



**Welcoming our Students Back**  
Landmark Collegiate School Plan  
for Restoring a Safe School

**August 28, 2020**

Dear parents / guardians of Landmark Collegiate students

The staff at Landmark Collegiate want to welcome all our students back. We are excited to finally be working with them in person. Although the start of the year is not going to be a typical start with lots of new protocols in place to keep people safe, we are happy that we will be able to work with students in class and in person.

The purpose of this document is to communicate an overview on how Landmark Collegiate plans to welcome our students back in a safe manner. The first and foremost priority is the safety and well-being of our students and staff. Landmark Collegiate continues to be committed to following all Public Health recommendations, Manitoba Education directives and Hanover School Division guidelines to ensure we are implementing current public health requirements.

This re-entry plan is designed to be a fluid document which allows us to focus on safety, health and well-being alongside student learning and success. This document will evolve as we receive further guidance and directions from Public Health and Manitoba Education. We are committed to continuous and transparent communication with our parents/guardians and our staff as we believe information is critical in order to address any challenges and obstacles that may arise.

On July 30, 2020, the provincial government announced that in-class learning would resume in September for all students in the province. Communication, screening protocols, enhanced hand hygiene, physical distancing and the use of cohorts and mandated wearing of masks will be a focus for keeping our students and staff safe.

Landmark Collegiate will reopen for teachers and staff on September 2, 2020. First day of classes for most students will be on September 9, 2020. This plan has been developed with the considerations and conditions of preparedness outlined in the Hanover School Division re-entry plans.

Landmark Collegiate will continue to work closely with Manitoba Education, Public Health, Hanover School Division, parents/guardians, caregivers, staff and students as plans evolve for the coming year. Updates will be communicated via email/website/social media as new information becomes available.

We encourage the use of [www.gov.mb.ca/covid19/index.html](http://www.gov.mb.ca/covid19/index.html) as the official source for the most up-to-date and accurate information regarding Covid-19 in Manitoba.

Thank you and welcome back



Greg Sawatzky  
Principal  
Landmark Collegiate

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## **Section 1: School Day Structure / Learning Plans**

### **Welcoming Students and Families**

We are looking forward to connecting with students and families before the start of the school year. Our Open House will be on Tuesday, Sept. 8, 2020, from 12:00 to 7:00 pm. We want to provide an opportunity for students and parents to come see how we are working to make things as safe as possible as well as limiting meeting to one main teacher. This is not a parent teacher meeting to discuss specifics about your child. In order to do that, please call or email the teacher to make other arrangements.

Parents are asked to make an appointment through the parent portal the same way they would for parent teacher meetings. Or they can call the school and book an appointment with Ms. Nicolle.

In order to minimize congestion, we are asking that you choose to meet with only one of the teachers your child has. Appointments are only 15 minutes and teachers will be meeting with a few parents at a time. If possible, please limit the number of family members who are coming with you (but of course you may bring your child). We kindly ask that all visitors to the school observe 2 meter physical distancing protocols and follow the directional arrows on the floor. We are also encouraging everyone to wear a mask and use hand sanitizer when they enter the school.

### **School Attendance and Participation**

#### **Grade 7 – 9**

Students in grade 7, 8 and 9 will be required to come to school everyday.

- Students in each grade have been placed in two homeroom classrooms and will not travel from class to class. Teachers will come to their classroom to teach their course.
- Tech Ed and Home Ec. have been paused right now.

#### **Grade 10 – 12**

Students in grade 10 to 12 will be divided alphabetically. Students with last name beginning with A – J will come to school on days 1, 3, and 5. Students with last name beginning with K to Z will come to school on days 2, 4, and 6.

- First day of school for Students from A – J is Wednesday, Sept. 9, 2020
- First day of school for students from K – Z is Thursday, Sept. 10, 2020

- To limit movement between classrooms there will be designated rooms for each grade where courses will be taught. (as opposed to students going to specific teachers classrooms)
- Students will be given, pre and post work to do at home while they are not scheduled to be at school. This work may be to prepare for new material to be presented the next or follow-up assignments to complete based on the previous day's lesson. It is essential that students keep up with the pace of the class in order to maximize in class learning and complete the course on time.
- Teachers will not be online supporting students at home. Teachers will be focused on working with the students in their classroom.

