

## Influenza Exposure Control Plan

### Purpose

The district is committed to providing a safe and healthy workplace for all staff and students. A combination of measures will be used to minimize staff and student exposure to the H1N1 Influenza. Work procedures will protect not only staff, but all staff and students who enter school district facilities. All staff are required to follow the procedures outlined in this plan in order to prevent or reduce exposure to the H1N1 Influenza.

### Facts About H1N1 Influenza

#### Symptoms

Seasonal flu affects people to varying degrees. Symptoms include headache, fever, fatigue, sore throat, and runny nose. In some cases, secondary infections such as pneumonia may develop. Symptoms of H1N1 influenza are likely to include high fever (higher than 38°C) and a cough (see Appendix A).

#### Transmission

The BC Centre for Disease Control advises that influenza is communicable for 24 hours before the onset of symptoms and 3–5 days afterward (this varies by individual). H1N1 influenza is spread in the same way that seasonal influenza is spread. Exposure to the virus may occur in a variety of ways, including the following:

- Shaking hands with an infected person or touching a surface contaminated with the virus, followed by touching one's eyes, nose, or mouth
- Infectious droplets (from coughing or sneezing) landing in the eye or on the mucosa (moist inner surfaces) of the nose or mouth
- Breathing infectious airborne droplets or particles (from coughing, sneezing, or aerosol-generating medical procedures on infected patients)
- Sharing food items or utensils with an infected person.

### Responsibilities

#### Administrators and Supervisors

1. Contact has been made with the Fraser Health Authority to seek advice on what to communicate to parents and staff regarding the current H1N1 Influenza situation. District staff will maintain regular contact with the Fraser Health Authority and follow any "directives" provided by the Provincial Health Officer.
2. The school district Superintendent will work closely and directly with the Fraser Health Authority Health Officer, the Provincial Health Officer and the Ministry of Education.

## Staff and Students

Influenza is caused by viruses, and is generally spread when an infected person coughs or sneezes. Here are six simple precautions:

1. Stay home when you're sick or have influenza symptoms. Get plenty of rest and check with a health care provider as needed.
2. Avoid close contact with people who are sick. If you are sick, keep your distance from others to protect them from getting sick.
3. Cover your mouth and nose with a tissue when coughing or sneezing, and throw the tissue away immediately. It may prevent those around you from getting sick.
4. Wash your hands. Washing your hands often will help protect you from getting sick. When soap and water are not available, use alcohol-based disposable hand wipes or gel sanitizers.
5. Avoid touching your eyes, nose or mouth. You can become ill by touching a surface contaminated with germs and then touching your eyes, nose or mouth.
6. Practice other good health habits. Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods, and avoid smoking, which may increase the risk of serious consequences if you do contract the flu.

If you have an influenza-like illness, stay home from work or school and limit contact with others to keep from infecting them. See a health care provider if your symptoms become worse but call ahead of time to let them know you have an influenza-like illness.

## Education and Training

Employees will receive information and if appropriate training in the following:

1. The risk of exposure to H1N1 influenza and the signs and symptoms of the disease.
2. Safe work procedures to be followed, including hand washing and cough/sneeze etiquette.
3. Location of washing facilities, including dispensing stations for alcohol-based hand rubs.
4. How to report an exposure to or symptoms of the H1N1 influenza.

Washing your hands often will help protect you from germs. Wash with soap and water or clean with alcohol-based hand cleaner. When you wash your hands — with soap and warm water — wash for 15 to 20 seconds. When soap and water are not available, non-alcohol-based disposable hand wipes or gel sanitizers may be used. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work.

Wash your hands immediately:

- Before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.



## Cough/Sneeze Etiquette

All staff and students are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following:

- Educate employees in control measures, including hand washing.
- Post signs at entry points to instruct everyone about control measures.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions, and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

## If Staff or Students Show Symptoms of Influenza

If staff or students are ill with influenza, they should stay home. If they develop symptoms of influenza while at school or work, they should leave the school or workplace. Schools should promptly isolate students or staff who become ill with symptoms of influenza while in school in a room/area separate from others with adequate supervision until they can go home. To help prevent transmission, good respiratory and hand hygiene practices are recommended as well as, to the extent possible, having the ill children stay two metres away from others. If people are not typically trained in the proper use of masks and considering the potential risk of infection associated with improper mask use, the use of masks in the school/daycare setting is not recommended.

Schools will follow the protocols in place to notify parents/guardians if their child becomes ill with influenza while at school.

Children who become ill with influenza while at school will be sent home with their parent or guardian and not travel on school buses. If there is no other option and the child must ride a school bus, it is recommended that staff ensure the child sits on a seat by themselves and is able to cover their mouth and nose with a tissue.

