



Rolling River School Division
Welcoming Our Students Back
Return to School Plan
Fall 2020

(Living Document – August 17, 2020)

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Introduction-Superintendent's Message

Dear RRSD Community,

I hope you are having a pleasant summer and that you are remaining safe and healthy. This has been a challenging past few months. There was the relatively quick decision to suspend in class learning in March 2020, and then the additional hardship experienced by many RRSD families because of the weather event at the end of June that resulted in flooding, damaged homes, the breaching of the Rapid City Dam, and fear that the Rivers Dam may breach. You have come through these unprecedented times; I also recognize these may be anxious times with the approach of the new school year. Let me assure you that safety and well being are at the core of our planning as we prepare for resumption of classes on September 8, 2020. Five key safety measures of our return to school plan are:

- Health monitoring
- Physical distancing and cohorts
- Handwashing and cough/sneeze etiquette
- Sanitizing
- Wearing masks

With public health measures in place, I am pleased to inform you of the following:

- **K to 12 students will return for five days of in class instruction (full instructional day) per week.**
- **Bus transportation will be provided for all eligible students who require transportation to get to school.**
(Communications for student transportation are being finalized and will be forthcoming to families in the near future. Thank-you for your patience.)

All teachers and staff return to schools on September 2, 2020 for orientation to public health requirements, school-based planning priorities to support students, and professional learning.

On July 30, 2020 Education Minister Goertzen and Chief Public Health officer Dr. Roussin released the provincial plan "Welcoming Our Students Back: Restoring Safe Schools" at <https://www.edu.gov.mb.ca/k12/covid/index.html> for the latest information and Frequently Asked Questions. Our reopening plan follows the guidelines in the provincial document. Schools will be different when classes resume for the 2020-2021 school year and here's how:

- All staff and students must stay home when sick or exhibiting any symptoms of a cold, flu, or COVID-19. Screening protocols will be implemented.
- Masks are required when on school buses for all students in grades 5 to 12. School bus seating will be assigned. Boarding and exiting the bus will be done with physical distancing. *(See Appendix A for details)*
- Physical distancing recommendations and the use of cohorts will be implemented in our schools. Plexiglass barriers are being used at reception desks and in classrooms.
- Students in grade 5 to 12, as well as staff and teachers are strongly recommended to wear a non-medical mask in common areas, and when physical distancing of 2 metres is not possible. Two washable masks will be provided for grade 5 to 12 students and all staff. Younger students can wear masks too.
- Extra handwashing and sanitizing stations will be set up and monitored to ensure students use them.
- Increased cleaning and disinfecting will occur throughout the school day, especially high touch areas. Deep cleaning will occur when students are not present.
- Choir/Choral is suspended, and Wood and Brass instrument use is suspended.

- Bus transportation for courses such as Home Economics, Woodworking and Automotive Mechanics where instruction occurs in another community school is suspended for the school year. Instruction for these courses will be provided to students in their home/community school by itinerant teachers.
- Indoor or outdoor **non-contact** sports are permitted as long as physical distancing can be maintained during play. Contact sports, games, tournaments are suspended. This is a skill building year with activities occurring outdoors as much as possible. Individual activities are promoted.
- Teachers will be moving between classrooms instead of students to the greatest extent possible.
- Students are encouraged to bring a water bottle, with water from home, with their name on it. Water filling stations are available for filling bottles through the day. Water fountains/drinking spout are turned off.
- RRSD will continue to restrict nonessential visitors, volunteers, and activities involving external groups or organizations. Staff/visitors must sign-in for contact tracing if required.

Each school will have a re-opening plan to be shared with the school community and posted on the school's website prior to resumption of classes (Friday September 4, 2020)

We look forward to welcoming your child(ren) back to school on September 8. Thank-you parents/guardians for your support and confidence. Thank-you staff for your hard work to help create conditions for the safe and supportive return of our children to school. We have come through challenges and going forward there will be additional tasks we will need to accomplish during the 2020-2021 school year. Working together in a kind, calm way we will teach our children how we can be together in a world with COVID-19 and manage any tasks along the way.

Take Care and Be Well.

Sincerely,

Mary-Anne Ploshynsky

Superintendent, Rolling River School Division

Understanding Transmission

COVID-19 is most commonly spread from an infected person through respiratory droplets generated through coughing, sneezing, laughing, singing, and talking. It spreads more easily when contact is close (within six feet/two metres) and prolonged (more than 15 minutes). COVID-19 can also be spread by close personal contact, such as touching or shaking hands or touching something with the virus on it and then touching one's mouth, nose, or eyes before cleaning one's hands. Some people who have few or no symptoms can spread COVID-19.

Although public health measures can significantly reduce the risk of COVID-19 entering and being transmitted in childcare and school settings, the risk is never zero. It is important to remember that while children tend to have less severe illness from the disease, this is not always the case. COVID-19 can also cause more severe illness among people who are 60 years of age and older, and among those who have weakened immune systems or underlying medical conditions. Children under one year of age and those with immune suppression and chronic medical conditions are considered more vulnerable and at higher risk for severe illness. Parents/guardians and staff are encouraged to consult with their health care provider if they have concerns about their own health, their child's health, or the health of other household contacts.

The most effective measures to reduce the spread of COVID-19 include separating people by maintaining physical distance and the use of physical barriers. However, these measures are not always practical in child care and school settings. Therefore, it is most effective to use a layered approach, including multiple measures from the areas listed below, and to develop administrative measures that support individuals to consistently follow personal preventive practices (e.g., environmental cleaning, conducting frequent hand hygiene) that decrease the number of interactions while increasing the safety of interactions that occur. Adapted responses and recommendations may be required in situations where health, age, ability, status, or other socio-economic and demographic circumstances may limit the ability of some groups or individuals to follow the recommended measures.

Source: Welcoming Our Students Back: Restoring Safe Schools - Manitoba Education, August 13, 2020

Manitoba Education’s framework to resume in class learning in 2020-2021 identifies three re-opening scenarios. The Minister of Education announced we will resume Level 1 in class learning on September 8, 2020.

<p>Level 1 In-class learning resumes for all; near normal with public health measures.</p>	<p>Level 2 In-class learning resumes with additional public health measures.</p>	<p>Level 3 Remote learning from home, with limited use of school facilities. <i>(This was the scenario from June 1 to June 30, 2020 in RRSD)</i></p>
<ul style="list-style-type: none"> • This re-opening scenario will be initiated based on public health advice when the risk of COVID-19 transmission is very low, and when physical distancing requirements can be removed or modified for in-school learning. • All other public health measures remain in place. (Heightened sanitary/hygiene practices) • Option for remote learning remains for students who cannot attend in-class. • Students and staff who are sick stay at home. 	<ul style="list-style-type: none"> • This re-opening scenario will be initiated based on public health advice when the risk of COVID-19 is low to moderate. • In-class learning resumes, five days per week, for students in K-8, students with special needs (all grades) and students who require additional supports. • Schools may increase in-class learning for Grades 9-12 to five days per week if they can maintain physical distancing and limit interaction between different groups of students. If not, Grades 9-12 will participate in blended in-class and remote learning, with a minimum of two days in class per 6-day cycle. 	<ul style="list-style-type: none"> • In the event of moderate to widespread transmission, in-class learning will be suspended, but school facilities may be used for specific programming, following the guidelines for the limited use of school facilities (implemented June 1, 2020) • Teacher led remote learning for all K-12 students.

If the public health situation changes and guidelines are not sufficient, current measures may be paused and other measures may be introduced or reintroduced.

For additional information on the Manitoba context, please see the following:

- **Manitoba Education document *Limited Use of School Facilities***
https://www.edu.gov.mb.ca/k12/covid/support/limited_use_school.html
- **Manitoba Education document *Welcoming Our Students Back: Restoring Safe Schools***
<https://www.gov.mb.ca/covid19/restoring/safeschools.html>.

School Attendance

- School attendance is mandatory for children aged 7 to 18 in Manitoba. All students are expected to participate fully in learning, even when remote learning is required.
- Division -level remote learning will be in place for students who have been medically advised not to return to in-class learning due to COVID-related risk factors.
- Special considerations such as receiving a minimum 50% mark implemented from March 2020 to June 2020 are no longer in effect and students are expected to engage in their learning. Students will be assessed on their work, reflective of their performance and learning.

