

# Swan Valley School Division Return to School 2020-2021

## Updated – February 1, 2021

I want to start by welcoming all students, staff and parents back to the 2020-2021 school year. While this year certainly will be unlike any other with all the changes, we are going to attempt to make this school year as normal as possible. What is important for us is making sure our students and staff are safe, and then ready to learn. This is a live document and will be changing as we go. Please look for updates on our website.

In this guideline, we will discuss the many aspects that will change, the help we will need from students, staff and parents, and give you an outline of the three different responses that we can be in during the school year. At this time, we will be working with response one for the start of the school year which for SVSD means our K-9's back fulltime in class and starting our 10-12's with in-class and remote learning at 50%. We will be evaluating this later in the year and may increase the in-class dependent on transitions.

We will be asking a great deal of you all. Students will need to adapt to changes in how they move within the school, how many times they wash their hands, and their ability to physical distance as much as possible. Staff, we will need you to help beyond your usual roles when it comes to the new guidelines in all areas including when we have people ill and working within cohorts. Parents, we need you to help out by screening your children in the morning and not sending them if ill; in helping with transportation with driving if able, and in your understanding and patience with all of these changes.

This, without a doubt, is going to be a challenging year for all of us and I am sure you will have questions with all the changes. Some will feel we are not doing enough or conversely we are really over exaggerating in our response to Covid. This is understandable as we are all at different spots and have different feelings on Covid. Our goal is to follow the provincial guidelines given, be as safe as possible while also bringing hopefully some normalcy to your child's learning. I do feel we will adapt and make the best of the situation for the good of all. My hope is that we make this a great year for our students, staff and parents. I will be doing a zoom session at 5:00 pm on August 19<sup>th</sup> for parents and students. As always, if you have any questions, please do not hesitate to call your school administrator or myself.

Take Care,

Jon Zilkey  
Superintendent

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## Introduction

In July and August 2020, SVSD's Senior Leadership Team have continued to adapt this plan for the reopening of schools in September, and update the information on this report. Teaching staff will return to schools on September 2, while all others on September 3, to review the information and expectations on this page and to finalize their school's preparedness plan which will be released by September 4th.

Our situation is such that a constant assessment of risk and public health measures to mitigate risk will continue until we arrive at a post-pandemic reality and a vaccine or treatment for COVID-19 is available. To that end the school division will be investing substantial extra resources in cleaning supplies and staff, potential new bus routes and new EA and teacher staff to help with all of these changes.

Manitoba Education's new [framework](#) released on July 30 and updated on [August 13th](#) to resume in-class learning in 2020-2021 identifies three re-opening responses:

### **Response 1 in Class Learning as much as Possible**

- In-class learning resumes for all K-8; as much as possible for grade 9-12 with additional public health measures including cleaning, physical distancing and cohorts.

### **Response 2 Blended Learning**

- K-8 students and students with special needs are prioritized for in-class learning.
- Grades 9-12 will participate in teacher-led remote learning, with limited use of school facilities for specific programming and assessment. (This has since been updated on October 30, 2020)
- Two metres of physical distancing is required, to the greatest extent possible. Create more space for children in all classrooms with desks spaced two metres apart. This may require smaller class groupings.

### **Response 3 Remote Learning with exceptions**

Remote learning in place

- Schools are closed to the public with the exception of Kindergarten to Grade 6 students of critical workers.

The province has confirmed that we will be starting in the fall Response 1. For SVSD this means fulltime K-9 in class learning and for our grade 10-12 blended learning with in class and remote learning. For grades 10-12 they will start at 50% in class 50% remote. The reason for the difference at SVRSS:

- a. The challenge of students not staying together for the entire day, they take different courses at different times which is different than K-8 for purposes of cohorting.
- b. 8 cohorts would be extremely challenging (2 per grade) to maintain physical distancing with other cohorts during transitions.
- c. Restrictions of electives per grade, certain cohorts would not be allowed to take certain electives if cohorted, really restrict all options if we went this route.

- d. We have many students in regular and vocational programming that take different grade level courses that could not continue.
- e. Our vocational courses do not allow for moving the teacher to the room for cohorting, there would be a lot of crossover and students moving beyond PE, music that would go against the purpose of cohorting.
- f. What we have chosen best allows students to take as much as possible courses they have selected.

**Schools will need to be prepared to roll-back in-class learning based on public health advice.**

## School Attendance

As explained on page 4 of the Provincial Document sent out on July 30<sup>th</sup> all students are expected to participate fully, even when remote learning is required in their learning. Students will be assessed on their work, reflective of their performance and learning. School divisions and schools will ensure that all students who are participating in remote learning have access to technology devices.

Division-level remote learning will be in place for students who are medically advised not to return to in-class learning due to COVID-related risk factors to them or immediate household family members. 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. Division-level full remote learning will be in place only for students who are medically advised not to return to in-class learning due to Covid-19 related risk factors as outlined by a physician. We are part of the Westman Consortium for these students learning remotely.

Parents who prefer to have their child home schooled will need to follow provincial guidelines for establishing a home schooling program. Currently new registrations are put into the Manitoba Remote Learning Centre.

