



**Seine River
School Division
Covid-19
Response Plan**

August 25, 2020

SRSD Coronavirus (COVID-19) Response Plan (September, 2020)

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About this Information

As a follow-up to the information from Manitoba Health and Manitoba Education from Thursday, August 13, 2020, this package provides information to answer as many questions as possible in a timely fashion. This experience is new territory for all of us, and the information changes rapidly. We will make every effort to keep you informed in the coming weeks. You will see some information repeated, to ensure a common message wherever possible. Thank you for your ongoing patience, support and your work with students in this evolving and challenging situation.

Schools open September 2, 2020 for staff

Manitoba Health and Manitoba Education have released new directives regarding COVID-19 response. All staff will be expected to report to work on September 2. We have been advised that schools will be open on Wednesday, September 2nd and busses running commencing the week of September 8 with regular classes and programming. Preliminary steps that we will be taking were outlined in the parent letters that were sent Friday, June 26, 2020 and Monday, August 10, 2020. We will be working during the week of September 2 – 4 to prepare staff for different learning scenarios which includes developing cohorts and transportation plans to allow students and teachers to safely have the fewest disruptions. Staff may be assigned to do a variety of tasks that support student learning at home, and prepare for the return of students. Meeting the health and safety requirements will serve as the foundation of our planning and continuing a strong education program for our students. Our primary purpose is to determine the best way to support student learning during different phased in scenarios. Manitoba Health and Manitoba Education will continue to guide re-entry protocols and practices for staff and students of Seine River School Division. Teachers will be expected to set up phone or digital conferences (using Teams) with parents as per the direction of their school principals.

Classes Commencing for Students – September 8, 2020

Manitoba Health and Manitoba Education have announced that school divisions will be entering learning protocols which requires 1 metre social distancing protocols for cohorts of no more than 75 or 2 metre social distancing where it is not possible to cohort. This includes the Adult Learning Centre. K-8 homeroom classrooms and individual bus routes will be considered for cohorts in this situation. Where high school students are not able to cohort they will be required to maintain 2 metre social distancing with the exception of transportation. The provincial government has announced that daycares located in schools are able to resume full capacity following Manitoba Health Guidelines.

Manitoba Health and Manitoba Education press conferences and current Public Health and Manitoba Education guidance can be found at <https://news.gov.mb.ca/news/index.html> and <https://www.gov.mb.ca/covid19/public.html> .

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K - 8 Education September 8, 2020 – September 11, 2020

The following plans are being developed for the commencement of student cohorts on September 8, 2020:

Student Attendance at School to start the year

- All K – 8 students will be able to attend school on a daily basis.
- Classrooms will be configured to support physical distancing within classroom meeting Manitoba Health's 1 metre spacing.
- Entry and exits to school will be communicated clearly to students and school staff will manage student traffic in the school.
- Parents and caregivers will be expected to screen their children before boarding the bus and/or coming to school. Students and staff who are ill are expected to stay home if experiencing any Covid 19 symptoms.
- Student entry to school the week of September 8 – 11 will be staggered with every student attending two days in the first week. The staggered start is to provide staff and students with the opportunity to learn new safety protocols in a safe and proactive manner. Schools will notify families of their child's schedule by September 2nd.
- There will be enhanced cleaning protocols in all of our schools and students and staff are expected to cooperate and follow health guidelines appropriately.

Note: This staggered start could include two days of follow up for specific students based upon special needs, lack of engagement in learning, recovery learning needs or developing appropriate re-integration plans.

9 – 12 Education September 8, 2020 – September 11, 2020

The following plans are being developed for the commencement of high school classes:

- All students with special needs will be able to attend school up to five days per week. Students eligible to attend 5 days per week will be contacted by their case manager.
- Our high school teams are currently developing plans where all high school students will attend at least two days per week and will work with students to develop "blended learning" plans, which is a combination of in-class and remote learning. Your son/daughter's individual schedule will be provided to you by the school prior to school start up.
- Each school will have designated areas for student cohorts and physical distancing, cooperation is required and essential for the safe return of school.
- Enhanced cleaning protocols will be implemented daily with any shared spaces cleaned prior to different cohorts using shared spaces.
- High School students will need to maintain 2 metre social distancing outside of their cohort and will not be allowed to congregate in large groups.
- **Grade 9 and 10** students will attend Monday, Wednesday and Fridays.

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- **Grade 11 and 12** students will attend Tuesday and Thursdays.
- Students may be invited to attend more frequently based upon the school's ability to have more students in the school and the educational needs of the students.

Both Programs:

Specialty Programs

- K-6 Music classes will be held in homeroom classrooms to maintain social distancing protocols and choral activities will not occur at this time.
- Grade 7, 8 and High School Band will require greater social distancing with all routine touch areas being cleaned in between each new cohort that attends these activities.
- Choirs and musical theatre activities may not resume at this time due to a higher risk of transmission through singing compared to speaking.
- Band programs (specifically wind and brass instruments) will require greater social distancing, to be discussed with school teams.
- Physical Education will use outdoor space or homeroom classrooms as much as possible. Any equipment and high touch areas will be cleaned in the gymnasium prior to each new cohort that attends. Schools might wish to alternate the use of classroom, outdoor, and gym space throughout the day to ensure proper cleaning is completed.
- Encourage outdoor activities. There is current preliminary evidence suggesting that the risk of Covid-19 transmission is greater indoors compared to outdoor settings.
- If the school's gymnasium is unavailable, Physical Education (PE) should take place outdoors or in alternate spaces.
- If the gym is equipped with more than one door, designate one of them as entrance and the other as exit.
- Use floor markings e.g. tape, cones, hula hoops to indicate where students can stand or participate following social distancing guidelines.
- Access to change rooms should be limited and monitored and only used when necessary.
- Sharing of equipment should be minimized and frequently cleaned
- Identify locations for students to return equipment so it can be sanitized before the next use.
- SRSD will not participate in Career Trek or CRAVE this year
- Students will need to bring their own water bottle, water fountains that are not touchless or can't be sanitized after every use will be eliminated.
- Students will be required to wash their hands before entering the gymnasium and before returning to classrooms.
- Intramural and large gathering events where public health guidelines can't be maintained will be cancelled.
- Background music will be limited (volume considerably lower than normal) at this time and a school-based conversation should take place. This will allow

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individuals to consistently practice social distancing because they will not be prone to lean towards each other to talk or project their voices.

