

PANDEMIC PLAN
Independent Living Nova Scotia
May 4, 2009

GOAL

To prevent the spread of pandemic influenza by limiting the amount of direct personal contact, and support a return to normal working conditions as soon as possible.

CONTEXT

The government of Nova Scotia has asked businesses and organizations to plan what actions they will take should pandemic influenza reach Nova Scotia. As Independent Living Nova Scotia (ILNS) does not provide essential services, with one exception, the office will close to limit spread of influenza to staff and consumers through personal contact. ILNS will ensure continuation of our one essential service—Self-Managed Attendant Services (SMAS)—during the pandemic, and staff will work offsite, if able, so that the office can re-open quickly once the pandemic is over.

PREPARATION

- Notify Independent Living Canada
- Make sure self-managers have back-up plans in place
- Prepare emergency kit to include emergency contact information, staff list, partner contact information, landlord information, passwords, and self-manager list and cheques
- Confirm pandemic planning procedures of landlords
- Confirm pandemic plans of delivery partners, including Affirmative Industries, and advise them of our plans
- Confirm pandemic plans of payroll service and bank
- Set up process to get funds to self-managers
- Prepare list of staff with full names, phone numbers, addresses and emails; distribute as needed to staff and file
- Provide staff and consumers with opportunities to learn about pandemic planning and emergency preparedness

INITIATION

This plan is activated by the declaration of pandemic influenza by the NS chief Medical Officer of Health. Upon declaration by the Chief Medical Officer of Health, ILNS will announce its closure. If the Executive Director (ED) is ill and unable to initiate the pandemic plan, the Access to Community Education and Employment (ACEE) co-ordinator will initiate the plan. If the ACEE co-ordinator is incapacitated, the Information and Networking Officer/office Manager will initiate the plan. All decision-making follows this sequence: ED, ACEE Co-ordinator, I and N Officer/Office Manager.

STEPS

1. Chief Medical Officer of Health declares pandemic
2. Advise board co-chairs by phone or email
3. ILNS staff member announces closure

4. Change voice mail to advise callers of closure
5. I and N officer (if able) or other staff member takes home emergency kit
6. Advise staff to stay home from work
7. If able, staff take work home for studying, doing reports, or working on major writing projects
8. ACEE staff co-ordinate closing with Nova Scotia Community College (NSCC); contact information in Pandemic file and emergency kit
9. Advise IL Canada by phone and email
10. Advise partners of our closing and give emergency contact information
11. Mail self-manager cheques and advise self-managers of ILNS closure and emergency numbers
12. Designated staff regularly check voice mails and follow up if appropriate
13. If able, staff forward emails to home addresses or leave "out of office" messages