

This contingency plan is for WWS Early Years Programs and explains the principles of managing a local outbreak of COVID-19 in regard to:

- a. the types of closures that the Early Years Programs is prepared to implement
- b. who and how decisions should be decided

**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 the maximum number of students benefit from regularly scheduled high-quality and in-person early childhood education.

To achieve the above purpose WWS has the following objectives:

- a. manage and break the chains of transmissions (health closure)
- b. balance temporary measures with delivering high quality in-person care
- c. temporary measures should be: (1) limited to the minimum number of individuals possible (2) imposed for the shortest time possible (3) regularly reviewed (4) lifted as soon as reasonably possible
- d. maintain regular communications with: (1) all members of the school community in as timely manner as possible

#### Roles and Responsibilities

Role	Responsibility
Licensing Manager	Communicate program changes (closures) to parents/guardians
Faculty Chair	Communicate program changes (closures) to staff
Head of School / Principal	In consultation with the Licensing Manager/Faculty Chair, Head of School or Principal will make decisions regarding any functional closures
Vancouver Coastal Health	Make final determination regarding closure related to covid-19 case count

Program Changes will be communicated as follows:

Faculty Chair	Staff e-mail/via phone (as per below)
Licensing Manager	Parent/guardian email/phone (as per below)

Every effort will be made to continue providing care for all students on site. However, we recognise that care may be interrupted during the pandemic due to either of the following scenarios:

- a. An outbreak leads to public health advice that our programs should be closed to one or more groups of students or physical sites

- b. Staffing levels (1:8 ratio) fall below those needed to operate the safely as per the Ministry of Family and Child Development
- c. Every effort will be made to secure supply cover for staff who are absent either due to sickness or due to self-isolation requirements. However, given the risk of an outbreak, it is necessary to make contingency plans for scenarios where staffing levels are insufficient to operate safely at the 1:8 ratio
- d. In the event that one or more groups of students are required to temporarily close, the decision will be taken and communicated to staff, students, parents/carers with as much notice as possible, ideally a minimum of 14 hours in advance (6:30 pm the evening before the closure) but by no later than 8 p.m. of any program day and will be communicated by email. In the unforeseen event that staff absenteeism is communicated in the morning, families will be notified by phone prior to 7:30 a.m

Staffing Levels: We anticipate being able to operate our Early Years programs at full schedule with 1 ECE and up to 2 ECAs absent, subject to sufficient capacity within specific roles.

In the absence of a licensee, the following order of succession will be used.

Employee	Period of Absence	Replacement
ECE trained faculty	< 30 days	educator or assistant
ECA trained faculty	< 30 days	educator, assistant or responsible adult
responsible adult	any period	educator, assistant or responsible adult
manager	< 30 days	a person qualified to be a manager under this regulation

In the event that staffing shortages require temporary closures, the following measures will be taken to ensure program continuity for as many children as possible:

Partial closure: If staffing is adequate (at least 1 ECE or ECA) to provide care for up to eight children, children of essential workers and those with unique needs will be prioritized.

Full closure: If staffing levels fall below what is required to offer care for up to eight children (no available ECE or ECA), the program will be closed until we have adequate staffing ratios.

### **Refunds for closures due to COVID-19**

From September 1, 2020, there have been no refunds available if a child has to self-isolate because of COVID-19 or respiratory illness symptoms. Tuition will be payable as for a normal day of illness. As long as tuition is paid, a space will be held for your child.

If there is a confirmed case of COVID-19 in the centre and a site-wide closure is mandated by Public Health, or if the province mandates a site-wide closure for any reason, the remainder of the month during

the period of closure is payable and non-refundable; this is to ensure we are able to pay our staff and overhead expenses for the remainder of that month. Fees for days closed will be credited to the following month or the following school year, based on the family's payment schedule in the event of a functional (staff shortage) closure.

Financial credits will be provided for functional closures in our childcare programs due to the fact that, unlike in our K-12 programs, an alternative to in-person care cannot be provided. In case of K-12 closure, teachers remain responsible for delivering and assessing curriculum.