- Eliminate the blowing whistles and substitute them with manual ones.
- Extra-curricular sports practicing and competition are suspended at this time and will be re-evaluated in September.
- Technology Education – all school-based laptops will be cleaned prior to use by a different cohort and will be cleaned daily.
- High touch areas in specialty classes will need to be cleaned prior to the next group entering. Hand sanitizer will be provided in each learning area.
- Weight/Training Rooms – equipment will need to be cleaned in between each cohort.
- Little Learners and parent-child programs are suspended at this time.

Before School/After School/Recess and Lunch

- All students arriving and/or departing the school will have specific entrances and exits to utilize.
- As all of our busses will be “double routed”, additional supervision and school specific plans for students to enter their classrooms will be required.
- Schools will be required to have multiple plans for recess and lunches to schedule students to remain in their cohorts. Depending on the facility, certain areas of the playground will be designated for different cohorts and schools will need to consider the use of classrooms and staggered times as much as possible while maintaining the structure of the regular school day as much as possible.
- Routine cleaning after meal periods is required.
- High school students will need to maintain 2 metre social distancing requirements and not allowed to congregate in large close groups.

Training for Staff and Students

Staff will be trained prior to students returning to the school which will include URIS, WHMIS, Office 365, Health and Safety and remote learning methods. Student specific needs will include:

- Cough etiquette.
- Proper hand washing protocols – a minimum of five times per day of hand washing for students will need to be scheduled in each cohort.
- Reminders of social distancing.
- Proper PPE including masks.

Use of shared items

- Directional arrows will be in place to safely move students through the hallways.
- Washrooms and lunchrooms are disinfected frequently.
- Water fountains that are not touchless or can not be cleaned between users must be turned off- **bottle fill stations will remain in use.**
- Encourage outdoor activities.
- Avoid sharing items, students must label personal items.

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- Students will keep personal items with them, locker usage will be discontinued.
- Remove toys, crafts and objects that are not easily cleaned or disinfected.
- Field trips, assemblies and other large events will not be scheduled at this time.

Special Education Programming

- All students with special needs will be able to attend school up to five days per week. Students eligible to attend 5 days per week will be contacted by their case manager.
- Shared spaces outside the regular classroom for specialty services will need to be scheduled and spaces cleaned prior to a student from a different cohort attending the learning space.

Library Usage

- Libraries may still operate.
- Additional cleaning of high touch areas will be required.
- Schools will determine if they need to use the library space as additional instructional space.
- Book returns must remain untouched in a bin for 24 hours. Libraries are asked to have labeled bins to keep track of when the books can be processed, e.g. books returned on Monday will not be processed until Wednesday.

Washrooms

- Floor markings will be installed outside the washrooms.
- Access to washrooms will be limited to maintain social distancing.
- Washrooms will be sanitized frequently.
- Hand washing might be supervised when required.
- Hand washing supplies will be maintained frequently.

Blended Learning

Teachers will be expected to continue to use weekly planners to allow greater flexibility for students/families that are unable to regularly attend. In this manner schools will be planning work to accommodate student needs as identified in the *Learning from Home Section*.

Schools will be able to:

- Provide technology devices for students with limited technology.
- Record instruction for later dates.
- Provide ongoing descriptive feedback remotely, using phone, Teams and other tools.

Students who are medically compromised may be provided remote learning opportunities. We recognize that these occurrences will be rare and a division process based on Manitoba Health requirements will be developed. Full remote learning will not occur for non-medical reasons.

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School Hours

School doors will be opened 10 minutes prior to the arrival of the first bus in the morning and locked after the departure of the last bus. Appropriate supervision of students will be required upon student arrival.

School Visitors will be required to report to the office on arrival, wash/sanitize their hands upon entrance and maintain 2 metre social distancing.

About COVID-19

The virus is spread through close contact (within 2 metres/ 6 feet) with an infected person who is coughing or sneezing. You can also get COVID-19 by touching objects contaminated with the virus and then touching your mouth, eyes or nose. The majority of people who contract coronavirus (COVID-19) experience mild to moderate symptoms and recover. Prevention is used to protect the spread to vulnerable people and reduce the demands on the medical system for those that will require medical care. See the Coronavirus Fact Sheet at <https://www.gov.mb.ca/health/publichealth/factsheets/coronavirus.pdf> and the Manitoba Health “Frequently Asked Questions” site <https://www.gov.mb.ca/covid19/public.html> for more information. A new Manitoba Health website has been set up at <http://www.manitoba.ca/covid19/public.html#11> . Manitoba Health is gradually translating their most important fact sheets into multiple languages. Currently, they have posted English, French, Cantonese, Tagalog, and Arabic at <https://www.gov.mb.ca/covid19/factsheets.html> .

Self-monitoring and When to Seek Medical Attention

All school division staff are exposed to a large number of people every day. We want all our staff to remain healthy. It is important to be aware of, and self-monitor for, the symptoms of COVID-19. Please keep current with the most recent information from Manitoba Health through their website and through updates we send out. Report any concerns, or students with symptoms, to your school administration. The following definitions and use of terms are important when speaking with colleagues, parents and students:

Close contact: described by Manitoba Health as contact within two metres/six feet for more than ten minutes <https://www.gov.mb.ca/health/coronavirus/>

Social distancing: techniques to try to minimize close contact with others. See section later in this document.

