

**COVID COMMUNICATIONS for CISDV**  
**(internal document - updated October 5, 2020)**

**1. Process for communicating with parents/caregivers.**

Each school has a newsletter that is sent to parents regularly, at least once a month. CISDV Principals and the Superintendent often send emails to parents throughout the year. Many classroom teachers send a class newsletter home regularly and have a google class website.

Each school and the district office have a website that provides information to families and the public. We make use of our MyEd email function to communicate with groups and individual families as needed. We hold parent-teacher conferences twice a year and send home report cards three times a year in our elementary schools and four times in our secondary school. Informal conversations with individuals and families may occur during phone calls, impromptu meetings and conversations before and after school.

Emergency information is communicated to parents through school and/or district emails, banner ads on our school websites, and via BrightArrow (phone messages, texts, emails).

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

Staff are reminded at staff meetings to respect the confidentiality of information. Sensitive issues may be discussed at an ad hoc meeting and staff are reminded to not discuss the issue at hand outside the meeting.

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

School principals and/or the Superintendent may respond to inaccurate information being circulated through an email, parent or teacher meeting, or through conversations with individuals.

In response to media requests regarding accurate or inaccurate information, media personnel are directed to speak with the Superintendent, who is the district spokesperson.

**4. Outline of schedule of direct communications to parents/caregivers and staff.**

Emails sent to parents/caregivers and staff:

- Beginning mid-August – emails from the Superintendent re: summer updates, September planning, Restart Plan.
- August 26 - Letter from the Superintendent as well as the Principal of each school. Ongoing emails over the following weeks, with frequency tapering off once school begins.
- Regular communication through email, newsletters, websites, FaceBook, etc.
- Emails from Superintendent and principals as needed on emerging issues.

Training days for staff:

- August 24 & 25 - Two full days of admin meetings were held to discuss updated health & safety protocols and as well as restart plans.

- September 8 & 9 - Staff training on: updated health & safety protocols, restart plans specific to each school, and Trauma Informed Return to School strategies.
- First week of September - Inservicing for casual employees (IT, on-call workers bus drivers).
- Additional training for all staff as needed.

- 5. Labeling communication to the school community as “for information” or “for action”.**
  - Some email communication indicates "action item" in the subject line, particularly with admin and school staff if there is an action required.
  - Other times, only the “title of the information topic” is noted in the subject line with details provided in the body of the email. At these time, the subject line may include "important" or "FYI".

- 6. Process for providing up-to-date information on our school website.**
  - School webmaster (principal or designate) updates the school website regularly or as emergent issues require. The district website is updated by the Superintendent's Office.
  - Banner ads are placed on the websites to provide immediate emergency information.
  - BrightArrow phone calls and texts are used in emergency situations requiring immediate information dispersal.

- 7. Process for creating and distributing statements regarding confirmed or suspected cases of COVID-19 within the school community.**

Parents and staff have been informed in our health & safety protocols the following:

*NOTE: If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including appropriate and approved communication strategies. To ensure personal privacy rights are maintained, confidential information on any staff or student testing positive for COVID will be protected and not shared.*

See Appendix for further details on Public Health actions if someone in a school is diagnosed with a Confirmed COVID-19 case.

Templates of letters to use in cases of suspected or confirmed cases of COVID as developed and ready to use if necessary. The templates are on the intranet for ease of access.

- 8. The name of our Regional Health Authority primary contact, his/her phone number and email are known.**

The Superintendent and principals has a list of key contact information for the various Health Authorities where the schools are located.

## **9. Communication with Indigenous communities**

The Superintendent and principal of Queen of Angels School are in ongoing communication with Cowichan Tribes.

## **10. Health and Safety Communication and Training Orientation**

CISDV, Ministry of Health and Ministry of Education documents were distributed to all stakeholders via email.

- Principal and Vice-principal in-service August 24 & 25
- Emailed August 26 to all staff, followed by a School Staff In-service on September 8-9.
- Casual employees in-service first week of September
- Parents received protocols August 26.
- For staff, the most current version of the CISDV Health & Safety protocols are located on the intranet for ease of access.
- For parents, the most current version of the CISDV Health & Safety protocols are located on the CISDV website for ease of access.

All in-services are to cover information from our foundation documents:

- Ministry of Health Public Health Guidance for K-12 School Settings
- Ministry of Education Provincial COVID-19 Health Guidelines for K-12 Settings
- WorkSafeBC guidelines during COVID-19.

