

# Pandemic Planning

*Presented by*  
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**Project Lead**



Canadian Centre for Occupational Health and Safety  Centre canadien d'hygiène et de sécurité au travail

[www.ccohs.ca](http://www.ccohs.ca)

# What is a pandemic?

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By pandemic, we are typically referring to an influenza (the “flu”) but it can be any widespread disease.

It is usually a serious illness that causes a large percentage of the population to become ill because they have little or no immunity to it.



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# Is a flu pandemic likely?

In the case of a flu pandemic,, the “normal” influenza type “A” virus changes drastically and essentially a new virus appears.

This shift traditionally occurs 3 or 4 times a century. The last pandemics were in 1918, 1957 and 1968 ...

... most experts agree that we are “over due”.



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# Flu Terms Defined

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**Seasonal (or common) flu** is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

**Avian (or bird) flu (AI)** is caused by influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. H5N1 is highly pathogenic, deadly to domestic fowl, and can be transmitted from birds to humans. There is currently no human immunity and no vaccine available.

**Pandemic flu** is virulent human flu that causes a global outbreak, or pandemic, of serious illness. (little natural immunity, can spread easily from person to person)



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# Why build a portal?

The screenshot displays the CCOHS website interface. At the top left is the CCOHS logo with the text 'Canadian Centre for Occupational Health and Safety' and 'Canada's National Occupational Health & Safety Resource'. To the right is the Canadian flag and the text 'Canadian Centre for Occupational Health and Safety' and 'Centre canadien d'hygiène et de sécurité au travail'. Further right is the 'Canada' logo. Below these are navigation buttons: 'Français', 'Contact Us', 'Help', 'SEARCH', and 'Canada Site'. A secondary row of buttons includes 'Web Info Service', 'Products & Services', 'OSH Answers', and 'Education & Training'. A third row contains 'Home', 'About Us', 'E-News', 'Bringing Health to Work', 'Events', 'Resources', and 'Shop'. A fourth row has 'At Home', 'At Work', 'Keep Workplaces Working', 'The Community', 'Links', and 'Tools'. The main content area features a large graphic for 'Pandemic Planning' with images of a tissue box, hand sanitizer, and a thermometer. Below this are two buttons: 'Pandemic Links' and 'Pandemic Tool Kit'. The text below the graphic reads: 'Most of our lives are a combination of work, family and community involvement. A pandemic can affect all of these areas. Pandemics happen when a new kind of virus spreads easily from person to person throughout the world. Planning for a pandemic is essential. Being informed and knowing what to do will help minimize the impact in our daily lives, work, and activities. Browse the Pandemic Planning site for helpful documents and tools. Use the Links section to find out more information on various aspects of this.' To the right of the text are four small images with captions: 'At Home' (a woman with a baby), 'At Work' (a group of people in an office), 'Workplaces' (a man on a laptop), and 'The Community' (two people playing basketball).



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# Goals

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To provide Canadian workers and workplaces with

- ▶ guidance materials to inform and support planning for pandemic diseases,

which will help..

- ▶ protect workers, and
- ▶ minimize the effects of a pandemic on Canadian businesses and workers.



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# Why prepare?

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A pandemic may last up to two years and may occur in waves. Each wave could last six to eight weeks and be separated by three to nine months.

High rates of illness and death are expected in a pandemic.

These illnesses may have an impact on social and economic areas of our daily lives including the availability of food, supplies, or other goods, and may also include a possible loss of services such as hydro (power) or water.



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# Why prepare? (con't)

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Estimates are that 35% (range - 15 to 50%) or more of the population will be too ill to go to work, and of those, more than 1% of could die.

Organizations may choose to, or may have to, close operations because so many of their staff are either sick or they are looking after ill family members.

- ▶ It is difficult to say how much of an impact a flu pandemic will actually be.



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# Why build a portal?

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... To provide detailed information on how to establish a business continuity plan, and how to prepare for and maintain a viable business during a pandemic.

- ▶ Site provides resources and tools geared to various audiences
- ▶ Save time finding quality information



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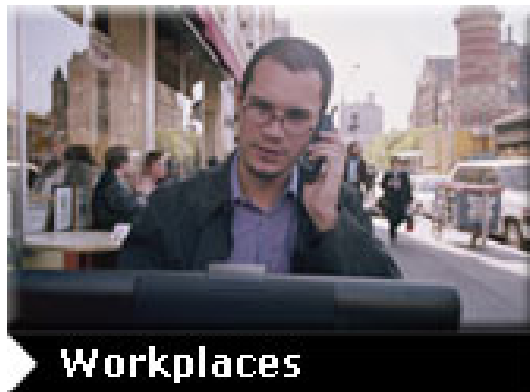
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# 4 Areas of Focus



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# What to you need to be prepared?

