**Generic**

**Pandemic**

**Planning**

Contents

[Introduction 3](#_Toc164087846)

[**Detailed Scope and Responsibilities** 4](#_Toc164087847)

[National approach to pandemic planning and preparedness strategy 5](#_Toc164087848)

[**Overview of the six-phase strategy: New Zealand pandemic planning** 6](#_Toc164087849)

[Communication Pathways 7](#_Toc164087850)

[Pandemic Plan – phase 1 planning and preparedness 8](#_Toc164087851)

[Pandemic Plan – phase 2 keep it out 11](#_Toc164087852)

[Pandemic Plan – phase 3 stamp it out – cluster control 12](#_Toc164087853)

[Pandemic Plan – phase 4 pandemic management 15](#_Toc164087854)

[Pandemic Plan – phase 5 pandemic management 17](#_Toc164087855)

[Pandemic Plan – phase 6 recovery 17](#_Toc164087856)

[Appendix 19](#_Toc164087857)

[**Ethical framework for New Zealand pandemic planning** 19](#_Toc164087858)

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| Introduction | | |
| **Policy** | Our organisation is committed to effectively meet the health needs of tangata whai ora/tangata whaikaha, employees, visitors, and the wider community during a health emergency/pandemic.  This is a guideline and must be amended to fit the specific pandemic event during an outbreak. This plan is about preparing our organisation for such an outbreak. | |
| **Purpose** | This guide is a resource to assist in the   * response to a pandemic event, * minimisation of the impacts of the pandemic on the health of individuals and the community, * facilitation of the pandemic recovery process, * building of a resilient mental health and addiction sector. | |
| **Scope** | Our premises, tangata whai ora/tangata whaikaha and their whānau, hapu/iwi/families/, staff (includes employees, volunteers, bureau staff), contractors, and visitors.  The systems described in the plan are to be applied in line with the different phases, starting now.  All other civil emergencies/disaster processes are noted on the named organisational documents (see below – last section of references) and the detailed preparation applies also to pandemic planning. | |
| **Definitions** |  | |
| **Health emergency** | Is defined as any event which:   1. Presents a serious threat to the health status of the community. 2. Loss of services which prevent a healthcare facility or service from continuing to care for people engaged with that service. | |
| **Pandemic** | An epidemic of infectious disease that spreads through human populations across a large region, for example multiple continents or even worldwide. (MOH) | |
| **References** | | |
| **Legislation** | | Civil Defence Emergency Management Act 2002  COVID-19 Amendment Act 2022  Epidemic Preparedness *Act 2006*  Health Act 1956  Health (Infections and Notifiable Diseases) Regulations 2016  Health (Quarantine) Regulations 1983  Medicines Act 1981  National Civil Defence Emergency Management Plan Order 2015 |
| **Guidelines and Information** | | [Health sector pandemic influenza guidance](https://www.health.govt.nz/our-work/emergency-management/pandemics/health-sector-pandemic-influenza-guidance). MOH.  [Infectious Diseases. Health NZ-Te Whatu Ora.](https://info.health.nz/conditions-treatments/infectious-diseases/)  [New Zealand Influenza Pandemic Plan: A framework for action. MOH.](https://www.health.govt.nz/publication/new-zealand-influenza-pandemic-plan-framework-action)  [Pandemics. MOH](https://www.health.govt.nz/our-work/emergency-management/pandemics).  [Prevent the spread of infectious diseases. Health NZ – Te Whatu Ora.](https://info.health.nz/keeping-healthy/healthy-habits/)  [Workplace infectious disease prevention. MOH](https://www.health.govt.nz/our-work/diseases-and-conditions/workplace-infectious-disease-prevention).  [Workplace pandemic influenza guidance. MOH.](https://www.health.govt.nz/our-work/emergency-management/pandemics/workplace-pandemic-influenza-guidance) |
| **Organisational Documents** | | Business Continuity  Emergency and Security Management  Infection Prevention and Antimicrobial Stewardship |

