**Generic**

**Pandemic**

**Planning**

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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 1956Health (Infections and Notifiable Diseases) Regulations 2016Health (Quarantine) Regulations 1983Medicines Act 1981National 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 ContinuityEmergency and Security ManagementInfection 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 |  |  |
|  |  |  |  |
|  | Community Support Services |  |  |
|  |  |  |  |
|  | 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-peaktransition 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.
 |