

PANDEMIC PLAN



**Saskatchewan
Municipal
Board**

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(This plan is to be considered in conjunction with the SMB Business Continuity Plan)

1. BACKGROUND

1.1 PANDEMIC VS EPIDEMIC

Epidemic: Spreading rapidly and extensively by infection and affecting many individuals in an area or a population at the same time.

Pandemic: According to the [World Health Organization \(WHO\)](#), a pandemic can start when three conditions have been met:

- the emergence of a disease new to the population
- the agent infects humans, causing serious illness
- the agent spreads easily and is sustainable among humans; humans have no pre-existing immunity against it

A disease or condition is not a pandemic merely because it is widespread or kills a large number of people; it must also be infectious.

There are a number of different diseases/viruses that could cause the next pandemic and are consistently being observed by contagious disease specialists.

This list consists of:

- Spanish Flu
- Avian Flu (type A strains)
- Hepatitis
- Influenza
- Plague
- SARS – Severe Acute Respiratory Syndrome
- H1N1 (Swine Flu)

Pandemic influenza presents a biological hazard into the workplace.

How can pandemic influenza be spread?

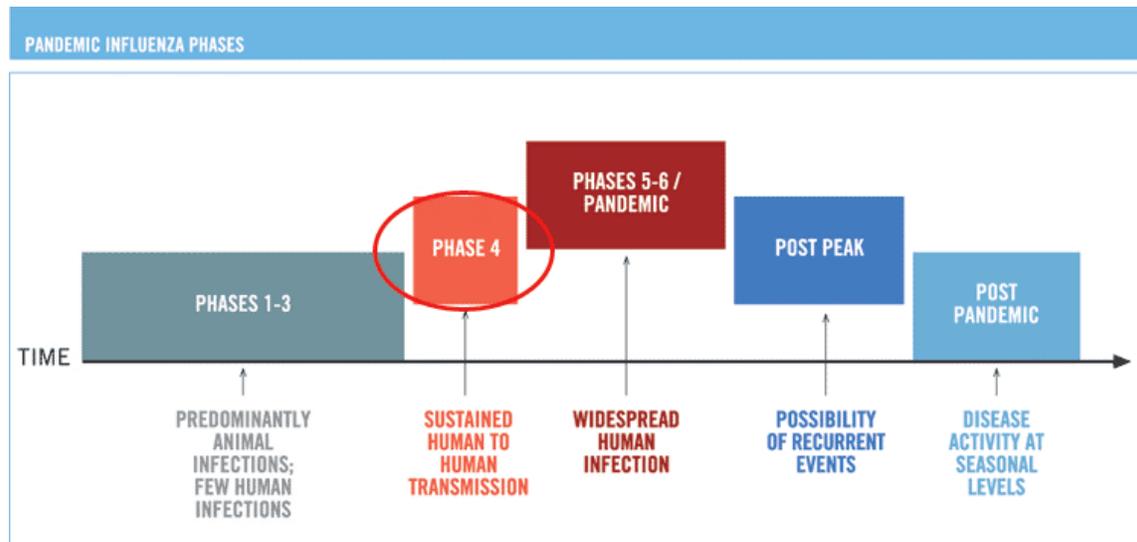
This can be represented as three links in a chain:

1. The source of the influenza virus:
 - droplets or airborne particles from infected co-worker and/or client
 - contact with contaminated equipment
 - contact with a contaminated surface
2. The transmission of the influenza (between the source and the worker; and
3. The host for the virus – an individual

It can take up to four days for a person to start showing symptoms. A person infected with pandemic influenza may be contagious 24 hours before the onset of symptoms, but the risk for spreading the virus substantially increases when an infected person begins coughing or sneezing. The contagious period continues for up to five to seven days.

1.2 WORLD HEALTH ORGANIZATION ALERT PHASES

The WHO has devised an alert phase to help the world gauge the severity of the spread of an infectious pandemic-causing disease.



In nature, influenza viruses circulate continuously among animals, especially birds.

