



**Medicine Hat & District Child Care Association**

# **Pandemic Preparedness Plan**

**2009-2010**



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## Pandemic Preparedness Plan

The Medicine Hat & District Child Care Association has made efforts work proactively to reduce the spread of Influenza this cold and flu season.

The following procedures should be followed to help keep the Association's Executive, Member's and Staff healthy:

1. The MHDCCA encourages regular hand washing with warm soapy water for a minimum of 20 seconds
2. If unable to wash hands, a hand sanitizer of 70% alcohol content or higher will be used. Hand sanitizer and tissues will be provided at all MHDCCA meetings
3. Cough and sneeze into your arm or a tissue rather than your hand
4. Avoid touching your face, as the virus enters the body through your eyes, nose and mouth
5. Individuals will stay at home if displaying Influenza-Like-Illness (ILI)

### Preventative Measures

1. The MHDCCA will sanitize commonly touched surfaces in the office once each day as a minimum
2. A hand sanitizer of 70% alcohol content will be available in the office
3. Disinfecting wipes will be used to clean surfaces in the office and meeting spaces
4. The attached posters will be posted in the MHDCCA office and meeting areas to encourage proper hand hygiene and cough / sneeze etiquette
5. Individuals displaying ILI will not attend association business meetings
6. If MHDCCA staff or Contracted Service Providers are visiting child care programs special care will be taken to wash hands regularly and use hand sanitizer when entering and exiting a room or office

## **Influenza-Like-Illness Symptoms**

ILI symptoms include one of more of the following:

1. New cough and fever
2. Sore Throat
3. Joint Pain
4. Muscle aches, headache
5. Weakness
6. May have diarrhea, nausea and/or vomiting

## **Conducting of Association Business**

In the event of wide-spread ILI the MHDCCA operational priorities would be reassigned to either Executive Members, Staff Members or Contracted Service Providers who are unaffected by the illness.

i.e.: If the Chairperson is ill and unable to attend the monthly members' meeting the Vice-Chairperson would set the agenda and Chair the meeting.

If the CCPSS is ill and cannot complete tasks of high priority, these tasks would be re-assigned to the Coordinator.

The vast majority of the MHDCCA communication occurs by email correspondence. In the event that an issue arises that requires the Executive to vote the board member(s) that are absent would be informed of the situation and included in the discussions through the use of either email or conference calling. Their vote on a particular issue would be submitted by using one of the aforementioned communication methods.

Staff members and Contracted Service Providers displaying ILI will complete work from home if able and will not work in the company of others for five days from the onset of symptoms, or until 24 hours after symptoms resolve, whichever is longer.

The MHDCCA will continually watch for updates posted on the Alberta Health Services website in an effort to follow the most current recommendations regarding the H1N1 flu virus.