

Valleyview Centennial School



2020 SCHOOL RE-OPENING PLAN
August, 2020

Valleyview Centennial School
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Back to School Orientation Plan

Valleyview Staff are so excited to welcome our students, 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 meeting with our students and families, and staggered starts for our students so that protocols can be taught to smaller groups.

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

Friday September 4th (pm) and Tuesday, September 8th

- Parents will be contacted to schedule a time to come into the school with their child to meet the teacher and see their new classroom. Slots will be ten minutes, allowing for a five minute break in-between appointments for cleaning and to lessen interactions between families in the building.
- We will be implementing a different exit and entrance plan so parents are asked to model this with their children when they enter for their meeting time (see entrance chart below). If families have more than one child, you will enter through the door of your first interview. All siblings will be asked to physically distance in the hallway. Only parents and students will be allowed in the classrooms. Masks are mandatory for students in grade 4 and up as well as all adults.

Wednesday, September 9th – Staggered Entry

- Half of each classroom will come to school (Students with last initial of A-L)

Thursday, September 10th – Staggered Entry

- The second half of each classroom will come to school (Students with initial of M-Z)

Friday, September 11th

- All students will be back to school

Entrance and Exits

- Physical distancing markings will be placed outside at each door for each grade level.
- Grade K B & V and 1/2? will enter through the **South door**
- Grade 1/2D & 2/3 H will enter through the **Main Doors**
- Grades 3/4D & 3/4 M will enter through the **Gym doors**
- Grade 5/6 students will enter through the **North doors**
- Grade 7/8 students will enter through the **North doors**

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

South Door	Kindergarten Bell & VanCauwenberghe Grade 1/2 Toms
Main Door	Grade 1/2 Darvill & 2/3 Henwood
Gym Door	Grade 3/4 Melcosky & 3/4 Donnelly
North Door	Grade 5/6 Zubrycki & 5/6 Price and Grade 7/8 Beaney & 7/8 Harrison

Bell Schedule

- **Warning Bell** 8:45 am
- **Classes Start** 8:55 am
- **Lunch** 11:45 am - 12:45 pm
- **Warning Bell** 12:45 pm
- **Classes Start** 12:50 pm
- **End of Day** 3:30 pm

Recess

There will be designated days for the early years to be on the play structure,

Day	AM Recess	Lunch	PM Recess
1	kindergarten	1/2	2/3, 3/4
2	2/3, 3/4	Kindergarten	1/2
3	1/2	2/3, 3/4	Kindergarten
4	kindergarten	1/2	2/3, 3/4
5	2/3, 3/4	kindergarten	1/2
6	1/2	2/3, 3/4	kindergarten

When not on the play structure cohorts will have a designated area with their own recess equipment to enjoy.

Cohorts will use their designated door.

Recess Schedule:

10:15-10:30 – grade 7/8, Kindergarten and grade 3/4

2:10-2:25- same as above

10:35-10:50- grade 5/6, grade 1/2 & 2/3

2:20-2:35- same as above

Upon re-entry from recess and lunch breaks the students will line up at their designated pylon and adhere to the markings on the ground to ensure physical distancing. The students will be escorted back in by a designated adult.

Lunch

11:40 dismissal- grade 7/8

11:45- all other grades

All lunch program students will eat lunch in their classrooms or in their cohort. The students will exit from their lunch rooms through their designated door with an adult present. Once outside the children will play in their designated areas- if it is their day on the play structure they may use that or go to their designated area.

If your child does not stay for lunch please do not send them back until 12:45- this will help tremendously on reducing the amount of children. Likewise, if your children are able to go home for lunch, that is preferred. as That will limit the amount of children and reduce transmission of the COVID -19 virus

Valleyview School Structure for 2020-2021

Extra Curricular & Off-site Activities

Extra curricular and off-site activities, including sports teams, school clubs and field trips, have an increased level of risk and, therefore, will be limited. Each activity will be assessed on an individual basis ensuring they follow Manitoba's Restoring Safe Schools guidelines. All requests will be reviewed by the principal for approval.

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. Contact will be made with parents of students on IEPs to transition back to school and review IEP goals.

Supports for Students with Special Needs

Individual programming for students with special learning needs will be provided in the regular classroom as much as possible.