Self-monitoring: individuals who are concerned about possible contact with someone who is at risk of COVID-19, will self-monitor for symptoms of the virus. The individual continues their normal daily routines and work. If symptoms appear, the individual self-isolates at home and contacts Health Links. See Manitoba Health fact sheet at <https://www.gov.mb.ca/health/publichealth/factsheets/coronavirus.pdf> .

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Self-isolation: An individual who:

- has returned from an international destination, including the United States, or designated areas not recommended for travel by Manitoba Health, or
- suspects they have symptoms of COVID-19, or
- may have been in close contact with someone who has been diagnosed with COVID-19

stays home and self-isolates. Staff continue to work from home if their position allows them to perform their duties remotely while self-isolating (unless unwell and unable to work). Manitoba Health may also recommend that some groups self-isolate (see their notices). Contact Health Links, who will assist you regarding next steps and testing. To speak to a **Health Links - Info Santé** registered nurse, please **call 204-788-8200 or toll-free 1-888-315-9257**. See recommendations from Manitoba Health at https://www.gov.mb.ca/health/publichealth/factsheets/coronavirus_selfisolation.pdf.

Self-quarantine: An individual who has received a positive test result for COVID-19 (or is directed by health authorities) remains at home until clear of symptoms (14 days minimum). When they are no longer ill, but must continue to self-quarantine, they can work from home during that period if their position allows them to perform their duties remotely. Staff members need to let their supervisor know if they have a confirmed case of COVID-19.

Student Illness

If a child becomes ill at school, or is displaying any common flu or cold symptoms, parents will be contacted and required to pick up their child as soon as possible. For recommendations regarding isolating ill students and sanitizing surfaces where they have been, see Canada Health recommendations for “Management of students with possible COVID-19” while at school at <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/guidance-schools-childcare-programs.html>. Anyone with illness is required to stay home and seek medical advice from Health Links.

Parents and caregivers will be notified and expected to self-screen their children to ensure that they are not symptomatic prior to sending them to school.

- Strict exclusion policies for staff and students who are symptomatic.
- Individuals should stay home and follow the guidance of Manitoba Health based upon Public health protocols.
- Teachers and staff will be trained to identify signs and symptoms of COVID-19 and notify their principal in order that appropriate action may be taken.
- Parents and caregivers will be responsible for self-screening and staff will not screen children upon entering school to prevent long line ups and congestion.
- Age appropriate signage will be placed in each classroom.

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Vulnerable Individuals

This is a particularly stressful time for those in our community with underlying health conditions. While health organizations are saying that most of our staff and students are not at risk of becoming seriously ill, we have students, staff and family who may be highly at risk of serious illness in this pandemic. The prevention steps that we are taking are in place to reduce the risk of serious illness in our communities, and to ensure that medical facilities have the capacity to address serious health concerns.

Student services teams, please review the health information for all students with health conditions in your school, including respiratory conditions such as asthma. These students will require our careful monitoring and possible additional steps to protect them from illness. Ongoing monitoring, as well as communication and consultation with family and staff working regularly with these students will help to keep them healthy.

Schools will consider the following in their plans:

- Mental Health needs of students.
- Specific plans for children and youth with complex behavioral and medical complexities and mitigate any risks to the greatest extent possible.
- Communicate to parents/care givers plans and COVID-19 related information.

Staff Illness and Assignments

We expect that all staff will familiarize themselves with the information provided on coronavirus (COVID-19) symptoms and self-monitoring. As with students, if any staff member has cold or flu-like symptoms, they are expected to stay home and contact Health Links for further advice and possible testing for COVID-19. **Health Links - Info Santé - call 204-788-8200 or toll-free 1-888-315-9257.** Please keep your supervisor informed of any health concerns.

To ensure as many staff as possible are available to support programming in the schools, we are limiting professional learning sessions until further notice and scheduling learning to support staff working on recovery and remote learning practices. We will reassign staff as needed to provide continued classroom programming in the event of prolonged staff absences from school. Non-essential personal leaves and extra-curricular days will be reviewed and may be denied or rescinded if we are unable to find replacements.

If a staff member is self-isolating and working at home, the staff member gets approval from their supervisor and there is no need to enter the absence. If a staff member is self-isolating and is unable to work from home, they record a family, personal or sick leave day. If the staff member is self-isolating and are unwell, they enter the absences as a sick day.

If a staff member is symptomatic and is self-isolating at home they will be expected to work remotely and continue to provide programming for their students if their position allows them to perform their duties remotely, and if they are well enough to do so. School principals are expected to track and record staff remote working assignments.

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In an effort to relieve pressure on the medical system and keep employees safe, staff will generally not be required to submit medical notes to the Division. The Division expects that staff will exercise judgement and integrity in deciding whether they qualify for sick leave. The Division does reserve the right to request a note at their sole discretion.

We may need to regroup students, provide alternate activities within the school, or take other measures to ensure adequate supervision and support for students if staff are unavailable due to illness or self-isolation. French Immersion classes may be assigned English speaking teachers or other staff to supervise. Staff will be reassigned to supervise or teach students who would have gone to another location during the school day. We may be assigning Educational Assistants, Student Services staff, Consultants and Clinicians to supervise classes. Staff may also be assigned to assist with communication with parents who have limited or no access to digital communications or to do other duties.

Supervisors, continue to ensure that absences are recorded and that you are approving absences.

Crisis Response Teams

All supervisors and crisis response team members should review SRSD protocols for serious incidents in the community.