School Calendar

Manitoba Education has communicated the following:

- The school calendar will have three additional days added prior to the Labour Day weekend, meaning the school year will start Wednesday, September 2, 2020 for teachers and staff.
- Students will return to class on Tuesday, September 8, 2020.
- September 2, 3 and 4, 2020 will be mandated non-instructional days, one of which will be considered an administration day and two as professional development days. Schools are to use this time to prepare physical spaces, educate staff on public health protocols, and engage collaboratively on approaches to recovery learning.

Non-Instructional Days in RRSd for 2020-2021:

- Wednesday September 2, 2020
- Thursday September 3, 2020
- Friday September 4, 2020
- Friday October 23, 2020
- Thursday November 12, 2020
- Friday November 27, 2020
- Friday January 29, 2021
- Friday March 19, 2021
- Friday April 16, 2021
- Wednesday June 30, 2021

Rolling River School Division 2020-2021 School Calendar:

https://www.rrsd.mb.ca/UserFiles/Servers/Server_69019/File/Parents/School%20Year%20Calendar/Revised%20-%202020-2021%20RRSD%20School%20Calendar.pdf

Rolling River School Division Strategic Plan

Rolling River School Division remains committed to its vision, mission, and multi-year strategic plan. During these uncertain times, our planning and actions will continue to focus on supporting staff and students in the following 4 priority areas in the strategic plan:

- Mental Health and Well Being
- Cultural Proficiency
- Literacy
- Numeracy

The document provides clear direction and is available at:

https://www.rrsd.mb.ca/UserFiles/Servers/Server_69019/File/Division/Documents/RRSD%20Five%20Year%20Strategic%20Plan%20Priorities%202016-2021%20-%20Nov%205%202018.pdf

Provincial Assessments

An update from Manitoba Education on the provincial tests and assessments schedule for the 2020-2021 school year:

- **Grade 3 and 4 Assessment and Middle Years Assessment** - The provincial data collection associated with the Grade 3 Assessment in Reading, Lecture and Numeracy and the Middle Years Assessment of Key Competencies in Mathematics, Reading Comprehension, Expository Writing, and Student Engagement will be suspended for the 2020-2021 school year.

- **Grade 12 Provincial Tests** – Grade 12 provincial tests are scheduled to proceed as normal. Schools will be notified if the public health situation warrants a change to the provincial tests.
- **Recovery Learning** - Schools and school divisions are encouraged to continue to use the assessments to help identify students' strengths and needs in key competency areas in order to guide instructional planning and recovery learning needs.

Recovery Learning

School Administration and teachers have access to the following reports for the 2020-2021 for students in their classrooms:

- Provincial report card information.
- Transition/recovery learning reports (grade to grade, school to school transitions)
- Classroom transition meetings
- Collaborative teacher meetings to identify and prioritize outcomes in core subject areas.
- Collaborative teacher meetings to identify and prioritize outcomes for Tier 2 and Tier 3 students.

Institutional Preparedness

RRSD shall ensure institutional preparedness as mandated by Manitoba Education in *Welcoming Our Students Back: Restoring Safe Schools* or <https://www.edu.gov.mb.ca/k12/covid/index.html>

- Preparing school facilities to accommodate physical distancing, including increased sanitation, hand hygiene and other public health provisions.
- Following the guidelines for re-opening school facilities. *These will be updated regularly to reflect new public health orders and guidance.*
- Posting information about physical distancing, cleaning, and other public health measures to help schools prepare for in-class learning.

The following paragraphs detail specific measures that RRSD will implement to achieve these goals.

Health and Safety of Our Community

According to Manitoba Education, "current evidence indicates that staff and students can return to school while protecting individual health and minimizing risks from a public health perspective."

As schools plan for the return of staff and students, a balanced focus on maximizing people's health and wellbeing while mitigating risk is our paramount goal.

Safety and Health Protocols

RRSD safe work procedures for students, staff, and community members comply with public health orders. Safety and health procedures related to COVID 19 are guided by the following resources:

- **School Re-Entry Protocols; A Reference Guide for Schools**
<http://www.mbschoolboards.ca/documents/services/School%20Re-entry%20Protocols%20June%202020.pdf>
- **Limited Use of School Facilities Guidelines reproduced in Appendix C**
https://www.edu.gov.mb.ca/k12/covid/support/limited_use_school.html
- **Manitoba Education COVID-19 Information Portal**
<https://www.edu.gov.mb.ca/k12/covid/index.html>
- As the COVID-19 situation continues to evolve in Manitoba, please check the provincial website at www.manitoba.ca/covid19 for the most up-to-date information.

- A detailed online self-screening tool for individuals to use is available at <https://sharedhealthmb.ca/covid19/screening-tool/>

Supporting Mental Health and Well Being for Students, Staff and Families

RRSD is aware that there is a need for heightened awareness and mental health and well-being support services in schools to help minimize the overall impact of returning to school while continuing to be exposed by the virus.

The following is a list of supports to support wellness of students, staff, and families:

- Teachers have participated in training from North American Center for Threat Assessment and Trauma Response Guidelines for Re-entry into the School Setting. The training provided an in-depth practical understanding to help prepare school personnel for re-entry into the school community, emphasizing the social and emotional well-being for student and staff.
- Prior to COVID 19 staff have been provided opportunity to participate in Psychological First Aid (PFA). Online PFA training opportunities will continue to be supported for all staff.
- RRSD is taking a multi-disciplinary approach and working with community support agencies (Mental Health, Law Enforcement, Child Protection) to share information and match resources to minimize the overall impact of returning to school.
- School Based Student Services teams will offer a hybrid of individual counselling services: both online and in-person as circumstances warrant.
- Universal social-emotional learning curriculum will continue to be offered via classroom instruction, online classroom presentations, prerecorded sessions.
- Student Services Teams are available for consultation with staff members about their student concerns and referral to external community supports if required.
- Capacity Building resources for Mental Health and Well Being have been provided by Manitoba Education for students, staff families. The resources and online counselling supports can be accessed through the RRSD website https://www.rrsd.mb.ca/news/whats_new/covid-19_resources_to_support_mental_health
- VTRA protocols already exist in RRSD schools.
- Transition planning protocols exist in RRSD and the processes have been completed (grade to grade and student specific) to ease school re-entry and help maintain a flow to education that has been disrupted by the pandemic.
- PAX routines exist in all schools and the implementation of the pre-pandemic PAX kernels will support the learning of new safety/hygiene routines and student self-regulation for peace and productivity when students re-enter school in September.
- Staff will be supported through the Employee Assistance Program (EAP). This service provides support to employees in multiple areas of life.
- Staff will be supported to participate in online PD opportunities to be arranged in collaboration with the school principal. Suggested PD opportunities include the following:
 - Jody Carrington’s online course “How to Connect with Kids These Days” <https://drjodycarrington.teachable.com/p/kids-these-days2>
 - Psychological First Aid (PFA) – Canadian Mental Health Association Online Course <https://cmhanl.ca/psychological-first-aid-online-courses/>
 - PAX Tools - A collection of trauma-informed, evidence-based behavioral strategies to support families and communities in promoting the development of self-regulation of the children in their lives. <https://www.goodbehaviorgame.org/pax-tools>

- North American Center for Threat Assessment and Trauma Response (NACTATR) “Foundations Certificate Program”. Online training information and registration available at <https://nactatr.com>

Rethinking Spaces in Schools

Manitoba Education has explicitly stated that resuming in-class learning will require a level of physical distancing:

- Schools will implement strategies to avoid crowding in hallways, entrances, and other non-instructional spaces such as staggering breaks, and using multiple entrances assigned to cohorts for school entry and exit.
- Schools will not schedule/organize assemblies and gatherings that exceed public health advice.
- Keeping groups of students together (cohorting) and preventing circulation and exposure between cohorts where possible.
- Emergency response practice drills (e.g. practice fire drills, hold and secure, lockdown procedures) will be practiced on a class per class basis to ensure physical distancing.
- RRSD will continue to restrict nonessential visitors, volunteers, and activities involving external groups or organizations. All essential visitors must adhere to self screening, physical distancing, hygiene practise and report to the office for sign in procedures.
- Community use of schools is suspended with the exception of childcare centres operating in schools.

Recess/Lunch Breaks

Public health advises that playgrounds and play structures are low risk for transmission. There are no specific requirements for cleaning play structures. Schools must also:

- Schedule outdoor play to maintain cohorts of children and staff.
- Maintain separate containers of equipment for each class or cohort, and clean between recess periods.
- Mark zones, manage group sizes, and avoid contact among groups.
- Ensure handwashing or hand hygiene is performed before and after recess.
- Ensure crossing guards receive additional information about how to physically distance while performing their duties

Non-medical masks can be removed during outdoor play to provide a mask-free break.

