

**HUMAN ECOLOGY FLU PANDEMIC PREPARATION**  
**October 5, 2009**

**Preparedness:**

- A. The members of the Human Ecology Pandemic Planning Committee are:
  - 1. Dr. Sevenhuysen, Dean
  - 2. Dr. Jim House (HNS)
  - 3. Dr. Karen Duncan (FSS)
  - 4. Dr. Tammi Feltham (TS)
  
- B. The Human Ecology Pandemic Coordinator will be the Dean, Dr. Sevenhuysen. If the Human Ecology Coordinator is ill, then the members of the Planning Committee will assume the coordination role. In case of illness among the members of Planning Committee, then members will serve in the order shown in the Committee membership.
  
- C. The Departmental Coordinators are the respective Department Heads. If the Department Head is ill, then the Vice-Chair will assume coordination duties. The Vice-Chairs are Dr. Carla Taylor (HNS); Dr. Joan Durrant (FSS), and Ms. Lorna Campbell (TS).
  
- D. If the Vice-Chair is ill, then a senior academic in each department will assume coordination duties. These academics are: Dr. Harold Aukema (Human Nutritional Sciences), Dr. Lena Horne (Textile Sciences), and Dr. Rosemary Mills (Family Social Sciences). The Pandemic Planning Guideline can be found on the University of Manitoba website.
  
- E. The measures promoted by the Public Health Division of Manitoba Health and Healthy Living can be found at [www.gov.mb.ca/flu](http://www.gov.mb.ca/flu)

**Academic:**

- A. All classes will be delivered for as long as possible. If an instructor is ill, then the Department Head and/or Coordinator will determine whether:
  - 1. Students are asked to use class time temporarily for self study
  - 2. A TA is able to continue the course until the instructor returns
  - 3. An alternative instructor is found to continue course delivery
  - 4. The course is cancelled

The determination will be made separately for each course using information such as:

- 1. The percent of absent students in the class
- 2. The expected period of absence of the instructor
- 3. The proportion of material left to be taught
- 4. The number of assignments remaining for students to complete
- 5. The ability of the instructor to deliver the course by internet and email

- B. Instructors have been asked to record attendance at every class by simple headcount, and report attendance for each class session in a course throughout the term. The attendance reports are to be submitted to the Department Head if available, otherwise the Faculty Coordinator.
- C. Instructors have been asked to maintain *Responsibilities of Academic Staff with Regard to Students (ROASS)* provisions for as long as possible. During an epidemic it may be necessary to allow students to complete work outside the instructions in the course outline, and allow continued participation in a course without adequate documentation from a physician. The choices that an instructor makes that fall outside ROASS and the course outline need to be discussed with the Department Head if available, otherwise the Faculty Coordinator, ideally before being implemented.
- D. Instructors and students need to access the University Pandemic website (accessible from the UManitoba.ca home page) for information on University procedures in responding to H1N1 infections on campus. Instructors and students need to access the Human Ecology website to obtain information about course cancellations and services. The Human Ecology website will be updated with current information at least once a day. Website manager is Glenda Parsons, with Brendan MacMillan as backup.
- E. Student advising services will be available. The services will be restricted when only one student advisor is working. When both student advisors are ill, then students will be asked to consult Department Head if available, otherwise the Faculty Coordinator. If the student advising office is unable to administer class evaluations, then Department support staff are expected to administer evaluations to the extent possible. The person who administers the evaluations is required to keep a record and take responsibility for maintaining the confidentiality of student responses.
- F. Graduate students need to contact their advisors when they are absent because of illness. If the advisor is not available, then graduate students should contact the Department Head if available, otherwise the Faculty Coordinator or Faculty Coordinator.
- G. Graduate student advisors need to:
  1. Record student absences and report these to the Department Head if available, otherwise the Faculty Coordinator.
  2. Propose alternative supervision, and report potentially critical program delays, to the Department Head if available, otherwise the Faculty Coordinator.

**Research:**

- A. Researchers are responsible for the operation of, and equipment in, their laboratories. Each researcher needs to plan the order in which laboratory activities are to be suspended in the case that no staff is available. This plan must be shared with the Laboratory Supervisor and the Department Head.

- B. If the researcher is ill, the Laboratory Supervisor and the Department Head must be notified. The researcher needs to notify students, post-docs and technicians working in the laboratory, or ask the Department OA or Department Head or Coordinator to notify the people working in the laboratory.
- C. The researcher is responsible for safeguarding samples and backup data.
- D. Animal care is expected to be provided by the University, but the researcher needs to check that the nature of this service is appropriate for on-going research projects. If the service is not adequate, the researcher needs to make alternative arrangements for animal care.

**Administration:**

One critical administrative activity will be maintained throughout the pandemic: processing of the payroll. All other activities will be available as staff time allows. The Department Heads, Dean and Coordinator will determine which priority of activities carried out by the General Office and the Departmental Offices. Information on changes in the services available will be posted on the Human Ecology website. Staff members familiar with payroll include Pam Gauthier (Family Social Sciences), Margaret Clear (Textile Sciences), Pat Parish (Human Nutritional Sciences) and Jodi Petch (General Office).

The General Office will maintain a key and keypad access system that allows access to all spaces in Human Ecology.