

PANDEMIC EMERGENCY PLAN



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Introduction

The goal of pandemic preparedness and response at the school board level is to prevent, minimize serious illness and overall deaths, and minimize disruption among our schools.

The Sudbury Catholic District School Board recognizes its responsibility to place the health and welfare of our students and staff in highest regard. As a Catholic board, we embrace our commitment to ensure that our processes to achieve this responsibility meet best practice standards. In this regard additional insertions may be provided to compliment the plan and to reflect our internal organizational structure and culture.

The Plan will include a post pandemic assessment.

Background

A 'pandemic' is a *global* outbreak of a new infectious disease, which can spread easily from person to person. Because people have not been exposed to this new illness before, they have little or no immunity. This results in several, simultaneous epidemics worldwide with high numbers of cases and deaths. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics are likely to be established quickly around the world.

It is difficult to predict when the next pandemic will occur or how severe it will be. In addition, a pandemic may come and go in waves, each of which can last months at a time. The effects of a pandemic can be lessened if preparations are made ahead of time.

If the illness rate is high among children, schools are likely to be an important contributor to the spread of an infectious disease in a community.

Legislation

Under the Occupational Health and Safety Act of Ontario, R.S.O. 1990 - Section 25 (2) h), an employer shall take every precaution reasonable in the circumstances for the protection of a worker.

In addition to this legislative requirement, the Sudbury Catholic District School Board Administrative Procedure and Guideline # CS15 provides for the Board's commitment to employee safety. In summary this document supports that through the Board .. *All practical steps shall be taken to maintain a safe, healthy workplace, by promoting proper working conditions.* Further, this same document supports that....*The Board endorses all safety practices, which are consistent with Provincial Acts and Regulations.*

Preventative (Preventative Measures)

In this phase there is **no evidence that a pandemic is imminent**. However, it is an opportunity to establish basic preparedness and to sensitize the community to the issues. Although the declaration of a pandemic will not occur until cases are confirmed, a detailed account of the preparedness phase is included as a critical component of the overall management of the emergency.

Public Health Sudbury & Districts, in conjunction with local stakeholders, will establish surveillance procedures for the early identification of specified infectious diseases in the community. Surveillance systems must be established in advance of a pandemic, as there will be little time to augment capacity at the time a pandemic is declared. Identification of an infectious disease anywhere else in the world will heighten surveillance activities in the Sudbury District. These systems will improve the ability to detect the emergence of a new disease in the Sudbury District.

After communication has been received from Public Health Sudbury & Districts regarding the beginning of the Preventative Stage, Senior Administration will advise staff and begin to follow outlined procedures. This flow of communication will be directed from Public Health Sudbury & Districts to the office of the Director of Education. This will then be relayed to the Ability Coordinator.

Surveillance systems will include:

- Attendance monitoring in schools from October to April annually including defining level for heightened surveillance. This will include a heightened awareness of illness clusters in any one particular school. When a principal or vice principal is aware that they may have a higher than normal absence rate for staff and students related to specified symptoms this must be communicated to the Ability Coordinator immediately regardless of Pandemic stage as this may indicate increased activities for other viruses such as Norwalk etc. (Appendix #1)

A. Surveillance

Supervision of students, staff, contract workers (bus drivers)

Absenteeism records (reporting requirements):

- When advised by Public Health Sudbury & Districts that a preventive stage is launched, the Ability Coordinator will contact each school principal and request that they review staff and student absences to monitor for clusters and unusual increases in illness rates. This will be done on a weekly basis. The principal however will contact the Ability Coordinator at any time they become aware of an increase in activity or cluster.
- For pupils - it is understood that there may be student absences unrelated to the pandemic illness. Our efforts in tracking student absence rates will be dependent upon the information provided by the parent upon reporting the absence. The Sudbury Catholic District School Board also recognizes the right of the individual in terms of protection of personal information. For that reason there will be one gatekeeper of personal information and that will be the Ability Coordinator.
- For staff - it is understood that there may be staff absences unrelated to the pandemic illness. Our efforts in tracking staff absence rates will be dependent upon the information provided by the employee upon reporting the absence. The Sudbury Catholic District School Board also recognizes the right of the individual in terms of protection of personal information. For that reason there will be one gatekeeper of personal information and that will be the Ability Coordinator. Staff will be encouraged to report cases of a specified illness in the spirit of the overall health and well-being of all employees and our vulnerable student population.

