



SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

SD73 CONTINUITY OF LEARNING PLAN

January 6, 2022

CONTINUITY OF LEARNING PLAN

Purpose

Continuity of Learning is important to every student's wellbeing (socially, emotionally, academically, and physically). This plan is designed to ensure continuity of learning meets the needs of all students during this pandemic. Throughout the pandemic, we have also relied upon [K-12 Education Recovery Plan 2021-2022](#) which reinforces the importance of :

- fully re-engaging students through high quality in-class instruction and innovative approaches to learning;
- aligning health and safety procedures with public health guidance to support student and staff wellness, with a focus on mental health.
- focusing supports to address unique student and staff needs, recognizing the pandemic has impacted individuals and communities differently.
- consulting and working with First Nations, Métis and Inuit peoples to address the unique educational and learning needs of their communities.
- engaging and collaborating with parents/caregivers, staff, unions, and community partners to develop local solutions.

As we collaborate and make decisions related to continuity of planning, the following guiding principles apply:

- Ensure a healthy and safe environment for all students, families and employees.
- Provide the services to support children of our essential workers.
- Support vulnerable learners who may need special assistance.
- Provide continuity of learning opportunities for all students.

Scenarios of Learning

As we live the ever-changing nature of this pandemic, we have planned for continuity of learning by considering most to least likely scenarios anticipated in the short and long term:

- Scenario One: Face-to-Face Programming with Enhanced Safety Measures
- Scenario Two: Hybrid Learning (Face-to-face and online materials and programming)
- Scenario Three: Partial or Full Functional Closure of School
- Scenario Four: Online Learning

Scenario One: Face-to-Face Programming with Enhanced Safety Measures

Students are expected to return to school on January 10, 2022 as per the Provincial Health Order ([link](#)). The following guidelines will apply to ensure continuity of learning:

- Staff and students will follow all health and safety guidelines in the [District Communicable Disease Prevention Plan](#) and school communicable disease prevention plans, which are posted on each school website.
- Staff will engage students in regular programming and instruction that is respectful of the health and safety guidelines of the Provincial Health Officer, regional health officers, and Ministries of Health and Education.
- Consult with the Aboriginal Education Council to review continuity of learning plan and ensure appropriate supports are in place for Aboriginal learners based on our Local Education Agreements.
- If there is a need to shift away from face-to-face programming with enhanced safety measures, District staff will assess, with school principals, whether to move to scenarios 2-4.

Scenario Two: Hybrid Learning (Face-to-face and online materials and programming)

In the event that there is unusual absenteeism in one or more classes, the following guidelines will apply to ensure continuity of learning:

- Staff will share materials (e.g., Google classrooms) to support students during multiple day absences.
- Staff will connect with students/families to share the plan to support students who are away.
- Staff will monitor student progress by reaching out to families to check to see how the students are progressing.
- Elementary staff will create opportunities/activities to connect students to their classroom in real time (e.g., Zoom, phone calls).
- Secondary staff will create opportunities/activities to connect students to their classroom in real time during the regular block rotation (e.g., Zoom).
- Principals will work with staff to ensure there are no scheduling conflicts so that students can access teachers.
- Principals will work with staff to assess technology needs of students, and staff will communicate with parents about how to support these needs.
- Principals will work with staff to support learners with exceptional needs (disabilities, diverse abilities, social, academic, emotional needs):
 - communicate with parents and the teachers attached to immuno-compromised students to develop a short-term plan
 - consider home-hospital program support for longer term situations (up to 6 weeks)
 - consider how best to schedule Certified Educational Assistants and Aboriginal Education Workers to support students
 - consider how best to schedule additional district staff and community agencies to provide service.
- Staff will plan for meal programs and services:
 - Schools will identify students on meal programs and the Starfish backpack program.
 - Schools will deliver these meals, when possible, and connect with Assistant Superintendent Mochikas to help with those meals that cannot be delivered.
- Staff will monitor how students are connecting and learning and provide necessary support.
- Staff will communicate with Local First Nations and Métis Nation partners and ensure program continuity for Aboriginal students.
- Consult with the Aboriginal Education Council to review continuity of learning plan and ensure appropriate supports are in place for Aboriginal learners based on our Local Education Agreements.

Scenario Three: Partial or Full Functional Closure of School

In the event that there is not enough staff to supervise and instruct students in one or more classes, or a whole school, the following guidelines will apply to ensure continuity of learning:

- School principals will work with Assistant and Associate Superintendents who will liaise with the Superintendent to determine whether there is a need for a partial closure of a school (i.e., one or more classes are sent home) or full closure of a school (i.e., all classes are sent home).

