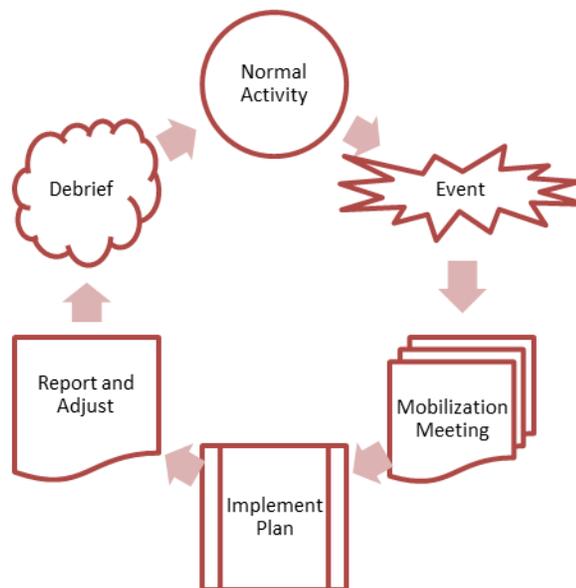




EDUCATION CONTINUITY PLAN



Updated
March 18, 2020

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Introduction and Overview

1. Education Continuity Plan (ECP) Objectives

Education continuity management includes the processes, procedures, decisions and activities to ensure that Good Spirit School Division 204 can continue to function throughout disruptive events such as an emergency, a disaster or a crisis. The EC program includes an ongoing process of risk assessment and management. While the likelihood of a business disruption or disaster occurring is uncertain, we intend to have the capability to continue to provide essential critical education services.

We are particularly committed to ensuring that we have the capabilities to ensure:

- Staff and student safety well-being,
- That we can continue our essential critical activities in the event of a disruption.
- That we have sufficient capacity to sustain our essential critical activities, and
- That we can demonstrate and constantly improve our education continuity capability.

2. ECP Scope

This education continuity plan (ECP) is designed to provide a coordinated and practiced response to enhance our efforts in controlling the impacts of disruptions and continue to conduct our essential critical activities.

The plan also details the processes and principles for dealing with a number of key issues, such as employee and student support, key supplier agreements, internal and external communications.

The ECP is not a step-by-step set of actions that must be rigidly followed. It is intended as a coordinated and practiced guide, designed to assist management and leaders in the response to disruptive events and situations.

While the plan assigns roles, **it does not replace or suspend day-to-day responsibilities and authorities.** During recovery and resumption operations, decisions must be made by senior management, based on the nature of the event and in the best interests of our staff, students and partners.

Division Director, Chief Financial Officer, Deputy Director of Education, Superintendents, Managers, Payroll Supervisor, and Network Coordinator need to be aware of the overall structure and design of the plan. They are responsible for assessing the impacts of the disruption and they must maintain an awareness of the situation so that they can take the actions necessary to control the situation and enhance the recovery efforts of their team.

This ECP details:

- Roles, responsibilities and authorities during disruptive events,
- Plans and procedures for responses to a disruption at the strategic executive management level, the operational department level and the tactical branch level,
- Plans and procedures to ensure support and communication to staff, students and partners during the response and recovery process,

- Checklist of responsibilities for the recovery of essential critical activities, and
- Key personnel, vital records and resources required to ensure the continuation of essential critical activities.

There are management activities that, while they influence and support education continuity, are considered to be outside the scope of the responsibility assigned to the continuity planning and coordination team. These activities include:

- Crisis communication plans,
- Emergency response plans,
- Financial management plans,
- Human resource policies,
- Information and records management policy and procedures,
- Occupational health and safety programs, and
- Security procedures and plans.

Strategic Procedures

3. Senior and Management level responsibilities include:
 - a. Designation of continuity plan ownership and delegation of authorities.
 - b. Approval of disruptive event escalation procedures.
 - c. Disaster declaration and plan activation.
 - d. Approval of infrastructure and facility replacements required as a result of a disruption.
 - e. Approval of contracts and agreements that are outside the continuity plan requirements.
 - f. Risk control options that involve the changing, suspending or terminating an essential critical activity.
4. Definition of disruptive events.
 - a. Emergency – a present or imminent occurrence which has resulted in or may result in serious harm to the safety, health or welfare of people or in significant damage to property.
 - b. Disaster – an emergency that has caused widespread and serious harm to the safety, health or welfare of people; or widespread damage to property or the environment.
 - c. Crisis – a situation or event that, in the extreme, appears to overwhelm or has the potential to overwhelm existing resources.
5. Definition of Recovery Time Objectives (RTO)

RTO's describes the established maximum allowable down time of each essential critical activity or function. The examples below provide a common ranking system:

 - a. High – Priority 1 Activities: Essential activities that must be available and functioning **immediately** or the impact will definitely result in the loss of life, infrastructure destruction, loss of confidence and/or significant loss of regulatory compliance capability. These activities normally require continuation within 24 hours of interruption.

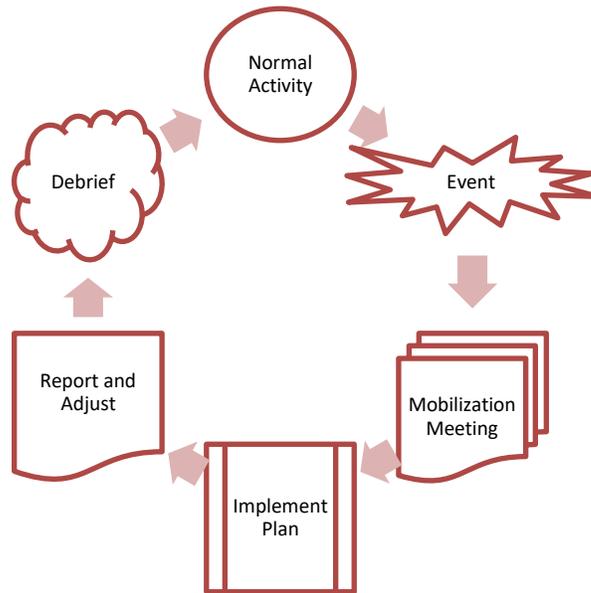
- b. Medium – Priority 2 Activities: Essential activities that must be available and functioning within 48 hours or the impact will likely result in loss of life, infrastructure destruction, loss of confidence and/or significant loss of regulatory compliance capability.
- c. Low – Priority 3 Activities: Essential activities that must be resumed within 2 weeks or the impact could result in considerable loss, further damage and/or loss of regulatory compliance capability.

Acceptable RTO's are determined and approved as part of the **Mobilization** process. RTO's are dependent on the cyclical events within the system or departments and the timing of a disruptive event.

6. Accountability, Roles, Responsibilities and Authority

- a. Director
 - Approval of essential and critical activity designation,
 - Approval of essential and critical activity priority order of recovery,
 - Approval of strategic continuity responses,
 - Approval of risk management control activities,
 - Crisis Team / Division internal and external communications,
 - Disaster declaration and plan invocation, and
 - Lead, direct and coordinate the response to an event.
- b. Chief Financial Officer (Continuity Coordination Team / Planner) – responsible to the Director for:
 - Continuity plan development and implementation,
 - Continuity plan maintenance, and
 - Coordination of event responses.
- c. Deputy Director / Superintendent / Manager / Payroll Supervisor / Network Coordinator- responsible to the Director for:
 - Development and maintenance of department tactical continuity plans,
 - Activation of department response team, and
 - Direction and coordination of department response.
- d. Department Continuity Teams – responsible to department identified lead for:
 - Development and maintenance of business unit tactical continuity plans,
 - Protection of critical activity capabilities and resources,
 - Activation of continuity team, and
 - Recovery of assigned critical activities.

