

## Attachment 2: Toronto Public Health Pandemic Influenza Workplan (2009)

<b>Managing Through a Pandemic</b>					
<b>Component</b>	<b>Work</b>	<b>Target Timelines</b>			
		<b>March 31, 2009</b>	<b>June 30, 2009</b>	<b>December 31, 2009</b>	<b>Longer Term</b>
<b>Incident Management System</b>	Complete training to pre-assigned Toronto Public Health non-union staff		X		
	Report to DMT on outcome of training program and additional IMS training required			X	
<b>Emergency Exercises</b>	Test readiness through upcoming simulation exercises with partners	<b>Ongoing</b>			
	Conduct TPH-specific emergency training exercises in spring 2009		X		
<b>City of Toronto Planning</b>	Continue to support the corporate City of Toronto preparedness planning.	<b>Ongoing</b>			
<b>Communications</b>					
<b>Component</b>	<b>Work</b>	<b>Target Timelines</b>			
		<b>March 31, 2009</b>	<b>June 30, 2009</b>	<b>December 31, 2009</b>	<b>Longer Term</b>
<b>Infection Control Signs</b>	Print infection control signs in multi-languages and develop plan for distribution in Phase 4.	X			
<b>TPH Communications</b>	Consider further public education initiatives on basic infection control (e.g. Sleeve Sneeze campaign)	<b>Ongoing</b>			
	Continue to refine Toronto Public Health pandemic communication plan				X
	Revise communication materials and strategies as required				X
<b>Rapid Risk Factor Surveillance System</b>	Explore use of Rapid Risk Factor Surveillance System (RRFSS), an ongoing telephone survey, to increase understanding of what people know about preparing for an influenza pandemic influenza				X
<b>Stakeholders</b>	Continue developing communications strategies, work with health care providers and stakeholders	<b>Ongoing</b>			
	Continue to work with MOHLTC Communication Infrastructure Workgroup	<b>Ongoing</b>			
	Collaborate with the City of Toronto Strategic Communications Division to consolidate media monitoring activities and communications re: pandemic influenza	<b>Ongoing</b>			

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<b>Public Health Measures</b>					
		<b>Target Timelines</b>			
<b>Component</b>	<b>Work</b>	<b>March 31, 2009</b>	<b>June 30, 2009</b>	<b>December 31, 2009</b>	<b>Longer Term</b>
<b>Stakeholders</b>	Work with partners such as the school boards to ensure awareness of potential public health measures e.g. hand washing video	<b>Ongoing</b>			
<b>TPH Preparedness</b>					
		<b>Target Timelines</b>			
<b>Component</b>	<b>Work</b>	<b>March 31, 2009</b>	<b>June 30, 2009</b>	<b>December 31, 2009</b>	<b>Longer Term</b>
<b>Respiratory Protection Program</b>	Fit-test for N95 masks all TPH staff who may be redeployed to pandemic influenza response		X		
	Development of respiratory fit - test program maintenance plan including testing of new staff			X	
<b>Continuity of Operations Planning</b>	Continue to develop the Continuity of Operations Plan for TPH. Focus in 2009 on Tier 1 functions.	<b>Ongoing</b>			
<b>Surveillance and Reporting</b>	Continue to evaluate completeness and feasibility of using the MOHLTC Publication Facility to reach Toronto physicians	<b>Ongoing</b>			
	Maintain a contract with supplier of physician list to ensure TPH can communicate with physicians in urgent situations	<b>Ongoing</b>			
	Develop and implement strategy to recruit more Toronto physicians to participate in FluWatch as year-round sentinels for influenza-like illness (ILI)	<b>Ongoing</b>			
	Meet with School Boards and assess need for ongoing data collection			X	
	Advocate with the MOHLTC to fund and implement Syndromic Surveillance Systems using emergency department data	<b>Ongoing</b>			
	Advocate to receive laboratory reports electronically through interface with the Ontario Laboratory Information System (OLIS) so that timely knowledge of all confirmed influenza cases is available in a database for immediate investigation and analysis	<b>Ongoing</b>			

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TPH Preparedness (cont'd)					
Component	Work	Target Timelines			
		March 31, 2009	June 30, 2009	December 31, 2009	Longer Term
Surveillance and Reporting (cont'd)	Decide on specific data collection forms and database to be used in community flu centres during pandemic phases		X		
	Assess evaluation of 911 dispatch data for early detection of illness using heat-related data and, if indicated, meet with EMS to design a system to monitor ILI activity.				X
	Develop policies and procedures regarding epidemiological investigations.			X	
Community Flu Centres (CFC)	Further develop the operational plan for CFC for target populations			X	
	Stockpile supplies for community flu centres as per OHPIP 2008			X	
	Further develop security plan for CFC's		X		
	Develop logistical plan for the opening of smaller number of CFC's as per OHPIP 2008	X			
	Establish an agreement with City of Toronto Parks, Forestry and Recreation for the use of community centres during an emergency		X		
	Further develop logistical plan for the movement of supplies to CFC's		X		
	Develop draft policy and procedures for all aspects of CFC operation including infection control, security, assessment of ill individuals, etc		X		
	Develop protocol with Acute Care Facilities and Emergency Medical Services for the transportation of ill individuals to hospital from a CFC		X		
	Develop protocol with Community Care Access Centres (CCAC) for the referral of clients to community resources		X		
	Finalize Primary Assessment Record and print small number for immediate use in pandemic		X		
	Continue to consult with MOHLTC on outstanding issues to be addressed by the Province including financial compensation, upfront payment for stockpiled equipment and supplies, legal issues, liability issues,		Ongoing		

