

As we prepare to re-open schools on September 8, 2020 in Brandon School Division, we continue to prioritize the safety, health and well-being of our communities by doing our part to reduce the spread of COVID-19. With the advice from our Chief Medical Officer and Manitoba Education, J.R. Reid School is planning to maximize health and mitigate risk proportionate to the level of COVID-19 infection determined by Manitoba Health.

As we continue to live in an unprecedented time with the pandemic, this plan assists in navigating responses to possible questions for the upcoming school year. **All levels support continued learning for students in Brandon School Division for the 2020-2021 academic school year.** Our school plan provides some specific details regarding the school day structure.

Message from Mr. Marty Jordan, Principal of J.R. Reid School

Dear Parents/Guardians:

Welcome back to J.R. Reid School. In providing for the safety of students, staff, parents, and community members, J.R. Reid School has made changes for when the students return to school on September 8th, 2020. Some of the strategies that will be used in our building to support the safety of our school community are outlined below:

- There will be a strict stay-at-home policy for any students or staff exhibiting symptoms of COVID-19.
- Screening protocols for students and staff will be implemented.
- Enhanced environmental cleaning and disinfecting procedures, including daily cleaning for all areas of the school. Washrooms and high-touch surfaces will be cleaned several times a day and regularly scheduled deep cleaning will occur when students are not present.
- Non-medical masks will be available for all students and staff. Masks will be required for students Grade 4 through Grade 8 and for all staff.
- Hand hygiene requirements will be in place when entering and exiting the school and classrooms, and before and after eating. Students will use hand washing stations in our classrooms.
- Physical distancing recommendations will be implemented in our school.
- Groups of students will be assigned to cohorts; students will remain in their groups for most of the day. Staff will remain with the same cohort whenever possible.
- Entrances/Exits as well as washrooms and play areas will be designated for all cohorts.
- Use of shared items or equipment will be avoided wherever possible.
- Reminders of the importance of respiratory and hygiene etiquette (e.g. covering coughs and sneezes) will be posted and spoken about.
- Band, Choral, Home Economics and Industrial Arts programming will be paused for the start of the school year.
- Drop-off/pick-up and student transportation procedures will be implemented to limit contact among households as much as possible.
- The Parent Council Lunch Program will continue with reduced numbers if supervision allows. The Canteen will not be open and microwaves will not be available for student use.
- The Y in School Before and After Program will continue. The program will follow our school plans around safety and will ensure physical distancing. Students will be divided into two groups. One will be in the Multi-Purpose Room and the other in the Gymnasium. Parents will be provided with instructions from the YMCA program for pick up and drop off.
- Public access to schools will be limited to essential school business. We will carefully document attendance of students, staff and visitors to ensure up-to-date contact information for assisting public health management should a case be identified in the school.

These specific procedures are new to all school community members. We will work together to meet the needs of all students and their families. We thank you for your patience as we work on preparing everyone for the 2020/2021 school year. While this year will look significantly different from previous years, J.R. Reid School is committed to following our mission of welcoming families to a safe, caring learning environment with a strong academic focus committed to fostering the development of each child to his/her greatest potential and developing in each a curiosity and love of learning.

Re-Opening Plan for J.R. Reid School – Welcoming Back Our Students - September 2020

In-class learning will resume on Sept. 8, 2020, for all students in public and funded independent schools (FIS) across the province.

- Kindergarten to Grade 8 students will return for five days of in-class instruction (full instructional day) per week.

Teachers and Educational Assistants will return to schools on September 2, providing us with an opportunity for orientation to public health requirements and the educational priorities to support students, as well as for professional learning around recovery learning.

The following is the J.R. Reid plan for navigating through the 2020-2021 school year. As a school, we will be taking direction from the Brandon School Division, Manitoba Education and the Chief Medical Officer on a daily basis; therefore, our plan is subject to change as advised. We will be adding to our school plan to account for changes in the COVID-19 Pandemic as required.

We will be using a staggered entry for students. We have divided our school up into twelve cohorts.

Cohort 1 Kindergarten class	Cohort 7 (Gr. 4/5 Hall)
Cohort 2 (Gr.1 Gustafson)	Cohort 8 (Gr.5/6 Zelaya)
Cohort 3 (Gr 1-2 Burgess/Hartman)	Cohort 9 (Gr. 6 Philpott)
Cohort 4 (Gr. 2-3 Gareau)	Cohort 10 (Gr. 7 Prawdzik)
Cohort 5 (Gr. 3 Pomeroy)	Cohort 11 (Gr. 7/8 Anderson)
Cohort 6 (Gr. 4 Dobrescu)	Cohort 12 (Gr 8 Carmichael)

Start dates for attendance are as follows:

Kindergarten/Cohort 1 interviews and start dates will be emailed out separately

September 8th Cohorts 2-12 Students with legal last name beginning with letter A-E

September 9th Cohorts 2-12 Students with legal last name beginning with letter F-K

September 10th Cohorts 2-12 Students with legal last name beginning with letter L-R

September 11th Cohorts 2-12 Students with legal last name beginning with letter S-Z

September 14th All Students from all cohorts in attendance

On Thursday September 3rd at 3:30 pm Classroom Teachers will email virtual open houses/parent introduction to their students and families. Parents that would like specific in-class or school tours can arrange with the classroom teacher following MB Health Guidelines. (PowerPoint Presentation)

Virtual Open House for Parents (PowerPoint will include)

- Teacher Picture
- How to communicate with the school – limit visitors.

