



2020-2021 SCHOOL PLAN

(Phase Red)

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Introduction

Although we understand that this is a very stressful time, please know that our priority is to provide a healthy and safe learning environment for all of our students and staff. The direction we receive from the Chief Provincial Health Officer and Manitoba Education will continue to guide our planning and decisions in managing the spread of COVID-19.

Please note that the purpose of this document is to outline Orange Level details that are specific to Vincent Massey. It is also to be used alongside the Brandon School Division Re-Opening Schools Plan that was released to the public on Friday, August 14th. It can be viewed at https://www.bsd.ca/News/covid19updates/informationforparents/Brandon%20School%20Division%202020%20Re-Opening%20Schools%20Plan/Documents/Brandon%20School%20Division%202020%20Re-Opening%20Schools%20Plan_-1.pdf

Public Health Orders

All staff and students will be asked to stay home if they are feeling sick. Daily self screening and self monitoring is essential to limit the transmission of COVID 19.

Self Monitoring

- Students and staff are expected to *self-screen* before coming to school each day. 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 the answer is 'yes' to any of the questions on the screening tool, the person will not be permitted to enter the building.**

Visitors and Volunteers

Authorized Visitors are permitted at Vincent Massey, but visits will be minimized to the greatest extent possible. We will use online communication, and telephone to interact with our families whenever possible.

All visitors must adhere to self-screening, physical distancing, and recommended hygiene practices. Visitors with any symptoms consistent with COVID-19 should not enter the school. We will be keeping a list of all visitors as they will be required to sign in upon entry.

Community use of schools will be suspended, except for the Vincent Massey Early Learning Centre.

Physical Distancing

Physical distancing of two metres or six feet between all individuals will occur whenever reasonably possible. Masks will be mandatory when physical distancing is not possible and during transition times.

The maximum number of individuals congregating (i.e., close interactions among people longer than 15 minutes) in a common space for indoor and outdoor settings must comply with the most up-to-date public health orders at <https://www.gov.mb.ca/covid19/soe.html#current>

The following measures will be taken to ensure physical distancing:

- Classroom spaces will be arranged to encourage the recommended separation
- Separate entrances will be used
- Close greetings will be avoided (e.g., hugs, handshakes).
- Assemblies and gatherings will not take place at this time
- Fire drills and lock-down requirements will be done at the classroom level only
- School activities will take place outdoors as much as possible

Masks

- The use of masks is mandatory for the staff, students, and visitors at Massey. When two-meter physical distancing is possible (example – certain classroom environments) masks may be removed with permission.
- Masks will be provided to staff and students who need them.
- Students are encouraged to bring their own mask to school each day.
- Staff and students will engage in conversations about how to put on and remove a mask, as well as how to clean and store it.
- Teachers will review mask use with their students using information from https://www.edu.gov.mb.ca/k12/covid/docs/mask_guidance.pdf.

Managing Shared Spaces

During times of limited use, staff and students will work together to be flexible and respectful of expectations.

Washrooms

- Staff will ensure that only one student leaves the classroom at a time to use the washroom.
- Maximum capacity will be posted on washroom doors.
- Specific washrooms will be designated to each classroom:
 - Students will use the washroom closest to their classroom
 - Gender Neutral Washrooms – will be open and available
 - Staff Washrooms – will be open and available

Classrooms

- Classrooms will be configured to allow for 2m of physical distance between all.
- Excess furniture and other materials will be removed to maximize floor space, physical distancing and movement.
- Classroom doors will remain open at all times to maximize air flow and minimize high touch surfaces.

Offices

- 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.

Entrance and Exits

To manage the flow of traffic entrances will be primary access only unless by appointment

- The remainder of the day the only door that is accessible during the school day for visitors will be the main entrance and will be monitored by a staff member.
- Teachers will communicate to office which students are coming to the school as well as which classroom spaces they'll be in, and the duration of their visit.
- When teachers are inviting students into the building, they will meet them at the entrance closest to their classroom to minimize congestion at the main exit. They will schedule a time and take the class to directly to the assigned classroom while maintaining physical distancing.
- Staff Entrance will be locked at all times but staff will be able to access with their key card.

Ventilation

- Custodial staff will be attentive to ventilation issues. Classrooms with windows will be open and all classroom doors will remain open at all time, including evenings, to allow airflow.

Transportation

- There will not be divisional transportation (buses) available to grade 9-12 students with the exception of Special Needs programming

Sanitation/Hygiene protocols

Handwashing

Handwashing with soap and water for at least 20 seconds is the recommended hand hygiene practice. Students and staff must engage in frequent hand hygiene, including but not limited to the following times:

- at the start of the day and before going home
- before and after preparing food
- before eating/drinking
- after getting hands dirty or if they have become contaminated
- after wiping nose or handling dirty tissues
- after coughing, sneezing, or blowing nose
- before and after putting on and taking off a mask
- before and after being on a bus
- after cleaning tasks (staff)

School staff will help students to ensure handwashing is done correctly by showing the videos below. Videos will be reviewed regularly by classroom teachers.