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- A plan
- Quality information
- Tools



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# Benefits to Employers

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- Credible tools and information help reduce the “fear”
- Plans to help reduce the effects a pandemic may have on the work environment
- Dedicated section makes it easy to find relevant information
- Savings of valuable time and resources in program development by using selected resources



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# Keeping Workplaces Working

## Pandemic Planning



-  [Pandemic Links](#)
-  [Pandemic Tool Kit](#)

[At Home](#)

[At Work](#)

[Keep Workplaces Working](#)

[The Community](#)

[Links](#)

[Tools](#)

[▶ CCOHS Home](#) ▶ [Pandemic Planning](#)

### ▶ Keeping Workplaces Working



During a pandemic, many issues may come up about what is the best way to keep your business operational, and at the same time, knowing how to protect your employees from the effects of a major influenza outbreak.

Business will be affected by staff absenteeism as well as shortages of supplies and customers. Check out the business continuity plan for more possible impacts, and ideas on how to overcome them.

#### **Be ready ahead of time!**

While no one can say when a pandemic will arrive, it is estimated that there will only be about 3 or 4 weeks between when human-to-human transmission of a new virus is confirmed, and its arrival in Canada.

#### Tools for Every Business

- [A Business Continuity Plan](#) that covers pandemic and infectious disease situations (booklet - PDF).
- [Slow the Spread! Poster](#) (PDF)
- [Handwashing Posters - at the sink](#), or when using [sanitizing gels](#). (PDFs)
- [Pandemics and OSH Laws](#)
- [Protective Equipment](#) - know the issues

#### More Tips!

- [10 Steps You Can Take - A Checklist for Business Pandemic Planning](#)
- [5 Ways A Business Can Help Their Employees](#)
- Make sure employees who are working at home still have a suitable office arrangement. Click here for tips when [Teleworking](#). [Office ergonomic](#) ideas will help too!
- When people are working by themselves, it is important to develop a



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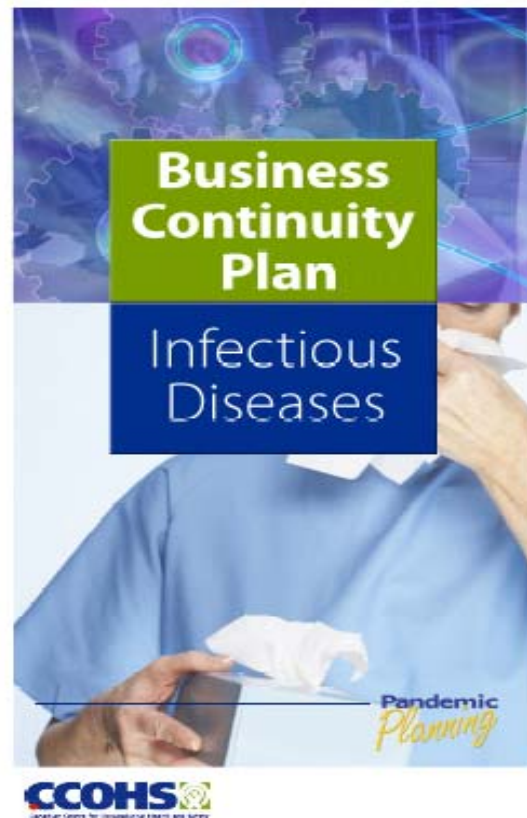
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# Plan

- ▶ What is a business continuity plan
- ▶ Is a plan for an infectious disease different?
- ▶ Why will people be off work?
- ▶ Effects on a business

continued...



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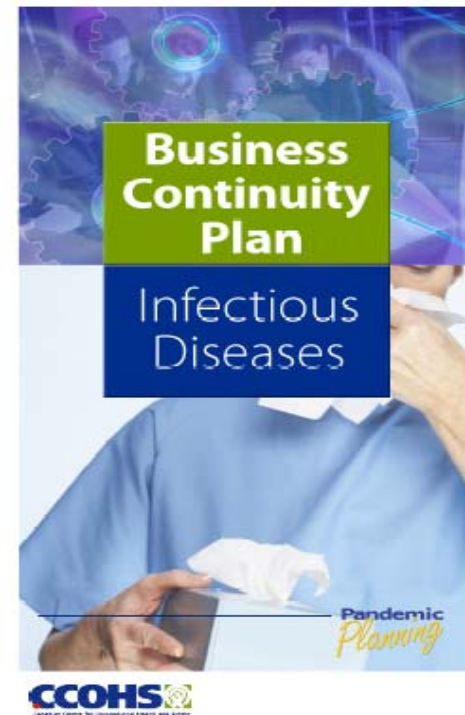
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# Plan, con't

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- ▶ What is included in a plan?
- ▶ How do you set priorities?
- ▶ What steps are needed?
- ▶ What are some examples?