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| **Detailed Scope and Responsibilities** | | | |
| Services included in this pandemic plan – detailed scope | | | |
| Name/address of service | **Nature of the service** | **Number of tangata whai ora/whaikaha** | **Number of health care workers** |
|  | Housing and Recovery |  |  |
|  |  |  |  |
|  | Respite Services |  |  |
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|  | Community Support Services |  |  |
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|  | Day Programme |  |  |
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| Organisational Roles and Responsibilities | | | |
| Title of organisational role – role during pandemic | **Contact details (phones and email)** | **Role during phases of a pandemic** | **Additional authorities** |
| Our Board/governance | Chair: | Approves additional resources as required. |  |
| CEO - Pandemic Activator |  | Communicates to employees, tangata whai ora/whaikaha, and the Board on pandemic phases and the processes that need to apply. |  |
| Operational Manager - Pandemic Coordinator |  | Is the contact person for external communication.  Will update the organisation’s Board/Governance during a pandemic. | Budget up to  $ 10 000.00 |
| Alternative Pandemic Coordinator |  | As delegated by and in absence of the Pandemic Coordinator. |  |
| Health and Safety Representative |  | Contacts staff as directed by the Human Resource Manager.  Alerts the Pandemic Coordinator of any staff welfare issues. |  |
| Human Resource Manager |  | Makes welfare contact with staff during a pandemic. |  |
| Infection Prevention and Antimicrobial Stewardship Coordinator |  | Oversees the resources required to implement infection control processes before, during and after a pandemic.  Monitors infection prevention and control practices during a pandemic. | Budget up to  $ 5000.00 |

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| Intersectoral pandemic group work streams | |
| Work stream | **Work stream lead agency** |
| Biosecurity | [Ministry for Primary Industries/Biosecurity NZ](https://www.mpi.govt.nz/biosecurity/) |
| Education | [Ministry of Education](https://www.education.govt.nz/school/health-safety-and-wellbeing/emergencies-and-traumatic-incidents/pandemic-planning-guide/) |
| Health | [Ministry of Health](http://www.health.govt.nz/our-work/emergency-management/pandemic-planning-and-response), [ESR](https://www.esr.cri.nz/expertise/public-health/pandemic-preparedness), Te Whatu Ora |
| Welfare | [Ministry of Civil Defence and Emergency Management](https://www.civildefence.govt.nz/cdem-sector/welfare) |
| Workplaces | [Ministry of Business, Innovation and Employment](http://www.mbie.govt.nz/about/our-people/contact-us) / [WorkSafe New Zealand](https://www.worksafe.govt.nz/managing-health-and-safety/managing-risks/what-risk-looks-like-in-your-industry/health-services/) |

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| National approach to pandemic planning and preparedness strategy |
| Figure 1: New Zealand strategic approach to a pandemic |

*New Zealand strategic approach to a pandemic (New Zealand Influenza Pandemic Plan - A framework*

*for action, MOH August 2017).*

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| **Overview of the six-phase strategy: New Zealand pandemic planning**  *(New Zealand Influenza Pandemic Plan - A framework for action, MOH August 2017)* | | |
| Phase | **Potential trigger** | Specific objectives |
| Plan for it -  Planning and preparedness | Level of influenza at normal seasonal levels. | Plan and prepare to reduce the health, social and economic impact of a pandemic on New Zealand.  Deal with disease in animals if they carry infections transmittable to humans. |
| Keep it out -  Border management | Sustained human-to-human transmission of a novel influenza virus overseas in two or more countries. | Prevent, or delay to the greatest extent possible, the arrival of the pandemic virus in New Zealand. |
| Stamp it out -  Cluster control | Novel influenza virus or other pandemic virus detected in case(s) in New Zealand | Control and/or eliminate any clusters found in New Zealand. |
| Manage it -  Pandemic management | Multiple clusters at separate locations, or clusters spreading out of control. | Reduce the impact of pandemic influenza on New Zealand’s population. |
| Manage it - Post-peak  transition to recover from 4th phase, and planning for a resurgence or second wave | New Zealand wave decreasing. | Expedite recovery, and prepare for a re‑escalation of response. |
| Recover from it -  Recovery | Population protected by vaccination, and/or pandemic abated in New Zealand. | Expedite the recovery of population health for communities and society affected by the pandemic, pandemic management measures, or disruption to normal services. |