- Cohorts and staff assignments.
- Entrance and Exit Doors. (pictures)
- Designated bathrooms.
- Recess areas by cohort and staggered times.
- Busing – line ups and bus rules.
- Masks – K to 3 optional and 4 to 8 required (can take off mask if physically distanced at recess or during outdoor activities).
- Hygiene – washing of hands, coughing and no sharing of food, supplies or clothing.
- Designated bathroom and times (if nature calls, doesn't have to be in the allotted time).
- Hallway lanes – rules of the road.
- First Day information that is classroom specific
- Band, Home Economics and Industrial Arts will be paused – replaced with options and art. (7/8 only)
- Disinfection and cleaning of the school – Minimum of two times a day, plus classes will have cleaners for high touch surfaces such as computers. Deep clean every evening.
- Monitoring of Student Health – prior to school each day. If child is symptomatic, please keep them home and report this to the school.
<https://sharedhealthmb.ca/covid19/screening-tool/>

Kindergarten information will be emailed out separately. There will be an in-person meeting/orientation with Kindergarten students and families. The scheduled staggered start for Kindergarten students will be communicated directly from the Kindergarten teacher.

Public Health Measures

Given the evolving nature of the COVID-19 pandemic and transmission within our communities, guidance may change based on emerging circumstances and information from public health officials. If the public health situation changes and our guidelines are not sufficient, current measures may be paused and other measures may be introduced or reintroduced.

Understanding Transmission

COVID-19 is most commonly spread from an infected person through respiratory droplets generated through coughing, sneezing, laughing, singing, and talking. It spreads more easily when contact is close (within six feet/two metres) and prolonged (more than 15 minutes). COVID-19 can also be spread by close personal contact, such as touching or shaking hands or touching something with the virus on it and then touching one's mouth, nose, or eyes before cleaning one's hands. Some people who have few or no symptoms can spread COVID-19.

The most effective measures to reduce the spread of COVID-19 include separating people by maintaining physical distance and the use of physical barriers. Since this is not always practical, we will be using a layered approach of staying home when sick or where in contact with a confirmed case, daily screening (parents to screen their children), limit visitor access (example, parents drop students off for the open house), physical distancing (2 meters between all individuals), using cohorts with physical distancing of one meter, ventilation, transportation to school, hygiene practices, PPE, cleaning/disinfecting and wearing a mask **(mandatory from grade 4 to 8).**

Staying Home When Sick

Individuals should self-isolate and not enter schools or education facilities if they:

- are experiencing symptoms suggestive of COVID-19
- have travelled outside Manitoba in the previous 14 days (outside of areas excluded by public health orders, which currently exclude locations in Western Canada, the territories, and Ontario west of Terrace Bay)
- are a close contact of a confirmed case of COVID-19
- are awaiting a COVID-19 test result (excluding persons tested as part of voluntary asymptomatic surveillance for COVID-19, as they do not need to isolate).

An up-to-date list of symptoms can be found at: <https://www.gov.mb.ca/covid19/about/index.html>

Screening

Screening for symptoms is critical to identify any potential cases of COVID-19 as quickly as possible before exposure to others. If someone is unsure whether they or their child should be tested and self-isolate, they should be directed to the COVID-19 Screening Tool at <https://sharedhealthmb.ca/covid19/screening-tool/>. All screening that identifies suspected cases of COVID-19 should be referred to Health Links – Info Santé at 204-788-8200 or 1-888-315-9257.

Symptom and exposure screening must occur at the start of each day.

Parents and caregivers need to monitor their child daily for symptoms and exposures before sending them to school. Parents and caregivers are responsible for ensuring their children are not displaying symptoms before sending them to school or on the bus.

Signage, with exclusion criteria, will be posted at all entrances to the school.

A student or staff member who meets any of the exclusion criteria will not be admitted to J.R. Reid School and will be advised to immediately isolate and consult Health Links – Info Santé or their health care provider. Those with symptoms should be tested. If the test is negative for COVID-19, they can return 24 hours after symptoms resolve. If individuals do not get tested, they should isolate for 14 days from symptom onset, and they may return if symptoms have resolved at that time.

A chronic stable cough, sneeze, runny nose, or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies is not an absolute requirement for exclusion. As well, children who are crying can exhibit a runny nose. Changing or worsening of chronic symptoms require isolation and contacting Health Links – Info Santé. Staff should exercise judgment based on the symptoms but, when in doubt, err on the side of caution by excluding the child and advising the parent/caregiver to contact Health Links – Info Santé or their health care provider.