Phase 1 – Inter-Pandemic

- No viruses circulating among animals and birds have been reported to cause infections in humans. Risk of human infection or disease is low.

Phase 2 – Inter-Pandemic

- An animal or bird influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat. No new influenza viruses detected in humans

Phase 3 – Pandemic Alert

- An animal or bird or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.
- Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 – Pandemic Alert

- Characterized by verified human-to-human transmission of an animal or bird, or human-animal influenza reassortant virus able to cause “community-level outbreaks.”
- The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted.
- Indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a foregone conclusion.

Phase 5 – Pandemic Alert

- Characterized by human-to-human spread of the virus into at least two countries in one WHO region.
- While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6 – Pandemic Influenza

- Characterized by community level outbreaks in at least one other country in a different WHO region, in addition to the criteria defined in Phase 5.
- Designation of this phase will indicate that a global pandemic is under way.

1.3 ALTERNATE SOURCE(S) OF INFORMATION

The following link provides access to the Government of Saskatchewan, Ministry of Health’s website for information on the H1N1 Flu Virus - <http://www.health.gov.sk.ca/H1N1-flu-questions>.

The Government’s overall response is detailed in the Provincial Pandemic Influenza Coordination Plan, available at www.gov.sk.ca and clicking on the  icon.

Other sites of interest:

- Public Health Agency of Canada www.phac-aspc.gc.ca
- World Health Organization www.who.int

2. CONTEXT AND CURRENT STATE

Pandemics are rare but recurrent events. The World Health Organization (WHO) has concluded that the current risk of a pandemic is great. It has been more than 36 years since the last one; the pattern of the last century indicates an average time lapse of 25 years between pandemics. The question is not if, but rather when, and also which strain will present as a pandemic. The WHO has used 2 to 7.4 million deaths as a conservative planning estimate for the next pandemic, and has indicated that the likelihood of a pandemic in the near future is great.

The Canadian government is well advanced in its preparation. Specific government powers are in place to be used in the event of a national state of emergency; those powers would place restrictions and requirements on various aspects of daily life including people, places of work, and public gatherings.

The Saskatchewan Public Pandemic Influenza Plan for the Health Care System released in September 2009 estimates the number of people in Saskatchewan that could be infected over a 6-12 week period, without the intervention of public health measures:

- 150,000 – 300,000 people ill at home
- 150,000 – 300,000 people could require outpatient care
- 3,000 – 6,000 people could require hospitalization
- 100 – 300 people could die from influenza or complications of influenza

It is important to bear in mind that the population would be expected to provide self-care because healthcare systems would be strained beyond capacity; corporate business continuity plans have a role in providing information to employees regarding appropriate self-care to avoid and manage infection.

2.1 DIFFERENCES FROM OTHER EMERGENCIES

Characteristically, pandemics are dissimilar to operational disruptions like fires, major power outages, or physical disasters in that they are not short, sharp events followed by a recovery phase.

Pandemics:

- Tend to last many months, occur in waves, and may contain peaks followed by periods of less severe illness. Health Canada (2006) estimates an anticipated 20 to 25 percent work absenteeism rate during pandemic influenza.
- Can be expected to take two to three years to run its course, if it is an overall global pandemic.

2.2 ANTICIPATED IMPACT ON SMB SERVICE

Judicial Role

The demand for SMB appellate services may decline somewhat during a prolonged pandemic event as clients (ratepayers, tax agents, and municipal/SAMA representatives) focus on “survival” issues and family safety and security.

WHO, Phase 4, may result in:

- A restriction on location for hearings;
- Government or self imposed travel/mobility restrictions;
- Implementation of a formal process to screen attendees at hearings.

WHO, Phase 5, may result in:

- Hearings being conducted by alternate measures such as conference call, web cast, etc.

WHO, Phase 6, may result in:

- As for 5 OR cancellation of all hearings until the pandemic is mitigated.

