



The Kenora Catholic District School Board

# H1N1 Action Plan

Updated, November 4, 2009

## CONTENTS

1. H1N1 Action Plan Introduction
2. Protocol for Confirmed Cases of H1N1 Flu Virus
3. H1N1 Action Plan
4. Kenora Catholic District School Board H1N1 Readiness Checklist
5. Communications Regarding H1N1 from the Kenora Catholic District School Board
6. H1N1 Fact Sheets and Resources
7. H1N1 Weekly Reporting Information
8. Poster regarding H1N1

## PROTOCOL FOR CONFIRMED CASES OF H1N1 FLU VIRUS

This protocol is to be followed in the event there is a confirmed case of H1N1 Flu Virus in a school or worksite location of the Kenora Catholic District School Board. A confirmed case is defined as a diagnosis by a physician.

### Protocol for High Risk Employees with a confirmed case of H1N1 in the school or worksite:

1. During this flu season and increased time of H1N1 alertness employees of the Kenora Catholic District School Board are strongly encouraged to disclose to their Principal or Manager and the Manager of Human Resource Services if they fall into the high risk category. The high risk category is defined as individuals who are pregnant, and people of any age with chronic medical conditions such as pulmonary disease, asthma, diabetes, neuromuscular disorders, heart disease or compromised immune systems. This information will be handled with sensitivity and in strict confidence. Individuals that disclose that they fall into the high risk category will be notified immediately if there are confirmed cases of H1N1 in their school or worksite location.
2. In the event there is a confirmed case of H1N1 and the potential is present that an individual that falls into the high risk category may have come into contact with the H1N1 virus in their school or worksite location the Principal or Manager will encourage the individual to consult Telehealth Ontario at 1.866.797.0000 or their health care provider about possible exposure and next steps. For more information please see the attached H1N1 Flu Facts Sheet for Pregnant Woman and Individuals at high risk.
3. In the event there is a confirmed case of H1N1 and the individual needs to leave the school or worksite location to seek medical consultation with their physician the Principal or Manager will notify the Manager of Human Resource Services. The Manager of Human Resource Services will then work with the Principal or Manager to identify options available for the staff member.

### Protocol for Employees (non High Risk) with a confirmed case of H1N1 in the school or worksite:

1. In the event there is a confirmed case of H1N1 the Principal or Manager will advise all staff (including support staff, teachers, custodians, and casual employees) in a staff meeting that there is a confirmed case of H1N1 Flu Virus in the school or work site location. The Principal or Manager will then follow-up with an e-mail to all staff of their school or worksite location for anyone who wasn't able to be at the staff meeting. The identity of the individual with the confirmed case of H1N1 will be kept completely confidential. The Principal or Manager will not communicate suspected cases or non confirmed cases of H1N1.
2. If an employee has a confirmed case of the H1N1 Flu Virus they are asked to stay at home and not return to their workplace until they are symptom-free as not to encourage the spread of the virus to the school community. If and when the employee learns that they have a confirmed case of the H1N1 virus the employee is asked to disclose this information to their

## H1N1 ACTION PLAN INTRODUCTION

The Kenora Catholic District School Board continues to monitor the H1N1 situation very closely and is actively participating in community preparedness planning initiatives. The Kenora Catholic District School Board will continue to work under the direction of the Northwestern Health Unit and will be following any recommendations the Northwestern Health Unit makes with regards to the health and safety of our students, staff and schools.

During this time of increased H1N1 alertness, the Kenora Catholic District School Board has increased focus and diligence in our schools with regards to preventing the spread of the influenza virus by increasing proactive measures such as proper hand washing techniques, disinfecting high touch areas, proper sneezing techniques and discouraging students from sharing school supplies and food. We have also asked that if our students or employees have flu-like symptoms that they stay home until the symptoms subside before coming into the school system to prevent the further spread of the virus.

The safety and health of our students and staff is of the utmost importance. We will continue to communicate information to our parents and school community by posting information regarding H1N1 on our website, [www.kcdsb.on.ca](http://www.kcdsb.on.ca) as well as by sending notes home with our students.

## PROTOCOL FOR CONFIRMED CASES OF H1N1 FLU VIRUS

This protocol is to be followed in the event there is a confirmed case of H1N1 Flu Virus in a school or worksite location of the Kenora Catholic District School Board. A confirmed case is defined as a diagnosis by a physician.