HSD has outlined further guidelines for school attendance and participation. This can be found at <https://hsd.ca/schools/reopening-of-schools-fall-2020/> - Scroll down to "Plan to Resume In-Class Learning" Click on the "School Day" tab.

## **Student Learning**

### **Learning Plans**

Most teachers have their students enrolled in Google Classroom. This online platform allows teachers to post assignments and learning activities. Students can also submit much of their learning on the "Classroom" for the teacher to see and assess. Grade 9 – 12 students have been given their own Chromebook by the division.

In grade 7 and 8, we have enough Chromebooks in each classroom for each student. Each student will be assigned their own Chromebook to use while at school. They will not be able to take them home in the evening. However, should we need to move to remote learning, students will be able to take the Chromebooks home and continue with their learning and teacher connection at home.

### **Students Who are Absent Due to Isolating or are Quarantined**

If a student needs to stay home because they are experiencing COVID-19 related symptoms or who have been required by public health to self-isolate or quarantine, work will be provided for them. Students will be able to access learning on Google Classroom and, in some cases, parents will be asked to pick up work packages for their child.

### **Remote Learning for students who are medically advised not to attend**

Landmark Collegiate and/or Hanover School Division will deliver remote learning for students with health conditions who are medically advised (with a doctor's note) not to attend class. Programming for these students will be provided through technology or

paper packages. If needed, these students will be provided with a Chromebook. Teachers and/or Learning Support staff will be in regular contact with these students.

### **Recovery Learning**

Recovery Learning needs have been identified for students at the end of last year. This year, teachers will continue to assess and plan accordingly to target these learning needs with a focus on numeracy and literacy.

Teachers will collaborate with HSD Instructional Coaches as well as Landmark Collegiate's Learning Support team to plan for supporting recovery of learning.

### **Provincial Assessments**

Students in Grade 7 & 8 will not participate in the Provincial Assessments in Mathematics, Reading Comprehension, Expository Writing and Student Engagement this year as the province is suspending these assessments.

At this time Grade 12 ELA and Math Provincial Exams are scheduled to occur. A decision regarding the status of the Grade 12 provincial tests will be made as more information becomes available regarding the return to school in the fall.

### **Planning for Manitoba Education Response Levels 2 and 3**

#### **In the event the government shifts to Level 2**

Blended Learning (in class and remote) - Landmark Collegiate will follow provincial guidelines. Grade 7 and 8 students will continue to be prioritized for in-class learning.

#### **In the event the government shifts to Level 3**

Remote learning (with exceptions) - Landmark Collegiate will follow provincial guidelines. The school will be closed to the public. Students will access their work through Google Classroom and their teachers will maintain regular contact with them through other Google Suite tools such as Google Meet and Google Chat as well as Gmail. Students who will need access to a Chromebook will be assigned one to use at home. Students who do not have access to technology will have work packages to take home.

### **Cohorts and Tracks**

Cohorts involve keeping groups of students (e.g. classes) together and avoiding interactions with other groups. Physical distancing within the cohort is required to the greatest extent possible, including separation between desks. However, it is recognized that strict physical

distancing at all times is not practical in the school setting. The purpose of cohorts is to limit the mixing of students and staff so that if a child or employee develops an infection, there are fewer possible exposures and contact tracing can be more easily done. The maximum cohort size is 75 students and must be able to arrive, depart, and participate in school activities without co-mingling as much as possible with members from other cohorts. Public Health will have access to the names and contact information of the student in each cohort. Should Public Health need to follow up on a health issue related to Covid -19, they will contact the students of the specific cohort as they deem necessary.

Where possible, teachers will move from class to class as necessary. Where it is necessary for students to move to a different classroom location, teachers will escort students (Grade 7 – 9) to the new location. Some movement will be required to access the music room and gym.

### **Grade 7 and 8 Cohort**

7A will be in Room 2

7B will be in Room 3

8A will be in Room 4

8B will be in Room 5

These classes are at the east side of the school.

### **Grade 9 Cohort**

9A will be in Room 6

9B will be in the Art Lab.

These classes are in the centre of the school.