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# Checklists

## Pandemic Planning



At Home

At Work

Keep Workplaces Working

The Community

Links

Tools

▶ [CCOHS Home](#) ▶ [Pandemic Planning](#) ▶ [Keeping Workplaces Working Tools](#)

### ▶ 10 Steps You Can Take - A Checklist for Business Pandemic Planning

1. Do you have a Business Continuity Plan that covers infection disease situations? A pandemic flu will have an impact on employees, suppliers, and family. Have a plan that will sustain your core business activities for several weeks with reduced staff. Identify your company's essential functions and the individuals who perform them. Make sure you have



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# Checklists



[At Home](#)

[At Work](#)

[Keep Workplaces Working](#)

[The Community](#)

[Links](#)

[Tools](#)

[▶ CCOHS Home](#) ▶ [Pandemic Planning](#) ▶ [Keeping Workplaces Working Tools](#)

## ▶ 5 Ways A Business Can Help Their Employees

1. Help protect employees by slowing the spread of the virus.
  - Provide hand washing facilities and extra sanitizing gels in key places at the workplace (lunchrooms, washrooms, entrances, exits).



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# Information for the Employer

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- ▶ What laws apply?
- ▶ Can employees take time off?
- ▶ Can employees “refuse to work”?

## ▶ Pandemics and Workplace Laws

Due diligence is commonly addressed in the health and safety legislation under the "general duty clause" which places a duty on employers to take all reasonable precautions to prevent injuries or accidents in the workplace. The general duty clause also applies to all situations that are not addressed elsewhere in the occupational health and safety legislation.

For example, to reduce the effects of a pandemic, an employer may practice due diligence by

- Encouraging good hygiene, including hand washing and providing hand sanitation stations
- Ensuring cleanliness of surfaces where the virus may reside (door handles, elevator buttons, shared telephones, etc.)
- Maintaining good ventilation
- Having up-to-date sick or leave policies. Communicate the leave policies



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# Protective Equipment

- ▶ What may be necessary?
- ▶ Do masks protect?
- ▶ When to wear PPE

Table 1: Summary of Possible Influenza Protection Measures

Protection measure	Where applicable
Hand hygiene, cough etiquette, ventilation	Everyone, all the time
Organizational policies	Every organization, all the time
Social distancing	Everyone, whenever practical
Protective barriers	In situations where regular work practice requires unavoidable, relatively close contact with the public
Disposable surgical mask (or respirator)	Workers in any community or health care setting who are caring for the sick (this includes first responders) once the pandemic is in the community (WHO phases 4 and 5). Also as a possible adjunct to protective barriers
Disposable surgical masks (or respirator), eye protection, gloves, gowns / aprons	Health care workers participating directly in close contact patient care when there is a high risk of contact with respiratory secretions, particularly via aerosols (mostly inpatient settings). Generally, inpatient care within one meter or less.

Adapted from: [Calgary Health Region. Pandemic Influenza Planning Guide for Businesses \(page 24\)](#)



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# PPE, con't




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Canada's National Occupational Health & Safety Resource



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<a href="#">Web Info Service</a>	<a href="#">Products &amp; Services</a>	<a href="#">OSH Answers</a>	<a href="#">Education &amp; Training</a>			
<a href="#">Home</a>	<a href="#">About Us</a>	<a href="#">E-News</a>	<a href="#">Bringing Health to Work</a>	<a href="#">Events</a>	<a href="#">Resources</a>	<a href="#">Shop</a>

[Printer Friendly Layout](#)

## Designing an Effective PPE Program


- ▶ [What is personal protective equipment \(PPE\)?](#)
- ▶ [What is the role of personal protective equipment \(PPE\)?](#)
- ▶ [How do I begin planning a protection strategy?](#)
- ▶ [When is the best time to provide protection from hazards?](#)
- ▶ [When should PPE be used?](#)
- ▶ [How do I design a PPE program?](#)
- ▶ [Why should I do a workplace survey first?](#)
- ▶ [What steps are involved in the selection of PPE?](#)
- ▶ [How can I promote my PPE program?](#)
- ▶ [Why are there so many precautions about using PPE?](#)
- ▶ [Example of PPE program checklist:](#)

