

Excessive Staff Absenteeism/ Functional Closure

Schools will provide a detailed contingency plan to show how staff is being deployed beyond the usual TTOC replacement. I.e. the use of Support Staff; non-enrolling teachers, StrongStart Facilitators.

School administration will:

- Take daily staff attendance
- Outreach to staff – confirm extended absences
- For individual classrooms where a teacher is absent, follow the school's contingency plan.

Schools will provide daily report on staff absenteeism and coverage **re the use of the school's contingency plan** to the Superintendent.

FUNCTIONAL CLOSURES

If more staff is absent than contingency plans can accommodate, the Superintendent would inform the Board of the decision to announce a Functional Closure of 7 calendar days at that individual school or schools.

Communications with the community and parents from the district/school will be made through District and School Facebook sites, District Webpage, local radio, emails, and Signage on schools. Closure will optimally occur on the next day but may be more immediate.

Physical building is closed to the public except for Staff Essential workers' children and other vulnerable students. The Sunshine Bus will continue for students with exceptionalities while a driver is available. During a School Closure, the school building will be open to school staff between 8:30 am and 4 pm.

Day 1 – Preparation

Staff prepares for online instruction or for learning packages for all learners. Staff that is not ill will report to their work sites. For staff that are ill and cannot or should not work, this preparation and subsequent instruction will be done through staff deployed through the contingency plan but, if possible in accordance with the teacher's 5-day plans. If the teacher is self-isolating but not ill, they can work from home. Please note: For privacy purposes, parents will not be told who is ill, only that they will be contacted by the school regarding online instruction or learning packages.

If illness prohibits the delivery of online learning or learning packages, staff will be assigned to do individual student check-ins, etc.

Please note: Teachers and Support staff will not be deployed to other schools unless they work between those schools. Principals, Vice-Principals, and District Staff may be deployed to schools as necessary.

Day 2 – 7 – Online Instruction/Learning Packages

Begin class instruction

Class instruction "bookends" are regular school day hours/instructional design approved by administration with age-appropriate consideration.

On day 7 – communications from school & District to parents on return to school – reassessment of staff illness levels, anticipation of return to face-to-face instruction.

Day 8 – Return to face-to-face instruction or further closure – communication to occur.