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| Communication Pathways | | |
| **Organisation** | **Activity** | **How** |
| **NZ Government/Ministry of Health** | Declares the pandemic alert phase. | Media, MOH websites, emails. |
| **Te Whatu Ora** | Declares the pandemic phase for clusters in the regions and expectations for service delivery. | E-mails, Te Whatu Ora websites, meetings. |
| **Te Whatu Ora region/Funding and Planning**  **Mental Health and Addiction** | Provides information and communication on the pandemic management processes. | Website, email communication, phone calls.  Participation in actual or virtual meetings. |
| **NGO Mental Health and Addiction Collective** | Exchange information, share resources, provision of support. | Social media, telephone and face to face communication.  Contact via [Platform](https://www.platform.org.nz/) website. |
| **Our Organisation** | Provide information, share resources with staff, tangata whai ora/tangata whaikaha including their whānau/families/supports and other service providers. | Pandemic information and updates on service provision and support:  Intranet, websites, phone messages, pamphlets, letters and social media. |

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| Pandemic Plan – phase 1 planning and preparedness | | | | |
| ***We will monitor phase 1 requirements are in place at all times via internal audit processes. Frequency of internal audits: 2-monthly. Enter the date of the successful outcome of the internal audit in the ‘task completed on’ column below.*** | | | | |
| **Context** | **Our activities and processes** | **Services this applies for** | **Responsibility** | **Tasks completed on:** |
| **Tangata whai ora/ tangata whaikaha and their whānau** | We provide information on [pandemic preparedness](https://healthify.nz/health-a-z/o/outbreaks-and-epidemics/). | all services | Click here to enter text. | Click here to enter a date. |
| We support tangata whai ora/ tangata whaikaha/whānau having their own pandemic plan. | all services | Click here to enter text. | Click here to enter a date. |
| We provide [education on infection prevention](https://www.careerforce.org.nz/hand-hygiene-and-infection-prevention/). | all services | Click here to enter text. | Click here to enter a date. |
| We engage people to provide cultural appropriate information on infection prevention and pandemic preparedness. | all services | Click here to enter text. | Click here to enter a date. |
| We encourage and support participation in vaccinations. | all services | Click here to enter text. | Click here to enter a date. |
| We update health records to ensure current medical conditions and vulnerabilities are identified. | all services | Click here to enter text. | Click here to enter a date. |
| We encourage and support tangata whai ora/ tangata whaikahaand their whānau to have food and water stored for one week. | community support services without accommodation | Click here to enter text. | Click here to enter a date. |
| We encourage and support tangata whai ora/ tangata whaikahaand their whānau to have face masks/coverings in storage. | community support services without accommodation | Click here to enter a date. | Click here to enter a date. |
| **Organisational** | We review our business contingency plan to ensure it is current. | all services and departments | Click here to enter text. | Click here to enter a date. |
| We review our delegation procedures to ensure they are current. | all services and departments | Click here to enter text. | Click here to enter a date. |
| We ensure that our yearly budget includes financial allocation for pandemic preparation. | all services and departments | Click here to enter text. | Click here to enter a date. |
| We complete the self-assessment: health emergency plan. | one plan for the organisation | Click here to enter text. | Click here to enter a date. |

