



Buchanan School Return to In-Class Learning Plan - September 2020

The St. James-Assiniboia School Division Plan can be found at [Welcoming our students back: restoring safe schools](#). As the COVID-19 situation is evolving, ensure to visit up-to date information and resources from the [Manitoba Government](#) and [SJASD](#) webpage regarding current public health guidance and COVID-19 protocols for schools. <https://manitoba.ca/covid19/restoring/rss-practice-guidance.html> .

*Please note: The Buchanan School plan is fluid in nature and subject to change given current conditions and health advisories. Updated/revised plans will be posted on the Buchanan School website: buchanan@sjasd.ca.

In-class learning will resume for students in SJASD on September 8, 2020.

- 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.
- Kindergarten to Grade 8, and students with special needs will be in-class full days, 5 days per week while we are in Level 1.
 - See *In-class learning response level* (see *Welcoming Our Students Back: Restoring Safe Schools* at https://www.gov.mb.ca/asset_library/en/covid/k-12-reopeningplan-stage-2.pdf)
- Grade 9 to 12 students will begin attending in-class learning on **alternate days for the first 3 weeks of September**. On September 28th, where two metre physical distancing is possible, students may return to in-class learning every day. This will be decided on a class-by-class basis. During the in-class learning day, students will receive instruction and be assigned tasks to complete for the following day of at-home learning. The goal is for students to return for up to five days per week of in-class instruction, if high schools can effectively timetable and implement physical distancing and the use of cohorts to reduce the risk of transmission and support any needed contact tracing. Priority is placed on ensuring as much in-class learning as possible.
- Students at Buchanan School will remain in their class cohorts for the majority of the day with the focus on Literacy, Numeracy, and Mental Health. Physical Education classes will be held outside whenever weather permits. Teachers will move from class cohort to class cohort to avoid hallway congestion and mixing of cohorts. Class cohorts will be instructed and have visual reminders (floor and ground markers) regarding physical distancing inside and outside the school.

Facemasks/Personal Protective Equipment (PPE)

- **Students in grades 4-12 are required to wear a facemask when physical distancing is not possible and while in common areas in the school setting** (unless there are medical issues or required accommodations that prevent the student from wearing a mask).
<https://manitoba.ca/covid19/updates/prepareandprevent.html>
- All SJASD students in grades 4-12 will be provided with two reusable facemasks at no cost.



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- In scenarios where classrooms are multi-grade (e.g.: grade 3/4, grades 3/4/5), masks will be provided for the whole class.
- Students will receive face masks prior to the start of school. This is to accommodate families who wish to pick-up facemasks before school starts and for students who will ride the bus on the first day of school.
- **Face Masks for students who ride the bus as well as those in Gr. 4/5 can be picked up in the front foyer of Buchanan School on Thursday August 27th and Friday August 28th between 9:00 am and 3:30 pm.** Enter through the front doors of the building. You must be wearing a mask to enter the building. Please note that only parents will be permitted to pick up masks. Each student will be provided with 2 masks. This will allow time for students to practice putting on and wearing their masks. Please see the link below for additional information on wearing of face masks.
- Students in other grades are recommended to wear non-medical face masks when physical distancing is not possible and while in common areas in the school setting (unless there are medical issues or required accommodations that prevent the student from wearing a mask).
- It is required that all SJASD staff wear a mask or face shield when physical distancing is not possible and while in common areas in the school setting.
- As the public health situation evolves, this may change. Please see <https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html> for mask wearing information.

Bus Transportation

- **For the month of September 2020, SJASD will transport eligible bus students from the Headingley and Brooklands areas. Students with exceptional needs will also be bused.**
- **All school bus passengers in Grade 4 and over, as well as the driver, are required to wear a non-medical mask** (unless there are medical issues or required accommodations that prevent the student from wearing a 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.)
For additional transportation information see <https://www.edu.gov.mb.ca/k12/covid/docs/transportation.pdf>
- If a student forgets a facemask, a limited supply of disposable facemasks will be available on the bus. Please ensure students have their personal mask each day.
- For the short term, parents are encouraged to transport their own children.
- To plan for our busing capacity increase in October 2020, a short electronic survey will be sent to all SJASD families and childcare centers that have eligible bus students. The survey is to confirm if you wish your child to be transported on the bus.



