



# Phase Orange School Response Plan

November 24, 2020

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Linden Lanes School  
Orange Response  
2020-2021

## Contents

Linden Lanes Orange Implementation Plan.....	3
Public Health Orders .....	4
Self Monitoring .....	4
Visitors and Volunteers.....	5
Physical Distancing.....	5
Outdoor Classroom Space.....	6
Ventilation.....	6
Transportation .....	6
Sanitation/Hygiene protocols .....	6
Personal Protective Equipment .....	7
Cleaning and Disinfecting.....	8
Workplace Health and Safety .....	8
Protocols for sharing equipment & materials.....	8
Managing Shared Spaces .....	9
Outbreak Management.....	9
Student & Staff Screening and Self-Assessment.....	9
What Happens if a Staff Member Exhibits Symptoms? .....	10
What Happens if a Child Exhibits Symptoms? .....	10
Linden Lanes School Structure for 2020-2021 .....	11
Extra Curricular & Field Trips .....	11
Expectations for regular & special needs programming and attendance .....	11
Supports for Students with Special Needs.....	12
Entrance and Exits.....	13
Bell Schedule .....	13
Class Configurations.....	14
Staff and Student Wellness .....	14



### **Linden Lanes Orange Implementation Plan**

#### **Monday and Tuesday- Nov 2 and 3<sup>rd</sup>**

PLS 2.0 Professional Development

#### **Wednesday, November 4<sup>th</sup>**

All students attend and support staff will spend the day with the teacher and class that you will be supporting during the Orange Level Implementation Period

#### **Thursday, November 5**

Grade 7 and 8 students will commence alternating day attendance. Last names A-K attending.

#### **Thursday and Friday November 5<sup>th</sup> and 6<sup>th</sup>**

All support teachers who are moving into a classroom setting will have time to plan with classroom teachers and get physical setting organized and plan for learning.

All K-6 students attend their regular classrooms.

#### **Monday, November 9**

Full implementation of Orange Response.

## **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 to 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 have been provided.

<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 or volunteers are permitted at schools, but visits will be minimized to the greatest extent possible. We will be using online communication (SeeSaw, Email), video, and telephone to interact with our families, where possible, rather than in person.

Parents, caregivers, healthcare providers, volunteers, and other non-staff adults (e.g., visitors) entering the school will be prioritized to those supporting implementation of public health measures and activities that benefit student learning and well-being (e.g., teacher candidates, immunizers, clinicians, etc.)

All visitors and volunteers and division staff must adhere to self-screening, physical distancing, and recommended hygiene practices. Visitors with any symptoms consistent with COVID-19 should not enter the school. Schools are required to keep a list of all visitors.

Community use of schools will be suspended, except for the YMCA Before and After School programs. We will be working closely with the Y to ensure that public health measures are followed as they will be utilizing space that is also used for the school's purposes.

### **Physical Distancing**

Physical distancing of two metres between all individuals will occur whenever reasonably possible.

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

### **Outdoor Classroom Space**

Physical Education classes will take place outside whenever possible in a designated area of the playground. There will also be a minimum of five outdoor classrooms clearly marked for regular classroom use. Teachers will have the opportunity to sign out these outdoor spaces for learning.

### **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.

### **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>.

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.

Bus students will enter and exit from their designated doors. To support physically distancing on busses, students are required to wear masks on the bus and sit with their family cluster.

**Grade 7 and 8 Students will be alternating between in-class and remote learning based on A-K and L-Z sir names. A-K will attend on odd days and L-Z on even days. Some adjustments will be made if necessary by teachers with their families in order to make sure classes are evenly distributed.**

### **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. Videos will be reviewed regularly by classroom teachers.

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

[Hand Washing for older students](#)

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

<https://www.canada.ca/en/public-health/services/video/covid-19-hand-washing-heroes-dv.html> Proper Hand washing for young students Described video

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

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

This includes:

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

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

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

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

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

### **Personal Protective Equipment**

- Students (Grade 4 and up), teachers, staff, visitors and volunteers are required to wear non-medical masks.
- Students in grades K-3 are also encouraged to wear nonmedical 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.
- All staff crossing cohorts will use medical masks provided by the school division.

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>

## **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 and students 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.

Water fountains will be inaccessible for K-6 students. Students are asked to bring a labelled, filled water bottle to school each day.