Travel [Amended message from Manitoba School Boards Assoc. Mar 13/20]

The World Health Organization has now declared the current outbreak of COVID-19 a pandemic and the Manitoba Chief Public Health Officer has strongly advised against international travel and other domestic destinations until further notice. Under these extraordinary circumstances, it is our shared responsibility to minimize the spread of this disease. As individuals in positions of trust when it comes to the children in our schools, we have a special responsibility to do all we can to prevent the spread of COVID-19 within the school population. To that end, please be advised of the following.

Effective immediately, any school division employee who travels to an area deemed to be a high-risk area **OR** to any destination to which the government or health authorities have advised against travel, whether international travel or otherwise which is also deemed to be high-risk (*Note: travel destinations may be identified as high-risk prior to, during, or at the conclusion of travel*) for the transmission of COVID-19 will:

- 1) notify their supervisor of their intent to travel internationally or not-recommended by MB health, and
- 2) upon their return, will be required to undergo a 14-day period of self-isolation before they can return to work or enter any school division property. The period of self-isolation will be unpaid.

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Effective immediately, all students and staff who are returning from international travel or returning from restricted areas must self-isolate for 14 days. Staff and families are expected to be aware of the changing travel restrictions determined by the Manitoba Provincial Government. Any travel to restricted areas requires staff and students to self-isolate for the required period of time identified by Manitoba Health orders. Teachers will provide work to students who are self-isolating at home.

Blue Cross has announced that they will not be covering COVID-19 related expenses and medical care, should you decide to travel out of the country after Mar 13/20.

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Travel Insurance - Blue Cross communication Mar 13/20:

March 13, 2020

For Manitoba Blue Cross Clients with [Group Travel Coverage](#)

Important information about coronavirus (COVID-19) and medical coverage while travelling

The Canadian government has issued Level 3 (avoid non-essential travel) and 4 (avoid all travel) travel advisories due to the outbreak of coronavirus (COVID-19) in a number of countries. An advisory is also in place for Canadians to avoid all cruise ship travel.

Whether or not your group coverage policy contains an exclusion relating to illness arising from a situation for which a travel advisory has been issued, the policies do indicate that only unexpected illnesses are covered.

As coronavirus (COVID-19) has been declared a pandemic by the World Health Organization, we are now recognizing it as a known issue. As a result, if a Level 3 or Level 4 travel advisory has been issued for a country, region (including cruise ships) or city before a member departs for that destination, they will not be covered for any claims related to coronavirus (COVID-19).

However, if a member travels to a destination without a Level 3 or 4 advisory at the time of departure and incurs any claims arising from coronavirus (COVID-19), those claims will be eligible for coverage.

In the event a member is quarantined while abroad, and they have reached the end of their travel limit duration, we will extend coverage for an additional 72 hours following the end of the quarantine to ensure they have coverage in place during their return. This extension excludes self-quarantine.

For employees who have travel scheduled in the near future, please encourage them to regularly check the Government of Canada [Travel Advisories](#) to confirm the latest guidance on all of their planned destinations.

We will continue to monitor and provide updates if there are further developments.

For more information, please contact your Manitoba Blue Cross Account Manager.

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Transportation

We recognize that transportation is a critical component of having students arrive safely and regularly to school and are very proud of the service we have been able to provide for our families. To meet the provincial health guidelines for the safe transportation of students we have to temporarily change the level of service we have provided in the past. Our buses typically transport 50 to 65 students per bus and with the new guidelines will be reduced to between 18 and 25 students. The following is a summary of the temporary changes:

- All school bus passengers in Grade 4 and over, as well as the driver, are required to wear a non-medical mask. These should be put on before getting on the bus and they may be taken off after exiting the bus, if removal is appropriate for the setting.
- K-4 students are strongly encouraged to wear a mask on the bus.
- All passengers and drivers should perform hand hygiene before and after being on the bus.
- K-4 students within 0.8 and 1.6 km from the school will not be provided bus transportation. Service will be restored as soon as possible.
- All school buses will be “double-routed” meaning that they will drop off students at the school and then go back out to pick up another cohort of students.
- All school buses will be cleaned in between bus cohorts and at the end of the day.
- When possible and as weather permits, open windows and/or roof vents to allow for increased ventilation.
- Students may transfer from one bus to another to get to and from school. These students will be considered members of two bus cohorts.
- Schools will be providing additional supervision for students arriving before the beginning of the day and departing after the end of the school day.
- Children should maintain physical distancing (two metres is recommended) when lining up to get on the bus, and when exiting the bus.
- Buses should be loaded from back to front and unloaded from front to back; one student or household should stand up and exit at a time to minimize close contact between students.
- **Transportation services could be disrupted with increased absenteeism due to illness.**

Communication

This is a difficult and anxious time for everyone. We will make every effort to continue to provide a calm and nurturing environment for our students, with regular routines and learning. It is important that we are reassuring, especially with our younger students, and that we maintain community connections. Information and recommendations are changing rapidly, but we will keep you informed as the situation develops:

- A coronavirus (COVID-19) information page is available on our website with our SRSD communications and links to Manitoba Health information.
- The most recent communication is available on the Community/COVID-19 page on our website.

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- When we provide updates to parents/community, a notice will be sent out via *Messenger*, Twitter and will be posted on the “News and Announcements” section on our website.
- We will endeavor to consult with, and keep informed, supervisors and employee group representatives.
- Staff may be assigned to assist with communication with parents via phone, for families that have limited or no access to digital communications.
- will be used to communicate via email to parents in each school.
- Teachers will use common digital applications to communicate with students and provide work, using digital applications such as *Teams*, which is available on *Office 365*.
- If you have any questions or concerns, please contact your Principal or Supervisor.