Calls from/to Health Unit (monitoring):

- Information on absenteeism rates will be provided to the Health Unit upon request from the Medical Officer of Health. At any point, where the Ability Coordinator is aware of a peak in frequency or cluster of illness based on reporting from each school, then a call will be placed to the Health Unit for further advice on illness management and containment.

B. Communication

The Public Health Agency of Canada and the Federal Government will coordinate inter-provincial communications. Provincial Health communications strategies must be aligned with the federal plan. Information will be provided to principals and managers by the Director of Education and/or Designate. This will ensure that principals and managers are given a clear overview of the plan so that they can share this information with their staff.

Education/training:

- Principals and vice principals will be contacted by the Ability Coordinator to determine if they have an appropriate number of Hand Hygiene posters for each staff room, bathroom and school entrance. The Ability Coordinator will provide additional posters where necessary.
- Communication with the Environmental Health Division of Public Health Sudbury & Districts will be ongoing. A presentation of Custodial specific safe cleaning processes and a review of cleaning materials to meet viricidal demands will be completed as needed.
- Superintendents and Department Managers are required to develop staffing contingency plans to ensure that a process has been considered to allow for continuous delivery of services during high absenteeism related to pandemic cases regardless of stage of pandemic.
- The Communications Officer will facilitate the posting of any information from Sudbury Health Sudbury & Districts to the School Board website to allow for one stop access for all staff to immediate information. The Communications Officer and the Ability Coordinator will work together to ensure effective delivery in a timely manner. All communication will be approved through the Office of the Director of Education.
- At the beginning of the school year the Ability Coordinator will provide to all parties a schedule of flu shot clinics as provided by Public Health Sudbury & Districts.
- All of the following groups receive documentation concerning hand-washing documents, flu shot clinics and other through newsletters and/or memos.

Target groups:

- All Staff, Parents, Volunteers and Students

Staff:

- Hand washing posters, vaccine clinic information, directions on how to access information on the SCDSB website, hand /cough hygiene clinics or access to on-line tutorials

Student:

- Access to on-line hand washing tutorials through Public Health Sudbury & Districts, hand washing posters posted in all school washrooms and letter provided to each student on this infection control measure

Parents/Volunteers:

- Visitor sign in stations advising that the SCDSB respectfully requests that all visitors exhibiting symptoms refrain from entering the school and encourage positive hand and cough hygiene. Parents can access information on Board website.

C. Preventive Measures – Custodial Practices

Custodial practices:

- Effective cleaning strategies have been developed in consultation with the Environmental Health Division of Public Health – Sudbury & Districts. Awareness of effective virucidal supplies, PPE (Personal Protective Equipment), and effective cleaning techniques as well as day to day cleaning schedules have been reviewed.

Definitions:

Cleaning: the removal of soil and the reduction of the number of germs from a surface

Cleaning procedures: Mix all-purpose cleaner into one pail of water according to manufacturers' recommendations. Wet a cloth or sponge in the detergent solution and wash until clean. Rinse cloth often to remove loosened dirt. Rinse with rinse water and wipe dry.

Disinfection: the inactivation of bacteria, viruses and fungi. This can be achieved by boiling or by chemical means. All items should be thoroughly cleaned prior to disinfection if disinfection is required.

Disinfection procedures: Make a fresh cleaning solution everyday using those cleaners labelled disinfectant. Clean off any visible soil with soap and water. Disinfect by spraying with disinfecting solution. Wipe disinfectant over the surface with a paper towel. Leave glittering wet. Do not dry off. Allow to air dry for 10 minutes or as per manufacturer's directions.

High risk population group:

- Within the Sudbury Catholic District School Board we have identified our higher risk population as being those students with special needs who may have concurrent health problems and compromised immune systems.
- Older staff, young children in school day care centres and staff in receipt of treatment or medication that could suppress the immune system or with compromising medical conditions are at risk.

Transportation:

- The Superintendent of Business and Finance will ensure that the Transportation Consortium has a copy of our plan and is kept abreast of our procedures.

Vaccine management (where available):

The province will identify the number and types of emergency responders and other workers who will have priority access to vaccine and antiviral drugs.