Students and staff members must be in good health to attend work. Before leaving for the school all parents/guardians and staff are to use the [Manitoba Health COVID-19 Screening Tool](#), using the following guidelines:

- If a student or staff shows any COVID-19 symptoms they should remain at home.
- 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 Manitoba in the

previous 14 days (outside of areas excluded by public health orders, which currently exclude locations in Western Canada, the territories, and Ontario west of Terrace Bay), they are required to consult with Health Links and may be required to self-isolate prior to attending school.

- **NO** COVID-19 related screening (including physical examination, temperature taking, etc.) is to be conducted by employees of the School Division on students, staff, or visitors entering a public school facility.
- Staff may be required to assist a student with self-screening if the child requests it or discloses that the parent/guardian was not able to conduct a screening that day. Otherwise, staff are not to screen any students.
- **What Happens if a Child Exhibits Symptoms?**
- If a child develops symptoms while at school, the child will be isolated in a separate room. If a separate room is not immediately available, the child needs to be kept at least two meters or six feet away from other children and staff. A medical mask will be provided to be worn by the sick child (over two years of age only), unless there are safety issues that prevent the student from wearing a mask.
- The parent will be notified to come and pick up the child immediately. Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.
- The parent or guardian will need to contact Health Links – Info Santé (204-788-8200 or 1-888- 315-9257) or the child’s health care provider for direction, if required.
- If the child is young and requires close contact and care while isolated, caregivers can continue to care for the child until the parent is able to pick up the child. Caregivers should be mindful of hand hygiene and avoid contact with the respiratory secretions of the child. A medical mask should be worn by the staff person caring for the child.
- If a parent/caregiver is unreachable to pick up a sick child, school staff will keep the child isolated in a separate room until the parent or caregiver arrives. If the medical condition requires urgent assessment, or if the parent cannot be located, they will follow standard procedures. Anyone in close contact with the child while waiting should wear personal protective equipment, including a medical mask. Once the student is picked up, the staff member will practice diligent hand hygiene.
- A sick child can 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 child has a positive test, further direction will be provided by public health. Public health typically follows up with contacts of cases within 24 to 48 hours of receipt of the notification.

What Happens if a Staff Member Exhibits Symptoms?

If a staff member or volunteer in a school becomes symptomatic, they should immediately isolate themselves from other staff and children, notify their supervisor, and go home to isolate. They should then contact Health Links – Info Santé (204-788-8200 or 1-888-315- 9257) or their health care provider for direction. Additional environmental cleaning should occur. Focus should 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.

Visitor Access

Visitors or volunteers are permitted at schools, but visits will be minimized to the greatest extent possible. Online communication, video, and telephone will be used to interact with families whenever possible rather than in person.

All visitors and volunteers must adhere to self-screening, physical distancing, and recommended hygiene practices. Visitors with any symptoms consistent with COVID-19 should not enter the school.

Community use of schools will be suspended, with the exception of childcare centres operating in schools.

Workplace Safety and Health

The safety and health of students and staff is our number one priority as we develop the plans for in-class learning in our schools. Manitoba Public Health advises the best defense against the spread of COVID-19 is:

- self screening;
- frequent handwashing;
- physical distancing;
- wearing a mask when physical distancing is not possible; and
- staying home when sick.

Personal Risk Factors

Arrangements will be needed for students, teachers, administrators and school staff who may be at higher risk of COVID-19 due to underlying health conditions or other risk factors.

Division-level remote learning will be in place for students who are medically advised not to return to in-class learning due to COVID-19 related risk factors. These situations should be rare and limited to children with compromised immune systems or other medical conditions that increase their risk. Parents and caregivers must consult with physicians on the need for an accommodation.

Outbreak Management

In the event of the confirmation of a case of COVID-19 connected with J.R. Reid, public health will lead the response and ensure appropriate supports are in place to coordinate the response. Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed. Public health may:

- request records that identify cohorts/groups of students, staff, volunteers, and visitors in the school for a specified timeframe
- contact students, staff, and families if they have been in close contact with a confirmed/probable case, and confirm whether they need to self-isolate or self-monitor and when they can return to school
- recommend testing following established guidelines to students, staff, volunteers, and visitors who may have been exposed to a positive case
- assess the need for the school to be closed for a period of time
- Our staff will clean and disinfect areas where exposures took place; these areas will not be used until they are determined to be safe. School closure would be a last resort and only upon evidence of transmission among multiple cohorts.
- Form letters/standard messages will be shared with their parents, staff, and students when a case is confirmed in a school. If there is an outbreak at a school, this will be announced through Manitoba

media bulletins and public health will provide instructions to those who have been in close contact.

