

**Alexander School**  
**Re-Opening Plan: September 2020**

**Public Health Orders & Workplace Safety and Health:**

All staff will receive orientation on the most current Public Health Orders and Workplace Safety and Health measures prior to students' arrival at school. These will be reviewed as new orders/measures arise and on a regularly monthly basis during staff meetings. Staff will provide age-appropriate instruction and guided practice to students.

Please refer to the Divisional Plan for more details on Public Health Measures and Workplace Safety and Health.

Please note: Masks are mandatory for staff and students in grades 4 and up when 2 metres of physical distance is not possible.

**Sanitation/Hygiene Protocols:**

**Cleaning and Disinfecting**

Increased frequency of cleaning, disinfecting, and sanitizing—particularly on high-touch surfaces and in common/shared areas will be completed.

- 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 washrooms, classrooms, and the kitchen area.
- Ensure washrooms and lunchrooms are cleaned/disinfected frequently (at least twice daily, and more often as needed) and stagger use. Cohorts will have scheduled times to use the washroom to reduce congestion.
- The water fountain will be turned off. The water bottle filling station will remain functional.
- Ensure there is enhanced cleaning of bus seats and other high-touch surfaces (e.g., windows, railings) before each new group of students attends the bus.

**Hygiene Practices**

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)

In addition to hand washing, alcohol-based sanitizer will be available at all building access points and throughout the facility. Signage will be posted in highly visible areas to remind staff and children to perform proper hand hygiene.

School staff will encourage, instruct, and supervise hand hygiene with children. Respiratory etiquette will also be modelled, taught, and reinforced 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. Personal items (e.g., hats, hair accessories, lip balm, food/drinks) should not be shared. Avoid touching one's mouth, nose, or eyes, and encourage children to do the same.

### **Student & Staff Screening Protocols:**

#### **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.**

- Staff must self-monitor daily for signs and symptoms of COVID-19. Staff who have any symptoms of COVID-19 must stay home, isolate, and be excluded from work. Schools must maintain records of staff absenteeism.
- **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. Schools can also support children with self-screening upon arrival at school.

Signage, with exclusion criteria, must 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 the 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.

Routine screening or monitoring of temperatures with a thermometer or other device to assess for fever is not recommended. Normal temperatures can be variable throughout the day and can be different between individuals. It is recommended that parents and staff focus on monitoring for symptoms of COVID-19, as outlined in the Screening Tool and poster at <https://sharedhealthmb.ca/covid19/screening-tool>.

### **Screening Protocols**

Screening protocols are in place for all persons entering schools (i.e. students, staff, visitors).

- Screening information will be posted at all authorized points of entry.
  - <https://www.gov.mb.ca/covid19/updates/resources.html#posters>
- The Division will minimize visitors and volunteers at school facilities.
- The Division shall suspend community use of schools with the exception of childcare centres operating in schools.

### **Student Screening and Self-Assessment**

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

- If a student 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.

### **Family Backup Planning:**

It is imperative that families have established backup plans in the event that their child becomes sick while at school and must be picked up immediately or if Public Health orders change and education shifts to blended or remote learning. Please ensure your child's emergency contact information is current for both the main office and their classroom teacher. In addition, please consider backup plans in case education shifts to blended or remote learning.

### **What Happens if a Child Exhibits Symptoms?**

If a child develops symptoms while at school, the child will be isolated in the **Guidance Office/Speech Room**. If this room is not immediately available, the child needs to be kept at least two metres 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 should 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.

Ask the parent or guardian 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 will be worn by the staff person caring for the child.

If a parent/caregiver is unreachable to pick up a sick child, school staff should 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 should 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 should practice diligent hand hygiene.

Additional environmental cleaning will be required. The custodian will follow the Sick/Isolation Rooms Disinfecting Procedures once the child has been picked up. The custodian will also focus on high-touch areas where the child spent time.

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 laboratory report.

## **Support Networks:**

Our school specific support teachers consist of Resource Teacher, Guidance Counsellor, Social Worker, and School Psychologist.

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

Many students will have experienced mental health challenges that will require various interventions and supports. During the first weeks of school, school teams will connect with students and families in order to promote and support our students' health and well-being. Please refer to the Division Plan for more detailed information.