<https://www.canada.ca/en/public-health/services/video/covid-19-hand-washing.html>

[Hand Washing for older students](#)

<https://www.youtube.com/watch?v=lisgnbMfKvI>

<https://www.canada.ca/en/public-health/services/video/covid-19-hand-washing-heroes-dv.html>

[Proper Hand washing for young students Described video](#)

<https://www.canada.ca/en/public-health/services/video/covid-19-hand-washing.html> [Hand Washing for older students](#)

Respiratory Etiquette

Respiratory etiquette will also be taught and modelled, as well as reinforced regularly.

This includes:

- coughing and sneezing into a tissue or sleeve
- properly and promptly disposing of any used tissues
- exercising proper hand hygiene.
- avoid touching one's mouth, nose, or eyes
- personal items can not be shared (hats, hair accessories, lip balm, food/drinks)

Signage will be posted and highly visible in all washrooms and above each classroom sink.

Resources are available below should parents choose to review at home as well.

<https://www.gov.mb.ca/covid19/resources/index.html>

<https://sharedhealthmb.ca/covid19/providers/posters/>

Hand Sanitizer

Staff, students and visitors will be encouraged to use hand sanitizer as often as needed. Sanitizer will be available at each entrance and in each classroom.

Cleaning and Disinfecting

- Increased frequency of cleaning, disinfecting, and sanitizing – particularly on high-touch surfaces and in common/shared areas – will be required. Each classroom will be provided with disinfecting spray as well as cloths.

Custodial staff will:

- Disinfect commonly touched surfaces regularly (e.g., doorknobs, light switches, chairs, desks)
- Increase monitoring of hand-cleaning supplies to ensure an ample supply at all sinks.
- Ensure washrooms and lunchrooms are cleaned/disinfected frequently (at least twice daily, and more often as needed). Use of these areas will be staggered.

Staff and students will be required to disinfect:

- electronic devices including photocopiers, printers, laptops, keyboards, mice, monitors and touchscreens, chairs, desks, art supplies, games, gym equipment, tools, and equipment in between uses

Water Fountains

Water fountains will not be accessible – bottle fill stations will still be available. Vending machines will not be accessible.

For more information on cleaning and disinfecting the following document will be used:

<http://www.mbschoolboards.ca/documents/services/School%20Re-entry%20Protocols%20June%202020.pdf>

Extracurricular and Offsite Activities

- Vincent Massey athletics will follow the direction of MHSAA and the sport specific approved Return to Play Protocols of respective Provincial Sport Organization.
- Teams/Athletes in Sports requiring travel outside of Brandon will be evaluated on a case by case basis.
- Staff overseeing after hours Athletic/Extra-Curricular activities must meet their groups at the West Student Entrance/Exit Doors, ensure students travel safely to designated area and ensure all students leave following appropriate procedures.
- Offsite activities will be limited to those that can follow the school plan and public health recommendations. These will be reviewed on a case by case basis.
- Other extracurricular groups can still meet virtually or in person following appropriate COVID guidelines

Mental Health and Awareness - Create Support Networks as per Kevin Cameron Workshop

- Students not engaging in distance delivery will be assigned a Case Manager in Student Services to make family connections weekly
- We recognize that living during the time of a global pandemic will be a stressful and emotional experience for many people.
- The staff at Vincent Massey 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 team at Vincent Massey includes our administrators, social workers, psychologist, school counsellors, resource teachers and continuous improvement coach, working alongside our teachers and support staff to implement trauma-informed practices into our day.
- 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 Vincent Massey.

Expectations for Lockers

- Students scheduled to attend during limited use will continue to have access to lockers

Utilization of Staff

- Choir and Band programs have been paused and these teachers will be reassigned.
- Further staff redeployment will be site specific with the goal being to ensure health and safety standards.

Expectations for Regular & Special Needs Programming

Supports for Students with Special Needs

There are unique challenges experienced by students with special learning needs during this time and additional supports may be required. This includes

- considering changes in the school environment and/or remote learning needs when reviewing and updating Individual Education Plans (IEPs)
- considering additional planning for students with special learning needs to support a smoother transition to school
- safely supporting the return of medically fragile students by consulting with local public health authorities on any new risk factors for the student, implementing staff training, and potentially continuing remote learning where return is not possible
- accommodating the needs of students who require significant personal support, including considering options for personal protective equipment for both staff and students please refer to https://www.edu.gov.mb.ca/k12/covid/reopening/supports_non_distance.html
- for students who require interventions or supports within cannot be delivered form a distance the following document will be consulted https://www.edu.gov.mb.ca/k12/covid/docs/guides_support_students.pdf
- IEP/EAL will continue with specialized programming (Lit Support, LAL, “at risk”, etc.) continuing with same schedule as Yellow

Classroom Configurations

- Classrooms will be configured to allow for 2m of physical distance between all.
- Excess furniture and other materials will be removed to maximize floor space, physical distancing and movement.
- Classroom doors will remain open at all times to maximize air flow and minimize high touch surfaces.