### **Protocol for High Risk Employees with a confirmed case of H1N1 in the school or worksite:**

1. During this flu season and increased time of H1N1 alertness employees of the Kenora Catholic District School Board are strongly encouraged to disclose to their Principal or Manager and the Manager of Human Resource Services if they fall into the high risk category. The high risk category is defined as individuals who are pregnant, and people of any age with chronic medical conditions such as pulmonary disease, asthma, diabetes, neuromuscular disorders, heart disease or compromised immune systems. This information will be handled with sensitivity and in strict confidence. Individuals that disclose that they fall into the high risk category will be notified immediately if there are confirmed cases of H1N1 in their school or worksite location.
2. In the event there is a confirmed case of H1N1 and the potential is present that an individual that falls into the high risk category may have come into contact with the H1N1 virus in their school or worksite location the Principal or Manager will encourage the individual to consult Telehealth Ontario at 1.866.797.0000 or their health care provider about possible exposure and next steps. For more information please see the attached H1N1 Flu Facts Sheet for Pregnant Woman and Individuals at high risk.
3. In the event there is a confirmed case of H1N1 and the individual needs to leave the school or worksite location to seek medical consultation with their physician the Principal or Manager will notify the Manager of Human Resource Services. The Manager of Human Resource Services will then work with the Principal or Manager to identify options available for the staff member.

### **Protocol for Employees (non High Risk) with a confirmed case of H1N1 in the school or worksite:**

1. In the event there is a confirmed case of H1N1 the Principal or Manager will advise all staff (including support staff, teachers, custodians, and casual employees) in a staff meeting that there is a confirmed case of H1N1 Flu Virus in the school or work site location. The Principal or Manager will then follow-up with an e-mail to all staff of their school or worksite location for anyone who wasn't able to be at the staff meeting. The identity of the individual with the confirmed case of H1N1 will be kept completely confidential. The Principal or Manager will not communicate suspected cases or non confirmed cases of H1N1.
2. If an employee has a confirmed case of the H1N1 Flu Virus they are asked to stay at home and not return to their workplace until they are symptom-free as not to encourage the spread of the virus to the school community. If and when the employee learns that they have a confirmed case of the H1N1 virus the employee is asked to disclose this information to their

Principal or Manager and the Manager of Human Resource Services so that the Principal or Manager can communicate to the school or worksite location that there is a confirmed case of H1N1 Flu Virus. The employee is responsible for following the Kenora Catholic District School Board's Absence Management procedure and calling 468.1084 to advise of their absence and ensure appropriate coverage is arranged. The Booking Clerk will arrange for coverage (if required). If the employee's symptoms become severe the employee is encouraged to contact Telehealth Ontario at 1.866.797.0000 or their health care provider. Severe flu symptoms are defined as shortness of breath, difficulty breathing, chest pains, bloody sputum (phlegm) or severe or persistent vomiting. The employee will access their sick leave account for the time needed to recover from the virus.

3. Employees with flu-like symptoms or fevers or suspected cases of the H1N1 virus are asked to stay home until the symptoms subside as not to encourage the spread of the virus. Again the employee is responsible for following the Kenora Catholic District School Board's Absence Management procedure and calling 468.1084 to advise of their absence and ensure appropriate coverage is arranged. The employee will access their sick leave account for the time needed to recover from the virus.

#### **Protocol for Students and Parents with a confirmed case of H1N1:**

1. If a student has a fever or flu-like symptoms parents and guardians are requested to keep the student at home until they are symptom-free as not to encourage the spread of the virus to the school community.
2. If a student exhibits flu-like symptoms while at school, the student will be removed from the classroom and taken to an isolated area. The school will contact the parent or guardian and advise that the student is exhibiting flu-like symptoms and needs to be taken home. The student will be monitored until the parent or guardian is able to pick the student up. The Principal will ask the parent or guardian to make arrangements to keep the student home until the flu-symptoms have subsided. If the flu-like symptoms become sever the parents and guardians are strongly encouraged to call Tele Health Ontario at 1.866.797.0000 or consult their health care provider.
3. If a student has a physician confirmed case of the H1N1 Flu Virus, parents are asked to notify the Principal as soon as possible and keep the student at home. The Principal will then communicate to staff and the Manager of Human Resource Services that there is a confirmed case of H1N1 Flu Virus in the school.
4. Parents and guardians will be notified by the school by letter, if there is a confirmed case of H1N1 in their child's school. From that point forward parents and guardians are to assume that H1N1 Flu Virus has been present in their child's school. No additional letters will go home for newly identified cases.