

## **September 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, and unions as applicable.

**School Name: James Cameron School**

**Ministry School Number: 04296369**

**Contact Name: Bob Parsons**

**Contact Email: [Bob.parsons@jcs.bc.ca](mailto:Bob.parsons@jcs.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.
2. Staff will be instructed to not share information except for those matters that pertain to classroom learning
3. Protocols that are in place for responding to inaccurate information circulating within our school community.
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).
5. We label communication to the school community as “for information” or “for action”.



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

#### **HEALTH AND SAFETY COMMUNICATION AND TRAINING ORIENTATION**

10. There is a process to clearly and consistently communicate guidelines from the Provincial Health Officer (PHO) and to make resources available for information on COVID-19 as needed. This includes 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.)
11. We have a process for early and ongoing health and safety orientation for **staff**. This includes 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.
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)

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

Full information on policies, procedures and practices has been sent and will be sent with changes prior to the year beginning. This is reinforced through ongoing digital messages, signs, and social media from the School including our website.

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

In the first several days, thorough and frequent instruction will be provided regarding safety. This will be followed up daily in the classrooms with regularity of procedures, visual reminders, and close supervision.

15. As Per WorkSafeBC guidelines, frontline workers, joint 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)

### **COMMUNICATING WITH MEDIA**

16. Name of the main spokesperson for our school: Bob Parsons

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

18. Name of secondary spokesperson (if applicable): Brent McCallum

19. Position: Board Chair

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

21. All media requests regarding health matters will be directed to the regional health authority.

**Yes**

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

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](mailto:educ.covid@gov.bc.ca) or by phone at 236-478-2712.

23. There are no other aspects of our communication plan that are not addressed above.