Arrangements will be made for students requiring additional space for their programming.

- All equipment will be cleaned before and after use.
- Individualized learning aids or materials will be student specific to avoid sharing of resources, when possible. Sensory items indicated in a student's individual plan will be used under staff supervision and exclusively by the individual child.

Blended Learning: In-class and Remote Learning Opportunities

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.

- Teachers will 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 delivered either in-class or remotely.
- Families without internet access can sign out a handheld portable router with restrictions on non-educational sites and applications.
- Families with limited technology can sign out laptops.

Recovery Learning and Interventions

Valleyview School staff will work together to assess the need for recovery learning and provide appropriate interventions in literacy and numeracy.

- Classroom transition meetings will identify students requiring further support.
- School Intervention Teams will use assessment data to identify Tier 2 and 3 interventions for targeted students.
- Collaborative Teacher Teams will be focused on recovery learning, outcome prioritization, and program delivery.
- Academic support teachers will work with classroom teachers to provide appropriate programming and interventions for targeted students.
- Interventions involving small groups of students will be provided within the established cohorts or outside of cohorts provided that 2 metres physical distancing is maintained.

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

Changes to Regular Grade 7/8 Programming

- All Grade 7 and 8 students that were enrolled in Art as the Middle Years' Band program is currently paused.
- Middle Years' Human Ecology (Home Ec.) and Industrial Arts programs are currently paused.
- All Grade 7 and 8 students will participate in the Options programming offered at Valleyview School. These include: Technology, Leadership, Critical Thinking and/or Indigenous Studies.
- Students will participate in Physical Education and Music class, although they will look somewhat different.

Attendance

Students are expected back to school for all programming for the 2020-2021 school year. Regular attendance is required except in the following circumstances:

- Students may not attend school when they are sick or displaying symptoms of illness. Students who are unable to attend school due to illness will be supported by their classroom teacher.

- Students who are medically advised not to return to school due to personal or family health risk factors related to COVID-19 will be supported in remote learning. Parents/caregivers must consult with physicians on the need for an accommodation.

If remote learning is included as part of their learning plan, students will be expected to fully participate.

In-class learning may be increased or suspended on short notice in response to changing public health advice.

Valleyview COVID Plan

The public health measures and the workplace health and safety measures will be reviewed by all staff on September 2nd.

As per 2020-2021 school plan, all staff will be advised of provided links that they will teach and review with their students to.

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 below are provided for you.

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

Additional Covid-19 Links

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

Managing staff or students who present with symptoms

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 Sante. Staff will exercise judgement based on the symptoms, but when in doubt, err on the side of caution by excluding the child and advising the parent or caregiver to contact Health Links or their health-care provider.”

It is very important that each family has childcare in place should their child get sick while at school. We need current contact information for parents/guardians as well as 2 other contacts.

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, in which a sub/coverage will 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/BSSIP Worker/Office Staff will go and accompany the child to our isolation 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 will wash their hands and will go outside or to the library so 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.

Reporting and Contact Tracing

To facilitate contact tracing, all attendance in the school will be tracked.

- Staff attendance, including substitute staff, will be tracked through Atrieve.
- Student attendance will be tracked through PowerSchool.

Upon request by Public Health, with direction from their Assistant Superintendent, schools will provide contact information for staff to public health officials when necessary.

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; and
- staying home when sick.
- Upon request by Public Health, with direction from their Assistant Superintendent, schools will provide contact information for staff to public health officials when necessary

Visitors and Volunteers

All doors will be locked at Valleyview School. There will be instructions posted on the doors including a phone number to call to let us the purpose of the visit and how we can assist you. Whenever possible your child will come to their designated door to meet you. This is in place to limit the amount of people in our school to lessen the transmission of the virus. We will use online communication, and telephone to interact with our families whenever possible.

Visitors to the school, including parents/caregivers, volunteers, pre-service teachers, and itinerant divisional employees will sign-in on the Visitor Sign-in Register. Sign-in will include the date, name, entry time and the location(s) being accessed in the building. Visitors will need to sign-out, indicating their departure time, when leaving the building.