<https://www.edu.gov.mb.ca/k12/schools/ind/homeschool/index.html>

## School Calendar

Manitoba Education has communicated the following:

The school calendar will have three additional days added prior to the Labour Day weekend, meaning the school year will start Wednesday, September 2, 2020 for teachers and Thursday, September 3, 2020 for staff.

Students will return to class on Tuesday, September 8, 2020.

September 2, 3 and 4, 2020 will be mandated non-instructional days, one of which will be considered as an administration day and two as professional development days. Schools are to use this time to prepare physical spaces, educate staff on public health protocols, and engage collaboratively on approaches to recovery learning.

### **Non-instructional Days in SVSD for 2020-2021**

1. Wednesday, September 2, 2020

2. Thursday, September 3, 2020
3. Friday, September 4, 2020
4. Friday, October 23, 2020
5. Friday, November 13, 2020
6. Monday, February 1, 2021
7. Friday, March 19, 2021
8. Friday, April 16, 2021
9. Tuesday, May 25, 2021
10. Wednesday, June 30, 2021

### **Winter Break**

Last Day of School: Friday, December 18, 2020

School Re-opens: Monday, January 4, 2021

### **Spring Break**

Last Day of School: Friday, March 26, 2021

School Re-opens: Monday, April 5, 2021

### **Last day of school in 2020-2021**

Wednesday, June 30, 2021

## **Provincial Assessments**

An update from Manitoba Education on the provincial tests and assessments schedule for the 2020-2021 school year:

- **Grade 3 and 4 Assessment and Middle Years Assessment** - The provincial data collection associated with the Grade 3 Assessment in Reading, Lecture and Numeracy and Grade 4 Assessment in French Immersion Lecture, as well as the Middle Years Assessment of Key Competencies in Mathematics, Reading Comprehension, Expository Writing, and Student Engagement will be suspended for the 2020-2021 school year.
- Schools and school divisions are encouraged to continue to use the assessments as one of many tools to help identify students' strengths and needs in key competency areas in order to guide instructional planning.
- **Grade 12 Tests** – No assessments this year.

## **Responses**

Outlined are the three Responses. Response 1 is what we will be in September, with planning for Response 2 and 3 also below. All schools need to develop school responses for each possibility (see appendix A):

[Please use this link for Response 1](#)

[Please use this link for Response 2](#)

[Please use this link for Response 3](#)

## Institutional Preparedness

SVSD shall ensure institutional preparedness by:

- Preparing school facilities to accommodate physical distancing, including increased sanitation, hand hygiene and other public health provisions.
- Following the guidelines for re-opening school facilities.
- Posting information about physical distancing, cleaning, and other public health measures to help schools prepare for in-class learning (similar to June).
- Planning for adjustments to transportation routes and schedules for all stages of re-opening, including asking parents to transport their own children where possible.

### Contact Tracing-tracking

Dr. Rousson has indicated that anyone that has been within 2 meters of another individual for a prolonged time (15 minutes) is considered a close contact. If a student or staff member reports that they have received a positive test for COVID-19:

- The principal will immediately advise the superintendent or designate.
- The superintendent will contact public health officials, seek advice, and collaborate with divisional and school colleagues to implement the recommendations of public health officials. (the templates given by province)

To facilitate contact tracing, schools must:

- record student attendance in school and on buses regularly and accurately
- maintain a log of all visitors and itinerant employees that access the building
- keep groups of students together as much as possible in K-8 (cohorts)

Upon request by public health officials, schools will provide contact information for other students or staff who would be considered "close contacts" of the individual that received a positive test result. Public health officials are responsible for communicating with "close contacts" and for advising the wider school community. Schools must not communicate such information without specific direction from the superintendent and public health officials.

### Safety and Health Protocols

SVSD has developed procedures to deal with both [student illness](#) and staff illness and what to do in both cases.

- All parents will be asked to screen their children in the morning, if they are ill, please do not send them ([student illness](#)).
- All schools will use multiple entrances and screen in the morning when students arrive using the [Covid-19 self assessment sheet](#). [Teacher Screening Tool](#). [Student Screening Tool](#). **It is important to remember that anyone out of the province for non essential reasons must also isolate for 14 days as of January 29<sup>th</sup>**. Schools will be given extra staffing support for potential extension of hours for helping with screening in the mornings and helping with the hallways.

- Students and staff will use hand sanitizer (approved list by Health Canada) when entering the building and in transitions as dictated by the July 30 provincial document.
- The Division will hire additional cleaning staff for cleaning schools at times during the day and adjusting hours as needed.
- We will need all staff to help with some day to day cleaning within their rooms and to talk with administration in their buildings about willingness to help in other areas.
- All staff will follow the MSBA guidelines for cleaning use. Families must follow the provincial guidelines for sanitizing and sanitizer use also.
- Cleaning washrooms twice a day minimum, and high touch points.
- Students can bring their own hand sanitizer if they wish (Health Canada approved only).

All SVSD decisions in regards to safety and cleaning will follow the provincial regulations, and the [MSBA supplementary document](#).

## Mental Health and Wellbeing

Mental Health and wellbeing is vital to the success of our re-entry for all students, staff and parents.

