pregnant should promptly call their health care provider for advice if they become ill.
6. **Encourage workers to obtain a seasonal influenza vaccine**, if it is appropriate for them according to CDC recommendations (<http://www.cdc.gov/flu/protect/keyfacts.htm>). This helps to prevent illness from seasonal influenza strains that may circulate at the same time as the 2009 H1N1 flu.
7. **Encourage employees to get the 2009 H1N1 vaccine when it becomes available if they are in a priority group** according to CDC recommendations. For information on groups recommended for seasonal and H1N1 vaccines, please see www.flu.gov. Consider granting employees time off from work to get vaccinated when the vaccine is available in your community.
8. **Provide workers with up-to-date information on influenza risk factors**, protective behaviors, and instruction on proper behaviors (for example, cough etiquette; avoid touching eyes, nose and mouth; and hand hygiene).
9. **Plan to implement practices to minimize face-to-face contact between workers if advised by the local health department.** Consider the use of such strategies as extended use of e-mail, websites and teleconferences, encouraging flexible work arrangements (for example, telecommuting or flexible work hours) to reduce the number of workers who must be at the work site at the same time or in one specific location.
10. **If an employee does become sick while at work**, place the employee in a separate room or area until they can go home, away from other workers. If the employee needs to go into a common area prior to leaving, he or she should cover coughs/sneezes with a tissue or wear a facemask if available and tolerable. Ask the employee to go home as soon as possible.

More resources and information can be found online at www.flu.gov.

APPENDIX D

Keeping Healthy: 8 Tips for Individuals

In addition to the actions a small business employer can take to help protect the health of their employees, there are actions which employees may take to protect their own health, and that of those around them. Employers should review this list and encourage employees to read it and practice good health habits.

1. **Stay home if you are sick** with influenza-like illness for example, fever or chills AND cough or sore throat. In addition, symptoms of flu can include runny nose, body aches, headache, tiredness, diarrhea, or vomiting. CDC recommends that sick workers stay home if they are ill with influenza-like illness until at least 24 hours after they are free of fever (100° F [37.8° C] or greater) or signs of a fever without the use of fever-reducing medications. This would require employees to stay home for 3 to 5 days in most cases. CDC recommends this time period away from work regardless of whether or not antiviral medications are used.
2. **Wash your hands frequently** with soap and water for 20 seconds or use an alcohol-based hand sanitizer if soap and water are not available.
3. **Avoid touching your nose, mouth and eyes.**
4. **Cover your coughs and sneezes** with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
5. **Wash your hands or use an alcohol-based hand sanitizer after coughing, sneezing, or blowing your nose.**
6. **Keep frequently touched common surfaces clean. For example, telephones, computer equipment, etc.**
7. **Try not to use other workers' phones, desks, offices, or other work tools and equipment.** If necessary, consider cleaning them first with a disinfectant.
8. **Maintain a healthy lifestyle;** attention to rest, diet, exercise, and relaxation helps maintain physical and emotional health.

More resources and information can be found online at www.flu.gov.

APPENDIX E

Flu Season Facts for Students:

Be Prepared

Health officials around the world are anticipating an increase in the number of cases of (H1N1) 2009 influenza this fall.

The University of Saskatchewan has teamed up with representatives from the city, the local health region, the public and separate school systems, and others to prepare for this possibility.

How can I protect myself against influenza?

According to public health officials, the best way to reduce the spread of any form of influenza is to practise good infection prevention behaviours:

- Wash your hands** frequently
- Cough and sneeze into your elbow/sleeve** rather than your hand
- Stay home** if you are sick with influenza-like illness (fever and cough)
- Minimize physical contact** with others
- Phone for medical advice** if flu symptoms persist.

What measures has the U of S taken to help prevent the spread of (H1N1) 2009 influenza?

The university has provided both academic and non-academic units across campus with resources to assist them in preparing of plans designed to mitigate the impact of widespread illness on both students and staff. In addition, caretaking staff is performing precautionary cleaning procedures throughout campus buildings. For more, visit the university's influenza website at www.usask.ca/pandemic.

As a student, what should I be doing to prepare for (H1N1) 2009 influenza?

Most people who get (H1N1) 2009 influenza experience mild symptoms that do not require hospitalization, but you still may be sick and need to stay at home for a few days. Be prepared by choosing some Flu Buddies now. Flu Buddies are friends, neighbours and relatives who you can call if you get sick. A Flu Buddy will check on you daily and collect any medications, food and other supplies you may need so that you don't have to leave home.

You can also prepare for flu season by creating your own Flu Kit. A Flu Kit could include: a thermometer, hand sanitizer, tissues, over-the-counter medications for colds and flu, vitamins, throat lozenges and fluids for hydration such as water, fruit juice or electrolyte drinks. For more information on Flu Buddies and Flu Kits, visit the university's influenza website at www.usask.ca/pandemic.

How will I know if I have the (H1N1) 2009 influenza?

Similar to that of regular seasonal influenza infections, primary symptoms include fever and cough. You may also experience headaches, general aches, fatigue, a runny nose, a sore throat, nausea, vomiting and diarrhea.

How will I know if (H1N1) 2009 influenza has caused any disruptions to my classes or university services?

For updates on the effects of influenza on academic and non-academic operations, visit www.usask.ca/pandemic.

www.usask.ca/pandemic
Tel: (306) 966-8710
Email: flu_info@usask.ca