Students must bring their own lunches or provided lunches must be individually wrapped in disposable containers. If weather permits, lunch breaks may be held outside or lunches may be eaten in the student’s homeroom.

Schools can continue to offer breakfast and snack programs using prepackaged snacks only and served by staff. No family-style, buffet, or potluck meal service is permitted at this time.

Water Fountains

Water fountains will be closed, and students are required to bring their own labeled water bottle filled from home. We have bottle filling stations in every school to allow for refills. Students are not allowed to share their water bottles.

Food Handling

The best practice is that parents and guardians provide their own food for their child. If this is not possible, the following guidance applies:

- Staff should serve all food items.
- Utensils (not fingers) should be used by staff to serve food.

- Remove shared food containers from eating areas (e.g., snack bowls, pitchers of water or milk, salt and pepper shakers).
- If using single service packets of condiments, provide the packet directly to each child, rather than self-serving from a bulk container.
- For snack programs, dispense snacks directly to children and use prepackaged snacks only.
- Close kitchen and nourishment areas that could be accessed by children or visitors.
- Implement other measures as necessary or appropriate, or if directed by local public health.
- Ensure that food handling staff practise meticulous hand hygiene.
- Cease activities involving student participation in food preparation.

No-Sharing Policies

It is important to reinforce in children the policies of no food sharing and no water-bottle– sharing. Generally, these policies are intended to reduce potential exposures to allergens, but the practice of not sharing food or water bottles in schools also helps reduce virus transmission among staff and children. Students are encouraged to keep personal belongings with them. **Locker use** will be staggered and limited to avoid congregation in hallways and allow for physical distancing.

Toys

As per standard procedures, it is recommended that schools have toys that are easily cleaned and disinfected. It may be prudent to increase the frequency of the cleaning schedule for these items, especially when illness is circulating in the setting or the local community, or if symptomatic staff and children have been touching the toys. Plush toys and cloth furnishings need to be removed. Children’s personal toys (i.e., for security or comfort) are not to be shared with other children and should be stored in a way that ensures this.

In general, sensory play must not be used at this time. Children should not use or handle modelling clay, or indoor sand and sensory tables, as these items cannot be easily disinfected. An exception can be made for children with additional support needs where the use of these items is an important part of their individual plan. These items should then be used under staff supervision and exclusively by the individual child.

Physical Education and Sports

Activities that involve movement should be held outside, including those for physical health and education. Indoor or outdoor non-contact sports (e.g., tennis and soccer) are permitted, as long as physical distancing can be maintained during the play, except for brief exchanges of close contact. Choose outdoor settings as much as possible, as they are a lower risk for transmission of COVID-19. Contact sports, games, tournaments are suspended. This is a skill building year with activities occurring outdoors as much as possible. Individual activities are promoted. A more detailed document has been developed to provide guidance on how sports and other activities could be modified/adapted to reduce the transmission of COVID-19. It is available at <https://www.gov.mb.ca/covid19/restoring/sports-guidelines.html>

Online and Technology Capacity

RRSD will continue to leverage technology (Microsoft Office 365 and Microsoft Teams) to support teaching and learning for all three of the planning scenarios. Since the beginning of the pandemic our priorities have been:

- Ensuring students have access to the internet and laptops.
- Offering professional development for teachers to transition to an online teaching environment
- Ensuring grade 9 to 12 teachers and students are able to access InformNet.
- Continuation of providing 1 to 1 device for students in grades 5 to 12.

- The pandemic is unpredictable, and in anticipation of the possibility for the need to transition to changing education scenarios, familiarize students with remote learning platforms:
 - Microsoft Teams
 - See-Saw (Early years)
 - Brightspace and InformNet (grades 9 to 12)
 - Posting teaching videos/learning videos
- All equipment should be sanitized by school staff between each new user. (e.g. laptops, keyboards, photocopiers, smart boards). Sanitizing solution should be sprayed on a soft cloth to wipe down equipment. Sanitizing solution should NEVER be directly sprayed on the surface of any equipment.

Important Considerations

It is important to limit the online platforms to reduce confusion/frustration by students, and for parents who are helping their children learn at home.

Please ensure course textbooks are available for sign out to aid in providing background information and a common context to support students, and parents who are assisting their children during remote learning.

Student Transportation

On August 13, 2020 Manitoba Education released revised transportation guidelines to school divisions at <https://www.edu.gov.mb.ca/k12/covid/reopening/transportation.html>

RRSD has implemented the revised measures for student safety when transporting students to and from school which includes assigned/labeled seating per bus.

Please see Appendix A and B of this document for additional information.

To help our planning, thank you to parents who responded to our RRSD transportation survey.

Based on the August 13, 2020 guidelines, RRSD is able to provide transportation to eligible students who have no means of getting to and from school. The following have been implemented to make this possible:

- Parents who offered to transport their children to and from school daily are being utilized.
- Addition of bus routes
- Re-assigned buses with increased capacity per route where required.

Communications for student transportation will be forthcoming to families in the very near future. (Thank-you for your patience.)

The division is suspending transportation for curricular (Home Economics and Shops) and extra curricular activities. Curricular programming will be provided in the student's home/community school by an itinerant teacher.

Student Services and Clinical Services

Student Services Staff are preparing for a 2020-2021 school year that may include student cohorts, remote learning, and use of personal protective equipment (PPE) to reduce the risk of transmission during a pandemic.

RRSD schools will continue to engage in student-specific, classroom and school-level student services planning and strive to support students with additional needs in school settings.

Three scenarios are presented for the return to school in the fall and there will be a need to flow between the three scenarios, depending on changing circumstances for students. To mitigate disruptions in learning when

students are not able to attend school, it will be important that student-specific planning include continual capacity building for remote learning and use of technology for communication and learning where possible. Wellbeing of students, families, and staff is a priority. Please see important additional information from Manitoba Education: [Resources Supporting Students with Special Needs](#):

- Programming Considerations During a Pandemic
- Student specific resources/ supports and services can be provided remotely if necessary
- Transition planning for school re-entry.
- Planning for students unable to follow hygiene and physical distancing requirements
- Reducing staff and student circulation in schools
- Special needs transportation may need to be reviewed.
- Appropriate understanding, use, care, and disposal of PPE, equipment, space sharing and cleaning
- Consider greater use of outdoor spaces
- Guidance for School Administration
- Principals are responsible to lead and organize the school Student Services Support Team.
- Review Manitoba Education's Covid-19: [Resources Supporting Students with Special Needs](#) with Student Services Teams.
- Use and collect data to identify students at risk due to pandemic or family circumstances (access to technology, requiring 'Student Specific Planning', well-being, loss of contact with student/family, etc.).
- Plan necessary training with Student Services Director for staff to work safely with students including:
- Use and care of PPE to keep students and staff safe.
- Review and implement the Manitoba Education [Guidelines on Supporting Students Who Require Interventions or Supports that Cannot be Delivered from a Distance](#)
- Safe Work Procedures

The Role of Support Staff Working with Students During A Pandemic

RRSD recognizes the value of its support staff and their contributions in supporting the inclusion of all students in our schools. Support Staff will play an important role in supporting the transition of students back to school. During this pandemic period, the learning environment has changed to include remote learning and learning in cohorts with public health restrictions. Support staff who work with students may experience changes in expectations and assignments as required to supervise and support students in the current pandemic reality.

However, the distinctions between the roles and responsibilities of support staff and professional staff have not changed. The requirement for professional staff to plan for and assess learning, provide initial instruction to students and support staff, and to schedule and manage communication between staff, students and parents/guardians remain same. For clarity on roles and responsibilities please see the document [Educational Assistants in Manitoba Schools](#).

During any future class suspension period, the assignment of meaningful work for support staff will be directed by school administration to support student learning. Meaningful work includes the following:

- support home learning by assisting with check-ins and maintaining connections
- offer supplemental support and encouragement to students.
- follow-up and reinforce instruction provided by teachers
- support reading/speaking/writing activities
- review social stories and assist with transition activities
- help prepare resources, supplies, and care packages for students
- support learning resource creation guided by teachers (e.g. .ppt, videos, print resources, visual schedules)
- engage in other normal duties to support professional staff and students

Community Use of School Facilities

RRSD will continue to restrict nonessential visitors, volunteers and activities involving external groups or organizations.

