



Kelsey School Division  
Re-opening Plan for the 2020-2021 School Year

Last Update: September 4, 2020

We understand that there may be some uncertainties associated with school start up during COVID-19. We hope that this document will assist staff, families, and community to gain a better understanding of KSD efforts by providing a comprehensive overview, alleviate any concerns, and build confidence and understanding of school plans.

Our rural context can pose some unique challenges; however, we are working to manage change by continuing to consult Department of Education guidelines and follow the advice from Public Health and Dr. Roussin, our Chief Medical Health Officer in Manitoba. We look forward to welcoming students back to schools while ensuring that our priority remains the assurance that our students and staff are returning to a safe environment.

Key elements of the planning have been outlined in a 2-page KSD brochure for quick reference. Additional efforts, as they pertain to specific details for the different schools, will also be posted on each of the school websites prior to September 4<sup>th</sup>. It is important to note that the current plan is designed to be a flexible document that will be continuously updated as the needs arise. Our focus will be on safety, health and well-being along with student learning and success.

Our continued and ongoing communication with all of our stakeholders is critical in order to address any changes or potential obstacles that may arise. Schools will also continue to update their website plans and communication as new information or guidelines are obtained, or in the case of changes which are required to individual learning environments.

We know that our efforts as a community will be important in maintaining healthy environments and preventing or reducing the spread of the Covid-19 virus.

### **Working Together**

Collaboration among schools, staff, families and community members will continue to be the key to our ability to thrive under challenging circumstances surrounding COVID-19. As a school community we recognize the need for a collaborative and solution-based approach to working through further issues that may lie ahead. Working collectively to follow provincial guidelines and model consistent efforts within schools and community will help to build predictability and understanding for students. School teams will also continue to ensure that our students continue to learn and grow in a supportive, safe and caring learning environment.

In the months ahead, we need to be aware that we may find ourselves making changes to the educational scenario and may require the implementation of any or all of outlined scenarios, listed in the 2-page brochure, with respect to teaching and learning. Whether through in-class learning (Scenario 1), a hybrid model (Scenario 2) and/or remote learning (Scenario 3), we will continue to work with all stakeholders to ensure updated communication while ensuring educational care and oversight to student learning for success.

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## School Scenarios

- Each School Division was required to develop three (3) scenarios to address potential changes, in regards to the Covid-19 virus, which could occur in the community.
- On July 30th, the Department of Education announced that in-class learning would resume for all students in the province. Therefore, the school year will begin on September 8<sup>th</sup> with Scenario 1.
- Communication, screening protocols, enhanced hand hygiene, physical distancing and the use of cohorts will be a focus for schools in keeping our students and staff safe.
- School scenarios will be updated and communicated if changes are required.

## September Procedures

All staff, including substitute or cover staff, will be required to review the KSD COVID-19 procedures and directives outlined in this document and other provincial documents prior to school commencement.

### *General Guidelines*

- Classrooms will be configured to support physical distancing guidelines.
- When placed in cohorts and students are not moving around, Scenario 1 (see brochure) indicates a requirement of one metre distance between students.
- Alternate spaces, such as gyms and multi-purpose rooms will be used as needed and will be subject to the same cleaning procedures and guidelines as classrooms.
- Two metres of physical distancing will be practiced to the fullest extent possible, when students are not contained within their cohorts.

## School Day Structure

- When students return to school it is important for parents and staff to understand what the day will look like and how students will move within the school.
- The first priority for KSD is to make sure each student is safe and has the opportunity to attend school again.
- Each school leadership team and staff will be reviewing and finalizing plans in accordance with the most updated provincial guidelines.
- Plans will contain specific information and overviews about movement in and out of the building, as well as other preventative measures being adopted.
- Each school is different and will require unique approaches, schedules/timetables and staff allocation.
- As guidelines have indicated, school re-entry plans **are now posted on school websites**.