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| **Pandemic Plan – phase 1 planning and preparedness –** *cont.* | | | | | |
| **Context** | **Our activities and processes** | **Staff this applies for** | **Responsibility** | | **Tasks completed on:** |
| **Service delivery** | Services are delivered as usual. | | | | |
| **Human resource** | We provide training in infection prevention and pandemic preparedness. | all staff | Click here to enter text. | | Click here to enter a date. |
| We support staff to develop their own pandemic plan. | all staff | Click here to enter text. | | Click here to enter a date. |
| We identify during performance reviews: | | | | |
| * Staff ability to work during a pandemic. | all staff | Click here to enter text. | | Click here to enter a date. |
| * Contingency working arrangements. | all staff | Click here to enter text. | | Click here to enter a date. |
| * Address and contact details are current. | all staff | Click here to enter text. | | Click here to enter a date. |
| * Employee emergency contact is current. | all staff | Click here to enter text. | | Click here to enter a date. |
| * With agreement of staff, identify any specific vulnerabilities and needs to be considered during a pandemic. | all staff | Click here to enter text. | | Click here to enter a date. |
| We encourage staff to have vaccinations. | all staff | Click here to enter text. | | Click here to enter a date. |
| We encourage staff to have food, water and masks/face covering for themselves and their whānau in storage at their home. | all staff | Click here to enter text. | | Click here to enter a date. |
| **Environment** | First-Aid kits complete and intact. | all premises | Click here to enter text. | | Click here to enter a date. |
| Stockpile of personal protective equipment is maintained. | all premises | Click here to enter text. | | Click here to enter a date. |
| Stockpile of detergent, disinfectant, hand-sanitizer is maintained. | all premises | Click here to enter text. | | Click here to enter a date. |
| Implementation of cleaning and laundry processes are audited. | all premises | Click here to enter text. | | Click here to enter a date. |
| Emergency supplies are maintained and monitored: | | | | |
| * Generator. | all premises | Click here to enter text. | | Click here to enter a date. |
| * Radio – preferably solar powered. | all premises | Click here to enter text. | | Click here to enter a date. |
| * Torches – including movement activated ones. | all premises | Click here to enter text. | | Click here to enter a date. |
| * Camping lights. | all premises | Click here to enter text. | | Click here to enter a date. |
| * Solar powered outside lights. | all premises | Click here to enter text. | | Click here to enter a date. |
| * BBQ/ gas camping oven. | all premises | Click here to enter text. | | Click here to enter a date. |
| * Consider maintaining a vegetable garden. | all premises | Click here to enter text. | | Click here to enter a date. |
| * Tissues and toilet paper. | all premises | Click here to enter text. | | Click here to enter a date. |
| * Rubbish bins with lid. | all premises | Click here to enter text. | | Click here to enter a date. |
| * Spill kits | all premises | Click here to enter text. | Click here to enter a date. | |
| * Options to isolate people | Choose an item. | Click here to enter text. | Click here to enter a date. | |
| Pandemic Plan – phase 2 keep it out | | | | | |
| Sustained human-to-human transmission of a novel influenza virus/pandemic overseas in two or more countries. | | | | | |
| **Context** | **Our activities and processes** | **Area this applies to** | **Responsibility** | **Process commenced on:** | |
| **People our services will be interacting with** | We will screen:   * tangata whai ora/ tangata whaikaha * people seeking our services * staff * visitors * contractors   to ascertain whether they have been in an area where sustained human to human transmission of a virus occurs overseas in two or more countries. | all services | Click here to enter text. | Click here to enter a date. | |
| We will follow public health or Ministry of Health or Te Whatu Ora directives and/or guidelines. | all services | Click here to enter text. | Click here to enter a date. | |