7. Emergency Management Plan: Direction, Control and Coordination.



Activity	Responsibility	Action
Complete initial assessment of impact	Employee at the point	<ul style="list-style-type: none"> Report assessment to Department / Team Leader
Complete detailed assessment of impact on Department critical activities	Department / Team Leader	<ul style="list-style-type: none"> Report assessment to the Director
Mobilization Meeting	Director	<ul style="list-style-type: none"> Declare emergency, disaster, crisis Identify Alternate Spokesperson
	Crisis Management Team	<ul style="list-style-type: none"> Identification of key continuity team involvement Review critical activities Prioritize critical activities Assign RTO's to critical activities
	Communication Continuity Team	<ul style="list-style-type: none"> Develop communication plan
Recovery / Continuity Team Activated	Department / Team Leader	<ul style="list-style-type: none"> Implement Continuity Plan
Progress Meeting(s)	Continuity Team Leaders	<ul style="list-style-type: none"> Provide update reports
	Crisis Management Team	<ul style="list-style-type: none"> Assess progress Adjust plan(s) if necessary

	Communication Continuity Team	<ul style="list-style-type: none"> • Develop communication update
Debriefing Meeting	Crisis Management Team	<ul style="list-style-type: none"> • Review response to event • Prepare recommendations to update ECP
	CFO	<ul style="list-style-type: none"> • Update ECP

Event management system and process including escalation:

In every event, a **Mobilization Meeting** of the Crisis Management Team shall take place at the call of the Director or designate. At which time, a disruptive event will be assessed and defined in accordance with the definitions in item 4 and an immediate response plan developed (appendix – Mobilization Meeting)

Each member of the Crisis Management Team is responsible to identify potential threats to their area of operations, contribute to the establishment of priorities as outlined in the definitions, and provide support needed to meet recovery time objectives. (Identified in Appendix F)

The Director or designate shall be responsible for communicating a potential threat should it escalates from crisis to disaster to emergency

8. Continuity Management Organization

The organization shall continue to follow and report in a manner consistent with regular activities unless the Alternated Team Leader is called upon.
See organizational chart (Appendix E)

9. Team Leadership and Membership.

Note: Need to designate a scribe to record every action taken – for application for emergency funding

Continuity Team	Team Leader	Alternate Team Leader
Crisis Management Team	Director (Quintin)	Deputy Director of Education (Donna)
<i>Team Members: Director, Chief Financial Officer, Superintendents, Department Managers, Network Coordinator, Payroll Supervisor, Assistant to the Director</i>		
Communication Continuity Team	Director (Quintin)	Deputy Director of Education (Donna)
<i>Additional Team Members: Chief Financial Officer, Central Office Senior Administration for affected location(s), Assistant to the Director</i>		

Facilities Continuity Team	Chief Financial Officer (Keith)	Facilities Coordinator (Dave)
<i>Additional Team Members: Director, Facilities Coordinator, Caretaker Coordinator and Central Office Senior Administration for affected location(s)</i>		
Financial Continuity Team	Accounting Manager (Darryl)	Chief Financial Officer (Keith)
<i>Additional Team Members: Director</i>		
Human Resource Continuity Team	Superintendent of HR (Jason)	Director (Quintin)
<i>Additional Team Members: Deputy Director Education, Central Office Senior Administration for affected location(s), Payroll Supervisor</i>		
Program & Learning Continuity Team	Deputy Director of Education (Donna)	Director (Quintin)
<i>Additional Team Members: Superintendents of Education, Instructional Coaches</i>		
School Continuity Team	Central Office Senior Administration for affected school	Deputy Director of Education (Donna)
<i>Additional Team Members: Director, Principal of affected location(s)</i>		
Student Services Continuity Team	Director (Quintin)	Deputy Director of Education (Donna)
<i>Additional Team Members: Central Office Senior Administration for affected location(s), Student Services Coordinator(s)</i>		
Technology Continuity Team	Deputy Director of Education Services (Donna)	Director (Quintin)
<i>Additional Team Members: Chief Financial Officer, Network Coordinator</i>		
Transportation Continuity Team	Deputy Director of Education (Donna)	Fleet Supervisor (Darcy)
<i>Additional Team Members: Chief Financial Officer, Director, affected area Bus Garage Foreman</i>		

The succession plan requires **review annually** or with the change of personnel in key positions. In the event a Team Leader is absent, the next most senior person in the office is to be point person.

Team contact information is in Appendix A.

10. Communications and Warnings

- a. The designated spokesperson is the **Director**
- b. The designated alternate spokesperson is Deputy Director of Education Services until completion of the mobilization meeting. The alternate spokesperson shall be identified at the mobilization meeting and shall be selected given the situation and location.
- c. The Assistant to the Director is responsible for the development of internal and external core messages to be approved by the Director.
- d. Department Team leaders are authorized to communicate directly with employees, suppliers, service providers in their respective area of responsibility in a manner consistent with regular activities and inclusive of general public inquiries (provide draft message for receptionist to ensure they are aware) for that department or area. All other requests shall be directed to the designated spokesperson (i.e. Media, Ministry).

Operational Procedures

11. Disruption assessment

- a. The employee at the point of discovery or notification of the event shall complete an initial assessment of impact and report this to the Department/Team leader.
- b. The Department/Team leader shall complete a detailed assessment of impact on Department critical activities and report this to the Director or designate.
- c. Further assessment shall be reported and assessed as part of the Crisis Management process by the Crisis Management Team.

12. Continuity plan activation

- a. Determine if the disruption is consistent with the events and risks considered during the development of the ECP.
 - If **YES** – continue with the activation of the disruption assessment and recovery team activations.
 - If **NO** – determine the nature of the disruption and tailor your continuity response based on approved contingency or extraordinary circumstance continuity response plan(s)
- b. Priority Order of Recovery
As identified in the **Mobilization Meeting**
- c. Declaring a disaster
As identified in the **Mobilization Meeting**

Supporting Procedures

13. Facilities

- a. In the event of a disruption and activation of the Continuity Plan there will be an urgent requirement for alternate work locations.
 - The Facilities Department is responsible for acquiring and coordinating the occupation of alternate work facilities.
 - The Facilities Department is responsible for inspections and damage assessment.
 - The Facilities Department is responsible for coordinating the cleanup and repairs to damaged facilities and work areas.
- b. Designated primary and secondary alternate work locations are outlined in Appendix B.
- c. The Technology Continuity Team is responsible for coordinating alternate site configuration and connectivity. Each Continuity Team is to ensure that their alternate site requirements are correctly detailed in Appendix B.

