

Genesis ELEMENTARY SCHOOL

2450 Rue Rosemere

Laval, Québec

H7E 2J8

2020-2021

EMERGENCY PROTOCOL



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

T 450-621-5600 | 1 866-621-5600 F 450-621-7929
235, montée Lesage, Rosemère (Québec) J7A 4Y6

swlauriersb.qc.ca   



TABLE OF CONTENTS

School Administration	page 3
Communication	page 4
Educational Technology Resources	page 5
Distance Learning Time Allocation according to MEES Distance Scheduling for Genesis	page 6
Distance Learning Plan	page 7
Support for Students with Special Needs	page 9
Support with Regards to Mental Health and Well-Being	page 10
Emergency Childcare Services	page 11
Annex	page 12

2020-2021 EMERGENCY PROTOCOL

In response to the possibility of a second wave of COVID-19 that would require the closure of our school, this Emergency Protocol is our contingency plan which outlines all the key actions to be implemented and elements to be considered to ensure continuity of learning for all students.

This plan is intended to provide all stakeholders with a list of elements that we will consider in order to be able to react quickly to change that may result from a new state of emergency. It allows for the planning of additional actions beyond the measures already implemented in accordance with guidelines from the public health authorities.

Please note that in some cases, a listed element may apply to only one level of education, or you may find that additional elements are necessary based on the reality of the particular situation. However, this Emergency Protocol covers the main dimensions and responds to its specific needs.

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
School Administration	<p><u>Prevention and Preparation Measures:</u> Genesis Covid-19 Safety Protocol and Emergency Protocol has been developed and will be updated continuously to outline health and safety directives and emergency protocol measures specific to Genesis</p> <p><u>Contact Tracing Operations</u> Daily Digital tracking of all staff, student and visitors who enter the building.</p> <ul style="list-style-type: none"> ➤ Students: GPI ➤ Staff and Visitors: Digital Form <p><u>School Supplies and Personal Belongings Retrieval Procedure</u> Bags will be used to collect the child's belongings in the event of a prolonged closure.</p> <p><u>School Governance</u> Governing Board, Teacher Council and the School Level Special Needs Committee (SLSNC) will resume via Zoom.</p>	<p><u>Prevention and Preparation Measures:</u> Genesis Covid-19 Safety Protocol and Emergency Protocol will be distributed to our school community:</p> <ul style="list-style-type: none"> • School Webpage • Sent to parents via email • Sent to all staff via email • Distributed paper copy to staff <p><u>Contact Tracing Operations</u> Shareable digital data log generated and shared with school board</p> <p><u>School Supplies and Personal Belongings Retrieval Procedure</u></p> <ul style="list-style-type: none"> ➤ Individual pick-up schedule sent to staff first to arrange a contactless retrieval of their personal belongings ➤ Support staff will collect children's belongings and place them into their labelled bags. Bags will be laid out in the gym alphabetically, by class ➤ Individual pick-up schedule sent to parents to arrange a contactless pick-up of their child's belongings ➤ Support staff will be present for distribution. ➤ Covid-19 safety protocol to be diligently respected at all times

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
Communication	<p><u>Genesis Crisis Unit</u></p> <p>Principal: Lynn Neveu Transportation: Andrew Robinson Human Resources: Stephanie Krenn Material Resources: Michel Dufour IT: Robin Bennett</p> <p><u>Preparation of Emergency Contact Lists</u></p> <p>Administrators:</p> <ul style="list-style-type: none"> ➤ Emergency School Board contact information ➤ Internal phone numbers and emails <p>School Staff:</p> <ul style="list-style-type: none"> ➤ Internal phone numbers and emails <p><u>Regional Public Health Authority</u></p> <ul style="list-style-type: none"> ➤ Point of contact at SWLSB: Lynda Da Silveira ➤ Process for communication: refer to school board procedures 	<p><u>Communication Plan for Crisis Situation</u></p> <p>Emergency school staff telephone chain</p> <p>Centralized Communication by Administration:</p> <ul style="list-style-type: none"> ➤ Emergency information: school messenger for parent and staff communication ➤ School webpage – Covid-19 tab ➤ Mozaik Portal: parent communication <p>Continuous point of contact</p> <ul style="list-style-type: none"> ➤ School Board FAQ available on the SWLSB website. It is available 24/7 and is regularly updated https://www.swlauriersb.qc.ca/?page=parentinfo/covid19-faq ➤ School Administration (secretary, principal, daycare technician) <p><u>Regular Communication during Distance Learning</u></p> <p>Goal: to provide timely, consistent and organized communication with all stakeholders</p> <p>Communication issued by School Board:</p> <ul style="list-style-type: none"> ➤ Email, SWLSB webpage, Facebook <p>Communication issued by Administration</p> <ul style="list-style-type: none"> ➤ Parents: Email, SMS ➤ Staff: Email, Office 365, SMS ➤ School Community: Facebook, School webpage <p>Communication issued by Teachers</p> <ul style="list-style-type: none"> ➤ Students and Parents: ALL information is sent by email. Then digital platform of choice (TEAMS, Google Classroom, etc.)