Regulatory Role

The demand for SMB regulatory services may increase or decrease dependent on the requirements of the local authorities to provide services in support of the pandemic (i.e. bottled water or increased treatment of water, staffing to assist those impacted in the community, etc). It is unlikely a number of capital projects will be undertaken. There may be more need for operational borrowing as ratepayers impacted by the pandemic are unable to work and therefore not able to pay taxes, utilities, etc. Legislation may be amended to remove SMB approval in the case of this emergency.

2.3 KEY PLANNING ASSUMPTIONS

Key planning assumptions allow for decision making based on the characteristics of previous outbreaks.

Expected Course of a Pandemic Influenza: Pandemic may last between 12 to 18 months and may occur in two or more waves. In a single community, a pandemic will generally last six to eight weeks, but this time period may vary.

Absenteeism: During the peak – two weeks of illness in a community – the absenteeism rate from work and school may reach 10% to 25%. This may be due to personal illness, caring for others, pandemic influenza related public health measures. According to the Ministry of Health should plan for up to a third of the workforce being absent for all reasons, in the peak period during a severe pandemic.

3. OBJECTIVES OF THE SMB PANDEMIC PROGRAM

The SMB Pandemic Program is developed by the SMB Emergency Management Co-ordination Team – Management Committee as established pursuant to the SMB’s Business Continuity Plan, and is comprised of the Chair (Emergency Planning Officer), Board Secretary (Alternate Emergency Planning Officer), and Vice Chair.

The objectives of this program are in accordance with the Business Continuity Plan:

1. Protect our employees’ safety
2. Protect our clients’ safety
3. Continue to serve our clients’ needs
4. Maintain business flow

To meet these objectives we will do the following:

3.1 PROTECT OUR EMPLOYEES’ SAFETY

“**Best Practice:** Guideline for Occupational Health and Safety During Pandemic Influenza” (reference www.labour.gov.sk.ca/h1n1-influenza-ohs) will be utilized as a reference.

- We will educate our employees to the risks of pandemic-causing infectious diseases and explain some prevention/preparedness methods.
- A document detailing our response plan will be posted on the Employee Information Bulletin Board.
- We will provide our employees with a pandemic preparedness kit (reference **Appendix B**) to help prevent infection.
- We will arrange with our lessor to ensure hand sanitizer is installed at all entrances, elevator banks, common areas, kitchenettes, and wash rooms; facility and personal (soap, hand towels, water) supplies are available.
- Hand washing signage will be placed in washroom and kitchenettes.
- Contacting other agencies in our building to ensure they have implemented procedures to mitigate risks to their employees and our employees.
- When deemed appropriate the following actions will occur:
 - Closing kitchenette and lunch area
 - Shutting off water fountains and providing bottled water
 - Canceling all meetings, hearings, workshops and training

- Canceling all business related travel
- If our office or hearing room has been infected the decision will be made to shut down the location.
- Individuals opening mail from external sources will be requested to wear gloves.
- Social distancing (keeping distance of greater than 2 metres) will be promoted.
- Common areas i.e. kitchen, lunch table, etc will be sanitized with disinfectant wipes at least two times daily. Employees will be required to sanitize their immediate work area at least daily.

3.2 PROTECT OUR CLIENTS' SAFETY

Personal contact with our clients is generally limited to attendance at hearings. There may be some occasions when the client attends the office to drop off information. Other contact with our clients may occur at locations such as court, the municipal office, etc. There is also contact with our clients through correspondence to and from.

It is important to our clients to ensure they are protected. To do this:

- We will contact the government agency responsible for our accommodations to arrange with the lessor to ensure hand sanitizer is installed at all entrances, elevator banks, common areas, and wash rooms.
- Those attending our office or hearings will be encouraged to wash their hands upon entering and exiting the facilities
- If our office or hearing room has been infected the decision will be made to shut down the location
- Clients will be encourage to use electronic means of interacting with our office where appropriate

3.3 CONTINUE TO SERVE OUR CLIENTS' NEEDS AND MAINTAIN BUSINESS FLOW

At all times, the SMB will attempt to continue business as best as it can. To a large extent, our business will be able to continue by electronic means i.e. computer, fax, phone, etc.

