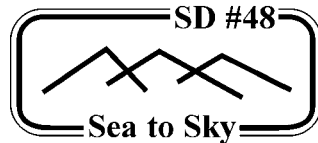


SCHOOL DISTRICT 48 (SEA TO SKY)



Pandemic Response Plan

www.sd48.bc.ca

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Introduction

An influenza pandemic is an outbreak occurring over a larger geographical area, often worldwide, affecting a large proportion of the population with elevated mortality rates. Three pandemics have occurred in the last century, the Spanish (1918), the Asian (1957) and the Hong Kong (1968). The Spanish Flu pandemic of 1918 resulted in approximately 40-50 million deaths world wide.

The World Health Organization (WHO) has determined the H1N1 virus is a pandemic, based on the WHO's pandemic definition. At this time, WHO considers the overall severity of the influenza pandemic to be moderate. Based on experience from the Southern Hemisphere, Interior Health expects the spread of H1N1 to increase rapidly during the fall, 2009.

Contingency planning is essential for an effective response.

Pandemic Planning Committee/Emergency Response Team (ERT)

A committee was developed to plan for effective educational and business continuity in the event of a pandemic. This plan also addresses the very important topics of infection control and mitigation.

During a pandemic, the roles of the members will shift from planning to emergency response; as identified in the *Pandemic Period* of this response plan. Members of the Committee are as follows:

Dr. Rick Erickson, Superintendent of Schools

Nancy Edwards, Secretary-Treasurer

John Hetherington, Assistant Secretary-Treasurer

Rose MacKenzie, Director of Instruction

Scott Stanley, Director of Human Resources

Rick Hume, Director of Facilities and Services

Jeff Browne, Assistant Director of Facilities /Emergency Awareness Committee Rep

Magy Odorfer, District Principal - Curriculum/Contact for Continuity of Instruction

Marilyn Caldwell, District Principal - Student Support Services

Gerri Galloway, Principal of Spring Creek Elem/Emergency Awareness Committee Rep

Nick Pascuzzi, Principal, Garibaldi Highlands Elementary/STSPVPA Representative

Juanita Coltman, District Administrator - Aboriginal Education

Jim Mertel, Network Manager

What is an Influenza Pandemic?

- A pandemic is a worldwide outbreak due to the spread of a new virus.
- Pandemics can happen when an animal virus mixes or changes to result in a new virus.
- This new virus is capable of person-to-person spread because most people have little or no immunity to it.
- Influenza causes outbreaks each winter. The very young and the very old usually have the most severe illness.
- Influenza pandemics cause more illness and more serious outcomes like hospitalization and death affecting all age groups, including young adults. This is different from usual influenza.

What are the Signs and Symptoms of Influenza?

• Fever	• Cough	• Sore Throat
• Runny nose	• Headache	• Muscle aches and pains
• Extreme fatigue	• May include diarrhea and vomiting (especially in children)	

What type of prevention and continuity planning is School District 48 doing?

As there may be one third to one half of the school population away during a pandemic or schools may be closed, the school district is working on the following plans. An important component of the plan is prevention.

- Education on hand washing and cough/sneeze etiquette
- Installation of soap dispensers in classrooms that have a wash sink
- Increased contact surface disinfection
- Education of students if schools are closed
- Continuation of employee wages/benefits
- Facility's operations (heating, electrical, plumbing etc.)
- Cleaning of schools following a closure or during a pandemic
- Information Technology: Educational Program Delivery and Communication

Plan Overview

Organization and Structure of the Plan

The main body of this plan is organized in three sections, which outline the key roles and responsibilities of School District 48 in each of the three pandemic phases. In order to ensure clarity in public communication, these sections mirror the phases of the *Vancouver/ Coastal Health Pandemic Influenza Preparedness Plan*.

Phase 1: 'Pre-Pandemic Period':

This is the critical stage for pandemic preparedness. In the pre-pandemic phase, efforts need to focus on education, business continuity and infection control.

Phase 2: 'Pandemic Period':

The Provincial Health Officer (PHO) will declare when it is time to activate plans for the pandemic phase. We cannot anticipate exactly what will happen. Plans will need to be adapted to reflect circumstances and situations as they arise.