Physical Distancing and Use of Cohorts

Physical distancing measures to reduce your risk of infection:

- Minimize prolonged (more than 15 minutes), close (less than two meters/ six feet) contact between your co-workers and other individuals in public.
- Avoid greetings that involve touching, such as handshakes.
- Signage will be posted to remind people to maintain at least 2 meters physical distance. Signs are posted in common areas such as entrances, classrooms, restrooms, etc.
 - https://manitoba.ca/asset_library/en/covid/socialdistancinginfographic.pdf
- Visual cues to indicate 2 meters distance is being used will be used in common areas.
- Physical barriers of plexi-glass screens and shields have been erected at the front desk.
- It is recognized that strict physical distancing at all times—particularly with young children—is not practical in the school setting. When physical distancing is not possible, cohorts can be used to limit exposure and facilitate contact tracing if a case is identified. Students will likely be a part of multiple cohorts from within and outside of the school setting. The purpose of cohorts is to limit the mixing of students and staff so that, if a child or employee develops an infection, there are fewer possible exposures and contact tracing can be more easily done.
- Maximum cohort size is to be no more than 75 students. There is no limit on the number of cohorts in a school, as long as distinct cohorts of 75 can be separated to prevent contact with other groups. Each cohort must be able to arrive, depart, and participate in school activities without co-mingling with members from other cohorts as much as possible.
- J.R. Reid School will have 12 cohorts which accounts for 1 cohort per classroom.
- Whenever possible, we will keep children and staff together with the same cohort throughout the day, including lunch breaks and recesses. Locations of classrooms, use of additional space, and timetabling by cohorts can all be considered to reduce mixing.
- Different cohorts/groups will not be in shared spaces at the same time. Where this is not possible, physical distancing between groups is required. It is important to maintain at least four meters between groups or cohorts of children (i.e., two groups of children can be in the same area provided the groups do not intermingle and provided four meters of space is maintained between the two groups).
- One-meter physical distancing will be maintained to the greatest extent possible in classrooms where cohorts are being utilized.
- Two-meter distancing is used to the greatest extent possible when not in a cohort.
- Staggered schedules and movement of cohorts will be used to avoid being in shared spaces (e.g. hallways, school bus pick-up & drop off etc.) at the same time.
- J.R. Reid will try to avoid or limit the movement of students between classrooms; instead we shall have teachers move between classrooms.
- Our school will manage and keep records of persons in cohorts – classrooms, school buildings, buses etc.

Personal Hygiene and Respiratory Etiquette

It is especially important to clean your hands:

- after coughing or sneezing;
- when caring for a sick person;

- before, during and after you prepare food;
- before eating;
- after toilet use; and
- when hands are visibly dirty.

Cover your mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into your sleeve. Throw used tissues in the garbage and immediately wash your hands or use an alcohol-based hand cleanser.

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 recess
- after going to the washroom and helping children with washroom routines
- after a diaper change (both children and staff)
- 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
- after soothing a crying child
- 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 young children to ensure handwashing is done correctly.
- Will encourage and supervise hand hygiene and make alcohol-based hand sanitizer available at all building access points and throughout the facility.
- Will model and reinforce respiratory etiquette regularly. This includes coughing and sneezing into a tissue or sleeve, as well as properly and promptly disposing of any used tissues and exercising proper hand hygiene.
- Will reinforce that personal items (e.g., hats, hair accessories, lip balm, food/drinks) should not be shared.
- Will avoid touching one's mouth, nose, or eyes, and encourage children to do the same.

Personal Protective Equipment (PPE)

Non-medical masks are recommended in situations where a person cannot maintain a two-metre physical distance for extended periods of time and is in close proximity to a person outside of their regular contacts. This includes hallways and when riding the bus to school, and it may include classroom settings.

- Students (Grade 4 and up), teachers, staff, visitors and volunteers are to wear non-medical masks in areas where physical distancing of two metres is not possible.
- Students under Grade 4 can also use non-medical masks.
- All school bus passengers in Grade 4 and older, and the driver, are required to wear a non-medical mask. These should be put on before loading and taken off after offloading if removal is appropriate for the setting. Students under Grade 5 can also use non-medical masks.

Masks will be provided to students and staff who need them. Inventory will be monitored to ensure adequate supply.

Non-medical masks should not be worn by anyone who:

- is unable to remove the mask without assistance (e.g., due to age, ability or developmental status)
- has breathing difficulties
- is under two years of age

When a non-medical mask is used, your hands should be cleaned before and after putting it on and taking it off. Follow the recommendations listed above for the use of non-medical masks, including for their removal. Visit <https://www.gov.mb.ca/covid19/prepareandprevent/index.html> for the latest guidance on the use and care of masks.

Consideration can be given to teachers and staff to wear face shields or coverings and eye protection, in addition to a mask (not in place of a mask).

Helping Individuals with use of Non-Medical Masks

Staff will review the proper use of masks with students. Parents are also asked to review these very important procedures with their children

Mask Wearing

- https://www.youtube.com/watch?time_continue=129&v=9Tv2BVN_WTk&feature=emb_title Wearing Fabric Mask
- https://www.youtube.com/watch?time_continue=1&v=ciUniZGD4tY&feature=emb_logo Different version on how to wear a non-medical mask
- <https://www.youtube.com/watch?v=JwPWdkbyizw> reusing a disposable mask

Cleaning and Disinfecting

Increased frequency of cleaning, disinfecting, and sanitizing—particularly on high-touch surfaces and in common/shared areas—will be required. **J.R. Reid staff will:**

- Disinfect commonly touched surfaces (e.g., doorknobs, light switches, electronic devices including photocopiers, printers, laptops, keyboards, mice, monitors, and touchscreens, chairs, desks, art supplies, toys, games, gym equipment, tools, and equipment) frequently—at least twice daily, or more often as needed.
- Increase monitoring of hand-cleaning supplies to ensure an ample supply at all sinks in washroom and kitchen area.
- Ensure washrooms and lunchrooms are cleaned/disinfected frequently (at least twice daily, and more often as needed) and stagger use.
- Turn off water fountains that are not touchless or cannot be cleaned between users.