14. Financial Management

- a. In the event of a disruption and activation of the Continuity Plan the Assistant Superintendent of Business Administration is responsible for:
 - Advising the Continuity Team on legal and insurance issues related to the recovery process,
 - Communicating and coordinating with insurance company and adjustor/s,
 - The alternate responsible for insurance issues is the Chief Financial Officer
- b. In the event of a disruption and activation of the Continuity Plan there will be urgent purchases and expenses. The Financial Continuity Team in consultation with affected areas is responsible for:
 - Activating alternate methods for processing staff pay,
 - Activating alternate accounts receivable processes – invoicing and collection,
 - Activating alternate accounts payable processes – service provider payment,
 - Accessing and coordinating the transfer of emergency funds,
 - Documenting and reconciling continuity expenditures (example: purchases, hours worked, etc.)
- c. Account 1-2-11-135-200-329-000 is established as the cost accounting code for the assignment of commitments related to a “Declared Disaster.” Allowable commitments and encumbrances include:
 - Information technology equipment lease and/or rental,

- Recovery travel and meal expenses,
 - Alternate work-space rental or lease,
 - Vehicle rentals,
 - Local purchase of office supplies and equipment.
- d. Commitments that exceed existing signing and commitment authorities must be submitted to the Chief Financial Officer for consideration. Approvals shall be made in consultation with the Director.
 - e. The Chief Financial Officer is responsible for establishing and maintaining disruption service contracts and service level agreements with vendors.

15. Human Resource Management

- a. In the event of a disruption and activation of the Continuity Plan there will be urgent human resource related activities. The Team responsible for monitoring risks related to employee well-being and position staffing will be identified in the Mobilization Meeting.
- b. The Human Resource Continuity Team is responsible for establishing the location and well-being of staff not accounted for immediately following a disaster and/or an evacuation.
- c. The Human Resource Continuity Team maintains staff information database that contains vital personal contact information (home address, emergency contacts and telephone numbers). Central Active Directory is the main location.
- d. The Human Resource Continuity Team will provide guidance and direction on all matters regarding employment standards; employee benefits and pay related issues such as over-time, call-ins. The recording and tracking of employee hours is an essential task of the immediate supervisor in accordance with normal operations.
- e. In the event of a “Declared Disaster” our policy with regards to time off is established in consideration of safety and wellbeing as determined by the immediate supervisor. Communications with employees will be in a manner consistent with normal operations and maintained through their respective team calling trees as well as through SchoolMessenger and our website.
- f. The Human Resource Continuity Team will coordinate initial and ongoing employee crisis and family support through group benefits and assistance program service providers.
- g. The Human Resource Continuity Team will assist with the coordination of subs, backfilling positions, coordination of release days with payroll, and provide GL account codes to charge for reasonable coverage required.

16. Information and Technology Systems

- a. In the event of a disruption and activation of the Continuity Plan there will be an urgent need to access information systems, programs, applications and vital records. The Technology Department is responsible for maintaining and recovering the computing and data systems. This includes updating social media (Facebook and Twitter) and website banners if applicable.
- b. The Priority Order of Recovery for systems and applications will be determined as part of the Mobilization Meeting.
- c. Technology Team is responsible for re-establishing the internal and external websites.
- d. The Technology Team is responsible for the restoration and recovery of the server environments and information systems. Each Continuity Team is to ensure that their IT requirements are correctly detailed in Appendix C.
- e. The detailed list of critical alternate computing requirements is contained in Appendix C.
- f. The Facilities/IT Team is responsible for acquiring and restoring vital telephone equipment. A detailed list of team requirements is contained in Appendix D.

17. Vital Equipment

- a. In the event of a disruption and activation of the Continuity Plan there will be an urgent requirement for vital equipment and supplies. The Financial Team is responsible for the procurement of these items of equipment and office supplies upon request consistent with normal operations.
- b. Each Team is responsible in a manner consistent with normal operations for:
 - Establishing service level agreements and memorandums of understanding for the short notice delivery of equipment and supplies,
 - The invocation / activation of service agreements with vendors and suppliers, and
 - Contacting suppliers and couriers to control (cancel/redirect) shipping and receiving.
- c. Vital Equipment list – Appendix D.

18. Vital Records

- a. In the event of a disruption and activation of the Continuity Plan there will be an urgent need to access and use electronic and paper based vital records. These records contain the information necessary to continue operations without delay under abnormal conditions, to recreate our legal and financial status and to preserve the rights and obligations of the Division, its employees and students.
- b. Each Continuity Team is responsible for identifying, classifying and recording the vital records that are fundamental to the functioning of the Division and its ability to govern in the event of a disruption.
- c. Technology Team is responsible for the protection, storage and recovery of electronic vital records.

- d. Each Continuity Team is responsible for the protection, storage and recovery of paper vital records.

Maintenance and Testing Procedures

Our business environments are dynamic and constantly subject to changes in people, process, risk and goals. Maintenance of the ECP must involve the interaction of a wide range of managerial and operational roles from both a business and technical perspective. The objective of the maintenance program is to ensure that the plan is current, fit-for purpose and known.

The continuity maintenance plan has three components:

- Review the plan – audit and evaluation of procedures, capabilities and documentation.
- Exercise the plan – team and team member rehearsals, practices and testing of systems (technology) to demonstrate competence and capability.
- Resolve gaps and conflicts – corrective action to address identified deficiencies and initiate revisions to program plans.

19. Maintenance Responsibilities

- a. The ECP will be maintained by the Chief Financial Officer. Revisions and amendments can be made to the plan at any time.
- b. The Chief Financial Officer and department team leaders will continually monitor the existing continuity plan and response solutions to access suitability, paying particular attention to changes in administrative structures, changes within team structures, education delivery responsibilities and capabilities.
- c. Changes to the continuity plan structure, organization objectives and team responsibilities will require the approval of the Director.

20. Activity schedule and triggers

- a. The ECP and departmental team plans will be reviewed on annual basis by team leaders.
- b. An annual audit of the ECP and selected team plans will be conducted by the Chief Financial Officer.
- c. Documentation and plan reviews are mandatory when:
 - There is significant change to the leadership or administration structure,
 - There is significant change to education delivery commitments,
 - There is a significant change in a risk exposure,
 - There is a significant change in process, location or technology,
 - There has been an emergency or disaster.

21. Plan Professional Development, Exercise and Testing

a. Scope

- Continuity leaders and team members will maintain levels of awareness and competency required to achieve recovery tasks and meet essential activity recovery objectives within designed timeframes,
- To attain this level of competency, team responsibilities, processes and continuity response options will need to be practiced and tested annually by all teams.

b. Professional Development

- The Chief Financial Officer will be responsible to organize professional development on a regular basis for staff at the Good Spirit Education Complex including:
 - VTRA Level 1 training for all supervisory staff
 - TERT training for all staff
 - ECP review for all supervisory staff

c. Exercises will be conducted as:

- Tabletops
- Walk-through
- Simulations
- Technology tests
- Full operational disruption exercises

d. Exercise objectives will include:

- To evaluate our current continuity capability,
- To identify areas for improvement,
- To provide information and instill confidence in exercise participants,
- To develop team-work,
- To raise awareness of Education Continuity throughout the organization, and
- To validate the effectiveness and timeliness of planned continuity plans and procedures.

e. Responsibilities

- The Chief Financial Officer is responsible for designing, scheduling and facilitating exercises and tests.
- Team leaders should conduct team practice sessions to maintain familiarity with the plan and facilitate regular reviews of procedures and documentation, with the results submitted to the Superintendent of Business Administration for executive review.