Administrators, will prepare a communication list for their school, with parent emails, to more rapidly communicate with the parent community. Determine a list of parents who do not have access to internet, who will continue to need paper or phone call communication. Moving forward, we will be relying more on digital communication. Staff may be assigned to assist with communication with parents who do not receive digital communications. Update school staff communication list with emails and phone numbers.

Staff members should not use personal email accounts, *Twitter*, *FaceBook*, *Instagram*, *YouTube* and other social media platforms to communicate with students and parents or post instructional materials. You will receive instructions on how to use applications, such as *Teams* (from Office 365), for communicating and posting materials and *FlipGrid*, for posting video and instructional materials, that are associated with school division accounts. We want to use common applications across the school division. As per our social media guidelines, please do not make postings related to your work, the schools, the school division, parents or community in your personal social media.

If a student, parent or staff member is self-isolating, quarantined, being tested, or has reported to a supervisor that they have had a positive test for coronavirus (COVID-19), this information is private information and should only be shared on a need to know basis. We need to pay attention to any potential for stigmatizing of people. Ensure that we are encouraging people to be open, supportive of each other, and recognize that this is a community challenge for us all.

Prevention Measures in All Sites

- Social distancing techniques will be used wherever possible.
- Increased handwashing routines are required.
- Water bottle filling stations will be part of the extra custodial cleaning routines. Water bottle filling stations will continue to be accessible. Water fountains may only be used to fill bottles and not for personal drinking directly from fountains. Please inform students and advise them to bring refillable water bottles, or provide disposable cups.
- Continue reminders to use tissues and cough/sneeze into arm.
- Stay home if any cold or flu-like symptoms and contact Health Links if you have symptoms of COVID-19.

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- Non-essential activities and events are cancelled until further notice (e.g. assemblies, field trips and sporting events).
- Cancellation of outside user groups using the school, until further notice.
- Increased cleaning routines on high contact surfaces, including busses.

Handwashing, covering coughs/sneezes, social distancing and self-monitoring are the most important steps for reducing the spread of COVID-19. Supervisors, please ensure that posters are available throughout sites (see previous communications for links to English and French posters, or <https://www.gov.mb.ca/health/coronavirus/workplaces.html>), as well as review adequate handwashing protocol with staff and students through videos such as this short one from the WHO <https://www.youtube.com/watch?v=3PmVJQUCm4E> (1:27).

Social Distancing

- Entrances will be monitored by school staff and students will be directed to wash their hands or use hand sanitizer when entering the school.
- Signage outlining physical distancing protocols and floor markings where lines may form, both inside and outside the building will be implemented.
- Classrooms will be configured to support physical distancing, alternate space such as gyms may be used as determined by the school.
- Students will remain within their cohort.
- Entry and exits to schools will be managed to avoid congestion.
- Parents and other visitors* to schools will be screened and should limit their number of visits. Where possible, online communication, video, and telephone should be used to interact with families, rather than in person. All visitors will be required to sign in at the office and the secretary will ensure they have done their self screening.
- Assemblies and gatherings that exceed public health guidelines will not be scheduled.
- When physical distancing is not possible, emphasis must be put on limiting interactions with other groups.

*Visitor definition: speaker, volunteer, parent, nurse, social workers or any SRSD staff who are assigned to more than 1 location.

Supervisors, please review your site schedule and routines to see if there are ways to improve social distancing at your site (e.g. staggered recess and lunch times, separating work spaces).

Food Preparation and Hygiene

Teach, model and remind everyone to properly wash their hands prior to eating or preparing food <https://www.youtube.com/watch?v=3PmVJQUCm4E> (Handwashing video from the WHO 1:27). Teachers will remind students that food and drink, as well as utensils, should not be shared. When preparing food, ensure that all surfaces have been cleaned and that the person preparing the food has properly washed their hands. Where possible, use a dishwasher to sanitize dishes and cutlery. Whoever unloads the dishwasher should properly wash their hands prior to unloading the dishwasher.

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Students must bring refillable water bottles and remind them not to drink directly from water fountains. Additional sanitizing routines will be followed for water sources.

Handwashing and Hand Sanitizer

Handwashing, covering coughs/sneezes, social distancing and self-monitoring are the most important steps for reducing the spread of COVID-19. Ensure that posters are available throughout sites (see previous communications for links to English and French posters, or <https://www.gov.mb.ca/health/coronavirus/workplaces.html>), as well as review adequate handwashing protocol with staff and students through videos such as this short one from the WHO <https://www.youtube.com/watch?v=3PmVJQUCm4E> (1:27). Frequent handwashing, including before eating, after using a tissue, and after touching frequent contact surfaces, is the best prevention of illness and infection. Avoid touching the face, mouth, nose and eyes. Hand sanitizers with alcohol, that are provided in some locations in schools, may be used in circumstances where it is not practical to wash your hands. Especially with younger students, build in regular handwashing routines and times for students, when classes are in session.

Hand Hygiene

- Staff must encourage and when possible supervise hand hygiene (washing).
- Hand sanitizer will be available at all building access points and in the classrooms.
- Staff and students will wash their hands with soap and water for at least 20 seconds at the following times:
 - At the start of the day
 - After using the washroom
 - Before preparing food
 - Before eating
 - After getting hands dirty
 - After wiping noses or handling dirty tissues
 - After coughing, sneezing or blowing nose and
 - After cleaning/disinfecting surfaces

Classrooms

- Schools will ensure physical distancing amongst students, teachers and staff to the best extent possible. Classrooms will be configured to support physical distancing, alternate space such as gyms and multi-purpose rooms might be used as needed.
- Class sizes will not be capped, as public health advice does not warrant reducing the number of students to a specific number.
- Public health recommends that when the 2 metres of physical distance is not possible, students will remain within cohorts to reduce the exposure to others. In these instances, there must be at least 1 metre between students as they sit at their desks.

