

HORIZONS TRAINING CENTRE SOCIETY
OCCUPATIONAL HEALTH AND SAFETY
PANDEMIC PROCEDURE PLAN

In the event of a Pandemic, a plan must be in place to facilitate the continuation of providing support to the individuals served by Horizons Centre.

The components of the plan need to be prevention, immediate response and follow up, recovery and monitoring of the plan to ensure information is updated and pertinent.

Prevention: (To reduce the spread of a respiratory illness)

If you have symptoms of a respiratory illness, you should:

- Stay home from work and limit unnecessary contact with others.
- Call Health Link Alberta at 811 for more information regarding respiratory illness.
- If your symptoms worsen (shortness of breath, dehydration, worsening fever, cough or weakness) contact your health care provider or visit your nearest Health Care centre.

Whether you have flu symptoms or not you should:

- Cover your cough by coughing into your elbow or sleeve or use a tissue to cover your nose or mouth when coughing or sneezing. Then discard the tissue.
- Wash your hands often with soap and water especially after coughing and sneezing. Hand sanitizers are also effective.
- Reduce the spread of germs by limiting touching your eyes, nose or mouth and by washing your hands frequently.
- Maintain your health by taking care of yourself and those in your care including eating a healthy balanced diet avoiding cigarette smoke and other harmful substances, being active and getting enough sleep.

Response:

If Pandemic is declared by World Health or locally:

- The Executive Director or Designate in consultation with the Board of Directors (See Emergency Succession Planning Chart) will determine whether emergency closure is deemed necessary, by taking into consideration the following: (Also refer to Human Resource Policy G2)
 1. Level of support required for those clients who are present. (I.e. some require constant one to one support, whereas others are more independent)
 2. Client to staff ratio (dependant on above point) Example Situation: Little to no individuals requiring one on one support, Client to Staff ratio could possibly be= 6:1, if there are higher needs individuals present then Client to Staff ratio should decrease to possibly 2:1.
 3. Continuity of employment sites (laundry, newspapers etc.) will be priority when it comes to distribution of staff and clients.
 4. Number of Individuals from the management team absent. There should be at least two members of the management team (between the Executive Director, Program Director, Supervisor, and Coordinators) present, in order to safely continue business.

- A fan out call will be made by the Executive Director or Designate to the supervisory staff, who will in turn call their staff team of the time and location of an organizational meeting. The management staff will contact the individuals served by Horizons Centre, informing them of the Pandemic. They will be contacted immediately once the plan is formulated. Any individual who requires immediate support for employment will be assisted by a staff person designated by their immediate supervisor.
- If a closure is not deemed necessary remaining staff will take precautions to maintain a safe environment to ensure continuity of service to the individuals.
- If Accounting/Admin. Assistant is absent during critical times of the month, designate will take over responsibility.

Review of Plan:

This plan will reviewed a minimum of once annually.