### **Grade 10, 11 and 12 Tracks**

Since there are some courses where grade 10 -12 students are together, they will be divided into two tracks based on the day they come to school. Aside from these courses, we will try to keep the grade 11 and 12's apart from grade 10's.

### **Grade 10 – 12 Track A**

These are students with the last name beginning from A – J. They will come on days 1, 3, 5.

### **Grade 10 – 12 Track B**

These are students with the last name beginning from K -Z. They will come on days 2, 4, 6.

Grade 10 courses will be held in room 7 and 8

Grade 11 and 12 courses will be held in room 9, 10 and the science lab.

Please note that although the grade 10 – 12's are split alphabetically in about half, many courses will have an uneven split of students as not all students take the same courses.

### **Scheduling of Senior Years Band, Art, Choir, French**

These courses are run on alternate days. Since the grade 10, 11 and 12 students are coming on alternate days, these courses will run on a Day 1, 1, 2, 2, cycle. Track A will have Band/Art on the first day and Track B will have Band and Art on the second day. Then when Track A returns on the third day, Choir and French will take place and Track B will have these courses on the fourth day. We will continue this cycle. As with all other Senior High courses, students will have to do some of their course work at home.

### **School Day Cycle**

Due to students in grade 10 – 12 coming on alternate days and some courses only offered on alternate days, the entire school has had to move to a system where each day of the cycle will be repeated. (There are some administrative and scheduling reasons for this as well). So, each day of the cycle will be repeated. Day one will be two days in a row and then day two will be two days in a row and so on. This only affects a few classes. For the most part each student's timetable is the same everyday.

### **Courses Outside the Classroom**

#### **Band/Choir**

Hanover School Division and Landmark Collegiate value the arts and are working hard to ensure that these courses can continue. At this point we are still waiting for more direction from the province on how these courses will be done. Until then, we will not have students playing instruments or singing. But students will attend these classes and some form of music instruction will be provided until we have more clear direction from Manitoba Education and Public Health. As in any year, students will be expected to do some practicing of their instruments at home.

#### **Phys. Ed**

Regular Phys. Ed. will take place for all grades. Weather permitting, Phys. Ed. will take place outside. Equipment will be cleaned and disinfected between cohort use. Different grades may also do different sports so that the equipment is not shared between cohorts. For now, students will not change for Phys. Ed., but students must change their footwear for classes that will be in the gym. Masks will not need to be worn.

### **Arriving at School**

#### **Designated Entrances and Exits**

Each cohort will be assigned a designated entrance and exit to avoid congestion.

- All grade 7 and 8 students must enter and exit the school through the EAST Doors.
- Grade 9 to 12 students will enter and exit through the front main doors.



- Grade 11 and 12's will exit the **North doors at the end of the day** as this is our most congested time.

Students are asked to come to school between 8:45 and 8:55. Staff will be at the front doors to greet and welcome the students. They will also be asking students if they have self-screened and if they have a mask. IF they do not have a mask, a disposable mask will be given to them to use for the day and disposed of at the end of the day.

Students will need to go straight to their classroom once they have entered the building.

## **Student and Staff Safety**

### **Classroom Set Up**

Classrooms have been set up to have a minimum distance of 1 metre between students or more where possible. Students will have assigned seating and movement will be limited. Students will need to wear a mask in classrooms where this is the case.

### **Students on Spares**

If possible, grade 10 – 12 students will be encouraged to go home for their spares. However, if they are staying at school, they should be in one of their designated classrooms if empty. Students will also be encouraged to be outside weather permitting. Students can go into the Learning Commons to work, but they must observe physical distance protocols. When leaving the Learning Commons, they should inform Ms. Schalm so that she can disinfect any surfaces they have touched.

### **Learning Commons**

Students on spares can go into the Learning Commons to work, but they must observe physical distance protocols. When leaving the Learning Commons, they should inform Ms. Schalm so that she can disinfect any surfaces they have touched.

At times, teachers from other cohorts may need to bring their class into the Learning Commons to get a book. During this time senior years students will not be able to enter into the Learning Commons.

### **Lockers**

Students will not be able to use the lockers. This is to reduce congestion in the hallways. Grade 7 – 9 students will be given something to store their personal belongings by their desk in their classroom. Valuables should be left at home. Grade 10 – 12 students should keep their items in a backpack and take them home at the end of each day. They cannot leave any personal items in the classroom.