Staff and students should only return to school or the workplace once they have recovered from influenza and no longer show symptoms. Staff should inform their manager or supervisor if they are ill with influenza.

## Record Keeping

The district will keep records of instruction and training provided to workers regarding the H1N1 influenza, as well as reports of exposure and first aid records.

## Latest Updates

Updates on the impact of the outbreak in BC are being provided regularly by the [Ministry of Healthy Living and Sport](#) and the [Ministry of Health Services](#); this information is also available on the [Ministry of Education](#) website. Please visit these websites for the most current and factual information about the swine flu outbreak.

If you have questions about the health situation in your district, you can call HealthLink BC at 8-1-1, 24 hours a day/seven days a week. Additional [information on the swine influenza outbreak](#) is also available through HealthLink BC.

## Annual Review

This Exposure Control Plan will be reviewed at least annually and updated as new and updated information is made available.



# Decision Chart

IF YOU HAVE FLU SYMPTOMS

Protecting Yourself, Protecting Others

## MISSION EMERGENCY PREPAREDNESS PROGRAM

Use the guidelines in this table to help make the best decision for you and your loved ones. Always use hygiene and prevention measures to avoid contamination:

- > Wash your hands frequently.
- > Keep your surroundings clean.
- > Cough or sneeze into a tissue you can dispose of or your sleeve
- > Stay home if you are sick.

### SITUATION FOR AN ADULT OR CHILD

The person does not have a fever (temperature less than 38°C or 100.4°F), but does have these symptoms:

- > Sore throat
- > Runny nose
- > Stuffy nose
- > Cough

### DECISION

Probably a cold.  
Rest is indicated.

### Information Links:

**Fraser Health Authority:**

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

**Fraser Health H1N1:**

[www.fraserhealth.ca/utilities/feature/H1N1\\_feature#](http://www.fraserhealth.ca/utilities/feature/H1N1_feature#)

**BC Centre for Disease Control:**

[www.bccdc.org/news.php?item=290](http://www.bccdc.org/news.php?item=290)

**Public Health Agency of Canada:**

[www.phac-aspc.gc.ca/alert-alerte/swine\\_200904-eng.php](http://www.phac-aspc.gc.ca/alert-alerte/swine_200904-eng.php)

**General flu information:**

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

**Government of BC H1N1 Flu Virus Information:**

[www.gov.bc.ca/h1n1/index.html](http://www.gov.bc.ca/h1n1/index.html)

**HealthLinkBC:**

[www.healthlinkbc.ca/healthfiles/hfile108.stm](http://www.healthlinkbc.ca/healthfiles/hfile108.stm)

**Telephone:**

811 - non emergency Health info line  
711 – TTYS for the hearing impaired

**Public health Agency of Canada:**

1-800-454-8302

### SITUATION FOR AN ADULT OR CHILD

The person has a fever over 38°C (100.4°F). The fever came on suddenly and is accompanied by these symptoms:

- > Cough
- > Sore throat
- > Headache
- > Significant fatigue
- > Muscle aches

### DECISION

Probably the flu. Rest at home until 24 hours after the fever is gone. Drink plenty of liquids and take fever reducers such as ibuprofen and acetaminophen. Children with fever should not take aspirin.

### SITUATION FOR AN ADULT OR CHILD AT RISK OF COMPLICATIONS

The person has a fever over 38°C (100.4°F) and belongs to a group at risk of developing complications (children under 2 years of age, the elderly, pregnant women, and individuals with chronic diseases).

### SITUATION FOR AN ADULT OR CHILD

The person has a fever and one of these symptoms:

- > Shortness of breath
- > Difficulty breathing
- > Painful breathing
- > Vomiting for more than four hours
- > Fever in a child who is too quiet and less active than normally or who refuses to play or is agitated

### DECISION

See a doctor today.

### SITUATION FOR AN ADULT OR CHILD

The person has a fever over 38°C (100.4°F) and one of the following:

- > Difficulty breathing that persists or worsens
- > Blue lips
- > Difficulty moving
- > Severe neck stiffness
- > Drowsiness, confusion, disorientation, or difficulty being roused
- > Convulsions
- > No urination for 12 hours
- > Fever in an infant under 3 months old

### DECISION

Go to the emergency room immediately.

Call 9-1-1, if necessary.

### Mission Emergency Program

33330 7<sup>th</sup> Avenue  
Mission, BC • V2V 2E3  
Telephone: (604) 820-3794  
Facsimile: (604) 820-8624  
Website: [www.mission.ca](http://www.mission.ca)