- J.R. Reid School will continue to use the water bottle filling stations. **Please send a labeled refillable water bottle with your child.**

Ventilation

- We will avoid recirculation of air to the greatest extent possible and ensure clean filters.
- We will minimize the use of fans and limit them to the lowest settings if they are needed.
- Air flow will be directed away from people and surfaces.
- We will assess the risk of opening windows and doors (i.e., risk of falling, triggering asthma symptoms).
- We will not prop open fire doors to increase ventilation or to reduce exposure to frequently touched door handles.

Transportation

Physical distancing and/or cohorts are also required in school transportation. For more information, refer to the Guidelines for Transportation to Schools at <https://www.edu.gov.mb.ca/k12/covid/reopening/transportation.html>. <https://www.bsd.ca/Studentsparents/Transportation/Pages/Default.aspx>

To support physical distancing on buses, to the greatest extent possible, parents are encouraged to transport their own children if they are able. Active transportation, such as walking and biking, should also be encouraged. For advice on carpooling, please visit <https://www.gov.mb.ca/covid19/restoring/transportation.html>

Extra-Curricular and Off-Site Activities

Extra curricular activities and off-site activities have an increased level of risk. Therefore, each activity will be assessed on an individual basis ensuring they follow Manitoba's Restoring Safe Schools guidelines.

Field Trips

Field trips or outings are permitted. However, the participation of children will be voluntary and accompanied by appropriate parental permission. Enhanced planning for field trips will be necessary to ensure the health guidelines are met. Details will be provided to outline the purpose and measures put in place around the field trip

Utilization of Staff;

1) Physical Education Teachers:

- Will pick students up from the classroom to go either back to the gym or outside.
- Activities that involve movement will be held outside as much as possible, including those for physical health and education.
- Indoor activities will only be performed if physical distancing measures can be followed.

<https://www.gov.mb.ca/covid19/restoring/sports-guidelines.html>.

2) Music

- The Music teacher will come to homerooms to conduct music lessons.
- There will be no singing or activities that would spread air borne particles.

- iii. Mrs. Graham will support the K-2/3 Classes with Recovery Learning and Numeracy Interventions.

3) Options

- i. Will teach classes from the homerooms.
- ii. We will expand classes such as Art and the Options (technology, critical thinking, Leadership, and Indigenous Studies)
- iii. Please note this has resulted in extensive timetable changes to grade 7 and 8.
- iv. CTT time or prep time will need to be set aside to help out colleague get up to speed on their new assignment.

4) Home School Liaison

The best practice is that parents/guardians provide their own food for their child. If this is not possible, the following guidance applies:

- i. Staff will serve all food items when applicable.
- ii. Staff will use utensils (not fingers) to serve food items.
- iii. Staff will remove shared food containers from eating areas (e.g., snack bowls, pitchers of water or milk, salt and pepper shakers.)
- iv. For snack programs, staff will dispense snacks directly to children and use prepackaged snacks only.
- v. Staff will close kitchen and nourishment areas that could be accessed by children or visitors.
- vi. Staff will ensure meticulous hand hygiene.
- vii. Cease activities involving student participation in food preparation.

5) Continuous Improvement Coach

- i) TEAMS will be used if physical distancing cannot be maintained for Collaborative teacher Team meetings.
- ii) Mental Health work will be a part of Collaborative Teacher Team Meetings. TT's. Social Worker and Psychologist can be invited to meetings to help facilitate.
- iii) School Plan Adjustment – swapping of students for WIN time will be paused.
- iv) Recovery Learning assessments and programming will be a topic to be covered in Collaborative Teacher Teams.
- v) Scope and Sequence or pacing of units will still be a priority.

6) Teacher Librarian

- i) Will move to the student's classrooms
- ii) Will help support literacy
- iii) Will support students and teachers in matching interest books at the student's reading level

7) Numeracy/Literacy Support

- i) For the first two weeks of the school year, based on needs outlined by our SIT, the numeracy support, Mr. Ken Friesen, and literacy support Mrs. Shelley Skinner, will be deployed into classrooms to support CT's with specific students or groups of students with recovery learning. This support could be in the form of literacy, numeracy, behavior intervention around anxiety and social emotional well-being

8) Resource Teacher

- i) Our resource teacher Mrs. Charlene Spicer will continue to support teachers with students on Student Specific Plans.
- ii) She will act as a liaison/lead with teachers that have students utilizing remote learning plans.