- During the preventive stage awareness will be given to all staff and students of the Health Units' immunization schedule once available from Public Health Sudbury & Districts.

External demands of our resources:

During a pandemic we may be faced with several challenges. In the preventative stage it is important to consider what those external demands may be so that we can adequately plan for those challenges that we can reasonably anticipate. Some examples of potential demands would be:

- Grief Counselling - Our Religious Education and Faith Development Consultant will have a response team available should the need for grief counselling be required in later stages of a pandemic (see appendix #2)
- Increased Communication with outside sources – Communications Officer is prepared to deal with increased demands for press releases and third-party contacts
- Increased contact with Public Health Sudbury & Districts - At a senior administrative level the Director of Education is prepared to engage in dialogue directly with the Medical Officer of Health and the Ability Coordinator is prepared to facilitate a flow of information between Public Health and the Communications Officer.
- During any emergency – prior planning to include contact lists, floor plans and facilities contact information is critical.

For this reason, we have compiled a list of:

- School Board, Superintendent and Principal – contact information.
- School floor plans on intranet at <http://intranet.sudburycatholicschools.ca/operations/operations.html>
- Maintenance and other services contact information (maintained by the Manager of Facilities Services)
- HR Department will play a key role and providing support in those areas where staffing is reduced due to illness. This will be facilitated by the Senior Manager of HR as the need arises.

PRE-PANDEMIC (Human infection confirmed elsewhere)

The response phase begins when an infectious disease begins to cause widespread illness somewhere in the world resulting in a pandemic. This has been identified as Phase 1 under the World Health Organization (WHO) definitions for pandemic planning. The response phase may be prolonged depending on the number of waves and the interval between the waves.

A. Surveillance:

Supervision of students, staff, contract workers (bus drivers)

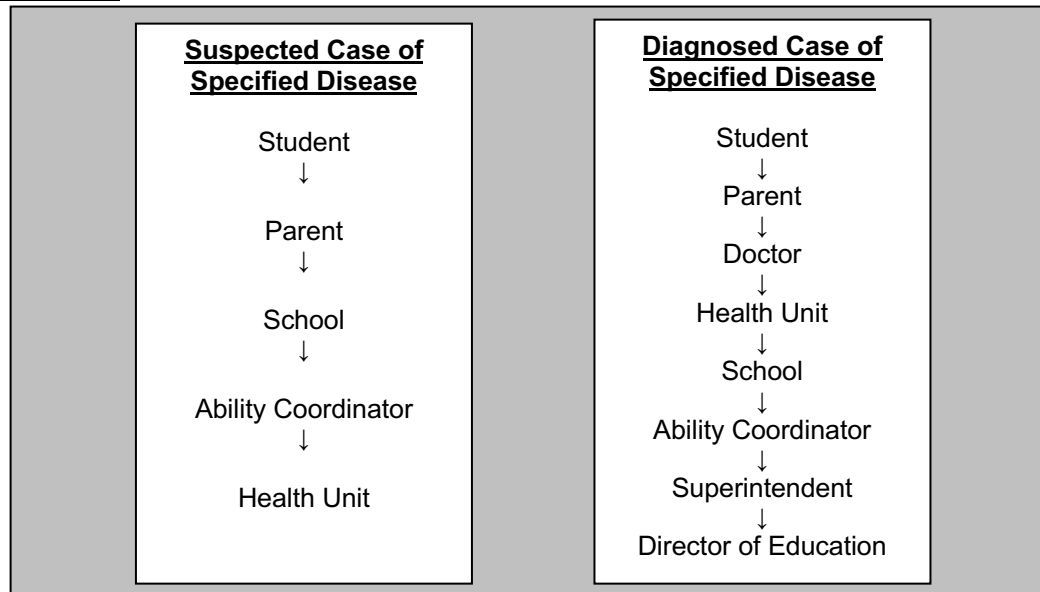
When a pandemic is declared by Public Health Sudbury & Districts, local school boards will implement enhanced surveillance activities including:

Absenteeism / Reporting Requirements:

- The Human Resources Department with the Sudbury Catholic District School Board has the responsibility for collecting/managing information about staff absenteeism.
- Teaching staff will call in sick through the SEMS (automated attendance system). Teachers are asked to consider reporting symptoms during pandemic to their principal to track reason and percentage rate of absences for communication to Public Health Sudbury & Districts (voluntary).
- All other staff absences will be called in as usual and their department will report all absences to the Human Resources Department on a daily basis.

