St. Augustine School – 2020-21 School Plan – Code Orange

School Cohorts

- St. Augustine School will maintain classroom cohorts for **each grade**. Each cohort must be able to arrive, depart, and participate in school activities without co-mingling with members from other grades as much as possible.
- **Entrance doors:**
- **Kindergarten**

  Use the front Main Office entrance on 3rd Street. Kindergarten students will assemble on the front south yard (flagpole side of the entrance way into the school.)

  Kindergarten students will use Kindergarten classroom and will use the gym washrooms.

  Grade 1, 2 and 3 classes

  Use North Entrance that faces Lorne Avenue. Students will assemble on the North yard area.

  Grade 1 students will occupy the Grade 1 and Grade 3 classrooms.

  Grade 2 students will occupy the Grade 2 and 4 classrooms. 10 students each classroom.

  Grade 3 students will proceed up the North staircase. Grade 3 students will occupy the Music Room.

  These classes will use the 1st floor primary washrooms.

  Grade 4, 5 and 6 classes

  Use the Southeast door (playground and boot racks) on 3rd Street. Students proceed up the South staircase to 2nd floor classrooms. Student will assemble on the playground cement area.

  Grade 4 students will occupy the Grade 6 & 7 classrooms. 10 in one classroom 11 in the other.

  Grade 5 students will stay in Grade 5 classroom.

  Grade 6 students will occupy the Grade 8 classroom.

  These classes will use the 2nd floor washrooms.

  Grade 7 – St. Augustine Church Parish Square

  Use the East church door on top the ramp. Grade 7 will use the Parish Square as a classroom.

Attendance will be telephoned over to the school.

Grade 7 will use the Parish Square washrooms.

Grade 8 – Library / Makerspace Area

Use the front Main Office entrance on 3rd Street. Grade 8 students will assemble on the front north yard.

Opening and Dismissal Bells

8:45am Morning Bell

3:30pm Dismissal Bell

Students enter and exit using their designated doors by lining up one metre apart at the direction of their classroom teacher. Students will maintain social distancing throughout the process of entering and exiting the school building.

Late students

Students that arrive after 9:00am will enter the Main Office door on 3rd Street and report to the office. These students will be instructed on how to proceed to their cohort area of the school in a safe manner.

Schedules – Recess and Lunch

Recess Times (using class doors) – Class specific equipment only

Morning –

10:30 – 10:45am – Divided playground in cohorts of no more than 75 students.

Afternoon –

2:20 – 2:35pm – Divided playground in cohorts of no more than 75 students.

Recess/Breaks

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

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

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

Lunch Times

11:45 – 12:15 Lunch in Classrooms, 12:15 – 12:45 Outdoors

Students must bring their own lunches. School canteen, hot lunch and the student use of microwave ovens will be paused until further notice. Milk program will be put on pause in September and may resume later in the year. Warm lunches need to be packed in a Thermos or tin foil to keep warm by parents. No sharing of food between students.

Lockers for Grade 4 - 6

Storage restricted for clothing and outdoor footwear only. All Classroom supplies and books are to be kept in the classrooms.

Utilization of staff

Support teachers and support EA's will be assigned to individual classes as much as possible.

Music classes will occur in their classrooms. Items handled by the students will be disinfected after every class. Hand sanitizing will be mandatory before and after classes.

Physical Education will occur in the gymnasium or outdoors. Protocols regarding shared equipment and social distancing will be followed except for brief exchanges of close contact.

Expectations for Regular and Special Needs Programming

Blended Learning

- Students will be asked to stay home if they display any COVID symptoms. When students are sick with COVID symptoms and cannot attend the school, remote learning will occur until they are cleared to attend school again.
- 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 school will be screened for gaps in literacy and numeracy as always.
- Classroom transition meetings have already occurred in June 2020 to identify students requiring further support.
- School Intervention Teams meetings have already occurred in June 2020 to identify Tier 2 and 3 interventions for targeted students.
- Collaborative Teacher Teams will be focused on recovery learning, outcome prioritization, and program delivery.

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.
- considering alternate attendance options for students, depending on their needs

Classroom configurations

Classrooms will be configured by teachers to meet all physical distancing requirements. Unnecessary furniture has been moved to maximize floor space and distancing.