While hearings/meetings continue to occur at external locations precautionary measures will be undertaken as follow:

- Providers of the external facilities will be contacted to determine what, if any, precautions they have undertaken for the facilities to be used

- If provider has not undertaken any precautions i.e. supply of sanitizer, Kleenex and signage, it will be the SMB's responsibility to provide these supplies.

A Communication Strategy has been developed as part of the Business Continuity Plan (Reference Business Continuity and Emergency Preparedness Operations Manual – Section 3.4) and within the processes of this Pandemic Plan to ensure our employees and clients are informed of our actions.

4. RISK IDENTIFICATION AND ANALYSIS

Although this plan focuses on operational risk, it is important to understand that a pandemic event may also result in:

- Existing government strategies may be inappropriate during the pandemic phase. I.e. timelines for processes, deadlines for programs, etc.
- Without adequate contingency plans, high absentee rates could result in disruptions to a number of functions critical to SMB and its clients. Operational disruptions could impair completion of transactions i.e. borrowing, rate approvals, appeal hearings, etc. Disruptions could spill over from one jurisdiction to another; as well, as be prolonged as various geographic areas are affected by pandemic outbreaks and subsequent waves.
- Ethical, legal, reputation issues would arise throughout operations, including the treatment of employees, the provision of anti-virals to individuals in critical functions, application of labour laws and human resource policies in the event of employee refusal or inability to work, and the implications for the SMB with respect to contractual obligations and rights.
- Further, there is a risk of infection among SMB staff and their families, which could severely limit coverage of key functions. This in turn would result in a negative impact on client services and operating expenses.

ITO – supplier of our IT services. Copy of their draft high-level pandemic plan has been received, reviewed and retained on file as part of the Business Continuity Plan. Continued communication will occur to ensure they would be available to support the SMB in the event of a Pandemic.

5. LEADERSHIP, ROLES AND RESPONSIBILITIES

The Chair is the spokesperson for the SMB. The Board Secretary and/or Vice Chair are the designated back ups. Communication protocols are specified in the Business Continuity Plan, Business Continuity and Emergency Preparedness Operations Manual – Section 3.4. Should the Government of Saskatchewan provide a standard protocol for communication with respect to a crisis, the standard protocol will govern in all respects.

5.1 EMERGENCY MANAGEMENT CO-ORDINATION TEAM (EMCT)

Management Committee (MC) -

Chair:

- Responsible for assessing situation and declaring the disaster
- Act as primary spokesperson
- Approve the communication strategy
- Approve any communication plans developed around specific situations
- Approve specific communication pieces developed in a crisis situation
- Approve overall Crisis Management Program
- Initiate procurement of pandemic supplies

Vice Chair:

- Advise spokesperson
- Approve the communication strategy
- Act as primary spokesperson in absence of Chair
- Approve any communication plans developed around specific situations
- Approve specific communication pieces developed in a crisis situation

Board Secretary:

- Co-ordinate communication with Minister and Board Members
- Advise spokesperson
- Approve the communication strategy
- Approve any communication plans developed around specific situations
- Approve specific communication pieces developed in a crisis situation
- Provide strategic direction to the Chair/Vice Chair in the event there is a tactical situation to be managed
- Ensure Business Continuity Plan is managed within context of pandemic
- Single point of contact for Committee Teams (reference Business Continuity Plan)

- Ensure pandemic kits are procured
- Initiates recovery of business functions

Others -

Legal Counsel:

- Advise spokesperson, as requested

Committee Secretaries/Administrative Supervisor (Committee Teams)

- Advise on operational issues relating to their areas of expertise/responsibility
- Supports Board Secretary in recovery of business functions
- Brief and prepare spokesperson

6. DECLARING A PANDEMIC

When:	SMB will:
WHO has identified Phase 4 - verified human-to-human transmission of an animal or bird or human-animal influenza reassortant virus able to cause community-level outbreaks.	<ul style="list-style-type: none"> • Initiate its EMERGENCY MANAGEMENT CO-ORDINATION TEAM (EMCT) – Management Committee • Hold meetings at the call of the Chair • Chair to monitor status of WHO on an on-going basis
WHO has identified Phase 5 - significant human to human spread of the influenza anywhere in the world	<ul style="list-style-type: none"> • Activate its pandemic preparedness plan • Hold meetings daily to discuss operation impacts of the escalating Pandemic situation • Chair to monitor status of WHO on an on-going basis

With today’s means of travel, an outbreak can be spread from one continent to the next in less than 14 hours.

