**9.2 Appendix B: Communications - Checklists, Tools, Resources**

| **Action** | **Responsibility**  (Who will do what?) | **How will the Action be completed?** | **Status**  (Not Started, In progress, Complete) | **Comments** |
| --- | --- | --- | --- | --- |
| Create and update an internal emergency communication fan out list (i.e. phone tree). |  |  |  |  |
| Communicate health information to Band Administration/Chief and Council. |  |  |  |  |
| Communicate information to schools, child care facilities, and long term care facilities. Discuss reporting absenteeism. |  |  |  |  |
| Communicate CDE related information to community members. Include methods that could be used if usual communication processes don’t work. |  | -social media (Facebook, Twitter, etc)  -radio announcements  -media interviews  -press releases  -mail-out notifications  -home visits/info drops |  |  |
| Respond to media requests. |  |  |  |  |

**TOOLS/RESOURCES**

Coronavirus and First Nations Communities - Radio PSA Script - ISC- <https://indigenous.link/indigenous-services-canada/>

Canadian Pandemic Influenza Preparedness: *Planning Guidance for the Health Sector -* Annex K: Communications (PHAC)

Available from: <https://www.canada.ca/en/public-health/services/flu-influenza/canadian-pandemic-influenza-preparedness-planning-guidance-health-sector/communications-stakeholder-liaison-annex.html>

Community Presentation on COVID-19 can be found on One Health - <https://www2.onehealth.ca/ab/Home/Coronavirus>

Emergency Contact list template - stand alone document, see separate link under Appendix B

Emergency Communication Fan Out List template – stand alone document, see separate link under Appendix B

About Coronavirus Disease (COVID-19) (PHAC)

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources.html>

Be Prepared (COVID-19)

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-be-prepared-infographic.html>

Cover Your Cough poster (AHS)

<https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-ipc-cover-your-cough-general.pdf>

How to Care for a Person with COVID-19 at Home: Advise for Caregivers (PHAC)

<https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/how-to-care-for-person-with-covid-19-at-home-advice-for-caregivers/eng-caregiver.pdf>

How to Isolate at Home When You Have COVID-19 (PHAC)

<https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/covid-19-how-to-isolate-at-home/self-isolation-eng.pdf>

Vulnerable Populations and COVID-19 (PHAC)

<https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/vulnerable-populations-covid-19/vulnerable-eng.pdf>