During this phase, the key goals will be to:

- Minimize rates of mortality, morbidity, illness, and suffering; and,
- Minimize educational and business disruptions.

Phase 3: 'Post-Pandemic Period':

The post-pandemic period begins when the Provincial Health Officer declares that the influenza pandemic is over. The primary focus of work at this time is to restore normal services, deactivate pandemic response activities, review their impact, and use the lessons learned to guide future planning activities.

Each period in the Pandemic Response Plan addresses the following five key components:

1. Planning and Coordination
2. Continuity of Student Learning and Core Operations
3. Infection Control Policies and Procedures
4. Communication Planning
5. Education of Staff/Student/Families

Phase 1: Pre-Pandemic Period

<i>Pre-Pandemic Activities</i>	<i>Responsibilities</i>
1. Planning and Coordination	
a. Responsibility for SD 48 plan activation.	Superintendent of Schools
b. Develop a district, school and worksite 'Phone Tree' communication system. <i>See 'Communication' on page 12.</i>	Superintendent, Secretary-Treasurer, Emergency Awareness Committee Reps - <u>Jeff Browne and Gerri Galloway</u>
c. Incorporate responsibilities and authorities of the Ministry of Health/Vancouver Coastal Health and the Ministry of Education in the development and implementation of a <i>Pandemic Response Plan</i> .	Superintendent of Schools
d. Advise staff of <i>Pandemic Response Plan</i> .	Principals, Managers, Directors
e. Plan for an isolation room for staff and students that become ill with flu-like symptoms while at work/school. <i>See 'Separating Ill Students and Staff' on page 15.</i>	Principals, Managers, Directors
2. Continuity of Instruction and Core Operations	
a. Consider impact of varying levels of student and staff absences and school closures.	<u>Director of Instruction</u> , District Principal/Curriculum, Principals, Directors, Managers
b. Consider and develop alternative procedures to ensure continuity of education.	<u>Director of Instruction</u> , District Principal of Curriculum, Principals,
c. Develop cross training plans for essential services.	<u>Director of Human Resources</u> , Facilities Managers, Assistant Secretary-Treasurer
d. Develop a plan for the continuity of system operations and provision of essential services:	
i) Education	<u>Director of Instruction</u> , District Principal for Curriculum
ii) Payroll	Assistant Secretary-Treasurer
iii) Custodial	Director of Facilities and Services
iv) TOC call out clerk/call out procedures	Director of Human Resources
v) Communications: Develop and implement a SD 48 'Sea to Sky' website and District/School/Worksite 'Phone Trees'. <i>See 'Communication' on page 12.</i>	Superintendent of Schools, Secretary-Treasurer
vi) Transportation	Director of Facilities and Services
3. Infection Control Policies and Procedures	
a. Develop, implement and monitor infection control practices and procedures that help to limit the spread of infection. (Schools, District Facilities, School Busses, etc.)	Secretary-Treasurer, <u>Director of Facilities and Services</u>
b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels.	Director of Facilities and Services
c. Order additional cleaning supplies and ensure custodial staff are trained in pandemic cleaning procedures.	Director of Facilities and Services

<i>Phase 1 - Post-Pandemic Activities</i>	<i>Responsibilities</i>
d. Advise staff and students that are sick with flu like symptoms to remain at home.	Principals, Managers, Directors
e. Educate children and staff on proper hand washing and cough/sneeze etiquette.	Principals, Teachers, Managers, Directors
f. Maintain a healthy work environment by posting tips on how to stop the spread of germs.	Principals, Managers,
g. Advise the school public health nurse and Superintendent of Schools (or designate) when $\geq 10\%$ of school population is away ill.	Principals
4. Communication Planning	
a. Develop and maintain contacts with the Ministry of Health, Ministry of Education, and the District of Squamish/RMOW/Village of Pemberton.	Superintendent, Secretary-Treasurer
b. Post relevant information to SD 48 Website on Pandemic Planning.	Superintendent, Secretary-Treasurer
c. Establish method of communication with students and parents (families) to receive immediate information in the event that a student needs to be sent home or if a school or facility is closing. <i>See 'Communication' on page 12.</i>	Superintendent of Schools (or designate) SD 48 'Sea to Sky' website and District/School/Worksite 'Phone Trees'
d. Advise Board of Education, Managers and School Administration on influenza surveillance and preventative measures.	Superintendent, Secretary-Treasurer
e. Monthly topic at District Health and Safety Committee meeting.	Director of Human Resources
f. Advise staff, students and parents of the SD 48 'Sea to Sky' website and District/School/Worksite 'Phone Tree'.	Principals, Managers, Directors
g. Ensure that parents/guardians and school district employees have provided up to date contact information to the school/worksite.	Principals, Managers, Directors
h. Discuss Pandemic Influenza with staff including prevention, signs symptoms and family preparedness: ❖ at your health and safety committee meetings ❖ and at staff meetings	Principals, Managers, Directors
i. Media communications.	Superintendent (or designate)
5. Educate Staff / Student / Families	
a. Personal Planning articles, home hygiene, etc. in school newsletter.	Principals, Managers, Directors