## OSH Answers

- ▶ [Prevention & Control of Hazards](#)
  - ▶ [Personal Protective Equipment](#)
    - ▶ [Designing an Effective PPE Program](#)

## What is personal protective equipment (PPE)?

PPE is equipment worn by a worker to minimize exposure to specific occupational hazards. Examples of PPE are respirators, gloves, aprons, fall protection, and full body suits, as well as head, eye and foot protection. Using PPE is only one element in a complete safety program that would use a variety of strategies to maintain a safe and healthy occupational environment. PPE does not reduce the hazard itself nor does it guarantee permanent or total protection.



## What is the role of personal protective equipment (PPE)?

Hazards exist in every workplace so strategies to protect workers are essential. The priority should be the elimination and control of hazards at their source or along the path between the source and the worker. Many methods are available, and those most appropriate to the specific situation should be used.

Controlling a hazard at its source should be the first choice because this method will eliminate it from the workplace altogether or isolate it from the worker. This "safe place" approach may require substitution of a material with nonhazardous ones, isolation of hazards, addition of safety features to existing equipment, redesign of the work processes, or purchase of new equipment. When the hazard **cannot be removed or controlled adequately**, Personal Protective Equipment (PPE) must be used if the work process is to continue.



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# Quality Information

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Links to essential national and regional workplace health and governmental departments, agencies, and organizations.

- ▶ Catalogued significant documents, reports and resources, as well as useful websites
- ▶ Organized both by subject area and alphabetical listings



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# "Pandemic Links"

## Pandemic Planning



-  [Pandemic Links](#)
-  [Pandemic Tool Kit](#)

[At Home](#)

[At Work](#)

[Keep Workplaces Working](#)

[The Community](#)

[Links](#)

[Tools](#)

[▶ CCOHS Home](#) [▶ Pandemic Planning](#)

## ▶ Pandemic Links by Subject Group

BROWSE subjects and follow links to specific subject pages using the links below. Or use the blue tabs to browse a different listing.

[by Subject Group](#)

[View All A-Z](#)

### Business-Related Issues

[Business continuity planning](#)  
[Economic impact](#)  
[Employee health planning](#)  
[Travelers](#)

### Flu Facts

[Avian influenza](#)  
[Cancellation of public events](#)  
[Coughs and sneezes](#)  
[Duration](#)  
[Effects of pandemic influenza](#)  
[Infection control](#)  
[Infection timeline](#)  
[Pandemic waves](#)  
[Quarantine and Isolation](#)  
[Self-diagnosis and treatment](#)  
[Surveillance](#)  
[Symptoms](#)  
[Transmission](#)  
[Travel restrictions](#)  
[Types of influenza](#)  
[Vaccines and antivirals](#)  
(including priority groups)  
[Viruses](#)  
[When to seek medical help](#)

### Government Resources

### Planning and Preparation

[Business continuity planning](#)  
[Emergency kit](#)  
[Emergency preparedness](#)  
[Employee health planning](#)  
[Governmental pandemic planning](#)  
[Health care planning](#)  
[Personal pandemic planning](#)  
[Provincial plan](#)  
[Travelers](#)

### Preventive Measures

[Hand washing](#)  
[Masks](#)  
[Personal protective equipment](#)  
(masks, gloves)

### Social Aspects

[Cancellation of public events](#)  
[Ethics](#)  
[Travel restrictions](#)  
[Travelers](#)

### Special Economic Sectors

[Child care facilities](#)



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# A-Z view



-  [Pandemic Links](#)
-  [Pandemic Tool Kit](#)

## ► Pandemic Links A-Z

BROWSE subjects and follow links to specific subject pages using the links below. Or use the blue tabs to browse a different listing.

by Subject Group

View All A-Z

### A

[Avian influenza](#)

### B

[Business continuity planning](#)

### C

[Cancellation of public events](#)  
[Child care facilities](#)  
[Colleges and universities](#)  
[Community groups](#)  
[Coughs and sneezes](#)

### D

[Duration](#)

### E

[Economic impact](#)  
[Effects of pandemic influenza](#)  
[Emergency kit](#)  
[Emergency preparedness](#)  
[Emergency responders](#)  
[Employee health planning](#)  
[Ethics](#)

### F

### L

[Laboratory workers](#)  
[Long-term care facilities](#)