## **The Use of Masks**

The province has mandated that masks are required for all students and staff from Grade 4-12 whenever a distance of 2 meters between people is not possible as well as on the bus. Students at Landmark Collegiate will need to wear their masks when they enter the school, in the hallways and in most classrooms. Students will not need to wear their masks when they are outside for lunch hour, outside for Phys Ed. or other classes or while eating lunch. Teachers will provide opportunities for other “mask breaks” throughout the day. If your child requires an exemption from wearing a mask, please provide a doctor’s note.

Students must bring their own masks from home. If they have forgotten their mask, the school will provide them with a disposable mask. Disposable masks must be put in the garbage at the end of the day. Reusable masks need to be washed after one day of wear.

## **Handwashing**

Handwashing is one of the “foundational” ways the government has told us to prevent the spread of Covid-19. Landmark Collegiate will encourage students to wash their hands for a minimum of 20 seconds or use hand sanitizer:

- At the start of the day and before going home
- After going to the washroom
- Before and after lunch
- After getting hands dirty
- After wiping noses or handling dirty tissues
- After coughing, sneezing, or blowing nose
- After cleaning tasks
- After Phys. Ed

## **Class Transitions and Breaks**

Physical Distancing of is a key component in preventing the spread of COVID-19. Staff will help students be mindful of this practice to ensure everyone feels safe. Hallways have lines and arrows taped to the floor to regulate flow of traffic during transition times.

Grade 7 – 9 students will stay in their class as much as possible. However, teachers will build in some movement breaks. Weather permitting, teachers can take their students outside to get fresh air and stretch their legs. Grade 7 and 8 students will be on the east side of the school and in separate groupings, while grade 9 students will be on the west side of the school.

### **Lunch Hour**

To limit the congestion during the lunch hour, we will have two separate lunch hours. The grade 10 to 12 students will have their lunch hour from 11:30 – 12:25. The grade 7 to 9 students will have their lunch hour from 12:35 – 1:20.

We are suggesting that students go home for lunch, if possible, (this is not mandated) and return back at school 10 min prior to the start of the afternoon classes. Students in grade 7 - 9 will be required to eat their lunch in their designated seat in their classroom. Students will not be able to wander the school halls during the lunch hour. After they are done eating, students will be able to go outside but to designated areas of the school ground so that cohorts are not mixing. Sports equipment will be supplied to each classroom and should be returned to the class at the end of the lunch hour. Supervision will be provided to help student be mindful of staying in their cohorts. Students can play outdoors games with shared equipment as long as they remain in their cohort.

### **Microwaves and Vending Machines**

Students are asked to bring their own lunches. There will be no access to microwaves to reduce line ups, congestion and shared surface touching. As well the vending machines will not be stocked.

Parents are asked to send lunches with their children in the morning. Dropping lunches off during the morning will be discouraged as to reduce the number of visitors entering the school building.

### **Hot Lunch Program**

We will look to start hot lunch program mid-September. We are working with Freedom Foods to provide hot lunches as they can be individually wrapped and meet industry standards for food handling. Students will place their order with their first period teacher and food will be delivered to students in their classroom.

### **Flatland**

For the start of year students will not be able to go to Flatland during the lunch hour. We are working with Flatland personnel to see if a plan can be put in place to meet our safety requirements.

### **No Sharing Policy**

It is important to reinforce in children the policies of no food sharing and no water-bottle sharing. Generally, these policies are intended to reduce potential exposures to allergens, but the practice of not sharing food or water bottles in schools also helps reduce virus transmission among staff and children.

Hanover School Division has outlined further guidelines for sharing items in the divisional plan for restoring safe schools. This can be found at <https://hsd.ca/schools/reopening-of-schools-fall-2020/> - Scroll down to “Plan to Resume In-Class Learning” Click on the “School Day” tab.

### **Water Filling Stations and Fountains**

Water filling stations will be turned on for refilling their own water bottles. These are not contact stations. Students should not use the water fountain.

### **Parent Access to the School**

In an effort to limit the number of additional people in our school, we are asking parents to limit their visits to the school building. Parents are asked to wear a mask anytime they enter the school building.

