



## École Laurier Jr. Kindergarten to grade 8



### Pandemic Schooling Plan for Level Orange

Please note: subject to change based on public health guidance. This is a fluid document.

<b>LEVEL ORANGE</b>	<ul style="list-style-type: none"> <li>• Students may shift over to Level Orange dependent on Provincial, Regional, District, Community, or School Health Guidelines and Regulations</li> <li>• In September 2020, staff and students have been planning and preparing to move between different levels if and as needed.</li> </ul>
<b># of students, class cap, cohort sizes</b>	<ul style="list-style-type: none"> <li>• <b>Class seating must follow physical distancing of 2 metres, this must be maintained and this will determine the maximum amount of students in a class.</b></li> <li>• Jr. Kindergarten to grade 3 students are considered one cohort and grade 4 to 8 students are a second cohort.</li> <li>• The use of separate exits, drop-off &amp; pick-ups</li> <li>• <b>Desks/tables must be min. 2m apart</b></li> <li>• All K-8 students attend fulltime as well as children with Special Needs</li> <li>• <a href="https://manitoba.ca/asset_library/en/covid/k-12-reopeningplan-guidance.pdf">https://manitoba.ca/asset_library/en/covid/k-12-reopeningplan-guidance.pdf</a></li> <li>• Laurier PlayZone daycare operates within the school.</li> </ul>
<b>Symptom Screening: students and staff</b>	<ul style="list-style-type: none"> <li>• Students and staff must be in good health to attend school.</li> <li>• Before leaving for school <b>EACH DAY</b>, parents/guardians are to screen their child using the Manitoba COVID-19 Screening tool checklist <a href="https://manitoba.ca/asset_library/en/coronavirus/covid19_screening_checklist.pdf">https://manitoba.ca/asset_library/en/coronavirus/covid19_screening_checklist.pdf</a></li> <li>• Staff members will screen themselves before the start of each day.</li> <li>• Screening signs will be posted at all entrances to the school.</li> <li>• Staff will screen students as they enter the school.</li> <li>• Students are continually observed and screened by their teacher.</li> </ul>

<p><b>Transportation</b></p>	<ul style="list-style-type: none"> <li>• <b>Bus routes may have to be doubled with two runs or reduced bussing available depending on our ability to safely provide bussing. Factors will determine this based on bus driver availability, etc.</b></li> <li>• Follow transportation guidelines set out by Manitoba Education and Provincial Health Guidelines</li> <li>• Birthday parties, daycare drop-off, &amp; in town students will be suspended at this time</li> <li>• We will consult with parents on who will be willing to voluntarily transport their children as we get closer to school start up. It will depend on health guidelines and numbers of students.</li> <li>• All bus routes are being reviewed by the Transportation Supervisor and planning is occurring to ensure appropriate spacing for students as well as coordinating with parents the voluntary transportation of students</li> <li>• <b>Parent Transportation Advice</b> <a href="https://www.gov.mb.ca/covid19/restoring/transportation.html">https://www.gov.mb.ca/covid19/restoring/transportation.html</a></li> <li>• Attendance will be taken and maintained daily for contact tracing purposes only</li> </ul>
<p><b>Transportation plan</b></p>	<ul style="list-style-type: none"> <li>• <b><u>Morning Run/Beginning of Day</u></b> <ol style="list-style-type: none"> <li>1. Bus Drivers clean their busses/sanitize seats, bus high touch points, railings, doors, windows, seats, etc..</li> <li>2. The utilization of bus air vents and windows will be maximized dependent on weather.</li> <li>3. All school bus passengers, including the bus driver, are required to wear a non-medical mask. These should be put on before getting on the bus and taken off at school, after handwashing, if removal is appropriate for the setting. Students in lower grades may also wear non-medical masks.</li> <li>4. If a student doesn't have a mask, one will be provided.</li> <li>5. Attendance of bus ridership will be kept daily for contact tracing purposes.</li> <li>6. The Bus Driver will pick up students, loading from the rear of the bus.</li> <li><b>7. Students can sit two per seat only if related/living together. Otherwise it is one per seat.</b></li> <li>8. Seating is assigned and students must stay in their seats at all times.</li> <li>9. When arriving at the scheduled time at the school, students will be dropped off at their assigned entrance one bus at a time.</li> <li>10. Students will unload in reverse of pickup, maintaining distancing.</li> <li>11. The bus driver will sanitize and clean the bus again after students leave.</li> </ol> </li> <li>• <b><u>End of Day/Afternoon Run</u></b> <ol style="list-style-type: none"> <li>12. This procedure will repeat upon pick up at the end of the day.</li> <li>13. Students will line up at school before entering the bus maintaining the 6ft distancing.</li> <li>14. They will board the bus with the back first.</li> <li>15. They will maintain their same seating plan at all times.</li> <li>16. Once all students have been dropped off, the bus driver will sanitize the bus, getting it ready for the next day.</li> </ol> </li> <li>• <b>School Bus Transportation Guidelines</b> <a href="https://www.edu.gov.mb.ca/k12/covid/reopening/transportation.html">https://www.edu.gov.mb.ca/k12/covid/reopening/transportation.html</a></li> </ul>