## **Mental Health and Well-being of Staff**

School leaders will continue to promote staff well-being and to develop a positive sense of community among staff before students return, using the following resources/strategies:

- BSD 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.
- From the [Guidelines for Re-entry into the School Setting During the Pandemic](#) refer to pages 11 and 12 Stage 2, 3, & 4 and the Coronavirus Impact Scale on Page 19.
- Provide opportunity for collaboration and storytelling from the adults as this helps to make decisions around the social-emotional and traumatic impact on students and adults.
- Revisit the [Psychological First Aid \(PFA\) for Schools, Teachers, and Students](#) document.
- [Provide staff with information about trauma-informed learning with the support of the school social worker or psychologist.](#)
- [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.

School leaders will make staff aware of resources/supports/PD available:

- [Care for Your Mental Health](#)
- [AbilitiCBT](#)
- [Mental Health Virtual Therapy Program](#)
- [LifeSpeak](#) app
- [Government of Canada](#)
- [Mental Health Commission of Canada](#)
- [The Working Mind COVID-19 Self-care & Resilience Guide](#)

- [National Association of Social Workers – Self-Care During the Coronavirus Pandemic](#)
- Staff will be supported through the Employee Assistance Program (EAP). This service provides support to employees in multiple areas of life.
- Staff will be supported to participate in online PD opportunities to be arranged in collaboration with the school principal. Suggested PD opportunities include the following:
  - Jody Carrington’s online course [How to Connect with Kids These Days](#).
  - Psychological First Aid (PFA) – Canadian Mental Health Association [Online Course](#)

### **Protocols for Sharing Equipment & Materials:**

When equipment and materials are deemed essential to student learning, proper sanitary measures will occur to ensure safety. Students will be asked to wash/sanitize their hands before and after using the equipment/materials. Equipment and materials will be disinfected between each use. Equipment and materials will be designated to individual students if possible or limited for use within the established cohorts.

### **Plan for other Learning Models:**

If learning is moved to a blended learning or remote learning model, students may continue to receive instruction via paper work packages, online conferencing, and/or recorded lessons with follow up independent work and opportunities for teacher assistance. Please ensure you review and complete all requests from the classroom teacher in the first few weeks of school (ensure contact information is current, setting up your family’s Seesaw account, practice logging into Teams, etc.).

### **Blended Learning**

- Students will be asked to stay home if they display any symptoms and will need to work remotely from home if they feel well enough to do so.
- Units and lessons will be designed to provide the rich learning experiences for in-class learning while as well as activities for the critical outcomes that can be delivered 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.

### **Technology Learning**

- Computer equipment may be lent to support students “Remote Learning”. In some situations, internet access may also be provided to families currently without access.
- Staff and students will continue to use tools such as Office 365 and TEAMS for supporting class communications and assignments to support remote learning.

- The application SEESAW has been introduced for elementary schools as a supported platform for student and Parent communication.

### **Expectations for Attendance:**

#### **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 may not attend school when sick or displaying symptoms of illness.
- In-class learning may be increased or suspended on short notice in response to changing public health advice.
- Similarly, barring exceptional circumstances, students are expected to engage fully in remote learning.

#### **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 using a Student Specific Plan on clevr.
- Data will be collected to identify students at-risk due to the pandemic or family circumstances.

### **Transportation:**

All busses transporting students to/from Alexander School will run. Students in Grades 4 and up are mandated to wear a mask, as well as the driver on the bus. Students will have assigned seats and will be seated with siblings if they have any. Bus routes will be created with the school cohorts in mind. No food or drinks will be allowed on the bus. Increased cleaning and disinfecting will take place on the bus before and after routes.

#### **Transportation**

On August 13, 2020, the Province of Manitoba provided a revised guideline for transportation to school divisions. Under these guidelines our school buses cannot operate at 100 % capacity due to physical distancing requirements.

- All students that attend Alexander School will continue to receive school bus transportation.

For the safety of those students being transported we have implemented the following measures:

- All school bus passengers in Grade 4 and over, as well as the driver, are required to wear a non-medical mask. These should be put on before getting on the bus and taken off after exiting the bus, if removal is appropriate for the setting. Students in lower grades may also wear non-medical masks.
- Enhanced cleaning and sanitizing of “high-touch” areas in buses after each route is completed as directed by the provincial guidelines for restoring safe schools.
- Provide all drivers with training and information for proper cleaning protocols. Online WHMIS training will be provided by the Transportation Department in September 2020.
- As weather permits, windows and roof vents will be opened for additional ventilation.
- Seating plans will be in place for each bus route and seats will be labeled. Students will be seated in the same seats every day for regular bus routes.
- Students will be seated one per seat on the school bus. When possible students from the same household will be assigned seats together. Students requiring additional supports in the form of a companion to ride the bus will be treated as if they are from the same household.
- A daily record of attendance for each bus will be maintained by the Transportation Department.
- All buses will be loaded from back to front and unloaded from front to back when possible.
- The unloading of buses at schools and transfer points will be limited to one at a time when possible to assist with the staggering of students entering the schools.
- The Transportation Department will communicate to parents/guardian and schools any revisions to scheduling for bus routes related to bus drop off and pick up schedules.