We ask that parents and caregivers remain outside of the school to drop off their children. If you do need to enter the school building, please enter through the front door of the school and follow the instructions and spacing decals that are affixed to the floor. We will only be admitting 1 person in the front office at any given time. If it is at all possible, please do not bring multiple family members into the school building with you (we understand that if there are young children, they will need to come with you).

If you would like to talk to a teacher or principal, please call or email to arrange an appointment ahead of time. This will help us be able to prepare an appropriate space to meet safety guidelines for this meeting.

If you need to pick up your child during the school day, please call the office when you are parked at the school and we will send your child out to you. If your child is sick and needs to be picked up, please feel free to come into the office and your child will meet you there.

### **School Calendar and Events**

Most student events and assemblies have been put on “pause” right now. We will update this on our website as we have more information.

### **Picture Day**

Picture Day is on Thursday, Sept. 10. Lifetouch has implemented enhanced cleaning protocols to ensure camera stations are sanitized and safe for students and staff.

Grade 10 – 12 students who do not have school on that day will make an afternoon appointment with Ms. Nicolle to have their picture taken.

### **Religious Exercises**

Religious exercises have been paused as HSD is still waiting for further direction from Manitoba Education.

### **Chocolate Sales**

Chocolate Sales will not happen in the Fall.

### **Sports**

All extra curricular sports programs are paused at this time. This is a school division decision and more direction will be coming after further consultation with the province and Manitoba High School Athletic Association. Right now, all tournaments and provincials for all sports have been suspended by MHSAA.

### **Yearbooks**

The yearbook committee was able to complete the yearbook last year and the books have been delivered to the school. We plan to hand these out early in the school year.

### **Terry Fox Run**

Terry Fox Run is scheduled for Friday Sept. 25, 2020. This will not be a school wide event but we will look to see what we can do throughout the day to recognize this cause.

## **Section 2: Mental Health and Well-Being of the School Community Including Teachers, Staff, Students and Families.**

### **Support available at Landmark Collegiate**

Landmark Collegiate Student Care Team is made up of

- Mr. Greg Sawatzky – Principal
- Mr. Scott Reimer – Vice Principal and Learning Support
- Ms. Carlee Penner – Guidance and Learning Support.

Our student care team will support our teachers as they plan for a focus on mental health and well-being in their classrooms. Teachers are encouraged to embed those ideas throughout the rest of the day and through other courses.

As well, we have a divisional social worker who can be accessed through a referral by the school in consultation with the guardians.

HSD has partnered with Kevin Cameron's work with the North American Center for Threat Assessment and Trauma Response. During the Professional Development Days on September 2, 3 and 4<sup>th</sup>, time will be spent with teachers on Psychological First Aid for Schools, Teachers and Students.

### **Mental health resources that are available for parents**

National Association of School Psychologists at <https://www.nasponline.org/>

Resources for Supporting Children's Emotional Well-being during the COVID-19 Pandemic. This site provides guidance, recommendations, and resources from child trauma experts at Child Trends and the Child Trauma Training Center at the University of Massachusetts. [https://www.childtrends.org/publications/resources-for-supporting-childrens-emotional-well-being-during-the-covid-19-pandemic?utm\\_source=mailchimp&utm%20campaign=030096d2e1f0&utm\\_medium=page](https://www.childtrends.org/publications/resources-for-supporting-childrens-emotional-well-being-during-the-covid-19-pandemic?utm_source=mailchimp&utm%20campaign=030096d2e1f0&utm_medium=page)

Seven Simple Tips on How to Talk to Kids About the Coronavirus As the world's leading expert on childhood, Save the Children has provided parents, schools, and communities with these tools and tips about COVID-19 and kids.

[https://www.savethechildren.org/us/what-we-do/emergency-response/coronavirus-outbreak/coronavirus-outbreak-how-to-explain-children?utm\\_source=mailchimp&utm\\_campaign=030096d2e1f0&utm\\_medium=page](https://www.savethechildren.org/us/what-we-do/emergency-response/coronavirus-outbreak/coronavirus-outbreak-how-to-explain-children?utm_source=mailchimp&utm_campaign=030096d2e1f0&utm_medium=page)

### **Mental health resources that are available for students**

Kids Help Phone at <https://kidshelpphone.ca/>

Stress Hacks at <https://stresshacks.ca/>

## **Section 3: Communication**

Landmark Collegiate will continue to take direction from Public Health, Manitoba Education and Hanover School Division. We believe that continuous, transparent communication is essential in these unprecedented times.

