

Ilisaqsivik Emergency/preparedness Work Plan

Step 1: Organize

1. Create an Ilisaqsivik Pandemic Emergency Group: Ilisaqsivik & SeeChange

- Create a plan that can be used in different offices and or situation
- Agree on staff member roles
- Have Ilisaqsivik board of committee agree on the Emergency plan and roles of staff
- Create a back to work policy
- Notify Hamlet that the space rented may be open for emergency, create an agreement

2. Develop Employee Readiness Plan:

- Identify most vulnerable employee's
 - Elder's, Staff with Medical condition
 - Heart decease
 - diabetes
 - asthma
 - mobility
 - co-infection
 - mental health

- Keep track of community members that are going in and out of Ilisaqsivik and other buildings
 - Preschool,
 - After school program
 - CPNP
 - library
 - QINIQ
 - Ittaq

- Use the tracking system to create a contact list, print the list daily and modify daily, who entered the building

Program name: _____ Day ____ Month _____ Year _____

Name: _____ Phone# _____

Name: _____ Phone# _____

Name: _____ Phone# _____

2. Protect staff

- Who are essential workers and who can work from home
- Ask employees if they feel comfortable to go back to work (elders or staff with medical conditions)
 - Make a policy concerning returning back to work i.e. mandatory work from home must be followed or you are required to stay at home for your own protection
- Limit who is going inside the buildings
 - Make the community and employees understand that they are essential workers, they need to stay healthy not just for them but for the rest of the community so that they can continue to serve others
- Provide mask, gloves, sanitizers, disinfecting wipes. Make sure the windows can open or other means of airflow, implement social distancing.
- Adapt new way of working
 - Zoom
 - Shared google drive
 - Slack
 - FaceBook
 - Email
 - Radio announcement updates
 - Any new ways of communication
 - VHF
 - Hand held radio

4. Communicate key messages

- Have staff participate in workshop online to better understand tuberculosis, SARS COVID-19 and other germs that cause pandemic
- Assign one staff member or two for Inuktitut and English to have phone numbers to send text messages, Facebook messages, emails or call to update on what the situation is and see what they may need to do work from home
 - Do they have land line, cell phone?
 - Access to e-mail
 - Support is available, peer to peer or from management
 - Translations to make sure all staff are informed
 - Make sure the correct information is being shared to all staff
 - Find a way to work together and communicate to the community

5. Coordinators and management planning

- Ensure that coordinators and management meet twice a week to plan and coordinate according to situation.

- Give each other ideas on what we can do to help the community
- Give each other ideas how we can work through the situation
- What games can the community play to help them cope
- Who should be at the radio station and what time?
- Updates to be provided by management passed to coordinators and to staff
- What games or activities should Ilisaqsivik provide to house hold?
- Identify which Ilisaqsivik programming needs help with work required
- Work as a team and not as individual

Step 2: Prepare

1. Coordinate with SeeChange and relevant actors if possible, with Health Authorities

- Stay up to date with disease that are entering Nunavut
- What we learn about the sickness and communicate it to staff via email, text, phone call, Facebook messages or any other form communication
- Identify missing gaps

2. Coordinate with other organizations to respond

- Home-made mask
- Food
- Shelter
- Transportation
- Water bottles
- Sanitizers/cleaning supplies
- Personal Protective Equipment
- Mask
- Pick up/deliver
- Finding safe places to put infected people
- Help locating vulnerable people
- Assisting Health care providers
- Help coordinate child care for First responders and Mandatory workers

3. Support Vulnerable staff

- Provide mental health support

4. Recruit and train staff

- Identify who can coordinate, train and deliver programs
- Prioritize on who gets training first before work is distributed
 - What are we dealing with?
 - What to expect and signs of infection
 - Infection Prevention and Control
 - Conduct contact tracing
 - Debriefing at the end of the day to make sure staff are processing trauma or emotional state
 - Modify and update the casual staff list
 - Make sure the Janitor has support to disinfect the building

Step 3: Respond

1. Work with Essential Staff to coordinate communications

- Stay up to date with national and local health authorities
- Set a date to communicate with staff on weekly basis for updates
- Designate 1 or 2 staff just for delivery of office supplies and cheques
- Communicate only essential workers are allowed in the building, if staff require anything from the office to contact a designated person to deliver
- Make an agreement with Government of Nunavut and Hamlet of Clyde River, Ilisaqsivik is an essential service not just for community of Clyde River but other communities in Nunavut

2.Ensure overall health care is communicated in both languages

- 2 meters apart
- No handshakes or hugs
- Wear mask
- If you feel sick stay home

- Wash your mask after each use
 - i. Wash mask in boiling water
 - i. Iron mask
 - i. Put mask in washing machine
 - i. Put mask in dryer
 - i. Have extra mask just in case
 - i. Make or get already made mask
 - i. Don't use medical grade mask multiple time
 - i. After using medical grade mask learn to dispose after use
 - i. Don't share your mask

- Use disposable gloves
 - i. Learn how to take off glove
 - i. After each use throw away, right away & dispose properly
 - i. Don't reuse glove
 - i. Don't share used glove
 - i. Don't pick up used glove and reuse them