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Cohorts

- Cohorts involve keeping groups of students (e.g. classes) together.
- The intent of the cohort is to limit the interactions of students and staff so if an individual develops an infection there are fewer possible exposures and contact tracing can be more easily done.
- Physical distancing within the cohort should be maintained to the greatest extent possible, however it is recognized that in some cases this might not be possible.
- Maximum cohort size is to be no more than 75 students, there is no limit on the number of cohorts as long as they can be separated to prevent contact with other cohorts.
- Each cohort must be able to arrive, depart and participate in school activities (e.g. lunch breaks and recess) without comingling with members of other cohorts as much as possible.
- Record keeping that includes the name of all individuals in the school.
- If cohorts are together in a large space, maintain at least 4 metres between them.

Recess and Breaks

- Recess breaks will be staggered when possible.
- Public Health advises that playgrounds and play structures are low risk for transmission and can be used.
- Mark zones, manage group sizes and avoid contact amongst cohorts.
- Separate containers of equipment will be maintained for each class or cohort and equipment will be cleaned in between cohort use.
- Ensure hand washing or hand hygiene is done before and after recess.
- Students must bring their own lunches or provided lunches must be individually wrapped in disposable containers. Schools can continue to offer breakfast and lunch programs for students in need with necessary adjustments to ensure health guidelines are being followed. Canteens and hot lunches will not be allowed at this time.
- Reinforce with children that sharing food or water bottles is not allowed.

COVID-19 Maintenance – Disinfection Protocol

Seine River School Division acknowledges that effective disinfecting procedures are vital in the fight against COVID-19. Regular cleaning and disinfecting will help prevent the transmission of viruses from contaminated objects and surfaces.

The following are the procedures that all Custodians across the division must implement:

- The maintenance supervisor in consultation with each school principal and the health and safety officer will determine if there are any toilets, sinks and common area items that can be placed out of order or removed.

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- Principal and day custodian will develop a school cleaning schedule. Shared common spaces e.g. gym, libraries will be disinfected between cohorts.
- Classrooms will be cleaned at the end of every day.
- Water fountains are not to be used. Additional water coolers might need to be installed.
- In classrooms, teachers will be required to eliminate items that are difficult to clean as recommended by the department of education:
 - Modelling clay
 - Indoor sand
 - Sensory tables
 - Plush toys
- Teachers will be provided with cleaning items and training. All cleaning materials must be kept stored away from students.
- School custodians will be required to disinfect the following 3 times a day- mid morning, after lunch and end of the day:
 - Door knobs and door handles. Where possible to limit the contact, keep doors open during the day with wedges, kickdowns or the auto door opener.
 - Stair Railings.
 - Washroom faucets.
 - Toilet flush levers.
 - Paper Towel dispensers. Encourage the use of the electric hand dryers.
 - Windows on doors.
 - Light Switches.
 - Chairs and other furniture and appliances in staff rooms and meeting rooms.
 - Water coolers.

Staff will only use the Quato 44 product from Swish Maintenance Limited. Custodians will use the dispensing machine to fill smaller spray bottles; ensure the bottles have appropriate WHMIS labels.

Note proper disinfecting process:

- Staff will spray the surfaces with the solution.
- Let it stay on the surface for a minute - **this is required in order to effectively kill the virus.**
- And then wipe it off with a cleaning rag.
- Wash your hands.

Classroom teachers will need to be made aware of the importance about cleaning surfaces, such as table surfaces prior to eating times. School teams will need to review frequently used items in their school site and take steps to reduce contact or increase cleaning. This may include steps such as removing unnecessary items or wiping frequently used hard surface items more often. Further information will come from Maintenance regarding cleaning routines, safe use of cleaning products, etc. Where necessary, additional training will be provided on safe use

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and storage of cleaning products. Maintenance will provide a list of routines and products that will be used, and how to correctly use them.

Staff and students are not permitted to bring cleaning products from home, including hand sanitizer. All cleaning products and routines need to meet WSH guidelines, including proper training and MSDS information. Use of hot water and regular soap products are considered adequate for regular cleaning of most surfaces in a classroom setting. For disinfecting surfaces, Maintenance will provide a spray solution and instructions on safe use and storage for the disinfecting product, when used in classrooms. This product must not be used by, or accessible to, students and should be stored in a locked location when not in use by staff. Always wash your hands well after cleaning any surfaces and dispose of, or sanitize, any cleaning cloths. All cleaning products and routines need to meet WSH guidelines, including proper training and MSDS information.

Cleaning Routines – School Busses

Cleaning routines during the day will be increased. To accommodate the increased cleaning routines, bus driver duties and work hours will be reviewed and adjusted. Further information will come from Transportation regarding cleaning routines, safe use of cleaning products, etc. Where necessary, additional training will be provided on safe use and storage of cleaning products.

The following bus driver duties will be in place until further notice:

- Cleaning of handrails, seat tops, backs and seats after every cohort, as well as after the last run of the day.

All cleaning products and routines need to meet WSH guidelines, including proper training and MSDS information. Always wash your hands well after cleaning any surfaces and dispose of, or sanitize, any cleaning cloths.

Professional Learning and Meetings

Face to face professional learning sessions and meetings will continue in a reduced capacity. Some smaller meetings may continue on a case by case basis, if social distancing can be maintained. As much as possible, we will be using digital means, such as *Teams*, for meeting and professional learning. Webinars and prerecorded content may be used for professional learning.

Students Learning at Home due to Medical conditions

Manitoba Education has directed us to provide educational programming for students who remain at home for medical reasons. Manitoba Education suggests preparing printed materials, and/or using online or distance learning technologies. Schools must have plans for meaningful learning, via online and/or physical packages, and schedule regular communication and follow-

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up with students. It is important to include learning intentions and success criteria from curriculum.

