

COMMUNITY LIVING BRANT

PANDEMIC PREPAREDNESS

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INTRODUCTION AND OVERVIEW OF PANDEMIC INFLUENZA

What is a Pandemic?

An influenza pandemic is a flu outbreak distinguished from seasonal influenza by its scope and seriousness. It becomes a worldwide epidemic, or *pandemic*, when a disease spreads easily and rapidly through many countries and regions of the world and affects a large percentage of the population where it spreads.

How does an influenza pandemic start?

The viruses that cause ordinary/seasonal influenza—or “flu”—are constantly changing. An influenza pandemic starts when a new strain of flu virus emerges, and is different from common strains. Because people have no immunity to the new virus, it can spread quickly and infect hundreds of thousands of people. Influenza pandemic strains can develop when an animal or bird virus mixes with a human virus to form a new virus.

Definitions:

INFLUENZA—is caused by a flu virus which infects the respiratory tract (nose, throat, lungs). It usually starts suddenly and may include these symptoms: fever, muscle pain and weakness, headache, drowsiness, dry cough, sore throat, runny or stuffy nose, diarrhoea and vomiting (seen especially in children)

PANDEMIC—A pandemic is distinguished by its scope. It becomes a worldwide epidemic, or pandemic, when a disease spreads easily and rapidly through many countries and regions of the world and affects a large percentage of the population where it spreads.

H1N1 FLU VIRUS—(Human Swine Flu) is a strain of the influenza virus that usually affects pigs, but which may also make people sick. H1N1 is a respiratory illness that causes symptoms similar to those of the regular human seasonal flu.

Signs and Symptoms of Influenza:

Influenza usually starts suddenly and may include the following symptoms:

- Fever (usually high)
- Headache
- Tiredness (can be extreme)
- Cough
- Sore throat
- Runny or stuffy nose
- Body aches
- Diarrhoea and vomiting (more common among children than adults)

SIX SIMPLE STEPS TO HELP KEEP YOU AND ME HEALTHY

1. Wash your hands often using soap and water or an alcohol-based hand sanitizer. Ensure hands are washed:
 - After coughing, sneezing or blowing your nose
 - After shaking hands
 - Before eating
 - Before putting in contact lenses
 - Before touching your face

2. Avoid touching your face as much as possible

3. Cough and sneeze into a tissue or your elbow. Throw out used tissues right away and wash hands

4. Do not share objects that have been in other people’s mouths—example toothbrushes, drinks water bottles, unwashed utensils, cigarettes, lip products, and mouthpieces of musical instruments.

5. Stay home if you are sick. You can return to work or school once you are fever free and feeling better. Staying home will help prevent the spread of infections to co-workers and the general public. Avoid crowded places.

6. Frequently clean and disinfect common surfaces such as keyboards, doorknobs, countertops, etc.

VACCINATIONS AND ANTIVIRALS

Vaccinations—The “flu shot” is an inactivated vaccine (containing killed virus) that is given with a needle usually in the arm. The flu shot is approved for use in people older than 6 month, including healthy people and people with chronic medical conditions (such as asthma, diabetes, or heart disease). The flu shot is available from your family physician, the Brant County Health Unit, and various clinics within the community. For more information on the “flu shot”, go to the Brant County Health Unit website at www.bchu.org.

Antiviral Drugs—Antivirals are drugs used for the prevention and early treatment of influenza. Your family physician can provide you with further information on these medications.

WORLD HEALTH ORGANIZATION (W.H.O.) PANDEMIC PHASES

World Health Organization (W.H.O.) currently identifies six stages of Pandemic Preparedness and Response.

Phase 1—Influenza viruses are circulating in animals, especially birds. No reports of animal viruses infecting humans

Phase 2—Human infection by an animal influenza virus. Potential pandemic threat.

Phase 3—An animal or animal-human influenza virus has caused limited disease in people. Isolated human to human transmission may occur—but not widespread.

Phase 4—Verified human to human transmission of an animal or animal-human virus causing widespread or “community-level” outbreaks. Risk of pandemic is considered much higher but not a foregone conclusion.

Phase 5—Human to human spread of the virus is confirmed in at least two countries in one W.H.O. region. It is likely that a pandemic is imminent. Time to finalize organization, communication, and implementation of planned mitigation strategies is short.

