

Pandemic flu planning – outstanding actions as at 22/09/09

	Action	Person / dept responsible	Comments
1.	Preparation of Critical Service Assessment	BIAD, Estates, CELT	
2.	Hygiene messages to be put on digital screens	James Tallentire	Message drafted
3.	FAQs to be updated on website	James Tallentire	Ongoing
4.	Further clarification to be sought about coverage of university's insurance policies	Pamela Bell-Ashe	Email exchange with David Wright
5.	Members to comment on CSAs	Members of CMT	
6.	All areas to be asked to provide chain of command	Maxine Penlington Pamela Bell-Ashe	Email sent out by Maxine to Executive Deans and by Pamela to Service Directors Responses awaited from a number of areas
7.	System to be devised to store and communicate up to date information on identity of duty manager in all areas on a daily basis	CICT	
8.	All areas to be asked to put in place appropriate staff absence reporting systems	Maxine Penlington Pamela Bell-Ashe	Email sent out by Maxine to Executive Deans and by Pamela to Service Directors
9.	Identify with Hazel Forrester what telephone technology might be used to support 8 above	Pamela Bell-Ashe	
10.	Facility to be developed to provide internet notification of class cancellations etc. which can be updated regularly at a local level	Steve Faulkner James Tallentire	
11.	Guidance to be provided on means of updating web pages	James Tallentire	
12.	Calm, measured notice to be included on Welcome website	James Tallentire	Link to 'flufacts' pages created
13.	Poster campaign to be designed with a particular emphasis on hygiene	James Tallentire Donna Harrison	Alternative poster drafted
14.	CMT members to provide Pamela with names of people who could deputise for them on the CMT	Members of CMT	
15.	TDA to be asked about national policies for student teachers on placement particularly in	Roger Woods	

	relation to vaccination		
16.	HR to consider what would be suitable proof of illness in the absence of GP certificates	Angela Pocock	Government still currently advising that GP certs are required
17.	Possibility of EEC procedure being fast tracked for cases of swine flu to be investigated with Academic Registry	Maxine Penlington	Raised with Ros Boyne who is reviewing for Senate
18.	Information on swine flu to be included in all induction and welcome back meetings with students	Pamela Bell-Ashe	Briefing distributed to Executive Deans on 14 September