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- Schools will be implementing protocols and practices to ensure that entry and exit from the school are managed to avoid congestion. Eligible bus students will be met at the bus upon arrival and escorted back to the bus at dismissal.

Symptom Screening

- Screen for symptoms every morning. If your child has COVID-19 or flu related symptoms, keep them at home.
- An up-to-date list of symptoms can be found at: <https://manitoba.ca/covid19/updates/about.html>
- Use the [Self-Assessment tool](#) to check if your child should be tested for COVID-19. Call Health Links at 204-788-8200 or 1-888-315-9257 if you notice symptoms or if you need more information.
- School staff may support screening at school in cases where the student did not self-screen at home.
- Screening protocols are in place for people entering schools.
- **All visitors (e.g.: parents/caregivers, divisional staff) are required to wear a mask upon entering the building.**

Individuals with Symptoms

- If symptoms develop while at school, the student will be isolated or kept 2 metres in distance away from others in a designated area.
- The student will be provided with a medical facemask (unless there are safety issues that prevent that person from wearing a mask). Students showing symptoms will be asked to wait for their parent to pick-up in the black chairs in front of the office, away from their class cohort or any other class cohort.
- Parents and/or caregivers will be notified to come pick up their child immediately. **Make sure the school has your current contact information and a back up to call in case you can not be reached.**
- Students with symptoms are advised to immediately isolate and consult [Health Links – Info Santé](#) or their health-care provider. Those with symptoms should be tested.
- If the test is negative for COVID-19, they can **return 24 hours after symptoms resolve**. If individuals do not get tested, they should isolate for 14 days from symptom onset, and they may return if symptoms have resolved at that time.
- A chronic stable cough, sneeze, runny nose or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies, is not an absolute requirement for exclusion. As well, children who are crying can exhibit a runny nose. Changing or worsening of chronic symptoms require isolation and contacting Health Links – Info Santé. Staff will exercise judgment based on the symptoms, but when in doubt, err on the side of caution by isolating the child and advising the parent or caregiver to contact Health Links – Info Santé or their health-care provider.
- In the event of confirmation of a case of COVID-19 connected with a class, public health will lead the response and provide guidance, including ensuring appropriate supports are in place to coordinate the response. Public health will advise staff and students if they have been in close contact if they need to self-isolate or self monitor and when they can return to school.



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- Decisions about school closures will be made on a case-by-case basis with public health leading the response and providing guidance, including ensuring appropriate supports are in place to coordinate the response.

Hand Hygiene

- Hand Sanitizer and hand cleaning solutions will be available at access points throughout the school and in classrooms.

Staff and students will clean their hands frequently at the following times:

- at the start of the day and before going home
 - after going to the washroom
 - before preparing food
 - before and after eating
 - after getting hands dirty
 - after wiping noses or handling dirty tissues
 - after coughing, sneezing, or blowing nose
 - before and after putting on and taking off a mask
 - after cleaning tasks (staff)
- Commonly touched surfaces, including desks will be disinfected at least twice daily.

Physical Distancing

- Two metre physical distancing is required to the greatest extent possible. Signage and floor markings will indicate where lines form and where to stand both inside and outside of the school building.
- It is recommended that learning will take place outdoors as much as possible (Phys. Ed classes, Class Meetings, Read-alouds, etc.).
- Students are asked to bring a full water bottle, sunscreen, a hat and a towel to sit on outside. These items will be stored in their backpack.
- Phys. Ed classes will be held outside whenever possible. Please keep this in mind when you prepare your child for school in the morning. Students will not have the opportunity to change for Phys. Ed classes, so please ensure they are dressed in clothes appropriate for physical activity.

Cohorts

- Cohorts involve keeping groups of students (e.g. classes) together and avoiding interactions with other groups. Physical distancing within the cohort is required to the greatest extent possible. Students within a cohort will have desks arranged 1 metre apart.
- Whenever possible, students and staff will remain together with the same cohort throughout the day, including lunch breaks and recess.



