



# Prairie Hope High School

RESPONSE MEASURES FOR

ORANGE: RESTRICTED

*Following limited use of facilities guidelines*



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Dear Prairie Hope Students, Parents, Families and Caregivers,

This document has been prepared to outline our plan for Prairie Hope High School, if we move into an Orange: Restricted response level, per the Manitoba Pandemic Response System.

In August 2020, the Prairie Hope team worked together to develop our plan for welcoming students back to in-school learning this Fall. Our Re-Opening document was shared via email with our school community in early September, provided to students during orientations, and was posted on our website. Our Re-Opening Plan outlined the routines and protocols that would be in place as we welcomed students to school this Fall, following the public health orders at that time.

Many of the protocols in place from the Prairie Hope Re-Opening Plan are the same in this document, however, there are additional safety measures included in this version, to ensure that our practices are in compliance with the provincial regulations around the limited use of schools during an Orange: Restricted level. At Prairie Hope, this will include asking students to follow an attendance schedule to ensure that we are confident about how many students are in the building at any one time, as well as when students are arriving and departing. To facilitate this, our Princess doors will be locked and students will be asked to use the doorbell to gain access to the building.

The Restart Manitoba Pandemic Response System document may be viewed by following this link: [https://manitoba.ca/asset\\_library/en/restartmb/pandemic\\_response\\_system.pdf](https://manitoba.ca/asset_library/en/restartmb/pandemic_response_system.pdf)

You may view the most up-to-date public health orders for Manitoba at <https://manitoba.ca/covid19/protection/soe.html>

Along with our physical health and safety, we will continue to prioritize the emotional and mental health and wellness of our students at Prairie Hope. Please reach out to us by email or phone to connect with our teachers and student support services staff.

Sincerely,

*Katherine MacFarlane*

Acting Principal, Prairie Hope High School

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## PUBLIC HEALTH MEASURES

### *Self-Screening, Self-Isolating and Staying Home When Sick*

- If students have been scheduled to attend Prairie Hope, they are expected to *self-screen* before coming to school. An online screening tool is available at <https://sharedhealthmb.ca/covid19/screening-tool/>
  - We are happy to provide a hard copy of the full self-screening protocol for any families who may prefer a paper copy.
- If a person – staff, student or visitor – or a member of their household is being investigated by Public Health for COVID-19 infection, they should not enter the school.
- Students and staff need to *self-isolate* if they:
  - are experiencing symptoms suggestive of COVID-19
  - have travelled outside of MB in the past 14 days (outside of areas excluded by *current* health orders)
  - are a close contact of a person who has tested positive for COVID-19
  - are awaiting the results of a test for COVID-19
- Students and staff need to *stay home* if they are experiencing symptoms suggestive of COVID-19, including:
  - Cough
  - Sore throat
  - Fever
  - Weakness
  - Runny nose
  - Headache

### *Visitor Access*

- Visitors to Prairie Hope High School will be restricted to only essential meetings that cannot be held via telephone or video conference.
- We are unable to accommodate drop-in visitors. If you need to come to Prairie Hope, we ask that you please call ahead so that we can ensure we have an appropriate space to accommodate a meeting.
- All scheduled visitors are expected to self-screen prior to entering the school.
- The names of all visitors will be logged in a sign-in book.
- Visitors will be asked to wear a mask and to use hand sanitizer when entering the building.
- They will be expected to maintain physical distancing of 2 meters while in the school.

### *Physical Distancing*

- Staff and students at Prairie Hope will maintain 2m physical distancing.
- We are taking several steps to ensure physical distancing:
  - Classroom spaces are organized to promote physical distancing. The furniture is spread out and, in some cases, removed to allow for separation.
  - Maximum capacity signs are posted outside of each door.
  - Staff and students will have conversations about hallway etiquette. If students are walking from the classroom to the washrooms, they will be asked to follow the 'rules of the road' and walk on the right side of the hallway.
  - Emergency drills (eg. fire drills and lock down drills) will take place inside of the classrooms, where physical distancing can be safely maintained.
  - Staff and students are encouraged to take 'fresh air breaks' outside.