## **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. Teachers will designate two students to wipe each device as they are returned to the cart. Our Head Custodian will provide appropriate training for staff and students for appropriate use of the use of the disinfectant spray. Cloths will be replaced after each classroom use.
- Sanitizing spray will be placed at the photocopiers to be used after each use.
- If gym and music equipment need to be shared between classes, it will be sanitized after each class.
- All classrooms will have individualized sets of recess equipment, that will be sanitized when brought back into the classrooms.
- Manipulatives and centre tub materials need to be sanitized before use by another student.



- Wash your hands especially after coughing, blowing noses or sneezing, and when handling food.
- Do not share food or personal items.
- Cough and sneeze into your arm or tissue. Do not touch your face, particularly your eyes, nose and mouth

### **Managing Shared Spaces**

All shared spaces will be used for classrooms for the duration of an Orange Phase response.

- **Library** classes will be discontinued.
- **Music and Phys. Ed. Classes** will take place in classrooms and the number of these classes will be reduced in order to provide some instruction for students in an increased number of classrooms and to provide prep time for all teachers as required by the Collective Agreement.
- **Reading Recovery** classes will be suspended during an Orange response.
- **Washrooms**
  - Staff will ensure that only one student leaves the classroom at a time to use the washroom.
  - Only four students at a time will be allowed in washrooms. Other students will be required to line up and wait until washrooms are available.

**Main Washroom – Rooms 1-8 & Kindergartens in Library**

**MY Washrooms – Rooms 10-16**

**Gym Washrooms – Rooms 17-20, Science and Music Rooms**

**Changeroom Washrooms – Grade 3s in the gym**

## **Outbreak Management**

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

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 Staff Member Exhibits Symptoms?**

If a staff member or volunteer in our school is exhibiting symptoms, 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.

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

If a student in our school exhibits symptoms, the supervising teacher will contact the office, and the Home School Liaison/Office Staff will go and accompany the child to our isolation room (grooming room). Parents will be contacted immediately so that they can pick up their child. A staff member will remain with the student while practicing physical distancing and observing all COVID protocols. Masks will always be worn by staff and students in the isolation room.

Our head custodian will be notified so that additional environmental cleaning will occur in that space. The focus will be on high-touch areas and areas where the student spent time. All students in the classrooms will wash their hands and will then go outside or to the library so additional cleaning can occur.

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

Parents are encouraged to have a backup childcare plan in case of illness and provide the school with updated contact and emergency numbers.

### **Linden Lanes School Structure for 2020-2021**

#### **Extra Curricular & Field Trips**

Extra curricular activities and field trips 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

Our hot lunch program will be discontinued until further notice. We will work closely with our parent council to address any concerns brought forward from the school community in regard to this program.

#### **Expectations for regular & special needs programming and attendance**

Students are expected back to school for all programming for the 2020-2021 school year. All students are expected to participate fully, 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.

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

### **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 are medically advised to participate in-class learning due to COVID-19 related risk factors. 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.

Tier 2 and Tier 3 interventions will be paused during an Orange response.

Collaborative Teacher Teams meeting will be paused for the duration of the Orange Phase.

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))

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>

### Entrance and Exits

East Doors	Grade 1, 2, and 2/3B
East Library Doors	Grade 4 & Rooms 7, 8, & 9
North Library Door	Kindergarten
East Link Door	Grades 5, & 6
West Link Door	Grades 7 & 8
North Gym Door	Grade 3

All lunch program students will eat lunch in their classrooms.

### Bell Schedule

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

9:00 – Classes commence

10:15 – 1, 2/3, 3, 5 come inside and 7, 8 go outside

10:30 – 7,8 come in and K, 2, 4, 6 go out

10:45 – K,2, 4, 6 come in

11:45 – Lunch/Outdoor bell

12:10 – Lunch Switch

12:45 – Line up to come inside

12:50 – classes commence

2:00 – 7/8 comes in, 2, 4, 6 go out  
2:15 - 2, 4, 6 come in, and K,1, 2/3, 3, 5 prepare to go outside  
2:35 – K, 1, 2/3, 3, 5 come in  
3:35 – Class dismissal

### **Class Configurations**

In a phase orange all K-8 students will continue with in school learning. Classes will be split to accommodate 2 metres of distance using additional spaces within the school and using support teachers to teach additional classes. **Grade 7 and 8 students will alternate between in in-class and remote learning.**

### **Staff and Student Wellness**

Linden Lanes 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, 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 Linden Lanes 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, 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)