All visitors and volunteers must adhere to self-screening, physical distancing, and recommended hygiene practices. All visitors will be required to wear a mask once inside the school. Visitors with any symptoms consistent with COVID-19 should not enter the school. We will be keeping a list of all visitors.

Community use of schools will be suspended.

Physical Distancing

Physical distancing of one meter between all individuals should 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 (by cohort)
- 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

Valleyview will be using cohorts to limit exposure and facilitate contact tracing if a case is identified. Students will likely be a part of multiple cohorts from within and outside of the school setting. The purpose of cohorts is to limit the mixing of students and staff so that, if a child or employee develops an infection, there are fewer possible exposures and contact tracing can be more easily done. The cohorts will use the same entrance/ areas of playground/share the play structure (on designated days), on the bus etc. Cohorts will remain for the 7/8 options classes as well.

In the event that we would have to switch to an alternative learning model, ongoing training of platforms including See Saw and Teams will be required. Cohort teachers will use the same platform (Teams or See Saw). It is the expectation that all teachers are connected to one of these two platforms and are using it as an ongoing tool with students and families.

Valleyview Cohorts will consist of:

- Kindergarten (23)
- Grade 1/2 classes (40)
- Grade 2/3 and 3/4 classes (65)
- Grade 5/6 classes (49)
- Grade 7/8 classes (40)

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

Ventilation

All windows in the school will be open every morning and will remain open to improve the ventilation in the school environment, weather permitting.

Transportation

Parents are encouraged to transport their own children if they are able. Active transportation, such as walking and biking is encouraged.

Bus students will enter and exit from their designated doors. Students and adults are required to wear masks on the bus and sit with their family cluster.

All students and adults who ride the bus are required to wear masks. There will be one person to a seat unless from the same family. When the students exit the bus they will follow physical distancing protocols and go to their designated entrance. These should be put on before loading and taken off after offloading if removal is appropriate for the setting. Students under Grade 4 can also use non-medical masks.

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: There will be sanitation stations at each entrance as well as sanitizer pumps in each classroom.

- 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
- 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. There will be markings on the floor students will need to adhere to while waiting for entry to the washroom. .

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 to wear non-medical masks in areas where physical distancing of two metres is not possible. Students who are in a 3/4 multiage classroom the grades 3s will be required to wear a mask.
- Students in grades K-3 are also encouraged to wear non medical masks.
- All school bus passengers are required to wear a mask.

It is mandated that specialty teachers working closely with students (Reading recovery, Speech EA etc.) wear a face mask to facilitate instruction in those areas.

Masks will be provided to students and staff who need them. Inventory will be monitored to ensure adequate supply. Teachers will teach and 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 (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) and stagger use.

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 soft cloths

Water fountains will be turned off, bottle filling stations (2) will be available but students are asked to bring a filled water bottle to school each day to reduce the traffic in our hallway.

Protocols for sharing equipment & materials

- There will be no sharing of food
- Each student is requested to bring their own personal water bottle full of water each morning and when they return at lunch. This is to reduce traffic at the filling stations. We do have 2 bottle filling stations available. Students will follow physical distancing when needing a refill.
- There will be no utilization of lockers.
- Each student will have their own container to keep their personal belongings.
- ICT equipment will be wiped after each classroom use. A soft cloth and sanitizing spray will be located on each cart. Teacher and or designate will be responsible to 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.
- All classrooms will have individualized sets of recess equipment.

Managing Shared Spaces

Library

- Library classes will take place in each classroom as much as possible. Library will only be used for book selection. Books returned will be left in a bucket for four days to ensure lack of transmission. Each child will have their own browsing stick.

Music

- Music classes will take place outside. Music equipment will be designated for cohorts and will remain separate from other classes. In the event of rain, music will take place in the classroom.

Phys-ed

- Phys-ed classes will take place outside. Phys-ed equipment will be designated for cohorts and will remain separate from other classes. In the event of rain, Phys-ed will take place in the gymnasium.
- Students will not be changing for Phys-ed.

Reading Recovery

- Reading recovery space will be cleaned after each student's lesson.
- All other T1 and T2 interventions will take place in the classroom to avoid using common spaces.

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.

Staff and Student Wellness

Valleyview 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 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.
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- 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/quaranteen.pdf