22. Exercise activity schedule and triggers

- a. Exercises, practice sessions and technology tests will be conducted on an annual basis.
- b. Exercises and practice sessions are mandatory when:
 - There is significant change to the leadership,
 - There is significant change to essential activity responsibilities,
 - There is a significant change in a risk exposure,
 - There is a significant change in process, location or technology, or
 - There has been an emergency or disaster

23. Lessons learned

- a. Lessons learned, observed plan discrepancies and identified gaps will be documented by the Chief Financial Officer
- b. Team leaders are responsible for resolving gaps identified within their sphere of responsibilities and influence. The Chief Financial Officer will monitor gap resolutions and recovery plan adjustments on an ongoing basis. The lessons learned and gap resolutions will be reviewed with team leaders prior to the next scheduled exercise.
- c. Solutions or plan adjustments that may result in a change in responsibilities, a change in capabilities or that involve a significant financial commitment will be submitted to the Director for review and approval

Appendix A
Team Contact Information

Staff Member	Cell
Quintin Robertson Director of Ed.	621.5794
Donna Kriger Deputy Director of Ed.	621.7974
Keith Gervais Chief Financial Officer	620.5468
Mark Forsythe Superintendent of Ed.	590.8675
Alisa Leidl Superintendent of Ed.	740.7547
Lisa Wotherspoon Superintendent of Ed.	730.7020
Jason Trost Superintendent of HR	641.9819
Raquel Spilchuk Payroll Supervisor	620.7578
Darryl James Accounting Manager	641.9745
Dave Sliva Facilities Coordinator	547.7415
Darcy Almasi Fleet Supervisor	621-6181
Shawn Kostiuk Tech Coordinator	641.9125
Heather Morris Assistant to the Director	621.6313
Laurel Welke Central Student Services Coordinator	641.4093
Val Ruf South Student Services Coordinator	621.3916
Michele Haczewicz North Student Services Coordinator	621-7857

Appendix B
Alternate Work Sites

Continuity Team	Primary Alternate Work Location	Secondary Alternate Work Location	Facility Provider / Landlord
Crisis Management Team	Yorkton Regional High School (YRHS)	Melville Comprehensive School (MCS)	Good Spirit School Division (GSSD)
Continuity Coordination Team	Yorkton Regional High School (YRHS)	Melville Comprehensive School (MCS)	Good Spirit School Division (GSSD)
Human Resources Continuity Team	Yorkton Regional High School (YRHS)	Melville Comprehensive School (MCS)	Good Spirit School Division (GSSD)
Facilities Continuity Team	Good Spirit Education Complex (GSEC)	Yorkton Regional High School (YRHS)	Good Spirit School Division (GSSD)
Transportation Continuity Team	Yorkton Bus Garage	Melville Bus Garage	Good Spirit School Division (GSSD)
Financial/Payroll Continuity Team	Yorkton Regional High School (YRHS)	Melville Comprehensive School (MCS)	Good Spirit School Division (GSSD)
Technology Continuity Team	Yorkton Regional High School (YRHS)	Melville Comprehensive School (MCS)	Good Spirit School Division (GSSD)
Communication Continuity Team	Yorkton Regional High School (YRHS)	Melville Comprehensive School (MCS)	Good Spirit School Division (GSSD)
School Continuity Team	To be determined based on affected location during Mobilization meeting		Good Spirit School Division (GSSD)

Appendix C

Vital Information Technology and Records

- Employees are advised to perform daily backup of their computers to ensure up to date files and records are on the server.

Communications

- Access to Communication files (Director, Assistant to the Director and Receptionist)
- Access to internet connection

Facilities

- Access to Former Assistant Superintendent of Business Administration files
- Access to Facilities Coordinator files
- Access to Asset Planner

Financial

- Rebuild of entire general ledger, vender payment history file, receipts system for a minimum of current year.
- Invoice due for payment would need to request from vendors, employees, etc., likely lost receipts and confirmation that payment hadn't already been made would be issues to address at the time.
- Safeguards: offsite server backup nightly, alternate power source to provide ability to keep internet links operational and other minimal needs.
- Systems hosted:
 - Schoolcash.net is school generated funded program hosted by KEV Software in Ontario
 - atrieveERB is a hosted financial payroll package hosted in Ontario
 - BMO Direct line banking is the online banking system hosted by BMO
 - Loss of school records is an issue to fire if held at our office during audit time (there is currently no other record)

Human Resource / Payroll

Short Term Needs:

- Current staff list, HR report, Salary grids, increment sheets – all kept electronically – as long as we have the data backed up we will be able to process payroll

Long Term Needs:

- May need schools to re-submit timesheets and additional pay forms for the fiscal year to ensure accurate completion of required ROEs

Personnel Files:

- We the capacity to scan in required documents in order to obtain electronically, however, these records would not be required for short term processing, including:
 - Employment contracts
 - Proof of experience

- Certificates
- Enrolments (MEPP, SSBA)
- Performance evaluations
- Criminal record checks
- Resume
- Correspondence (maternity leave letters, disciplinary letters, etc)
- Social Insurance Card

Superintendent of Education

- Access to Superintendent of Education files

Student Services

- Access to Student Service Coordinator files
- Access to CLEVR

Technology

- Access to external accounts (ie. google)
- Access to SysAid
- Access to Network Coordinator files
- Access to Database Administrator files
- Access to Maplewood
- Access to R360
- Access to the GSSD Portal

Transportation

- Access to Transportation files
- Bus driver lists of students with emergency contact information and route maps:
- Electronic copies
- Hard copies for the current year made and stored off site at the garage location
- Access to electronic routing information

Chief Financial Officer

- Access to Chief Financial Officer files
- Access to MyBudget File Information
- Insurance Records:
 - Insurance policies
 - Student Accident Reports
 - Board minutes
 - Financial Records / Budget documents
 - Contract Agreements

Director of Education/Assistant to the Director

- Access to Director of Education files
- Access to MyBudget File Information
- Access to staff information
- Board minutes

- Access to CLEVR

Deputy Director of Education

- Access to Deputy Director of Education files
- Homebased Education files
- Access to MyBudget File Information
- Staffing information

Support Staff

- Access to files

Appendix D Vital Equipment

General Office Supplies

Communications

- 1 laptop (Heather)
- Access to printer/copier/scanner/fax machine(s)
- Telephone: cell/landline
- Basic office supplies: paper/pens/file folders/stapler/paperclips

Facilities

- 2 laptops
- Access to printer/copier/scanner/fax machine(s)
- Telephone: Smartphone device at minimum
- Basic office supplies: paper/pens/file folders/stapler/paperclips

Financial

- 3 laptops minimum (4 maximum) with internet access and accounting system server access
- Access to printer/copier/scanner/fax machine(s)
- 1 adding machine
- 2 telephones
- Vendor lists
- Means of accessing server for accounting system install from backups
- IT support to rebuild backups, set up new infrastructure trouble shoot
- Desks, chairs work area for 4 people
- Basic office supplies: paper/pens/file folders/stapler/paperclips

