



September 2020 Restart Communications Plan Template

School Name: Island Pacific School

Ministry School Number: 04596639

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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.

The Director of Operations under the direction of the Head of School will ensure regular communications to parents and staff are sent by way of email or regular newsletters.

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

Staff are advised that they are not to share any information with students, parents, or the broader public. The sole voice of the school is the Head of School.

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

Yes, protocols are in place to maintain accurate and current information sharing with all parents and staff. Should it be necessary to correct any misinformation that is being circulated, IPS will immediately send accurate information to all of its community. This is most likely shared via emails sent directly to the school community.

If necessary, communicating directly with our students via cohort meetings in school or via a virtual meeting may be used to ensure that accurate information is shared with the student body where applicable.

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).

IPS sends weekly newsletters to all of its community: Parents, Staff, Students and Board Members. Newsletters will include important information about school re-entry, new safety protocols, and include messages from the Ministry of Education, the Independent Schools Association, FISA and the Public Health Officer.

When needed, IPS will also send direct emails to its community (daily, if necessary).

5. We label communication to the school community as “for information” or “for action”.
 - Yes
 - No (if no, provide an explanation of how communication types are distinguished)

Our weekly newsletter is sent via email and goes to the entire school community and is labeled: “Week at a Glance for the week of XX”. Our school community knows this newsletter is where to find important information about the upcoming week and updates about scheduling and events.

Where a separate communication is necessary, we will send via email and clearly identify the email subject with the necessary label such as “For Action” or “For Information”.

6. Process for providing up-to-date information on our school website. If you do not keep your website up-to-date explain the channels used to provide timely information to your school community.

The school's website is continually updated as needed. We maintain a parent portal page of information where parents can access the most recent weekly newsletters, important policies along with a host of other information relevant to current enrolled families. The Director of Operations, Director of Development and Alumni Engagement and the I.T. Support Specialist all have administrative access to the school's website in order to keep information current.

7. 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.

In the event the school must communicate a confirmed or suspected case of COVID-19, the Head of School along with the Director of Operations will draft a statement in consultation with our local health authority.

8. The name of our Regional Health Authority primary contact, his/her phone number and email are known and written into our communication plan.
- Yes
 - No (If no, explain your process for connecting with Health Authority officials.)
 -

Yes.

9. Indigenous rights holders have had the opportunity to provide input on our communication processes.

- Yes (If yes, provide a brief account of the process followed)
- No
- Not Applicable

No

HEALTH AND SAFETY COMMUNICATION AND TRAINING ORIENTATION

10. 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

The school will have clear signage at the entrance to the building along with directional arrows for traffic flow, floor circles to indicate reminders of maintaining physical distance within the building and signage throughout the building. In addition, more specific signage on washroom entry doors and in washrooms regarding hygiene practices. Regular reminders throughout the day to students about hand washing and physical distancing. Daily morning homeroom meetings for students are imbedded in our schedule which is another opportunity to re-enforce safety guidelines, protocols and practices with our students. Regular emails and newsletters to the entire school community will continue to communicate current recommendations and protocols.

in multiple formats for ease of understanding (e.g., visual representation, videos using sign language, translations, etc.)

11. 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.

Full staff training in the week prior to the start of school to review school policies, safety policies, HR policies and all related procedures and protocols. Ongoing updates at weekly staff meetings.

12. COVID-19 related staff meetings are documented, and minutes of such meetings are posted in a central location.

- Yes
 No (if no, provide an explanation of how records of COVID-19 related meetings are kept and distributed)

Yes

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

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

Prior to the start of school, IPS will communicate with parents and their children about the return to school safety policies, procedures and protocols. Clear information about the requirement for daily self screening will also be shared. Reference documents to guidelines from the Ministry of Education and PHO will also be shared.

Students will receive safety orientation upon arrival on their first day of school which will include in depth review and training for new safety procedures. In addition, our new schedule includes a daily homeroom meet at the start of each day where reminders will be made.

15. As Per WorkSafeBC guidelines, frontline workers, join health and safety committees, and supervisors are involved in identifying protocols for our workplace. Health and Safety committees meet regularly, including prior to any transitions between stages, and are included in our school's planning efforts.

Yes

No (if no, provide an explanation of how health and safety protocols are identified and addressed)

Yes

COMMUNICATING WITH MEDIA

16. Name of the main spokesperson for our school: Scott Herrington

17. Position (board chair, principal, head of school, etc.): Head of School

18. Name of secondary spokesperson (if applicable): Jennifer Henrischen

19. Position: Assistant Head of School

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

The director of operations along with the head of school and/or assistant head of school will consult prior to responding to any media inquiries. If applicable, we will also consult with the local health authority or the ISABC, FISA or Ministry if deemed necessary.

IPS will not respond directly to media about any exposure or potential exposure or risk of transmission. In these instances, IPS will communicate directly with the PHO.

21. Communication plan includes a stipulation that media requests regarding confirmed or suspected COVID-19 cases, potential exposure at our school or potential risk of transmission within our school setting are directed to the regional health authority for response.

Yes

No (if no, provide an explanation of how such media requests are managed)

Yes

22. Process for keeping the Ministry informed of significant events and associated communications to school communities related to COVID-19. Communications can be directed to the Ministry by email at educ.covid@gov.bc.ca or by phone at 236-478-2712.

In the event our school community has any exposure or potential exposure or risk of transmission of COVID-19 IPS will communicate directly with the PHO and also report to the Office of the Inspector of Independent Schools.

23. Other aspects of our communication plan not addressed above.