



# GREEN ACRES 2020 ORANGE SCHOOL PLAN

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Green Acres Orange  
School Plan  
2020-2021

## Table of Contents

Green Acres Orange School Plan.....	3
Entrance/Exits, Recess, Lunch, Bell Schedule.....	4
Class Configurations, Public Health Orders, Self Monitoring.....	5
Visitors and Volunteers, Physical Distancing .....	6
Cohorts/Groups, Ventilation, Transportation.....	7
Sanitation/Hygiene Protocols/Personal Protective Equipment .....	8
Cleaning and Disinfecting.....	9
Workplace Health and Safety .....	9
Protocols for Sharing Equipment & Materials .....	9
No Sharing Policies, Managing Shared Spaces.....	10
Managing Staff & Students Who Are Exhibiting Symptoms of COVID-19 at Green Acres School .....	11
Green Acres School Structure for 2020-2021 .....	12
Extra Curricular & Off-site Activities, Field Trips.....	12
Expectations for Regular & Special Needs Programming and Attendance .....	12
Blended Learning, Recovery Learning.....	13
Supports for Students with Special Needs.....	14
Staff and Student Wellness.....	14-16

### Green Acres Orange School Plan

Green Acres Staff continue to care about the safety and well-being of our students, staff and families. Although we understand that this is a very stressful time, our priority remains in providing a healthy, safe learning environment for all of our students and staff. Taking direction from the Chief Provincial Health Officer and Manitoba Education will continue to guide our planning and decisions in managing the spread of COVID-19. See Welcoming Our Students Back... Restoring Safe Schools link below....

[https://www.gov.mb.ca/asset\\_library/en/covid/k-12-reopeningplan-guidance.pdf](https://www.gov.mb.ca/asset_library/en/covid/k-12-reopeningplan-guidance.pdf)

**To ensure the safety of all students, staff, and community with our Orange Plan, the following safety measures will immediately be put into place:**

- Schools must ensure two meters of physical distancing to the greatest extent possible
- Students will be in smaller cohorts daily – families will be notified directly from the school if their child is in a new class cohort
- K to 8 students will be in attendance as usual
- In BSD, we are not offering K-8 students an option of temporary remote learning at this time as our goal is to keep students in front of teachers and with their school support teams.
- All field trips must be postponed or cancelled
- Masks are mandatory for grades 4 -12; highly recommended for grades K-3
- Families are encouraged to send their child with at least two masks; **if possible**
- **Regular hand hygiene multiple times per day**
- Families will be asked to enter/exit the school through their designated entrance



### Entrance and Exits

Front Door	Kindergarten and Grades 3/4
East Gym Door	Grades 5-6
East Gym Door	Grades 7-8
South Door	Grades 1/2

Social distancing markings will be placed outside at each door for each grade level.

Students will be expected to physically distance outside using the markings, and will be brought into the school by a designated staff member.

### Recess

<u>AM</u>	<u>PM</u>
10:10-10:25 – Grades K, Grade 5/6, Grade 3/4 10:25-10:40– Grades 1/2, Grade 7/8	2:00-2:15 – Grades K, Grade 5/6, Grade 3/4 2:15-2:30– Grades 1/2, Grades 7/8

### Lunch

Grades K, Grade 5/6, Grade 3/4 Dorn/Hickman	Grades 1/2, Grades 7/8, Grade 3/4 Vodon/Shamray
11:40-12:10 – Eat	11:40-12:10 – Outside Break
12:10 – 12:40 – Outside Break	12:10 – 12:40 – Eat

All lunch program students will eat lunch in their classrooms.

All lunch program students will play outside for outside break.

### Bell Schedule

8:50 – Students line up outside and staff members will monitor entrance into the building one class at a time.

8:55 – Classes commence

10:10 – K, 5/6, 3/4 go outside

10:25 – K, 5/6, 3/4 come inside; 10:25 - 1/2, 7/8 go outside

10:40 – 1/2, 7/8 come inside

11:40 – Lunch/Outdoor bell

12:10 – Lunch Switch

12:40 – Line up to come inside

12:45 – Classes commence

2:00 – K, 5/6, 3/4 go outside  
2:15: - K, 5/6, 3/4 come inside; 2:15 – 1/2, 7/8 go outside  
2:30– 1/2, 7/8 come inside  
3:30 – Class dismissal

### **Class Configurations**

Students at Green Acres School will be grouped into cohorts to limit exposure and facilitate contact tracing.

### **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:**

Staff will be requested to complete the self-screening tool each day. Parents will also be requested to complete the screening tool with their children before arriving at school. For those without access to internet, the questions below will be provided and used.