### *Transportation*

- Prairie Hope High School will continue to have access to a van to facilitate student attendance, however, use of the van will be in compliance with current health orders around shared transportation. The van may also be used by staff members to pick up and drop off modules and work packages. When the van is used to transport students, we will follow these protocols:
  - Two staff members will be in the van and both will wear non-medical masks at all times.
  - Any students accessing the van must wear a non-medical mask that is in place before entering the vehicle and is not removed at any time while in the van.
  - Hand sanitizer will be available in the van and should be used before and after being in the vehicle.
  - Weather permitting, windows will be open to allow for increased ventilation.
  - A daily record will be kept of all students accessing transportation in the van.
  - The vehicle seats and other high touch surfaces will be cleaned after each use.
  - When possible, students will be seated one to a seat in the van. Siblings and/or students who reside in the same home may share a seat.
  - Students wishing to access transportation in the van should speak with their student services case manager to make arrangements.
- Students are encouraged to walk, bike and use public transportation to come to school.

### *Hand Hygiene and Sanitary Practices*

- Staff and students are expected to wash their hands frequently during the day, using soap and warm water, for a minimum of 20 seconds. This is especially important:
  - After using the washroom
  - Before and after eating
  - At the start of the day and before leaving the school
  - Before and after outdoor breaks

- After using a tissue, coughing or sneezing
- Before donning or removing a mask
- Before and after riding in the school van or using public transportation
- After cleaning a surface using a sanitizing spray
- Signs are posted in the washrooms and classrooms, outlining proper handwashing protocols.
- Students and staff will engage in conversations about the importance of hand hygiene in reducing the spread of COVID-19.
- Students and staff will practice respiratory etiquette and sanitary practices, including:
  - Covering a cough or sneeze using one's sleeve or a tissue
  - Prompt disposal of tissues, followed by handwashing
  - Avoiding touching one's face, mouth or nose
  - Not sharing personal items (eg. Lip balm, water bottles, etc.)

#### *Personal Protective Equipment (PPE)*

- The use of non-medical masks is mandatory for the staff, students and visitors at Prairie Hope.
- Non-medical masks will be provided to staff and students who need them.
- Students are encouraged to bring their own re-usable mask to school each day.
- Staff and students will engage in conversations about how to don and remove a mask, as well as how to clean and store it.

#### *Cleaning and Disinfecting*

- Increased frequency of cleaning, disinfecting, and sanitizing – particularly on high-touch surfaces and in common/shared areas – will occur.
- At Prairie Hope High School, we will:
  - Disinfect our commonly touched surfaces at least twice/day and more frequently during busy times. This includes doorknobs, light switches, photocopiers, printers, laptops, keyboards, touchscreens, chairs, desks and other supplies and tools;
  - Ensure that we have ample cleaning supplies available, in the form of hand-cleaning supplies, hand sanitizer and spray bottles of cleaner for disinfecting commonly touched surfaces;
  - Encourage our students to bring their own refillable water bottles, as our water fountains will not be available for use;
  - Ensure there is enhanced cleaning of the seats and high-touch surfaces in the van;
  - Limit the use of our kitchen facilities to staff only and we will ensure that all surfaces are cleaned after any use.

## WORKPLACE HEALTH AND SAFETY

### *Health and Safety Protocols*

- The safety and health of our students and staff is our number one priority as we develop our protocols for Prairie Hope.
- Manitoba Public Health advises the best defenses against the spread of COVID-19 are:
  - Self screening
  - Frequent handwashing
  - Physical distancing
  - Wearing a mask when physical distancing is not possible
  - Staying home when sick
- Personal risk factors related to underlying health conditions may place a small number of students and staff at higher risk of COVID-19. These circumstances will be addressed on an individual basis through consultation with medical professionals.
- Screening protocols are in place for all persons entering Prairie Hope High School:
  - Screening information is posted at the Princess Avenue entrance to the building and at the indoor entrance to our school space.
  - Access to the school will be limited to students who have been invited/scheduled to work and to people whose needs cannot be met through a phone call or video conference.
- Staff members and students must be in good health to come to the school. Everyone is expected to self-screen before coming to Prairie Hope to work or to attend classes.
- If a person in the household has been diagnosed with COVID-19, is in close contact with anyone diagnosed with COVID-19, or if anyone in the household has travelled outside of Manitoba (except for the areas *currently* excluded by public health orders), they are required to consult with Health Links and they may be required to self-isolate prior to attending school.