Community use of RRSD school facilities for evening and weekend use are suspended until further notice. The suspension will accommodate increased cleaning requirements and afford schools greater flexibility to repurpose gyms, common areas, canteens, and multipurpose rooms for instruction.

Managing New Student Registrations

To guide the safe and successful welcoming and registration of new students, the following guidelines apply:

- Families new to RRSD must contact the school by phone or email to arrange a registration appointment. Families who are uncertain of which school to contact can phone the RRSD Division Office for assistance at 204-867-2754.
- The school will arrange an appropriate time and mechanism for registering new students (in-person, online, or other) and complying with public health requirements.
- If the family is relocating from a region that warrants a mandatory quarantine or isolation period, they may be asked to verify their travel dates, and quarantine dates and plans. New registrations will only occur after any mandatory quarantine or isolation period has been completed.

Field Trips, Student Travel and Out-of-Province Student and Staff Travel

All out-of-province student travel is suspended for the 2020–2021 school year. A similar suspension applies to local field trips and activities requiring transportation. Field trips are restricted to locations within a reasonable walking distance of the school and ensuring all public health measures are in place.

Student travel for curricular courses such as Home Economics, Woodworking, and Automotive Mechanics, where the instruction occurs in another school is suspended for the 2020-2021 school year. Instruction for these courses will be provided in the home/community school by itinerant teachers.

The rationale for the suspension is as follows:

- Public Health Officer Directive to limit non-essential travel to mitigate community virus transmission.
- The concern for student and staff safety and wellbeing.
- Continued uncertainty about predicting the spread, impact, and potential second wave occurrences of the COVID-19 pandemic, and the oncoming flu season.
- Travel restrictions and quarantine requirements may vary across communities, regions, and countries.
- Unpredictable insurance issues regarding both medical and liability insurance for travelers and the division.

Athletics and Music Activities

Musical activities involving singing (choir/choral), or wind and brass instruments may increase the risk of COVID-19 transmission. Singing (choir/choral) and wind or brass instrument use is suspended for the upcoming year. Schools will take additional precautions and follow Manitoba's Restoring Safe Services: Guidelines for Vocalists and Instrumentalists at

https://www.gov.mb.ca/asset_library/en/covid/restoring-vocalists-instrumentalists.pdf

Apprenticeship Program

Follow Manitoba Education Guidelines at <https://www.gov.mb.ca/wd/apprenticeship/>

Human Resources

The following paragraphs present additional information on employee leaves and recent amendments to the Employment Standards Code – Bill 55, due to the COVID-19 pandemic.

We all recognize that there may be situations that arise where an employee may not be able to attend work. We will try to cover off some of those scenarios. If your situation does not appear to be covered in the scenarios below, please provide an email outlining your situation for further discussion to both your Supervisor/Principal and Kathy McNabb kmcnabb@rrsd.mb.ca

Unless further notified by the division, we anticipate staff will return to work for the start of the 2020-2021 school year.

If an employee is instructed to go into quarantine by Manitoba Health Links or self-isolates:

- Sick days will be used for absences, and "illness" is reported in Atrieve.
- When all sick days have been used or if no sick days are available, the employee will be placed on an unpaid sick leave.
- For long-term unpaid sick leave, employee should apply to CERB or EI should CERB no longer be available.
- *Teachers only:* if no available sick days, may be eligible for short-term or long-term benefits.

If the employee is ill:

- Depending on the symptoms related to the illness, employee is to call Health Links, and follow directive given by Health Links.
- Sick days are to be used for absences, and illness reported in Atrieve.
- When all sick days have been used or if no sick days are available, employee will be placed on an unpaid sick leave.
- For long-term unpaid sick leave, employee should apply to CERB or EI should CERB no longer be available.
- *Teachers only:* if no available sick days, may be eligible for short-term or long-term benefits.

If the employee is home because of an ill partner or unwell children:

- Depending on the symptoms and situation related to the illness, the employee is to call Health Links and follow their directive.
- Family Leave should be used as defined in the Collective Agreement and reported in Atrieve.
- If all Family Leave has been exhausted or if the employee does not have Family leave, the employee will be placed on an unpaid leave.
- For long-term unpaid sick leave, employee should apply to CERB or EI should CERB no longer be available.
- *Teachers only:* if no available sick days, may be eligible for short-term or long-term benefits.

As a result of COVID-19, if an employee cannot attend work because they are providing compassionate care to a family member or they are needing to provide childcare due to school/daycare closures:

- The employee may be entitled to Family Leave in accordance with their collective agreement/division policy
- Where an Employee does not have Family Leave, or it has been exhausted they should submit an unpaid leave request stating their need to provide compassionate care/childcare due to the impact of COVID-19.
- The employee will email in writing their unpaid request for leave to their school administrator/supervisor who will forward the request to accounts/payroll supervisor lgood@rrsd.mb.ca
- The employee should then apply to for Canadian Emergency Response Benefit (CERB) or EI should CERB no longer be available.

If administrator/supervisor is concerned an employee is ill, and/or their exposure to others:

- Administrator/supervisor will send employee home.
- Depending on the symptoms related to the illness, employee is to call Health Links, and follow directive given by Health Links.
- Sick days should be used for absences, and illness reported in Atrieve.
- When all sick days have been used or there are no sick days available, the employee will be placed on an unpaid leave.
- For long-term unpaid leave, employee should apply to CERB or EI should CERB no longer be available.
- *Teachers only:* if no available sick days, may be eligible for short-term or long-term benefits.

Refusal to Work

An employee has the right to refuse dangerous work under Workplace Safety and Health legislation section 43(1) and Safe Work Manitoba Bulletin #193

<http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php#43>

https://www.safemanitoba.com/Page%20Related%20Documents/resources/BL193_RightToRefuseDangerousWork_14SWMB.pdf

However, it is important to ascertain the reasons why the employee believes that the workplace is unsafe. Both the employee and the division will need to follow the procedures as set forth in the legislation. In the interim, the division can place them in an alternate work setting.

We also recommend that divisions communicate with their workplace safety and health committees to inform the committees of the investigation being conducted.

An employee will receive pay until such time as the investigation is complete and/or it is deemed to be safe.

Refer to Appendix G for Workplace Safety and Health Mitigation Strategies in place in RRSD.

Medical Notes

Bill 55, **The Employment Standards Code Amendment Act** has suspended the requirement of a physician's certificate or medical note for the following employee leaves: maternity; compassionate care; unpaid leave organ donation; critical illness; long-term serious injury or illness; public health emergency leave.

Student and Family Preparedness

As mandated by Manitoba Education in **Welcoming Our Students Back: Restoring Safe Schools**, RRSD shall promote student and family preparedness by:

- Identifying students with disabilities and those who are vulnerable to disengage from school, develop and implement strategies to re-engage them and prioritize these students for five days a week in-class learning, where possible.
- Refer to **Resources Supporting Students with Special Needs** for principles and practical resources to assist with planning.
- Communicating expectations for in-class attendance and participation in remote learning.
- Students are expected to attend in-class learning. If remote learning is included as part of their learning plan, students will be expected to participate.
- Students who are unable to return to school due to personal or family health risk factors related to COVID-19 will be supported in remote learning.
- Communicate the health and safety measures implemented at the school to families.

Mitigating the Risk of Transmission

Mitigating the risk of COVID-19 transmission is about what we can all do to give schools a chance to open and stay open. The following is a list of things that we can control daily to support community health and well-being:

- **Stay home if you show any cold or flu-like symptoms** (cough, fever, sore throat, runny nose, muscle ache, headache, nausea, fatigue)
- Wash hands regularly
- Maintain safe physical distance
- Avoid touching eyes, nose, mouth
- Exercise every day
- Spend time outside
- Treat others with kindness
- Talk with friends or family members on the phone or online

Student Screening and Self-Monitoring

Students must be in good health to attend school. Before leaving for school parents/guardians are to use the [Manitoba COVID-19 Screening Tool](#), and apply the following guidelines:

- If a student shows any cold or flu-like symptoms (cough, fever, sore throat, runny nose, muscle ache, headache, nausea, fatigue) they need to remain at home.
- If a person in the household has been diagnosed with COVID-19, is in close contact with anyone diagnosed with COVID-19, or if anyone in the household has travelled out of the province, they are required to consult with [Health Links](#) prior to attending school and follow their directions. (toll free at 1-888-315-9257)
- For additional information please see [COVID-19 K–12 School Settings, Practice Guidance and Protocols](#) – August 13, 2020

Outbreak Management

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:

- request records that identify cohorts/groups of staff, students, volunteers, and visitors in the school for a specified timeframe
- 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
- recommend testing following established guidelines to staff, students, volunteers, and visitors who may have been exposed to a positive case
- assess the need for the school to be closed for a period of time

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.