The Management Committee (Reference Section 5) has overall responsibility for declaring an escalating Pandemic event at the SMB. The EMCT - MC has the responsibility for managing the operational impact to the organization.

6.1 PANDEMIC IMPACT CHART

The following chart demonstrates the impact of the pandemic in a broad way, and illustrates a general response at each level of impact. The impact level will guide central Government decision-making and communications process and will serve as a general guideline for Ministries, Crown corporations, and Agencies to follow in implementing their respective plans.

Each government organization’s response will vary, depending on their own operations, but Government’s overall response will be based on an assessment of several factors: spread of the influenza; level of absenteeism in government and the broader workforce; level of disruption to public services; and the level of disruption to the broader Saskatchewan economy.

	Low IMPACT (MILD)	MEDIUM IMPACT (MODERATE)	HIGH IMPACT (SEVERE)
SPREAD OF FLU *	- Sustained person to person transmission in a small number of SK communities	- Widespread, sustained person to person transmission in many SK communities	- Widespread, sustained person to person transmission in many SK communities
ABSENTEEISM	- Some workplace and school absenteeism	- Moderate levels of absenteeism in workplaces and schools	- High levels of absenteeism in workplaces and schools
IMPACT ON SERVICES	- No disruption in service delivery	- Some disruption or delay in some services	- Significant disruption or delay in services - Focus on maintaining essential services
RESPONSE ACTION	- Government organizations increase level of preparedness and may activate Response Plans for low impact	- Government organizations escalate Response Plans as required to medium impact.	- Government organizations escalate Response Plans to high impact.



*Based on assessment of lab-confirmed cases, Regional Health Authority reporting of influenza activity, reports by sentinel physicians, emergency room visit rates for influenza-like illness, antiviral prescriptions.

7. SMB RESPONSE TO A PANDEMIC

The SMB has created a five level response plan that will enable the EMCT – MC to customize their response depending on what the situation at hand is. These five levels and the related actions are:

SMB LEVEL	DESCRIPTION	RESPONSE/ACTIONS
1	Pandemic-Causing Infectious Disease Detected e.g. WHO has declared level 5 in Germany	<ul style="list-style-type: none"> • EMCT – MC meets to discuss impacts and next steps • Communications Strategy to be followed per Business Continuity Plan - Communications Protocol • Request lessor to stockpile certain essential supplies <ul style="list-style-type: none"> • Toilet Paper • Cleaners • Hand Sanitizer • Employees and clients attending our facilities strongly encouraged to use hand sanitizer • Work related AIR travel is cancelled • Maintain business as usual • HR policies to be followed as per Appendix A
2	Pandemic-Causing Infectious Disease Detected in North America e.g. detected in Canada but not in Saskatchewan	<ul style="list-style-type: none"> • EMCT – Management Committee meets daily (triggered by Business Continuity Coordinator i.e. Board Secretary) at 9:00 a.m.; determines recommended action • Chair to advise EMCT – MC of status changes by WHO • Communications Strategy to be followed per Business Continuity Plan - Communications Protocol • Staff pandemic kits will be procured • Water coolers/dispensers ordered OR bottled water procured • Employees strongly encouraged to use hand sanitizer; recommended for home use. • Work related AIR travel is cancelled and work related GROUND travel outside of Saskatchewan is cancelled • Maintain business as usual • HR policies to be followed as per Appendix A