<https://sharedhealthmb.ca/covid19/screening-tool/>

- Do you have any of the following symptoms?
  - Chest pain
  - Severe difficulty breathing
  - Confusion
  - Extreme drowsiness
  - Loss of Consciousness
- Do you have shortness of breath at rest or difficulty breathing when lying down?
- Do you have a new onset of any of the following symptoms?
  - Cough
  - Fever
  - Chills
  - Sore throat/Hoarse voice
  - Shortness of breath
  - Loss of taste or smell
  - Vomiting or diarrhea for more than 24 hours
- Do you have a new onset of two or more of the following symptoms?
  - Runny nose
  - Muscle aches
  - Fatigue
  - Conjunctivitis/Pink eye
  - Headache
  - Skin rash of unknown cause
  - Nausea/Loss of appetite

- Have you been in contact with someone over the last 14 days with someone that is confirmed to have COVID-19?
- Have you had laboratory exposure while working directly with specimens known to contain COVID-19?
- Have you been in a setting in the last 14 days that has been identified by Public Health as a risk for acquiring COVID-19 such as on a flight, at a workplace with a cluster of cases or at an event?
- Have you travelled outside of MB in the last 14 days excluding travel to Western Canada, Territories or Ontario west of Terrace Bay?
- If the answer is 'yes' to any of the above questions, the person will not be permitted to enter the building.

#### **Additional Covid-19 Links:**

<https://manitoba.ca/covid19/updates/about.html>

#### **Visitors and Volunteers:**

Visitors and volunteers are permitted at Green Acres School, 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 and volunteers must adhere to self-screening, physical distancing, and recommended hygiene practices. There are hand sanitizer stations at every entrance and exit. All visitors must wear masks and use hand sanitizer when entering the school. Visitors with any symptoms consistent with COVID-19 should not enter the school. All visitors will be required to sign in and out at the office because we will be keeping a list of all visitors.

Community use of schools will be suspended, with the exception of the YMCA Before & After School Program.

#### **Physical Distancing:**

Physical distancing of two metres or six feet between all individuals must always occur.

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

### **Cohorts/Groups:**

Green Acres has reduced class numbers and are relocating students to 4 additional classrooms to maintain the social distancing requirements. The Kindergarten class will be moving to the Old Gym area and the grade 7/8 classrooms will be moving to the new gym to help ensure two meters of physical distancing to the greatest extent possible. The smaller cohorts will limit exposure and facilitate contact tracing if a case of COVID – 19 is identified.

**Green Acres Cohorts will consist of:**

- Kindergarten (20 – Susan Wright) – moved to Multi-purpose room (old gym)
- 4 - Grade 1-2 (12 - Candice Brown/13 – Julie Brown/13 - Eunice Hurd/12 – Vicki Lamb)
- 4 - Grade 3-4 (14 – Colin Hickman/14 – Caroline Dorn/14 – Malorie Vodon/13 - Therese Shamray)
- 4 - Grade 5-6 (14 – Meredith Walker/14 – Alex Murray/13 – Mayumi Perez/13 – Malcolm Oldcorn)
- 2 - Grade 7-8 (27 – Jay Goran/27 – Shane Baranyk) – moved to the gym

Children and staff will be kept together with the same classroom throughout the day, as much as possible, including lunch breaks and recesses. Locations of classrooms, use of additional space, and timetabling by classrooms will be considered to reduce mixing.

### **Ventilation:**

All windows in the school will be opened every morning and will remain open throughout the day to improve the ventilation in the school environment. Weather permitting.

Minimize the use of fans and limit them to the lowest settings if they are needed. Direct air flow away from people and surfaces. Ensure that these surfaces are cleaned along with other high-touch surfaces.

### **Transportation:**

Parents are encouraged to transport their own children to and from school if they are able.

Active transportation, such as walking and biking is encouraged. For advice on carpooling, please visit <https://www.gov.mb.ca/covid19/restoring/transportation.html>

Bus students will enter and exit from their designated doors. All students are required to wear masks (grade 4 to 8) on the bus and sit with their family cluster. 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>.

### **Sanitation/Hygiene Protocols:**

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 students to ensure handwashing is done correctly by showing the videos below. All videos below 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 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 cannot 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/>

### **Personal Protective Equipment:**

- Students (Grade 4 and up) visitors and volunteers are required to wear non-medical masks. Teachers and staff who move across cohorts of students, including substitute



teachers, are required to wear medical masks. Medical – grade disposable masks have been issued to all schools N95 masks are not required. We will ensure two meters of physical distancing to the greatest extent possible. Grade 3 students in a 3/4 class will also be required to wear a mask.