## Attendance Policy

- It is a provincial mandate that all students attend school, as well as a parent or legal guardian obligation to ensure that a student who is of compulsory school age attend school. However, during this time KSD recognizes that a flexible approach will ensure that students do not feel compelled or pressured to come to school when they are even mildly symptomatic.
- There will be screening protocols for all people entering a school to mitigate and reduce the potential spread of either the COVID-19 virus or other flu like symptoms.
- If a staff or student, or a member of their household, is being investigated by Public Health for possible COVID-19 infection, they are not to attend school/work sites.

### Medical Certificates

- In rare instances where a medical certificate indicates that a student is immuno-compromised, our schools will work with the family to review options for the student to access learning.
- If someone in your family, other than a student, is immuno-compromised and it is your desire to reduce risk by having your child learn at home, the [Manitoba Home School Office](#) will be able to answer your questions. The Public Schools Act provides parents with the right to choose to register with the [Manitoba Home School Office](#).

### Homeschooling

- As noted above, families who have opted **not** to have their child/ren return to school for the 2020-2021 school year must register for home schooling through Manitoba Home School Office by the **August 31<sup>st</sup>** deadline. <https://www.edu.gov.mb.ca/k12/schools/ind/homeschool/docs/brochure.pdf>

### Self-Screening

- Students and staff are required to self-screen and stay home when they are exhibiting symptoms of COVID-19.
- Staff and students with symptoms will not be allowed to attend and will not enter school or division facilities.
- Symptoms to be monitored are cough, fever, runny nose, sore throat, and breathing difficulties.
- Temperature taking will not occur in schools, as temperatures can fluctuate throughout the day. We leave this precautionary measure up to individual households to regulate, as required.
- When exhibiting symptoms, individuals are to use the online self-screening tool and go for testing if directed. The screening tool is located at <https://sharedhealthmb.ca/covid19/screening-tool/>
- Parents and caregivers will be expected to screen their children with the online self-screening tool before boarding the bus or entering a school.

### Cohorts

Cohorts involve keeping groups of students, such as a class, together and avoiding interactions with other groups. Additionally, physical distancing is encouraged within the designated cohort, and separation between desks is maintained for one metre (*see Scenario 1 in the brochure*).

- Provincial guidelines indicate that where physical distancing is limited, students must remain within cohorts to reduce exposure to others.
- Cohorts maximum size is 75 students.
- Students will belong to a school and transportation cohort.
- The purpose of cohorts is to limit the mixing of individuals so that if a positive case of COVID-19 is identified, there are fewer possible exposures and contact tracing can be more easily done.
- In the event of a student or staff member showing signs of illness or an infection, the cohort will allow for fewer possible exposures.
- Cohorts will make it easier to conduct contact tracing and contact individuals who may have been exposed to the virus or sick individual.
- Physical distancing within the cohort is required to the greatest extent possible.
- Each cohort will participate in school activities without mixing with other cohorts, including recess and lunch breaks.
- It is preferable that teachers move between classrooms instead of students.
- Leadership teams will keep records of cohorts that include the student and staff names and locations within the building.

## School Transportation

### Parent/ Car Drop Off

- To further avoid or reduce contact with others, parent/guardian driving and drop off is highly recommended in lieu of bus use when possible.
- Parents who are able to commit to dropping off and picking up their children each day, for the 2020-2021 school year, are asked to provide this information to the KSD office.
- Transportation routes and bus access will be adjusted based on changes due to families who have volunteered to provide transportation for their own children to school.
- Parents who are driving children to school will be required to follow protocols specifically outlined by individual schools for safe drop off/pick-up locations and times.
- Parents who are driving are asked to be mindful of increased use of crosswalks and traffic patterns to ensure student safety.
- During this time, no parents/guardians will be permitted in any of the school facilities (hallways, classes, office) as it is by appointment only. Parents will be required to drop off only.

