***World Health Organization Alert Phases for a Pandemic***

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| Interpandemic Period \* | Phase 1 | No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is  considered to be low. |
| Phase 2 | No new influenza virus subtypes have been detected in humans. However,  a circulating animal influenza virus subtype poses a substantial risk of human disease. |
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| Pandemic Alert Period \*\* | Phase 3 | Human infection(s) with a new subtype, but no human-to-human spread,  or at most rare instances of spread to a close contact. |
| Phase 4 | Small cluster(s) with limited human-to-human transmission but spread is  highly localized, suggesting that the virus is not well adapted to humans. |
| Phase 5 | Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may  not yet be fully transmissible (substantial pandemic risk). |
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| Pandemic Period | Phase 6 | Pandemic phase: increased and sustained transmission in general  population. |
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| Postpandemic  Period |  | Return to interpandemic period. |
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\*\* The distinction between Phase 1 and Phase 2 is based on the risk of infection or disease from circulating strains in animals.

\*\* The distinction between Phase 3, Phase 4 and Phase 5 is based on the risk of a pandemic.

To prepare the University for the possibility of a pandemic influenza outbreak, a number of actions should be undertaken during each of the Alert Phases to plan, develop and enact mitigation and response strategies and to ensure University community members are appropriately informed and their needs addressed.

Actions have been aligned with the World Health Organization Alert Phases to facilitate internal coordination as well as the University’s required responses to public health messages and

likely to be timed in accordance with these phases.

PANDEMIC INFLUENZA PLANNING

***Interpandemic Period: Phase 1***

No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

1. Appoint a Steering Committee to develop a Pandemic Influenza Master Plan for the University; to coordinate and oversee the development of unit specific plans; and to coordinate manage, undertake and oversee phased implementation, as required, in accordance with the plans developed.

*Action: University Executive Committee*

1. Determine appropriate institutional authorities for decision-making (before, during and after a pandemic emergency) in regard to policy and enactment of policy decisions.

*Action: Vice-President Finance and Administration*

1. Establish a hierarchy of roles and responsibilities for managing a pandemic emergency, consonant with the University’s emergency preparedness framework.

*Action: Vice-President Finance and Administration*

1. Develop an integrated communications/awareness plan for students, staff, faculty, parents/family, and tenant organizations and groups on the University’s campuses and initiate a preliminary communication to assure the community that pandemic planning concerns are in hand.

*Action: Marketing & Communications*

1. Develop informational materials (fact sheets, Q&As, etc.) that explain about the Pandemic; that includes instruction on personal hygiene practices that help mitigate spread; and informs about York’s planning activity (undertaken in collaboration with Toronto Public Health and consultation with other GTA postsecondary institutions).

*Action: Marketing & Communications, Occupational Health & Safety, Student Community & Leadership Development, Emergency Preparedness*

1. Identify highest at-risk emergency response employees and protective equipment required.

*Action: Occupational Health & Safety*

1. Initiate discussions with employee groups

*Action: Human Resources & Employee Relations*

1. Estimate and acquire an appropriate supply of equipment and supplies for prevention and employee protection.

*Action: Occupational Health & Safety, Facilities Services*

1. Allocate funding to ensure above measures are in place.

*Action: Vice-President Finance and Administration*

PANDEMIC INFLUENZA PLANNING

***Interpandemic Period: Phase 2***

No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

1. Develop strategy and procedures for communicating with, recalling and supporting York students who are studying abroad in influenza infected areas as well as faculty and staff who may be in these international locations.

*Action: Vice-President Academic,*

Complete unit-specific Pandemic Influenza contingency plans for all essential program/service areas of the University, including:

* 1. Central utilities (Appendix A)

*Action: Facilities Services*

* 1. Security Services (Appendix B)

*Action: Security Services, Campus Services & Business Operations*

* 1. Custodial Services (Appendix A)

*Action: Facilities Services*

* 1. Grounds & Waste Disposal (Appendix A)

*Action: Facilities Services*

* 1. Communications (Appendix C)

*Action: Marketing & Communications*

* 1. Occupational Health & Safety (Appendix D)

*Action: Occupational Health & Safety*

* 1. Network & System Services (Appendix E)

*Action: Computing & Network Services, Information Technology Services*

* 1. Student Housing and Student Support (Appendices B & F)

*Action: Housing & Food Services, Campus Services & Business Operations, Student Community Development*

* 1. Maintenance: emergency repairs/shutdowns (Appendix A)

*Action: Facilities Services*

* 1. Research laboratories (Appendix G)

*Action: Vice-President Research & Innovation, Vice-President Academic, Human Resources & Employee Relations*