- The schools will submit student information (i.e. grade, date of birth) as requested by the Health Unit and the school will email abilitymanagement@sudburycatholicschools.ca the student attendance on a daily basis to the Human Resources Department.
- The Human Resources Department will submit to the Health Unit on a weekly basis the staff and student attendance which will include geographical data and any other required information.
- Bus Company shall report absences to the Consortium who in turn will communicate this information to the Public Health Unit.
- Reporting an illness:

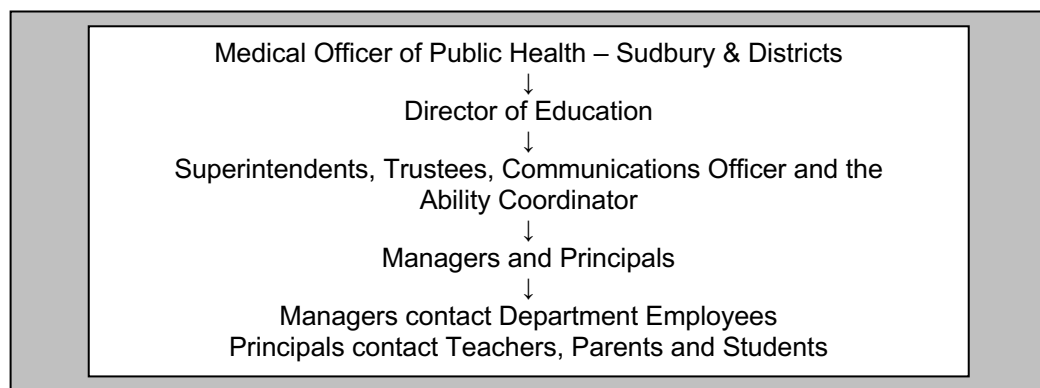
Contact List:



B. Communication:

The Public Health Agency of Canada and the federal government will co-ordinate inter-provincial communications. Provincial health communications strategies must be aligned with the federal plan.

Contact list:



The Director of Education (or designate) will maintain a continuous loop by contacting the Infectious Disease Manager of Public Health – Sudbury & Districts to ensure the process of communication flow is complete and act as liaison between all parties and will work closely with

the Communications Officer. The Director of Education (or designate) will keep the OECTA and CUPE presidents apprised, and will contact these groups after the principal contacts are completed or earlier where need be.

During any of the pandemic stages NO employee shall post any information on the website or share any information via email unless reviewed by the Communications Officer to ensure that the general information shared is approved by Public Health Sudbury & Districts.

All external communications will be issued by the Medical Officer of Health. All internal communications and directives will be through the Director's office with the support of the Communications Officer and Ability Coordinator.

Educate: Upon the declaration of a pandemic, accurate, relevant and timely information shared with and released to staff, students and parents will be the central focus for education. Messaging will address topics such as:

- Infection control practices to prevent the disease
- Disease information
- Pandemic updates
- Available services and how to access them

Vaccine availability (where available): Updated information from Public Health Sudbury & Districts will be made available to the general public.

The Office of the Director of Education: Will communicate with parents and staff relevant information. Communications will be done on an as needed basis and will depend on the information provided by Public Health Sudbury & Districts.

Messages will Reassure: Messages will focus on the collaboration between all levels of government and the partnership of key community agencies and businesses. The messaging will also advise of local actions to take to address the pandemic.

Report: Be as consistent as possible in reporting absence information to Public Health Sudbury & Districts and be aware of web-based updates and public information lines of the emergency response and local impact. The Communications Officer and the Ability Coordinator will work together in this regard.

Communications Will:

- Deliver information related to the pandemic and public services to our staff, students and parents.
- Advise all media of any pertinent information from the Board.
- Provide Director of Education or designated spokesperson with regular briefings and pertinent information.
- In consultation with the Public Health Sudbury & Districts, the Communications Officer will provide regular updates on the Board website with information on the pandemic.
- Information received from the Office of the Director of Education at the school level will be distributed to students and parents.