Human Resource / Payroll

- Minimum 4 computers for payroll and 2 for HR
- Access to printer/copier/scanner/fax machine(s). (Must be secured due to nature of information received and printed.)
- Access to internet
- Access to server information, including the Masterworks program – will need to be installed as well as we will need access to the Masterworks files
- Access to email
- Access to telephone
- Basic office supplies: paper/pens/file folders/stapler/paperclips

Superintendent of Schools

- 3 Laptops
- Access to printer/copier/scanner/fax machine(s)
- Access to internet

- Telephone: Smartphone device

Technology

- 8 Laptops
- Access to printer/copier/scanner/fax machine(s)
- Access to internet
- Telephone: Smartphone device

Transportation

- 3 Laptops or desktop unit set up at bus garage
- Access to printer/copier/scanner/fax machine(s)
- Access to internet
- Telephone: Smartphone device

Chief Financial Officer

- Laptop
- Access to printer/copier/scanner/fax machine(s)
- Access to internet
- Telephone: Smartphone device

Director of Education

- Laptop
- Access to printer/copier/scanner/fax machine(s)
- Access to internet
- Telephone: Smartphone device

Deputy Director of Education

- Laptop
- Access to printer/copier/scanner/fax machine(s)
- Access to internet
- Telephone: Smartphone device

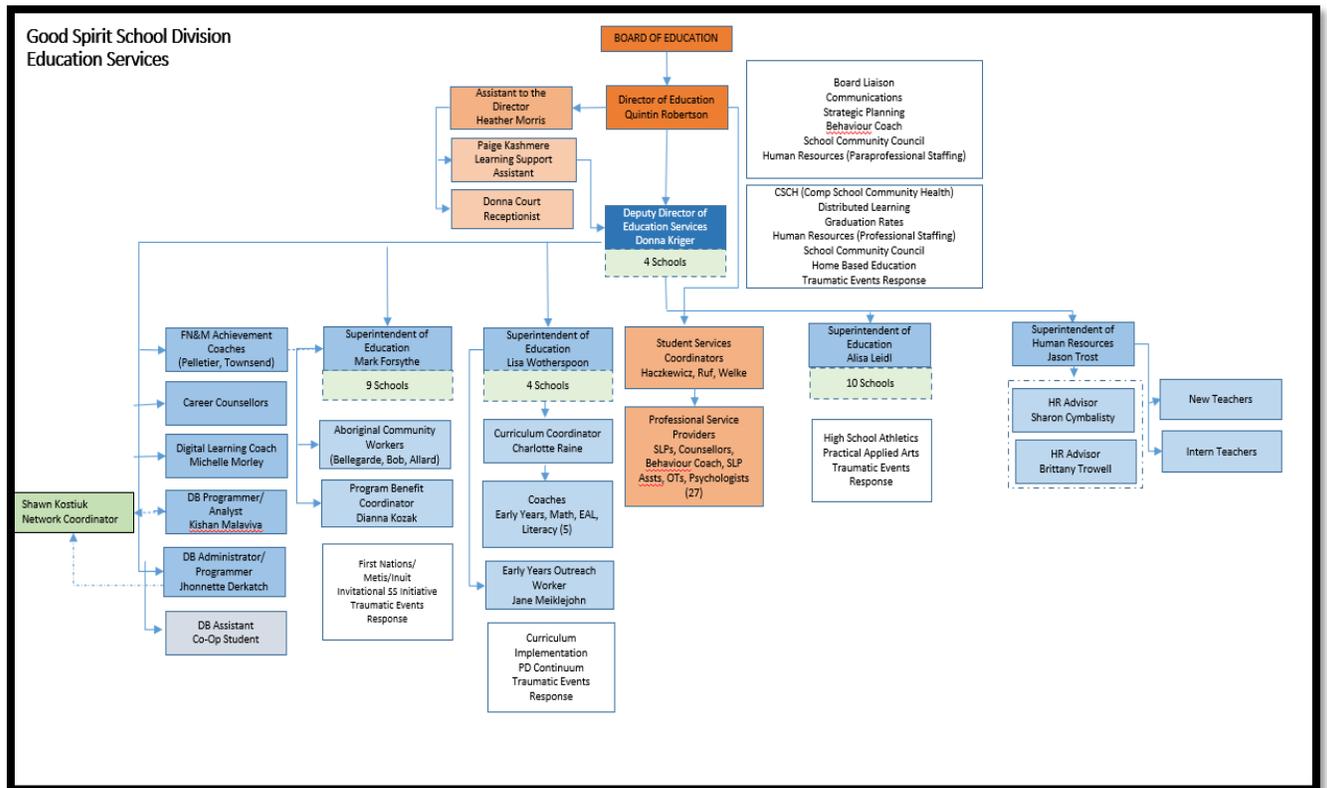
Office support staff

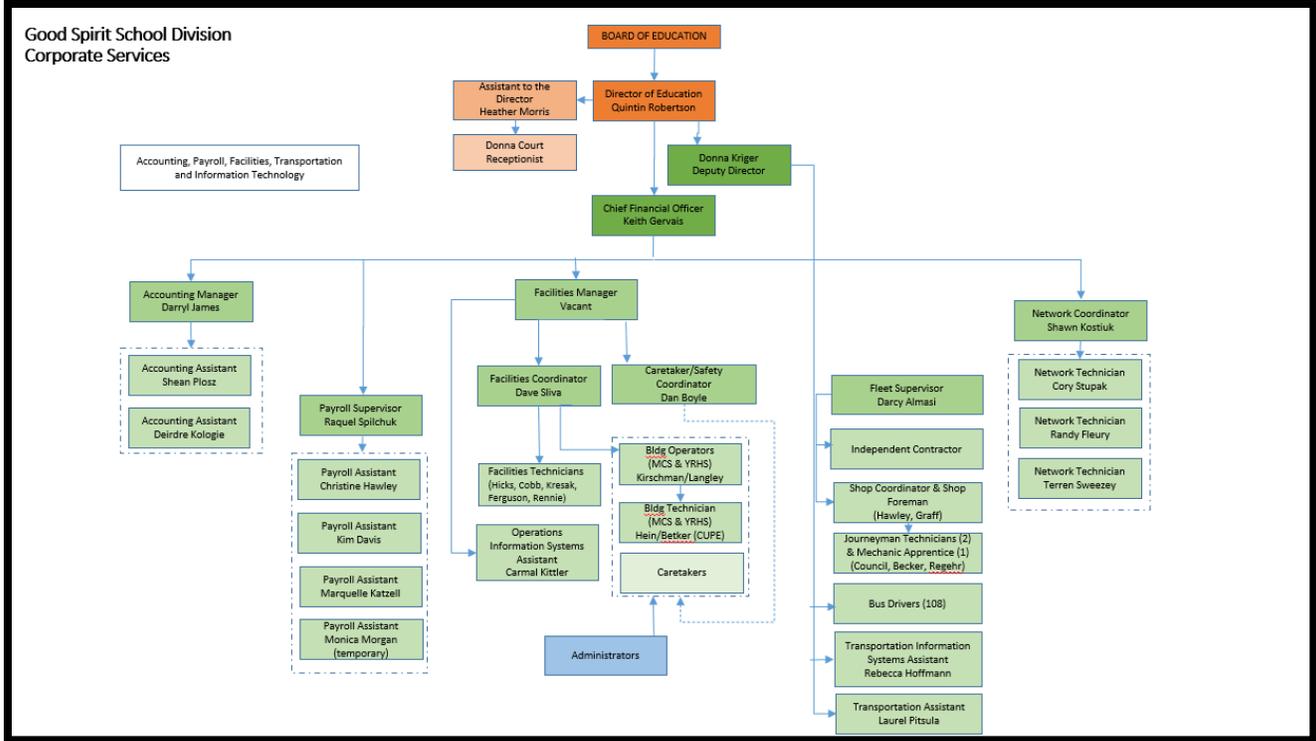
- Access to 2 laptops or desktops
- Access to printer/copier/scanner/fax machine(s)
- Telephone: Smartphone device