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- Schedules and transitions will be staggered to reduce mixing cohorts in shared spaces (such as hallways and the gym).
- The movement of cohorts will be minimized when possible. In the early years and middle years, teachers and staff will move between classrooms instead of students. Floor markings will be used to help direct the flow of foot traffic to the right hand side of the hallways and to help ensure physical distancing within the school.
- Daily records will include names of students, staff and visitors who were in contact with each cohort.
- Inside the school, each homeroom is designated as a cohort. For lunch hours and recesses, several homerooms will be able to access the school field at staggered times in designated areas that are more than 4 metres apart.
- Each cohort/homeroom will have a designated entrance and exit they will use throughout the day for morning arrival, afternoon dismissal, lunch hour and recesses.

Drop-off Traffic at Schools

- Due to the anticipated higher traffic at drop-off and pick-up at schools, please do not use the Fairlane Avenue parking lot as a drop-off location.
- **In order to avoid unsafe situations in the parking lot, we are asking families to use the Assiniboia West Community Club parking lot to drop off students. If wanted, parents could then walk their children to their designated entrance where they would be met by their homeroom teacher.**

Shared/Common Spaces

- Entrances and Exits will be assigned to student groups (e.g. cohorts, grade levels, student names) to a maximum of 75 students per entry/ exit time.

Homerooms	Designated Entrance / Exit
K1 and K2	SE Kindergarten entrance facing Buchanan Blvd.
Rooms 1, 2 and 9	Gym entrance off the tarmac (closest to office)
Rooms 10, 11, 12	East entrance off Buchanan Blvd.
Rooms 13 and 19	Grade 4/5 entrance off the tarmac (closest to the library)
Room 15	NE entrance off the tarmac (closest to room 15)

- If cohorts are together in a larger space, **4 metres of distance** will be maintained between each cohort. Cohorts of 75 in common areas (e.g.: allowing 3 classroom cohorts sharing an outdoor play area) will be considered in the future. At this time, class cohorts will remain 4 metres apart.
- Washrooms will be disinfected regularly. Washroom access will be staggered to the greatest extent possible. Homerooms will have staggered washroom breaks throughout the day.



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- Water fountains are closed. Students are to bring personal water bottles to school each day. Each homeroom will have the opportunity to use the water bottle filling station at some point in the day.
- School Library: School libraries will be closed for the first two 6-day cycles in September. Students will have the opportunity to select books from the classroom libraries and will store them in a personalized book bin. Books will be brought to the classrooms from our main library to augment personal choice.
- Lockers / cubbies: We will not be using individual lockers or cubbies during the month of September, or longer if necessary. Please store your child(ren)'s belongings in a backpack, and send essentials for the day including plenty of water, snacks, a hat, sunscreen, lunch, etc.

Gym/ Music

- Physical education will continue with necessary modifications for physical distancing, and will occur outside as much as possible. As students will not be changing for Phys. Ed, please ensure your child has comfortable clothes, a hat, sunscreen and water.
- SJASD schools will pause school sports for September 2020 (or until further notice).
- SJASD will revisit the resumption of individual school sports teams at the end of September. For the resumption of league play to occur, the governing sports organizations must have received return to play approval from public health. See Manitoba's Restoring Safe Services Sports Guidelines.

<https://www.gov.mb.ca/covid19/restoring/sports-guidelines.html>

- Music instruction will be paused for the month of September. During this allocated instructional time, students will receive additional numeracy, literacy support and mental health programming (such as Project 11, Mindfulness activities, Mind-up curriculum, etc.).
- Due to cohort guidelines, SJASD will pause divisional musical arts programming. At this time, we are limiting the mixing of students from multiple schools to maintain best practices for cohorts. In consultation with public health and when safe to do so, SJASD divisional programs may resume.
- Schools must ensure that they follow Manitoba's *Guidelines for Vocalists and Instrumentalists*.

<https://www.gov.mb.ca/covid19/restoring/music-guidelines.html>

School Schedules/ Courses

- Core curriculum in the areas of literacy and numeracy will be prioritized for the return to in-class learning.
- Our focus will be on responsive learning in the areas of strengthening literacy and numeracy skills and understanding, as well as implementing social/emotional learning activities to ensure students are feeling comfortable within the school and have a sense of community within their classroom.