Education/Training:

Custodians: (Training for custodial group will be delivered through the Facilities Administrator)

- Supervisors will provide training to custodians on any new chemicals that may be used in schools.
- Follow established procedures related to the level of pandemic as per Operational Guideline Operations Division 9.15 Pandemic Cleaning and Disinfection Procedure.
- Ensure inventory of cleaning supplies and materials are well stocked.

Staff: (Through posting, email, in house communications and safety talks)

- Staff shall be made aware of basic infection control guidelines to prevent the transmission of the disease (hand washing procedures, etc).
- Education shall be arranged for employees to raise awareness about the pandemic emergency.

Students/High Risk Students:

- Through the help of Public Health Sudbury & Districts, send letter and notices to parents with key messages.
- Parents are encouraged to have a plan in place to take care of sick children at home and provide alternative day care and transportation.
- Students who are at risk (i.e. respiratory ailments, compromised health) are encouraged to consult their physicians as the situation may pose a higher health risk to these students.

C. Emergency Measures

Upon the declaration of a local pandemic, it is imperative that essential services, public safety, and security be maintained.

High Risk Population Group:

- Ensure that all emergency contact numbers are updated and easily accessible. This will be the responsibility of each school principal.
- Develop internal contingency plans within the school.

Transportation: (Communication by Superintendent of Business & Finance to the Consortium)

- Encourage increased cleaning of buses, which is the responsibility of the bus companies.

Vaccine Management (where available):

- The province will identify the number and type of emergency responders and other workers who will have priority access to vaccines and antivirals.
- The vaccines will be administered and/or managed by Public Health Sudbury & Districts. Staff, students and parents are encouraged to check with the Health Unit for availability of vaccine.
- Board will be responsive to disseminate information regarding vaccine availability and sites.

External Demands/Enhanced Services Demands:

- Advise Bereavement Team in preparation of upcoming pandemic and the impact on students and staff. This will be facilitated through the Religious Education and Faith Development Consultant.
- There will be an attempt to maintain all essential services.
- Monitor extra-curricular activities and after hours use of schools.
- Develop internal contingency plans for all board services including transportation services.
- Schools may be utilized as clinics and school buses may be required for purposes other than transporting students to and from school. Public Health Sudbury & Districts will be responsible for coordination.

PANDEMIC (Human infection spread to local level)

A. Surveillance:

Supervision of students, board employees, contract workers and bus drivers

The Medical Officer of Health has the authority to issue an order if they are of the opinion upon reasonable and probable grounds that a communicable disease exists or may exist or that there is an immediate risk of an outbreak.

A pandemic alert or the start of pandemic activity anywhere in Canada will become a national issue. Ontario's response will be based on local "triggers" which may or may not correspond to the rest of the world. Enhanced surveillance activities will be implemented and modified as needed. The local public health unit will monitor disease activity on a daily basis and share with local health providers and report to the Public Health Division.

Note: Schools and daycare centers are not required to report respiratory infection outbreaks - although some do. Thus, local schools will need to be directed to provide information on student absenteeism. The focus will be on early identification of ill individuals as well as those who have had contact with them. Direction will flow from Public Health Sudbury & Districts in this regard.

Health and emergency services planners at the local level will have to determine their "phase" in order to respond appropriately. At quarantine level, the Ministry of Health will close the school facilities.

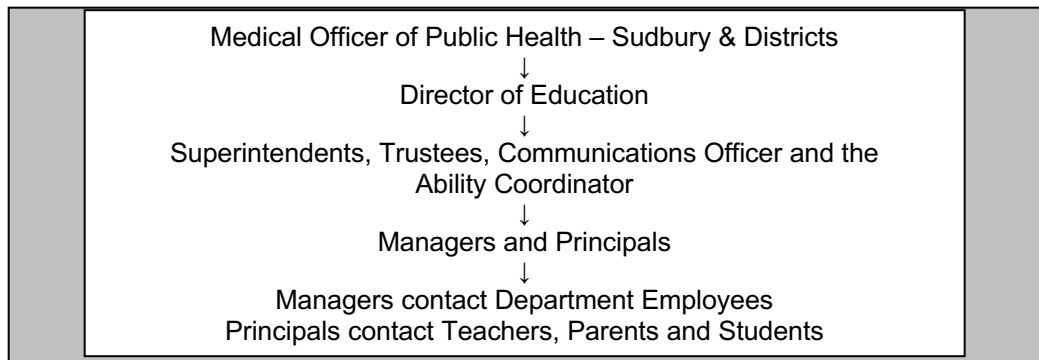
All staff is required to report all absences. Staff is encouraged to report symptoms during the pandemic stage.