### M

[Masks](#)  
[Multilingual resources](#)

### P

[Pandemic waves](#)  
[Personal pandemic planning](#)  
[Personal protective equipment](#)  
(masks, gloves)  
[Poultry production](#)  
[Preventive measures](#)  
[Provincial plan](#)  
[Public servants](#)

### Q

[Quarantine and Isolation](#)

### S

[Schools](#)  
[Self-diagnosis and treatment](#)  
[Student residences](#)  
[Surveillance](#)  
[Symptoms](#)



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# "Links"

## Pandemic Planning



- [Pandemic Links](#)
- [Pandemic Tool Kit](#)

[At Home](#)

[At Work](#)

[Keep Workplaces Working](#)

[The Community](#)

[Links](#)

[Tools](#)

[▶ CCOHS Home](#) ▶ [Pandemic Planning](#) ▶ [Links by Subject Group](#)

### ▶ Personal protective equipment

#### [A guide to using surgical masks](#)

Outlines the role surgical masks can play in controlling infection and advises how to put on, remove and change surgical masks.

Source: [Wellington-Dufferin-Guelph Public Health](#)

#### [Avian influenza: a guide to personal protective clothing and equipment for workers and employers working with or around poultry or wild birds](#)

Describes appropriate precautions to take during periods of low, moderate and high risk and discusses equipment, training and policies and procedures. Reviews personal protective clothing and equipment and infection prevention measures.

Source: [Ontario Ministry of Health and Long-Term Care](#)

#### [Campaign posters](#)

Provides access to a series of posters covering topics such as hand hygiene, respiratory hygiene, influenza, restroom etiquette and the use of personal protective equipment.

Source: [U.S. Department of Veterans Affairs](#)



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# “Links” Criteria

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Reliable sources > Largely not-for-profit organizations, agencies and governments, including public health departments / local health authorities.

Key business continuity and related documents

Covers across Canada to give you local plans

Added key international resources to give a complete, global picture



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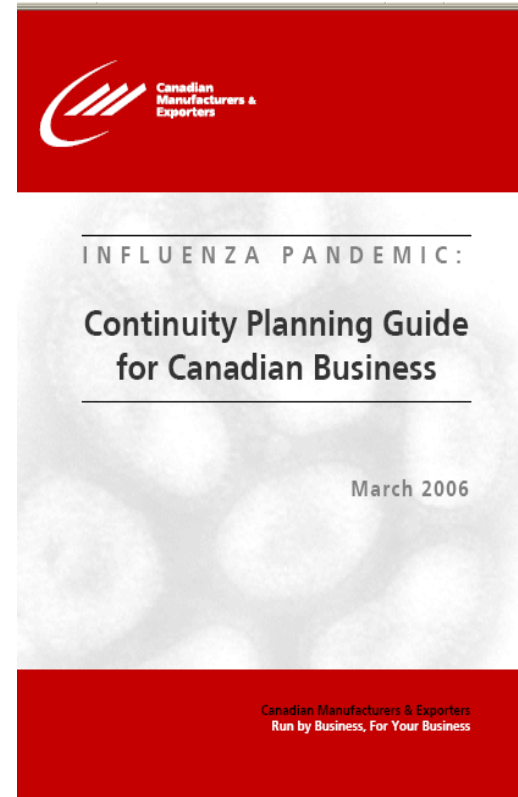
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# For example

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## Canadian Manufacturers and Exporters

- ▶ Influenza Pandemic: Continuity Planning Guide for Canadian Businesses



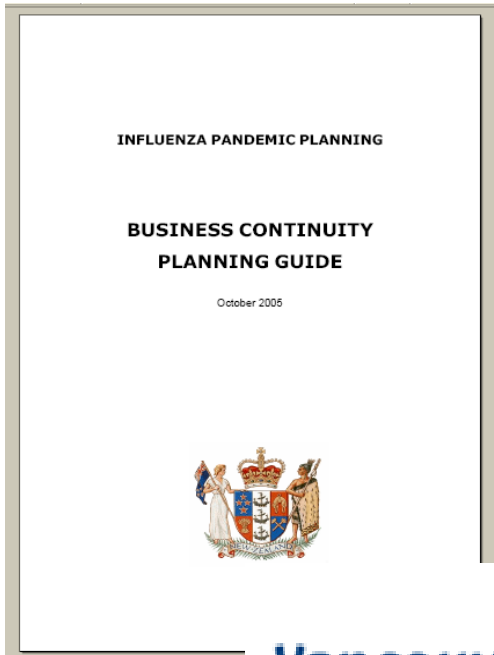
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# For example



New Zealand's Ministry of Economic Development

Vancouver Coastal Health series

- Schools, universities, etc
- Child care
- Long term care
- Businesses



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# Pandemic PLANNING

This graphic illustrates a range of controls that could help prevent the spread of infection during a pandemic. Workplaces may want to adopt these controls for different areas as appropriate.