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		Timeline			
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<b>Community Flu Centres (CFC)</b>	management/administrative lead for community flu centres during the pandemic, licensing issues, etc				
	Continue to work with MOHLTC on development of data collection forms that will be utilized at community flu centres	<b>Ongoing</b>			
	Further negotiate the role of volunteer agencies in TPH response activities			<b>X</b>	
	Identify and develop just in time training modules for staff/volunteer education		<b>X</b>		
	Post all completed materials on TPH intranet site for staff use	<b>Ongoing</b>			
<b>Mass Immunization Clinic (MIC)</b>	Obtain school floor plans/profiles for all TCDSB sites	<b>X</b>			
	Stockpile supplies for mass immunization clinics as per OHPIP 2008			<b>X</b>	
	Conduct school site visits for all TCDSB sites	<b>X</b>			
	Finalize medical directives for MIC		<b>X</b>		
	Finalization of all signage required by clinics – print signage	<b>X</b>			
	Revise current MIC education materials for pandemic response	<b>X</b>			
	Identify and develop new policy and procedures pandemic related activities i.e. movement of vaccine on frequent basis		<b>X</b>		
	Identify and develop just in time training modules for staff/volunteer education		<b>X</b>		
	Post all completed materials on TPH intranet site for staff use	<b>Ongoing</b>			
	Further develop communication plan including draft educational materials in multi languages		<b>X</b>		
	Further develop logistical plan for the movement of supplies to MIC		<b>X</b>		
	Further negotiate role of volunteer agencies in TPH response activities			<b>X</b>	
<b>Case and Contact Management</b>	Finalization of policy and procedures		<b>X</b>		
	Development of iPHIS worksheet and related tools for documentation		<b>X</b>		
<b>Administrative/Logistical</b>	Further develop plan for courier services during a pandemic for supply/equipment movement.			<b>X</b>	

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		Target Timelines			
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<b>Administrative/Logistical (cont'd)</b>	External contracts may need to be considered.				
	Further develop plan for security personnel at external response sites and TPH locations e.g. CFC			X	
	Development of a staff reassignment plan for response activities including documentation of shifts, change in site location, etc			X	
	Ongoing discussion with TPH IT re: infrastructure needed to support response activities		X		
	Identification of cleaning contracts that need to be reviewed/established for external TPH response sites		X		
	Development of plan for acquiring and disposal of sharps containers		X		
	Identification and procurement of administrative supplies needed for response activities		X		
<b>Psychosocial Support</b>	Continue development of education and awareness materials for all TPH staff	<b>Ongoing</b>			
	TPH mental health nurses will train Peer Support Team members using the Peer Support Model		X		
	Offer enhanced education to managers			X	
	Distribution of coping strategy hand-outs to Psychosocial Emergency Response & Recovery Services (PERRS), to all city services and community agencies		X		
	Continue to develop and update the website with links to other specific sites addressing and understanding psychosocial issues and coping strategies	<b>Ongoing</b>			
	Continue to participate in emergency exercises and drills to test and update the disaster response system and share lessons learned to further refine the TPH psychosocial support plan.	<b>Ongoing</b>			

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		Targeted Timelines			
Component	Workplan	March 31, 2009	June 30, 2009	December 31, 2009	Longer Term
Psychosocial Support	Continue to identify, develop partnerships with and train community agencies to be able to connect with hard-to-reach vulnerable populations, e.g. children, elderly, individuals living in congregate settings, people living with physical and mental disabilities, homeless, homebound, immigrants, individuals with special and language needs	Ongoing			
	Ongoing discussion to establish a formal communication and collaboration protocol between TPH, Psychosocial Emergency Response and Recovery Services (PERRS), Red Cross, other community agencies and orders of government, including development of: <ul style="list-style-type: none"> <li>- service level agreements with PERRS and other psychosocial Responders for coordinated planning and response</li> <li>- ongoing linkages with community partners, mental health responders to develop specific public education tools and materials on traumatic reactions and coping strategies</li> <li>- a tool to assess mental health needs during disasters including an influenza pandemic</li> </ul>	Ongoing			
	Provide phase-specific psycho-educational materials and training to all TPH staff as well as Peer Support Team members	Ongoing			

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<b>Health Care Sector</b>					
		<b>Targeted Timelines</b>			
<b>Component</b>	<b>Workplan</b>	<b>March 31, 2009</b>	<b>June 30, 2009</b>	<b>December 31, 2009</b>	<b>Longer Term</b>
<b>Health Care Sector Coordination</b>	Continue to support the coordination of the primary health care sector for assessment, treatment and referral of ill individuals	<b>Ongoing</b>			
	Continue to facilitate local area planning involving the various components of the health care sector	<b>Ongoing</b>			
<b>Physician Engagement</b>	Consider ways to enhance information flow between community physicians and TPH	<b>Ongoing</b>			
	Continue to engage physicians through local outreach (e.g. hospital grand rounds, Saturday at the University, the Ontario College of Family Physicians Annual Meeting)	<b>Ongoing</b>			
	Develop a web portal for health care providers on the TPH website which will provide links to trusted sources of information and detailed information on local public health-related issues such as community flu centres and mass vaccination clinics	<b>Ongoing</b>			