<b>Personal Protective Equipment (PPE)</b>  <b>Staff members</b>	<ul style="list-style-type: none"> <li>• PPE can be used for teacher’s/support staff where physical distancing cannot be avoided.</li> <li>• This in no way should replace maintaining 2m and may support only the unavoidable brief encounters that must occur.</li> <li>• masks, shields, gloves, gowns, plastic dividers</li> <li>• Masks are mandated for staff members to wear by the province.</li> </ul>
<b>Personal Protective Equipment (PPE)</b>  <b>Students</b>	<ul style="list-style-type: none"> <li>• Personal Protective Equipment (PPE) Non-medical masks can play a role in reducing the transmission of COVID-19. Wearing nonmedical masks is an additional personal practice that can help to prevent the infectious respiratory droplets of an unknowingly infected person (the wearer) from coming into contact with other people. Non-medical masks have not been tested to meet any standards.</li> <li>• Masks are mandated for students in Grades 4 and up, school staff members, volunteers and visitors is mandated by the province.</li> <li>• Although mandated, wearing a non-medical mask or face covering is not a substitute for physical distancing and handwashing. Those wearing masks should be reminded, in age-appropriate language, not to touch their mask and to comply with other personal preventive practices, such as frequent hand hygiene and physical distancing as much as possible.</li> <li>• The wearing of non-medical masks is encouraged in situations where a person cannot maintain a two-metre physical distance for extended periods of time and is in close proximity to a person outside of their regular contacts. This includes hallways and when riding the bus to school, and it may include classroom settings.</li> <li>• Students under Grade 4 can also wear non-medical masks. Masks will be provided to students and staff who need them. Inventory will be monitored to ensure adequate supply.</li> <li>• When a non-medical mask is used, hands should be cleaned before and after putting it on and taking it off.</li> <li>• Visit <a href="https://www.gov.mb.ca/covid19/prepareandprevent/index.html">https://www.gov.mb.ca/covid19/prepareandprevent/index.html</a> for the latest guidance on the use and care of masks.</li> </ul>
<b>Hand hygiene</b>	<ul style="list-style-type: none"> <li>• Both handwashing with soap and water for 20 seconds and hand sanitizing are options for hand hygiene. While handwashing is the preferred method of hand hygiene, an alcohol-based hand sanitizer may also be used.</li> <li>• Hand sanitizing stations will be available at all entrances. Stations will also be available at other locations throughout the school, including in each classroom.</li> <li>• Hand washing/sanitizing will occur: <ul style="list-style-type: none"> <li>➤ the start of the day and before going home</li> <li>➤ before and after recess</li> <li>➤ after going to the washroom</li> <li>➤ before eating</li> <li>➤ after getting hands dirty</li> <li>➤ after wiping nose or handling dirty tissues</li> <li>➤ after coughing, sneezing or blowing nose</li> <li>➤ before and after putting on and taking off a mask</li> <li>➤ before and after being on a bus</li> <li>➤ after cleaning tasks (staff)</li> </ul> </li> </ul>