Some initial suggestions for planning for students learning at home include:

- Send home suggested schedules for parents to provide education at home (e.g. a schedule with things like start the day with a mindfulness activity, block of time for each subject area, building outdoor and physical activity time into each day, reading, etc.).
- Send students home with textbooks for Science, Math and/or Social Studies. These are excellent resources and make assigning work more straightforward for teachers.
- We are utilizing the Nelson online digital textbook platform to support grades 6-9 students.
- Gr. 6-9 students have iPads which can be used for learning, creating and submitting work.
- We have a license that parents can access for *TumbleBooks* (K-8). Please ensure that the link is easily available on your school website.
- Consultants will provide information on relevant digital resources that address curriculum outcomes, and are easy to access and use.
- To communicate with individual or small groups of students at home, use *Teams* on *Microsoft 365*. Please refrain from using other applications, as we want parents to only need to access a limited number of applications in use.
- *Flipgrid* should be used to post self-created video and lesson materials (not *YouTube*). IT will get more info to teachers on how to use this.
- Identify which students are less independent or may need additional help, and plan for more direct and frequent support for them. Plan for differentiation whenever possible.

Please always plan for a print learning option for students, as we have families with limited or no internet access. They may need a schoolwork pick up and drop off schedule at the school. Regular personal contact by *Teams* or by phone is expected. Assessments and grading will need to be flexible under these unusual circumstances. Should schooling be disrupted for a longer period than anticipated, we may have more guidelines for meeting core learning outcomes and determining final grades.

Staff Roles to Support Student Learning

When there is a need for Teachers working at home

Staff are expected to work from school building locations unless a staff member is ill. Those who are working at home (if their role allows them to work remotely), as a result of self-isolation, must be available for student support and collaboration with colleagues. Work at home duties include planning for and supporting student learning and continuing to collaborate with colleagues via a variety of communication methods.

Working at home may include:

- Preparing instructional materials and assessing student work.

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- Scheduled Teams (or other designated platform) meetings with individual or groups of students to discuss their progress and provide instruction and clarification.
- Scheduled Teams meetings with other staff to collaboratively plan, develop units, discuss assessment, or for other staff meeting purposes.

Plan for a regular schedule of online communication, teaching and individual connections with students. This will assist in maintaining routines and establishing meaningful work for students. See Appendix regarding Digital Learning at Home.

Support Staff

Support staff provide important support to teachers and students. During this alternative learning and working time, roles and responsibilities may look different. All of our community needs to pull together to support student learning. We may issue laptops to support staff, such as EAs, secretaries and library techs, so that they can continue working and communicating if working at home. IT may be taking laptops from school laptop carts for this purpose.

Support roles may include some of the following tasks (or others to be determined):

Bus drivers may be assigned to communicate with families, assist with bus cleaning routines, and delivery and pick up of work for students.

Educational Assistants will be supporting student learning at school and may be assigned to prepare learning materials, under the direction of a teacher, and to support student learning. This may include, but is not limited to word processing tasks, copying, assembly and physical preparation, seeking resources, preparing communications, reading with students online with a prearranged schedule. EAs will not be assigned assessment that requires professional judgment, lesson planning or creation of tasks.

Library Techs and Secretaries will continue to work in schools and support staff and students. If needing to work at home, they may be able to continue to work remotely using laptops. They may be able to assist with tasks such as typing, formatting of lesson packages and other supports for learning or the school in general.

Clinicians will spend the first two weeks of the school year working in classrooms prior to doing any assessments or other tasks. Their focus will primarily be in K-2 grades as these are the areas with the greatest challenge in learning during the pandemic. During the week of September 28 to October 2 clinicians will return to more normal working conditions dependent upon student learning needs. This will be addressed by September 28 and a longer-term plan will be developed.

Consultants will be assigned to support teacher teams in preparing student learning materials, addressing student learning needs, providing webinars or recorded professional learning supports, supervision of students, and assisting administrators or other staff who may be absent.

Divisional Courier continues to operate.

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KAP staff are expected to report to their schools for work and work collaboratively with kindergarten/maternelle teachers for programming. They will also be assigned duties to support student learning or to prepare for when students return.

Parent Child Programs and Little Learners are suspended until further notice.

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Appendix – Digital Learning at Home (when remote learning is required)

IT will send out instructions for accessing and using common divisional digital applications. Please use only these applications for communicating with colleagues, parents and students so that we have consistency in online collaboration and information sharing applications. See the SRSD website prepared with recommended resources, in addition to the preliminary list below.

- Group and 1:1 digital meeting: Microsoft **Teams** from *Office 365*. Training will be provided.
- **Flipgrid**: for sharing materials, posting self-created videos. Training will be provided.
- **TumbleBooks** online reading is available for parents and teachers online. Please ensure that the link to **Tumblebooks** and how to access it, is available for parents and students.
- **Epic**: online reading during school hours.
- Gr. 6-8 classrooms will send iPads home. Teachers may continue to use iPad applications, such as *One Note, OneDrive, Explain Everything*, etc.
- Digital classroom portfolios: *One Note* (optional).
- We recommend that teacher teams develop content collaboratively in units that can be posted as one unit of work. Individual teachers can then monitor and assign work to students from the common unit.
- Do not use personal email accounts, *FaceBook, Instagram* or other non-educational applications when communicating with students or posting materials.

It is expected that teachers are communicating regularly with their students about their learning. This includes providing meaningful work that meets curriculum learning outcomes, maintaining personal and group connections with students, monitoring and supporting individual learning needs, and assessing progress. Work as school teams to determine how other support staff can assist you with some of these tasks.