Board

- Access to internet
- Telephone: availability for conference calling
- Jabra Speakers

Appendix E Organizational Chart





Programming COVID-19 Ed. Continuity Plans	Responsible	RTOs	Completed
Review of Critical Activities considering: <ul style="list-style-type: none"> Loss of confidence Loss of regulatory compliance capability 		High	
Development of online options for middle years (math), and high school (math, science, ELA)	DK, LW, CR	Medium	
Report cards to be issued by April 3/20. Summative placement will be communicated		High	
Student led conferences should be done via phone by April 7th		High	
Google classroom training for grades 7 to 12 Grades K-6 will be provided a choice between Seesaw or Google Classroom		High	
PD training that is offered remotely	Ed Council & Coaches	Medium	
Administrator "boot camp" idea	Ed Council & Coaches	Medium	
Professional Development Cont. Phase II	Ed Council	Medium	
Strategic Planning for next year - Board of Ed., Admin. Council		Medium	
Library books to assigned to students/Chromebook signout	LW, CR	High	Info sent by CR- March 16, 2020
Investigate learning tools for elementary grades - resources for students Schools encouraged to subscribe to an online math program if don't already have one	DK, LW, CR, MM, Coaches	High	
Suspend transportation for PAA	DK	High	Email sent by DK March 16
Continue contract of the PAA Consultant	AL		
Kdn. Registration & Prekindergarten Screener <ul style="list-style-type: none"> Deadline adhered to (March 31/20) Online registration/application 	LW	High	
High School Class Registration via distance			
Staffing for 2020-21	Ed. Council		
Innovative programming at Dr. Brass	Ed. Council	Medium	

Student Leadership Conferences	Ed. Council		
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Student Services COVID-19 Ed. Continuity Plans	Responsible	RTOs	Completed
Review of Critical Activities considering: <ul style="list-style-type: none"> Loss of confidence Loss of regulatory compliance capability 	Student Service Team	High	
Counselling support for high-risk students in the mornings (8:30 am to 12:00 pm) <ul style="list-style-type: none"> Determine which students to be contacted directly on a scheduled basis Share the schedule with the families, SSCs, & Admin. Track in CLEVR 	Counsellors	High	
Counselling support for medium-risk students in the afternoon (1:00 pm to 4:30 pm)	Counsellors	Medium	
Counselling support in crisis situations during scheduled workday (8:30 am to 4:30 pm). Information will be shared with the Admin. Assistant and Admin.	Counsellors	High	
Establish Zoom accounts and work guides for staff and families to be posted on the website	IT	High	
Allowing families to access OT equipment that would be essential for student therapy <ul style="list-style-type: none"> Determine a way to get the equipment to the families Contact families of students with high-needs to determine supports that can be offered Lending agreement would need to be completed for division owned items 	OT	High	
SSC will be establish as the emergency contact counsellor to support the PLC. Perhaps on a rotational schedule for their cluster	SSC	High	
Establish online therapy sessions in the morning (8:30 am to 12:00) via Zoom with the SLPs	SLP / SSC	Low	

Document a listing for work jobs/projects that PSPs could complete during the school closer <ul style="list-style-type: none"> Report writing, CLEVR updating, R360 documentation, professional development 	SSC /PSPs	Medium	
Schedule IIP Review Meetings via Zoom	SSC	Low	
Schedule IIP Development meetings via Zoom	SSC	Low	
SSC contact information to be shared with Admin. Assistants in the event of a possible question or emergent situation	SSC	High	
Schedule CSI Meetings with PSPs via Zoom	SSC	Low	
Schedule regular touch point meetings via Zoom	SSC	Low	
Schedule regular PLC meetings via Zoom	PSP Leads	Low	
Continue with SSC PLC Meetings via Zoom	Director & SSC	Low	
Schedule a PSP conference call	Director	High	
Determine IT needs for students requiring assistive tech. <ul style="list-style-type: none"> Lending agreement would need to be completed for division owned items 	SSC	High	

Facilities COVID-19 Ed. Continuity Plans	Responsible	RTOs	Completed
Contact facilities staff	Facilities Coordinator/Caretaker Coordinator		03/16/2020
Determine alternate work area			GSSD Schools and GSEC
Review of Critical Activities considering: <ul style="list-style-type: none"> Infrastructure destruction Loss of confidence Loss of regulatory compliance capability 			N/A
Evaluate loss – likely require: <ul style="list-style-type: none"> Contact Fire Department or other emergency services 911 Contact SK Power 310-2220 Contact SK Energy 1-888-700-0427 to terminate power and gas to the facility Secure the premises 			Having staff in buildings daily to monitor building operations.

<p>Determine key people to contact</p> <ul style="list-style-type: none"> • School Principal • Christ the Teacher • Parkland College • Ministry 			Administrators
Contact Marsh Canada (791-4553) to report insurance claim	CFO		N/A
Determine remedial services (i.e. broken waterline – contact municipality to terminate service / contact local supplier to pump out water)			N/A
Ability to re-assign staff to other areas with higher priorities?			Students will not be attending school, ability to proceed with school-based projects immediately.

Facilities COVID-19 Ed. Continuity Plans	Responsible	RTOs	Completed
<p>Caretaker cleaning high contact areas over the next 3 days</p> <ul style="list-style-type: none"> • CUPE has been notified • Withdraw the increases as of Friday, March 20/20 <p>Caretakers will not be directed to work from home unless they are displaying COVID-19 symptoms</p>		High	03/16/2020
<p>Caretakers to ensure lockers are empty, disinfected and no food items left inside.</p> <p>Personal belongings left in lockers to be bagged and labeled.</p>	Donna to send an email to all schools directing students to empty lockers and take home personal items.	High	
Caretakers may revert to summer hours if work permits		Low	Might have to keep shifts as is to promote social distancing and having less people in our

			schools at one time.
Caretakers will be mandated to take the holidays (at 5 banked days as of Aug. 31/20)		Low	Dan to work with Caretakers to book holidays
Community groups will receive notification of cancellation in writing. GSSD will collect key from user groups		High	Carmal to put together a listing and draft a communication.
Consistent signage posted on the front doors of our buildings. List school phone number and main office number along with other messaging.		High	Carmal to work on draft