PANDEMIC INFLUENZA PLANNING

1. Animal care (Appendix G)

*Action: Vice-President Research & Innovation, Vice-President Academic,*

*Human Resources & Employee Relations*

1. Transportation (Appendix B)

*Action: Transportation Services, Campus Services & Business Operations, Emergency Preparedness*

1. Employee Records and Payroll (Appendix H)

*Action: Human Resources & Employee Relations*

1. Pensions & Benefits (Appendix H)

*Action: Human Resources & Employee Relations*

1. Treasury (Appendix I)

*Action: Finance, Vice-President Finance & Administration*

1. Develop strategy for food service delivery through all stages of the Pandemic. *Action: Campus Services & Business Operations, Food & Housing Services, Emergency Preparedness*
2. Develop protocols for health monitoring and medical assistance through all stages of the Pandemic.

*Action: Student Community Development, Health Education, Human Resources & Employee Relations, Campus Services & Business Operations, School of Nursing (Faculty of Health), Toronto Public Health*

1. Identify needs for mutual aid requirements

*Action: Campus Services & Business Operations, Emergency Preparedness, Facilities Services, Computing & Network Services*

1. Initiate discussion with tenant organizations and groups on the University’s campuses. *Action: Campus Services & Business Operations, Vice-President Finance & Administration*
2. Develop system(s) for monitoring attendance of (a) students, at scheduled classes and examinations; (b) of faculty, at scheduled classes and examinations; (c) of non-academic staff in their workplaces and for collating this information for plan implementation and institutional decision-making purposes.

*Action: Registrar, Vice-President Academic, Human Resources & Employee Relations*

1. Policy decision to be made in regard to “trigger point” of reported absence of students/faculty/staff at which the University would suspend normal operations, including cancellation of classes and examinations, closure of offices and services.

*Action: President, Senate Executive*

1. Continue discussions with employee groups about Pandemic Planning and possible contingencies (initiated at Phase 1).

*Action: Human Resources & Employee Relations*

1. Continue the acquisition of an appropriate supply of equipment and supplies for prevention and employee protection (initiated at Phase 2).

*Action: Occupational Health & Safety, Facilities Services*

1. Allocate funding to ensure above measures are in place.

*Action: Vice-President Finance and Administration*

***Pandemic Alert Period: Phase 3***

Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

1. Senate Executive to consider parameters for declaring a disruption which would lead to class/examination suspension, guided by the principles of academic integrity, fairness to students and timely information (as stated in the Senate Policy on “Academic Disruptions”). Such parameters might include options to be exercised by individual degree course instructors; options for students impacted by instructor absences, concerned about becoming infected, or who have responsibility to care for others; academic standing of students affected by the influenza or who are otherwise absent from classes; course delivery continuity and remediation.

*Action: Senate Executive, Vice-President Academic, Registrar*

1. Initiate mutual aid arrangements with food operators and other tenants on campus, other institutions and non-government organizations (NGOs).

*Action: Campus Services & Business Operations, Emergency Preparedness, Facilities Services*

1. Identify employees authorized to work from home and determine remote access/communication capabilities required.

*Action: Human Resources & Employee Relations, Computing & Network Services*

1. Step up campus awareness and education initiatives in accordance with the Communications plan.

*Action: Marketing & Communications, Occupational Health & Safety, Health Education, School of Nursing (Faculty of Health), Emergency Preparedness*

1. Install handwashing signage in campus washrooms. Stock hand sanitizer to supply to departmental offices as requisitioned.

*Action: Facilities Services, Occupational Health & Safety*

1. Formal meetings with employee groups to be initiated by University management.

*Action: Human Resources & Employee Relations*

1. Initiate campus program of essential supply stockpiling.

*Action: Emergency Preparedness, Procurement Services, Facilities Services, Campus Services & Business Operations*

1. Increase vigilance in monitoring incidence of influenza in humans and spread.

*Action: Occupational Health & Safety, Emergency Preparedness*

1. Establish guidelines for employee situations of work refusal, dependent care absence, quarantine, infection, and return to work.

*Action: Human Resources & Employee Relations*

***Pandemic Alert Period: Phase 4***

Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

1. Prepare for Public Health monitoring and screening protocols.

*Action: Occupational Health & Safety, Emergency Preparedness, Health Education, School of Nursing (Faculty of Health)*

1. As a contingent measure, establish program of emergency financial assistance for students in need during the impending outbreak.

*Action: Vice-President Students, Vice-President Finance & Administration*

1. Identify emergency response personnel and develop strategies for recruiting volunteers (employees, students, outside NGOs) to assist in emergency response during the Pandemic Phase.

*Action: Security Services, Emergency Preparedness, Human Resources & Employee Relations, Student Community & Leadership Development*

1. Establish protocols for managing deaths, reports of deaths, and claims for death benefits during an outbreak and/or University closure.