<b>Ventilation</b>	<ul style="list-style-type: none"> <li>• There is less likelihood of transmission in well ventilated environments.</li> <li>• The school will follow the strategies below: <ul style="list-style-type: none"> <li>➤ Avoid recirculation of air to the greatest extent possible, and ensure filters are clean.</li> <li>➤ In general, ventilating indoor environments with fresh air—whether by increasing the outdoor air ratio of the HVAC system settings as much as possible or by opening windows and avoiding or reducing recirculation—will dilute the air exhaled by the occupants, including any infectious particles. Even if this is not feasible for the whole facility, consider this for higher risk areas (e.g., where crowding may be an issue).</li> <li>➤ Minimize the use of fans and limit them to the lowest settings if they are needed. Direct air flow away from people and surfaces. Ensure that these surfaces are cleaned along with other high touch surfaces.</li> <li>➤ Assess the risk of opening windows and doors (i.e., risk of falling, triggering asthma symptoms). Do not prop open fire doors to increase ventilation or to reduce exposure to frequently touched door handles.</li> </ul> </li> </ul>
<b>School Day Structure</b>	
<b>Timetables</b>	<ul style="list-style-type: none"> <li>• K-8 in-class learning, every day, will focus on Core Areas with other subjects integrated with recovery learning.</li> <li>• Jr. K will continue Monday, Wednesday and Friday.</li> <li>• <b>École Laurier has the space in our building to support our students from Jr.K-8 all day, everyday</b></li> <li>• Teacher-led instruction will occur for all students</li> </ul>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>• Staggered arrivals and departures (<b>AM arrival</b> – students walking to school or being dropped off, Colleen’s bus, Debbie’s bus. <b>PM departure</b> – Debbie’s bus, Colleen’s bus, students walking home or being picked up)</li> <li>• Students who normally walk to school or those students who will be dropped off, are to arrive between 8:40 and 8:45 am. At the end of the school day, they will be dismissed after the school buses leave at 3:20pm.</li> <li>• Use of different entrances/exits to limit congestion (Grade 4-8 use front entrance, Jr. K to grade 3 use North-East entrance)</li> <li>• Hand wash or hand sanitize when entering and exiting the school.</li> <li>• 2m of physical distancing at all times</li> <li>• There are markings on the sidewalk and in the hallways</li> </ul>
<b>Breakfast Program</b>	<ul style="list-style-type: none"> <li>• Breakfast program may continue but will be altered to meet public health guidelines.</li> </ul>
<b>Movement of Students</b>	<ul style="list-style-type: none"> <li>• Students do not move classrooms except for Phys. Ed, music and library period (for grade 2 – 6 students).</li> <li>• 2m of physical distancing at all times</li> <li>• There will be signs posted in common areas such as entrances, classrooms, hallways, bathrooms, etc. and floor markings to help support students and staff in keeping physical distance.</li> </ul>

<b>Visitors/Parents</b>	<ul style="list-style-type: none"> <li>• Access to school buildings by visitors/parents will require an appointment and/or by calling ahead.</li> <li>• Visitors/parents must wear non-medical mask when coming in the school as mandated by the province.</li> <li>• All visitors/parents require screening by the school office.</li> <li>• All visitors/parents must hand wash or hand sanitize when entering and when exiting the school.</li> <li>• Signing-in and out to the building is required.</li> <li>• Communication with parents is preferred by the use of email, telephone, and electronic means to reduce the frequency of visitors in schools.</li> <li>• If a parent is picking up their child, they are asked to wait outside, and their child will be called down with their supplies to meet them outside.</li> <li>• Community use of schools is suspended with the exception of Laurier PlayZone daycare operating in school.</li> </ul>
<b>Academic Program</b>	
<b>Classroom Configuration</b>	<ul style="list-style-type: none"> <li>• Unnecessary furniture will be removed to maximize open floor space.</li> <li>• There will be seating arrangements in classrooms that students will be expected to follow.</li> <li>• Arrangement of the classroom will support physical distancing of desk/seating (2 meters) at all times.</li> <li>• Each classroom has hand sanitizer available.</li> <li>• K/1 and Gr. 2/3 classrooms have sinks for hand washing.</li> </ul>
<b>Instruction</b>	<ul style="list-style-type: none"> <li>• Students and staff are to build handwashing into the daily routines and follow the protocols listed in hand hygiene section.</li> <li>• Use of remote learning platforms to ensure student familiarity for changing learning scenarios.</li> <li>• Curriculum focus is essential learnings in core subject areas: math, literacy, science, social studies.</li> <li>• Differentiation of instruction will be necessary.</li> <li>• The focus will be on the teaching of outcomes, rather than the amount of time per subject (a cross-curricular approach is recommended).</li> <li>• Consideration of outdoor education while ensuring physical distancing.</li> </ul>
<b>Assessment and Reporting</b>	<ul style="list-style-type: none"> <li>• Teachers will use their professional discretion to determine appropriate formative and summative assessment practices for the learning context.</li> <li>• Reporting will occur as per division processes and regularly scheduled reporting periods identified on the TRSD school calendar for 2020-2021. <a href="https://www.edu.gov.mb.ca/k12/assess/docs/report_card/full_doc.pdf">https://www.edu.gov.mb.ca/k12/assess/docs/report_card/full_doc.pdf</a></li> <li>• Grade 3 and 4 provincial assessment and Middle Years assessment is suspended for 2020-2021.</li> </ul>