Financial COVID-19 Ed. Continuity Plans	Responsible	RTOs	Completed
Contact Accounting Assistants	Accounting Manager		X
Determine alternate work area	Accounting Manager		home
Review of Critical Activities considering: <ul style="list-style-type: none"> • Loss of life • Infrastructure destruction • Loss of confidence • Loss of regulatory compliance capability 	Accounting Manager		n/a
Evaluate loss: <ul style="list-style-type: none"> • Power • Internet • Computers 	Accounting Manager	Low	n/a
Complete loss of building / contents: <ul style="list-style-type: none"> • Cheques – contact BMO – Lori Shumay, Commercial Service Officer 306.782.8446 • Outstanding invoice documents – contact individual vendors • Revenues (cash, cheques un-deposited) 	Accounting Manager	Low	n/a
Loss of accounting systems server and internal records: <ul style="list-style-type: none"> • Rebuild from offsite backups – GSSD Tech Services access support and re-install 	Accounting Manager	High	n/a

<ul style="list-style-type: none"> Confirm if transactions posted beyond the last available backup taken by Tech Services 			
Ability to re-assign staff to other areas with higher priorities?	Minimal still regular assignments bills to pay M/C expenses process and invoice entry, receipting and reporting	Low	

Financial COVID-19 Ed. Continuity Plans	Responsible	RTOs	Completed
Grant funding will continue from the Ministry		High	
Unpack March 18/20 Budget announcement & implications for the division for 2020-21	CFO	High	
Draft a budget announcement by Thursday, March 19/20	CFO	High	
<ul style="list-style-type: none"> In car training for Driver Ed? What happens to in car training? <ul style="list-style-type: none"> This is an external contractor only paid based on service provided Cultural Advocate 	Accounting Manager	Medium	
Tracking COVID-19 relate expenses & savings. Code to the Ed. Continuity Line	CFO	Medium	
retrieveERP second wave training for Employee Expense Web, M/C entry, Invoice Entry Web,	Accounting Mgr & Assts.	Low	
Incoming and Outgoing Mail	Shean Plosz	High	

Payroll COVID-19 Ed. Continuity Plans	Responsible	RTOs	Completed
Contact Payroll Supervisor	Chief Financial Officer		03/16/2020
Contact Payroll staff	Payroll Supervisor		03/16/2020
Determine alternate work area	Payroll Supervisor	High	03/17/2020

Review of Critical Activities considering: <ul style="list-style-type: none"> • Loss of life • Infrastructure destruction • Loss of confidence • Loss of regulatory compliance capability 	Payroll Department	High	N/A at this time
Evaluate Critical Activities	HR Department		03/17/2020
Event prior to one week of payroll send (to the bank) date and <u>building destroyed</u> : <ul style="list-style-type: none"> • Contact Schools, transportation and facilities departments to have them re-send timesheets, leave requests and additional pay forms for that month • Retrieve the Payroll Manual – available electronically on the server under Payroll Supervisor’s username titled “Education Continuity Plan – Payroll Manual” (this outlines the payroll process from beginning to end) Payroll personnel are unavailable: <ul style="list-style-type: none"> • At the mobilization meeting determine who will be performing the actual payroll duties 			N/A We have all documents we need for the March run. All tasks can be completed at home. Payroll personnel are available to work from home. Possible access to GSEC/CCS or CJES for excessive printing may be necessary (hour/day).
Event within 2 days prior to payroll send date: <ul style="list-style-type: none"> • Unrealistic to process on time. • Employees need to be contacted through their team leader to advise them that there will be a delay in payment for x days 			N/A
Ability to re-assign staff to other areas with higher priorities?			Not needed at this time.

Payroll COVID-19 Ed. Continuity Plans	Responsible	RTOs	Completed
Month end cut-off is tomorrow; amended timesheets due by March 27	Payroll Supervisor	High	If AA’s are assigned to work at home, then we need the amendments by Thursday. If not, it can be at the end of the month.

<p>Extra Cur., noon hour supervision, etc. submitted by the end of April</p>			<p>Acceptable timeline. We assume principals will be able to provide us this information.</p>
<p>Possible pull in an additional Payroll Assistant (i.e. Monica M.)</p>			<p>If necessary and Monica is available. She does have a payroll laptop, but the Atrieve program is currently not loaded on it.</p>

Appendix F - 1
Continuity Team Checklist – Communications

Leader – Director

Alternate – Deputy Director of Ed.

Additional Members – Chief Financial Officer, Central Office Senior Administration for affected location(s), Assistant to the Director

Task	Responsible	RTOs	Completed
Determine alternate work area			
Contact office support staff	Assistant to the Director		
Review of Critical Activities considering: <ul style="list-style-type: none"> • Loss of life • Infrastructure destruction • Loss of confidence • Loss of regulatory compliance capability 			
Notification of all staff – briefings – media, emails, website	Assistant to the Director		
Ability to re-assign staff to other areas with higher priorities?			

Appendix F-2
Continuity Team Checklist – Facilities

Leader – Chief Financial Officer
Alternate – Facility Coordinator

Additional Members – Director and Central Office Senior Administration for affected location(s)

Task	Responsible	RTOs	Completed
Contact facilities staff			
Determine alternate work area			
Review of Critical Activities considering: <ul style="list-style-type: none"> • Loss of life • Infrastructure destruction • Loss of confidence • Loss of regulatory compliance capability 			
Evaluate loss – likely require: <ul style="list-style-type: none"> • Contact Fire Department or other emergency services 911 • Contact SK Power 310-2220 • Contact SK Energy 1-888-700-0427 to terminate power and gas to the facility • Secure the premises 			
Determine key people to contact <ul style="list-style-type: none"> • School Principal • Christ the Teacher • Parkland College • Ministry 			
Contact Marsh Canada – 791-4553 to report insurance claim	CFO		
Determine remedial services (i.e. broken waterline – contact municipality to terminate service / contact local supplier to pump out water)			
Ability to re-assign staff to other areas with higher priorities?			

Appendix F-3
Continuity Team Checklist - Financial

Leader – Accounting Manager
Alternate – Chief Financial Officer

Additional Member – Director

Task	Responsible	RTOs	Completed
Contact Accounting Assistants	Accounting Manager		
Determine alternate work area	Accounting Manager		
Review of Critical Activities considering: <ul style="list-style-type: none"> • Loss of life • Infrastructure destruction • Loss of confidence • Loss of regulatory compliance capability 	Accounting Manager		
Evaluate loss: <ul style="list-style-type: none"> • Power • Internet • Computers 			
Complete loss of building / contents: <ul style="list-style-type: none"> • Cheques – contact BMO – Lori Shumay, Commercial Service Officer 306.782.8446 • Outstanding invoice documents – contact individual vendors • Revenues (cash, cheques un-deposited) 			
Loss of accounting systems server and internal records: <ul style="list-style-type: none"> • Rebuild from offsite backups – GSSD Tech Services access support and re-install • Confirm if transactions posted beyond the last available backup taken by Tech Services 			
Ability to re-assign staff to other areas with higher priorities?			