Expectations for In-class Attendance and/or Participation in Remote Learning

Unless an underlying health condition prevents a student from being at school, regular attendance is required.

- If remote learning is included as part of their learning plan, students will be expected to participate.
- Students who are unable to return to school due to personal or family health risks factors related to COVID-19 will be supported in remote learning.
- Students will not attend school when sick, displaying symptoms or otherwise noted above.
- In-class learning may be increased or suspended on short notice in response to changing public health advice.

Students Refusing to Return to School

- Daily attendance will be recorded and follow up calls will be made to students who are absent.
- Psychological First Aid will be provided for students and parents, if needed.
- Appropriate interventions and adaptations may be implemented if deemed necessary.

Back up Plan

- Parents, please have an alternative plan in the instance of illness or shifts in Public health orders.
- Parents will be contacted and expected to pick up their child in the event that their child is ill or exhibiting symptoms.

School Structures

- **Learning Plans Kindergarten – Grade 6**

100% attendance – Students are required to be in attendance unless parents provide a doctors note.

- Under a level Green or Yellow Public Health measure, the use of cohorts for all subject areas will meet all physical distancing requirements up to 1 meter.
- We will utilize assigned entrances and staggered times for each cohort.
- Unnecessary furniture will be removed to maximize open floor space.
- If a Level Orange response is required, we would restructure our physical spaces to ensure 2 meters of physical distance. We will utilize our Gymnasium, our Multi-Purpose Room, our Library, our Music Room and any open classroom space.
- 7m x 7m open floor space provides 1m of personal space and 2m of physical distancing space for 16 students (see Diagram 1).
- If a Level Red Public Health response is required, all students other than children of essential employees will utilize remote learning. At-risk students could be scheduled for in-class learning.
- Entry and exits will be managed to avoid congestion.
- Where possible, teachers will move across classrooms instead of students.
- There will be screening protocols for all people entering the building and limitations regarding visitors <https://sharedhealthmb.ca/covid19/screening-tool>
- Students will be reminded of the importance of physical distancing and hand hygiene.
- Risk Response drills (ex. fire drills, severe weather, etc.) will be practiced on an individual class basis to reduce congestion. School lockdown drills will be practiced.
- Students without lockers will be provided bags to reduce congestion at coat racks.
- Cohorts will utilize the following strategies for recess:
 - Separate containers of equipment for each class and cleaned daily
 - Marked zones on the school playground

- Minimal contact

Learning Plans Grade 7 and Grade 8

100% attendance - Students are required to be in attendance unless they are medically advised not to attend.

- Under a level Green or Yellow Public Health measure, the use of cohorts for all subject areas will meet all physical distancing requirements up to 1 meter.
- We will utilize assigned entrances and staggered times for each cohort.
- Division delivered courses (Industrial Arts, Home Economics, Band) will be paused while cohorts are required.
- Unnecessary furniture removed to maximize open floor space.
- Entry and exits will be managed to avoid congestion.
- Where possible, teachers will move across classrooms instead of students.
- There will be screening protocols for all people entering the building and limitations regarding visitors <https://sharedhealthmb.ca/covid19/screening-tool>.
- Students will be reminded of the importance of physical distancing and hand hygiene.
- Risk Response drills (ex. fire drills, severe weather, etc.) will be practiced on an individual class basis to reduce congestion. School lockdown drills will be practiced.
- Cohorts will utilize the following strategies for recess:
 - Separate containers of equipment for each class and cleaned between recess periods;
 - Marked zones on the school playground;
 - Manageable group sizes and minimal contact
- If a Level Orange response is required, we would restructure our physical spaces to ensure 2 meters of physical distance. We will utilize our Gymnasium, our Multi-Purpose Room, our Library, our Music Room, and any open classroom spaces.
- 7m x 7m open floor space provides 1m of personal space and 2m of physical distancing space for 16 students
- If a Level Red Public Health response is required, all students other than children of essential employees will utilize remote learning. At-risk students could be scheduled for in-class learning.

Remote Learning

Students undergoing remote learning due to health related factors, will be required to fully engage in remote learning as directed by their classroom teacher following the goals of their student specific remote learning plan based the foundational outcomes in literacy and numeracy. The student will be responsible for completing and handing in all assigned work. The classroom teacher, along with the student intervention team, will provide material and remote support in a format deemed appropriate for the student's level of learning.

- Students will be asked to stay home if they display any COVID-19 symptoms and as a result, we are confident there will be higher student absenteeism.
- Staff are to design units and lessons to provide the rich learning experience for in-class learning while designing activities for the essential outcomes in such a way that they can be delivered either in-class or remotely.
- 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.