Form letters and standard messages for school administrators will be available to share with parents, staff, and students when a case is confirmed in a school. If there is an outbreak at a school, this will be announced through Manitoba media bulletins and public health will provide instructions to those who have been in close contact.

It will be important for schools to work closely with their local public health team, and they should reach out if a situation arises where they require clarification or information. Manitoba Education and Manitoba Health, Seniors and Active Living (MHSAL) will be working with local public health teams and regional health authorities to ensure

that they have the most up-to-date information. A dedicated Manitoba Education email address will be monitored so school administrators have timely access to information and support: educovid19@gov.mb.ca.

Contact Tracing

To facilitate contact tracing, schools must:

- record student attendance in school and on buses regularly and accurately
- maintain a log of all visitors and itinerant employees that access the building
- keep groups of students together and avoid interactions between groups/cohorts. **If there is a case of infection in a school, this practice can help with contact tracing, but also limit potential exposures and drastically reduce the potential number of exposed staff and students.**

Upon request by public health officials, schools will provide contact information for other students or staff who would be considered "close contacts" of the individual that received a positive test result. **Public health officials are responsible for communicating with "close contacts" and for advising the wider school community.** Schools will not communicate such information without specific direction from public health officials.

Reassurance and Communication

Provide reassurance to children and youth about their personal safety and health. Telling children that it is okay to be concerned is comforting. Reassure them about their safety, and explain that there are many things they can do to stay healthy, including:

- **Hand hygiene:** Perform hand hygiene often, with soap and warm water, for at least 20 seconds, or use an alcohol-based hand sanitizer—especially after coughing, blowing noses, sneezing, and when handling food.
- **Cough and sneeze etiquette:** Cough and sneeze into their arm or a tissue. If using a tissue, immediately dispose of it and perform hand hygiene afterwards.
- **Stay home when sick:** Children should tell staff if they are not feeling well and make a plan together to stay home from school or other activities.
- **Keep clean:** Do not touch your face—particularly your eyes, nose, and mouth.
- **Stay healthy:** Stay healthy by eating healthy foods, keeping physically active and getting enough sleep and fresh air.

Print the Healthy Practices Poster Series (in particular, the hand hygiene and sneezing posters) and place them around the school. School-aged children can be encouraged to create their own. Several printable resources, including posters and factsheets, are available online at the following websites:

- <https://www.gov.mb.ca/covid19/resources/index.htm>
- <https://sharedhealthmb.ca/covid19/providers/posters/>

Children want to be heard. They do not need detailed information about events, but they do need to talk about their feelings. Let them know they can ask questions. Answer questions honestly, but make sure that the information is suitable for their age level. If answers are not known, it is okay to say so and to look for resources together that can answer their questions.

Remember that children are often listening when others are talking about COVID-19. Staff should consider this and minimize discussions of COVID-19 that are not related to the specific setting. Staff should be mindful of how children share information in less supervised settings (e.g., during outdoor play, before and after school, during lunch and snack times). In these settings, children can become misinformed. It is important for staff to correct this misinformation as they become aware of it. More information on talking to children about COVID-19 is available in the Additional Information and Resources section at the end of this document.

At this time, parents are increasingly focused on the safety and well-being of their children while they are in other settings. They expect clear communication from staff when they have questions about their child and about how

the school is implementing public health guidance. Parents have more access to misinformation, which makes it important for staff to remind parents to use official sources for the most up-to-date and accurate information. This can be found at www.gov.mb.ca/health/coronavirus/index.html.

Our divisional website and social media will continue to provide the most up to date and comprehensive information for students and families. As we approach a new year we will continue to update this re-entry plan as circumstances change and share them on the Rolling River School Division home page: <https://www.rrsd.mb.ca/>.



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Appendix A – Guidelines for Transportation to Schools (August 13, 2020)

- Wherever possible, alternative transportation to school is encouraged. Parents/caregivers/students may provide their own transportation, including carpooling, walking or cycling, to avoid possible virus exposure on the bus. Note that carpooling can also be a risk for transmission. For advice on how to minimize this risk, please visit www.gov.mb.ca/covid19/infomanitobans/transportation.html.
- Where school bus transportation is necessary, the following guidelines should be followed by school bus drivers and students:
- Students with symptoms of COVID-19 should not attend school or be passengers on buses (see <https://sharedhealthmb.ca/covid19/screening-tool/>).
- Drivers with symptoms of COVID-19 should not drive the school bus (see <https://sharedhealthmb.ca/covid19/screening-tool/>).
- All school bus passengers in Grade 5 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 taken off after exiting the bus, if removal is appropriate for the setting. Students in lower grades may also wear non-medical masks. (Guidelines on how to wear a mask can be found at www.gov.mb.ca/covid19/prepareandprevent/index.html.)
- All passengers and drivers should perform hand hygiene before and after being on the bus.
- Where capacity allows, leave the seat immediately behind the driver unoccupied.
- When possible and as weather permits, open windows and/or roof vents to allow for increased ventilation.
- Assign seats so the same students are seated in the same seats every day for regular bus routes.
- Where possible, seat one student per seat on the school bus. Students from the same household can also sit together on one seat.
- Where one student/household per seat is not possible, seat students from the same in-school cohort on the same seat on the bus.
- Regardless of seating arrangement needs, ensure that up-to-date lists of bus riders and drivers are maintained to enable contact tracing if required.
- Students who require a companion to ride the bus may sit next to their companion (treated as if they were from the same household and/or in-school cohort).
- When unable to practice physical distancing while assisting students using mobility devices or child restraint systems, additional considerations may be necessary. See www.edu.gov.mb.ca/k12/covid/reopening/supports_non_distance.html
- As per routine protocols, students should remain seated in their own seats and should not move around the bus.
- Students may transfer from one bus to another to get to and from school. These students will be considered members of two bus cohorts.
- Children should maintain physical distancing (two metres is recommended) when lining up to get on the bus, and when exiting the bus.
- Bus pick-up and drop-off of students at the school should be staggered where possible, to avoid crowding at the school entrance.
- 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.
- Ensure there is enhanced cleaning of seats and other high-touch surfaces (e.g., windows, railings) before each new group of students attends the bus.
- Hard-surface disinfectants or cleaning agents may be transported on a bus providing the product is secured and not accessible to students (maximum of 1 litre).
- Subject to public health guidance and risk of COVID-19 transmission, additional measures for physical distancing may be required during the school year.



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Appendix B – School Bus Seating Plan

Bus Driver: _____ **Route #:** _____

School: _____

Planning Reminders:

1. Leave the seat immediately behind the driver unoccupied if possible.
2. There should be one student (or two students from the same household) per seat, or same class per seat if cohorts are being used in school.

Name of Student(s)		Name of Student(s)	
1 - unoccupied	2 - unoccupied	3	4
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.
17.	18.	19.	20.
21.	22.	23.	24.
25.	26.	27.	28.
29.	30.	31.	32.
33.	34.	35.	36.
37.	38.	39.	40.
41.	42.	43.	44.
45.	46.	47.	48.
49.	50.	51.	52.
53.	54.	55.	56.
57.	58.	59.	60.

Bus Aisle



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Appendix C – RRSD Overarching Safety Plans

The considerations for the 3 scenarios align with the guidelines contained in the recently released Manitoba Education document “*Welcoming Our Students Back: Restoring Safe Schools*” at <https://www.gov.mb.ca/covid19/restoring/safeschools.html>.