Landmark Collegiate will continue to provide regular updates to our school community as they are received and as plans shift. We will provide information through email, as well as posting on our school website.

Please ensure your contact information is up to date and accurate to ensure you receive timely notifications.

If you have any questions, please feel free to contact your child's homeroom teacher or the school office. Our school email address is [lc@hsd.ca](mailto:lc@hsd.ca) and our school phone number is 204-355-4020.

To avoid misinformation, please use official sources for the most up-to-date and accurate information. This can be found at <https://www.gov.mb.ca/covid19/index.html>.

Please refer to Hanover School Division's communication guidelines in their divisional plan for restoring safe schools. This can be found at <https://hsd.ca/schools/reopening-of-schools-fall-2020/> - Scroll down to "Plan to Resume In-Class Learning" Click on the "Communication" tab.

## **Section 4: Public Health Orders and Guidance**

Landmark Collegiate will follow Hanover School Division's divisional plan for restoring safe schools. Please go to <https://hsd.ca/schools/reopening-of-schools-fall-2020/> - Scroll down to "Plan to Resume In-Class Learning" Click on the "Public Health" tab.

### **Understanding/Assessing Risk**

Posters will be placed at each cohort entrance to remind students, staff and visitors to wear a mask and to self-screen prior to entering the building.

Signs will be posted in each classroom to remind student and staff about physical distancing protocols. Signs are also posted in every bathroom to remind students and staff about safe hand washing procedures.

Floor decals have been placed in high traffic areas to remind student to keep physically distant while waiting to meet with school personnel. Pathways and directional arrows have been placed on the floor to direct traffic flow. To limit student congestion in the hallway, teachers will move between classes where possible. When students need to move to a different location, school staff will help monitor the flow of student traffic.

Each cohort will have a designated entrance and exits. Pathways for each cohort will be clearly marked so that student movement is controlled and to avoid mixing cohorts. Teachers will spend time at the beginning of the school year developing routines with students about handwashing, appropriate ways to wear and handle masks, cough and sneeze etiquette as well as physical distancing routines.

Divisional cleaning protocols will be followed in regard to cleaning of high use areas and high touch surfaces.

### **Roles and Responsibilities**

All employee groups will be trained to their specific roles and responsibilities related to COVID-19 procedures and protocols.

### **Health Screening**

Parents are asked to screen their children for symptom before going to school. Students will need to know that they have been screened. Parents are asked to please keep their children at home if they are exhibiting any symptoms. An up-to-date list of symptoms can be found at <https://www.gov.mb.ca/covid19/about/index.html>.

If someone is unsure whether they or their child should be tested and self-isolate, they should be directed to the COVID-19 Screening Tool at <https://sharedhealthmb.ca/covid19/screening-tool/> . All screening that identifies suspected cases of COVID-19 should be referred to Health Links – Info Santé at 204-788-8200 or 1-888-315-9257.

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

We ask that parents and caregivers remain outside of the school to drop off their children. A staff member will greet students at their designated entrance and ask if they have self-screened prior to entry.

If a child becomes sick at school or is demonstrating symptoms, parents will be contacted, and the student will need to go home immediately. Please note that the principal will have the final say in determining if a student should go home. If parents



are not available, emergency contacts will be contacted. Please ensure that you have updated your emergency contact information.

If the student is exhibiting symptoms they will be removed from the classroom and brought to the medical room in the office where they will be given a medical mask and be isolated until they are picked up. If there is no space in the medical room, another space in the school will be made available. School staff will care for them and, if it is needed for a staff member to be in the room with them, the staff member will also wear a medical mask.

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.

## **Guidelines and Considerations**

### **Contact Tracing and Outbreak Management**

If symptoms develop while at school, the student will be isolated in the grooming room beside the VP office. If there is no space in the medical room, another space in the school will be made available. If it is necessary to have two or more symptomatic students in a room together, they will be kept at least two metres away from others.