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| Pandemic Plan – phase 3 stamp it out – cluster control | | | | |
| **Provision of services with some limitations. Pandemic virus detected in Aotearoa/New Zealand.** | | | | |
| **Context** | **Our activities and processes** | **Services this applies to** | **Responsibility** | **Tasks completed on:** |
| **Tangata whai ora/ tangata whaikaha**  **and their whānau** | Provide information on the status of the pandemic and how this will impact on the service. | all services | Click here to enter text. | Click here to enter a date. |
| Work with tangata whai ora/ tangata whaikahaand their whānau to activate their pandemic plan. | all services | Click here to enter text. | Click here to enter a date. |
| Educate tangata whai ora/ tangata whaikahaand their whānau on when and how to apply PPE. | all services | Click here to enter text. | Click here to enter a date. |
| Provide information on standard precautions. | all services | Click here to enter text. | Click here to enter a date. |
| We support tangata whai ora/ tangata whaikahaand their whānau to have access to wellbeing resources. | all services | Click here to enter text. | Click here to enter a date. |
| Discuss remote/virtual service delivery and develop a contact plan. | community support services without accommodation | Click here to enter text. | Click here to enter a date. |
| Provide emergency services contact information. | community support services without accommodation | Click here to enter text. | Click here to enter a date. |
| **Organisational** | Our governance group evaluates the Business Contingency Plan and ensures it is ready for implementation. | the whole organisation | Click here to enter text. | Click here to enter a date. |
| The specific pandemic plan roles are activated. | Click here to enter text. | Click here to enter a date. |
| Ensure allocated budget for the pandemic is available. | Click here to enter text. | Click here to enter a date. |
| Ensure receiving public health and Ministry of Health daily updates. We implement their directives. | Click here to enter text. | Click here to enter a date. |
| Update the organisation’s website to include current status of the pandemic and how it impacts on the services provided. | Click here to enter text. | Click here to enter a date. |
| We check if tangata whai ora/ tangata whaikahahave access to devices that enable communication remotely and virtually. If not, we attempt to access funding to enable access. | Click here to enter text. | Click here to enter a date. |

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| **Pandemic Plan – phase 3 stamp it out – cluster control – *cont.*** | | | | |
| **Context** | **Our activities and processes** | **Services this applies to** | **Responsibility** | **Tasks completed on:** |
| **Service delivery** | We have food and other necessities stored that will last for Click here to enter text.days. | services with accommodation | Click here to enter text. | Click here to enter a date. |
| Ensure fresh and safe water is available for at least Choose an item. days. 3 litres per person per day minimum. | services with accommodation | Click here to enter text. | Click here to enter a date. |
| Make arrangements to ensure no interruption to medication supply. | all services | Click here to enter text. | Click here to enter a date. |
| Check and get sufficient recreational supplies. | all services | Click here to enter text. | Click here to enter a date. |
| Admission screening is re-defined and implemented. | all services | Click here to enter text. | Click here to enter a date. |
| We may limit number of visitors. | services with accommodation | Click here to enter text. | Click here to enter a date. |
| We monitor tangata whai ora/tangata whaikaha daily for symptoms of the infection that caused the pandemic. | services with accommodation | Click here to enter text. | Click here to enter a date. |
| We cancel activities that involve having contact with people that are part of a cluster or are at risk of being infected. | all services | Click here to enter text. | Click here to enter a date. |
| Staff to only travel for essential provision of services. | all services | Click here to enter text. | Click here to enter a date. |
| Cancel activities that involve travelling into an unsafe zone. | all services | Click here to enter text. | Click here to enter a date. |
| Develop a list that identifies the monitoring requirements for each tāngata whai ora/tāngata whaikaha. | all services | Click here to enter text. | Click here to enter a date. |
| Liaise with the clinically responsible service/team about crisis and safety plans for tangata whai ora/ tangata whaikaha and their whānau. | all services | Click here to enter text. | Click here to enter a date. |