RRSD Overarching Safety Plans			
Details	Level 1	Level 2	Level 3
Enhanced Personal Protective Practices	<ul style="list-style-type: none"> Practices for reducing the risk of transmission as identified by the Public Health Agency of Canada (PHAC), Health Canada, and Centers for Disease: Avoid touching eyes, nose, mouth or face; Cough or sneeze into a tissue or the bend of your arm, not your hand; Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards; Clean and disinfect frequently touched objects and surfaces; Do not share personal items or supplies such as phones, pens; Avoid common physical greetings, such as handshakes; Practice physical distancing of two meters from others; Wash hands often with soap and water for at least 20 seconds before and after using the washroom, when preparing food, after blowing nose, coughing, or sneezing, and when arriving to or leaving site. If hands are not visibly soiled, and soap and water are unavailable, alcohol-based hand sanitizer can be used. Students (Grade 5 and up), teachers, staff, visitors, and volunteers are strongly recommended to wear non-medical masks in common areas, and where physical distancing of 2 meters is not possible. Students under grade 5 can also use non-medical masks. Develop a plan/script to broadcast regular announcements on reducing the spread of COVID 19 during morning announcements. 		
Monitoring for Symptoms	Individuals are encouraged to use the self-assessment tool or call Health Links - Info Santé at 204-788-8200 or (toll-free) at 1-888-315-9257.		
Limiting Physical Contact	<p>Refer to physical distancing measures in Manitoba's framework to resume in-class learning at https://www.gov.mb.ca/covid19/restoring/safeschools for details</p> <ul style="list-style-type: none"> Schools will plan for the following: <ul style="list-style-type: none"> Limit physical contact during instruction, recess and noon periods and avoid activities that require clustering of students. Minimize the number of teachers and support staff working with a specific group of students. Consider cohort or homeroom configurations Consider options for physical distancing within classrooms and other instructional spaces. Modify the use of shared spaces, including shared instructional spaces, bathrooms, change rooms, boot rooms, hallways. Modify procedures for entering and leaving the building, parent drop-offs. 		<ul style="list-style-type: none"> Students will be learning from home.

RRSD Overarching Safety Plans

Details	Level 1	Level 2	Level 3
	<ul style="list-style-type: none"> ○ Consider the need to stagger recess, noon hour and other school day transitions ○ Provide students with alternatives to activities that require physical contact with other students (Student play during physical education and recesses are primary considerations). Refer to the Physical Education Appendix for details ○ Promote and practice the use of non-physical greetings ○ For directional flow in hallways consider PAX highways with a center line and arrows showing direction 		
Managing Guests, Volunteers, Visitors, and Community Groups	<ul style="list-style-type: none"> ● RRSD will continue to restrict nonessential visitors, volunteers and activities involving external groups or organizations 	<ul style="list-style-type: none"> ● RRSD will continue to restrict nonessential visitors, volunteers and activities involving external groups or organizations ● Consider virtual meetings for student led conferences, awards etc. 	<ul style="list-style-type: none"> ● School Facilities Closed ● Follow “Limited Use of School Facilities Guidelines” ● Appendix D: RRSD Limited Use of School Facilities
Extra-Curricular Activities	<ul style="list-style-type: none"> ● Extra-curricular activities are on pause until further notice ● Plans for extra-curricular activities and other gatherings will be developed in consultation with the Chief Medical Health Officer and Manitoba Education 	<ul style="list-style-type: none"> ● Extra-curricular activities are on pause ● Plans for extra-curricular activities and other gatherings will be developed in consultation with the Chief Medical Health Officer and Manitoba Education 	<ul style="list-style-type: none"> ● Extra-curricular activities are suspended indefinitely
Facilities and Cleaning/ Sanitation	<ul style="list-style-type: none"> ● Twice a day clean and disinfect frequently touched surfaces. Refer to MSBA School Re-Entry Protocols for details. ● Spray disinfectant and shop towels/paper towel available in offices and classrooms. 		

RRSD Overarching Safety Plans

Details	Level 1	Level 2	Level 3
Transportation of Students Continued	<p>Students in grade 5 and up are required to wear medical masks before they are allowed on the bus and while they are on it. A mask will be provided for them if they do not have one.</p> <ul style="list-style-type: none"> • Bus Drivers will: <ul style="list-style-type: none"> ○ Co-construct (with the transportation supervisor) and implement seating plans that group together students who live in the same household or attend same school cohort. ○ Work with the Transportation Department and in-school administration to develop drop-off and pickup protocols that coordinate with school entry and dismissal procedures. ○ Sanitize buses following each run. ○ Communicate student behavior expectations to families and students. 		<ul style="list-style-type: none"> • Students will be at home
Food and Nutrition Programs	<ul style="list-style-type: none"> • Breakfast foods/Snacks will be served in individual portions to each child by a designated staff member in classrooms. Staff are reminded to follow proper hand hygiene • Food provided by families should be stored with the child's belongings • Students participating in curricular programs will not be preparing foods. Courses will be adapted and include general outcomes such as safe food handling protocols, as indicated in the respective curricula • Hand hygiene must be practiced before and after eating. • School nutrition programs and services: <ul style="list-style-type: none"> ○ Students should eat lunches in their classrooms, where possible ○ No self-serve, buffet, or family-style meal service ○ Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use ○ Food from home must not be shared with other students and should be stored with the student's belongings ○ Students are not allowed to participate in food preparation to be served to others 		<ul style="list-style-type: none"> • Students will be at home

RRSD Overarching Safety Plans

Details	Level 1	Level 2	Level 3
Noon Hour and Recess	<ul style="list-style-type: none"> • Locally determined and promoting physical distancing • Identify outdoor activities where social distancing can be maintained as much as possible and share/pre-teach the activities with your class • Schools will: <ul style="list-style-type: none"> ○ Examine recess and noon schedules as well as entrance and exit procedures to determine the structure/schedule that offers students break periods while promoting physical distancing in hallways and playgrounds ○ Revise student eating locations, if necessary, to ensure that students are eating in their classrooms/cohorts. Eat lunch outside weather permitting in designated areas for each grade/cohort ○ Review and revise duties of noon supervisors for supervision and to support cleaning of eating surfaces ○ Identify outdoor activities where social distancing can be maintained as much as possible and share/pre-teach the activities with your class 		<ul style="list-style-type: none"> • Students will be learning from home



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Appendix D – Considerations for School Based Plans

Considerations for School Based Plans			
Details	Level 1	Level 2	Level 3
Participants	<ul style="list-style-type: none"> All students are expected to participate If a student’s absence is the result of student compromised immunity or anxiety stemming from COVID 19, the school shall work with the student and family to determine appropriate accommodations 		<ul style="list-style-type: none"> All students are expected to participate in remote learning
School Day Structure			
Timetables	<ul style="list-style-type: none"> Locally determined Teachers move rather than students Consider reducing the number of staff members interacting with grade cohorts More frequent movement breaks within classrooms or outdoor classes 		<ul style="list-style-type: none"> Students will be learning from home
Arrival / Dismissal	<ul style="list-style-type: none"> Locally determined Encourage multiple entry & exit points to eliminate congestion Physical distancing required Limited/Staggered locker access Encourage multiple entry & exit points and assign grades/cohorts to the entry/exit point It may be necessary to stagger drop off and pick up times. Physical distancing required Staggered locker access 		<ul style="list-style-type: none"> Students will be learning from home
Movement of Students	<ul style="list-style-type: none"> Stay within classrooms as much as possible and avoid other areas of the school. Staggered, manage foot traffic, hand hygiene Students (Grade 5 and up), teachers, staff, visitors, and volunteers are strongly recommended to wear non-medical masks in common areas, and where physical distancing of 2 meters is not possible. Students under grade 5 can also use non-medical masks 		<ul style="list-style-type: none"> Students will be learning from home

Considerations for School Based Plans

Details	Level 1	Level 2	Level 3
Academic Program			
Classroom Configuration	<ul style="list-style-type: none"> • Locally determined • Desks separated by 1 meter at minimum with cohort planning • Plexiglass sneeze guards available to create a partition to help prevent transmission of virus • Teachers will consider the number of materials, furniture, items on walls, etc. given the capacity of the classroom • Hard to clean surfaces such as stuffed toys, couches, carpets are to be removed • Plexiglass sneeze guards available to create a partition to help prevent transmission of virus • Individual learning activities will be balanced with small group interactions 		<ul style="list-style-type: none"> • Students will be learning from home
Instruction	<ul style="list-style-type: none"> • Students and staff are to build handwashing into the daily routines and follow the protocols below: <ul style="list-style-type: none"> ▪ upon entry to a room ▪ before snack/lunch ▪ after snack/lunch ▪ after use of the toilet ▪ after outdoor play • Use of remote learning platforms to ensure student familiarity for changing learning scenarios • Curriculum focus is essential learnings in core subject areas: math, literacy, science, social studies • K to 8 essential outcomes are available at https://sites.google.com/a/manitobarurallearning.org/mrlc/tools-and-resources • Student-teacher contact time must be prioritized regardless of the delivery format • Differentiation of instruction will be necessary • The focus will be on the teaching of outcomes, rather than the amount of time per subject (a cross-curricular approach is recommended) • Consider land-based learning whenever possible and ensuring physical distancing 		<ul style="list-style-type: none"> • Students will be learning from home • Multiple modes of delivery should be considered to accommodate all students (i.e., pencil/paper, technology, asynchronous, synchronous, etc.) • Utilize learning platforms students are familiar with from in class instruction • Curriculum focus is essential learnings in math, literacy, science, social studies • K to 8 essential outcomes are available at https://sites.google.com/a/manitobarurallearning.org/mrlc/tools-and-resources