Department managers will report all absences to the Human Resources Department on a daily basis.

B. Communication:

The Public Health Agency of Canada and the federal government will co-ordinate inter-provincial communications. Provincial health communications strategies must be aligned with the federal plan.

Contact List Flow:



The Director of Education (or designate) will maintain a continuous loop by contacting the Infectious Disease Manager of Public Health – Sudbury & Districts to ensure the process of communication flow is complete and act as liaison between all parties and will work closely with the Communications officer. The Director of Education (or designate) will also keep the OECTA and CUPE presidents apprised and will contact these groups after the principal contacts are completed or earlier where need be.

** All external communications are issued by the Medical Officer of Health.*

** All internal communications and directives will be through the Director's Office.*

Education/training:

Pandemic will create intense public and media interest. The focus of public communications is on raising awareness of the risks of the disease and the steps to prevent spreading it. Internet-based applications, and resources designed to provide a secure way for public health authorities to share information and manage the outbreak will be set in motion at the provincial level. The public distribution of information bulletins will occur in conjunction with the health unit. This will ensure that a consistent message is given which outlines the local action plan that is being taken to address the pandemic. These should be regular updates that provide accurate and relevant information.

Community containment strategies will be invoked, such as, measures to increase social distance (close schools, discourage public gatherings) and provide general messages about how to avoid getting or spreading the disease including:

- If sick, stay home from day-care, school, work and public events.
- Avoid crowds.
- Wash hands frequently and meticulously.
- Practice respiratory hygiene, including covering one's mouth when coughing or sneezing and proper tissue disposal.

Target groups: students, staff and parents:

- The messengers need to model a calm approach designed to reduce fear, avoid panic and encourage vigilance.
- The Office of the Director of Education to release information with respect to bussing, inter-school activities and field trips.

C. Emergency Measures

Custodial practices:

This stage will be communicated to the Facilities Administrator by the Director of Education (or designate).

- Increase hours and change routines to address sanitization needs.

High-risk population groups:

Reduce services that can be curtailed during a pandemic

Transportation

Reduce non-essential travel

Vaccine management (where available)

The province will identify the number and type of emergency responders and other workers who will have priority access to vaccines and antivirals.

External demands of our resources (Community, schools and staff)

- Deploy the Bereavement Team as needed.
- Board will assist with preparation and operation of alternative care sites, and other “over-flow” facilities.
- Provide facilities to implement a mass immunization campaign if requested by the Health Unit.
- Relocate or suspend alternate use of school space (e.g. “Before and after” and community use agreements).

POST-PANDEMIC (After the infection)

A. Surveillance

Supervision of students, staff, contract workers (bus drivers)

Was our emergency plan adequate?

Did we minimize the risk of infection by using proper control measures?

- Hand washing
- Daily disinfecting
- Monitoring attendance (sick children/staff to stay home)
- Isolating sick children/staff when symptoms show up at school

Did we train/educate staff, children, parents to identify and recognize the symptoms and how to react to the virus and protect themselves as well as others with whom they come in contact?

Did we have enough supplies at every location?

Was there adequate supervision in each location and for each target group (students, staff, contract workers, visitors)?

Did we monitor **all** absences on a daily basis during the pandemic? *(This is a crucial piece if we want to stay on top of things and address issues as they arise.)*

B. Communication

Back to business - Return to work plan following a pandemic.

After a pandemic wave is over, it can be expected that many people will be affected in one way or another; many persons may have lost co-workers, friends or relatives, will suffer from fatigue or may have financial losses due to interruption of business.

The Sudbury Catholic District School Board would make available the services of our Grief Counselling Team, the full services of our Human Resources Department, Ability Coordinator and our EAP program to provide full assistance to our staff who may be suffering from the aftermath of the physical and non-physical effects of the many different kinds of loss that can be experienced due to pandemics.

Contact Lists:

We have just received word that the pandemic/outbreak is over by the Health Unit. The School Board Communication Officer puts out a public service announcement. A message is posted on the website in coordination with the other school boards.

The Communications Officer contacts all school principals. School principals are to contact all their staff on their current and up-to-date contact list.

