



2020 SCHOOL PLAN

(Phase Orange)

December 4, 2020

Vincent Massey High School
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Back to School Orientation Plan

Vincent Massey staff are so excited to welcome our students, staff and families back to school. 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.

To ensure a safe re-entry back to school, we have implemented a staggered entrance plan for the safety and well being of our students and staff. This plan includes a scheduled open house with our students, and staggered starts for our students so that protocols can be taught to smaller groups.

Wednesday September 2nd – 4th – School preparation and planning meetings for staff.

Tuesday, September 8th

- **Grade 9 Orientation:**
 - 9AM-11:30AM – Grade 9 Students with last name beginning with A-K
 - 1PM-3:30PM – Grade 9 Students with last name beginning with L-Z

Wednesday, September 9th

- **Grade 10 Orientation:**
 - 9AM-11:30AM – Grade 10 Students with last name beginning with A-K
 - 1PM-3:30PM – Grade 10 Students with last name beginning with L-Z

Thursday, September 10th

- **Grade 11 Orientation:**
 - 9AM-11:30AM – Grade 11 Students with last name beginning with A-K
 - 1PM-3:30PM – Grade 11 Students with last name beginning with L-Z

Friday, September 11th

- **Grade 12 Orientation:**
 - 9AM-11:30AM – Grade 12 Students with last name beginning with A-K
 - 1PM-3:30PM – Grade 12 Students with last name beginning with L-Z

*If a student is unable to attend their scheduled orientation day then orientation information will be provided in an alternate form.

Monday, September 14th

- students will attend using an alternating schedule. Odd days (1, 3, 5) students with the last name beginning with A-K will attend. Even days (2, 4, 6) students with the last name beginning with L-Z will attend. Monday, September 14th is a Day 5.

Public Health Orders

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

Self Monitoring

- Students and staff are expected to *self-screen* before coming to school each day. An online screening tool is available at <https://sharedhealthmb.ca/covid19/screening-tool/>
 - We are happy to provide a hard copy of the full self-screening protocol for any families who may prefer a paper copy.

****If the answer is 'yes' to any of the questions on the screening tool, the person will not be permitted to enter the building.**

Visitors and Volunteers

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

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

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

Physical Distancing

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

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

The following measures will be taken to ensure physical distancing:

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

Managing Shared Spaces

Library

- The library will be used for book selection and as a space for students on spares. Books returned will be processed properly to ensure lack of transmission.

Band Room

- The band room will be used as a space for students on spare and during lunch.

Physed

- Physed classes will take place outside as much as possible. In the event of inclement weather, physed will take place in the gymnasium.
- Physed equipment will be sanitized before and after each use.
- Students will be encouraged to attend physical education class already wearing appropriate attire as changeroom use will be limited.
- <https://www.gov.mb.ca/covid19/restoring/sports-guidelines.html>

Washrooms

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

Entrance and Exits

To manage the flow of traffic entrances and exits will be identified.

North Student Parking Lot Door	Grade 11 Students
South Student Parking Lot Door	Grade 12 Students
Main Entrance	Rural Bus Students/Grade 10 students
East Side Entrance/ South East Entrance	Grade 9 Students
Staff Parking Lot Door	Staff Only

- The remainder of the doors will be closed.
- The remainder of the day the only door that is accessible will be the main entrance and will be monitored by a staff member.

Ventilation

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

Transportation

- There will not be divisional transportation available to grade 9-12 students within city limits. Rural students will continue to ride the bus and will follow the COVID bussing guidelines.
- The tri high shuttle will continue to operate to support grade 9 double registered students.
- 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.
- Hand sanitizer will be available in the bus and should be used before and after being in the vehicle.
- Weather permitting, windows will be open to allow for increased ventilation.
- A daily record will be kept of all students accessing transportation in the bus
- The vehicle seats and other high touch surfaces will be cleaned after each use.
- When possible, students will be seated one to a seat in the bus. Siblings and/or students who reside in the same home may share a seat.
- Students are encouraged to walk, bike and use public transportation to come to school.
- Students are encouraged to arrive at school as close to the first bell as possible, however when this isn't possible students are expected to maintain social distancing within the school.