Considerations for School Based Plans

Details	Level 1	Level 2	Level 3
Assessment and Reporting	<ul style="list-style-type: none"> • Teachers will use their professional discretion to determine appropriate formative and summative assessment practices for the learning context • Reporting will occur as per division processes and regularly scheduled reporting periods identified on the RRSD school calendar for 2020-2021. https://www.edu.gov.mb.ca/k12/assess/docs/report_card/full_doc.pdf • Grade 3 and 4 provincial assessment and Middle Years assessment is suspended for 2020-2021 • Grade 12 provincial tests are scheduled to proceed as normal in 2020-2021 		
School Supplies and Belongings	<ul style="list-style-type: none"> • Student materials should be labeled and organized into personal containers/pencil cases with their names • Sharing of equipment is not recommended • Students are encouraged to bring a water bottle to school labeled with their name on it • Grade 5 and up strongly encouraged to wear face masks - Students are not to share or exchange face masks • Students should have a dedicated device in grades 5 to 12 • If sharing is required, use of hand sanitizer or hand washing required before touching a device 		
Gym	<ul style="list-style-type: none"> • Besides the gymnasium, Phys-Ed can take place outdoors or in other spaces in the school community if safe to do so • Playing and learning outdoors should be encouraged as much as possible • Ensure that proper entry and exit procedures are in place that promote physical distancing and sanitary actions. • Sharing of equipment is not recommended • Equipment used should be cleaned and sanitized between student and classroom usage • PHE Canada has prepared the following document to support re-entry to school for physical and health education. https://phecanada.ca/activate/return-school-phe-guidelines 		
Transition to school in the fall	<ul style="list-style-type: none"> • Review report cards and recovery learning plans completed in June 2020 to inform planning • Consider providing students a virtual tour of the school and their classrooms • Communicate the safety plan with health precautions and procedures for the school/classrooms • Communicate any alterations to typical school routines • Consider a scheduled open house with safety precautions in place to support students/parents who are anxious about the return to school • The division will provide 1 to1 devices for students in grades 5 to 8 		

Considerations for School Based Plans

Details	Level 1	Level 2	Level 3
Student Well-Being	<ul style="list-style-type: none">• Focus is on minimizing physical contact in the early years (rather than physical distancing)• Communicate expectations regarding physical distancing through the grades• Model calmness and kindness• Provide instruction to students on internet safety		



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Appendix E – Template for School Level Planning

School: _____ Grade (s): _____

Details	Level 1	Level 2	Level 3
Participants			
School Day Structure			
Timetables			
Arrival/Dismissal			
Movement of Students			
Academic Program			
Classroom Configuration			
Instruction			
Assessment and Reporting			
School Supplies and Personal Belongings			
Alternate Learning Spaces			
Gym			
Library			

Common Area/Canteen			
Transition to school in the fall			
Student Well-Being			

Communication and Supporting Transition to School in the Fall

It is important to communicate the conditions created in RRSD schools/classrooms for students to attend school in the fall. Please consider the following recommendations:

- Prior to resumption of classes teachers contact families (preferably by phone, email) to share the school and classroom plans with students and parents.
- Provide families an electronic photo of your class layout with attached plan indicating physical distancing.
- Following health precautions, schedule a time for students who are experiencing anxiety, to come to the school, and familiarize with the routines and their classroom.
- Virtual School Open House identifying routines and conditions that have been implemented for students to attend school. Post the recording on your school website prior to resumption of classes.



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Return to School Plan - Fall 2020**

Appendix F – School Re-Opening Scenario 3 - RRSB Limited Use of School Facilities

- All Public Health Guidelines must be followed
- Limited use of School Facilities guidelines must be followed
www.gov.mb.ca/covid19/restoring/phase-one.html
- Schools remain closed to the public. Limited use of school facilities is for essential services such as therapeutic or clinical supports, assessments, remedial/recovery planning. We need to continue to limit traffic and exposure in our schools
- Adequate custodial staff is essential, and clear communication with custodial staff is essential
- All appointments must be recorded by the principal and the secretary's office

Procedure to arrive at an Appointment:

1. Once an appointment is made with a date and time. Preparations will be made to meet the student at the school's main doors
2. Student will ring the doorbell
3. Office staff will use the COVID -19 Online Screen test to screen entry for appointment
<https://sharedhealthmb.ca/covid19/screening-tool/>
4. Anyone with symptoms will not be allowed to attend the appointment e.g. staff, participants, volunteers
5. Enter once buzzed in
6. Hand sanitizer will be made available to the student upon entrance
7. Student will arrive and follow the teacher to the designated meeting room/classroom. (2 metre distancing)
8. Sessions will respect the physical distance measures put into place (2 metre) and all public health measures will be followed
9. If a student wishes to use a telephone/online access for e.g. counselling resources, the equipment used must be sanitized

Procedure for Custodians after a visitor enters and/or leaves a RRSB School:

1. Custodians will disinfect the doorbell, all areas of the entrance door inside and outside as per Public Health Measure recommendations
2. Once the student has finished their appointment and has exited the building, custodians will be alerted, and the proper sanitation measures will be followed for those areas
3. Custodians will disinfect all areas of the entrance door inside and outside.
4. Custodians will increase cleaning of washrooms

(May 25, 2020 draft)



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Appendix G – Workplace Safety and Health – Risk Identification and Mitigation Strategies

The COVID 19 virus can be transmitted by:

1. An employee touching a contaminated surface, and then their eyes, nose, mouth.
2. Droplet transmission when an infected person coughs or sneezes. The droplets travel a short distance through the air and can be deposited on a surface or a person.

The following table outlines the mitigation strategies in RRSD to decrease virus transmission through droplet transmission and/or surface contamination:

Job Duty	Potential Exposure	Frequency and Duration	Mitigation Strategy
School Staff: Classroom Teacher, Education Assistant, Principal, School Clerical Staff, Other staff who interact directly with students e.g. Student Services Clinicians	<ul style="list-style-type: none"> • Co-workers • Shared work surfaces • Students 	Daily for the duration of the school day.	<p><u>Substitution Controls:</u></p> <ul style="list-style-type: none"> • Where possible consider virtual communication. <p><u>Engineering Controls:</u></p> <ul style="list-style-type: none"> • Plexiglass barriers <p><u>Administrative Control:</u></p> <ul style="list-style-type: none"> • decrease density of people in building/classroom. • Frequent handwashing. • Building sign in procedures. • Do not come to work if you are ill. • Prior to school, parents must assess their child daily for illness. • Cough/Sneeze etiquette • For younger students minimize physical contact. • Practice physical distancing • Twice a day clean frequently touched surfaces disinfected. • Access to spray disinfectant and paper/shop towel in offices and classrooms. <p><u>Personal Protective Equipment:</u></p> <ul style="list-style-type: none"> • None required • Voluntary use of masks supported

Job Duty	Potential Exposure	Frequency and Duration	Mitigation Strategy
<p>Non-School Staff:</p> <p>Clerical Staff, Managers, Administration, Board Office Staff</p>	<ul style="list-style-type: none"> • Co-workers • Shared work surface 	<p>Daily for the duration of the day.</p>	<p><u>Substitution Controls</u></p> <ul style="list-style-type: none"> • Consider remote work options • Avoid large meetings/gathering • Use virtual communications <p><u>Engineering Control:</u></p> <ul style="list-style-type: none"> • Plexiglass barriers <p><u>Administrative Control</u></p> <ul style="list-style-type: none"> • Frequent handwashing • Building sign in procedures • Do not come to work if you are ill • Cough/Sneeze etiquette • Practice physical distancing • Twice a day clean and disinfect frequently touched surface • Decrease people density in building • Access to spray disinfectant and paper/shop towel in offices and classrooms. <p><u>Personal Protective Equipment:</u></p> <ul style="list-style-type: none"> • None required • Voluntary use of masks supported
Job Duty	Potential Exposure	Frequency and Duration	Mitigation Strategy
<p>Operations Staff:</p> <p>Custodians, Maintenance, Transportation, IT Personnel</p>	<ul style="list-style-type: none"> • Co-workers • Shared Work Surfaces • Students 	<p>Daily</p>	<p><u>Substitution Controls</u></p> <ul style="list-style-type: none"> • Consider remote work options/working in segregated office or work area to complete a task when possible • Use virtual communications if possible <p><u>Engineering Control:</u></p> <ul style="list-style-type: none"> • None <p><u>Administrative Control</u></p> <ul style="list-style-type: none"> • Frequent handwashing • Building sign in procedures. • Do not come to work if you are ill • Cough/Sneeze etiquette