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
<p>Educational and Technology Resources</p>	<p>Ensure all staff members are equipped with a laptop in good working order with a camera and microphone.</p> <p>Ensure all staff members have access to and can log in to their swlsb.ca and swlauriersb.qc.ca account.</p> <p>Ensure that staff members have access to their instructional material from home, digitally (OneDrive, USB)</p> <p>Ensure all students have access to internet and a home device</p> <ul style="list-style-type: none"> ➤ Utilize data collected by the School Board to determine and service student needs for access to technology for distance learning <p>During the first two weeks of school, teachers will:</p> <ul style="list-style-type: none"> ➤ Ensure all students can access their swlsb.ca and swlauriersb.qc.ca accounts ➤ Ensuring all students and parents are familiar with Zoom (all grades) – during progressive entry and in days/weeks following ➤ Ensure students are familiar with their teacher’s chosen digital platform - during first days/weeks. Information provided in Welcome Back Letter and during Curriiculum Evening. ➤ Ensure students in grades 4 to 6 understand how to navigate the chosen digital platform <ul style="list-style-type: none"> • Student Guide to Google Classroom https://docs.google.com/document/d/1WoHz8oixBVhd-1RgQJ44CpzGC7Ls9w0sdMaGksBZgwq/edit?usp=sharing <p>Creation of guidelines for virtual meeting etiquette (coming from Head Office)</p>	<p>Deployment of necessary technology to students and staff.</p> <p>Pedagogical Services will provide resources through PSD website to promote online safety</p> <ul style="list-style-type: none"> ➤ Digital Citizenship and etiquette will be reinforced

		Weekly hours of teaching or learning and preparation activities	Weekly hours of independent work provided by the teacher for each student	Weekly or daily hours of teacher availability to respond to students' needs
Distance Learning	Preschool (4-year-old and 5-year-old Kindergarten)	11.5 hours of group learning and preparation activities	2 hours	2.3 hours per day
	Elementary Cycle One (Grades 1 and 2)	10.5 hours of teaching	3 hours	2.5 hours per day
	Elementary Cycle Two (Grades 3 and 4)	13 hours of teaching	5 hours	2 hours per day
	Elementary Cycle Three (Grades 5 and 6)	13 hours of teaching	7.5 hours	2 hours per day
	Secondary Cycle One (Secondary I, II and III)	15 hours of teaching	7.5 hours	5 hours per week
	Secondary Cycle Two (Secondary IV and V)	15 hours of teaching	7.5 hours	5 hours per week

Distance Scheduling

In the event of a school or class closure, online class attendance is mandatory for all the students and assigned work must be completed and submitted on time as it will be evaluated for the term report card.

Teachers will provide an online schedule to their parents through their Website, Google Site or Google Classroom should teaching transition to distance learning.

The schedules will run similarly to the class schedule with teachers from Kindergarten to Grade 2 teaching the first half hour of the period. Teachers from grades 3-6 will be teaching the second half hour of the period. Non-teaching blocks of the day will be reserved for smaller group work Kindergarten levels. Non-teaching blocks of the day will be reserved for independent work completion with opportunities to meet with various teachers during their office hours for targeted support. Resource support will continue with at-risk students in small group sessions. Resource teachers will also be providing a schedule to their students.