**Additional resources are on our website:** [www.svsd.ca](http://www.svsd.ca). All school division employees must take into account:

- Awareness of the impact of this pandemic on all students and families.
- Understanding of possible struggles students may experience upon a return to school.
- Strategies to mitigate the impact on wellbeing of the pandemic and support resilience and wellbeing for the transition back to school.
- All schools will schedule a minimum of 5-10 minutes per school day to address student thoughts, feelings, behaviours associated with anxiety in relation to COVID-19, as well as to answer questions, and to teach coping strategies. Such programming and activities may be provided directly by classroom teachers or indirectly through an all school approach via the school PA system.

Additional Contacts/Resources for Mental Health for our families:

- [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](#). Also available is contact information for the [Youth Quaranteen Support Line](#)
- Shared Health Manitoba has posted a COVID-19 bulletin, providing information on child and adolescent mental health services and youth addiction services through the [Manitoba Adolescent Treatment Centre \(MATC\)](#).
- AbilitiCBT is a new virtual therapy program that is now available to Manitobans aged 16 and older. This digital program provides mental health support to those struggling with mild to moderate anxiety due to COVID-19. The program is accessible from home and can be found the [Mental Health Virtual Therapy Program](#)

## Student Transportation

On August 13, Manitoba Education released updated Guidelines for Transportation of Students for the 2020-21 school year. SVSD is working diligently on the student transportation plan. With the new guidelines mask use is mandatory **for all students** and the driver on our buses. Exemptions will be given based on anyone who is unable to remove the mask without assistance, and has breathing difficulties as outlined medically.

School bus transportation to and from the school is an integral part of the plan. Based on the August 13, 2020 guidelines, the school buses will be operating at **around 50%** due to physical distancing requirements. In order to meet the needs of our students who take the bus to get to school, we will need the support of some families to find alternative means of transportation in 2020-2021.

We are currently considering a range of **temporary options** for the 2020-2021 school year to reduce the number of students on busses. Some of our initial plans include:

- Not providing bussing for our town students within the current Public School Act distance of closer than 1.6 kms to their school. This will apply in Swan River, and in our smaller communities it has been adjusted to those outside town limits. Students will be picked up for safety issues (highway/rail) as determined by Transportation. (adapted October 28, 2020)
- Potentially the addition of bus route(s) to meet the new transportation guidelines.
- Providing bussing only for SVSD students and only from primary address or pick up spot to schools. No guests allowed.
- Bus routes may temporarily be cancelled if a sub cannot be found when driver ill.

We understand that any decision to reduce our regular ridership will impact many families, but our goal is to ensure school bus transportation is provided to as many SVSD students as possible within the guidelines given to us.

## Reviewing Emergency Preparedness

At the beginning of each school year, principals conduct a review of their school-specific emergency response plan (crisis plan). 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 to achieve goals should be considered such as doing class by class drills.

## Facility Use Permits

Permits for evening and weekend facility use are suspended until further notice as per the provincial document. The suspension will be to accommodate increased cleaning requirements that will be necessary and not bring in more activity to our facilities. This will also provide greater flexibility to repurpose gyms and multipurpose rooms for other types of instruction should we need to.

## Visitor Access

As per the province, visitors or volunteers are permitted at schools, but visits should be minimized to the greatest extent possible. Online communication, video, and telephone should be used to interact with families, where possible, rather than in person.

Parents, caregivers, healthcare providers, volunteers, and other non-staff adults (e.g., visitors) entering the school should be prioritized to those supporting implementation of public health measures and activities that benefit student learning and well-being (e.g., teacher candidates, immunizers, meal program volunteers, etc.). This should also be limited to those who regularly volunteer to minimize the number of possible exposures.

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

## New School Registrations

To guide the safe and successful welcoming and registration of new students, the following guidelines apply:

- Families new to SVSD must contact the school by phone or email to arrange a registration appointment. Families who are uncertain of which school to contact can phone the SVSD Division Office for assistance at 204-734-4531.
- The school will arrange an appropriate time and mechanism for registering new students (in-person, online, or other) and complying with public health requirements.
- If the family is relocating from a region that warrants a mandatory quarantine or isolation period, they may be asked to verify their travel dates, and quarantine dates and plans. New registrations will only occur after any mandatory quarantine or isolation period has been completed.

## Personal Protective Equipment (PPE)

The province announced on August 13 the following:

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.

As of August 19, non-medical masks are mandatory 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 classrooms, hallways and when riding the bus to school.

- Students (Grade 4 and up), teachers, staff, visitors and volunteers are mandated to wear non-medical masks in areas where physical distancing of two metres is not possible.
- Students under Grade 4 can also use non-medical masks.
- 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.

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 ([please see page 15 for care of masks of provincial document](#))

Parents please follow the guidance on if your child needs an exemption in the provincial [mask guidance](#) document and communicate that with your school. We will also attempt to keep our masks as clean as possible with these guidelines. Based on these guidelines students will need a minimum of two masks a day and will be changing at lunch time. Please read the mask guidance document on properly sealing them and when to change. Also, the expectation is that students who can, wear the mask. Any refusal to wear masks when required (and no medical conditions that you have made the school aware of) will result in the parent being notified and the student possibly being removed. We really ask for your help in this as parents in following the provincial guidelines.