<b>School Supplies and Personal Belongings</b>	<ul style="list-style-type: none"> <li>• Student materials will be labeled and organized into personal containers/pencil cases.</li> <li>• Students in grade 2-8 will have assigned desks. Students in K-1 will have assigned seating at tables.</li> <li>• Students are to have their own labeled refillable water bottle. Water bottle filling stations that are automatic may be used.</li> <li>• Limited locker use (Grade 4-8: coats only, K-3: backpacks and coats, Jr. K: all items will be in classroom)</li> <li>• Locker use will be staggered to avoid congregation in hallways and allow for physical distancing.</li> <li>• Indoor shoes will be kept in classroom on student chair.</li> <li>• Grade 4-8 will keep backpacks under their desk.</li> <li>• All lunch kits will be kept in classroom.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• All equipment should be sanitized by school staff between each new user. This includes laptops, computer screens, keyboards, mice, iPads, smart boards, remotes, stylus pens, cameras.</li> <li>• Students will always use the same assigned device (all are numbered and documented by staff).</li> <li>• Wash or sanitize hands before and after use of equipment.</li> <li>• Students have been taught by their teachers in September 2020 how to use online platforms on how to login, use, and access their learning content in case of a remote learning scenario.</li> <li>• If remote learning is required, then the division will provide students with access to technology, in order to access their learning outcomes.</li> </ul>
<b>Phys. Ed.</b>	<ul style="list-style-type: none"> <li>• Phys. Ed. classes will take place outdoors as much as possible.</li> <li>• Equipment will be cleaned and sanitized between student and classroom usage.</li> <li>• Activities will be selected so as to allow for physical distancing. Individual activities are promoted. This is a skill building year.</li> </ul>
<b>Music/Band</b>	<ul style="list-style-type: none"> <li>• Music will pause wind/choral activities. Grade 4-8 students will be taught guitar.</li> <li>• Focus will be on percussion and string instruments/activities  <a href="https://www.gov.mb.ca/covid19/restoring/music-guidelines.html">https://www.gov.mb.ca/covid19/restoring/music-guidelines.html</a> </li> </ul>
<b>Automotive</b>	<ul style="list-style-type: none"> <li>• Itinerant teacher will come to École Laurier to teach automotive program.</li> </ul>
<b>Field Trips/Extra Curricular Activities</b>	<ul style="list-style-type: none"> <li>• All field trips have been suspended until further notice.</li> <li>• All extra curricular activities have been suspended until further notice.</li> </ul>
<b>Jr. High Sports</b>	<ul style="list-style-type: none"> <li>• All Jr. High divisional sports have been suspended until further notice.</li> </ul>
<b>Mental Health supports</b>	<p><b>Virtual Therapy</b>  <a href="https://www.gov.mb.ca/covid19/bewell/virtualtherapy.html">https://www.gov.mb.ca/covid19/bewell/virtualtherapy.html</a></p> <p><b>AbilitiCBT App</b>  <a href="https://manitoba.abiliticbt.com/home">https://manitoba.abiliticbt.com/home</a></p> <p><b>Mental Health Website</b>  <a href="https://www.gov.mb.ca/covid19/bewell/index.html">https://www.gov.mb.ca/covid19/bewell/index.html</a></p> <p><b>Crisis Hotlines</b>  <a href="https://www.gov.mb.ca/health/mh/crisis.html">https://www.gov.mb.ca/health/mh/crisis.html</a></p>

