



Annunciation School

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COVID-19 Communication Plan / Policy

The purpose of this document is to:

- 1) *Outline Annunciation 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) Annunciation School uses the following platforms for communication with Parents/Guardians:
 - a) Website: <http://www.annunciationpr.ca/>
 - b) Weekly Newsletters, emailed to families / stakeholders and posted on the website.
 - c) Annunciation is developing a social media platform using Facebook.
- 2) All Ministry Updates will be shared via the website and social media platforms on the day of release. These same updates will be shared on our weekly email following the release.
- 3) 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.
- 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, social media and the local radio station.

A) Communication with Staff

- 1) Annunciation School uses the following methods for staff communication:
 - a) Staff weekly email (Week at a Glance), which staff are expected to bookmark and check frequently.
 - b) Morning announcements at prayer
 - c) White Board in Staff Room.
 - d) Monthly staff meetings, while practicing physical distancing.
- 2) Traditionally, Annunciation staff meet in the staff room from 8:30 - 8:40 for morning prayer and to share announcements or discuss any pertinent information. During the pandemic and while physical distancing is required, staff will meet in the hallway on the main floor and will stand 2 meters apart for an abbreviated staff morning prayer / meeting.
- 3) If protocols change if / when the Stages change, staff will be provided draft documents and an opportunity for input before they are finalized.