**DEVELOP A BUSINESS CONTINUITY PLAN**  
A business continuity plan (BCP) can help minimise the impact of a pandemic on your business. Good communication between employers, employees, unions, suppliers and clients is vital to creating a good plan.

**WORK REMOTELY**  
Many staff can work just as productively from home or other places remote from the workplace – reducing the risk of infection by people working closely together.

**SHOP ON THE INTERNET**  
Workplaces can greatly reduce their chances of coming into contact with an infection by moving the need for customers to enter their premises. Online trading supported by a goods delivery service may be appropriate.

**USE SCREENS**  
Screens can enable businesses to provide face to face customer service where necessary – without the risk of exposure to an infection. A good example of this arrangement is night windows in service stations.

**MANAGE YOUR STAFF**  
A influenza manager can manage rosters, ensure that staff with symptoms are sent home and monitored, facilitate remote working and manage sick leave issues – reducing the risk of infection spreading in your workplace.

**INCREASE SOCIAL DISTANCING**  
When people are further apart they have less chance of transferring an infection. The wearing of masks and the practising of good personal hygiene will also help.

**VENTILATE**  
Fresh air ventilation (open windows) or mechanical ventilation (well maintained air-conditioning systems) reduce the likelihood of someone becoming infected by a person somewhere else in the vicinity.

**TRAIN YOUR STAFF**  
Effective training in personal hygiene, social distancing and correct fitting, use and disposal of Personal Protective Equipment will determine how confident your staff and customers are about your control measures.

**PROTECT YOUR STAFF**  
Personal Protective Equipment (PPE), if properly used, can be an effective barrier against infection. Choosing the right PPE and training in its use are essential.

**PRACTISE GOOD HYGIENE**  
People may be capable of passing on an infection by coughs, sneezes or touch, even those who don't have obvious symptoms. Good hygiene practice such as washing and drying hands, putting your hand over your mouth when you cough and covering food can reduce the chances of this happening.

**Icons:** Goggles, Masks, Gloves

Illustrations by Terada 2005

From: New Zealand Department of Labour



# Tools

The screenshot shows the CCOHS website interface. At the top left is the CCOHS logo with the text "Canadian Centre for Occupational Health and Safety" and "Canada's National Occupational Health & Safety Resource". To the right is the Canadian flag and the text "Canadian Centre for Occupational Health and Safety" and "Centre canadien d'hygiène et de sécurité au travail". Further right is the "Canada" logo. Below these are navigation buttons: "Français", "Contact Us", "Help", "SEARCH", and "Canada Site". A second row of buttons includes "Web Info Service", "Products & Services", "OSH Answers", and "Education & Training". A third row includes "Home", "About Us", "E-News", "Bringing Health to Work", "Events", "Resources", and "Shop". A fourth row includes "At Home", "At Work", "Keep Workplaces Working", "The Community", "Links", and "Tools".

Below the navigation is a breadcrumb trail: [CCOHS Home](#) > [Pandemic Planning](#). The main heading is [Tools](#). Below this is the text "These tools will help get your business ready...". A list of tools follows:

- [Business Continuity Plan](#)
- [Slow the Spread! Poster](#)
- Handwashing Posters at the sink when using sanitizing gels.
- [10 Steps You Can Take - A Checklist for Business Pandemic Planning](#)
- [5 Ways A Business Can Help Their Employees](#)
- [6 Things Employees Need to Know](#)

At the bottom left of the screenshot are two buttons: "Pandemic Links" and "Pandemic Tool Kit". On the left side of the screenshot is a graphic for "Pandemic Planning" featuring a tissue box, hand sanitizer, and a thermometer.



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Pandemic Planning  
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# Posters

## Protect yourself & others from Influenza

You can help stop the spread of viruses



### Another tip:

- ✓ Avoid touching surfaces like door knobs, ATM machines and light switches and then touching your eyes, nose or mouth.

## Pandemic Planning



Cover your mouth and nose with a tissue when you cough or sneeze.



Throw tissues away immediately.



No tissue? Cough or sneeze into your upper sleeve, not your hands.



Clean your hands often with soap and warm water, or gel or alcohol-based hand cleanser.