*Action: Human Resources & Employee Relations, Security Services, Vice- President Academic, Vice-President Finance & Administration*

1. Continue to exercise vigilance in monitoring incidence of influenza in humans and spread.

*Action: Occupational Health & Safety, Emergency Preparedness*

1. Continue to communicate (status update) with University community, parents/families, tenants and other campus stakeholders.

*Action: Marketing & Communications*

1. Schedule a Pandemic drill for members of the Emergency Policy team, Emergency Management team, and Incident Commander (and potentially Senate Executive).

*Action: Campus Services & Business Operations, Emergency Preparedness*

***Pandemic Alert Period: Phase 5***

Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

1. Recall students studying abroad in affected areas and contact faculty members in affected international locations. Re-entry to Canada will be subject to applicable Health Canada screening (as well as possible quarantine or health monitoring).

*Action: Vice-President Academic, York International*

1. Finalize strategies to prevent exposure for the University’s emergency management and response personnel.

*Action: Occupational Health & Safety, Security Services, Emergency Preparedness*

1. Initiate attendance monitoring for students, faculty and staff.

*Action: Registrar, Human Resources & Employee Relations, Vice-President Academic*

1. Promote more intensively personal hygiene practices across the campus.

*Action: Marketing & Communications, Occupational Health & Safety, Health Education, School of Nursing (Faculty of Health)*

1. Prepare for/implement Public Health monitoring and screening protocols (which may include health declaration by visitors).

*Action: Occupational Health & Safety, Emergency Preparedness, Health Education, School of Nursing (Faculty of Health)*

1. Develop training modules/processes for emergency response workers and those recruited/assigned to treat ill persons.

*Action: School of Nursing (Faculty of Health), Health Education, Occupational Health & Safety*

1. Determine disinfection and hygiene inspection processes and schedule for facilities.

*Action: Facilities Services, Occupational Health & Safety*

1. Continue to exercise vigilance in monitoring incidence of influenza in humans and spread.

*Action: Occupational Health & Safety, Emergency Preparedness*

***Pandemic Period: Phase 6***

Pandemic phase: increased and sustained transmission in general population.

*Key Assumptions:*

* *there is no immunity and a high risk of contraction is inevitable if exposed.*
* *Up to one-third of the York population or 20,000 people will be affected (Toronto Public Health).*
  1. Activate Emergency Management System Policy Team, Management Team, Response Team and Incident Commander in accordance with the University’s Emergency Preparedness Plan.

*Action: Campus Services & Business Operations, Vice-President Finance & Administration*

* 1. Rigorous implementation of Public Health screening protocols and infection control measures.

*Action: Occupational Health & Safety, Emergency Preparedness, Health Education, School of Nursing (Faculty of Health), Student Community & Leadership Development, Housing & Food Services*

* 1. Re-assign staff resources from less essential operations to support emergency response and/or core University activities.

*Action: Human Resources & Employee Relations*

* 1. Implement training of emergency response workers and those recruited/assigned to treat ill persons.

*Action: School of Nursing (Faculty of Health), Health Education, Occupational Health & Safety*

* 1. Continue to track attendance of students, faculty and staff and report daily to the Emergency Management team.

*Action: Registrar, Human Resources & Employee Relations, Vice-President Academic*

* 1. Maintain up-to-date communications messages via the Web and voicemail system.

*Action: Marketing & Communications*

* 1. Implement disinfection and hygiene inspection processes and schedule for facilities.

*Action: Facilities Services, Occupational Health & Safety*

* 1. Decide about cancellation of classes/exams in localized programs, departments or Faculties or University wide.

*Action: Deans, Senate Executive*

1. Decide about suspension of operations in localized administrative departments or service offices or University wide.

*Action: Appropriate Vice-President, Human Resources & Employee Relations*

1. Invoke contingency plans, as required, in essential service/program areas.

*Action: Refer to Phase 2, #2 (Page 4) and Appendices A – J.*

1. Implement strategy for food service delivery.

*Action: Campus Services & Business Operations, Housing & Food Services*

1. Implement protocols for health assessment and medical assistance.

*Action: Student Community Development, Health Education, Human Resources & Employee Relations, Campus Services & Business Operations, School of Nursing (Faculty of Health), Toronto Public Health*

1. Continue to exercise vigilance in monitoring incidence of influenza in humans and spread.

*Action: Occupational Health & Safety, Emergency Preparedness*

***Post Pandemic Period***

No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Possible return to Phase 2

1. University declares a return to normal operations.

*Action: President*

2. Recovery processes to be enacted by divisions, Faculties, departments and operating units to return to normal operations, in accordance with Pandemic Influenza contingency plans and Unit-Specific Emergency Preparedness Plans.

*Action: All divisions, Faculties, departments and operating units*