Supports for Students with Special Learning Needs

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

- 1) considering changes in the school environment and/or remote learning needs when reviewing and updating Student Specific Plans (SSPs)
- 2) considering additional planning for students with special learning needs to support a smoother transition to school
- 3) safely supporting the return of 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

Instruction and Recovery Learning

- Student-contact time is being prioritized
- We are focusing on teaching outcomes rather than the amount of time per subject (a cross-curricular approach is recommended)
- Based on MB education's guidelines, we are prioritizing essential outcomes in literacy and numeracy in all areas
- MB essential outcomes can be accessed at <https://sites.google.com/a/manitobarurallearning.org/mrlc/tools-and-resources>
- School teams will identify students requiring Recovery Learning in Literacy and Numeracy through reports, data, screens, assessments and previous teacher evidence. During the first few weeks, teachers will screen to assess for learning gaps from the previous grade level.
- Students new to the Division will be screened for gaps in literacy and numeracy.
- Previous school year's classroom transition meetings will identify students requiring further support.
- The Student Intervention Team will work with the classroom teacher to develop and administer student specific plans where needed.
- J.R. Reid will use their RTI model to utilize their system to address individual learning needs.
- Student Intervention Teams will be using Recovery Learning information to identify Tier 2 and 3 interventions for specific students.
- Collaborative Teacher Teams will focus on Recovery Learning, essential learning outcome prioritization, and program delivery.

Protocols for Sharing Equipment & Materials

- Staff are responsible for cleaning and sanitizing their own workspaces and equipment.
- All equipment should be sanitized by school staff between each new user. This includes laptops, computer screens, keyboards, mice, printers, photocopiers, smart boards, remotes.
- The Division will implement an online payment system for school fees to reduce handling of cash and cheques at schools by students and staff.
- Supplies should be allocated to individual students whenever possible to avoid the sharing of items (ex. art supplies).
- For any materials that need to be shared, students will hand wash/sanitize before and after use. Materials will also be sanitized after use.

Schedules/Bells/Recess/Lunch & Lockers

We have created a very comprehensive plan around each of these items.

Parents must drop off and pick up students as close to start and end times as possible. Parents will be allowed into the building by appointment or with approval by school principal or head teacher.

Recess, Lunch & Beginning of School Day

- Entrance and exit routes, along with specific recess times, will be posted in each individual classroom.
- There will be staggered recesses and lunch allowing for transition times and ample space for each cohort.
- A map will detail each cohort's outside play area.
- Parents are asked to take their children home for lunch if possible.
- Students that go home for lunch should not return to school until 12:45 p.m.
- Students coming in from recess and lunch will be required to line up at their designated entrance while allowing for physical distancing.
- All students that stay for lunch as part of the parent run program, will remain in their classroom cohort for indoor recess and lunch. Students will remain in designated areas with their classroom cohort while playing outdoors. Please refer to <https://www.bsd.ca/schools/Jrreid/ForParents/Pages/lunchprogram.aspx>
- Hallways and signage will be marked and posted with explicit directions.
- Students are expected to follow handwashing protocols when eating, entering and exiting the building.
- Cohorts will have a designated area outside in which they arrive and wait in prior to the beginning of the day.
- Cohorts will have a designated area outside in which they line up and wait in prior to entering the building at recess and lunch.

ENTRANCE/RECESS/LUNCH Schedules

Cohort	Entrance/Exit	Recess Time/Area	Parent Run Lunchroom
1	Gymnasium	10:05/ 1:55 TBA	11:45-12:15
2	Gymnasium	10:15/2:05 TBA	12:15-12:45
3	Gymnasium	10:05/2:15 TBA	11:45-12:15
4	Gymnasium	10:15/2:25 TBA	12:15-12:45
5	Front Doors	10:25/2:15 TBA	11:45-12:15
6	Front Doors	10:15/2:05 TBA	12:15-12:45
7	Front Doors	10:05/1:55 TBA	11:45-12:15
8	Front Doors	10:35/2:25 TBA	12:15-12:45
9	Northeast Doors	10:15/2:15 TBA	11:45-12:15
10	Northeast Doors	10:05/2:05 TBA	12:15-12:45
11	Northeast Doors	10:25/1:55 TBA	11:45-12:15
12	Northeast Doors	10:35/2:25 TBA	12:15-12:45

Schedules

- Teachers will explain classroom schedules on the first day of school.
 - Teachers will be with their individual cohorts for most of the school day.
 - Teachers within cohorts will meet their students at their doors upon arrival.
 - Teachers within cohorts will accompany students for recess.
 - Schedules will be focused on Foundational Outcomes.
-

- These schedules will be available and posted in student classrooms.
- Specific bathroom schedules and processes will be developed to minimize student exposure.
- Students will remain in their classroom as much as possible within the schedule.

Lockers/Washroom Usage/Hand Wash Stations

- Students will be given a specific plan around locker usage within their own specific area or classroom. This will be explained their first day at school. Students without lockers will be provided bags to reduce congestion at coat racks.
- Cohorts will be given specific washrooms in which they must utilize. Cohort 1 (Kindergarten will use the washroom located in the classroom) cohorts 2,3,4,5 washroom A/B Cohorts 6,7,8,9 washroom C/D Cohorts 10/11/12 Gymnasium washroom.
- Teachers working within cohorts will accompany students for recess and supervise washroom breaks.
- Students will utilize classroom hand wash or sanitization stations whenever needed.
- Teachers will supervise hand wash and sanitization stations within their classrooms.
- Students and staff will follow designated routes and signage when moving to and from lockers and washrooms.