A medical mask will be provided to and worn by the sick student, unless there are safety issues that prevent the student from wearing a mask.

Parents or caregivers will be notified to come and pick up their child immediately. They can contact Health Links - Info Santé at (204-788-8200 or 1-888-315-9257) or the child's health care provider for direction, if required.

If a staff member or volunteer in a school becomes symptomatic, they will immediately isolate themselves from other staff and students, notify their administrator, and go home to monitor symptoms.

### **Student Management - Physical Distancing**

Parents and caregivers should remain outside of the school during drop off / pick up of their students.

Students will be reminded to avoid hugs, high fives or fist bumps, and will be reminded to keep their hands to themselves. Students will be reminded that they should not be having physical contact with each other during outside play.

Teachers will teach students routines about movement inside the school building and all staff will monitor hallways as students transition to different classroom locations. Cohorts will be kept distant from each other.

In areas of the school where students are unable to maintain a distance of 2 metres between each other, they will be required to wear a mask. Mask breaks will be scheduled within the school day.

### **General Hygiene Measures**

Handwashing is the primary hand hygiene method according to the Chief Public Health Officer. Alcohol sanitizers is a secondary prevention method and will be available in all locations.

Soap, paper towels and hand sanitizer will be available by every sink. Hand washing posters will be placed by each sink. Hand sanitizer will be available at each entrance of the school.

### **Personal Protective Equipment**

As mandated by the Province of Manitoba, all students and staff in Grades 4-12 will be required to wear a mask any time two metre physical distancing is not possible. At this point, students will need to wear a mask when they are in a classroom as the distancing requirement cannot be met. Students will be able to have a mask break when they go outside for lunch and Phys Ed. Other mask breaks will be incorporated into the day where possible.

### **Cleaning and Sanitizing**

Any outside play equipment that is used will be sanitized after each use. Music and Phys. Ed. equipment will be sanitized after each cohort use.

Custodians will be following divisional protocols to clean high-traffic and high-contact surfaces. Washrooms will be cleaned a minimum four times/day and usage monitored.

Common use areas where people gather, like break rooms, meeting rooms, general office will be cleaned and sanitized after use or on a regular basis.

Grade 10 – 12 classrooms that have different students in them will be cleaned and sanitized before the next group of students come in. This will include desks and chairs.

As mandated by the Province of Manitoba, all students and bus drivers are required to wear a mask when on the bus. Masks should be put on before getting onto the school bus.

Medical grade masks will be provided and must be donned in the event that a staff or student becomes ill while at school.

### **School Bus Transportation**

To support physical distancing on buses, to the greatest extent possible, parents are encouraged to transport their own children if they are able. Active transportation, such as walking and biking, should also be encouraged. For advice on carpooling, please visit <https://www.gov.mb.ca/covid19/restoring/transportation/html> .

Parents of eligible students only, have received an email from HSD for each student in their family asking if bussing service (yes/no) to school is still required from September, to Christmas Break.

Your bus driver will notify you between Friday, September 4 and Tuesday, September 8th with anticipated pick up and drop off times.

### **Restricting Access to Buildings**

All staff and students who have symptoms of Covid-19 must stay home and self-isolate in accordance with guidance from Manitoba Health.

All staff and students who have been identified as a close contact of a person with a confirmed case of Covid-19 must stay home and self-isolate in accordance with guidance from Manitoba Health.

All staff and students who have travelled outside Canada or Manitoba (outside of the provincially acceptable locations) in the last 14 days must stay home and self-isolate in accordance with guidance from Manitoba Health.

Community use of schools have been suspended.

### **Visitors to the school**

Visits from parents or volunteers should be minimized to the greatest extent possible. We ask that parents and caregivers remain outside of the school to drop off their children.

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.

All visitors must enter through the school's main doors. Parents are asked to wear a mask anytime they enter the school building. Visitors must sanitize their hands and report directly to the office. Visitors are not allowed to enter other areas of the school.

If there is another person in the office, please wait outside. Floor decals have been placed to indicate proper physical distancing. Schools are required to keep a list of all visitors.

**We thank students, parents and staff in advance for their cooperation in making our school safe.**