- The Superintendent will work with the regional health authority (Medical Health Officers) and the Ministry of Education to determine the length of the closure and communicate with affected families.
- School principals will work with district staff to develop a plan for how long staff require to prepare to teach online and communicate with families the plan for continuity of programming.
- Once the class or school is at home, online learning will be put in place and follow Scenario four guidelines.
- Principals will work with staff to support learners with exceptional needs (disabilities, diverse abilities, social, academic, emotional needs):
 - communicate with parents and the teachers attached to immuno-compromised students to develop a short-term plan.
 - consider how best to schedule Certified Educational Assistants and Aboriginal Education Workers to support students.
 - consider how best to schedule additional district staff and community agencies to provide service.
- Principals will work with staff to assess technology needs of students, and staff will communicate with parents about how to support these needs.
- Consult with the Aboriginal Education Council to review continuity of learning plan and ensure appropriate supports are in place for Aboriginal learners based on our Local Education Agreements.

Scenario Four: Online Learning

In the event that the Provincial Health Officer or Minister of Education mandates K-12 schools to be online, the following guidelines will apply to ensure continuity of learning:

- Staff will use multiple platforms that best meet the needs of learners.
- Teachers will prepare lessons regardless of platform and follow schedules that are communicated to families.
- The Superintendent will work with Ministry guidelines and district and school leaders to determine hours of instruction.
- Secondary teachers will continue with the usual block rotation schedule:
 - focus on core learning standards
- Elementary teachers will continue with morning and afternoon zoom sessions:
 - focus on literacy, numeracy and core competencies
- Principals will maintain communication with families and be responsive to feedback (e.g., some families may not be able to adhere to the schedule).
- Certified Educational Assistants and Aboriginal Education Workers will continue to support students and additional district staff and community agencies will continue to provide service.
- TRU sampler programs would not continue.
- Principals will work with staff to assess technology needs of students, and staff will communicate with parents about how to support these needs.
- Consult with the Aboriginal Education Council to review continuity of learning plan and ensure appropriate supports are in place for Aboriginal learners.

**WORK
SAFE.
LIVE
SAFE.
BE
SAFE.**

SD73 CONTINUITY OF OPERATIONS PLAN

January 6, 2022



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

CONTINUITY OF OPERATIONS PLAN

Purpose

The purpose of School District No. 73 (Kamloops-Thompson)'s Continuity of Operations Plan is to provide an outline addressing potential emergencies from the District's operational lense. The Continuity of Operations plan may be activated should critical or emergency situations occur. The largest risk identified in January 2022, is the potential for staffing shortages across all classifications during the continuation of the Global Pandemic, specifically COVID-19, the Delta variant and more recently the Omicron variant.

The Associate Superintendent of Human Resources, the Operations Directors, the Secretary-Treasurer, in consultation with the Superintendent, Assistant Superintendents, and the Directors of Instruction have identified key areas needing to be addressed should staffing shortages occur. Additionally, due to the global situation, supply chain impacts are not yet known; however, they will be monitored closely.

This document was prepared with the following Guiding Principles in mind:

- Plan for short and long-term scenarios.
- Ensure continuity of key business functions (i.e. human resources, transportation, custodial, facility maintenance, payroll, finance and information technology),
- Ensure the District provides support for students with exceptional needs (disabilities, diverse abilities, social, academic, emotional),
- Safety of/support for staff - mentally, emotionally and physically
- Ensure timely and consistent communication to our staff and between departments
- Continuous recruitment of qualified individuals for classifications most needed

Senior staff have discussed and reviewed several scenarios and possible resolutions/options by Department, should the District be faced with staffing shortages.

Human Resources:

Scenario 1: Employee responsible for Dispatching TTOCs and relief staff is sick.

Resolution: If the employee responsible is well enough to work, allow them to work from home. If the employee responsible is not well enough to work, re-deploy other cross-trained staff from within/other departments to take on for a short period of time.

Scenario 2: Employee responsible for teacher staffing or the employee responsible for teacher benefits is sick.

Resolution: If the employee responsible is well enough to work, allow them to work from home. If the employee responsible is not well enough to work, re-deploy other cross trained staff from within/other departments to take on for a short period of time.

Scenario 3: The employee responsible for support staff staffing and benefits is sick.

Resolution: If the employee responsible is well enough to work, allow them to work from home. If the employee responsible is not well enough to work, re-deploy other cross trained staff from within/other departments to take on for a short period of time.

