Introduction:

The purpose of this plan is to ensure that Community Living Windsor is prepared to appropriately respond in the event of an influenza pandemic so as to protect the life, health and safety of employees, people supported, volunteers and external service providers.

It is recognized that this plan will evolve as local, provincial and federal governments continue to monitor, assess and react to conditions that may lead to a pandemic event.

For the purpose of this plan, “CLW “shall include:

- people employed by Community Living Windsor;
- people that are supported by Community Living Windsor;
- people that volunteer for Community Living Windsor;
- people that supply goods or services to Community Living Windsor.

Definitions:

**Pandemic:** Refers to a wide-spread outbreak of an illness that afflicts a large percentage of the population.

**Influenza:** Influenza or the flu is a respiratory infection cased by the influenza virus.

**Pandemic Influenza:** Pandemic influenza is an outbreak of a new strain of the influenza virus that is easily spread from person to person. It can cause severe illness and death because people have no immunity to the new virus.

The Community Living Windsor Plan

1. This plan has been designed to define the roles and responsibilities once a pandemic influenza has been identified by the Windsor Essex County Health Unit.

2. It is the responsibility of the Executive Director or designate to activate and terminate the plan. The Executive Director will inform all managers who in turn will inform all employees, active volunteers and external service providers.

3. When a pandemic is confirmed by the Windsor Essex County Health Unit or when 35% of CLW employees are off due to sickness the following shall occur:

   - Ventures, Employment Services and the Downtown Centre will close and employees will be reassigned to work in areas of most need within the organization including 24 hour community supported homes;
• CLW main office will close and employees will be reassigned to other areas of need or they may be assigned to work from home;

• CLW will ensure that access to computer networks and information systems is maintained as necessary.

A. If You Are Sick:

1. Stay home.
2. Keep your distance – one (1) metre or three (3) feet away from others.
3. Cover coughs and sneezes with tissue or the forearm.
4. Throw tissues in the garbage immediately after use.
5. Sanitize all surfaces.

B. Signs and Symptoms of Influenza:

• sudden onset of fever;
• headache;
• cough;
• muscle ache and pains;
• sore throat;
• stuffy or runny noise;
• severe nausea;
• vomiting;
• diarrhea;
• pneumonia.

C. How Influenza Spreads:

An infected person starts spreading influenza 24 to 48 hours before they even know they are sick. It spreads easily from infected persons to the nose and throat of others through coughing and sneezing. It also spreads by direct contact with surfaces and objects, which are contaminated with the influenza virus.

Good hand washing is the best way to prevent the spread of influenza. Stay one (1) metre or three (3) feet away from other people.

D. What Can I Do To Keep From Getting Sick?

1. Get a flu shot every year.
2. Wash your hands often – It is best to wash with soap and warm water, otherwise use a hand sanitizer.
3. Stay one (1) metre or three (3) feet away from sick people.
4. Eat well, get plenty of sleep, and exercise regularly.
5. Try not to touch your eyes, nose, or mouth. These habits spread germs.
6. Avoid public gatherings and crowds.
7. Don’t go to a doctor’s office without calling ahead.
8. If you have a chronic medical condition, consult your doctor.
E. **Being Prepared:**

1. A seven to ten day supply of food, water and health related supplies should be purchased and stored at each 24 hour supported home in the event of an outbreak. (See attached Appendix A).

2. Food and beverage items should be replaced twice yearly with time change.

F. **Review:**

1. The Pandemic Plan will form part of the CLW Health and Safety Manual.

2. This Plan will be reviewed at least annually by the CLW Central Health and Safety Committee.
Appendix A  CLW Emergency Plan

Each 24 hours support shall ensure the following supplies and equipment are available at all times.

**Vehicles** – All Community Living vehicles must have at least a half tank of gas at all time.

**Batteries** – Extra supply for battery operated radio and flashlights.

**Flashlights** – Minimum of 3 per support home. In some cases person supported may feel more secure with their own flashlights.

**Radio** – Cordless radio is available at all times.

**Cash on Hand** - Adequate cash for a week needs. Cash is to be locked, reconciled and accessed by Managers and full time support workers only.

**First Aid Kit** – Ensure kit is fully stocked.

**Medication**  – Adequate supply.

**Treatment Supplies** – Adequate supply.

**Attends**  – Adequate supply.

**Wipes**  – Adequate supply (re: peri-care, hand-washing, after meal clean-up).

**Sanitizing Hand Gel (i.e Purel)** - Adequate supply (re: employees and supported people).

**Paper Products** – Adequate supply (i.e. toilet paper, paper towels, facial tissue).

**Blankets** – A minimum of 3 per person. Sleeping bags qualify as a blanket.

**Water** - Container of water to be kept and maintained on a monthly basis, for person supported needing for medical purposes. In the event there is no hydro, the Municipal reserves will continued to run for a period of time. Subsequent to this arrangement, water made available through the Municipality, Red Cross, etc. will be accessed as necessary. Additionally arrangements may be made as per the Manager or Emergency Plan Co-coordinator for purchase of commercially bottled water.

**Non-Perishable Food** – Adequate supply based on normal household needs.

**Eating Utensils** – 2 manual can openers.

**Entertainment Supplies** – i.e. cards, board games, paper, pencil crayons, markers, books, magazines, hand held video games, plasticine, puzzles and treats.