### Bussing

- Provincial guidelines for boarding, seating arrangements, ventilation, exiting and cleaning will be followed on all KSD busses. This will follow the Manitoba Education directives on Transportation of Pupils to School During COVID-19, <https://www.edu.gov.mb.ca/k12/covid/reopening/transportation.html>
- Enhanced cleaning of seats and other high-touch surfaces (windows, railings) will occur before each group of students enters the bus.
- Students must wash their hands at home before entering the bus in the morning.
- All drivers will have an updated list of students.
- According to guidelines, students from the same household or same in-school cohort can sit together on the bus.
- Boarding and exiting the bus will be done following physical distancing guidelines.
- All student will be assigned seats according to family or school cohorts.
- Students must remain in their assigned school bus seat as determined by the bus driver.
- **Updated provincial mandates have indicated that all students are required to wear a non-medical mask while riding the bus.** The mask will need to be put on prior to entering the bus.
- Extra masks will be made available on buses in case a student forgets to bring their own.
- No bussing can be provided to *in town* families at this time, due to provincial guidelines which limits available seats on buses due to distancing and the limited number of buses and required cleaning.
- Students will be required to sanitize their hands at the end of the day prior to boarding the bus for the ride home.
- During the first week of school, when students exit the bus they will be greeted by a staff member who will inform them about their required entry doors to avoid congestion in any one location.

### Walking

- In town students who will now be required to walk to school are asked to maintain physical distancing requirements, both to and from school.
- Upon arrival at school, staff will advise student of the specific entrance and procedures to school entry.
- With increased car drop off, students who walk to school are asked to be mindful of the increased traffic flow and to cross safely at established crosswalks.

### School Entrances/Exits

- Entries and exits to schools will be managed to avoid congestion.
- Schools will organize students and classes into cohorts when the 2m physical distancing requirements cannot be met.
- Each cohort will be assigned to a designated door entry/exit. This maintains guidelines for cohort groupings to minimize contacts.
- Staff will visually screen students upon entry to ensure that they are not showing any potential signs or symptoms of illness.
- Hand sanitizer will be made available at all schools. However, each school will decide if sanitizer will be available at access doors or in every classroom depending on school configuration. The goal will be to avoid delays and congestion which could occur at certain school entrances. Please consult school plans for details.
- Students will be instructed to follow all signage such as directional arrows or physical distancing spacing indicators at all times when at school.
- At the end of the day, students/classes will be dismissed in a controlled and organized way. Bus students will also be called to buses through a specific procedure, as determined by the school.

### Physical Distancing Requirements

- Two metres of physical distancing is the recommendation from Public Health.
- When two metres of physical distancing cannot be maintained the Department of Education has mandated mandatory mask wearing for students in grades 4-12.
- Students who are in cohorts must remain at least one metre apart. In the event that there is a positive case of COVID-19 in a school, this practice can drastically reduce the potential number of exposed staff and students.

### Signage

- Signs and posters highlighting the importance of hand hygiene, physical distancing and staying home when sick will be posted in classrooms or designated spaces throughout the school.
- Signs will encourage the use of masks when physical distance cannot be maintained or when students are in groups.

### Hallway Transitions

- Protocols and schedules will be in place to safely move students through schools to reduce congestion in hallways and common areas at all times.
- Masks were made mandatory by the province on August 19 for grades 4-12.
- Masks during transitions will be required by all.
- Movement between locations will be limited within the school throughout the day.
- Staff will determine the traffic patterns and flow of movement according to school needs.
- Teachers will move across classrooms instead of students where possible.

### Recess Breaks

- Outdoor activities are encouraged.
- Recess is important for students as it allows them to get fresh air and exercise.
- Public Health indicates that playgrounds and play structures are low risk for transmission. Therefore, outdoor spaces and playground structures can be used.
- All recesses will occur through staggered movement in and out of the building.

- Depending on the number of students in a school and the size of the playground, recess times may be staggered and/or involve students playing in designated areas on the playground as determined by the school leadership team.
- Contact sports and games requiring touching or contact will not be permitted.
- The sharing of recess equipment will not be permitted.
- Students are not to bring play equipment from home.
- Recess breaks will be staggered to support cohort requirements.
- Please consult schools' websites for their updated recess plans.