### *Responding to Symptoms*

- If a staff member becomes symptomatic, the following steps will be taken:
  - They will immediately isolate themselves from other staff and students. They will notify their supervisor and go home to isolate.
  - They will contact Health Links (204-788-8200 or 1-888-315-9257) or their health care provider for direction.
  - Additional environmental cleaning will occur at the school, with a focus on high-touch areas and spaces where that staff member spent time.
  - Staff members who are away sick or who are self-isolating must follow the Brandon School Division's human resources policy and collective agreement provisions. Medical notes are not required for staff who have COVID-19 or flu-related symptoms, or for those who are caring for individuals in this situation.

- A staff member can return to work once it has been determined that it is safe to do so by their health care provider or public health. If the staff member has a positive test, further direction will be provided by public health.
- If a student becomes symptomatic, the following steps will be taken:
  - They will immediately isolate in our assigned area, under the supervision of a staff member who will maintain 2m distancing and wear a mask.
  - The student will be provided with a medical mask to wear, unless there are safety issues that prevent the student from wearing a mask.
  - The student's parents, family member, caregiver and/or emergency contact will be called to pick the student up immediately.
  - The parent or caregiver will contact Health Links (204-788-8200 or 1-888-315-9257) or the student's health care provider for direction.
  - If a family member, caregiver or emergency contact is unreachable, the student will remain isolated in the designated space until they are picked up.
  - The staff member who has remained with the student should practice diligent hand hygiene.
  - Additional environmental cleaning will be required, with a focus on high-touch areas and areas where the student spent time. Items used by the student will be cleaned and disinfected.
  - The student may return to the school once it has been determined that it is safe to do so by their health care provider or public health. If that student has a positive test, further direction will be provided by public health.

## STUDENTS AND FAMILIES

### *Student and Family Preparedness*

- The staff members at Prairie Hope High School are committed to maintaining connection, communication and engagement with our students, their families and caregivers.
- At Prairie Hope, our students work at an individualized pace and, as such, benefit from ongoing contact with their teachers to check in, receive feedback and obtain additional work.
- Within the Orange:Restricted level, this approach may continue, however we ask for students to work with their teachers and case managers to establish and uphold their schedule and attendance commitments.
- Our student support services team, teachers and support staff will work together to reach out to our students in an effort to build and maintain relationships, conduct wellness checks when needed, and support our students in making progress toward their educational goals.
- We will communicate with our students to ensure that they are aware of current public health orders and how these orders impact the expectations and routines in our school building.
- Our in-school expectations and safety protocols will be updated and communicated as the recommendations from health officials change.

### *Mental Health and Well-Being of Students*

- We recognize that living during the time of a global pandemic will be a stressful and emotional experience for many people.
- The staff at Prairie Hope will continue to prioritize the mental health and well-being of our students by building relationships and working to maintain connection with them, as well as with their families and caregivers.
- The Brandon School Division is taking a multi-disciplinary approach and working with community support agencies (Mental Health, Law Enforcement, Child Protection, AFM) to share information and match resources to minimize the overall impact of returning to schools.
- The staff team at Prairie Hope includes our principal, social worker, psychologist, school counsellor, resource teacher and continuous improvement coach, working alongside our teachers and support staff to implement trauma-informed practices into our daily work.
- Our student services team will work together with our teachers and students to address concerns and provide referrals to external community supports, if required.
- We understand that stressed brains cannot learn. We will continue to be flexible in our approaches, while maintaining a safe environment for our staff and students.
- Brandon School Division staff members have been provided with training based on The North American Center for Threat Assessment and Trauma Response Guidelines for Re-Entry into the School Setting document. The recommendations from this document will guide and support our work with the students at Prairie Hope.

## STUDENT ACHIEVEMENT AND LEARNING

### *Supporting Ongoing Learning and Progress*

- Whenever possible, it is our priority to work with our students at Prairie Hope within our school building, with 2m physical distancing and other fundamental health and safety measures in place.
- If public health recommendations will not allow for this, we will work with our students to ensure they are able to make progress with their coursework. This may include:
  - Providing paper packages of work to complete at home;
  - Work packages may be dropped off and picked up by staff members, as needed;
  - Consulting with students by phone call or email to check on their progress and offering support through a phone call, email or video call; and
  - Conducting physically-distanced visits outside of students' homes to check-in regarding their health, wellness and academic needs.
- Students will be asked to stay home if they display any symptoms and as a result, the need for remote learning will remain for students who cannot attend in-class.
- Students with limited technology can sign out laptops.

- Students without internet access, can sign out a handheld portable router with restrictions on non-educational sites and applications.
- Staff and students will continue to use tools such as Office 365 and TEAMS for supporting communication and assignments as part of remote learning.