### **Expectations for Regular & Special Needs Programming:**

#### **Learning Plans Kindergarten – Grade 8**

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

Classroom teachers will provide a virtual tour of the school and classroom with special regard to new procedures on Friday, September 4<sup>th</sup>.

- The use of cohorts for all subject areas will meet all physical distancing requirements up to 1 metre.
  - Students will remain in their home classroom at all times except for gym, which will be held outside when possible or in the gymnasium. Students will have music, snack, and lunch in their classroom.
  - During recess breaks, students will remain in their cohort and will play in a designated playground space, which will be changed on a weekly basis.



- Utilize assigned entrances and staggered times for each cohort.
  - Grades K-2 will use the North Doors and will wait on the marked lines for their teacher to bring them in.
  - Grades 3-5 will use the Main Doors and will wait on the marked lines for their teacher to bring them in.
  - Grades 5-8 will use the South Doors and will wait on the marked lines for their teacher to bring them in.
  - The Grade 6-7 Class will enter/exit directly into the portable and will wait on marked lines for their teacher to bring them in.
- Unnecessary furniture has been removed to maximize open floor space.
- All classrooms have open floor spaces to provide 2m of physical distancing space for 20 individuals.
- At-risk students could be scheduled 100% if physical distancing allows for it.
- 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.
- Students will be reminded of the importance of physical distancing and hand hygiene.
- Risk Response drills (ex. fire drills) will be practiced on an individual class basis to reduce congestion.
- Students without lockers will be provided bags to reduce congestion at coat racks.
- Human Ecology (Grade 7) and Industrial Arts (Grade 8) are paused for now. Students will receive school-based options for the time being.
- Classes will utilize the following strategies for recess:
  - separate containers of equipment for each class and cleaned between recess periods;
  - marked zones;
  - manage group sizes;
  - minimize contact.

### **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)
- creating congregated classrooms as a temporary COVID-19 response measure for students' special learning needs in order to offer regular, everyday timetabling
- 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 [Guidelines on Supporting Students Who Require Interventions or Supports that Cannot be Delivered from a Distance](#) )
- considering alternate attendance options for students, depending on their needs

Manitoba Education continues to work with the Department of Families and education stakeholders to further develop guidance and support for students with special needs and students at risk. For more information, please visit:

<https://www.edu.gov.mb.ca/k12/covid/support/rsssn.html>

### **Approach to Recovery Learning & Transition Planning:**

In June, our school team met frequently to review student progress and needs. During various transition meetings, students were identified for Recovery Learning and tentative plans were set in motion. All plans and all students will be re-evaluated in September to determine a more accurate representation of learning gaps and support will be provided as needed. All staff are entering the year with understanding and compassion for what a challenging and foreign experience last Spring was. We are all eager to return to in-person instruction and we have structured our year plans to include time in September for review and revision to help all students have a successful start to their school year.

### **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.
- Students new to the Division will be screened for gaps in literacy and numeracy.
- Classroom transition meetings will identify students requiring further support.
- 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.

### **Utilization of Staff:**

Staff will be re-assigned to help lower classroom numbers and provide academic and social-emotional support as needed.

Physical Education will be taught outside as often as possible.

Music will be taught in the students' home classroom.

Human Ecology (Grade 7) and Industrial Arts (Grade 8) have been paused at this time. Students will continue to receive school-based option courses.

Educational assistants will continue to support student learning, as well as supporting the classroom teacher with sanitation and supervising hand hygiene.