Catholic Religious Activities

School and class Holy Masses at St. Augustine Church will be cancelled to keep cohorts isolated from parishioners until further notice. Religious instruction and prayer will continue in classrooms. Details about receiving the Sacraments of First Communion and Confirmation this year will be determined when safe to do so and upon consultation with the parish priest.

Field Trips

Field trips will be paused until further notice. When safe to do so, the participation of children will be voluntary and accompanied by appropriate parental permission. Enhanced planning for field trips will be necessary to ensure the health guidelines are met. When planning outings or field trips, the following will be considered:

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

Extra-curricular Activities

Extra-curricular activities such as school sports teams, athletic competitions, SALT participation, Science Fair and Festival of the Arts etc. are paused until further notice.

Parent Council / Brandon Catholic School Board

Parent Council and Brandon Catholic School Board meetings will be put on pause until further notice. Should any emergency meetings be required, they will be organized using Microsoft Teams or similar digital applications.

Public Health Measures

Given the evolving nature of the COVID-19 pandemic and transmission within our communities, guidance may change based on emerging circumstances and information from public health officials. **If the public health situation changes or guidelines are not sufficient, current measures may be paused and other measures may be introduced or reintroduced.**

Understanding Transmission

COVID-19 is most commonly spread from an infected person through respiratory droplets generated through coughing, sneezing, laughing, singing, and talking. It spreads more easily when contact is close (within six feet/two metres) and prolonged (more than 15 minutes). COVID-19 can also be spread by close personal contact, such as touching or shaking hands or

touching something with the virus on it and then touching one's mouth, nose, or eyes before cleaning one's hands. Some people who have few or no symptoms can spread COVID-19.

Although public health measures can significantly reduce the risk of COVID-19 entering and being transmitted in child care and school settings, the risk is never zero. It is important to remember that while children tend to have less severe illness from the disease, this is not always the case. COVID-19 can also cause more severe illness among people who are 60 years of age and older, and among those who have weakened immune systems or underlying medical conditions. Children under one year of age and those with immune suppression and chronic medical conditions are considered more vulnerable and at higher risk for severe illness. Parents/guardians and staff are encouraged to consult with their health care provider if they have concerns about their own health, their child's health, or the health of other household contacts.

The most effective measures to reduce the spread of COVID-19 include separating people by maintaining physical distance and the use of physical barriers. However, these measures are not always practical in child care and school settings. Therefore, it is most effective to use a layered approach, including multiple measures from the areas listed below, and to develop administrative measures that support individuals to consistently follow personal preventive practices (e.g., environmental cleaning, conducting frequent hand hygiene) that decrease the number of interactions while increasing the safety of interactions that occur. Adapted responses and recommendations may be required in situations where health, age, ability, status, or other socio-economic and demographic circumstances may limit the ability of some groups or individuals to follow the recommended measures.

Note: All options should be considered to support the implementation of public health measures, including leveraging volunteers to support staff and administrators where needed. This may include parents, volunteers, and student leaders. The public health measures outlined in these protocols must be followed for all of these individuals, even if not specifically indicated.

Home Schooling

If parents choose to keep their children at home for learning they are to register with the provincial Home Schooling department and will then be responsible for providing their children with their own curriculum, instruction and learning materials.

As a School of Choice, parents who choose Home Schooling will forfeit their child's spot at St. Augustine School to any students who are currently on their class's waiting list.

Expectations for Attendance

Students are expected to attend school when they are healthy and symptom free**. Families need to have backup plans for their children, in the event they become symptomatic at school and must be picked up and taken home. Also, families need to have plans in the event their children must be kept at home for periods of isolation if necessary.**

Staying Home When Sick

Individuals should self-isolate and not enter schools or education facilities if they:

- are experiencing symptoms suggestive of COVID-19 – **Please do NOT send children to school.**
- have 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)
- are a close contact of a confirmed case of COVID-19
- are awaiting a COVID-19 test result (excluding persons tested as part of voluntary asymptomatic surveillance for COVID-19, as they do not need to isolate).

An up-to-date list of symptoms can be found at: https://www.gov.mb.ca/covid19/about/index.html

Screening

Screening for symptoms is critical to identify any potential cases of COVID-19 as quickly as possible before exposure to others. If someone is unsure whether they or their child should be tested and self-isolate, they should be directed to the COVID-19 Screening Tool at https://sharedhealthmb.ca/covid19/screening-tool/.

