

Pandemic Procedures

July 2009

Background

WHAT: Schools and District Facilities may be closed during a pandemic in an effort to limit the spread of the virus.

WHEN: Closure of a school or facility will only occur on the direction of the Superintendent of Schools or his designate.

EXAMPLE: The Centre for Disease Control determines that a student or staff member has tested positive for virus responsible for pandemic.

Procedures

1. The Centre for Disease Control (CDC) determines the test results. If positive, the CDC informs:
 - Provincial Health Officer and
 - Regional Health Officer

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 - Superintendent of Schools

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 - Ministry of Education
2. The Superintendent of Schools, in consultation with Regional Health Officer and the Ministry of Education, will determine whether the school will be closed. The Ministry of Education has provided districts in British Columbia with criteria to make this determination.
3. The principal, under advisement of the Superintendent or his designate, will direct the requirements of a school closure.
4. During a pandemic, the school district will communicate with the schools and community through the School District 73 website. All information and details released to the media will come through a single spokesperson; the Superintendent of Schools or his designate.
5. If students are to be sent home, parents/ guardians will be notified by the school or the district using *Synervoice*. The supervising adults should release the students using standard school district protocols, as described below. Students/parents should continue to check the website for ongoing information regarding the situation.

For Elementary Students

In conjunction with your school plan:

1. Determine that the method each student will use to get home is safe and reliable (school bus, walking short distances, pick up by parent).
2. For students taking a bus, go with them to the pick-up site to ensure the bus is available as planned.
3. If students are being picked up by parents, keep them with you until the parent arrives.
4. Account for all children, keeping a record of how and when they left school.

For Secondary Students

In conjunction with your school plan:

1. Determine that students can get home safely by bus, car or foot.
2. For students taking a bus or being picked up by parents, provide a supervised area where they can wait.