			<ul style="list-style-type: none"> Practice physical distancing Twice a day clean and disinfect frequently touched surfaces. Access to spray disinfectant and shop towels in work areas. <p><u>Personal Protective Equipment:</u></p> <ul style="list-style-type: none"> None required Voluntary use of masks supported
Job Duty	Potential Exposure	Frequency and Duration	Mitigation Strategy
<p>Transportation:</p> <p>Bus Drivers</p>	<ul style="list-style-type: none"> Co-workers Shared Work Surfaces Students 	Daily	<p><u>Substitution Controls:</u></p> <ul style="list-style-type: none"> Where possible parents are encouraged to transport their children. <p><u>Engineering Controls:</u></p> <ul style="list-style-type: none"> None <p><u>Administrative Control:</u></p> <ul style="list-style-type: none"> Decrease density of students on the bus. Building sign in procedures Frequent handwashing Do not come to work if you are ill Prior to pick up, parents must assess their child daily for illness Cough/Sneeze etiquette For younger students minimize physical contact Practice physical distancing from coworkers 2-meter distance seating plan from the bus driver Twice a day clean and disinfect frequently touched surfaces Provided COVID kits as follows: <ul style="list-style-type: none"> Hand sanitizer Disinfectant wipes OR spray disinfectant and shop towel. 20 disposable masks Disposable gloves <p><u>Personal Protective Equipment:</u></p> <ul style="list-style-type: none"> None required Voluntary use of masks supported

<p>Transportation:</p> <p>Personnel using fleet vehicles</p>	<ul style="list-style-type: none"> • Co-workers • High touch surfaces 	<p>Daily</p>	<p><u>Substitution Controls:</u></p> <ul style="list-style-type: none"> • Where possible consider virtual communications rather than travelling <p><u>Engineering Controls:</u></p> <ul style="list-style-type: none"> • Fleet vehicles equipped with COVID kits as follows: <ul style="list-style-type: none"> ○ Hand sanitizer ○ Disinfectant wipes OR spray disinfectant and shop towel. ○ 20 disposable masks ○ Disposable gloves <p><u>Administrative Control:</u></p> <ul style="list-style-type: none"> • User of vehicle disinfects high touch areas before exiting vehicle for the day. High touch areas include: <ul style="list-style-type: none"> ▪ Dash ▪ Steering wheel ▪ Any operating screens/ buttons (e.g. radio) ▪ Display screens ▪ Window buttons / handles ▪ Rear-view mirror ▪ Door handles (inside and out) ▪ Hatch back/ trunk handles ▪ Seat belt buckle etc. • Frequent handwashing • Do not come to work if you are ill • Cough/Sneeze etiquette • Practice physical distancing. • Travel alone <p><u>Personal Protective Equipment:</u></p> <ul style="list-style-type: none"> • Face masks provided for voluntary use
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Appendix H – Additional Information and Resources

- More information on Manitoba Education’s COVID-19 response, including resources, planning documents, and frequently asked questions, can be found at *Latest COVID-19 Education News* at <https://www.edu.gov.mb.ca/k12/covid/index.html>.
- My Learning at Home, a resource to assist families to support their children in remote learning from home, can be found at <https://www.edu.gov.mb.ca/k12/mylearning/learningathome/index.html>.
- FAQ’s – Welcoming Our Students Back https://www.edu.gov.mb.ca/k12/covid/docs/welcome_students_back.pdf

Public Health Resources

- As the COVID-19 situation continues to evolve in Manitoba, please check the provincial website at www.manitoba.ca/covid19 for the most up-to-date information.
- All screening that identifies suspected cases of COVID-19 is to be referred to Health Links – Info Santé at 204-788-8200 or 1-888-315-7257.
- A detailed online self-screening tool for individuals to use is available at <https://sharedhealthmb.ca/covid19/screening-tool/>.

Communication Resources

- Up-to-date public health information is available at <https://manitoba.ca/covid19/updates/resources.html>
- An up-to-date list of symptoms is available at <https://www.gov.mb.ca/covid19/updates/about.html>.
- The following website has posters that can be printed and used: <https://sharedhealthmb.ca/covid19/providers/posters/>.
- A printable workplace screening poster is available at https://www.gov.mb.ca/asset_library/en/coronavirus/COVID-19-poster-1.pdf

Resources on Talking to Children about COVID-19

- **Resources for Supporting Children’s Emotional Well-being during the COVID-19 Pandemic** - This site provides guidance, recommendations, and resources from child trauma experts at Child Trends and the Child Trauma Training Center at the University of Massachusetts. https://www.childtrends.org/publications/resources-for-supporting-childrens-emotional-well-being-during-the-covid-19-pandemic?utm_source=mailchimp&utm_campaign=030096d2e1f0&utm_medium=page
- **How Teachers Can Talk to Children about Coronavirus Disease (COVID-19)** - This UNICEF site provides tips for having age-appropriate discussions to reassure and protect children. <https://www.unicef.org/coronavirus/how-teachers-can-talk-children-about-coronavirus-disease-covid-19>.
- **Seven Simple Tips on How to Talk to Kids About the Coronavirus** - As the world’s leading expert on childhood, Save the Children has provided parents, schools, and communities with these tools and tips about COVID-19 and kids. https://www.savethechildren.org/us/what-we-do/emergency-response/coronavirus-outbreak/coronavirus-outbreak-how-to-explain-children?utm_source=mailchimp&utm_campaign=030096d2e1f0&utm_medium=page

Transportation Resources

- Specific guidelines for transportation to schools are available at <https://www.edu.gov.mb.ca/k12/covid/reopening/transportation.html>

Technical-Vocational Education

- When planning for technical-vocational, industrial arts, human ecology and applied commerce education programs, the Manitoba COVID-19 support documents Workplace Guidance for Business Owners and Guidance for Industry Sectors may provide useful sector-specific information. See <https://www.gov.mb.ca/covid19/restoring/guidance.html> and <https://www.gov.mb.ca/covid19/restoring/industry-sectors.html> for specific information.

Protective Personal Equipment Resources

- Visit <https://www.gov.mb.ca/covid19/prepareandprevent/index.html> for the latest guidance on use and care of masks.
- Visit the following Public Health Agency of Canada page to access a poster as well as guidelines detailing how to safely use a non-medical mask or face covering: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-safely-use-non-medical-mask-face-covering.html>.

Mental Health and Well Being

- Government of Manitoba/Chief Public Health Officer COVID-19 Information Portal
<https://www.gov.mb.ca/covid19/index.html>
- Care for Your Mental Health
<https://www.gov.mb.ca/covid19/bewell/index.html>
- AbilitiCBT
<https://myicbt.com/home>
- Mental Health Virtual Therapy Program
<https://www.gov.mb.ca/covid19/bewell/virtualtherapy.html>
- Manitoba Teachers Society http://www.mbteach.org/pdfs/lifespeak/AppLaunchPoster_EN.pdf
<http://www.mbteach.org/mtscms/2020/04/13/the-bounce-sheet/>
- Government of Canada
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/taking-care-mental-health.html>
- Psychological First Aid – Self-Care course
<https://myrc.redcross.ca/en/home-course-details/hs-self-care/>
- First Nations and Inuit Hope for Wellness Helpline 1-855-242-3310
- Social Story
<https://www.flipsnack.com/KeshetChicago/coronavirus-social-story/full-view.html>
- Student Services Support: COVID-19 Clinical Supports
https://www.edu.gov.mb.ca/k12/covid/support/rssn_docs/clinical_support.pdf
- Resources Supporting Students with Special Needs
https://www.edu.gov.mb.ca/k12/covid/support/rssn_docs/resources_spec_needs.pdf