Each school has a WorkSafe committee to ensure the school employees know and understand all health & safety protocols. Any concerns are addressed at the local school level and if need are address at the district level.

Parents were provided with our foundation documents:

- Ministry of Health Public Health Guidance for K-12 School Settings
- Ministry of Education Provincial COVID-19 Health Guidelines for K-12 Settings
- WorkSafeBC guidelines during COVID-19 by email.

Parents are provided with a letter outlining safety check requirements that must be signed and returned to the school before students are admitted in September. This information outlines the necessity of daily screening of their child, what to do if children or family members exhibit even mild COVID-19 symptoms, and other safety protocols required by the Ministries of Health and Education.

Ongoing or updated information will be shared with staff and parents via normal communication channels.

Teachers oriented students in June on the health and safety protocols. They will provide updated orientation to students the first day(s) of school and as needed throughout the year.

## **11. Communicating with Media**

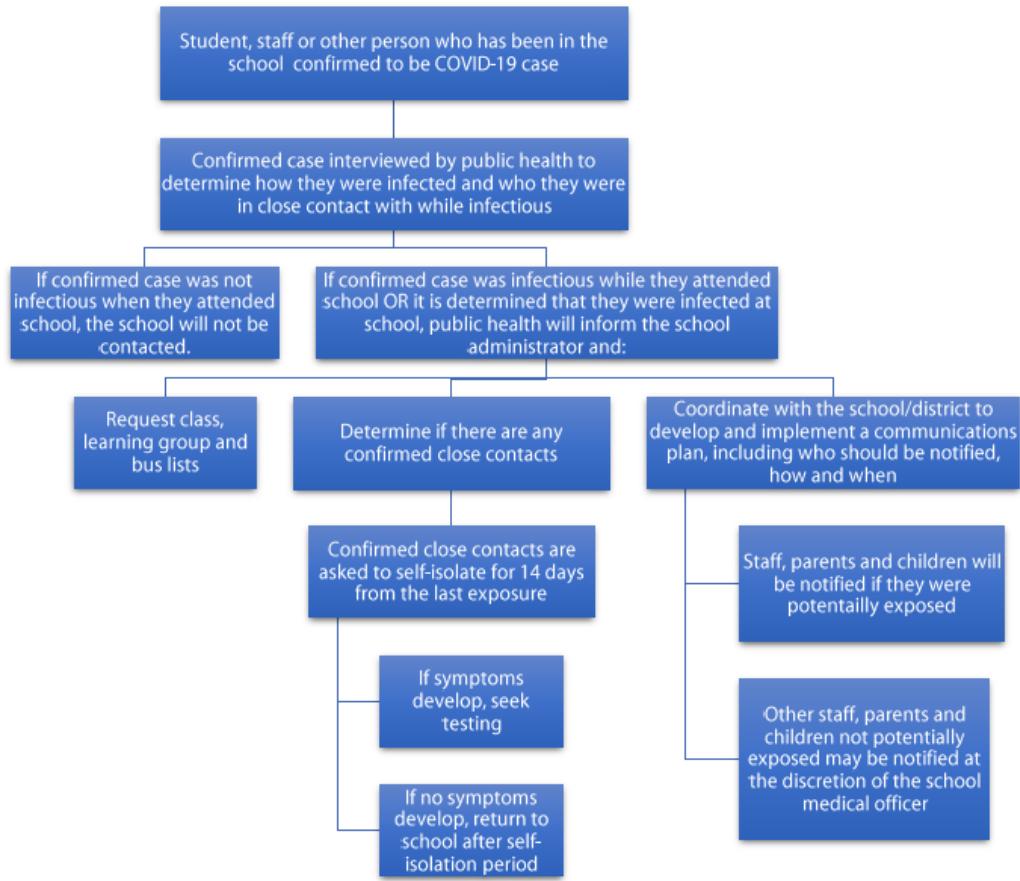
**Name of the main spokesperson for our school:** Beverly Pulyk, Superintendent

**Protocols for screening, directing, and responding to media inquiries:** School personnel have been directed in any situation where they receive media inquiries, to direct the media personnel to the Superintendent of Schools.

**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.** This communication will typically be made by the Superintendent or designate (principal in certain circumstances).

Figure A: Public Health Actions in Response to Confirmed Case of COVID-19 in a School



*Confirmed close contacts are determined based on the length of time of exposure and nature of the interaction. **Only public health can determine who is a close contact.***