Phase 2: Pandemic Period

<i>Pandemic Activities</i>	<i>Responsibilities</i>
1. Planning and Coordination	
a. If school trips are planned, determine how children will be isolated and sent home should they become ill with flu like symptoms. <i>See 'Separating Ill Student and Staff' on page 15.</i>	Principals
b. Closing of schools may be required.	<u>Superintendent of Schools</u> , Principals
c. School trips may be cancelled.	Superintendent, <u>Principals</u> .
d. Evening user groups may be cancelled.	Director of Facilities and Services,
e. Schools may be used by officials for clinics, hospitals, daycare centres, etc.	<u>Director of Facilities and Services</u> , Ministry of Health, District of Squamish/RMOW/Village of Pemberton
f. Depending on staffing or student shortages, classes may need to be combined.	Principals
g. Bus routes may need to be combined due to driver and/or student shortages.	Director of Facilities and Services
2. Continuity of Instruction and Core Operations	
a. Evaluate capability for continuity of instruction and adjust as required.	<u>Director of Instruction</u> , District Principal of Curriculum, Principals
b. Reinforce cross training to ensure continuity of core operations:	
i. Education	Director of Instruction
ii. Payroll	Assistant Secretary-Treasurer
iii. Custodial	Director of Facilities and Services
iv. TOC call out clerk/call out procedures	Director of Human Resources
v. Communications: Activate <i>Pandemic Response Plan</i> for communications and the SD 48 'Sea to Sky' website and District/School/Worksite 'Phone Trees'. <i>See 'Communication' on page 12.</i>	Superintendent, Secretary-Treasurer,
c. Schools may be closed. Update information on SD 48 'Sea to Sky' website and implement District/School/Worksite 'Phone Trees'. <i>See 'Communication' on page 12.</i>	Superintendent of Schools (or designate).
d. School trips may be cancelled.	<u>Superintendent of Schools (or designate)</u> , Principals

<i>Phase 2 - Pandemic Activities</i>	<i>Responsibilities</i>
3. Infection Control Policies and Procedures	
a. Continued use of infection control practices and procedures that help to limit the spread of infection.	Director Facilities and Services
b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels.	Director of Facilities and Services
c. Advise staff and students that are sick with flu like symptoms to remain at home.	Principals, Managers, Directors
d. Restriction of community, volunteer and visitors to schools and facilities.	Principals, Managers, Directors
e. Rigorous cleaning of schools and contact surfaces.	Director of Facilities and Services
f. Monitor infection control practices.	Director of Facilities and Services
g. Plan for students away on school trips to be isolated and/ or sent home if they become ill. <i>See 'Separating Ill Students and Staff' on page 15.</i>	Principals
h. Ongoing education for students and staff on proper hand washing and cough/sneeze etiquette.	Principals, Teachers, Managers, Directors
i. Advise the school public health nurse and Superintendent of Schools (or designate) when $\geq 10\%$ of school population is away ill.	Principals
j. Separation of ill students and staff until they can be sent home. <i>See 'Separating Ill Students and Staff' on page 15.</i>	Principals, Managers, Directors
4. Communication Planning	
a. Media communications.	Superintendent (or designate)
b. Continue to work closely with Ministry of Health, Ministry of Education, and the District of Squamish/RMOW/Village of Pemberton.	Emergency Response Team (ERT)
c. Maintain and evaluate SD 48 'Sea to Sky' website for most recent and available information on pandemic and influenza planning.	Superintendent, Secretary-Treasurer
d. Maintain communication with students and parents (families) to receive immediate information in the event that a student needs to be sent home or if a school or facility is closing. <i>See 'Communication' on Page 12.</i>	Superintendent of Schools (or designate). SD 48 'Sea to Sky' website and District/School/Worksite 'Phone Trees'.
e. Continue to provide the Board of Education, Managers and School Administrators with information on influenza surveillance and preventative measures.	Superintendent, Secretary-Treasurer
f. Remind staff, students, and parents of SD 48 'Sea to Sky' website.	Principals, Managers, Directors
g. If school is open, provide information in school newsletters.	Principals
5. Educate Staff / Student / Families	
a. If school is open, increase awareness including but limited to informing families through school bulletins, advise students and parents of the SD 48 'Sea to Sky' website, and communicate with DPAC.	Principals