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| **Pandemic Plan – phase 3 stamp it out – cluster control – *cont.*** | | | | |
| **Context** | **Our activities and processes** | **Staff this applies to** | **Responsibility** | **Tasks completed on:** |
| **Human resources** | Provide information to staff and discuss the status of the pandemic and how this will impact on work. | all staff | Click here to enter text. | Click here to enter a date. |
| Negotiate with staff the cancellation of leave and/or leave arrangements. | all staff | Click here to enter text. | Click here to enter a date. |
| Develop contingency rosters and work schedules. | all staff | Click here to enter text. | Click here to enter a date. |
| Screen staff daily for symptoms and movement. | all staff | Click here to enter text. | Click here to enter a date. |
| Advise staff to stay home if they are showing symptoms. | all staff | Click here to enter text. | Click here to enter a date. |
| Commence allocating work in a manner to maintain staff health. | all staff | Click here to enter text. | Click here to enter a date. |
| Educate staff on the use of PPE. | all staff | Click here to enter text. | Click here to enter a date. |
| Encourage staff to update and implement their personal pandemic plan. | all staff | Click here to enter text. | Click here to enter a date. |
| **Environment** | Display posters about visiting arrangements and standard precautions. | all premises |  |  |
| Specific cleaning programmes are developed and implemented. | all premises | Click here to enter text. | Click here to enter a date. |
| Stock up on hand-sanitizers, cleaning and disinfecting products and materials. | all premises | Click here to enter text. | Click here to enter a date. |
| Stock up on tissues and toilet paper. | all premises | Click here to enter text. | Click here to enter a date. |
| Isolation area(s) are ready for occupation if needed. | selected premises | Click here to enter text. | Click here to enter a date. |
| Stock up on PPE. | all premises | Click here to enter text. | Click here to enter a date. |
| Check emergency kits are stocked. | all premises | Click here to enter text. | Click here to enter a date. |
| Display posters about standard precautions. | all premises | Click here to enter text. | Click here to enter a date. |
| Ensure cars have a full petrol tank. Do not let petrol go lower than half full. | all business cars | Click here to enter text. | Click here to enter a date. |
| Screen visitors/contractors for symptoms and movement. | all premises | Click here to enter text. | Click here to enter a date. |
| Maintain a record of visitors. | all premises | Click here to enter text. | Click here to enter a date. |
| Provide hand sanitizer on service and office entrances. | all premises | Click here to enter text. | Click here to enter a date. |

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| Pandemic Plan – phase 4 pandemic management | | | | |
| **Multiple clusters at separate locations, or clusters spreading out of control.** | | | | |
| **Context** | **Our activities and processes** | **Services this applies to** | **Responsibility** | **Tasks arranged on:** |
| **Tangata whai ora/ tangata whaikaha and their whānau** | Daily health/symptom and exposure screening. | all services | Click here to enter text. | Click here to enter a date. |
| Alert tangata whai ora/ tangata whaikahaof the change in pandemic status and its processes. | all services | Click here to enter text. | Click here to enter a date. |
| Make daily welfare checks. | all services | Click here to enter text. | Click here to enter a date. |
| Support the implementation of individuals’ pandemic plans. | all services | Click here to enter text. | Click here to enter a date. |
| Support access to PPE. | all services | Click here to enter text. | Click here to enter a date. |
| Support access to food. | community support services without accommodation | Click here to enter text. | Click here to enter a date. |
| Support access to virtual activities and interactions. | all services | Click here to enter text. | Click here to enter a date. |
| Support access to cultural supports. | all services | Click here to enter text. | Click here to enter a date. |
| Support participation in spiritual activities. | all services | Click here to enter text. | Click here to enter a date. |
| **Organisational** | Pandemic management responsibilities are fully in place. | the whole organisation | Click here to enter text. | Click here to enter a date. |
| Daily updates are accessed from the MOH or public health. | Click here to enter text. | Click here to enter a date. |
| Maintain contact with funder/planner and other service providers to ensure communication flow and support. | Click here to enter text. | Click here to enter a date. |
| Release pandemic management budget as required. | Click here to enter text. | Click here to enter a date. |
| Implementation of directives by health officials is enabled and monitored. | Click here to enter text. | Click here to enter a date. |
| Guidelines specific to the outbreak are developed and communicated to staff, tangata whai ora/ tangata whaikaha and their whānau. | the whole organisation | Click here to enter text. | Click here to enter a date. |
| Our website and use of social media communicates changes in service provision and the resources available. | Click here to enter text. | Click here to enter a date. |
| The appropriate authorities are informed if tangata whai ora/ tangata whaikahaor staff have been infected. | Click here to enter text. | Click here to enter a date. |
| If tāngata whai ora/ tāngata whaikaha dies, we follow the specific pandemic directives from the NZ government. | Click here to enter text. | Click here to enter a date. |
| Inform the funding agencies if services can no longer be delivered. | Click here to enter text. | Click here to enter a date. |
| Review/test essential business continuity measures and equipment. | Click here to enter text. | Click here to enter a date. |
| **Pandemic Plan – phase 4 pandemic management** *cont.* | | | | |
| **Context** | **Our activities and processes** | **Services this applies to** | **Responsibility** | **Tasks arranged on:** |
| **Service delivery** | Only essential services are provided (decision is made by MOH or Te Whatu Ora). | specified services | Click here to enter text. | Click here to enter a date. |
| Access medical and emergency services in line with health official’s directives. | all services | Click here to enter text. | Click here to enter a date. |
| Ongoing supply of medication to be arranged. | all services | Click here to enter text. | Click here to enter a date. |
| Activities within the service context are provided. | all services | Click here to enter text. | Click here to enter a date. |
| Tāngata whai ora/ tāngata whaikaha will be isolated if indicated. | all services | Click here to enter text. | Click here to enter a date. |
| **Human resources** | Staff will be screened for symptoms and possible exposure before entering the premises or doing home visits. | all services | Click here to enter text. | Click here to enter a date. |
| Sick staff are not allowed to work. | all services | Click here to enter text. | Click here to enter a date. |
| Vulnerable staff work from home. | all services | Click here to enter text. | Click here to enter a date. |
| Pandemic rosters are implemented. | all services | Click here to enter text. | Click here to enter a date. |
| Contingency rosters are in place (assuming 40% of staff available for work). | all services | Click here to enter text. | Click here to enter a date. |
| Daily staff welfare checks. | all services | Click here to enter text. | Click here to enter a date. |
| **Environment** | Condition of entry displayed at the entrance. | services with accommodation | Click here to enter text. | Click here to enter a date. |
| Emergency/contingency supplies are managed prudently and immediately stocked up.  An inventory of all emergency/contingency supplies is maintained. | all services | Click here to enter text. | Click here to enter a date. |
| Full implementation and monitoring of infection prevention and control practices. | all services | Click here to enter text. | Click here to enter a date. |
| Isolate or initiate isolation/quarantine for sick tāngata whai ora/ tāngata whaikaha. | all services | Click here to enter text. | Click here to enter a date. |
| Ensure that all premises are secured – to prevent unauthorised people entering the service/premises. | services with accommodation | Click here to enter text. | Click here to enter a date. |
| Display standard and transmission precautions posters. | services with accommodation | Click here to enter text. | Click here to enter a date. |
| Entry to premises are strictly regulated. | services with accommodation | Click here to enter text. | Click here to enter a date. |
| Pandemic specific cleaning, laundry and transmission based precautions are implemented. | services with accommodation | Click here to enter text. | Click here to enter a date. |

