



Parkland College Pandemic Plan

Level 1

Confirmed case of human-to-human transmission in the parkland area.

Level 2

Suspected and/or confirmed case in the campus or program.

Level 3

Campus closure.

In the event of a Level 3 response, a Public Health Officer may order the closure of a facility and / or Parkland College may close one or more campuses as a precautionary measure. Decisions are based on the transmission patterns and the number of staff and students affected. In some cases, employees may work from home or work from another campus location. Please contact Human Resources if you have any questions.

Level 4

Recovery – campus re-opens.

Duties	Level 1	Level 2 in addition to Level 1	Level 3 in addition to Level 2	Level 4 return to work
<i>Pandemic Coordinator (Manager, Health & Safety)</i>	<ul style="list-style-type: none"> • Alert OH&S Committee and Senior Management • Liaison with Public Health • Monitor attendance of staff and students • Report absentees larger than 10% • Establish command and communication plan • Issue communication to all staff via email 	<ul style="list-style-type: none"> • Update management and issue a staff update • Liaison with Health Authority • Update staff as information is available • Update absentees information daily and discuss options with Public Health 	<ul style="list-style-type: none"> • Coordinate action plan with Public Health • Based on Public Health recommendations, closure of facilities and suspension of classes may be necessary • Secure facilities and post signage • Stand by to shut down utilities as directed by Public Health 	<ul style="list-style-type: none"> • Liaison with Provincial and Federal Authorities to determine when pandemic is under control and campus can re-open

<i>Board & Executive (including Senior Management)</i>	<ul style="list-style-type: none"> • Liaison with Pandemic Coordinator • Identify essential functions • Personnel prepare call out lists • Appoint personnel for support work 	<ul style="list-style-type: none"> • Notify staff to ensure that information is relayed quickly and specifics are understood • Prepare media relations 	<ul style="list-style-type: none"> • Authorize temporary suspension of classes • Initiate call out list per college work lists • Report to alternate work location or from home • Seek medical advice 	<ul style="list-style-type: none"> • Liaison with Pandemic Coordinator to determine when campus can re-open • Initiate call back
<i>In-scope Supervisors</i>	<ul style="list-style-type: none"> • Ensure staff and student contact information is updated • Identify essential functions/personnel • Ensure team contingency plan is prepared • Prepare class lists for call out with instructors and program assistants 	<ul style="list-style-type: none"> • Liaison with management and Pandemic Coordinator • Provide updates to staff • Compile daily attendance and report to Pandemic Coordinator 	<ul style="list-style-type: none"> • Coordinate call out procedure as directed • Stay home and stand by for instructions • Seek advice from your health care practitioner • Ensure class list call out is initiated 	<ul style="list-style-type: none"> • Report to work as instructed • Coordinate call back
<i>OH&S Committee</i>	<ul style="list-style-type: none"> • Liaison with Pandemic Coordinator 	<ul style="list-style-type: none"> • Prepare signage in event of suspension or closure 		
<i>Information Technology Department</i>	<ul style="list-style-type: none"> • Post information on website as directed 	<ul style="list-style-type: none"> • Update information on website as directed by management 	<ul style="list-style-type: none"> • Update website from alternate location • Stay home and stand by for instructions • Seek advice from your health care practitioner 	<ul style="list-style-type: none"> • Report to work as instructed
<i>Instructors</i>	<ul style="list-style-type: none"> • Liaison with manager to ensure students are briefed and contact information updated • Monitor attendance report to manager, flag at 10% or 1/3 for smaller programs 	<ul style="list-style-type: none"> • Update student call list and brief students as information becomes available • Follow team plan 	<ul style="list-style-type: none"> • Stay home and stand by for instructions • Seek advice from health care practitioner 	<ul style="list-style-type: none"> • Report to work as instructed
<i>Program Assistants/ Administration Staff</i>	<ul style="list-style-type: none"> • Ascertain if essential staff with manager 	<ul style="list-style-type: none"> • Take appropriate action as directed by manager and follow team plan 	<ul style="list-style-type: none"> • Stay home and stand by for instructions • Seek advice from health care practitioner 	<ul style="list-style-type: none"> • Report to work as instructed

<p><i>Students</i></p>	<ul style="list-style-type: none"> • Will be advised by instructor • Provide updated contact information to instructor 	<ul style="list-style-type: none"> • Ensure contact information up to date • Attend program, will be updated by instructor as information is available 	<ul style="list-style-type: none"> • Stay home and stand by for instructions • Seek advice from health care practitioner 	<ul style="list-style-type: none"> • Report to work as instructed
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