All screening that identifies suspected cases of COVID-19 should be referred to Health Links – Info Santé at 204-788-8200 or 1-888-315-9257.

Symptom and exposure screening must occur at the start of each day.

- Staff must self-monitor daily for signs and symptoms of COVID-19. Staff who have any symptoms of COVID-19 must stay home, isolate, and be excluded from work. Schools must maintain records of staff absenteeism.
- Schools must communicate that parents and caregivers need to monitor their child daily for symptoms and exposures before sending them to school. Parents and caregivers are responsible for ensuring their children are not displaying symptoms before sending them to school or on the bus. Schools can also support children with self-screening upon arrival at school.

Signage, with exclusion criteria, will be posted at all entrances to the school.

A student or staff member who meets any of the exclusion criteria will not be admitted to the school and will be advised to immediately isolate and consult Health Links – Info Santé or their health care provider. Those with symptoms should be tested. If the test is negative for COVID-19, they can return 24 hours after symptoms resolve. If individuals do not get tested, they should isolate for 14 days from symptom onset, and they may return if symptoms have resolved at that time.

A chronic stable cough, sneeze, runny nose, or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies is not an absolute requirement for exclusion. As well, children who are crying can exhibit a runny nose. Changing or worsening of chronic symptoms require isolation and contacting Health Links – Info Santé. Staff will exercise judgment based on the symptoms but, when in doubt, err on the side of caution by excluding the child and advising the parent/caregiver to contact Health Links – Info Santé or their health care provider.

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

Parent and Visitor Access

Parents and visitors are permitted at schools, but visits to the school office will be minimized to the greatest extent possible.

All parents and 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.**

All parents and visitors must report to Mrs. Langlois, the school office administrator, immediately upon entering the school from the Main Entrance on 3rd Street only. Schools are required to keep a list of all parents and visitors who enter the school.

Unless given permission by the School Principal or Head Teacher, parents will <u>not</u> be permitted to enter the cohort classroom areas of the school.

Online communication, video, and telephone should be used to interact with families, where possible, rather than in person.

Parents are to drop off their children at their designated doors in the morning and meet them for pick up after school. Parents are to practice social distancing from each other and stay outside the school fence on the sidewalk or wait in their vehicles. The students will be held inside the school fence and released to their parents in an orderly manner.

Physical Distancing

Physical distancing of two metres or six feet between all individuals should occur whenever reasonably possible in a school setting.

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 .

- Where possible, spaces will be arranged to encourage the recommended separation.
- The school will manage the flow of people in common areas, including hallways, to minimize crowding and allow for the ease of people passing through.
- Cohorts will use separate entrances.
- Close greetings (e.g., hugs, handshakes) will be avoided.
- Assemblies and gatherings are discouraged, and those that exceed public health advice may not be scheduled.
- Physical barriers will be used, where appropriate, when physical distancing cannot be maintained. This includes plexiglass barriers for high-traffic areas such as the office reception desk.
- Fire drills and lock-down requirements must be considered within the COVID-19 environment, as current procedures are not conducive to physical distancing. Modifications of drills will occur.
- During breaks and some classes students will be outdoors to promote individual activity to minimize contact.
- Contact sports and games, or the use of shared equipment is strongly discouraged.

Cohorts/Groups

It is recognized that strict physical distancing at all times—particularly with young children— is not practical in the school setting. When physical distancing is not possible, cohorts can be used 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.

Cohorts involve keeping groups of students (e.g., classes) together and avoiding interactions with other groups.

- Physical distancing within the cohort is required to the greatest extent possible, including a minimum of one-metre separation between students in the cohort when seated at desks or tables.
- Maximum cohort size is to be no more than 75 students. Each cohort must be able to arrive, depart, and participate in school activities without co-mingling with members from other cohorts as much as possible.
- Whenever possible, keep children and staff together with the same cohort throughout the day, including lunch breaks and recesses. Locations of classrooms, use of additional space, and timetabling by cohorts will all be considered to reduce mixing.
- Schedules and movement of cohorts will be staggered to avoid being in shared spaces (e.g., foyers, hallways) at the same time.
- Different cohorts/groups will not be in shared spaces at the same time. Where this is not possible, physical distancing between groups is required. It is important to maintain at least four metres between groups or cohorts of children (i.e., two groups of children can be in the same area provided the groups do not intermingle and provided four metres of space is maintained between the two groups).