To this end SVSD has ordered non-medical masks for both staff and students for the start up of the school year. The province will also be delivering masks to SVSD and they will be distributed to all employees and students. We will be following the provincial guidelines above and mandating the use of non-medical masks for all students Grade 4 and up inside and mandating it for bus travel per the province. The province has asked that staff and children bring and wear their own non-medical mask while in the facility (but if they forget we will provide).

If a non-medical mask is used, hands are to be cleaned before and after putting it on and taking it off. Non-medical masks are to be laundered daily by individual users. **We highly recommend that families begin practicing with their children the use of masks right now so that they are comfortable when they get back to school.**

We will also be providing all PPE for our isolation rooms and as needed for student services.

## Student and Family Preparedness

SVSD shall promote student and family preparedness by:

- Identifying students with disabilities and those who are vulnerable to disengage from school, develop and implement strategies to re-engage them and prioritize these students for five days a week in-class learning, where possible.
- Refer to [Resources Supporting Students with Special Needs](#) for principles and practical resources to assist with planning.
- Communicating expectations for in-class attendance and participation in remote learning.

- Students are expected to attend in-class learning. If remote learning is included as part of their learning plan, students will be expected to participate.
- Students who are unable to return to school due to personal or family health risks factors related to COVID-19 will be supported in remote learning.
- Developing comprehensive strategies for regular communication with families to raise awareness of the health and safety measures implemented at the school
- Ensuring the understanding that students may not attend school when sick or exhibiting symptoms of illness.
- Signal that in-class learning may be increased or suspended on short notice in response to changing public health advice

## Modifying Behaviours that Mitigate the Risk

There are many uncertainties about the COVID-19 pandemic that may cause us to feel stress. How long will the pandemic last? How long will I have to work from home? How long until I can return to school full time? Will my loved ones or I get sick?

We are not in control of the answers to these questions and spending too much time worrying about them may make us feel worse. Some things that you can control daily:

- **Stay home** if you show any cold or flu-like symptoms (cough, fever, sore throat, runny nose, muscle ache, headache, nausea, fatigue)
- Wash hands regularly
- Spend time outside
- Treat others with kindness
- Focus on schoolwork
- Talk with friends or family members on the phone or online

## Student Screening and Self-Assessment

Students must be in good health to attend school. Before leaving for school parents/guardians are to use the [Manitoba COVID-19 Screening Tool](#), using the following guidelines:

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

- are experiencing symptoms suggestive of COVID-19
- have travelled outside Manitoba in the previous 14 days
- 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>. Please see the [student illness](#) and [staff illness](#) documents.

## Personal Hygiene and Respiratory Etiquette

- Students will use hand sanitizer or wash their hands immediately upon entry into the school.
- Students will be instructed to follow all floor signage such as directional arrows or physical distancing spacing at all times within the school building.

- Personal hygiene practices that minimize the risk of virus transmission must be followed at all times. These include:
  - covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow
  - immediately disposing of used tissues in a garbage container
  - washing hands frequently, particularly after coughing or sneezing without a tissue, touching frequently used surfaces such as door handles or taps as well as before and after eating
  - avoiding touching eyes, nose, or mouth

## Learning Preparedness

SVSD shall ensure learning preparedness by:

- Planning for recovery learning.
- Developing action plans to address students' recovery learning needs identified in the June 2020 report card and referring to the [Recovery Learning Guidelines](#) to inform this planning.
- Adapting schedules to facilitate levels of physical distancing (outdoor classrooms, frequent and staggered hand-washing breaks, staggered recesses and lunch breaks, 1 meter measures in place in classrooms and bathrooms with cohorts at our K-8 level).
- Planning for blended in-class and remote learning models and referring to the [list of learning resources for educators](#) provided on the Manitoba Education website.

## Manitoba Education Recovery Learning Principles

Manitoba Education has defined [Recovery Learning](#) as the "process to enable Manitoba students to transition back from remote learning to classroom learning in schools, while addressing their mental and physical wellbeing and academic success". [Manitoba Education](#) highlights the following principles for school teams to reference as we plan for students' return to school:

- When in-class learning resumes, schools will plan for a period of reorientation to classroom routines, rebuilding community and relationships, and planning for instruction. In September 2020, educators will use their existing assessment processes, along with the information provided on recovery needs on the June 2020 report card.
- Dialogue between the previous year's teacher(s) and the current teacher(s) will aid in transition planning. Families may add insights about the student's experiences with remote learning. Schools should ensure that there are sufficient supports in place to facilitate this dialogue, as well as joint planning among colleagues, parents, and students.
- Recovery learning will differ according to the opportunities and constraints of the school year. Schools are encouraged to develop a flexible learning approach and allow the implementation of recovery learning to vary according to the needs of the students, the opportunities and constraints of the school schedule, and available resources (see the [UNESCO COVID-19 Response Sector Brief: Prepare for School Reopening](#).)