Stay home if you are sick or think you might be.

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# HANDWASHING

## How to properly wash your hands

remove any rings or other jewelry; use warm water and wet your hands thoroughly.



use a sufficient amount of soap (1-3 ml) and lather very well.

lather soap and scrub hands well, palm to palm.



scrub in between and around fingers and back of each hand.

scrub fingertips of each hand and under your nails in opposite palm.



scrub each wrist clasped in opposite hand

rinse thoroughly under running water.



with a paper towel turn off the tap or faucets

dry your hands; with a sterile use towel or air dryer.



avoid your hands from touching dirty surfaces while in the washroom and as you leave.

### Other tips

- ✓ Cover cuts with bandages and wear gloves for added protection (cuts are very vulnerable to infections).
- ✓ Artificial nails and chipped nail polish have been associated with an increase in the number of bacteria on the fingernails. Be sure to clean the nails properly.
- ✓ Keep your hands away from your eyes, nose or mouth.
- ✓ Assume that contact with any human body fluids is infectious.
- ✓ If you use soap in disposable containers is best. If using reusable containers, they should be washed and dried before refilling. If using a bar of soap, be sure to use it on a rack that allows water to drain or use a small bar that can be changed frequently.

# Posters



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## HAND SANITIZING

Hand sanitizing does not replace a proper handwashing technique. It should be used sparingly and only when soap and water are unavailable. It will be ineffective if hands are visibly soiled.

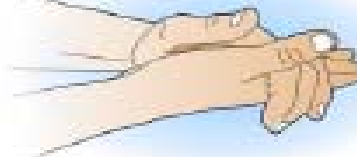
1.

Place a drop of alcohol-based hand sanitizer, the size of a dime in your palm.



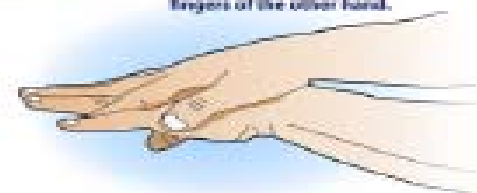
2.

Rub hands together, palm to palm.



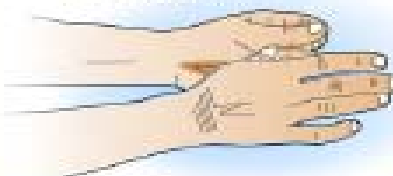
3.

Rub back of each hand with palm and interlaced fingers of the other hand.



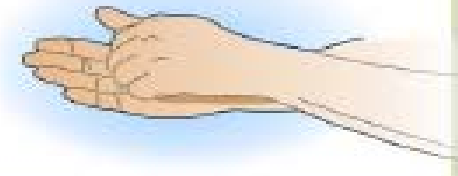
4.

Rub around each thumb clasped in the opposite hand.



5.

Rub fingertips of each hand backward and forward in the opposite hand.



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# Posters





# Benefits to Employees

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Dedicated sections on web portal makes it easy to find information designed to meet the specific needs of employees - both as workers and as members of families and the community

- ▶ Helps everyone be prepared in the event of a pandemic, what information they need to know, and how they can help their business survive.
- ▶ Provides information to help keep family healthy



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# Pandemic Planning



 [Pandemic Links](#)

 [Pandemic Tool Kit](#)

[At Home](#)

[At Work](#)

[Keep Workplaces Working](#)

[The Community](#)

[Links](#)

[Tools](#)

[▶ CCOHS Home](#) [▶ Pandemic Planning](#)

## ▶ Pandemic Planning at Work



A pandemic will affect your workplace. Here are some tips for you at work, and how you can help slow the effect of the pandemic.

- [6 Things Employees Need to Know](#)
- [Pandemics and OSH Laws](#)
- [Protective Equipment – know the issues](#)

### Tools for Everyone

- [Slow the Spread!](#)
- [Handwashing Posters – at the sink, or when using sanitizing gels.](#)

### More Tips!

- Make sure if you are working at home, make sure you have a suitable office arrangement. Click here for tips when [Teleworking](#). [Office ergonomic](#) ideas will help too!
- When you work from home, it is similar to [working alone](#). It is important to develop a communication schedule to keep in touch! Many suggestions in this Working Alone document may help.
- You may be asked to work shifts instead of your regular daytime hours – click here for tips about [rotational shiftwork](#).