	<p><b>WHO – Healthy at Home</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.who.int/campaigns/connecting-the-world-to-combat-coronavirus/healthyathome">https://www.who.int/campaigns/connecting-the-world-to-combat-coronavirus/healthyathome</a></li> </ul>
<p><b>Transition to school in the fall</b></p>	<ul style="list-style-type: none"> <li>• Our focus will be on supporting students’ emotional, social, and mental health as we welcome them back to adjusting to an in-school setting.</li> <li>• Teach public health safety rules and expectations.</li> <li>• Students and staff will be educated on how to wear a mask properly.</li> <li>• Teach students in grade 4-8 how to login in to Office365, email and Teams.</li> <li>• Teachers will review transition plans for incoming students and plan accordingly. They will focus on recovery learning by using their recovery plans developed in June 2020.</li> <li>• Teachers will need to do key assessments (such as F &amp; P, reading) early in the school year in case classes are suspended again.</li> <li>• Teacher professional assessment in other areas is also required as deemed necessary as per the teacher and student needs</li> <li>• Reading Assessment Kits have been purchased to support student assessment.</li> <li>• Reading Intervention Programs have been purchased to support reading intervention/recovery.</li> <li>• The Division Social Worker and Mental Health Committee will work with classroom sessions to support students and teachers with the return to school and support student needs</li> <li>• Apps such as SeeSaw, Remind, Teams, Facebook, etc. to communicate and engage parents and students</li> </ul>
<p><b>Alternate Learning Spaces</b></p>	
<p><b>Library</b></p>	<ul style="list-style-type: none"> <li>• K to 6 have scheduled library time once a week. To adhere to physical distancing measures with the number of students in K/1 class, the librarian will bring a mobile library to their classroom.</li> <li>• Students and staff using libraries will practice proper hand hygiene prior to entry and again when exiting the library.</li> <li>• Maintain physical distancing.</li> <li>• Library materials will be disinfected and/or quarantined (72 hours) prior to re-use, as applicable.</li> <li>• Students can use the online Maplewood library system to check the availability of books without having to enter the library.</li> </ul>
<p><b>Shared/ Common Places</b></p>	<ul style="list-style-type: none"> <li>• A plexiglass barrier is to be in place for the school secretary.</li> <li>• Washrooms will be cleaned/disinfected frequently throughout the day. There will be increased time spent cleaning/disinfecting all spaces throughout the day.</li> <li>• K-3 students will use the washroom by the gym and grade 4-8 students will use the washroom by front office.</li> <li>• Water bottle filling stations that are automatic may be used. All water fountains will be off limits and are shut off. Please send a water bottle with your child for their use. We will not be able to allow sharing of items.</li> <li>• Outdoor spaces and play structures can be used.</li> <li>• We will avoid sharing of classroom supplies to the greatest extent possible.</li> <li>• Student assemblies, whole school celebrations and community/school-based events will be suspended, but reviewed throughout the year based on directions from the Chief Public Health Officer and Manitoba Education.</li> </ul>