Phase 6—The Pandemic Phase. Community outbreaks in a least one country from a second W.H.O. region—indicating that a global pandemic is underway.

WHERE TO FIND MORE INFORMATION

Brant County Health Unit

www.bchu.org

Ontario Ministry of Health & Long Term Care

www.health.gov.on.ca/en/ccom/flu/

Public Health Agency of Canada

www.phac-aspc.gc.ca

World Health Organization

www.who.int/csr/disease/swineflu/en/

PANDEMIC PREPAREDNESS AND RESPONSE PROCEDURES

ON GOING PANDEMIC PREPAREDNESS:

ACTION	RESPONSIBILITY
Review Pandemic Preparedness Policy and Procedures	Joint Health and Safety Committee (annually)
Review preventative policies, procedures and plans, including—Emergency Preparedness, Pandemic, Disaster, and Contingency Plans) at team meetings	Supervisors (annually)
Contact information of all individuals from the potentially affected services (including name, phone number, address, and parent/guardian (if living at home) shall be forwarded to the Director, Administrative Support Services/designate to prepare a master list that will be utilized in the event of closures.	Supervisors (quarterly)
Communicate regularly to all staff on Pandemic issues	Pandemic Preparedness and Response Team/designate (as information is made available)
Ensure all staff are fit tested for N-95 masks and documented in the HR system.	Janice Dougherty/designate
Provide information to all staff and people receiving services about the availability of influenza vaccinations	Liz Caro/designate
Continue to practice preventative measures to reduce the risk of spread of the flu virus	All

IN THE EVENT OF THREAT OF PANDEMIC (Preventative Measures):

ACTION	RESPONSIBILITY
Review Pandemic Preparedness Policy and Procedures	Joint Health and Safety Committee Pandemic Preparedness and Response Team Senior Management and Management Team
Pandemic Preparedness and Response Team to meet quarterly	Joint Health and Safety Committee
Communicate regularly to staff and people receiving services as information becomes available	Pandemic Preparedness and Response Team to send out. Supervisors to ensure information is shared with people receiving services
Review preventative policies, procedures and plans, including—Emergency Preparedness, Pandemic, Disaster, and Contingency Plans) at team meetings	Supervisors
Letters to be sent home with individuals and families in Dunn, CAP, Respite, Supported Employment, Transitions, and OEYC	Director, Administrative Support Services/designate
If a person receiving services arrives at Dunn, CAP, Respite, Supported Employment, or Transitions but is presenting with symptoms of influenza, the appropriate person shall be contacted to make arrangements for the person to return home until they are symptom free. All instances shall be reported to the Director, Administrative Support Services/designate and the Director, Support Services/designate.	Supervisors
If a person receiving services within the Agency’s accommodation supports presents with symptoms of influenza, contact the person’s doctor or health care profession for direction on the person’s health care—including use of Personal Protective Equipment (ie gloves or masks) and other precautions. Care should be taken to limit contact with other members of the household. This can include assigning one staff on shift to work with the person. All instances shall be reported to the Director, Administrative Support Services/designate and the Director, Support Services/designate.	Supervisors/Case Managers
Supervisors shall report daily to Human Resources the number of staff who are off work due to illness.	Supervisors
If the number of staff absent on any given day exceeds 10%, the Brant County Health Unit shall be notified.	Human Resources