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# Pandemic Planning



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 [Pandemic Tool Kit](#)

[At Home](#)

[At Work](#)

[Keep Workplaces Working](#)

[The Community](#)

[Links](#)

[Tools](#)

▶ [CCOHS Home](#) ▶ [Pandemic Planning](#) ▶ [Pandemic Planning at Work Tools](#)

## ▶ 6 Things Employees Need to Know ...

1. Know what steps your workplace has in place for a pandemic. Ask if there is a business continuity plan. Find out what role you have in this plan
2. Participate in any training and education your workplace offers. During a pandemic, it will be essential for various employees to be able to cover some of the duties normally done by co-workers. Help train others to do aspects of your job as well.
3. Know what "leave" policies your workplace has for sick leave, or for caring for your family. Knowing what options are available ahead of time will help you know what arrangements you need to make.
4. Wash your hands the right way, and at the right times (after using the washroom, before eating, and after touching common surfaces such as doorknobs, railings, telephones, etc.). Do not touch your eyes, mouth or nose as this helps the virus enter your body more easily. Follow personal hygiene steps such as cough etiquette to help slow the spread of the virus.
5. Have a home emergency kit, and a personal or family plan for a pandemic. Write down and post your family and work contact information. If you are at home with the flu, or to take care of a family member, be sure to keep in touch with your workplace so they know what your situation is. Also, let your workplace know if you have any medical conditions that may be an issue should you get sick at work.
6. If you have the flu, or think you might, stay home. Staying home when sick, and handwashing are the most effective ways to help slow the spread of a virus.



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# At Home

## Pandemic Planning



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## ▶ Pandemic Planning at Home



Things may be different during a pandemic than what we are used to seeing during a regular flu or cold season. More people will get sick, and some will get very ill. During a pandemic, it may also be difficult to know exactly what to do. This section will help answer some of your questions, and help you to be ready ahead of time.

You can help by [being prepared](#) – have an emergency kit (with items helpful for a pandemic) and have up-to-date contact and health needs lists.

Tools for Everybody

- What is [the flu versus a pandemic flu](#)?
- What can I [expect](#) during a pandemic?
- How can I [stay healthy](#)?
- Know what steps to take if you do get the flu
  - [Take care](#) of yourself and your family
  - When should I [see the doctor](#)?
  - What is a "quarantine"?
- Be informed – Know where to go for [reliable information](#)

**Did you know?** While it seems simple, washing your hands the right way and at the right times, as well as taking a few other easy steps can make a big difference in slowing the spread of the virus. Don't forget to ...

- Help [Slow the Spread! Poster](#)
- Put up Handwashing Posters – [at the sink](#), or [when using sanitizing gels](#).



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# Being Prepared

- ▶ Have an emergency kit
  - Add to your general emergency kit
  - Don't forget your pets!
- ▶ Track your emergency contacts
- ▶ Know your health information and needs



[www.getprepared.ca](http://www.getprepared.ca)



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# Tools for Everybody

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## Tools for Everybody

- What is the flu versus a pandemic flu?
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# What to expect?

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More people will be sick than during a regular year... but what are the impacts?

- ▶ Service disruptions? (banking, groceries & supply issues, municipal & government operations)
- ▶ Cancellation of School & Social Gatherings?
- ▶ Changes in job duties, location of work (home), hours of work?
- ▶ Other?



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# Reliable information

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## Federal Government

- ▶ <http://www.influenza.gc.ca/>

## Provincial Governments

- ▶ Medical Officer of Health

## Municipal Governments

- ▶ **Local Public Health departments/authorities**

## Local Media



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# The Community

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Communities and community groups can be ready too!

Many sports facilities, restaurants, theatres, and the many types of community or social groups (whether volunteer or paid) actually are, or operate similar to, a business.

- ▶ Be Prepared – how will it effect your programs? Membership?
- ▶ How will you communicate with your patrons?
- ▶ Use the Business Continuity Plan & information



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# Remember

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A pandemic will likely happen  
(if not, you are prepared for other emergencies)

It won't be "the flu as usual"

A little planning - both at home, work and play -  
can go a long way.



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# www.ccohs.ca/pandemic/



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**Canada's National Occupational Health & Safety Resource**

CCOHS promotes a safe and healthy working environment by providing information and advice about occupational health and safety.

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**OSH Answers**  
Answering your health & safety questions

**Pandemic Planning**

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Online access to CCOHS data collections including [MSDS](#), [CHEMINFO](#), [CHEMpendium™](#), [RTECS®](#), [OSH References](#), [Canadian enviroOSH Legislation](#) plus [Standards](#), [Additional Resources](#).

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**Emerging Health & Safety Issues from**  
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# Thank You

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