

# McCreary – School Plan for Level ORANGE Pandemic Planning

## Grades Kindergarten to Grade 12

\*subject to change based on public health guidance\*\*

Area of Focus	<b>Level Orange – Blended Learning (In Class and Remote)</b>
Participants	<ul style="list-style-type: none"> <li>Schools may shift to Level Orange dependent on Provincial, Regional, District, Community, or School Health Guidelines and Regulations.</li> <li>In September, 2020, McCreary School is planning and preparing to move between different levels, is and as needed.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>All students (k-12) will attend school full time (five days a week).</li> <li>**Parents must screen their own children every day, prior to sending them to school. <a href="https://sharedhealthmb.ca/covid19/screening-tool/">https://sharedhealthmb.ca/covid19/screening-tool/</a></li> <li>All professional and support staff will work from school.</li> <li>School visitors will be limited to school division personnel or specialists – all visitors will be required to sign in and out of the school.</li> <li>To schedule an appointment, parents or other visitors are requested to call the office. “Walk-ins” will not be permitted. Virtual communication is highly recommended.</li> <li>All staff and students who wish to leave the school at lunch hour will be required to sign in and out, and sanitize their hands upon exiting and re-entering the school.</li> <li>No community use of the school will be permitted at this time.</li> </ul>
Transition to Level	<ul style="list-style-type: none"> <li>Expectations and information will be communicated to families via a variety of formats (phone calls, letters home, website, Facebook, Apps such as Seesaw / Remind).</li> <li>Any provincial documents pertaining to education will be posted on the division and school website.</li> <li>Parents of students in grades 7 to 12 will have access to their child’s academic information via the parent portal.</li> </ul>
Timetables	<ul style="list-style-type: none"> <li>Each homeroom teacher will take the time to introduce the blended learning expectations, rules, and routines. Teachers will continue to remind students about the new expectations and will reinforce these expectations frequently.</li> <li>Students from grades 4 to 12 will be required to wear a mask to school. If students do not have their own mask, one will be provided for them. Students will be taught and reminded how to properly wear and dispose of a mask.</li> </ul>
Arrival/Dismissal	<p><b><u>Transportation</u></b></p> <ul style="list-style-type: none"> <li>The timetables will not change.</li> <li>If learning online, high school courses will continue virtually.</li> <li>If possible, parents are asked to transport their own children to and from school. If not possible, the Division will provide transportation to eligible students.</li> <li>Every seat may be occupied. A seating plan will be implemented. Students will only be permitted to share a seat with siblings, otherwise seats will be occupied by one student only.</li> <li>Students must adhere to the bus rules in order to ensure everyone’s health and safety.</li> <li>All students will be required to wear a non-medical mask while the bus. If a student does not have a mask, one will be provided for them.</li> <li>Bus drop-off will occur one bus at a time, in order to ensure physical distancing, and will begin at 8:35am.</li> <li>End of day bus pick-up will be staggered. Busses will be loaded one at a time. An announcement in the school will be made for students to load each individual bus.</li> <li>Parents will have the option to drive their child to school. (It is the responsibility of the parent to notify the bus drivers in this case.)</li> <li>No alternate pick-up or drop-off locations will be permitted.</li> <li>In-town bus pick-ups have been cancelled.</li> <li>Bus drivers will submit a morning and afternoon attendance list, including the seating plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Busses will be loaded back to front, and unloaded front to back.</li> <li>• Busses will be sanitized by the bus drivers, twice a day, before and after routes.</li> </ul> <p><b><u>Entering / Exiting School</u></b></p> <ul style="list-style-type: none"> <li>• The school will be open for non-bus students at 8:35am.</li> <li>• Students not riding a bus will be required to enter and exit the school via the main (southwest) entrance. Students will enter the school one at a time, and will be required to physically distance (as indicated by the tape lines) while they are waiting in line outside of the school.</li> <li>• A teacher will supervise both the bus and main entrances to ensure physical distancing is occurring.</li> <li>• Upon entering and exiting the school, students will be required to sanitize their hands.</li> <li>• Students will be required to proceed directly to their classroom / bus (respectively).</li> <li>• Students must sign out of the school when they leave for lunch or spares. Bus students and students leaving for a spare must complete a school leaving form.</li> </ul>
<p><b>Movement of Students</b></p>	<ul style="list-style-type: none"> <li>• Students will remain in their homeroom classroom.</li> <li>• High School home rooms are as follows: <ul style="list-style-type: none"> <li>○ Grade 9 – Science Lab (Mrs. Aune)</li> <li>○ Grade 10 – Room 9 (Mr. MacFarlane)</li> <li>○ Grades 11 &amp; 12 – Room 10 (Mr. Billett)</li> </ul> </li> <li>• For split / elective courses, students will be able to move to the designated classroom. The designated classrooms will be indicated on the student schedules (Grades 9-12), given to students on the first day of school.</li> <li>• If leaving the classroom (to go to the bathroom, etc.) students must take the most direct route.</li> <li>• Movement of students during class time will be limited, so as to reduce the amount of traffic in the hallways.</li> </ul>
<p><b>Classroom Configuration</b></p>	<ul style="list-style-type: none"> <li>• Students will be split into the following cohort groups, as per provincial policy limiting cohort sizes to 75: <ul style="list-style-type: none"> <li>○ Kindergarten to Grade 2</li> <li>○ Grades 3 to 6</li> <li>○ Grades 7 – 12</li> </ul> </li> <li>• Each cohort group will be assigned separate bathrooms and entrances (for use during the school day), as follows: <ul style="list-style-type: none"> <li>○ Kindergarten to Grade 2 (Kindergarten &amp; elementary washrooms, northeast door)</li> <li>○ Grades 3 to 6 (gym washrooms, northwest door)</li> <li>○ Grades 7 – 12 (high school washrooms, main entrance (southwest door))</li> <li>○ Gym change rooms will be sanitized between each class' use</li> <li>○ Only students in grades 3-6 will be permitted to use the washrooms in the gym – all other students must use their designated washrooms</li> </ul> </li> <li>• Students will be seated a minimum of 2m apart, at all times.</li> <li>• Flexible seating will not be permitted.</li> <li>• Students will be seated at a desk or table.</li> <li>• Seating plans will be put into place for each classroom.</li> <li>• Teachers may opt to mark the classroom floors, particularly for younger students, in order to provide a visual of the physical distancing requirements.</li> </ul>