Sanitation/Hygiene protocols

Handwashing

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

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

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

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

[Hand Washing for older students](#)

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

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

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

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

Respiratory Etiquette

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

This includes:

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

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

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

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

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

Personal Protective Equipment

- The use of non-medical masks is mandatory for the staff, students and visitors at Vincent Massey, where 2 meter physical distancing is not possible.
- Non-medical masks will be provided to staff and students who need them.
- Students are encouraged to bring their own re-usable mask to school each day.
- Staff and students will engage in conversations about how to don and remove a mask, as well as how to clean and store it.
- 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>

Hand Sanitizer

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

Cleaning and Disinfecting

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

Custodial staff will:

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

Staff and students will be required to disinfect:

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

Water Fountains

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

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

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

Extracurricular and Offsite Activities

- Vincent Massey athletics will follow the direction of MHSAA and the sport specific approved Return to Play Protocols of respective Provincial Sport Organization.
- Teams/Athletes in Sports will not travel outside of Brandon for any competition
- Staff overseeing after hours Athletic/Extra-Curricular activities must meet their groups at the West Student Entrance/Exit Doors, ensure students travel safely to designated area and ensure all students leave following appropriate procedures.
- Offsite activities will be limited to those that can follow the school plan and public health recommendations. These will be reviewed on a case by case basis.
- Other extracurricular groups can still meet virtually or in person following appropriate COVID guidelines

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

- We recognize that living during the time of a global pandemic will be a stressful and emotional experience for many people.
- The staff at Vincent Massey will continue to prioritize the mental health and well-being of our students by building relationships and working to maintain connection with them, as well as with their families and caregivers.
- The Brandon School Division is taking a multi-disciplinary approach and working with community support agencies (Mental Health, Law Enforcement, Child Protection, AFM) to share information and match resources to minimize the overall impact of returning to schools.
- The team at Vincent Massey includes our administrators, social workers, psychologist, school counsellors, resource teachers and continuous improvement coach, working alongside our teachers and support staff to implement trauma-informed practices into our day.
- Our student services team will work together with our teachers and students to address concerns and provide referrals to external community supports, if required.
- We understand that stressed brains cannot learn. We will continue to be flexible in our approaches, while maintaining a safe environment for our staff and students.
- Brandon School Division staff members have been provided with training based on The North American Center for Threat Assessment and Trauma Response Guidelines for Re-Entry into the School Setting document. The recommendations from this document will guide and support our work with the students at Vincent Massey.

Expectations for Lockers/Schedules/Bells/Lunch

Lockers

- Lockers will be assigned to students alternating last name A-K, L-Z to create separation between students accessing lockers adjacent to each other.

Backpacks

- Students will be allowed, and encouraged, to use backpacks to help limit locker use and hallway traffic.
- Students will be encouraged to carry materials for multiple classes at a time.

Bells

- Students will be expected to leave the school grounds immediately after their last class.

Lunch & Breaks

Lunch:

- Students are expected to go home for lunch and should not return until shortly before their next class.
- The only students that will be eligible to stay for lunch are:
 - Students that qualify for divisional transportation ie: living within the City and having more than 2.4 kilometers to walk in order to reach Vincent Massey school will be permitted to eat their lunch and stay at school during the designated lunch period 12:18 pm until 1:20 PM.
 - Any students that reside outside of the city limits will be permitted to stay.
 - Students attending Crocus Plains Regional Secondary School for electives during the semester they are enrolled.
 - Any students requiring support from staff.
 - Any students involved in an extra or co-curricular program that is occurring on that day at noon hour may stay.
- Students who are required to stay for lunch will be designated a spot for their lunch hour.
- There will be no food available through the canteen or vending machines.

Spares:

- Students will be encouraged to leave the building when possible on spare. Students will be scheduled to a designated location for their spare if they are wanting to remain on site. The library and the band room will be the only available space for students on spare to be able to control sanitation/physical distancing.

Outdoor Breaks:

- When students take an outdoor break, they will be reminded of the protocols in place to maintain health and safety:
 - Handwashing or hand hygiene will be performed prior to taking a break.