Phase 3: Post-Pandemic Period

<i>Post-Pandemic Activities</i>	<i>Responsibilities</i>
1. Planning and Coordination	
a. Re-opening of schools.	<u>Superintendent of Schools</u> , Secretary-Treasurer, Emergency Response Team (ERT), Principals
b. Resumption of business activities.	<u>Secretary-Treasurer</u> , Emergency Response Team (ERT), Principals, Managers, Directors
c. Depending on staffing shortages, classes may need to be combined.	Principals
d. Plan for Bus driver shortages and combining routes.	Director of Facility and Services
2. Continuity of Instruction and Core Operations	
a. Evaluate capability of student learning continuity: adjust as needed. May take some time for schools to be re-opened.	<u>Director of Instruction</u> , District Principal of Curriculum, Principals
b. Communications: Update the information on the SD 48 'Sea to Sky' website and utilize the district, school, worksite 'Phone Trees'. See 'Communication' on page 12.	Superintendent of Schools, Secretary-Treasurer
c. Resumption of school classes and activities.	Superintendents, Principals
3. Infection Control Policies and Procedures	
a. Continue with infection control practices and procedures that help to limit the spread of infection.	Director of Facilities and Services
b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels.	Director of Facilities and Services
c. Advise staff and students that are sick with flu like symptoms to remain at home.	Principals, Managers, Directors
d. Continue to monitor infection control practices and procedures.	Director of Facilities and Services
e. Ongoing education for children and staff on proper hand washing and cough/sneeze etiquette.	Principals, Teachers, Managers, Directors
f. Advise the school public health nurse and the Superintendent of Schools (or designate) when $\geq 10\%$ of school population is away ill.	Principals
g. Separate ill students and staff. See 'Separating Ill Students and Staff' on page 15.	Principals, Managers, Directors
4. Communication Planning	
a. Media communications.	Superintendent of Schools (or designate)
b. Continue to work closely with Ministry of Health, Ministry of Education and the District of Squamish/RMOW/Village of Pemberton.	Superintendent, Secretary-Treasurer

<i>Phase 3 - Post-Pandemic Activities</i>	<i>Responsibilities</i>
c. Maintain method of communication with students and parents (families) to receive immediate information in the event that student needs to be sent home or if school or facility is closing. <i>See 'Communication' on page 12.</i>	Superintendent of Schools (or designate). SD 48 'Sea to Sky' website and District/School/Worksite 'Phone Tree'.
d. Prepare for <i>Critical Incident Response</i> if there have been deaths among students and staff.	Director of Instruction, <u>District Principal of Support Services</u> , Critical Incident Response Team, Principals
5. Educate Staff / Student / Families	
a. Direct staff, students and families to information on SD 48 website.	Principals, Managers, Directors
b. Use school newsletter to provide information to students and families.	Principals
c. Keep staff informed.	Principals, Managers, Directors Re: Safety committee meetings and staff meetings.

Roles and Responsibilities

Communication:

1. The Superintendent of Schools (or designate) is the spokesperson for all school district and school related pandemic issues.
2. The Regional Medical Health Officer is the spokesperson for all pandemic health issues.