The Communications Officer contacts the Consortium who contacts the bus companies. All buses must be cleaned and disinfected prior to providing transportation.

Manager of Facilities Services contacts all community centers in schools. All spaces and equipment must be cleaned and sanitized prior to re-opening.

Were the contact lists updated and available during the pandemic?

Additional Support: *In the event of fatalities, what support measures are in place to provide counselling if needed to personnel and/or students? Was it provided?*

Education/Training:

Was enough training and education provided (students/parents, school personnel, other workers in schools)?

Was it provided to all the right people?

Target Groups:

Were sufficient control measures put in place? *Perhaps community center workers could be invited to training sessions so that all parties receive the same information.*

Did we properly estimate the impact of the pandemic-virus?

Were we able to identify the proper target groups/schools by having adequate, factual and timely information (absences and info on pandemic-virus)?

Did we respond quickly enough and adequately enough considering all aspects of the situation? If not, what were the inhibitors?

C. Emergency Measures

Custodial practices:

Was the frequency of cleaning and disinfecting appropriate?

Were custodians well trained and using the proper techniques?

Were they using the proper products and with the proper concentration of dilution?

High Risk Population Groups:

What special considerations must we implement for families who cannot access a clinic/hospital/doctor? What about rural areas where communication and services are limited?

Were the students in a high-risk population identified and did they receive adequate protection against the spread of the pandemic-virus?

Did the key personnel in these groups know who to contact in the event that symptoms were displayed?

Transportation:

Were the bus drivers adequately trained for evacuations?

Did they respond appropriately and in a timely fashion in the case of an evacuation?

Did the Consortium have a sufficient number of drivers and buses?

Did the bus drivers know how to protect themselves against the spread of the pandemic-virus?

Vaccine management (where available):

What were some of the successes and challenges identified by the Senior Administrative Team along with the Ability Coordinator?

How accessible were our facilities in assisting the Health Unit with the vaccination program?

External Demands of our Resources:

Evaluate the mishaps that the Bereavement Team encountered.

When outside groups used our facilities, was the entrance, door handles and area cleaned and disinfected after each use?

How prepared and accessible were our facilities in assisting the Public Health Sudbury & Districts?

Other considerations:

Was all sensory equipment removed or its use reduced during the outbreak? Re-introduction of sensory equipment/materials, field trips, etc.

Did everyone wear personal protective equipment when they had to?

EVALUATION AND REFLECTION

Was the emergency plan carried out as intended and was it effective?

Evaluation

	PREVENTATIVE	PRE-PANDEMIC	PANDEMIC
Weaknesses			
Action required			
Strengths			

Summary

Reflection

APPENDIX 1 (a)

Weekly Attendance Monitoring – Month of:	
School:	Completed by:
Phone #:	
Week #1	Comments
Week #2	Comments
Week #3	Comments
Week #4	Comments

APPENDIX 1 (b)

School Attendance Monitoring – Pandemic Response Plan									
Month of:					School Contact Made		Flu Clusters Confirmed		SDHU Contacted
School	Address	Phone #	Principal	Secretary	Yes	No	Yes	No	
St. Albert	502 St. Raphael Street	705-673-3031							
St. Anne	4500 St. Michel St. Hanmer	705-969-2101							
St. Benedict	2993 Algonquin Road	705-523-9235							
Bishop ACCSS	539 Francis Street Hanmer	705-969-2212							
St. Charles College	1940 Hawthorne Drive	705-566-9605							
St. Charles	26 Charlotte St. Chelmsford	705-855-4955							
St. David	549 Frood Road	705-674-4096							
St. Francis	691 Lilac Street	705-674-0701							
Holy Cross	2997 Algonquin Road	705-586-3686							
Holy Trinity	1945 Hawthorne Drive	705-470-5123							
Immaculate	1748 Pierre Street Val Caron	705-897-4483							
St. James	280 Anderson Drive Lively	705-692-3974							
St. John	181 William Street Garson	705-693-2213							
St. Joseph	8 St. Paul Street Killarney	705-287-2712							
St. Mark	13 Church Street Markstay	705-853-4535							

Marymount	165 D'Youville Street	705-674-4231							
St. Paul	1 Edward Avenue N Coniston	705-694-4482							
Pius XII	44 Third Avenue	705-566-6080							
Comments									