K-8 schools

Will need to determine a schedule for staff to have digital meetings with students.

- K-8 homeroom teachers will set up a digital meeting with each student, and one large group meeting for students to check in as a group and get the assignments for the day. These meetings are both for checking in and monitoring student learning and well-being, and for maintaining the social connections between students and between students and the teacher.
- K-8 Phys Ed and Music teachers will make a schedule to similarly connect with homerooms on a daily basis, through a combination of posted video or digital meetings.
- Reading Recovery and other reading intervention groups will continue with lessons via Teams.

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Grade 9-12

Teachers will provide online, and print when needed, lessons for students each day for each subject. Teachers may use “flipped learning”, where students receive video and posted materials the day before to review, then meet digitally to further elaborate, explore and practice using the content. Teachers may also use real-time or recorded video lessons using *Teams* or *FlipGrid*, with opportunities for asking questions and clarification via *Teams*. It is important to check in with individual students at least weekly via telephone, and/or email. Manitoba Education has online courses already prepared for some courses at Gr. 9-12. Teachers can register to access and use these courses, as well as the platform for working with these courses. To register for access for Gr. 9-12 Manitoba Education online distance learning courses, go to Web40.gov.mb.ca . A description of online and print courses available can be found at <https://www.edu.gov.mb.ca/k12/dl/wbc/courses/index.html> . Print courses can be purchased by schools for teacher use and can be duplicated for student use.

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Appendix: COVID-19 Guidelines for Transportation to Schools for Parents/Caregivers

Last Updated: Aug 17, 2020

The Seine River School Division takes the safety of the students we transport very seriously. We have increased our cleaning protocols for the coming year. With the current state of COVID-19 there will be some temporary disruptions to transportation services.

- Kindergarten to Grade 4 students who reside within 1.6 kilometers from the school will no longer qualify for transportation to and from school. This is a temporary measure and service will be restored as soon as possible.
- Once pick-up times are confirmed, parents will receive a phone call from their child's bus driver to advise of their pick-up and drop-off times.
- We ask for your patience and understanding as services will require us all to be flexible as daily bus service may be disrupted due to unexpected staff illness.
- Transportation department will contact families if there is a temporary disruption in service and it will be posted on our website.

What is to be expected during my child's bus ride?

- Parents are expected to complete the screening tool daily as students with symptoms of COVID-19 must not attend school or be passengers on buses (<https://sharedhealthmb.ca/covid19/screening-tool/>).
- All passengers must perform hand hygiene before and after being on the bus.
- All passengers will have assigned seats. Where possible, one student will be seated per seat on the school bus. Students from the same household or in the same school cohort may sit together on one seat.
- Students must remain seated in their own seats and are not permitted to move on the bus.
- Regardless of seating arrangement needs, up-to-date lists of bus riders and drivers will be maintained to enable contact tracing if required.
- Children should maintain physical distancing when lining up to get on the bus, and when exiting the bus. This includes group stops.
- Buses will be loaded from rear to front and unloaded from front to rear; one student or household should stand up and exit at a time to minimize close contact between students (when reasonably possible).
- Bus drivers and students from grades 4 to 12 must wear non-medical masks on busses, guidelines on how to wear a mask can be found at <https://www.canada.ca/en/public->

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[health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/how-put-remove-clean-non-medical-masks-face-coverings.html](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/how-put-remove-clean-non-medical-masks-face-coverings.html)

References

- Manitoba Government, Welcoming our students back: restoring safe schools
https://engagemb.ca/welcoming-our-students-back-restoring-safe-schools?tool=survey_tool
- Manitoba Government, Risk assessment and mitigation tool for recreational activities in Manitoba operating during the Covid-19 Pandemic
https://www.gov.mb.ca/asset_library/en/coronavirus/activities-guidelines.pdf
- Manitoba Government, Covid-19 – Guidelines for vocalists and instrumentalists
https://www.gov.mb.ca/asset_library/en/covid/restoring-vocalists-instrumentalists.pdf
- Manitoba Physical Education Supervisor's Association (MPESA), Covid-19 pandemic: Return to school – Manitoba physical education guidelines
http://www.phemanitoba.ca/uploads/1/0/8/7/108735067/manitoba_physical_education_return_to_school_guidelines.pdf
- Province of Manitoba, Guidelines for vocalists and instrumentalists
<https://static1.squarespace.com/static/587ea63a86e6c0a517b5f9d3/t/5f259110d9bc7b2a92afd12b/1596297595645/returning-to-manitoba-music-classrooms-july31-2020.pdf>
- Province of Manitoba, Covid-19 Prepare and prevent
<https://manitoba.ca/covid19/updates/prepareandprevent.html>

Covid-19 Video links

- Government of Canada. Non-medical masks and face coverings: how to put on, remove and clean
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/how-put-remove-clean-non-medical-masks-face-coverings.html>
- Government of Canada. Reduce the spread of Covid-19: Hygiene for kids
<https://www.canada.ca/en/public-health/services/video/covid-19-kids-hygiene.html>
- Government of Canada. Actions you can take to stop the spread of Covid-19
<https://www.canada.ca/en/public-health/services/video/actions-stop-spread-covid-19.html>
- Government of Canada. How to remove disposable gloves
<https://www.canada.ca/en/public-health/services/video/covid-19-how-to-take-off-disposable-gloves.html>
- Government of Canada. Symptoms to watch for after travelling abroad
<https://www.canada.ca/en/public-health/services/video/symptoms-covid-19-tips-prevention.html>
- Center for Disease Control (CDC). Tips to protect players from Covid-19
<https://www.youtube.com/watch?v=LMBzjaVRChY>

***Please note this document may change as the circumstances arise and will be dated to indicate most recent version.**