



**Policy 9.03**

**Category: Welcoming, Caring, Respectful and Safe School**

**Pandemic Planning**

**BACKGROUND**

The CAPE Charter Board recognizes the commitment of the Government of Alberta, the Minister of Education, and Alberta Education to provide all students with high quality education in a welcoming, caring, respectful and safe learning environment. It also recognizes the commitment of the Government of Alberta to provide a welcoming, caring, respectful and safe learning work environment for all those within a school.

The CAPE Charter Board recognizes that communicable diseases pose a very real threat to the health and wellness of the students and all those working at the school. Pandemic planning is crucial in addressing the health and wellness issues of the students, employees, volunteers, and contracted operators. It also safeguards the continued delivery of quality programs with the least possible disruption.

**POLICY STATEMENT**

The CAPE Charter Board is committed to the health and wellness of its students, employees, volunteers, and contracted operators, and the continued delivery of quality programs with the least possible disruption.

This policy is intended to:

- ensure preparedness and planning
- ensure preventative measures are in place
- ensure surveillance/monitoring/reporting processes are in place
- ensure communication protocols are in place
- reduce as much as possible educational disruptions

**DEFINITIONS**

1. **Pandemic influenza** - a type of influenza that occurs every few decades and spreads quickly, affecting most countries and regions around the world. Unlike the seasonal influenza that usually occurs every winter in Canada, pandemic influenza can occur at any time of year.
2. **Communicable disease** - an infectious disease transmissible from person to person by direct contact with an affected individual or the individual's discharges or by indirect means.
3. **Welcoming** - a kindly greeting or reception, as to one whose arrival gives pleasure.
4. **Caring** - displaying kindness and concern for others.

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5. **Respectful** - showing politeness or deference, showing respect (a feeling or understanding that someone or something is important, serious, and should be treated in an appropriate way).
6. **Safe** - protected from or not exposed to danger or risk; not likely to be harmed or lost.

**GUIDELINES**

7. The CAPE Charter Board assigns to the Superintendent the responsibility of developing a Pandemic Plan that addresses health issues as well as program delivery issues.
8. The school Pandemic Plan must link with the local Public Health Pandemic Plan.
9. The school Pandemic Plan must include a Communication Plan for the dissemination of information.
10. The school Pandemic Plan must include a Roles and Responsibilities section.
11. The Principal is responsible for implementing the school Pandemic Plan, if and when the need arises.
12. The staff is responsible for adhering to the implemented plan, if and when the need arises.
13. The school Pandemic Plan must include universal health precautions to address containment issues.
14. Processes must be in place to ensure that the delivery of the core programs continues so that student progress is minimally affected.

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**References:**

*CAPE School Pandemic Plan, Critical Response Manual*  
*CAPE Policy 9.10 Health and Safety of Students and Staff*

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Adopted: December 3, 2007  
Revised: September 30, 2008  
Reviewed: June 2011  
Revised: March 5, 2013  
Reviewed: July 15, 2018

Motion: #2007-12-03-20  
Motion: #2008-09-30-26  
Motion: #2013-3-5-13