### Lunch Periods

- Lunch will be staggered to support cohort requirements.
- No lunch drop offs can occur as no visitors are permitted at the school. Please ensure you have a lunch provided to your child before they arrive at school.
- Schools will organize zones/areas of play for students that allow them to remain in their cohort, limiting groups to 75 students or fewer outside at one time on the identified playground zones. Playground zones must meet distancing guidelines.
- Students must bring their own lunches to school.
- Eating will occur in classes within their cohorts.
- All students can remain at school during lunch time.
- Schools can continue to offer breakfast and lunch programs with necessary adjustments to ensure public health guidelines are in place.
- Schools will have "no sharing policies" in place.
- Hot lunch days and canteens within schools are not permitted at this time.
- The cafeteria at the high school will review plans for re-opening but **will not be in operation for the first two weeks of school. Plans will be by the Middle School and High School once further information is known.** Please view their online plans.
- Modifications would be in place to ensure safety. Only staff members will be permitted to prepare and serve food for special needs students.
- Noon supervisors will be assigned to cohort supervision at designated times within specified school locations.

### Increased Cleaning

- KSD will be enhancing cleaning protocols in schools and on buses with an emphasis on cleaning high touch surfaces up to twice daily.
- Classroom cleaning and bus cleaning will occur daily after each cohort use.
- Additional cleaning supplies will be available for staff personal to use in their classroom or office.
- Protocols will be developed by staff to review the cleaning and maintenance of individual items used in classes such as art supplies, materials for music classes, sports equipment or toys and boardgames.

### Hand Washing

- All staff and students are to frequently wash their hands with either soap and water for at least 20 seconds or hand sanitizer.
- Schools will ensure that washrooms and eating areas are sanitized frequently and that soap is available.
- Hand washing are recommended at the following times:
  - ✓ Before leaving home
  - ✓ At the start of each day
  - ✓ After washroom use.



- ✓ Prior to going home
- ✓ Once home
- ✓ Before preparing food
- ✓ Before eating
- ✓ After getting hands dirty
- ✓ After touching different surfaces which could have been touched by others
- ✓ After wiping nose or handling dirty tissues
- ✓ After coughing, sneezing, or blowing nose
- ✓ After a cleaning tasks (staff)

### Masks

- Masks offer an added layer of protection.
- *As of August 19*, the Manitoba Premier announced that non-medical mask would be required for all grade 4-12 students and adults/staff in common areas throughout schools and when physical distancing of two metres is not possible.
- Additionally, all students and drivers must wear a mask when on the bus.
- According to provincial guidelines, younger students have a choice on whether or not to wear a mask.
- The Public Health Agency of Canada (PHAC) states that non-medical cloth masks (NMM) can play a role in reducing the transmission of COVID-19. PHAC provides information on how NMM or cloth face coverings can be worn safely.
- For students with special needs, non-medical masks should not be worn if the individual is unable to remove the mask without assistance.
- Students with a medical condition where breathing difficulties are experienced should not wear a mask. A medical note will be required and should be forwarded to the school office.
- Special needs students (with either a medical condition or cognitive needs) who are identified by a physician as unable of wearing a mask or recommended not to wear a mask should provide a medical certificate to their school. This document will be reviewed by the school team and/or public health representative.
- Staff will be required to wear personal protective equipment, based on the situation and level of need, when supporting students with special needs with interventions that can not be delivered from a distance. Additional face shields or plexiglass barriers may also be used in certain cases. Schools will determine how program delivery will occur and what provisions, according to staff assignment, will be required. These internal plans will be shared with staff.
- School based teams will work together to review student specific plans for any students with special needs in order to best meet the needs of students in developing routine practices in infection control. These internal plans will be shared among school personnel.

### Plexiglass Barriers

- Plexiglass barriers will be provided by KSD schools in limited numbers, according to resource personnel needs.
- These will be used for learning resource teaching and learning situations which require closer proximity to students or for staff who work at multiple school sites.
- These barriers, as well as face guards (in certain situations) are additional safety measures which will be used when following proximity guidelines are not possible, due to the nature of the position, or when situations require alternate means.
- School leadership and school-based teams will determine use and need of the barriers based on their support staff teaching which occurs outside of the regular classroom.