Entrance & Exits for Arrival/Dismissal/Recess

All students will line up in their designated area keeping a 2 meter spacing in place. There will be markings in place for each Cohort.

Cohorts 1,2,3,4- Will always enter and exit through Gym Doors when arriving and leaving school.

Cohorts 5,6,7,8- Will always exit and enter through front doors when arriving and leaving school.

Cohorts 9,10,11,12, -Will enter and exit northeast doors when arriving and leaving school.

Bell Times

8:50 a.m. 1st Entrance Bell Rings Cohorts 1,2,5,6,9,10

8:55 a.m. 2nd Entrance Bell Rings Cohorts 3, 4,7,8,11,12

9:00 a.m. Classes Begin

10:05 – 10:15 a.m. 1st Morning Recess

10:15 – 10:25 a.m. 2nd Morning Recess

10:25 – 10:35 a.m. 3rd Morning Recess

10:35 – 10:45 a.m. 4th Morning Recess

11:45 a.m. - 12:15 p.m. Lunch (Alternating lunch for Parent Run Program)

12:15 p.m. – 12:45 p.m. Lunch (Alternating lunch for Parent Run Program)

12:45 p.m. 1st Entrance Bell Rings Cohorts 1,2,5,6,9,10

12:50 p.m. 2nd Entrance Bell Rings Cohorts 3, 4,7,8,11,12

1:55 – 2:05 p.m. 1st Afternoon Recess

2:05 – 2:15 p.m. 2nd Afternoon Recess

2:15 - 2:25 p.m. 3rd Afternoon Recess

2:25 – 2:35 p.m.

4th Afternoon Recess

3:30 p.m. 1st Dismissal Bell Rings Cohorts 1,2,5,6,9,10

3:35 p.m. 2nd Dismissal Bell Rings Cohorts 3, 4,7,8,11,12

Helpful Resources

- Training videos on how to effectively wash your hands available to both student, staff, & public
 - For children: <https://www.canada.ca/en/public-health/services/video/covid-19-hand-washing-heroes-dv.html>
 - Others: <https://www.canada.ca/en/public-health/services/video/covid-19-hand-washing.html>
- Signage is posted regarding proper hand hygiene and cough/sneeze etiquette.

- For children:

- <https://www.gov.mb.ca/fs/childcare/resources/pubs/posters.pdf>

- Others: <https://sharedhealthmb.ca/files/precautions-to-follow-letter.pdf>

- Video for kids on reducing the spread of COVID-19: Hygiene for kids.

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

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

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

<https://www.gov.mb.ca/fs/childcare/resources/pubs/posters.pdf> - Kids

<https://sharedhealthmb.ca/files/hand-hygiene-wash.pdf> - Hand Rub

<https://sharedhealthmb.ca/files/hand-hygiene-wash.pdf> - Hand Wash

<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=IisgnbMfKvI> Hand washing Technique

<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

<https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>

Supporting Our Staff

We will create support networks as per Kevin Cameron workshop

All teaching staff will use a portion of their Collaborative Teacher Time to facilitate activities to promote positive mental health and to support each other.

All support staff will identify a colleague within the building that they will connect with throughout the school year. The resource teacher will create a TEAMS account where all support staff are expected to check into every two weeks. This TEAMS account will provide resources and bi-monthly activities to promote positive mental health for partners to utilize.

Any staff struggling with COVID-19 or any other stressors, are encouraged to talk to a school leader, who will provide access to EAP services.

Brandon School Division has participated in training from the North American Center for Threat Assessment and Trauma Response Guidelines for Re-entry into the School Setting. The training provided the in-depth practical understanding to help prepare school personnel for re-entry into the school community, emphasizing the social and emotional well-being for students and staff.

Visit the [Psychological First Aid \(PFA\) for Schools, Teachers, and Students](#) document.

a. [Provide staff with information about trauma-informed learning with the support of the school social worker or psychologist. Resources:](#)

- [Assessing the Social-Emotional and Traumatic Impact of the Pandemic on the Community Page 16 and 17 and review with the school's team;](#)
- [Listen, Protect, Connect, Model and Teach .](#)

[Kevin Cameron's webinar with Division staff will be available for viewing from August 31 to September 7, 2020.](#)

September 2, 2020 Q&A with Kevin Cameron for school leaders, clinicians and student services.

Staff can also access these useful resources:

- i. [Care for Your Mental Health](#)
- ii. [AbilitiCBT](#)
- iii. [Mental Health Virtual Therapy Program](#)
- iv. [LifeSpeak](#) app
- v. [Government of Canada](#)
- vi. [Mental Health Commission of Canada](#)
- vii. [The Working Mind COVID-19 Self-care & Resilience Guide](#)
- viii. [National Association of Social Workers – Self-Care During the Coronavirus Pandemic](#)

b. Suggested PD:

Jody Carrington's online course How to Connect with Kids These Days