Hygiene Practices

Handwashing with soap and water for at least 20 seconds is the recommended hand hygiene practice. Students and staff will 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 young children to ensure handwashing is done correctly.

Alcohol-based hand sanitizer available near all building access points and throughout the school.

Good hygiene practices can be taught in an age-appropriate manner.

Respiratory etiquette will be modelled, taught, and reinforced regularly. This includes coughing and sneezing into a tissue or sleeve, as well as properly and promptly disposing of any used tissues and exercising proper hand hygiene.

Personal items (e.g., hats, hair accessories, lip balm, food/drinks) will not be shared.

Students will be restricted to using their own personal classroom materials such as pencils, pencil crayon, scissors, erasers etc. (No collective sharing of these kinds of materials.)

Staff will avoid touching one's mouth, nose, or eyes, and encourage children to do the same.

As part of these routine measures, signage will be posted and highly visible including visual cues that remind staff and children to perform hand hygiene (e.g., sneezing or coughing into their elbow, putting used tissues in a waste receptacle, and performing hand hygiene immediately after using tissues).

Personal Protective Equipment (PPE)

Non-medical masks can play a role in reducing the transmission of COVID-19. Wearing non-medical masks is an **additional** personal practice that can help to prevent the infectious respiratory droplets of an unknowingly infected person (the wearer) from coming into contact with other people. Non-medical masks have not been tested to meet any standards. Although encouraged, wearing a non-medical mask or face covering is not a substitute for physical distancing and handwashing. Those wearing masks should be reminded, in age-appropriate language, not to touch their mask and to comply with other personal preventive practices, such as frequent hand hygiene and physical distancing as much as possible.

Non-medical masks are recommended in situations where a person cannot maintain a two-metre physical distance for extended periods of time and is in close proximity to a person outside of their regular contacts. This includes hallways and when riding the bus to school, and it may include classroom settings.

- Students (Grade 4 and up), teachers, staff, visitors and volunteers are required to wear non-medical masks in areas where physical distancing of two metres is not possible.
- Students in Kindergarten to Grade 3 are encouraged to use non-medical masks if parents wish.

Masks will be provided to students and staff who need them. Inventory will be monitored to ensure adequate supply.

Non-medical masks should not be worn by anyone who:

- is unable to remove the mask without assistance (e.g., due to age, ability or developmental status)

- has breathing difficulties
- is under two years of age

When a non-medical mask is used, your hands should be cleaned before and after putting it on and taking it off. Follow the recommendations listed above for the use of non-medical masks, including for their removal. Removed masks are considered contaminated and should be placed in a container or bag for appropriate cleaning and disinfection at a later time. Non-medical masks should be laundered daily.

A medical mask (surgical or procedural mask) is required when unable to maintain a distance of two metres or six feet from a child who is exhibiting signs or symptoms suggestive of COVID-19.

To put on a mask safely, perform hand hygiene by handwashing with soap and water, or use an alcohol-based hand sanitizer. Place the mask on your face carefully so it covers your mouth and nose, handling it with the strings or elastic ear loops as much as possible, and mould the nose bridge to ensure it does not move while it is on. Avoid touching the mask once you have put it on. If the mask needs to be adjusted, hands should be cleaned before and after adjusting the mask. Never pull the mask down below the nose, mouth, or chin. Never dangle the mask from one ear or both ears.

To remove the mask safely, remove it from behind using the strings or elastic ear loops. Do not touch the front of the mask. Discard the mask immediately, ideally in a no-touch receptacle. Perform hand hygiene by handwashing with soap and water or using alcohol-based hand sanitizer. Visit https://www.gov.mb.ca/covid19/prepareandprevent/index.html for the latest guidance on the use and care of masks.

Consideration can be given to teachers and staff to wear face shields or coverings and eye protection, in addition to a mask (not in place of a mask).