<b>Instruction</b>	<ul style="list-style-type: none"> <li>• Focus will be on literacy and numeracy, with some focus on other core subject areas (science, social studies, health).</li> <li>• Physical Education programs will be altered; classes will initially take place outside. When weather does not permit outdoor classes, health class will take place in the homeroom classroom.</li> <li>• Alternate plans for music and band will be implemented. Choir (singing) and Band (woodwind instruments) will not be permitted.</li> <li>• Science labs as well as other hands-on activities may be limited.</li> <li>• Other elective courses (art, computers / ICT, etc.) may take alternate formats in order to adhere to safety guidelines.</li> <li>• Recovery learning will be implemented.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Teachers will make it a priority to teach students (particularly grades 7 to 12) how to use online learning platforms (TEAMS).</li> <li>• Students from grades 5 to 12 will be permitted to bring their own laptops to school. **Turtle River School Division and McCreary School are not responsible for lost, stolen, or damaged personal devices.</li> <li>• School technology will be shared for use by all students. Each device must be sanitized in between uses.</li> <li>• The computers in the computer lab will be sanitized between each use. A sign-up sheet will be completed prior to use. Physical distancing of 2m must be maintained.</li> <li>• *Computers used for the photography and yearbook class will be reserved for those purposes solely.</li> <li>• If remote learning is required, the division will provide students with access to technology, in order to access their learning outcomes.</li> <li>• Teacher-led instruction will continue by maximizing the usage of remote technology.</li> <li>• The division and schools will support families and parents with access to technology by lending those students and families that need devices a device (iPad or laptop).</li> <li>• The division will do its best to support students and families in accessing the internet with support in various ways that would support as many students as possible (portable internet repeaters, access to service, internet access sticks, etc.).</li> </ul>
<b>Assessment and Reporting</b>	<ul style="list-style-type: none"> <li>• Key learning assessments will be completed by teachers.</li> <li>• Provincial assessments for early and middle years have been cancelled for the 2020-2021 school year.</li> <li>• High school exams will occur.</li> <li>• Regular school / division reporting periods will still occur as scheduled.</li> <li>• Both informal and formal assessment for all students will take place. Provincial guidelines, as indicated on the provincial report card format, will be followed.</li> <li>• Students will be expected to participate in all classroom assessments.</li> <li>• Reporting to parents on the parent portal will be available for students in grades 7 to 12.</li> <li>• More detailed expectations will be outlined on your child's course outlines (grades 7-12), which they will receive at school.</li> </ul>
<b>School Supplies and Personal Belongings</b>	<ul style="list-style-type: none"> <li>• As per the division, students may not be issued lockers due to physical distancing requirements. In such cases, students will be required to keep their belongings in their backpack and hung on the back of their chair. Students are asked to bring only essential supplies needed for school.</li> <li>• Supplies will not be shared between students.</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>• Physical Education classes will be held outdoors when possible.</li> <li>• All sports programs have been put on hold.</li> <li>• Intramurals will not take place.</li> <li>• Equipment will be utilized as per "return to sport" guidelines. There will be limited use of PE equipment.</li> <li>• Each cohort group will have a dedicated bucket of equipment.</li> <li>• Any equipment that is used must be sanitized between each use.</li> <li>• All extra-curricular activities are on hold.</li> <li>• Students will not be changing for PE.</li> </ul>