### Water Fountains

- Water fountains that are not touchless or cannot be cleaned between users must be turned off/covered.
- Water fountains which can be converted into a sink station for water bottle filling and hand washing have been adapted.
- Students and staff are encouraged to bring their own water bottle for personal use. Please label with name.

### Ventilation

- There is less likelihood of transmission in well ventilated environments. Strategies which will be considered, when possible will be:
  - ✓ Avoid recirculation of air to the greatest extent possible.
  - ✓ Ventilating indoor environments with fresh air as much as possible by opening windows and avoiding or reducing air recirculation.
  - ✓ Minimize the use of fans and limit them to the lowest settings if/when they are needed.
  - ✓ Direct air flow away from people and surfaces.

### Classroom Focus

- Staff will work with students to explain changes, review safety protocols and changes to the classrooms and other schoolwide procedures.
- Staff will encourage and monitor frequent hand washing throughout the day.
- Education on hand hygiene, social distancing and mask wearing will take place in all classes.
- Staff will ensure that cleaning and classroom set up follows provincial mandates and guidelines.
- Staff will host discussions about preventative measures with students.

### Mental Health and Well-Being

- The mental health and well-being of students, staff and families is a priority for KSD.
- Our division recognizes that many staff and students have experienced stress, anxiety, and other forms of trauma and/or mental health concerns during the course of the pandemic.
- Classes will take times to discuss concerns, inform and reassure students of school and class plans.
- Schools will also develop plans for students identified as requiring additional support.
- The primary focus of our school-based teams and Student Services department will be to support students, families and staff with social-emotional supports and accessing resources in the process of returning to school.
- In order to most effectively support the students, families and staff with re-entering school, the school-based team is encouraged to follow a 3-step model including:
  1. collecting data collaboratively with teachers and support staff
  2. identifying and assessing individuals and areas requiring additional support planning with school teams
  3. providing appropriate resources/interventions
- School based teams will be focusing on: regular check-ins within school, reviewing social-emotional learning support plans in classrooms, providing access to professional development or resources to staff, identifying community mental health and well-being resources, and providing other forms of targeted resources and interventions as requested.

### Recovery Learning

- We recognize that the planning and preparation for each student’s learning needs requires a collaborative team approach. This is accomplished through conversations with the previous teacher and in some cases, the learning resource teacher.
- June report card comments may also offer valuable information about the “next steps” and if recovery learning is required.
- In order to tackle any learning gaps, it is essential that teachers engage in ongoing formative assessment to help guide and influence their teaching and to help develop specific learning goals for students.
- There may also be students who were not engaged or who struggled with remote learning. In these instances, school teams will need to meet to discuss specific student needs and to formulate intervention plans. This will be an important part of the early work when school begins in September.
- Our focus will continue to remain on the development of literacy and numeracy learning. This will occur through the wide range of teaching and assessment practices implemented by our teachers.
- If parents have any concerns regarding their child’s academic progress or programming, they are asked to contact their child’s teacher to set up an appointment.
- Staff will be reviewing data collection and steps to recovery learning and supports in the non-instructional meetings in September.

### Sharing Items

- Students and staff sharing of food or water bottles is not permitted.
- Students must bring their own lunches.
- School provided lunches must be individually wrapped in disposable containers.
- In some schools’ students may not be using or sharing lockers.
- All students are encouraged to keep personal belongings with them.
- Students will be required to have their own individual supplies as the sharing of supplies is to be avoided to the greatest extent possible.

### School Visitors and School Use

- Schools will restrict nonessential visitors, volunteers and activities involving external groups or organizations at this time.
- Community use of KDS school facilities for evening and weekend use are suspended until further notice due to increased cleaning requirements.

