

Toronto Conference Pandemic Plan October, 2009

Like many organizations, Toronto Conference is well aware of the need to make plans in the event of a pandemic of some kind. This fall great concern is being expressed about the H1N1 flu, commonly known as the swine flu.

This document, based on a plan developed in 2007, outlines the procedures that will be followed if required. All plans, of course, are subject to directives issued by provincial or federal health authorities.

Staff

All staff positions will be covered by other staff to the extent possible. Staff contact information can be found at www.torontoconference.ca.

Staff by name and position:	Covered by:
Central Conference office	
David Allen, executive secretary	an acting executive secretary appointed at the time with assistance from other executive secretaries
Rose Cambourne, finance and property	David Allen-property/Wendy Miller-finance/Linda Gray-mission support
Linda Gray, executive assistant	Elaine Eve-marriage licenses/Rose Cambourne
Living Waters Presbytery	
Jody Maltby, program	Kerrie Perry
Todd McDonald, personnel	Teresa Burnett-Cole
Patti Rodgers, administrative assistant	Louise Hewson
Northern Waters Presbytery	
Louise Hewson, administrative assistant	Patti Rodgers
Todd McDonald, personnel	Ken MacDonald
Kerrie Perry, program	Jody Maltby
South West Presbytery	
Elaine Eve, administrative assistant	Wendy Miller
Ken MacDonald, program, personnel	Todd McDonald
Toronto Southeast Presbytery	
Teresa Burnett-Cole, personnel	Todd McDonald
Wendy Miller, administrative assistant	Elaine Eve
Anne Shirley Sutherland, program	Ken MacDonald

Offices

Offices will be closed on a case by case basis. An e-mail will be sent informing people of a closure. A voice mail message will say whether the office is closed.

All staff have remote access to e-mail and telephone; if an office is closed entirely, work will continue in this fashion unless the staff person is ill.

All offices are equipped with hand sanitizers, and all staff and visitors are requested to make use of this safety measure.

Meetings

Meetings that need to be cancelled will be cancelled by the person designated to conduct the meeting; every group that has a meeting should designate a second person to make the decision to cancel if the usual person is unwell. Staff should be informed so every effort can be made to contact persons expecting to attend the meeting.

As an alternative, meetings may be conducted by conference call. Presbytery offices and the Conference office all have conference call capabilities.

Resources

Resources regarding pandemic planning can be found in many places. Check out the General Council's web page at www.united-church.ca.