3	Pandemic-Causing Infectious Disease Detected in Saskatchewan	<ul style="list-style-type: none"> • EMCT – MC meets daily at 9:00 a.m.; determines recommended action • EMCT – all members debriefed daily • Chair to advise EMCT – MC of status changes by WHO • Communications Strategy to be followed per Business Continuity Plan - Communications Protocol • Work with other agencies in building to encourage all public to utilize the hand sanitizer stations upon entrance and exit from the building • Monitor availability of necessary supplies and maintain inventory <ul style="list-style-type: none"> • Water • Cleaning Supplies • Hand Sanitizer • Kleenex • Plastic Gloves • Masks • Personal Pandemic kits issued to every employee and full time member • Personal Pandemic kits issued to part time members attending the office • Record of employee attendance is taken daily and reported at EMCT meeting • Use of hand sanitizer strongly encouraged • All training and workshops cancelled • All meetings to be conducted via phone or web • Kitchenette is closed • Lessor to turn off water fountains and water cooler/dispenser OR water bottles will be used • Business will be managed as best as we can and decisions will be made as situations arise • HR policies to be followed as per Appendix A
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4	<p>Pandemic-Causing Infectious Disease Detected at SMB Head Office (2151 Scarth) OR in Part Time Members in Contact with the Employees and Full-time Members e.g. Confirmed case of individuals</p>	<ul style="list-style-type: none"> • EMCT – MC meets daily at 9:00 a.m.; determines recommended action • EMCT – all members debriefed daily • Chair to advise EMCT – MC of status changes by WHO • Communications Strategy to be followed per Business Continuity Plan - Communications Protocol • Work with other agencies in building to encourage all public to utilize the hand sanitizer stations upon entrance and exit from the building • Monitor availability of necessary supplies and maintain inventory <ul style="list-style-type: none"> • Water • Cleaning Supplies • Hand Sanitizer • Kleenex • Plastic Gloves • Masks • Record of employee attendance is taken daily and reported at EMCT meeting • Use of hand sanitizer and personal pandemic kit strongly encouraged • All training and workshops cancelled • All meetings to be conducted via phone or web • Kitchenette is closed • Lessor to turn off water fountains and water cooler/dispenser OR water bottles will be used • Business will be managed as best as we can and decisions will be made as situations arise • Copy of Appeals Database and LGC tracking to be made daily on local drive • HR policies to be followed as per Appendix A • All hearings cancelled unless an agreed alternative i.e. conference call, can be arranged • Further action will be determined by the severity of the outbreak, up to and including office closure for two calendar days • Proper signage of closure will be put on all entrances • Change telephone voice messages to advise of business closure • Review file status and, where applicable, request extensions of time
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5	Pandemic – Causing Infectious Disease Spread Throughout Organization	<ul style="list-style-type: none">• EMCT – MC meets daily at 9:00 a.m.; determines recommended action• Business Continuity Plan invoked
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8. POST PANDEMIC STAND DOWN

Pandemic threat has passed.

In this stage, it is unknown what state the organization will be in.

The following provide an idea of some questions that may need to be addressed at the time of Post Pandemic Stand Down.

EMCT – MC will meet to determine the process for recovery/return.

- *How do we communicate to all staff and ensure they feel safe to come back to work?*
- *What communication method do we use?*
- *What does each business unit need to start working on to catch up on backlog?*
- *Priority order of recovery?*
- *How do we manage if we have lost key staff (death, resignation, etc)?*
- *How do we deal with potential life loss of employees?*
- *What worked well, what didn't, what needs to be added/changed in Pandemic Plan for next wave?*

Also, refer to Business Continuity Plan.

9. MANUAL MAINTENANCE

This manual will be reviewed and updated on an on-going basis (at minimum, annually) and a record of review will be noted in the '*Business Continuity Strategies Review Log*' (see Appendix C, Business Continuity Plan).

After every emergent situation, a debriefing is to be held within 30 days after the emergent situation has been declared ended, and required changes to the manual are to be made.

It is the responsibility of the SMB Business Continuity Coordinator to ensure this maintenance is complied with.

In accordance with S 85, OHS Regulations, the plan is to be reviewed and updated in consultation with the OHS Committee.

