



# NOTRE DAME SCHOOL

925-104<sup>th</sup> Ave. Dawson Creek, BC, V1G 2H8

Phone: 250-782-4923 Fax: 250-782-4388

[www.notredameschool.ca](http://www.notredameschool.ca)

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## COVID-19 Communication Plan / Policy

*The purpose of this document is to:*

- 1) *Outline Notre Dame's School's plan / policy for Communication with parents, staff and the larger community for the 2020-2021 school year amid the COVID-19 pandemic.*

*This document recognizes that:*

- 1) *It is vital to maintain consistent and reliable communication with all stakeholders throughout the COVID-19 pandemic.*

### 1. Communication with Parents / Guardians

- a. Notre Dame School uses the following platforms for communication with Parents/Guardians:
  - i. Website: [www.notredameschool.ca](http://www.notredameschool.ca)
  - ii. Monthly School Newsletters, emailed to families / stakeholders and posted on the website.
  - iii. Monthly Classroom Teacher Emails to families / stakeholders.
  - iv. FreshGrade and/or other technology platforms (used primarily by teachers for classroom correspondence.)
  - v. Notre Dame School is developing a social media platform using Facebook.
- b. All Ministry Updates will be shared via the website and Facebook on the day of release. These same updates will be shared on the first Wednesday email following the release.
- c. Letters from the Ministry of Education or Provincial Government addressed to parents/guardians will be shared on the website and social media, and will be emailed the same day.
- d. Appropriate and necessary signs will be posted on the front external doors.
- e. COVID-19 Health and Safety Protocols will be available on the website throughout the school year and shared with parents via email the week of August 24, 2020.
- f. All parent / guardian emails or phone calls will be responded to within 24 hours of a working day, even if this is an acknowledgement of receipt with a follow up forthcoming.
- g. Any unplanned and short notice school closures will be shared via the website, email, FreshGrade, social media and the local radio station.

### 2. Communication with Staff

- a. Notre Dame School uses the following methods for staff communication:
  - i. Weekly Staff Memo Google Docs Folder, which staff are expected to bookmark and check frequently for daily updates.
  - ii. A staff "WhatsApp" for school entry and exit.



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- iii. A staff "WhatsApp" group for quick, important messages.
  - iv. White Board in Staff Room.
  - v. Daily Morning Prayer Meetings, while practicing physical distancing.
  - vi. Monthly staff meetings, while practicing physical distancing and/or using virtual meetings.
  - vii. Monthly Primary and Intermediate cohort meetings, while physical distancing and/or using virtual meetings.
- b. Traditionally, Notre Dame staff meet in the staff room for morning prayer at 8:30 – 8:40 and to share announcements or discuss any pertinent information. During the pandemic and while physical distancing is required, staff will meet in the gym and stand 2 meters apart for an abbreviated staff morning prayer / meeting or virtually from 8:20 – 8:30.
  - c. If protocols change and if / when the Stages change, staff will be provided draft documents and an opportunity for input before they are finalized.

### 3. Responding to Media Inquiries:

- a. All media inquiries will be directed to the principal and/or superintendent for an approved response.

### 4. Communication with and/or from Regional Health Authority:

- a. Regular communication prior to school return was made and will continue with Notre Dame's regional health authority (Danielle Guglielmucci, Regional Director and Petrina Bryant Regional Nursing Lead, Healthy Schools and Youth).
- b. Notre Dame staff will not provide notification to staff or student families if a staff member or student becomes ill at school, unless directed to do so by public health.
- c. Notre Dame staff will direct all media requests regarding confirmed or suspected COVID-19 cases, potential exposure at the school or potential risk of transmission within the school setting to the regional health authority for a response.