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
Distance Learning Plan	<p><u>Continuity of Learning</u></p> <p>All students are assigned a Homeroom teacher at the beginning of the school year.</p> <p><u>Digital Competency Development</u></p> <p>Staff Training: differentiated tutorials available for all teaching staff for various platforms being used including board training sessions for Zoom and Google Classroom.</p> <ul style="list-style-type: none"> ➤ SWLSB Ed Tech Team Tutorials https://edtech.swlsb.ca/vl ➤ Ed Tech Team Canada https://www.edtechteam.com/canada/ ➤ Community of Lead Practitioners (CLPs): offering bi-weekly services for areas of vulnerability identified by the teachers <p>Parent training sessions for Zoom and Google Classroom will be made available</p> <ul style="list-style-type: none"> ➤ Parent Guide to Google Classroom https://docs.google.com/document/d/16V36b218EuFWYCLKVBgPshKk2Nu8JFNm7A5PdafOKnY/edit?usp=sharing <p><u>Accountability Procedures</u></p> <p>Ensuring equitable division of tasks among staff.</p> <p>Creation of a regular schedule to be followed.</p>	<p><u>Content and Instruction</u></p> <p>Teachers will determine competencies (essential learning) will be offered through distance learning within each grade level during the Pedagogical Day in September.</p> <p>Immediate virtual ZOOM staff meeting will occur to inform all staff members</p> <p>Teaching will continue if our school is to close. The distance learning services required based on students' grade level, see table above.</p> <p>Contrary to last spring, students will continue to learn new content, rather than simply consolidate prior learning as they did in the spring. Attendance will be mandatory.</p> <p><u>Distance Learning Platforms</u></p> <p>Zoom: Synchronous/Asynchronous teaching, learning and wellness check-ins</p> <p>Email and Google Classroom for the distribution of online material and assessments</p> <p>Loom videos</p> <p><u>Remote Evaluation Practices</u></p> <p>Formative assessment of student learning via teacher observations.</p> <p>Summative assessments through the electronic submission of student work, teacher will render summative assessment.</p> <p>Using various digital platforms for submission of material (pictures or scans of student artwork/math activities, google doc submissions, word doc submissions, etc.).</p>

		<p>Differentiated tutorials created and available for all. Teaching students for various platforms being used.</p> <p>Teachers will consider students' IEPs for evaluation purposes.</p> <p>Evaluation of Learning ponderation respected.</p>
--	--	---

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
<p>Support for Students with Special Needs</p>	<p>Maintain a list of students requiring complimentary services.</p> <p>Ensure IEPs are reviewed and up to date.</p>	<p><u>Diverse Learners Support</u></p> <p>Teachers, attendants, and behaviour technician will adapt and implement the IEP goals and strategies to reflect distance education</p> <p>Remedial support will:</p> <ul style="list-style-type: none"> ➤ Maintain contact with their students ➤ Determine and maintain remedial interventions for their identified students ➤ Maintain contact with parents <p>In-School Professionals will:</p> <ul style="list-style-type: none"> ➤ Be available for virtual IEP or case meetings ➤ Provide support and recommendations to teachers ➤ Maintain contact with vulnerable students <p><u>Wellness Check-ins</u> (teachers, technician, attendants)</p> <ul style="list-style-type: none"> ➤ One to one contact with vulnerable students ➤ Maintaining contact with guardians

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
<p>Support with Regard to Mental Health and Well-Being</p>	<p><u>Students</u> Social and Emotional Learning resources and information distributed to teachers Wellness Check-ins resources distributed to teachers</p> <p><u>Parents</u> Preparing list of supports available to families within the community</p> <p><u>Staff</u> Staff Wellness Check-ins Preparing resources and information for staff</p>	<p><u>Students</u> Social and Emotional Learning component to the curriculum provided to the students Wellness Check-ins by teachers and staff.</p> <p><u>Parents</u> Reaching out to the parent community:</p> <ul style="list-style-type: none"> ➤ Emails, check-ins ➤ List of supports available to families within the community ➤ CEMH offering mental health and well-being services to parents (virtual workshops, webinars, etc.) <p><u>Staff</u> Staff wellness check-ins by administration. Employee Assistance Program</p>

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
<p>Emergency Child Care Services</p>	<p>List of Employees readily available (ask for volunteers, then proceed by reverse seniority).</p> <p>Planning for a 12-hour day (7am-6pm) 3 shifts of 4-hours each.</p> <p>Designated Rooms/Spaces for emergency daycare use: Daycare room, cafeteria, gymnasium, etc.</p> <p>Devices are made readily available for distance education for Genesis students attending an emergency daycare at Genesis.</p> <p>Ensure adequate supply of sanitizing materials.</p> <p>Our Covid-19 Safety Protocol will be diligently respected at all times.</p>	<p>Our Covid-19 Safety Protocol will be diligently respected at all times.</p> <p>Required personnel will be called and assigned their group.</p>

APPENDIX