Superintendent of Schools: (Team Leader/Communication/Health and Safety)

1. SD 48 *Pandemic Response Plan* TEAM LEAD.
2. Develop and maintain pandemic plan with input from pandemic planning committee and key stakeholders.
3. Provide key information to the Board of Education on pandemic response plan.
4. Activate SD 48 *Pandemic Response Plan*.
5. Provide district wide educational support, advice and expertise to schools and facilities.
6. Develop and implement, as part of the communication plan, a 'phone tree' system for schools, district facilities and other related worksites. (*See Activity #1 b. on page 6*).
7. Maintain liaisons with other school districts and Health Authorities.
8. Oversee the development, implementation and monitor procedures for an infection control plan.
9. Provide schools with educational materials for student and staff education and monthly information for school newsletters.
10. Direct school closures.
11. Keep School District website www.sd48.bc.ca up to date, for the purpose of providing appropriate and timely communication to students, parents, staff and all members of the school community in the event of a pandemic event.

Secretary-Treasurer: (Business Administration/Health and Safety)

1. Maintain the business activities.
2. Maintain liaison with officials of the District of Squamish, Resort Municipality of Whistler, and the Village of Pemberton.
3. Assist with the development and implementation of a communication plan (*See 'Communication' on page 12*).
4. Advise and report to the District Health and Safety Committee in regard to the *Pandemic Response Plan* and preparedness for a pandemic and influenza outbreak.
5. Provide educational materials and information for safety committee meetings.

Director of Instruction and District Principal - Curriculum: (Continuity of Instruction)

1. Develop and maintain educational plans for implementation should schools be closed.
2. Develop a plan for continuity of instruction should teaching and/or support staff critical to delivery of programs be absent due to the pandemic influenza.
3. Create a variety of educational materials and resources for distribution to schools to increase awareness and provide timely information to students and school staff for personal planning and classroom activities related to pandemic influenza.
4. Provide schools with information that can be sent home in school newsletters and bulletins assisting parents with pandemic preparation including but not limited to prevention; recognizing the signs and symptoms; family preparedness; and home hygiene.

Director of Facilities and Service: (Building Functions and Core Operations)

1. Continuation of core building functions.
2. Ensure custodial staff is trained in the safety requirements and the contact disinfection techniques for all three pandemic phases.
3. Ensure custodial staff has personal protective equipment and cleaning supplies to prevent self infection and cross contamination during all three phases of pandemic planning.
4. Ensure adequate supply of soap and paper towels for increased hand washing vigilance during all three pandemic phases.
5. The cancellation of evening user group activities and events.
6. Develop, implement and monitor the infection control program.
7. Transportation plan for students.
8. Develop and implement a plan to disinfect school busses.
9. Ensure signage is displayed in all washroom facilities (student and staff) providing instructions on the proper hand washing procedures.

Director of Human Resources:

1. Assist departments with the development and implementation of cross training strategies.
2. Develop strategies and procedures for TOC call out in the event that there is a TOC shortage or TOC's are not available (the pool is exhausted).
3. Develop and implement specific employee work policies for use during a pandemic and influenza outbreak.

Assistant Secretary-Treasurer: (Finance)

1. Develop and implement key financial functions.

School Principals: (and Vice Principals)

1. Educate all students and staff about proper hand washing practices. Resources are available on the SD 48 website (H1N1 Info).
2. May provide hand sanitation dispenser stations in designated areas of the school including the medical room, general office, counselling suite, kitchen/food preparation areas, gymnasium and school entrance/exits.
3. Ensure signage is displayed in all washroom facilities (student and staff) providing instructions on the proper hand washing procedures.
4. Educate all students and staff about cough/sneeze etiquette. Resources are available on the SD 48 website (H1N1 Info).
5. Ensure that staff and students do not attend work or school when exhibiting flu like symptoms.
6. Separate students from the school population and staff from the student/staff population if they become ill at school and until they can be sent home.
7. Discuss pandemic planning at monthly staff and safety committee meetings.
8. Advise PAC and parents about SD 48 plans for pandemic influenza, including website communications and personal preparedness.
9. Provide updates on the school website for H1N1 information.
10. If greater than 10% of the school population is away, report to the School Public Health Nurse and to the Superintendent of Schools (or designate).
11. Ensure that rigorous cleaning and infection control practices are happening in the schools.
12. Provide a monthly communication in school newsletter on pandemic planning and preparedness, including information on SD 48 website.
13. Ensure that parents/guardians and staff have provided up to date contact information for students and that staff have updated their own contact information with the school office.