<b>Recess</b>	<ul style="list-style-type: none"> <li>• During recess students will be required to physically distance. This will be monitored and reinforced by the recess supervisors.</li> <li>• Equipment will be utilized as per “return to sport” guidelines, with each cohort having their own equipment.</li> <li>• Any equipment that is used must be sanitized between each use.</li> <li>• Students must wash / sanitize their hands before and after recess.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• The library will be closed for general use by staff and students. It will continue to be used for programming implemented by the librarian, such as speech and precision reading. Programming will occur only for individual students (not groups). Sanitization of the table and chair used will be required between each student.</li> <li>• Scheduled library classes will be held in the classrooms.</li> <li>• The librarian will make arrangements with each class for signing out / returning library books, as follows: <ul style="list-style-type: none"> <li>○ Classes will be brought a “bucket” of books each week.</li> <li>○ Teachers will determine how to sign-out books to each student.</li> <li>○ When the bucket of books is returned to the librarian after one week, each book will be sanitized.</li> </ul> </li> </ul>
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>• The regular breakfast program will be suspended. Each classroom will be provided with pre-packed items (granola bars, cereal bars, etc.) which will be available for students, upon request.</li> <li>• All students will eat lunch in their homerooms. Educational assistants will supervise the classrooms (within their assigned cohort).</li> <li>• Microwaves will not be available for use by students.</li> <li>• Students are asked to bring food items are easy to open themselves, as supervisors will have to sanitize their hands between touching each item.</li> <li>• The current milk program will be suspended. An alternate milk program, with small cartons of milk (not poured into cups) may be implemented.</li> <li>• It is suggested that students living in town go home for lunch, if possible.</li> </ul>
<b>Common Area/Canteen</b>	<ul style="list-style-type: none"> <li>• No canteens will be available, nor will any hot lunches will be served.</li> <li>• There will not be any common areas. Students will be required to stay in their cohort’s designated areas.</li> <li>• The MPR will not be available for students (except for Grades 7-12 Band).</li> </ul>
<b>Student &amp; Staff Well-Being</b>	<p><b><u>Physical Well-Being</u></b></p> <ul style="list-style-type: none"> <li>• Staff will teach rules, routines, and expectations to all students upon return to school.</li> <li>• Parents are asked to monitor their child’s well-being. If your child is sick, please keep them at home and notify the school.</li> <li>• Any child who develops an onset of symptoms of COVID-19 during the school day will be sent to the designated isolation room. Parents will be called to pick up their child, and must be available to get their child immediately. A supervisor will monitor your child while they wait to be picked up. The supervisor will be required to wear a gown, visor, face mask, and gloves. Your child may also be required to wear a mask.</li> <li>• Staff members will self-monitor. Any staff member experiencing symptoms will be asked to stay home and report their absence to the principal.</li> <li>• Students and staff who have been ill may return to school once it is deemed safe to do so from public health.</li> <li>• If a child or staff member has seasonal allergies or asthma, individual discussions will take place between the parent / staff member and principal, in order to determine how to proceed.</li> <li>• Masks are mandatory for all students in grades 4 to 12, and are highly recommended for all students.</li> <li>• Masks are mandatory for all staff members.</li> <li>• The school will communicate with the community health team for support and information</li> <li>• <b>If an outbreak occurs, the school will cooperate with public health who will determine the next steps.</b></li> </ul>