- Students in grades K-3 are also encouraged to wear non-medical masks.
- All school bus passengers 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.

Masks will be provided to students and staff who need them. Inventory will be monitored to ensure adequate supply. Teachers will review with their students how to properly put on and remove a face mask by using the following link:

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

<https://youtu.be/eGhLwmFRyZY>

### **Cleaning and Disinfecting:**

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 in washroom and kitchen area.
- 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 will be required to disinfect:

- Electronic devices including photocopiers, printers, laptops, keyboards, mice, monitors and touchscreens, chairs, desks, art supplies, toys, games, gym equipment, tools, and equipment in between uses.
- Each classroom will be provided with disinfecting spray as well as cloths.

### **Workplace Health and Safety**

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;
- Staying home when sick.

### Protocols for sharing Equipment & Materials:

- ICT equipment will be wiped after each classroom use. A soft cloth and sanitizing spray will be located on each cart. Adults will wipe each device as they are returned to the cart. Cloths will be replaced after each classroom use.
- Sanitizing spray will be placed at the photocopiers to be used after each use.
- If Physical Education and music equipment needs to be shared between classes; it will be sanitized after each class.
- All classrooms will have individualized sets of recess equipment.

### No-Sharing Policies:

- It is important to reinforce in children the policies of no food sharing and no water-bottle sharing. Generally, these policies are intended to reduce potential exposures to allergens, but the practice of not sharing food or water bottles in schools also helps reduce virus transmission among staff and children. Students are encouraged to keep personal belongings with them. Locker use should be limited or discontinued to avoid congregation in hallways.
- **Water fountains will be inaccessible. Students must bring a filled, labelled water bottle to school each day.**
- As per standard procedures, it is recommended that schools have toys that are easily cleaned and disinfected. It may be prudent to increase the frequency of the cleaning schedule for these items, especially when illness is circulating in the setting or the local community, or if symptomatic staff and children have been touching the toys. Plush toys should be avoided. Children's personal toys (i.e., for security or comfort) are not to be shared with other children and should be stored in a way that ensures this. In general, sensory play must not be used at this time. Children should not use or handle modelling clay, or indoor sand and sensory tables, as these items cannot be easily disinfected. An exception can be made for children with additional support needs where the use of these items is an important part of their individual plan. These items should then be used under staff supervision and exclusively by the individual child.

### Managing Shared Spaces:

#### **Library**

- There will be no library classes. The library is being used for a designated classroom.

#### **Music**

- Music classes will take place inside their classrooms or outside. Music equipment will be designated for cohorts and will remain separate from other classes. The music room is being used as a designated classroom.

### **Physical Education**

- Physical Education classes will take place inside/outside. Physical Education equipment will be designated for cohorts and will remain separate from other classes.
- Students will not be changing for Physical Education.
- 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>

### **Support Teachers (Guidance Counsellor, Resource, Early/Middle Literacy Support, EAL)**

- The Support teacher's will be assigned to classrooms.

### **Support Teachers T3 (Reading Recovery and Readtopia)**

- These programs will be suspended during Code Orange Restrictions.

### **Hallways**

- Hallways will not be used for student work areas.
- Hallways will be kept clear of classroom furnishings.

### **Washrooms**

- Staff will ensure that only one student leaves the classroom at a time to use the washroom.
- 2-4 maximum occupancy/washroom – teachers created a rotating bathroom schedule – students will wait their turn at the marked spot until a student has exited the washroom.
- Main Washroom – Kindergarten, grades 3 to 6
- Change Room bathroom located in the gym – grades 7 and 8
- Washrooms in the Classroom – Grades 1 and 2

## **Managing Staff and Students Who are Exhibiting Symptoms of COVID-19 at Green Acres School**

### **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 Home School Liaison/Office Staff will go and accompany the child to our Isolation Room (Canteen). Parents/Emergency contact 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-19 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.

All families should then contact Health Links – Info Santé (204-788-8200 or 1-888-315- 9257) or their health care provider for direction. Families need to have a backup plan for childcare in case of illness – **we need up to date contact information along with emergency contacts.**

## **Green Acres School Structure for 2020-2021**

### **Extra Curricular & Off-site Activities**

- Extra curricular activities are only permitted if all learning and distancing requirements have been met. If these activities continue, establishing guidelines must be followed and, in the case of sports, participants should maintain distance when not active.

### **Field Trips**

Field trips or outings are not permitted.