- Students re-entering the school will be expected to use the hand sanitizer located beside the front desk.
- After an outdoor break, students will sanitize their hands and are asked to proceed directly to the washroom facilities to wash their hands thoroughly with soap and water. In doing so, students are expected to adhere to the room capacity limits posted on the washroom doors, in order to maintain physical distancing.
- During an outdoor break, students will be mindful of physical distancing from each other, as well as members of the public who may be passing by on the sidewalk.
- Students are reminded to not share personal items at any time (water bottles, snacks, lip balm, etc.).

Shared Spaces:

- Furniture will be removed, and stationary seating marked off to ensure proper physical distancing guidelines
- In order to maintain 2m physical distancing, students and staff are asked to avoid congestion at the entrances to the school, in the hallways and other shared spaces.
- When students and staff members meet in an office, they will ensure that their presence in that office does not exceed the maximum capacity of the room. Physical distancing of 2m will be maintained during the meeting.
- Staff and students will work together to be flexible and respectful of the posted capacity of each room at Vincent Massey to ensure that physical distancing of 2m is maintained throughout the day.

Transitions:

- When students need to move from one room to another, they are asked to ensure that their work area (tabletop, chair, laptop and supplies) are cleaned before they leave the room. To ensure a sanitized workspace is in place, they will also disinfect the work area before they sit down at a new table and chair.
- When moving from room-to-room in our school, everyone will wear masks and follow the 'rules of the road' (will stay on the right side of the hallway), single file. When possible, students and staff will stand aside or wait at the end of the hallway to allow another person to pass freely while maintaining physical distancing.

Utilization of Staff

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

Expectations for Regular & Special Needs Programming

Supports for Students with Special Needs

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

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

Classroom Configurations

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

Protocols for sharing equipment & materials

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

Student and Staff Screening Protocols

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

- Students and staff are expected to *self-screen* before coming to school. An online screening tool is available at <https://sharedhealthmb.ca/covid19/screening-tool/>
 - We are happy to provide a hard copy of the full self-screening protocol for any families who may prefer a paper copy.
- Students and staff need to *self-isolate* if they:
 - are experiencing symptoms suggestive of COVID-19
 - have travelled outside of MB in the past 14 days (outside of areas excluded by *current* health orders)
 - are a close contact of a person who has tested positive for COVID-19
 - are awaiting the results of a test for COVID-19
- Students and staff need to *stay home* if they are experiencing symptoms suggestive of COVID-19, including:
 - Cough
 - Sore throat
 - Fever
 - Weakness
 - Runny nose
 - Headache

Visitor Access

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

Approach to Recovery Learning and Transition Planning if Required

Recovery Learning

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

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

Plan for Other Learning Models

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.

WIFI Access

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

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.
- Students new to the Division will be screened for gaps in literacy and numeracy.

Expectations for Attendance

- Students are expected back to school for all programming for the 2020-2021 school year. Students will attend to the school on alternating days and will engage in remote programming on the other days.
- 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.
- Parents can access 'Independent Study Option' (ISO) courses.
<https://www.edu.gov.mb.ca/k12/dl/iso/index.html>
- Parents can homeschool.
<https://www.edu.gov.mb.ca/k12/schools/ind/homeschool/index.html>
- Special considerations such as receiving a minimum 50% mark implemented from March 2020 to June 2020 are no longer in effect and students are expected to engage in their learning. Students will be assessed on their work, reflective of their performance and learning.
- 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>

Family Response In Case of Illness

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

Managing a suspected case of COVID-19 at Vincent Massey

Suspected Staff Outbreak

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

Staff members who are away sick or who are self-isolating must follow the Division's human resources policy and collective agreement provisions. Medical notes are not required for staff who have COVID- 19 or flu-related symptoms, or for those who are caring for individuals in this situation.

A sick staff member can return to work once it has been determined that it is safe to do so by their health care provider or public health. If that staff member has a positive test, further direction will be provided by public health.

Suspected Student Outbreak

If a student in our school becomes symptomatic, the supervising teacher will contact the office, and the 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.

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.