Appendix F-4
Continuity Team Checklist – Payroll

Leader – Chief Financial Officer
Alternate – Payroll Supervisor

Additional Members – Director, Deputy Director of Education, Central Office Senior Administration for affected location(s), Superintendent of Human Resource

Task	Responsible	RTOs	Completed
Contact Payroll Supervisor	Chief Financial Officer		
Contact Payroll staff	Payroll Supervisor		
Determine alternate work area			
Review of Critical Activities considering: <ul style="list-style-type: none"> • Loss of life • Infrastructure destruction • Loss of confidence • Loss of regulatory compliance capability 			
Evaluate Critical Activities	HR Department		
Event prior to one week of payroll send (to the bank) date and <u>building destroyed</u> : <ul style="list-style-type: none"> • Contact Schools, transportation and facilities departments to have them re-send timesheets, leave requests and additional pay forms for that month • Retrieve the Payroll Manual – available electronically on the server under Payroll Supervisor’s username titled “Education Continuity Plan – Payroll Manual” (this outlines the payroll process from beginning to end) Payroll personnel are unavailable: <ul style="list-style-type: none"> • At the mobilization meeting determine who will be performing the actual payroll duties 			

<p>Event within 2 days prior to payroll send date:</p> <ul style="list-style-type: none"> • Unrealistic to process on time. • Employees need to be contacted through their team leader to advise them that there will be a delay in payment for x days 			
<p>Ability to re-assign staff to other areas with higher priorities?</p>			

Appendix F-5
Continuity Team Checklist – Program, Learning & Schools

Leader – Deputy Director of Ed.

Alternate – Director, Superintendents of Schools, Superintendent of HR, Coaches, Coordinators,

Additional Members – Principal of affected location(s)

Task	Responsible	RTOs	Completed
Contact School Staff			
Determine alternate work area			
Review of Critical Activities considering: <ul style="list-style-type: none"> • Loss of life <ul style="list-style-type: none"> ○ Death of a staff member ○ Death of a student • Infrastructure destruction • Loss of confidence • Loss of regulatory compliance capability 			
Determine key people to be contacted			
Ability to re-assign staff to other areas with higher priorities?			

Appendix F-6
Continuity Team Checklist – Student Services

Leader – Director

Alternate – Student Services Coordinators

Additional Members – Central Office Senior Administration for affected location(s), Professional Service Providers, Deputy Director of Education

Task	Responsible	RTOs	Completed
Contact			
Determine alternate work area			
Review of Critical Activities considering: <ul style="list-style-type: none"> • Loss of life • Infrastructure destruction • Loss of confidence • Loss of regulatory compliance capability 			
Ability to re-assign staff to other areas with higher priorities?			

Appendix F-7
Continuity Team Checklist – Technology

Leader – Chief Financial Officer
Alternate – Network Coordinator

Additional Members – Chief Financial Officer, Director

Task	Responsible	RTOs	Completed
Contact technology staff			
Determine alternate work area			
Review of Critical Activities considering: <ul style="list-style-type: none"> • Loss of life • Infrastructure destruction • Loss of confidence • Loss of regulatory compliance capability 			
Ability to re-assign staff to other areas with higher priorities?			

Appendix F-8
Continuity Team Checklist – Transportation

Leader – Deputy Director of Education
Alternate – CFO

Additional Members – Fleet Supervisor, Director, Bus Garage Foreman of affected area

Task	Responsible	RTOs	Completed
Contact transportation staff			
Determine alternate work area			
Review of Critical Activities considering: <ul style="list-style-type: none"> • Loss of life • Infrastructure destruction • Loss of confidence • Loss of regulatory compliance capability 			
Loss of bus garage facility <ul style="list-style-type: none"> • Re-assignment of staff • Redirection of buses 			
Bus Accident <ul style="list-style-type: none"> • Contact RCMP to confirm accident and if injuries • Contact Director • Contact CFO • Contact Principals of impacted schools • Contact Christ the Teacher • Parents • Board Members 			
Determine key people to contact			
Ability to re-assign staff to other areas with higher priorities?			

Continuity Team Checklist – Human Resources

Leader – Superintendent of Human Resources

Alternate – Senior Admin.

Task	Responsible	RTOs	Completed
Employees notified of support numbers: <ul style="list-style-type: none"> • CUPE 4784 and Central Office – Employee Family Assistance Plan – 1-800-644-0326 • STF Members – Members’ Health Plan – 1-800-66707762 or 1-306-373-1660 • All other employees • Mental Health – 1-306-786-0558 			

**Appendix G
Mobilization Meeting Agenda**

Date: _____ Location: _____

Present:

Director	Accounting Manager
Chief Financial Officer	Facilities Coordinator
Deputy Director of Education	Fleet Supervisor
Superintendent of Education (Alisa)	Network Coordinator
Superintendent of Education (Mark)	Payroll Supervisor
Superintendent of Education (Lisa)	Assistant to the Director
Superintendent of HR (Jason)	

Others:

Activity	Responsibility	Priority	RTO	Completed
Brief Receptionist on required details as known and direct that only emergency phone calls are put through	Director		Immediate	
Declare event: (circle) 1. Emergency 2. Disaster 3. Crisis	Director		Immediate	
Notification: <ul style="list-style-type: none"> Staff of affected location Board Member of location All Staff All Board Members 	Director/Loc. Mgr., Assistant to the Director			
Identify Alternate Spokesperson: (Deputy Director of Education until otherwise delegated)	Director		Immediate	
Identify Key Continuity Teams: (circle) 1. Communications 2. Facilities 3. Financial 4. Human Resources	Crisis Management Team		Immediate	

5. Program & Learning 6. School 7. Student Services 8. Technology 9. Transportation				
Review Critical Activities (as identified above) of: 1. Communications 2. Facilities 3. Financial 4. Human Resources 5. Program & Learning 6. School 7. Student Services 8. Technology 9. Transportation	Continuity Team Leaders: Director, Accounting Manager, CFO, Dep Dir Ed., Assistant to the Director, Fleet Supervisor			
Present Critical Activities	Continuity Team Leaders			
Prioritize Critical Activities	Crisis Management Team			
Finalize Continuity Plan	Crisis Management Team			
Develop Communication Plan	Communication Continuity Team			
Implement Continuity Plan	Continuity Teams			

Progress Meeting Agenda and Checklist

Date: _____ Location: _____

Present:

Director	Accounting Manager
Chief Financial Officer	Fleet Supervisor
Deputy Director of Education	Facility Coordinator
Superintendent of Education (Alisa)	Network Coordinator
Superintendent of Education (Mark)	Payroll Supervisor
Superintendent of Education (Lisa)	Assistant to the Director
Superintendent of HR (Jason)	

Others:

Present progress report(s)	Continuity Team Leaders			
Assess Progress and adjust plan(s) as necessary	Crisis Management Team			
Update Communication Plan	Communication Continuity Team			

Debrief Meeting Agenda and Checklist

Date: _____ Location: _____

Present:

	Director		Accounting Manager
	Chief Financial Officer		Fleet Supervisor
	Deputy Director of Education Services		Facility Coordinator
	Superintendent of Education (Alisa)		Network Coordinator
	Superintendent of Education (Mark)		Payroll Supervisor
	Superintendent of Education (Lisa)		Assistant to the Director
	Superintendent of HR (Jason)		

Others:

Review response to event	Crisis Management Team			
Prepare recommendations	Crisis Management Team			
Update ECP	Chief Financial Officer			