### New School Registrations

- New students and families relocating from a region that warrants a mandatory quarantine or isolation period, 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.
- KSD will track any changes made by Manitoba Education at Restoring Safe Schools: Manitoba’s Restoring Safe Services Plan and update our plan accordingly. A Restoring Safe Schools: A Guide for Parents on school re-opening addresses common questions and concerns. *Please note that some areas may have been changes since publication.*  
[https://www.gov.mb.ca/asset\\_library/en/covid/k-12-reopeningplan-stage-2.pdf](https://www.gov.mb.ca/asset_library/en/covid/k-12-reopeningplan-stage-2.pdf)  
[https://www.gov.mb.ca/asset\\_library/en/covid/k-12-reopeningplan-guideforparents.pdf](https://www.gov.mb.ca/asset_library/en/covid/k-12-reopeningplan-guideforparents.pdf)

### Extra-Curricular Activities

- No competition, including exhibition games, is permitted for any school sport at this time.
- Field trips are suspended until further notice.
- All divisional athletics and tournaments, including intramurals, are suspended until further notice.

### Physical Education/ Sports

- Physical education may continue with necessary modifications made for physical distancing.
- Students will not be required to change their clothes for PE classes as they have done in previous years.
- Outdoor classes are highly recommended as much as possible.
- Sports teachers will be provided with additional cleaning supplies to wipe down sports equipment in between use. Staff will ensure proper cleaning and sanitizing procedures are in place once each class is completed.
- Schools will ensure that they follow Manitoba's Restoring Safe Services Sports Guidelines to determine what can be offered from their facility: <https://www.gov.mb.ca/covid19/restoring/sports-guidelines.html>
- Please see school-based websites to access the plans outlining any changes to PE or sports programs.

### Music Education

- KSD will follow the directives of Public Health and Manitoba Education.
- Music may continue with necessary modifications for physical distancing.
- Singing and choral programs will be suspended until Public Health declares these activities are safe. These programs will not occur due to potential issues with transmission through droplets which are more prominent when singing.
- Music teachers will move from class to class where possible.
- Band teachers may require students to move from the Band Room to keep programming viable.
- Choirs or musical theatre activities will not be allowed, due to a higher risk of transmission through singing as compared to speaking.
- Schools will ensure that they follow Manitoba's Restoring Safe Services Guidelines for Vocalists and Instrumentalists to determine what can be offered from their facility: <https://www.gov.mb.ca/covid19/restoring/music-guidelines.html>
- Please see school-based websites to access the plans outlining any changes to music, band or choral programs.

### Technical Vocational Education

- Technical vocational education can continue, provided Public Health measures and physical distancing requirements are maintained.
- Currently, students will not be permitted to travel to other schools to take part in technical vocational programming.

### Library

- Individual schools will make the determination if or how libraries will operate in their schools, as the location may be needed as an instructional space to accommodate physical distancing of students.
- Students and staff using the library will practice proper hand hygiene prior to entry.
- Library materials will be disinfected and/or set aside prior to re-use, as applicable.
- In schools where libraries remain open, increased plans for frequency of cleaning and sanitization will be required.

- Scheduled plans for access to books and learning resources will be determined by individual school teams. Internal plans will be developed to determine all steps towards ensuring safety.

### If Symptoms Appear at School

If a student develops symptoms while at school, the school will follow the protocols