	<p><b><u>Mental Well-Being</u></b></p> <ul style="list-style-type: none"> <li>Mental health of all students is a top priority. Teachers will continually monitor their students and inform the parents if they notice any signs of mental health concerns. The school division social worker will continue to be available, by referral, to meet individually with students.</li> </ul> <p><b><u>Mental Health Supports:</u></b></p> <p><u>Virtual Therapy - <a href="https://www.gov.mb.ca/covid19/bewell/virtualtherapy.html">https://www.gov.mb.ca/covid19/bewell/virtualtherapy.html</a></u></p> <p><u>AbilitiCBT App - <a href="https://manitoba.abiliticbt.com/home">https://manitoba.abiliticbt.com/home</a></u></p> <p><u>Mental Health Website - <a href="https://www.gov.mb.ca/covid19/bewell/index.html">https://www.gov.mb.ca/covid19/bewell/index.html</a></u></p> <p><u>Crisis Hotline - <a href="https://www.gov.mb.ca/health/mh/crisis.html">https://www.gov.mb.ca/health/mh/crisis.html</a></u></p> <p><u>WHO – Healthy at Home - <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></u></p>
<p><b>Absenteeism</b></p>	<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 should immediately isolate themselves from other staff and students and notify their teacher. They 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. -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><b>Outbreak Management – if a confirmed case(s) /outbreak occurs, the division will cooperate with Public health who will determine next steps.</b></li> <li><b>Public Health is responsible for Outbreak Management and will determine if and when a school is closed or what actions are required by divisions and schools</b></li> <li><b>Public Health will also be responsible for contact tracing and communicating with families of any infections or contacts along with what precautions and next steps to take.</b></li> </ul>
<p><b>Human Resources – Staff Members</b></p> <p><b>Staff members with health concerns</b></p>	<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><b>Outbreak Management – if a confirmed case(s) /outbreak occurs, the division will cooperate with Public health who will determine next steps.</b></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>

**Cleaning /  
Sanitization**

- Students will be taught and reminded about cough / sneeze etiquette.
- Hygiene Practices - Handwashing with soap and water for at least 20 seconds is the recommended hand hygiene practice.
  - Staff and students must engage in frequent hand hygiene, including at the following times:
  - The start of the day and before going home (entering & exiting school)
  - Before and after recess
  - After going to the washroom and helping children with washroom routines
  - After a diaper change (both children and staff)
  - Before and after preparing food
  - Before eating or drinking
  - After getting hands dirty
  - After wiping nose or handling dirty tissues
  - After coughing, sneezing or blowing nose
  - After soothing a crying child
  - Before and after putting on and taking off a mask
  - Before and after being on a bus
  - After cleaning tasks (staff)
- School staff should help young children to ensure handwashing is done correctly
- The custodial staff will follow a strict cleaning regimen every day, in order to ensure appropriate cleaning / sanitization policies are being followed. Cleaning will occur continuously throughout the day.
- Signage will be posted throughout the school as a reminder of appropriate sneeze / cough etiquette, and COVID-19 guidelines.
- The use of manipulatives / toys / learning tools that are not easy to clean will not be permitted.
- Water fountains will be disabled – students should bring a water bottle (the water bottle fill stations will be available).
- Teachers and educational assistants will help clean as time permits.
- A plexi-glass barrier is installed in the office area.

**Ventilation**

- Ventilation - There is less likelihood of transmission in well ventilated environments.
- Consider the following strategies:
  - Avoid recirculation of air to the greatest extent possible, and ensure filters are clean.
  - 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).
  - 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.
  - 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.