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

All students are expected to participate fully for the 2020-2021 school year, even when remote learning is required. Students will be assessed on their work, reflective of their performance and learning.

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.

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.

**Blended Learning:**

- Students will be asked to stay home if they display any symptoms and as a result, we are confident there will be higher student absenteeism. Therefore, the need for remote learning remains for students who cannot attend in-class.
- Staff are to design units and lessons to provide the rich learning experience for in-class learning while designing activities for the critical outcomes in such a way that they can be deliver 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.

**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.

School Intervention Teams will be using the above information to identify Tier 2 and 3 interventions for targeted students. There is a referral process, case manger assigned, possible assessment/targeted interventions. Case manager will make contact with families prior to school start up. Possible accessible learning/support of student services/clinical team support.

MIST will assist and provide technical support for Assistive Technology/Augmentative Alternative Communication to ensure accessible learning technology is successful in engaging students and promoting achievement success.

### **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 [https://www.edu.gov.mb.ca/k12/covid/reopening/supports\\_non\\_distance.html](https://www.edu.gov.mb.ca/k12/covid/reopening/supports_non_distance.html) [https://www.edu.gov.mb.ca/k12/covid/docs/guides\\_support\\_students.pdf](https://www.edu.gov.mb.ca/k12/covid/docs/guides_support_students.pdf))

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/rssn.html>

### **Staff and Student Wellness**

Green Acres will continue to promote student and 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.

Many students will have experienced mental health challenges that will require various interventions and supports. During the first weeks of school, our school team will connect with students and families in order to promote and support our students' health, well-being and well-becoming.

- BSD is taking a multi-disciplinary approach and working with community support agencies (Mental Health, Law Enforcement, and Child Protection) to share information and match resources to minimize the overall impact of returning to schools.
- All staff members will complete Respect in School training.
- VTRA protocols already exists in BSD schools.

- Universal social-emotional learning curriculum will continue to be offered via classroom instruction, online classroom presentations, pre-recorded sessions.
- Student Services teams are available for consultation with staff members about their student concerns and referral to external community supports if required.
- Transition planning protocols exist at Green Acres School and the processes have been completed (grade to grade and student specific) to ease school re-entry and help maintain a flow to education that has been disrupted by the pandemic.
- Teachers will utilize Social Emotional Learning and Behaviour Intervention Plans.
- Our school will communicate with parents about plans for safety and health measurements that the school will be implementing so that they can talk with their children about what to expect. Staff and parents will educate students about COVID-19, maintaining social distancing, proper handwashing, etc.
- Staff recognize that children and youth may have mental health conditions, such as anxiety, depression, or substance abuse, which may have been exacerbated by social distancing, including school closure, and may experience symptom escalation on return to school.
- The staff will monitor every student to ensure they are feeling comfortable in school and check for behaviours that are outside the normal baseline. We will provide mental health and social emotional support to any student requiring assistance through the following:
  - Make referrals to School Counsellors or Social Worker, if needed;
  - Understand that stressed brains cannot learn, therefore, flexibility may be needed for students to utilize the support of the School Counsellor or Social Worker during class time; Identify the best way to provide services, including in-person or online, to delay services, or to connect with community services.
  - Access mental health support services adapted for diverse groups and at-risk populations, if needed.
  - Address known sources of distress and extend flexibility when making decisions regarding special education programming, school registrations, or other specific educational programming in the absence to the usual sources of information, including school visits and meetings.
  - Provide opportunities for early identification of learning needs and academic support to ensure that children neither become overwhelmed nor bored in the school setting, as these are frequent antecedents to school refusal and mental health problems.
  - Flexibility in program and/or school enrollment should be provided for children and youth who have transitioned to a new program or school for the 2020-2021 school year.
- Additional Contacts/Resources:
- Kids Help Phone 1-800-668-6868 or text Connect To 686868.
- Health Links at 1-888-315-9257
- First Nations and Inuit Hope for Wellness Helpline 1-855-242-3310
- Social Story - <https://www.flipsnack.com/KeshetChicago/coronavirus-social-story/full-view.html>

A comprehensive list of suggested mental health resources for students, educators, and families can be found in the Well-Being and Mental Health Resources document.

[https://www.edu.gov.mb.ca/k12/covid/support/rssn\\_docs/mental\\_health\\_res.pdf](https://www.edu.gov.mb.ca/k12/covid/support/rssn_docs/mental_health_res.pdf)

[https://www.edu.gov.mb.ca/k12/covid/support/rssn\\_docs/quaranteen.pdf](https://www.edu.gov.mb.ca/k12/covid/support/rssn_docs/quaranteen.pdf)