<p>If a staff reports to work but is presenting with symptoms of the influenza, they shall be sent home until symptom free. All instances shall be reported to the Director, Administrative Support Services /designate</p>	<p>Supervisors</p>
<p>Check Emergency Tote and supplies of gloves, masks, anti-viral wipes, gowns (if required), food, garbage bags, cleaning products and any other essential supplies as per location to ensure adequate supplies</p>	<p>Supervisors or designate</p>
<p>Remind staff about good hygiene measures in all locations—including ensuring all surfaces are kept clean (as per the Brant County Health Unit, a solution of bleach and water—1 part bleach to 9 parts water is effective. Ensure container is clearly marked.)</p>	<p>Supervisors</p>
<p>Have hand sanitizer available at the entrances of all public locations. Hand sanitizers will be available in all accommodation supports and staff will be advised of its location.</p>	<p>Supervisors</p>
<p>Review Pandemic Contingency Plans to ensure information is up to date. Ensure all staff are apprised of the plan.</p>	<p>Supervisors</p>
<p>The Pandemic Preparedness Risk Assessment identified that the following services shall be affected in the event that a local pandemic is declared:</p> <ul style="list-style-type: none"> • Dunn, CAP, Respite and OEYC shall be suspended • Limited Employment Supports and Transitions (as required) 	<p>Joint Health and Safety Committee</p>
<p>Contact information of all individuals from the potentially affected services (including name, phone number, address, and parent/guardian (if living at home) shall be forwarded to the Director, Administrative Support Services/designate to prepare a master list that will be utilized in the event of closures.</p>	<p>Supervisors</p>
<p>Contact information of all staff from the potentially affected services (including name, phone number, special skills, where in the agency they have worked before, and physical limitations or special considerations, and training that might be required in the event of reassignment). This information is to be forwarded to the Director,</p>	<p>Supervisors</p>

Support Services/designate for the development of a master staff deployment list.	
Prepare script to be used by Supervisors when contacting individuals, families and staff in the event of suspended services.	Director, Administrative Support Services/designate
Maintain Mask Fitting Database within the HR system and ensure supply of the appropriate Masks	Janice Dougherty/designate

IN THE EVENT AN AGENCY PANDEMIC IS DECLARED:

ACTION	RESPONSIBILITY
Decision regarding suspension of services as identified in the Pandemic Preparedness Risk Assessment—Dunn, CAP, Respite, Supported Employment, Transitions, and OEYC	Executive Director/designate in conjunction with the Brant County Health Unit
Contact the Board of Directors and the Ministry of Community and Social Services and the Ministry of Children and Youth Services to advise of the suspended services	Executive Director/designate
Contact Supervisors to inform that services have been suspended.	Director, Administrative Support Services/designate
Contact individuals and families in the suspended services to advise that services have been suspended (Utilize master list and script)	Supervisors
Contact all staff in the suspended services (utilize script)	Supervisors
Contact all co-op students and volunteers that there has been a suspension of some services within Community Living Brant and advise them that they will be contacted when they will be able to return	Supervisors
Advise all staff and people receiving services that there has been a suspension of some services within Community Living Brant	Director, Administrative Support Services/designate
Contact the following to report the suspended services: <ul style="list-style-type: none"> • CKPC 519-759-1000 • Bus Depot 519-753-3847 • Operation Lift 519-756-2170 • Website • Automated Voice Message on Telephone System 	Director, Administrative Support Services/designate
As soon as a Pandemic is declared, Management Team to meet at Head Office to receive a pandemic update, review any influenza cases within locations and the directions related to these, review staffing levels, and to deploy staff to the necessary locations. The Management Team shall continue to meet each morning to review the above and to receive updates on the pandemic situation. Head Office shall be the Pandemic Headquarters.	Management Team
Pick up supply of masks (including fact sheet with the directions for proper use and disposal) for each location from Janice Dougherty/designate	Supervisors

Continue to practice preventative measures to reduce the spread of the virus including directions from the Brant County Health Unit	All
Utilize masks and gloves as directed by the Brant County Health Unit or other health care professional	Information to be distributed by Director, Administrative Support/designate
Continue to practice good hygiene procedures including all surfaces are kept clean	All
Communicate updates to all staff regularly.	Director, Administrative Support Services
Continue to monitor and record reports of influenza in people receiving services and staff.	See above under preventative measures
Concerns regarding staff absences to be reported to the Director, Administrative Support Services/designate and the Director Support Services/designate.	Supervisors

IN THE EVENT THE PANDEMIC IS DECLARED OVER:

ACTION	RESPONSIBILITY
Decision to re-open suspended services	Executive Director/designate
Contact the Board of Directors and the Ministry of Community and Social Services and the Ministry of Children and Youth Services to advise of the decision to re-open suspended services	Executive Director/designate
Contact Supervisors to advise that suspended services are re-opened	Director, Administrative Support Services/designate
Contact individuals and families to advise that services have been re-opened (Utilize master list)	Supervisors
Contact all staff in the suspended services	Supervisors
Contact co-op students and volunteers that services have re-opened and advise when they can return	Supervisors
Advise all staff and people receiving services that services have re-opened.	Director Administrative Support Services/designate
Contact the following to report that services have re-opened: <ul style="list-style-type: none"> • CKPC 519-759-1000 • Bus Depot 519-753-3847 • Operation Lift 519-756-2170 • Website • Automated Voice Message on Telephone System 	Director, Administrative Support Services/designate
Continue to practice preventative measures to reduce the risk of spread of the flu virus	All
Agency evaluation of the Pandemic Preparedness Policy Procedures and how the implementation went to provide recommendations for any necessary revisions to the Joint Health and Safety Committee. This shall include inviting staff and people receiving services to share their experiences during the pandemic and offer feedback.	Pandemic Preparedness and Response Team
Review recommendation from the Agency evaluation on the Pandemic Preparedness Policy and Procedures look to implement as required.	Joint Health and Safety Committee

May 12, 2009

There has been much in the news about the H1N1 Flu Virus (Human Swine Flu) and possible pandemic. Community Living Brant continues to keep apprised of this situation and will work with the Brant County Health Unit to address concerns for the health and safety of those receiving services and staff.

The following information is posted on the Brant County Health Unit Website (www.bchu.org).

Human swine flu is a respiratory illness that causes symptoms similar to those found in regular seasonal flu. These symptoms include:

- Fever
- Sore throat
- Muscles Aches
- Fatigue
- Shortness of Breath
- Lack of Appetite
- Eye Pain
- Coughing
- Chills

If you have any flu-like symptoms:

- Contact your health care professionals and explain your symptoms. Make sure to provide details about your travel history, especially in the week before the onset of your illness
- If you don't feel well, stay home. Don't go to work, school or social events when you are ill. This will help prevent spreading germs to co-workers and friends.

We would like to remind everyone to use preventative measures to reduce the spread of influenza. The Brant County Health Unit has posted the following personal precautions:

- Wash your hands frequently
- If you can't wash your hands with soap and water, use a hand sanitizer
- Practice common cough and sneeze etiquette, which includes coughing or sneezing into your elbow or shoulder area
- Keep personal space if someone in your household is ill
- If you are not feeling well, stay home

As always, the health, safety and well-being of people receiving services, their families and staff is a priority for Community Living Brant. As such, anyone exhibiting flu-like symptoms is asked to stay home until they are well. If someone should become ill while receiving support from Community Living Brant, we will contact you and assist in making arrangements for the person to return home.

We appreciate that the H1N1 Flu Virus can cause worry and concern for yourself and your family and we will continue to update you as new critical information becomes available to us.

Sincerely,

Kathryn Dubicki, Director

Administrative Support Services

COMMUNITY LIVING BRANT

PANDEMIC PREPAREDNESS

SCRIPT FOR INDIVIDUALS AND/OR FAMILIES IN THE EVENT OF SUSPENSION OF SERVICES

Hello _____

I am calling to let you know that as a result of the current pandemic outbreak in Brantford/Brant, Community Living Brant has made the decision to cancel the services at (Dunn, CAP, Respite, Supported Employment, Transitions, OEYC). We are working closely with the Brant County Health Unit to monitor the situation and this is part of our efforts to reduce the spread of influenza in the community.

We will keep you informed through our website at www.clbrant.com and CKPC and will contact you once services are re-opened.

If you have any questions or concerns, please do not hesitate to contact me/the Supervisor.

COMMUNITY LIVING BRANT

PANDEMIC PREPAREDNESS

SCRIPT FOR STAFF IN THE EVENT OF SUSPENSION OF SERVICES

Hello _____

I am calling to let you know that as a result of the current pandemic outbreak in Brantford/Brant, Community Living Brant has made the decision to suspend the services at (Dunn, CAP, Respite, Supported Employment, Transitions, or OEYC). We are working closely with the Brant County Health Unit to monitor the situation and this is part of our efforts to reduce the spread of influenza in the community and to ensure that staffing resources are available in other service locations within Community Living Brant.

I will be contacting you shortly to let you know when and where you will need to report for work. We wish to reassure you that in conjunction with the Joint Health and Safety Committee and the Pandemic Preparedness Response Team, that we will ensure that procedures are in place to address the necessary precautions during this pandemic outbreak.

If you have any questions, please let me know.