- Isolate student to a predetermined isolation space.
- A medical mask will be provided to and worn by the student who becomes symptomatic, unless there are safety issues that prevent the student from wearing a mask.
- If a student requires the presence of an adult while isolated, a staff member will also be required to wear a medical mask which will be provided by the school.
- If a child becomes sick at school or is demonstrating symptoms as identified in the screening tool, parents will be contacted and the student will need to go home immediately.
- The parent/guardian of a child who becomes ill will need to come and pick up their child from school immediately. If parents are not available, emergency contacts will be contacted.
- It is important that parents understand that for the protection of all that pick up of a sick child, especially in light of COVID-19, is necessary when called. Should students not be picked up in a timely manner, schools may be required to contact Child and Family Services (CFS) to assist with the issue.
- The parent/guardian will use the online self-screening tool and go for testing if directed. Parents can seek further clarity or ask questions by contacting the Health Links at 204-788-8200 or 1-888-315-9257 if they have questions.
- Staff who become symptomatic while at school are to isolate themselves and contact their supervisor immediately.
- Schools will be working with regional Public Health officials who will monitor the situation closely and will provide direction and information to school communities.
- Public health will be responsible for responding to cases of COVID-19 and overseeing outbreak management protocols and provide direction in all public communications.
- Public Health will determine if and when quarantine/isolation is required for individuals or cohorts.
- Names of individuals will not be released as confidentiality needs to be maintained.
- 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 out of the province, they are required to consult with Health Links prior to attending the school.
- If an individual has been diagnosed with COVID-19 or is in close contact with anyone diagnosed with COVID-19, they are required to consult with Public Health prior to attending school.

### Communication

- KSD will continue to take direction from Public Health and Manitoba Education.
- We recognize that ongoing and continuous communication with all stakeholders is essential in these unprecedented times.
- Regular updates will be provided to our school community as they are received and shared on the KSD and school-based websites as necessary.
- If access to email or electronic copies is not possible, please advise the school to set up an alternate means of receiving information (voice mail, phone call, hard copy).
- Please make sure your contact information is up to date and accurate to ensure you receive timely notifications.

## Discipline Policy Update

- Due to the provincial mandate (August 19) regarding the requirement for mask wearing in schools, all school-based discipline procedures will be updated to include a statement and/or sections for “not compliance with mask wearing.”

## KSD School Calendar

### *September Start Up*

- Manitoba Department of Education has communicated that the school calendar will have three additional days added prior to the Labour Day weekend in order to prepare schools and review plans for school start.
  - Tuesday, September 1 – School leadership team (Principal and VP) planning review meeting.
  - Wednesday, September 2 – School year will start on for teachers and educational assistants
  - Tuesday, September 8 - Students will return to classes.
- September 2, 3 and 4, are mandated as non-instructional days where schools will have an opportunity to prepare physical spaces and educate staff on Public Health protocols as they apply to their specific schools and environments.
- This will also be a time for staff to collaborate on approaches to student recovery learning.
- All professional development days will focus on COVID-19 related priorities and responses.

### *KSD Non-Instructional and Early Dismissal Days for 2020-21 are as follows:*

- Wednesday, September 2
- Thursday September 3
- Friday, September 4
- Friday, October 2 – *early dismissal*
- Monday, October 12
- Friday, October 23
- Wednesday, November 11
- Friday, November 13 – *early dismissal*
- Friday, November 27
- Friday, January 15 – *early dismissal*
- Friday, February 19
- Wednesday, March 3 – *early dismissal*
- Friday, March 19
- Friday, April 30
- Friday, May 14 – *early dismissal*

Please refer to the online school year calendar for specific holiday and vacation dates.

## School Checklists

Schools will be posting specific information regarding their individual plans as it pertains to their facilities, programs, staffing and student population. Some information will be developed and shared internally amongst the staff, based on a need to know basis.

Within the school, staff will also be reviewing protocols and procedures to prepare for the start of the school year.

*During the Non-Instructional Days all schools will be developing internal plans that will address the following areas:*