## Responding to the Needs of Students

Establishing a safe return to school and the building of school and classroom communities alongside recovery learning is the primary focus of the first few weeks of school and may extend further as needed or even recur should subsequent waves of COVID-19 take place. School teams will leverage existing

structures such as transition meetings in the spring to plan for both the socioemotional and academic needs of students.

If, as expected, recovery learning needs are greater this fall than in a typical year, these processes will be even more important than ever. A coordinated, collaborative, intentional and responsive approach to recovery learning will promote accelerated learning.

Strategies to support the mental health and wellbeing of students should be documented using the Class Profiles; in instances where needs are particularly complex, a student specific plan may be necessary. All schools will take part of their day to do a wellness check.

School teams are encouraged to continue to focus on establishing the essential outcomes for each curricular area with baseline assessments and learning plans that fit individual, small group and whole class needs.

## Planning for Recovery Learning is Not New

Each year, students arrive in classrooms with varying abilities. To mitigate this reality and thus promote the success of each student, schools employ a number of valuable processes, notably:

- referencing learning goals indicated on the final report card
- holding transition meetings between the teachers of the current and previous years
- having open communication to learn more about students directly from families
- conducting baseline assessments and addressing gaps in learning by re-teaching concepts before introducing new content

Expecting that the extended period of remote learning will amplify learning gaps, the provincial government has formalized the reporting of recovery learning needs. To this end, the June report card will indicate whether recovery learning is required in specific subjects and what specific recovery learning needs exist.

To know more about the specific recovery learning needs of each student, teachers will:

- refer to the June report card
- communicate with last year's teacher, parents, and students
- conduct baseline assessments

To promote student success, teachers will:

- adapt their teaching practices to meet the needs of their students
- articulate clear learning targets
- provide ongoing feedback
- adjust learning targets or set new learning targets
- ensure regular communication with students and their families
- document strategies to support academic learning using the Class Profile template

## School Staff Preparedness

SVSD shall ensure staff preparedness and compliance with Public Health orders and guidelines in all our schools and workplaces by:

- Orienting staff to new public health protocols that must be followed in the school, before resuming in-class learning.
- Including all staff in orientation, including bus drivers, custodial staff, etc.
- Providing orientation to volunteers, if they are on site in a limited way, to ensure they receive orientation when they begin.
- Using the online [COVID-19 screening tool](#) to inform staff orientation.
- Presenting information on self-monitoring, managing a suspected case of COVID-19, managing shared spaces, etc.
- Identifying staff who may need to work at home due to underlying health concerns that make them more vulnerable to exposure to COVID-19, and making any necessary adjustments.
- Planning for health and safety training that may be required, and also ensuring that professional learning focuses on COVID-19 pandemic priority areas, including recovery learning, collaborative planning, mental health and wellbeing and remote learning strategies.

### Modifying Behaviours That Mitigate Risk

To ensure the safety of the work environment for all, staff will adhere to the staff illness guide that will be sent to them directly and keep abreast of updated procedures and protocols.

In the event that a family member of the staff person in the same household reports that they have received a positive test for COVID-19:

- The staff member will immediately advise their direct supervisor.
- The school and division will work with 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
- 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.

Physical distancing measures reduce your risk of infection:

- Minimize prolonged (more than 10 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).
- Disinfect frequently used surfaces in your workspace.
- Follow public health advice related to self-monitoring and self-isolation if you have been exposed to COVID-19 through travel or contact with someone infected with COVID-19.

## Mental Health and Well-Being of Staff

School leaders will continue to promote staff well-being and to develop a positive sense of community among staff before students return, using the following resources/strategies:

- From the Guidelines for [Re-entry into the School Setting During the Pandemic](#) refer to pages 11 and 12 Stage 2, 3, & 4 and the Coronavirus Impact Scale on Page 19.
- Provide opportunity for collaboration and storytelling from the adults as this helps to make decisions around the social-emotional and traumatic impact on students and adults.
- Provide staff with information about trauma-informed learning with the support of the school division psychologist.
- Trauma informed return to School Session for all school staff on Sept 3rd

School leaders will make staff aware of resources/supports/PD available:

- [Care for Your Mental Health](#)
- [AbilitiCBT](#)
- [Mental Health Virtual Therapy Program](#)
- [LifeSpeak app](#)
- [Government of Canada](#)
- [Mental Health Commission of Canada](#)
- [The Working Mind COVID-19 Self-care & Resilience Guide](#)
- [National Association of Social Workers – Self-Care During the Coronavirus Pandemic](#)

Staff will be encouraged to participate in online PD opportunities to be arranged in collaboration with the school principal. Suggested PD opportunities include the following:

- Jody Carrington’s online course [How to Connect with Kids These Days](#).
- Psychological First Aid (PFA) – Canadian Mental Health Association [Online Course](#)
- [www.svsd.ca](http://www.svsd.ca) will have many resources for students, parents and staff

## Safety-related Adaptations for Some Specialty areas

The Province of Manitoba has issued the following directives for learning and teaching safely during the current public health situation:

