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## **Contingency Plan and Policy for Possible School Closures during Covid-19 Pandemic**

Purpose - The purpose of this contingency plan is to ensure the safety and health of students and staff of WWS by managing the risk of COVID-19, minimising disruption, and ensuring our students benefit from high-quality in-person education.

WWS identifies two different types of school closures:

1. Health closure of a school, which is determined by the local health authority due to the COVID19 case count in, or related to, a school.
2. Functional closure of a school, which is determined by WWS leadership, due to a lack of staff to provide the required level of teaching, supervision, support, and/or custodial services to ensure the health and safety of students. This would likely be due to a high absenteeism of all staff or certain employees required for a school to function and the inability to replace those absences.

At the onset of the pandemic, we increased the numbers of Teachers Assistants who qualify as substitutes, to help decrease the possibility that faculty absence disrupts learning. Despite this preparation, we anticipate that the transmissibility of Omicron may leave us in a position where we do not have adequate staffing for a brief period of time.

In the event of faculty absences, all efforts will be made to have substitutes who are familiar with the class to provide lead instruction, but this may not always be possible. Should WWS be required to instate a functional closure, the following steps will be taken:

### **Anticipated functional closure of 1-5 days (a single class or the entire school).**

- A. "Inception day" — administrators determine staffing levels fall below what is required to offer regularly scheduled instruction
- B. Day 1 - designated preparation day for teachers to upload asynchronous learning materials onto Planbook. Day 1 is not considered a "day of instruction".
- C. Day 2+ - students will access asynchronous learning materials using Planbook and are accountable for their completion. Curricular content will focus on main lesson, math, and English Language Arts. Students will submit completed work upon their return.

### **Anticipated functional closure of 5+ days: Online Curricular Model**

- A. K – Gr 5: Asynchronous instructional delivery takes place using Planbook, with a focus on Main Lesson, Math and English Language Arts. Teaching staff or substitutes may be available during their regular office hours for student support, as posted in Planbook.
- B. Grades 6 +: Asynchronous instructional delivery takes place using online platforms such as Planbook, with a focus on Main Lesson, Math and English Language Arts
- C. Grades 6 +: If qualified teaching staff is available, every effort will be made to offer some daily synchronous instructional delivery using online platforms Teams/Zoom for Main Lesson, Math and English Language Arts
  - a. Students log on virtually at a given time to participate in the lesson in live time



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- b. Students' complete follow-up work and submit assignments electronically
- c. Teacher monitors student work through the platform

### Onsite Care

Children of health care workers or children with exceptional needs will be offered onsite non-instructional care during any functional closure.

### Decision Making

Role	Responsibility
Head of School and Director of Education	Make decisions regarding any functional closures due to staffing shortages by 5:00 the day before the anticipated closure
Director of Education	Communicate closures to faculty & staff
Director of Advancement	Communicate closures to affected parents
Head of School and Director of Business & Finance	Make decisions regarding any functional closures due to custodial or facility related safety concerns
Vancouver Coastal Health	Make final determination regarding closure related to covid-19 case count

In the case of a closure due to a lack of teaching staff to provide the required level of teaching, supervision, or student support needed, the Director of Education and the Head of School will make emergency management decisions by 5:00pm of inception day, for closure or not.

In the case of custodial or facility related safety concerns, the Director of Business Finance and the Head of School will make emergency management decisions for closure or not.

### Communication

The decision to implement a functional closure will be made and communicated to staff, students, parents/carers with as much notice as possible, ideally a minimum of 15 hours in advance (6:00 pm the evening before the closure) and will be communicated by email (Bigsis). In the unforeseen event that staff absenteeism is communicated in the morning, families will be notified by phone prior to 7:30 am.

If a health closure is mandated by the Ministry of Health communication will be sent by Director of Advancement via Mail Chimp as per our regular Covid Procedures and Information Updates.