

# SCHOOL OF PUBLIC HEALTH

## OPERATIONAL PANDEMIC PLAN - SUMMARY FOR STAFF

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** (fever and cough). Seek medical advice as appropriate.
- **Email to your supervisor, copy to all administrative staff, to advise of your illness.**
- **Communicate with your supervisor.** Identify any urgent items that must be addressed in your absence and, as appropriate, consider the return to work via remote desktop during any period in which you are physically well, but must remain in isolation.

### 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.
- **Consider your own personal preparedness.**
  - Review the School's pandemic plan. Provide input and feedback to the School's Pandemic Planning Committee.
  - Identify system privileges, passwords, and cross-training to ensure the maintenance of core activities for which you are responsible (e.g. payroll, activities necessary to enable students to complete classes and programs, and communications).
  - **Respond to requests by the School's Pandemic Planning Committee**, such as: verifying email distribution lists; ensuring appropriate inventories of equipment and supplies; following infection control procedures; and participating in emergency exercises.
- Watch for **email updates and information** from the U of S centrally and also from the School's Pandemic Planning Committee.
  - Class schedule updates: [http://www.usask.ca/uofs/notices/pandemic/class\\_updates.php](http://www.usask.ca/uofs/notices/pandemic/class_updates.php)
  - Service updates: [http://www.usask.ca/uofs/notices/pandemic/service\\_updates.php](http://www.usask.ca/uofs/notices/pandemic/service_updates.php)
- **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.mcgauffin@usask.ca](mailto:kathy.mcgauffin@usask.ca) or 966-8432.