<b>Lunch</b>	<ul style="list-style-type: none"> <li>• No lunch room or microwave usage for students.</li> <li>• Students will remain in their classroom for lunch.</li> <li>• Milk program will be suspended.</li> <li>• It is important to reinforce in children the policies of no food sharing and no water-bottle sharing.</li> <li>• Please ensure that your child has the necessary utensils to eat their lunch and that they can open their containers.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>• Public health advises that playgrounds and play structures are low risk for transmission. There are no specific requirements for cleaning play structures</li> <li>• Areas on playgrounds are designated for specific cohorts.</li> <li>• Separate recess equipment for each cohort with equipment being cleaned between each recess.</li> <li>• Entry and exits will be managed to avoid congestion (Grade 4-8 use front entrance, Jr. K to grade 3 use north east entrance)</li> <li>• Ensure handwashing or hand hygiene is performed before and after recess</li> <li>• Non-medical masks can be removed during outdoor play to provide a mask-free break.</li> <li>• Students follow physical distancing with support from supervision staff.</li> </ul>
<b>Illness/Isolation room</b>	<ul style="list-style-type: none"> <li>• If your child develops symptoms at school, they will be isolated and parents/caregivers will be called. Please pick your child up promptly. Make sure the school has your current contact information and a back up to call if you can't be reached.</li> <li>• A room in the school has been designated as an isolation room where ill students or staff can be quarantined until they are picked up.</li> <li>• Students will be required to wear a mask when in the isolation room.</li> <li>• Staff members will use appropriate PPE when working with a student in the isolation room.</li> <li>• Parents will have to prepare and plan for emergency care needs if their child becomes ill/sick and is required to be away from school during their illness time.</li> </ul>
<b>Outbreak Management</b>	<ul style="list-style-type: none"> <li>• In the event of the confirmation of a case of COVID-19 connected with a school, public health will lead the response and ensure appropriate supports are in place to coordinate the response. Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed. Public health may: <ul style="list-style-type: none"> <li>➤ request records that identify cohorts/groups of staff, students, volunteers and visitors in the school for a specified timeframe</li> <li>➤ contact students, staff and families if they have been in close contact with a confirmed or probable case, and confirm whether they need to self-isolate or self-monitor, and when they can return to school</li> <li>➤ recommend testing following established guidelines to staff, students, volunteers and visitors who may have been exposed to a positive case</li> <li>➤ assess the need for the school to be closed for a period of time</li> </ul> </li> <li>• Schools will clean and disinfect areas where exposures took place. These areas will not be used until they are determined to be safe. School closure would be a last resort and only upon evidence of transmission among multiple cohorts.</li> </ul>



<b>Absenteeism</b>	<ul style="list-style-type: none"> <li>• absenteeism is expected and allowed to accommodate staying home when sick for required to stay home and isolate (students and staff members).</li> <li>• to cover for this absenteeism, schools will utilize staff members when needed to allow for adequate supervision of students and classrooms.</li> <li>• If a student becomes symptomatic, they will immediately be isolated from other staff and students. Staff then will contact parents with a referral to contact Health Links</li> <li>• If a student is away sick, or self-isolating, they will follow the Health Link Guidelines. Medical notes are not required for students who have COVID-19 or flu related symptoms.</li> <li>• A student can return to school once it has been determined that it is safe to do so from public health.</li> <li>• If a student has a positive test, further direction will be provided by public health.</li> <li>• Contact tracing by Public Health will be engaged to coordinate the response using division/school records (attendance, cohorts, etc..).</li> <li>• Involved students and staff members will be informed of possible contact when necessary</li> </ul>
<b>Students with health conditions, equitable access to education for ALL students</b>	<ul style="list-style-type: none"> <li>• Students and families always have a choice with the type of learning that will best meet their needs, especially when it comes to health needs.</li> <li>• Students are expected to attend school and engage in the programming being provided unless registered in a home-school program.</li> <li>• Students with special healthcare needs will be supported if they meet the eligible criteria for alternate programming (remote learning)</li> </ul>
<b>Human Resources - Staff Members</b>	<ul style="list-style-type: none"> <li>• If a staff member is ill, or becomes symptomatic, they should immediately isolate themselves from other staff and students and notify their supervisor. They then contact Health Links and follow their guidelines to stay safe.</li> <li>• If a staff member is away sick, or self-isolating, they will follow the divisional collective agreement and divisional policies. Medical notes are not required for staff who have COVID-19 or flu related symptoms.</li> <li>• A staff member can return to work once it has been determined that it is safe to do so from public health.</li> <li>• If a staff member has a positive test, further direction will be provided by public health.</li> <li>• Contact tracing by Public Health will be engaged to coordinate the response using division/school records (attendance, cohorts, etc..).</li> <li>• Involved students and staff members will be informed of possible contact when necessary.</li> <li>• If a staff member has an immunocompromised health condition, they will inform their direct supervisor so that the next steps can be taken to support that employee.</li> <li>• All staff members are asked to report to work.</li> <li>• Our division will support staff member health needs with PPE.</li> <li>• PPE as noted above will be provided as needed/requested to support health concerns</li> </ul>