### **Classroom Configurations:**

In order to reduce class size numbers, an additional class has been added and will be located in the portable. The new classroom configurations are as follows:

Grade K/1	Grade 5/6
Grade 1/2	Grade 6/7
Grade 3/4	Grade 7/8
Grade 4/5	

### **Expectations for Lockers/Schedules/Bells/Recess/Lunch:**

All students will be placed in three cohorts during the entirety of the school day. Each cohort will have less than 75 people in it. Cohorts will share similar schedules including recess and lunch. Each classroom will have scheduled times to use the washroom. The water fountains will not be available. The water bottle filling station will still be accessible.

Cohort #1 – Kindergarten, Grade 1, Grade 2 – will enter and exit through North Doors

Cohort #2 – Grade 3, Grade 4, Grade 5 (half) – will enter and exit through Main Office Doors

Cohort #3 – Grade 5 (half), Grade 6, Grade 7, Grade 8 – will enter and exit through South Doors

All three cohorts will share the same recess and lunch break times. However, each cohort will exit/enter through different doors. In addition, each cohort will be assigned to separate sections of the playground and must stay within their designated zone.

Upon arriving at school, or entering the building at the end of recess, classes will line up outside in clearly marked locations with physical distancing. Teachers will come get their class and enter the school one group at a time to reduce hallway congestion. The same will be applied for dismissal and exiting the building for recess.

### **Recess/Breaks**

Public health advises that playgrounds and play structures are low risk for transmission. There are no specific requirements for cleaning play structures.

- schedule outdoor play to maintain cohorts of children and staff;
- maintain separate containers of equipment for each class or cohort, and clean between recess periods;
- mark zones, manage group sizes, and avoid contact among groups;
- ensure handwashing or hand hygiene is performed before and after recess; and
- ensure crossing guards receive additional information about how to physically distance while performing their duties.

Non-medical masks can be removed during outdoor play to provide a mask-free break.

Students must bring their own lunches, or provided lunches must be individually wrapped in disposable containers. If weather permits, lunch breaks may be held outside. Schools can continue to offer breakfast and lunch programs with necessary adjustments to ensure health guidelines are in place. No family-style, buffet, or potluck meal service is permitted at this time.

The Parent Council Lunch Program will not be heating up lunches or selling food items for the month of September. After we have had time to practice and revise our new lunch expectations, we will consider the provincial guidelines for food handling to determine if this is something we will be able to do safely.

### **Food Handling**

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

- Staff should serve all food items.
- Utensils (not fingers) should be used to serve food items by staff.
- Remove shared food containers from eating areas (e.g., snack bowls, pitchers of water or milk, salt and pepper shakers.)
- If using single service packets of condiments, provide the packet directly to each child, rather than self-serving from a bulk container.
- For snack programs, dispense snacks directly to children and use prepackaged snacks only.
- Close kitchen and nourishment areas that could be accessed by children or visitors.

- Implement other measures as necessary or appropriate, or if directed by local public health.
- Ensure that food handling staff practice meticulous hand hygiene.
- Cease activities involving student participation in food preparation.

### **Extra Curricular & Off-Site Activities:**

All extra-curricular and off-site activities will be paused at this time. Our focus will be on transitioning students into classrooms under the new guidelines. As the year progresses, opportunities for these activities will be re-evaluated.

### **Extra-Curricular and Off-Site Activities – as advised in Divisional Plan p. 21**

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.

### **Physical Education and Sports – as advised in Divisional Plan p. 21**

Activities that involve movement should be held outside, including those for physical health and education. Indoor or outdoor non-contact sports (e.g., tennis, soccer) are permitted, as long as physical distancing can be maintained during the play, except for brief exchanges of close contact. Choose outdoor settings as much as possible, as they are a lower risk for transmission of COVID-19. A more detailed document has been developed to provide guidance on how sports and other activities could be modified/adapted to reduce the transmission of COVID-19. It is available at <https://www.gov.mb.ca/covid19/restoring/sports-guidelines.html>.

### **Field Trips – as advised in Divisional Plan p. 21**

Field trips or outings are permitted. However, the participation of children must be voluntary and accompanied by appropriate parental permission. Enhanced planning for field trips will be necessary to ensure the health guidelines are met. When planning outings or field trips, consider the following:

- Outdoor settings are lower risk for transmission of COVID-19.
- Avoid crowded venues where physical distancing of six feet (two metres) cannot be maintained.
- Ensure there is access to handwashing and/or alcohol-based hand sanitizer during the outing. Handwashing will be required if the activity involves getting hands soiled.
- For group transportation, physical distancing needs to be maintained.
- Avoid using public water fountains. Children should bring their own prefilled water bottle.