## Music and Band

- Schools must ensure that they follow Manitoba's Guidelines for Vocalists and Instrumentalists
- Choir practices should not be held and wind instruments pose a higher level of risk and special consideration should be given to how they are held, the room ventilation and the distance between performers. Instruments should not be shared between students.
- Music/band teachers will have to adapt their lessons and may do other learning activities as needed due to restrictions.
- There will be no in-person performances or concerts at this time.
- [Music guidelines by province are linked here.](#)

## Physical Education

- Schools must ensure that they follow Manitoba's Restoring Safe Services Sports Guidelines
- Go outside as much as possible for PE
- Focus on aspects of activities and sports in which it is possible to maintain physical distancing (e.g. individual skill building).
- Consider closing or modifying non-essential indoor spaces (e.g., consider closing locker rooms and have participants change clothes and shower at home).
- Mitigate risks from exposure to high-touch surfaces (e.g., surfaces frequently touched by others).
- Limit the use of shared equipment during recreational activities. Any shared equipment should be cleaned between uses (baseball bat, drumsticks). Have different equipment for different cohorts or grades.
- Increase frequency of environmental cleaning, especially of high-touch surfaces that continue to be accessed (e.g. Touchless water fountains, handrails, floor mats).
- If restrooms and/or showers are available, limit number of users at a given time, maintain handwashing supplies, increase cleaning and disinfecting frequency and install no-touch garbage bins.
- Consider the type of activity and the spectrum of risk. Sports with less potential for physical contact (e.g., tennis) are presumed to carry less risk, whereas sports with more potential for contact (e.g., football, basketball) are presumed to carry more risk.
- Consider modifying the activity to reduce contact risk (e.g. no contact rules or focus on practices/skill development instead of games, minimize close contact and the number of participants in performing arts activities).
- [PE guidelines](#)

## Vocational Programming

- When planning for technical vocational, industrial arts, human ecology, and applied commerce education programs, the Manitoba COVID-19 support document *Workplace Guidance for Business Owners* may provide useful sector specific information. See [Workplace Guidance for Business Owners](#) and [Guidance for Industry Sectors](#) for specific information.

- Information on guidance for industry sectors is available at <http://www.gov.mb.ca/covid19/restoring/industry-sectors.html>.

## Extracurricular

- The Division will follow the direction of the department of education, the governing bodies of the respective sports and the Manitoba High Schools Athletic Association.
- [Sports Guidelines](#)
- Updated August 26, 2020: The Division will be suspending K-8 extracurricular activities at this time and they will be reviewed later in the fall. Grade 9-12 extracurricular activities will be suspended for the first two weeks of school and re-evaluated by both the School Division on September 14 and SVRSS on September 15 for the fall. This suspension will allow for schools to focus on the changes that will exist for the start of the school year and account for the extended Orange caution level some areas in PMH are under.
- Updated September 30, 2020: Please see the extracurricular document from SVRSS. It will be practice only and only when no active cases in the Valley, following return to play guidelines for practices.
- Updated January 27, 2021: All extracurricular is currently suspended as in Red provincially. These guidelines will be updated as restrictions change but SVSD will most likely not be going beyond practicing for the 2020-2021 school year when they can at SVRSS.

## SVSD - Fall 2020

### Appendix A - Template for School Level Planning

#### Planning for a Successful School Start-Up

The success of the school re-opening plan and student achievement will depend in part on parents, caregivers, and students being informed about new protocols. This communication will be needed throughout the year. Communication strategies will include:

- Fact sheets explaining new protocols and links to helpful information, as well as detailed instructions regarding screening and pick-up/drop-off procedures and protocols if a child or staff person becomes ill
- Each building will create a site-specific plan and communicate to students, parents and staff. A video orientation of the building would be a good option.
- Use divisional and school websites, social media, and e-mail communication strategies (print based for families without internet access).
- Orientation activities for new students to a school.
- Open house (can be virtual) for current students and parents to provide an opportunity for parents to familiarize themselves with the plan and to ask questions.
- Alternative delivery models for activities such as parent-teacher conferences and school assemblies
- Guidelines and procedures for drop-off and pick-up
- Information for students related to school hours, physical distancing, hand hygiene, remote learning, and resources to support learning and well-being at home

Schools should engage their local parent councils if they exist and continue to work with employee groups and the Workplace Safety and Health Committee. Below is a template schools can use for their school plan which should be delivered to parents by September 4 along with the above info.

School: \_\_\_\_\_

Grades: \_\_\_\_\_

Details	Response 1	Response 2	Response 3
Participants			
Cohorts			
<b>School Day Structure</b>			
Timetables			
Arrival/Dismissal			
Movement of Students between classes and Washrooms			
Student storage of materials, clothes etc.			
Cleaning (who, what, when)			
Recesses/Noon			
<b>Academic Program</b>			
Classroom Configuration			
Instruction			
Assessment and Reporting			

<b>School Supplies and Personal Belongings</b>			
<b>Alternate Learning Spaces</b>			
<b>Gym</b>			
<b>Library</b>			
<b>Common Area/Canteen</b>			
<b>Transition to school in the fall</b>			
<b>Student Well-Being</b>			

## Appendix B - Requirements for Preparation

The below checklist is what all schools will follow for getting their buildings ready for the fall and will be the basis for this document. All schools will develop plans that will be based on this checklist and divisional information.