Cleaning and Disinfecting

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

- Disinfect commonly touched surfaces (e.g., doorknobs, light switches, electronic devices including photocopiers, printers, laptops, keyboards, mice monitors and touchscreens, chairs, desks, art supplies, toys, games, gym equipment, tools, and equipment) frequently—at least twice daily, or more often as needed.
- Increase monitoring of hand-cleaning supplies to ensure an ample supply at all sinks in washroom and kitchen area.
- Ensure washrooms and lunchrooms are cleaned/disinfected frequently (at least twice daily, and more often as needed) and stagger use.
- Turn off water fountains that are not touchless or cannot be cleaned between users.
- Ensure there is enhanced cleaning of bus seats and other high-touch surfaces (e.g., windows, railings) before each new group of students attends the bus.

Transportation to Schools

- For students who qualify, physical distancing and/or cohorts will be required during school bus transportation.

- All school bus passengers in Grade 4 and older, 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. Students under Grade 4 can also use non-medical masks.
- To support physical distancing on buses, to the greatest extent possible, parents are encouraged to transport their own children if they are able. Active transportation, such as walking and biking, is encouraged.
- Students riding divisional school buses will practice social distancing while disembarking, waiting for and loading the school bus. **Bus students will line up along the sidewalk on 3rd Street to the south of the designated bus loading area.** Students will be supervised by the duty teacher to maintain safety and social distancing.

Workplace Safety and Health

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.

Personal Risk Factors

Arrangements will be needed for students, teachers, administrators and school staff who may be at higher risk of COVID-19 due to underlying health conditions or other risk factors.

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.

Screening Protocols

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

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

School Staff Preparedness

As mandated by Manitoba Education in Welcoming Our Students Back: Restoring Safe Schools, the Division shall ensure staff preparedness and compliance with public health measures and guidelines in all our schools and workplaces by:

- Providing orientation to all staff regarding new public health protocols that must be followed in the school, before resuming in-class learning.
- Providing orientation to all on-site volunteers.
- Orientating staff with the online Manitoba Health COVID-19 Screening Tool .
- Presenting information on self-monitoring, managing a suspected case of COVID-19, managing shared spaces, etc.
- Establish staff support networks as per Kevin Cameron Workshop.

Staff Screening and Self-Assessment

Staff members must be in good health to attend work. Before leaving for the worksite all staff are to use the Manitoba Health COVID-19 Screening Tool, using the following guidelines:

- 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 (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 they may be required to self-isolate prior to attending school.

What Happens if a Staff Member Exhibits Symptoms?

If a staff member or volunteer in a school becomes symptomatic, they should immediately isolate themselves from other staff and children, notify their supervisor, and go home to isolate. They should then contact Health Links – Info Santé (204-788-8200 or 1-888-315- 9257) or their health care provider for direction. Additional environmental cleaning should occur. Focus should 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.

Outbreak Management

In the event of the confirmation of a case of COVID-19 connected with a school, public health will lead the response and ensure appropriate supports are in place to coordinate the response. Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed. Public health may:

- request records that identify cohorts/groups of students, staff, volunteers, and visitors in the school for a specified timeframe
- contact students, staff, and families if they have been in close contact with a

confirmed/probable case, and confirm whether they need to self-isolate or self- monitor and when they can return to school

- recommend testing following established guidelines to students, staff, volunteers, and visitors who may have been exposed to a positive case
- assess the need for the school to be closed for a period of time

Schools will clean and disinfect areas where exposures took place; these areas will not be used until they are determined to be safe. School closure would be a last resort and only upon evidence of transmission among multiple cohorts.

Form letters/standard messages for school administrators will be available to share with their parents, staff, and students when a case is confirmed in a school. If there is an outbreak at a school, this will be announced through Manitoba media bulletins and public health will provide instructions to those who have been in close contact.

It will be important for schools to work closely with their local public health team, and they should reach out if a situation arises where they require clarification or information. Manitoba Education and Manitoba Health, Seniors and Active Living (MHSAL) will be working with local public health teams and regional health authorities to ensure that they have the most up-to-date information.

Reporting and Contact Tracing

To facilitate contact tracing, staff attendance will be tracked through Atrieve.

Upon entry to each work site, visitors to schools and itinerant Divisional employees will sign-in on the Visitor Sign in Register with the date, name, and entry time, and the location(s) being accessed in the building. Staff will need to sign-out their departure time on the Visitor Sign in Register.

