

August 26th, 2020**COVID-19 Communication Plan / Policy**

The purpose of this document is to:

- 1) *Outline Sacred Heart 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.*

A) Communication with Parents / Guardians

- 1) Sacred Heart School uses the following platforms for communication with Parents/Guardians:
 - a) Website: <http://www.shspg.com/>
 - b) Monthly Newsletters, emailed to families / stakeholders and posted on the website.
 - c) G Suite for Education (used primarily by teachers for classroom correspondence.)
 - d) Sacred Heart School is developing a social media platform using Facebook and Instagram.
- 2) All Ministry Updates will be shared via the website and email on the day of release.
- 3) Letters from the Ministry of Education or Provincial Government addressed to parents/guardians will be shared on the website and will be emailed the same day.
- 4) Appropriate and necessary signs will be posted on the front external doors.
- 5) 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.
- 6) 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.
- 7) Any unplanned and short notice school closures will be shared via the website, email, Google Classrooms, social media and local radio stations.

B) Communication with Staff

- 1) Sacred Heart School uses the following methods for staff communication:
 - a) Staff Google Classroom, which staff are expected to bookmark and check frequently.
 - b) Weekly Memo distributed via Google Classroom on Sunday afternoons.
 - c) White Board in Staff Room.
 - d) Monthly staff meetings, while practicing physical distancing, or virtually online.
 - e) For quick communication, email / text message will be used to contact staff.
- 2) If protocols change if / when the Stages change, staff will reference the plan developed in September 2020 that references the expectations of staff in each stage of the restart plan developed by the Ministry of Education in August 2020, as well as given input to any necessary changes to this plan at the given time.