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| Pandemic Plan – phase 5 pandemic management | |
| **Manage it – post-peak – transition to recover from 4th phase, and planning for a resurgence or second wave.** | |
| **Context** | **Our activities and processes** |
| **All contexts** | It is highly likely that as part of a transitional phase to recovery, pandemic level three and then two will need to be (re)implemented. |
| It is highly likely during a resurgence or second wave, pandemic levels three and four will need to be implemented. |
| We follow the Ministry of Health directives. |

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| Pandemic Plan – phase 6 recovery | | | | |
| **Population protected by vaccination and/or pandemic abated in Aotearoa/New Zealand** | | | | |
| **Context** | **Our activities and processes** | **Services this applies to** | **Responsibility** | **Actions completed by:** |
| **Tangata whai ora/ tangata whaikaha and** **their whānau** | Alert Tangata whai ora/ tangata whaikaha of the change in pandemic status. | all services | Click here to enter text. | Click here to enter a date. |
| Offer de-brief sessions. | all services | Click here to enter text. | Click here to enter a date. |
| Re-negotiate services and supports. | all services | Click here to enter text. | Click here to enter a date. |
| Spiritual and cultural support arranged. | all services | Click here to enter text. | Click here to enter a date. |
| **Organisational** | Provide information on pandemic status and organisational processes on the website and social media. | the whole organisation | Click here to enter text. | Click here to enter a date. |
| Analyse the response to the pandemic event:   * What worked well? * Anything we need to do differently? * What have we learned? | Click here to enter text. | Click here to enter a date. |
| Re-assess hazards and their management. | all premises and services | Health and safety representative | Click here to enter a date. |
| Review service delivery requirements. | the whole organisation | Click here to enter text. | Click here to enter a date. |
| Communicate with funding agencies about current status of staffing and service delivery. |  | Click here to enter text. | Click here to enter a date. |
| Attend post pandemic support sector meetings. | Click here to enter a date. | Click here to enter a date. |
| Develop a ‘return to business as normal’ (or as funded) plan and implement it. | Click here to enter a date. | Click here to enter a date. |
| Initiate the review of pandemic relevant policies and procedures. | Click here to enter a date. | Click here to enter a date. |
| **Service Delivery** | Do a review of the needs assessment/goal setting/wellbeing plan. | all services | Click here to enter text. | Click here to enter a date. |
| Deliver services in line with contractual obligations. | all services | Click here to enter text. | Click here to enter a date. |
| Routine wellbeing and medical checks and screening to re-commence. | all services | Click here to enter text. | Click here to enter a date. |