District-Based Excluded/Exempt Staff Shortages:

Scenario 1: The District's excluded/exempt staff are sick.

Resolution: If the employee responsible is well enough to work, allow them to work from home. If the employee responsible is not well enough to work, then in discussion with their direct supervisor and the Secretary-Treasurer the following options will be considered:

1. If the absence is known to be short term, determine if the department will be able to operate without a replacement.
2. If employees' work needs an immediate decision go to their direct supervisor or the Secretary-Treasurer.

3. Prioritize and adjust staff workloads when possible.

School-Based Staff Shortages:

Scenario 1: The school's principal/vice principal is sick.

Resolution: The respective Assistant Superintendent and the Associate Superintendent of Human Resources will work together to consider one of the following options:

1. If the absence is known to be short term will the school's Vice Principal/Teacher In Charge be able to operate the school without a replacement.
2. If the school site needs a replacement, an existing Vice Principal from an alternate location may be re-deployed to provide administrative coverage.
3. If an existing Vice Principal is not available to provide administrative coverage, a PVP Pool Candidate or District Principal may be placed on a temporary basis.

Scenario 2: Classroom Teacher is sick.

Resolution/Options

1. Human Resources dispatches Teacher Teaching on Call (TTOC) as per normal practice
2. If not enough TTOCs are available, School Principal to reassign teachers scheduled for prep time and or non-enrolling Teachers to cover classrooms as necessary
3. Teachers scheduled for professional development may be requested to return to school
4. If necessary, School Principal or Vice Principal to provide classroom coverage
5. If adequate Teachers are not available, the School Principal will consult with the Superintendent/Assistant Superintendents and refer to Scenario Three in the Continuity of Learning Plan.

Scenario 3: Aboriginal Education Workers ("AEW's") and Certified Education Assistants ("CEA's") are unable to be replaced with relief staff when reporting absences.

Resolution: School Principals to work with Assistant Superintendents to consider the following options:

1. If absence is known to be short term, determine if the school site is able to operate without AEW/CEA coverage.
2. Prioritize students needing specialized care, by re-deploying other AEW/CEA's within the school to provide students with support.
3. If necessary, use Teachers Teaching on Call to provide school wide support.
4. If ongoing staffing levels require AEW/CEA's from other schools and District locations may be re-deployed to alternate school locations on an temporary and as needed basis.

Scenario 4: Relief custodian staff are unable to provide adequate replacement staffing for absent employees.

Resolution/Options: Managers/School Principals will work with the Manager of Operations, to consider the following options to determine the needs of the District to ensure health and safety guidelines are met:

1. Schedule the detail team to provide coverage at locations with no custodial staffing.
2. As needed, have replacement employees split shifts between two locations to ensure health and safety guidelines are being met.
3. Ask custodial staff to re-deploy to other school sites.
4. If available, field trip and sports run bus drivers could be made available for contact cleaning at schools.
5. If custodial coverage is not available to engage in daily cleaning, please notify your direct supervisor.

Scenario 5: Relief clerical staff are unable to provide adequate replacement staffing for absent employees.

Resolution/Options: School Principals in conjunction with the Assistant Superintendents and Human Resources Department, will work together to ensure the needs of school, staff and students are being met using one of the following options:

1. If absence is known to be short term, determine if the school site is able to operate without clerical

coverage.

2. If absence is longer term, re-deploy other clerical staff from larger schools or other departments to meet the school's needs.
3. In critical staffing situations contact the MyEDBC team for support with entering attendance.
4. Cross support staff classification coverage - employees need to agree.

Scenario 6: Early Childhood Education staff are unable to adequately staff the JustB4 and Seamless Day pilot programs.

Resolution/Options:

1. Human Resources to dispatch available relief Early Childhood Education staff to cover
2. If ECEs are not available, program is closed for the day; Principal, staff and parents to be notified as soon as possible

Transportation:

Scenario 1: Employee responsible for dispatching Bus Driver relief staff is sick.

Resolution: If an employee is well enough to work, allow them to work from home. If the employee is not well enough to work, re-deploy cross-trained staff to take on responsibility for a short period of time.

Scenario 2: If casual bus drivers in Kamloops are unable to provide adequate replacement staffing for absent employees.

