

Cedars Christian School – Sept 2020 Restart Communications Plan

Development of a clear and comprehensive communications plan is an essential component of service planning during a pandemic. Strong lines of direct communication can significantly help to reduce stress and increase trust within the school community.

Independent school authorities should develop and regularly update their communication plans in collaboration with their regional health authority, First Nations, the Metis Nation, Indigenous communities, staff, and community partners as applicable.

School Name: Cedars Christian School

Ministry School Number: 5796230

Contact Name: Shane Nelson, Principal

Contact Email: shanen@cedars.bc.ca

ROUTINE COMMUNICATIONS

1. Process for communicating with parents/caregivers, including those who are homeschooling. Include the name and position of the person primarily responsible for developing and managing communications.

Cedars maintains a contact list for parents/caregivers of students in our PreK-12 school system and those registered with our school as homeschool families. Constant Contact email communications are used for direct communications with parent/caregivers. E-newsletters are used for weekly updates, and our school webpage and Facebook page are used for real-time updates and repositories of past communications and resource links.

The Principal, Shane Nelson, works with our lead office administrative assistant, Coleen Hein, in delivery and management of these communications. The school administration team provide input to the Principal in the development of all communications.

2. Guidance given to staff regarding the sharing of information beyond that which pertains to the individual student or class learning.

The Principal pre-shares key communiques that will be shared with the community at large, so that messaging is consistent and so that staff can redirect parent/guardians to these communiques. All key communiques with the community reference Ministry and public health documentation for background and accuracy.

3. Protocols that are in place for responding to inaccurate information circulating within our school community.

Staff are encouraged to inform the Principal of inaccurate information circulating in the school community. Inaccuracies are addressed directly in FAQ sections of our website, in our weekly e-newsletter, or by direct email – depending on the level of urgency discerned by the leadership team.

4. Outline of schedule of direct communications to parents/caregivers and staff (consider higher frequency during the initial key transition phases and then shifting to a less frequent but regular schedule thereafter).

Cedars is committed to significant, weekly communication in our weekly, Wednesday e-newsletter. Key articles in this newsletter are subsequently linked on our Facebook page to maximize readership. Communications outside of this cycle are kept to a minimum so that when they occur, they are seen as of particular importance to our community. A special bulletin can be easily emailed and linked to our website and Facebook page, if necessary. Heading into September (and other significant transitions), we increase the frequency of communications, and solicit feedback through surveys and direct email. Direct communications through phone and email are followed up in a timely manner to ensure clarity.

Communications to the school community will be labelled as “for information” or “for action”.

5. Process for creating and distributing statements regarding confirmed or suspected cases of COVID-19 within the school community. Include your processes for obtaining local health authority approval prior to distribution to parents/caregivers, staff, and public.

If the school becomes aware of a suspected case within the school community:

- The Principal will make contact with the family to ask if that person has COVID-19 symptoms
- If the family or person is unsure, they will be asked to use the BC COVID-19 Self-Assessment Tool and/or contact a health care professional for an assessment.

If the school becomes aware of a confirmed case within the school community:

- The Principal will make contact with our local Medical Health Officer, Dr. Raket Kling, by phone and/or email. Lines of communication have been pre-established with Dr. Kling and the regional health authorities to ensure timely response.
- The Principal will work with public health officials on a school response plan – including key communications with parent/caregivers.

6. Indigenous rightsholder input has been requested by SD57, and we have been assured that input significant to our communication processes will be shared with our school leadership team. All community stakeholders have a voice in our school community, and feedback on this plan is welcomed at any time. have had the opportunity to provide input on our communication processes.

HEALTH AND SAFETY COMMUNICATION AND TRAINING ORIENTATION

7. Process for clearly and consistently communicating guidelines from the Provincial Health Officer (PHO) and resources available for information on COVID-19 as needed. Include details regarding how infection prevention and exposure control measures are relayed in multiple formats for ease of understanding (e.g., visual representation, videos using sign language, translations, etc.)

Our Health and Safety Plan has been shared with staff, and an on-site orientation will be held on Aug 31, 2020. The Plan will be shared with our community on Aug 26th, and the Principal will lead a virtual Town Hall meeting on Sept 2nd to address any questions or concerns. Orientation with students will be conducted by staff in the first week of classes.

The Plan will be posted on our school website. Any significant updates will be highlighted in our weekly and/or direct email communications.

Signage will be posted on sandwich boards near the two main entrances and in higher traffic areas near our parking lot that reiterate our key message of "Give Space & Clean with Care".

8. Process for early and ongoing health and safety orientation for **staff**. Including training on:
 - The risk of exposure to COVID-19 and the signs and symptoms of the disease.
 - Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
 - How to report an exposure to or symptoms of COVID-19.
 - Changes made to work policies, practices, and procedures due to the COVID- 19 pandemic and keep records of that training.

All staff will participate in an on-site, in-person orientation on Aug 31st.

Weekly Monday morning and Wednesday afternoon, all staff meetings, will include a component for health and safety updates.

Minutes for all staff meetings are taken and shared electronically with staff. Significant updates to health and safety will be summarized and distributed via email. All OHS meeting minutes are posted on the staff room Health and Safety bulletin board.

9. Process for early and ongoing health and safety orientation **parents/caregivers**.

A virtual Town Hall meeting will be hosted by the Principal prior to the start of the school year. COVID-related guidelines will be reiterated in elementary class start-of-year letters, on field trip forms, and in volunteer orientations.

10. Process for early and ongoing health and safety orientation for **students**.

Elementary students will be given an on-site orientation by their classroom teacher in the first week of classes. A-block high school teachers will do likewise for our older students. Key messages around health and safety will also be reinforced with vice principal meetings in the middle of the first week back, and with all new students.

Signage and daily protocols with respect to “Give Space, Clean with Care” will further reinforce key health and safety messaging.

11. Cedars Christian School has an active, Joint Health and Safety Committee, as per WorkSafeBC guidelines, to identify protocols for our workplace. This committee meets at least monthly, and more frequently during times of transition between restart stages and investigations.

COMMUNICATING WITH MEDIA

12. Name of the main spokesperson for our school: **Shane Nelson, *Principal***

13. Name of secondary spokesperson (if applicable): **Jason Oliver, *Board Chair***

14. Protocols for screening, directing, and responding to media inquiries.

All key messaging to the media will be done through the Principal or Board Chair. Inquiries will be directed to the Principal.

Inquiries made by the media regarding suspected or confirmed cases of COVID-19 will be directed to the regional health authority for response.

The Ministry of Education will be informed of significant events and associated communications to school communities related to COVID-19 by phone or email.