### *Physical Education*

- We will continue to work with our students at Prairie Hope to earn their physical education credits.
- Outdoor physical education opportunities may include:
  - Activities such as walking, shooting baskets at an outdoor court, and playing tennis or soccer at nearby outdoor facilities.
- We will maintain our relationship with the YMCA to support our students' physical health and well-being, as well.
  - Our ability to use this indoor facility will be guided by the health and safety protocols of the YMCA as well as our expectations for maintaining health and safety at Prairie Hope.
  - At this time, the change-room facilities and showers at the YMCA will not be available for our use.
- All equipment used for physical education activities – whether outdoors or at the YMCA – will be cleaned between uses.
- Non-medical masks will be worn, in accordance with public health orders and the expectations of the facility, unless there are individual risk factors that do not allow for the use of a mask.
- In consultation with their Physical Education teacher, students may independently engage in physical activities that are logged and provided as evidence of their progress toward their Physical Education credits.

### *Off-Site Activities*

- During Orange:Restricted level, we will not participate in off-site activities.
- To the greatest degree possible, the staff and students at Prairie Hope will continue to participate in activities that promote connection-building with our community and experiential education to occur, via online and on-site opportunities.

## DAILY ROUTINES AT PRAIRIE HOPE HIGH SCHOOL

### *Food Handling*

- We recognize that students learn best when their bodies and brains are fed.
- Students are encouraged to bring their own lunches and snacks in individually wrapped containers, when possible.

- We will continue to have food on-site and available for our students, however, procedures will be in place to ensure that we maintain the most clean and safe conditions possible.
  - Food will be prepared by staff only, wearing gloves and masks at all times during food preparation.
  - Staff members will practice meticulous hand hygiene.
  - Students will not be able to participate in food preparation at this time.
  - Snack and lunch items will be provided to students in individual packaging.
  - Shared items and self-serve bowls and trays will not be used at this time (eg. salt and pepper shakers will not be available, bottles of condiments, trays of food).
  - Students who have brought a lunch item that requires heating in the microwave will be permitted to use the microwave under the supervision of staff member. The microwave contact surfaces will be cleaned after each use.

### *Breaks*

- At Prairie Hope, we will continue to take a flexible approach to students' needs for breaks and fresh air.
- When students take an outdoor break, they will be reminded of the protocols in place to maintain health and safety:
  - Handwashing or hand hygiene will be performed prior to taking a break.
  - Students re-entering the school will be expected to use the hand sanitizer located beside the front desk.
  - After an outdoor break, students will sanitize their hands and are asked to proceed directly to the washroom facilities to wash their hands thoroughly with soap and water. In doing so, students are expected to adhere to the room capacity limits posted on the washroom doors, in order to maintain physical distancing.
  - During an outdoor break, students will be mindful of physical distancing from each other, as well as members of the public who may be passing by on the sidewalk.
  - Students are reminded to not share personal items at any time (water bottles, snacks, lip balm, etc.).

### *Movement Throughout the School*

- In order to maintain 2m physical distancing, students and staff are asked to avoid congestion at the entrances to the school, in the hallways and other shared spaces.
- To the greatest degree possible, students will spend most of their time in the school within one learning space, with 2m physical distancing in place.
- If students need to move from one room to another, they are asked to ensure that their work area (table top, chair, laptop and supplies) are cleaned before they leave the room. To ensure

a sanitized work space is in place, they will also disinfect the work area before they sit down at a new table and chair.

- When students and staff members meet in an office, they will ensure that their presence in that office does not exceed the maximum capacity of the room. Physical distancing of 2m will be maintained during the meeting.
- Staff and students will work together to be flexible and to be respectful of the posted capacity of each room at Prairie Hope to ensure that physical distancing of 2m is maintained throughout the day.
- When moving from room-to-room, everyone will wear a mask and follow the 'rules of the road' (will stay on the right side of the hallway). When possible, students and staff will stand aside or wait at the end of the hallway to allow another person to pass freely while maintaining physical distancing.
- The kitchen, staff room and conference room will not be used as a thoroughfare by students. These rooms will be reserved for access by staff members only at this time.
- Students will move from the entrance way, classrooms and washrooms via the south hallway. If students are meeting with a staff member in an office in the north hallway, they are asked to travel to the north hallway via the front entrance of the school, rather than via the staff room, kitchen or conference room.