- Ensure compliance with all Manitoba public health orders.
- Post signage and markers at all designated areas.
- Ensure sanitizer needs and availability.
- Review cohort system for all students where physical distancing cannot be met. Supply list of cohort names and keep in accessible location within the office.
- Determine occupancy of each classroom using social distancing guidelines.
- Keep records as prescribed by Public Health and KSD.
- Direct supervision and management of school arrivals and departures.
- Implement and post schedules with staggered lunch and recess breaks, according to requirements.
- Create schedules which avoid congestion in washrooms.
- Manage student and staff movement/traffic flow within the school.
- Ensure established plans for quick adjustment to blended or remote learning on short notice.
- Develop process for students who are isolating or quarantined to receive at-home learning packages in a timely manner.
- Set-up and maintain an isolation room for any student or staff who falls ill during the day.
- Outline cleaning routines and each person's role in cleaning procedures, including custodial services.
- Removal of reception furniture in school offices to reduce public touchpoints and potential lingering.
- Teach health habits at all levels within the school:
  - Educate students on viruses and the signs of illness.
  - Review mask etiquette.
  - Build in time throughout the day for routine hand washing /sanitizing by students.
  - Institute consistent hygiene practices in classrooms to build student responsibility for self-hygiene such as maintain or helping to clean their workspaces.
  - Prohibit sharing of pencils and pens, etc.
  - Provide reminders to staff on how to manage an emergency in the workplace while maintaining social distancing, including fire drills, lockdowns, etc.
  - Ensure subs/cover teachers are updated on new Public Health and school protocols.
  - Limit the number of people allowed in the staff room at any given time.
  - Ensure every staff member shares the responsibility to assist in keeping their own work and high touch areas clean.
  - Ensures direct and frequent communication with families to provide them with information about the school year, ongoing plans and any changes for instruction and supports.

### Planning Teams

*Prior to school start, school-based teams will be created to focus on the development and monitoring plans for the following areas:*

1. Transportation (bussing/ car/ walking). Drop off and pick up.
2. Distancing and movement of staff and student cohorts
3. Re-thinking spaces (transition schedules, room allocations, furniture placement)
4. Recess and lunch expectations and supervision
5. Well-being and mental health promotion
6. Staffing needs to respond to the pandemic
7. Guidelines and requirements for special programs, services (music, band, PE, vocational, resource, learning assistance, speech, etc.)
8. Response to symptoms and infection
9. Cleaning requirements and supplies distribution
10. Home Communication

*As part of staff preparedness discussions will take part regarding the following areas:*

1. Modifying behaviours that mitigate risk
2. Staff screening and self-assessment
3. Reporting and contact tracing
4. Personal hygiene and respiratory etiquette
5. Safety-related adaptations to Teaching and Learning
6. Professional learning goals and needs

#### Manitoba's COVID-19 system

On August 19<sup>th</sup> Manitoba unveiled a new colour-coded system that would allow the government to roll out COVID-19 restrictions targeting specific regions, communities or industries in the province. The new system has four risk levels, each triggering possible measures that public health officials can take to limit spread of the virus. Our schools will identify the school scenarios being followed according to public health advisory and color codes being applied to The Pas region.

Manitoba as a whole is currently under the yellow "caution" risk level, meaning community transmission of COVID-19 is considered to be at low levels. Our school Scenario 1 outlines the needs and process identified for this yellow color code.

#### Links to Additional Resources

- Mental Health Resources  
[https://www.edu.gov.mb.ca/k12/covid/support/rssn\\_docs/mental\\_health\\_res.pdf](https://www.edu.gov.mb.ca/k12/covid/support/rssn_docs/mental_health_res.pdf)
- Welcoming our Students Back: Restoring Safe Schools  
[https://manitoba.ca/asset\\_library/en/covid/k-12-reopeningplan-stage-2.pdf](https://manitoba.ca/asset_library/en/covid/k-12-reopeningplan-stage-2.pdf)
- Welcoming our Students Back: A Guide for Parents, Caregivers and Students  
[https://www.edu.gov.mb.ca/k12/covid/docs/parent\\_guide.pdf](https://www.edu.gov.mb.ca/k12/covid/docs/parent_guide.pdf)
- Considering Homeschooling  
<https://www.edu.gov.mb.ca/k12/schools/ind/homeschool/docs/brochure.pdf>
- Posters  
[https://www.gov.mb.ca/asset\\_library/en/coronavirus/COVID-19-poster-1.pdf](https://www.gov.mb.ca/asset_library/en/coronavirus/COVID-19-poster-1.pdf)  
[https://manitoba.ca/asset\\_library/en/coronavirus/childcare\\_handwashing.pdf](https://manitoba.ca/asset_library/en/coronavirus/childcare_handwashing.pdf)