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| **Pandemic Plan – phase 6 recovery** *cont.* | | | | |
| **Context** | **Our activities and processes** | **Services this applies to** | **Responsibility** | **Actions completed by:** |
| **Human resources** | Alert staff of the change in pandemic status. | all services | Click here to enter text. | Click here to enter a date. |
| Acknowledge staff for their work during the pandemic. | all services | Click here to enter text. | Click here to enter a date. |
| Dependent on the circumstances, arrange a de-brief session. | all services | Click here to enter text. | Click here to enter a date. |
| Assess availability of staff to return to normal duties. | all services | Click here to enter text. | Click here to enter a date. |
| Manage return to business with available staff. | all services | Click here to enter text. | Click here to enter a date. |
| **Environment** | All emergency stocks are replenished and the inventory is updated. | all services | Click here to enter text. | Click here to enter a date. |
| Clean the premises thoroughly. | all services | Click here to enter text. | Click here to enter a date. |
| Wash all laundry thoroughly. | all services | Click here to enter text. | Click here to enter a date. |
| Remove posters and items no longer relevant in a post-pandemic Aotearoa/New Zealand. | all services | Click here to enter text. | Click here to enter a date. |

## Appendix

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| **Ethical framework for New Zealand pandemic planning**  *(New Zealand Influenza Pandemic Plan - A framework for action, MOH August 2017)* | | |
| We commit to good decision-making processes by being: | | |
| *Open* | ***Inclusive*** | ***Reasonable*** |
| * Letting others know what is to be decided, how and on what basis. * Letting others know what decisions we have made on that basis. * Letting others know what will come next. | * Including those who will be affected. * Including people from all cultures. * Taking everyone’s contribution seriously. * Striving for acceptance of our process, even by those who might not agree with the decisions we make through that process. | * Working with alternative options and ways of thinking. * Working with and reflecting diversity of culture. * Using a fair process to make decisions. * Basing our decisions on shared values, and on the best evidence available. |
| *Responsive* | ***Responsible*** |
| * Willing to make changes and be innovative. * Changing when relevant information or context changes. * Enabling others to contribute wherever we can. * Enabling others to challenge our decisions and actions. | * Being responsible to others for our decisions and actions. * Helping others to take responsibility for their decisions and actions. |
| Good decisions are those we base on: | | |
| *Minimising harms* | ***Respect*** | ***Fairness*** |
| * Protecting one another from harm. * Not harming others. | * Supporting others to make their own decisions wherever possible. * Supporting those who make decisions for people who can’t make their own decisions. * Restricting freedom as little as possible, if freedom must be restricted for the public good. | * Supporting others to get what they are entitled to. * Ensuring that everyone gets a fair go. * Minimising health and disability inequalities. * Prioritising fairly when there are not enough resources for all to get the services they seek. |
| *Neighbourliness/whanaungatanga* | ***Reciprocity- manaakitanga*** | ***Unity – kotahitanga*** |
| * Helping and caring for our neighbours and relations. * Working together where there is a need to be met. | * Helping one another. * Agreeing to extra support for those who have extra responsibilities to care for others. | * Being committed to seeing this through together. * Being committed to strengthening individuals and communities. |