Protocols for sharing equipment & materials

- ICT equipment will be wiped after each use. A soft cloth and sanitizing spray will be located near this equipment.
- Staff and students will be required to disinfect:
 - Electronic devices including photocopiers, printers, laptops, keyboards, mice, monitors and touchscreens, chairs, desks, art supplies, games, gym equipment, tools, and equipment in between uses
 - Each classroom will be provided with disinfecting spray as well as cloths.
- Sanitizing spray will be placed at the photocopiers to be used after each use.
- If laboratory equipment needs to be shared between classes, it will be sanitized after each class.
- The following document will be consulted:
<http://www.mbschoolboards.ca/documents/services/School%20Re-entry%20Protocols%20June%202020.pdf>

Student and Staff Screening Protocols

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

- Students and staff 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.
- 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

- Authorized visitors to Vincent Massey will be 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 expected to wear a mask, to use hand sanitizer when entering the building and to maintain physical distancing of 2 meters while in the school.
- In order to minimize additional people in the school, we will offer to meet over the telephone or via video conference, when this is possible.
- If you need to come to Vincent Massey, we ask that you please call ahead so that we can ensure we have an appropriate space to accommodate a meeting.
- Community use of schools will be suspended

Technology

WiFi

- In order to support their access to technology, students will be permitted to bring their own devices to school and access the WIFI in accordance with BSD guidelines.

Laptops

- There will be a process in place to allocate laptops to students who require one for academic programming.

Approach to Recovery Learning and Transition Planning if Required

Recovery Learning

School Leaders and classroom teachers have access to the following reports for their 2020-2021 classroom students:

- school level transition/recovery reports for the areas of literacy, numeracy, and active participation in learning;
- classroom level transition/recovery reports for the areas of literacy, numeracy, and active participation in learning;
- student-specific reports for the areas of literacy, numeracy, and active participation in learning; and
- Foundational outcome achievement data in the areas of literacy, numeracy, and social/academic behaviours.
- School Intervention Teams will be using the above information to identify Tier 2 and 3 interventions for targeted students.
- Collaborative Teacher Teams will be focused on recovery learning, outcome prioritization, and program delivery.

Plan for Remote Learning

Individualized programming for students with special learning needs will be provided in the regular classroom as much as possible. Individualized learning aids or materials will be student specific to avoid sharing of resources.

School Structure Online

Students are expected to engage daily in their learning and will be assessed on their work in terms of how it reflects their performance and learning

Teachers will emulate class as closely as possible in a remote environment (e.g., video explanations/lectures, assessments, reasonable chunking of instruction and assignments, consistent feedback to students about progress/growth).

Teachers will use a synchronous approach to instruction following their existing timetable. Synchronous learning may include: live streaming, discussion, question and answer, on-line availability for individual support, in-person opportunities by appointment.

****Note:** Asynchronous opportunities for instruction and learning may be available when appropriate and beneficial, to be determined on a course by course basis in consultation with teachers and school administration.

Support for Remote Learning

- Families without internet access, can sign out a handheld portable router with restrictions on non-educational sites and applications.
- Families with limited technology can sign out laptops.
- Students new to the Division will be screened for gaps in literacy and numeracy.

In Person Instruction (exceptional cases)

Please note that all in person instruction situations will follow outlined safety protocol.

- Assessments and labs that require in person attendance will be scheduled
- Teachers will invite students for small group instruction on a rotational basis to ensure they get face to face support
- Students requiring additional/remedial support will be invited for individual/small group instruction
- Vocational/Hands On courses should schedule students frequently to complete practical components

Expectations for Medical Accommodation

- School-level remote learning will continue to be in place for students who are medically advised not to return to in-class learning due to COVID-19 related risk factors.

Family Response In Case of Illness

- All stakeholders are encouraged to have a plan in the event of illness as no one will be permitted or allowed to remain in a school when symptomatic.

Managing a suspected case of COVID-19 at Vincent Massey

Suspected Staff Outbreak

If a staff member or volunteer in our school becomes symptomatic, they should immediately isolate themselves from other staff and children, notify their supervisor, and go home to isolate. The staff member will contact the office, for a sub to be secured. The staff member will be asked to leave from the closest exit. Staff should then contact Health Links – Info Santé (204-788-8200 or 1-888-315- 9257) or their health care provider for direction. Our head custodian will be notified so that additional environmental cleaning will occur in that space. The focus will be on high-touch areas and areas where the staff or volunteer spent time.

Staff members who are away sick or who are self-isolating must follow the 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 sick 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 that staff member has a positive test, further direction will be provided by public health.

Suspected Student Outbreak

If a student in our school becomes symptomatic, the supervising teacher will contact the office, and the Office Staff will go and accompany the child to our isolation room (Grooming Room) Parents will be contacted immediately so that they can pick up their child. A staff member will remain with the student while practicing physical distancing and observing all COVID protocols. Our head custodian will be notified so that additional environmental cleaning will occur in that space. The focus will be on high-touch areas and areas where the student spent time. All students in the classrooms will wash their hands and will then go outside or to the library so additional cleaning can occur.

Parents should then contact Health Links – Info Santé (204-788-8200 or 1-888-315- 9257) or their health care provider for direction.