Upon request by public health officials, schools will provide contact information for staff who would be considered “close contacts” of any individual who receives a positive test result. Public health officials are responsible for communicating with "close contacts" and for advising the wider school community. Schools will not communicate such information without specific direction from their Assistant Superintendent and public health officials.

Personal Hygiene and Respiratory Etiquette

It is especially important to clean your hands:

- after coughing or sneezing;
- when caring for a sick person;
- before, during and after you prepare food;
- before eating;
- after toilet use; and
- when hands are visibly dirty.

Cover your mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into your sleeve. Throw used tissues in the garbage and immediately wash your hands, or use an alcohol-based hand cleanser.

- Training videos on how to effectively wash your hands available to both student, staff, & public

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

- Signage is posted regarding proper hand hygiene and cough/sneeze etiquette.
  - For children: https://www.gov.mb.ca/fs/childcare/resources/pubs/posters.pdf
  - Others: https://sharedhealthmb.ca/files/precautions-to-follow-letter.pdf
- Video for kids on reducing the spread of COVID-19: Hygiene for kids.
  - https://www.canada.ca/en/public-health/services/video/covid-19-kids-hygiene.html

Physical Distancing

Physical distancing measures to reduce your risk of infection:

- Minimize prolonged (more than 15 minutes), close (less than two meters/ six feet) contact between your co-workers and other individuals in public.
- Where possible, meet with colleagues online or via telephone instead of in person.
- Avoid greetings that involve touching, such as handshakes.
- Avoid travel, crowded places, and events, especially if you are at higher risk (e.g., seniors and those with underlying medical conditions).
- Two metre physical distancing should be maintained to the greatest extent possible in classrooms where cohorts are being utilized.
- Two metre distancing is used to the greatest extent possible when not in a cohort.
- Signage to remind people to maintain at least 2 metres distance are posted in common areas such as entrances, classrooms, restrooms, life skills area etc.
  - https://manitoba.ca/asset_library/en/covid/socialdistancinginfographic.pdf
- Visual cues to indicate 2 metres distance is be used (e.g. decals, signs on floors).
- Stagger schedules and movement of cohorts to avoid being in shared spaces (e.g. hallways, bus pick-up & drop off etc.) at the same time.
- All schools will try to avoid or limit the movement of students between classrooms; instead we shall have teachers move between classrooms.
- Each school site/facility shall manage and keep records of persons in cohorts – school buildings, buses etc.
- Physical barriers and/ or partitions shall be erected at the front desk – plexiglass screens / shields. The Division may also install plexiglass in other areas where they deem it necessary.

Personal Protective Equipment (PPE)

- Appropriate PPE shall be provided for the job tasks/work area as required. Some examples of PPE include:
  - Face covering, gloves, gown, eye protection

- Workers shall be trained on proper donning / doffing of PPE.
  - Donning PPE https://www.youtube.com/watch?v=B5ew8020fwc&feature=youtu.be
  - Doffing PPE https://www.youtube.com/watch?v=Lly8DjGcvDM&feature=youtu.be
- Social stories for children https://www.youtube.com/watch?v=lgaKLpSxQag
- PPE - wearing it right posters shall be made available to students and staff.
  - https://sharedhealthmb.ca/files/covid-19-ppe-wearing-it-right.pdf
- Provision of additional PPEs for staff working with students who need extra supports – based on point of care risk assessment.
- Instructions on proper means of storage for extended use – using paper bag.

Training and Education

- WHMIS training provided and also available to staff needing training on the safe use of products.
- Mental Health and wellness
  - Virtual Therapy https://manitoba.ca/covid19/bewell/virtualtherapy.html
- Other mental health resources:
  - https://sharedhealthmb.ca/covid19/providers/mental-health-resources/
  - https://www.gov.mb.ca/health/mh/crisis.html
- Employee Assistance Program (EAP) support available to BSD employees.
- COVID-19 awareness resources:
  - https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources.html
  - https://www.gov.mb.ca/covid19/updates/resources.html
- Welcome Back to School - COVID-19 Return to School Animation
- https://www.youtube.com/watch?v=RGNi0mEmwpI

FAQ – Frequently Asked Questions

- Manitoba Workplaces
  - https://www.gov.mb.ca/asset_library/en/coronavirus/workplaces-faq.pdf