District Supervisors (District Principals/District Administrators/Managers)

1. Assist in the implementation of the *Pandemic Response Plan* in all three of its phases: Pre-Pandemic, Pandemic, and Post-Pandemic periods and as indicated on the list of activities and responsibilities (See *Activities and Responsibilities* on pages 6 - 11).
2. Separate students from the school population and staff from the student/staff population if they become ill at school and until they can be sent home.
3. Ensure that staff and students do not attend work or school when exhibiting flu like symptoms.
4. Ensure that rigorous cleaning and infection control practices are happening in the schools and district facilities.

Network Manager

1. Maintain electronic communication.
2. Support the district communication plan as required (See '*Communication*' on page 12).

School Reporting Requirements

If greater than 10 % of the school population is away, notify the school Public Health Nurse and the Superintendent (or designate).

School Closure Decision Making Process

The Provincial Medical Health Officer will direct the province when it is time to activate pandemic plans. If, to minimize the spread of infection, activation of these plans includes school closures, then the Regional Medical Health Officer will advise the Superintendent of Schools.

Separating Ill Students and Staff

1. Sick students and staff should always be required to stay home. Students and staff who appear to have an influenza-like illness at arrival or become ill during the day must be promptly separated from other students and staff and sent home.
2. Schools should regularly update emergency contact information for students and staff so that parents or families can be contacted more easily if they need to pick up their ill student or staff member.
3. Recognizing that space is often in short supply, early planning on the location for a sick room is essential. This room should not be one commonly used for other purposes for example, the lunchroom during non-meal times. It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system. Ill persons should be placed in well

ventilated areas and placed in areas where at least 2 metres of distance can be maintained between the ill person and others.

4. A limited number of staff should be designated to care for ill persons until they can be sent home. These care givers should not be at increased risk of influenza complications (for example, pregnant women or persons that have a chronic illness) and they should be familiar with infection control recommendations to prevent spread of influenza.

Personal and Family Preparedness

What can you and your family do to minimize the chance of coming into contact with the agent that causes the pandemic influenza?

1. Wash hands often. When soap and water are not available, use alcohol based disposable hand wipes or gel sanitizers.
2. Cover nose and mouth with a tissue when sneezing or coughing or cough or sneeze into your sleeve. Wash hands after you cough or sneeze.
3. Avoid touching eyes, nose or mouth. A person can become ill by touching a contaminated surface and then touching their eyes, nose or mouth.
4. If you or a family member becomes sick with flu like symptoms, stay at home, get plenty of rest and contact a health care provider as needed.
5. 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.

What can you do to ensure your family is prepared?

1. Food - 2-week supply minimum
 - a. No refrigeration, preparation or cooking
 - b. Formula for infants or special nutritional needs
2. Pets
 - a. Food, medication, water
3. Water - 2-4 litres/person/day
 - a. Use clean plastic containers
 - b. No milk cartons or glass bottles
4. Medical
 - a. Have extra prescription and non-prescription drugs and supplies
 - b. Store health/cleaning supplies
5. Talk to your family about how they would be cared for if they get sick
6. Find out now about your child's school/day-care

Note: You can call **HealthLink BC** at **8-1-1**, 24 hours/day, seven days/week to speak to a nurse if you have more questions or if you are feeling ill.

Hand Washing Education

Washing your hands properly consists of the following steps:

1. Remove jewelry and watches from fingers and wrists.
2. Wet hands under warm running water.
3. Apply soap and rub hands together for 10 seconds to produce lather.
4. Wash all surfaces thoroughly, including wrists, palms, backs of hands, between fingers and thumbs, and under finger nails, for 20 seconds.
5. Rinse hands with fingers pointing downward.
6. Dry hands with a clean or disposable towel.
7. Turn off the water with the same towel used to dry your hands. Do not turn off the taps with solely your hands as this will only re-contaminate them.
8. If single use, dispose of the towel in the nearest waste basket.

Sanitizing your hands with a hand sanitizer solution consists of the following steps:

1. Remove jewelry and watches from your fingers and wrists.
2. Apply the hand sanitizer solution to your hands.
3. Rub all surfaces thoroughly, including wrists, palms, backs of hands, between fingers