### Checklist:

<p><b>Institutional preparedness</b></p> <ul style="list-style-type: none"> <li>○ Schedule increased cleaning and sanitation and ensure supplies are available</li> <li>○ Plan for increased hand hygiene</li> <li>○ Develop self-screening and symptom monitoring protocols</li> <li>○ Develop protocols for staff and students exhibiting symptoms</li> <li>○ Display COVID-19 information signs</li> <li>○ Create physical distancing plans</li> <li>○ Create plan to manage foot traffic flow in entrances, hallways and shared space to avoid congestion</li> <li>○ Review food handling and no-sharing policies to reduce risks</li> <li>○ Remove or reduce play with toys and equipment that cannot be sanitized</li> <li>○ Review transportation routes, scheduling and consider alternatives (e.g. parents)</li> <li>○ Restrict the use of space that does not allow for physical distancing</li> <li>○ Connect with local public health team for supports and information as required</li> <li>○ Other:</li> </ul>	<p><b>Learning preparedness</b></p> <ul style="list-style-type: none"> <li>○ Determine approach recovery learning and transition planning</li> <li>○ Ensure schedules allow for time for collaborative planning</li> <li>○ Develop an assessment plan</li> <li>○ Make adjustments to scheduling, timetabling, recess, etc.</li> <li>○ Plan for blended and in-class learning models</li> <li>○ Plan to ensure access to devices and internet</li> <li>○ Develop and continue to adjust a digital and remote learning plan</li> <li>○ Develop alternatives to assemblies and other events to promote school spirit, etc.</li> <li>○ Other:</li> </ul>
<p><b>School staff preparedness</b></p> <ul style="list-style-type: none"> <li>○ Provide orientation regarding public health protocols</li> <li>○ Make adjustments for personal risk factors for underlying health concerns</li> <li>○ Identify mental health and wellbeing supports</li> <li>○ Create a professional learning plan that addresses COVID-19 priorities and health and safety needs</li> <li>○ Other:</li> </ul>	<p><b>Students and families preparedness</b></p> <ul style="list-style-type: none"> <li>○ Communicate expectations defined for attendance and participation</li> <li>○ Educate students and families about hand hygiene, symptom monitoring and other public health measure</li> <li>○ Encourage families to have a back up plan in place in the event of illness</li> <li>○ Student/family engagement and outreach</li> <li>○ Identify mental health and wellbeing supports</li> <li>○ Other:</li> </ul>

## Appendix C – Workplace Safety and Health – Risk Identification and Mitigation Strategies

The COVID 19 virus can be transmitted by:

1. An employee touching a contaminated surface, and then their eyes, nose, mouth.
2. Droplet transmission when an infected person coughs or sneezes. The droplets travel a short distance through the air and can be deposited on a surface or a person.

The following table outlines the mitigation strategies in SVSD to decrease virus transmission through droplet transmission and/or surface contamination:

Job Duty	Potential Exposure	Frequency and Duration	Mitigation Strategy
<p>School Staff:</p> <p>Classroom Teacher, Educational Assistant, Principal, School Clerical Staff, Other staff who interact directly with students e.g. Student Services Clinicians</p>	<ul style="list-style-type: none"> <li>• Co-workers</li> <li>• Shared work surfaces</li> <li>• Students</li> </ul>	<p>Daily for the duration of the school day.</p>	<p><u>Substitution Controls:</u></p> <ul style="list-style-type: none"> <li>• Where possible consider virtual communication.</li> </ul> <p><u>Engineering Controls:</u></p> <ul style="list-style-type: none"> <li>• Plexiglas barriers</li> </ul> <p><u>Administrative Control:</u></p> <ul style="list-style-type: none"> <li>• Decrease density of people in building/classroom.</li> <li>• Frequent handwashing.</li> <li>• Building sign in procedures.</li> <li>• Do not come to work if you are ill.</li> <li>• Prior to school, parents must assess their child daily for illness.</li> <li>• Cough/Sneeze etiquette</li> <li>• For younger students minimize physical contact.</li> <li>• Practice physical distancing</li> <li>• Twice a day clean frequently touched surfaces disinfected.</li> <li>• Access to spray disinfectant and paper/shop towel in offices and classrooms.</li> </ul> <p><u>Personal Protective Equipment:</u></p> <ul style="list-style-type: none"> <li>• None required</li> </ul>