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Lunch Breaks (and Recess)

- Lunch and recess breaks will be staggered throughout the day, and whenever possible children will be kept together with their class or cohort during these breaks.
- Students will eat their lunch in their homerooms and will have an outside lunch break at scheduled times and within a designated area to ensure cohorts remain distanced from other students.
- **In order to reduce the number of students together for long periods of time, we are encouraging all non-bused children to go home for lunch if possible. The chance to reconnect with family during the day would also be beneficial as we transition back to school.**
- We will continue to offer a snack program with necessary adjustments to ensure health guidelines are in place. Schools will have a strict no-sharing policy in place.

Learning materials

- Students will not use shared supplies. Students will have individual classroom supplies available for their personal use.
- **Early Years:** Schools will only have toys that are easily cleaned and disinfected. There will be an increased 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 should be avoided. 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.
- Public health advises that playgrounds and play structures are low risk for transmission. Outdoor activities are encouraged, and outdoor spaces and playground structures can be used. Staggered outdoor playtimes and specified zones will be implemented.
- Separate containers of equipment will be maintained for each class or cohort and equipment will be cleaned between recess periods.
- Zones will be marked to manage group sizes and avoid contact among groups.
- Contact sports and games, or the use of shared equipment is strongly discouraged.

Cleaning

- Cleaning schedules and protocols will be implemented as per Maintenance direction.
- Commonly touched surfaces will be disinfected frequently by custodial tasks, at least twice daily. Daily cleaning logs will be kept in all division buildings.



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- Ample hand cleaning supplies will be available at all sinks in washroom and kitchen areas.
- Custodial staff will be responsible for cleaning and disinfecting at the school.

Visitors and Volunteers

- Schools will minimize visitors and volunteers at school facilities. When their presence is necessary, visitors and volunteers must first [self-screen for COVID-19 symptoms](#) and adhere to physical distancing and hygiene practices in place for students and staff.
- **All visitors (e.g., parents/caregivers) are required to wear a mask upon entry into the school.**
- **Schools are required to keep a log of all visitors including location in school, entry and exit time.**
- Community use of schools will be suspended, with the exception of childcare centres operating in schools.
- Schools will postpone any in-school meetings of Parent Councils/Advisory groups (e.g.: AGM) until after September 30, or until further notice.
- Any other meetings (e.g.: Parents/caregivers with school staff) are to be scheduled using online communication, video, telephone where possible, rather than in person.

Mental Health and Well-Being

- Each school will prioritize mental health literacy through the focused use of effective mental health strategies in the school environment to help create the conditions for student success and well-being.
- Teachers will be utilizing a variety of age appropriate mental health activities/programming such as Project 11, Zones of Regulation, Mind Up, and other social emotional supports.

Recovery Learning

- Recovery learning is the focus for all Professional Development throughout the 2020/21 school year. Teachers will identify learning needs in a coordinated, collaborative, and intentional way so that accelerated learning can occur. Staff will assess each student's unique starting points and plan responsively. School teams will work collaboratively to analyse and respond to student learning data. Instructional planning and strategies will be based on student's unique academic strengths and next steps required for success.
- We will focus on Recovery/Response Learning in the areas of literacy and numeracy, utilizing essential outcomes to assess current levels of understanding and to address next steps in programming.



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The staff of Buchanan School is excited to have our students return to school on September 8th, and will strive to provide a safe and welcoming environment where students can learn to the best of their abilities.

Please note: We will not be having opening day conferences this year. Classes will start for all students on September 8th at 8:55am.

Thank you to our wonderful parent community for being active partners in your child's education, we will continue to share information and update this plan as necessary. Please continue to check out our website at <https://www.sjasd.ca/school/buchanan> and our Instagram and twitter accounts, buchanansjasd.

Please do not hesitate to contact your child's teacher or myself through email or telephone. You can reach me at buchanan@sjasd.ca or (204) 888-0680.

Neil Moffatt

Principal

Buchanan School