Resolution/Options: The Director of Transportation will consider the following options to meet the District's obligations to its students:

1. If there are no field trips and sport trips, those drivers will be dispatched to cover bus routes. Check health and safety plans to determine whether field trips are going to be permitted.
2. Bus garage staff who are licensed to drive school buses may be requested to cover bus routes.
3. Ask existing bus drivers to complete multiple school bus routes. This may cause students to be picked up from their bus stop and dropped off at their school locations later than normal.
4. If a bus run is unable to be provided, School Principals, Assistant Superintendents, and parents will be contacted to advise there will be no bus service that day (morning, afternoon or both).

Scenario 3: If casual bus drivers in rural areas are unable to provide adequate replacement staffing for absent employees.

Resolution/Options: The Director of Transportation will consider the following options to meet the District's obligations to its students:

1. If there are no field trips and sport trips, those drivers will be dispatched to cover bus routes. Check health and safety plans to determine whether field trips are going to be permitted.
2. Bus garage staff who are licensed to drive school buses may be requested to cover bus routes.
3. Ask existing bus drivers to complete multiple school bus routes. This may cause students to be picked up from their bus stop and dropped off at their school locations later than normal.
4. If a bus run is unable to be provided, parents will be contacted to let them know there will be no bus service that day.

Scenario 4: If Mechanics in the Transportation Department are sick.

Resolution: The Director of Transportation in discussion with the Secretary-Treasurer will consider the following options:

1. Allow for overtime for available employees as required.
2. As necessary, utilize the District's spare buses to provide transportation services to students.

Transportation - Other Considerations:

- Student Masks: The importance of wearing a mask will continue to be iterated to students. Bus supervisors and drivers will have boxes of masks available to offer to those students who are not wearing a mask prior to getting on the school bus.

- Bus cleanliness: Continues as normal and when possible will be enhanced to reflect past practices at the beginning of the last school year.
- City bus routes:
 - City bus “school specials” are not running the week of January 3, 2022 but will resume on January 10, 2022
 - The City of Kamloops will prioritize school specials and any interruption in service will be communicated directly to the Director of Transportation and posted to the City’s website.
- Fuel Shortage:
 - Providers of diesel fuel to the District are not expecting interruptions in supply at this time. School District No. 73 fuel is provided by SunCorp who has indicated that any interruption in service will be communicated directly to the Director of Transportation.
- Field trips/Sports trips:
 - under review sports drivers could be repurposed if sports/field trips are paused.

Maintenance:

Scenario 1: If qualified tradespeople in the Facilities Department are sick.

Resolution: The Director of Facilities in discussion with the Secretary-Treasurer will consider the following options:

1. If possible, allow employees who are able to work from home.
2. Allow for overtime for available employees as required.
3. Prioritize the District’s work orders to ensure safety of District schools and facilities.
4. In critical situations, utilize qualified contractors to provide emergency services.

Payroll:

Scenario 1: If a Payroll Clerk in the Finance Department are sick.

Resolution: If the employee responsible is well enough to work, allow them to work from home. If employee responsible is not well enough to work the Director of Finance in discussion with the Secretary-Treasurer will consider the following options:

1. If absence is known to be short term, determine if the Department is able to continue without coverage.
2. Re-deploy other cross trained staff from within the department to take on for a short period of time.
3. Allowing overtime for available employees as required.

Finance:

Scenario 1: If the District’s Accounting Clerks in the Finance Department are sick.

Resolution: If the employee responsible is well enough to work, allow them to work from home. If employee responsible is not well enough to work the Director of Finance in discussion with the Secretary-Treasurer will consider the following options:

1. If absence is known to be short term, determine if the Department is able to continue without coverage.
2. Re-deploy other cross trained staff from within the department to take on for a short period of time.
3. Prioritize and adjust staff workloads when possible.
4. Allowing overtime for available employees as required.

Supply Chain - Other Considerations

- Custodial, maintenance, information technology and other supplies necessary for District and School operations will be continuously monitored and vendors reviewed by the Purchasing Manager to ensure that the supply of goods and services remains uninterrupted.

Information Technology:

Scenario 1: If the District's Technicians in the Information Technology Department are sick.

Resolution: If the employee responsible is well enough to work, allow them to work from home. If employee responsible is not well enough to work the Director of Information Technology in discussion with the Secretary-Treasurer will consider the following options:

1. If absence is known to be short term, determine if the Department is able to continue without coverage.
2. Re-deploy other cross trained staff from within the department to take on for a short period of time.
3. Prioritize and adjust staff workloads when possible.
4. Allowing overtime for available employees as required.

Information Technology - Other Considerations:

- Working with the Assistant Superintendents, School Principal and Director of Information Technology will ensure that the District's infrastructure, hardware and software can support the District's Continuity of Learning Plan.