10. TRAINING

The Business Continuity Coordinator will be responsible to provide an annual overview of the Business Continuity Plan, including the Pandemic Plan. In the event a pandemic is imminent, the Business Continuity Coordinator will provide a refresher session and ensure all individuals are aware of their roles and responsibilities.

It will be the responsibility of the individual staff and members to review this manual on a periodic basis and to be aware of their role in the plan. Any questions or concerns should be addressed to the EMCT-MC.

APPENDIX A – HUMAN RESOURCE RESPONSE

The actions outlined in this appendix are based on a response to an influenza-like virus such as the Avian flu. If the threat is markedly different to that posed by an influenza like virus, the response is subject to revision at the EMCT – Management Committee’s discretion.

For the purpose of the Human Resources response to pandemic, immediate and extended family will have the same definition as found in PS 702-1

The PSC has established a policy “Pandemic Planning – Human Resources Policy Framework”. The SMB will operate within these guidelines.

SIGNAGE

Levels 1 to 4 Inclusive: Signs will be posted at the entrance to SMB work areas requesting that members of the public who have traveled to an “infected location” conduct their business with the SMB via electronic or telecommunications means for a period of 2 calendar days following their return from the infected location or until they are no longer symptomatic.

Level 5: Signs will be posted at the entrance to the SMB work area indicating that it is temporarily closed and advising the public how to contact the SMB during the closure.

APPENDIX B – PANDEMIC KIT REQUIREMENTS

PANDEMIC KIT CONTENTS:

- 2 Travel Size Kleenex
- 8 Plastic Gloves
- 1 Disposable Mask
- 1 Personal Hand Cleaner
- 3 Hand Towelettes

These are to be used when proper hand washing facilities are not available. Hand towelettes are used to cleanse surfaces you may touch when gloves are not available (pens, handrails, desks, etc.).

Disposable gloves provide some dexterity and can be used to operate key board. Kleenex is to be used instead of covering your mouth with hands.

Sufficient stock will be maintained to replenish these on an as needed basis.

Waist packs or alternative carrying devices may be procured for employees' use to carry their pandemic kit with them at all times. Also good to carry their own pens, pencils, water bottle and any other goods required in their daily travels.

PANDEMIC KIT DISTRIBUTION PROCESS:

The Pandemic Coordinator (reference Section 5) is responsible for assembling enough kits. Upon activation of SMB Level 3, the Pandemic Coordinator will systematically hand out a pandemic kit to each employee.

APPENDIX C – CRITICAL BUSINESS RECOVERY STRATEGIES

Reference Business Continuity Plan, Business Continuity Strategies Manual.

APPENDIX D – PANDEMIC CONTACT

The Pandemic Coordinator will be the Board Secretary who is also the Management Chair of the SMB's Occupational Health and Safety Committee.

KEY RESPONSIBILITIES

Current and Ongoing • install hand sanitizer stations/pumps in designated locations

- work with Business Continuity Facilitation Team (BCFT) regarding logistics and ongoing plan development for location

Level 1 • maintain inventory levels of hand sanitizer refills/replacements

- ensure proper stock levels of toilet paper, soap, paper towel
- work with BCFT regarding logistics and ongoing plan development for location

Level 2 • maintain inventory levels of hand sanitizer refills/replacements

- ensure proper stock levels of toilet paper, soap, paper towel
- Assemble Personal Pandemic Kits
- Order water stock for location

- work with BCFT regarding logistics and ongoing plan development for location

Level 3 • maintain inventory levels of hand sanitizer refills/replacements

- ensure proper stock levels of toilet paper, soap, paper towel
- Distribute Personal Pandemic Kits
- Maintain water stock for location

- work with BCFT regarding logistics and ongoing plan development for location

Level 4 • maintain inventory levels of hand sanitizer refills/replacements

- ensure proper stock levels of toilet paper, soap, paper towel
- Maintain water stock for location

- If location is to be shut down for a period of time, will be responsible for the signage on public entrances.

- work with BCFT regarding logistics and ongoing plan development for location

Level 5 No duties