			<ul style="list-style-type: none"> <li>Voluntary use of masks highly recommended</li> </ul>
<b>Job Duty</b>	<b>Potential Exposure</b>	<b>Frequency and Duration</b>	<b>Mitigation Strategy</b>
<p>Non-School Staff:</p> <p>Clerical Staff, Managers, Administration, Board Office Staff</p>	<ul style="list-style-type: none"> <li>Co-workers</li> <li>Shared work surface</li> </ul>	Daily for the duration of the day.	<p><u>Substitution Controls</u></p> <ul style="list-style-type: none"> <li>Avoid large meetings/gathering</li> <li>Use virtual communications</li> </ul> <p><u>Engineering Control:</u></p> <ul style="list-style-type: none"> <li>Plexiglas barriers</li> </ul> <p><u>Administrative Control</u></p> <ul style="list-style-type: none"> <li>Frequent handwashing</li> <li>Building sign in procedures</li> <li>Do not come to work if you are ill</li> <li>Cough/Sneeze etiquette</li> <li>Practice physical distancing</li> <li>Twice a day clean and disinfect frequently touched surface</li> <li>Decrease people density in building</li> <li>Access to spray disinfectant and paper/shop towel in offices and classrooms.</li> </ul> <p><u>Personal Protective Equipment:</u></p> <ul style="list-style-type: none"> <li>None required</li> <li>Voluntary use of masks highly recommended</li> </ul>
<b>Job Duty</b>	<b>Potential Exposure</b>	<b>Frequency and Duration</b>	<b>Mitigation Strategy</b>
Operations Staff:	<ul style="list-style-type: none"> <li>Co-workers</li> </ul>	Daily	<u>Substitution Controls</u>

Custodians, Maintenance, Transportation, IT Personnel	<ul style="list-style-type: none"> <li>• Shared Work Surfaces</li> <li>• Students</li> </ul>		<ul style="list-style-type: none"> <li>• Consider working in segregated office or work area to complete a task when possible</li> <li>• Use virtual communications if possible</li> </ul> <p><u>Engineering Control:</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><u>Administrative Control</u></p> <ul style="list-style-type: none"> <li>• Frequent handwashing</li> <li>• Building sign in procedures.</li> <li>• Do not come to work if you are ill</li> <li>• Cough/Sneeze etiquette</li> <li>• Practice physical distancing <ul style="list-style-type: none"> <li>• Twice a day clean and disinfect frequently touched surfaces.</li> </ul> </li> <li>• Access to spray disinfectant and shop towels in work areas.</li> </ul> <p><u>Personal Protective Equipment:</u></p> <ul style="list-style-type: none"> <li>• None required</li> <li>• Voluntary use of masks highly recommended</li> </ul>
<b>Job Duty</b>	<b>Potential Exposure</b>	<b>Frequency and Duration</b>	<b>Mitigation Strategy</b>
Transportation:  Bus Drivers	<ul style="list-style-type: none"> <li>• Co-workers</li> <li>• Shared Work Surfaces</li> <li>• Students</li> </ul>	Daily	<p><u>Substitution Controls:</u></p> <ul style="list-style-type: none"> <li>• Where possible parents are encouraged to transport their children.</li> </ul> <p><u>Engineering Controls:</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><u>Administrative Control:</u></p> <ul style="list-style-type: none"> <li>• Decrease density of students on the bus.</li> <li>• Building sign in procedures</li> <li>• Frequent handwashing</li> <li>• Do not come to work if you are ill</li> </ul>

			<ul style="list-style-type: none"> <li>• Prior to pick up, parents must assess their child daily for illness</li> <li>• Cough/Sneeze etiquette</li> <li>• For younger students minimize physical contact</li> <li>• Practice physical distancing from coworkers</li> <li>• 2-meter distance seating plan from the bus driver</li> <li>• Twice a day clean and disinfect frequently touched surfaces</li> </ul> <p><u>Personal Protective Equipment:</u></p> <ul style="list-style-type: none"> <li>• None required</li> <li>• Use of masks required on routes</li> </ul>
<p>Transportation: Personnel using fleet vehicles</p>	<ul style="list-style-type: none"> <li>• Co-workers</li> <li>• High touch surfaces</li> </ul>	<p>Daily</p>	<p><u>Substitution Controls:</u></p> <ul style="list-style-type: none"> <li>• Where possible consider virtual communications rather than travelling</li> </ul> <p><u>Engineering Controls:</u></p> <ul style="list-style-type: none"> <li>• Fleet vehicles equipped with COVID kits as follows: <ul style="list-style-type: none"> <li>○ Hand sanitizer</li> <li>○ Disinfectant wipes OR spray disinfectant and shop towel.</li> <li>○ Disposable gloves</li> </ul> </li> </ul> <p><u>Administrative Control:</u></p> <ul style="list-style-type: none"> <li>• User of vehicle disinfects high touch areas before exiting vehicle for the day. High touch areas include: <ul style="list-style-type: none"> <li>▪ Dash</li> <li>▪ Steering wheel</li> <li>▪ Any operating screens/ buttons (e.g. radio)</li> <li>▪ Display screens</li> <li>▪ Window buttons / handles</li> <li>▪ Rear-view mirror</li> </ul> </li> </ul>

			<ul style="list-style-type: none"><li>▪ Door handles (inside and out)</li><li>▪ Hatch back/ trunk handles</li><li>▪ Seat belt buckle etc.</li></ul> <ul style="list-style-type: none"><li>• Frequent handwashing</li><li>• Do not come to work if you are ill</li><li>• Cough/Sneeze etiquette</li><li>• Practice physical distancing.</li><li>• Travel alone</li></ul> <p><u>Personal Protective Equipment:</u></p> <ul style="list-style-type: none"><li>• Face masks provided for routes</li></ul>
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