



## Linwood School Return to In-Class Learning Plan- September 2020

The St. James-Assiniboia School Division Plan can be found at <https://www.sjasd.ca/Documents/SJASD%20Welcoming%20Our%20Students%20Back%20FINAL%20-%20UPDATE%20AUGUST%202020.pdf>. 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> .

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](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 28<sup>th</sup>, 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.
- **At Linwood School, we welcome back all out students on Tuesday, 8 September.** During the day, students will remain in their classroom cohorts for most of the day, and teachers will move between class cohorts to minimize mixing between cohorts and congestion in the hallways. The focus will be on Literacy, Numeracy, and Mental Health (e.g., Project 11, Mind Up). As much learning as possible will take place outside for Physical Education, weather permitting. Visual reminders (i.e., signs and/or floor markers) will help support instruction provided by staff members about physical distancing for students while inside the school and outside on the school grounds.

### 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.

## Linwood School Return to In-Class Learning Plan- September 2020

- 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. Schools will communicate a plan for the distribution of facemasks prior to the start of school during the week of August 26-September 1, 2020. 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.
- Linwood's grade 4/5 students will receive 2 reusable face masks before the start of school, so families can practice proper mask use and care at home. Please see the link below for more information about caring for your child's mask.
- **Only parents of students in grades 4 and 5**, will be permitted to sign for and pickup their child(ren)'s facemasks outside the front doors of the school on:  
**Wednesday, 26 August 2020 8:00 AM-9:30 AM**  
**8:00-8:30 – Room 15 Mr. Young's class**  
**8:30-9:00 – Room 16 Mrs. Vincent's class**  
**9:00-9:30 – Room 18 Mr. Blake's class**  
If your family requires a time outside of these scheduled pickup hours, please call the Linwood School office (204-889-9356).
- 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](http://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.

## Linwood School Return to In-Class Learning Plan- September 2020

- Schools will be implementing protocols and practices to ensure that entry and exit from the school are managed to avoid congestion.
- **Please note that transportation plans are still being reviewed and could change.**
- At Linwood School, Kindergarten students will have the opportunity to ride the bus at noon. That means AM Kindergarten students only will be able to ride the bus home, and PM Kindergarten students will only be able to ride the bus to school. The bus is **NOT** available to AM Kindergarten students in the morning and PM Kindergarten students at the end of the day. Kindergarten students will be picked up and dropped off at the bus stop by a school staff member to ensure that entry and exit from the school are managed to avoid congestion and to ensure physical distancing during the transition to and from the bus.
- Students with exceptional needs who ride the bus in the morning and after school will be transitioned to the school and back to the bus by a staff member to ensure physical distancing.

### 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. A space will be designated in the school.
- The student will be provided with a medical facemask (unless there are safety issues that prevent that person from wearing a mask).
- 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

## Linwood School Return to In-Class Learning Plan- September 2020

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.
- 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 metres 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.
- At Linwood School, all subject areas will have increased time for outdoor learning when the weather permits (physical education, class meetings, read aloud). This applies especially to Phys. Ed. classes which will be held outdoors whenever possible. Please keep this in mind when you prepare your child for school in the morning. **Have them bring a backpack with necessary items everyday (hat, full water bottle, towel to sit on outside, lunch, sunscreen etc.).**

### 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.

## Linwood School Return to In-Class Learning Plan- September 2020

- Whenever possible, students and staff will remain together with the same cohort throughout the day, including lunch breaks and recess.
- 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.
- Daily records will include names of students, staff and visitors who were in contact with each cohort.
- At Linwood School, to start the year, students will not share school supplies and there will be strict “no sharing food” policy. Classes will also not use cubbies, bins, lockers, or cloakrooms to store personal items. We ask that parents send only the most necessary items in a backpack with their child (e.g., hat and sunscreen for outdoor learning, lunch, reusable mask, extra clothes, or sweater etc.)
- For the start of the year, student cohorts will include only students from their classroom. These classroom cohorts will eat lunch inside or outside in the classroom group, go outside together for recess and lunch, and use the same assigned washrooms. Staff interactions between cohorts will also be minimized as much as possible between cohorts (i.e., recess supervision). Signs and floor markers will indicate directional flow of traffic in entrances, hallways, and stairs wells.
- Larger grade-based cohorts of no more than 75 students will be outside at any time. Outside, individual classroom cohorts will play in designated areas while keeping at least a 4 m distance from students who are part of a different classroom cohort.

### Drop-off Traffic at Schools

- Due to the anticipated higher traffic at drop-off and pick-up at schools, schools will determine additional designated areas for vehicles to safely drop-off and pick-up students.
- At Linwood, parents are encouraged to use side streets (Winchester, Linwood) to park and walk their child to the designated entrance to the school playground. (see map insert below)
- **Please do not enter/use the school parking lot for student drop off and pickup for everyone’s safety.**
- **Please arrive between 8:45-8:55 to drop off your child and respect physical distancing of other families.**
- Please take your child to the school grounds where they will walk to their designated entrance to meet their teacher for entry in their specific classroom zone. These strategies will help to decrease congestion at the 3 school entrances. Other strategies, such as a walking school bus from neighbouring streets, are also being explored.
- **Please note that children will not be playing on the school playground and field before school starts, or at the end of the day. This helps to minimize contact between cohorts and maintains physical distancing.**
- **Student pickup at 3:40** – please park on surrounding side streets and come to your child’s designated entrance/exit. Classroom cohorts will be walked out by their teacher, and from there they will be dismissed into your care. Students/parents should leave the school grounds as soon as students are dismissed by their teacher.

## Linwood School Return to In-Class Learning Plan- September 2020

<b>Cohort 1</b> 74 Students	Rm 5 – AM K Ms. Dowd	Room 5 – PM K Ms. Dowd	Rm 1 – Gr. 1 Mrs. Stevenson	Rm 8 – Gr. 1 Ms. Jensen – AM Mrs. Turner - PM	Front Entrance of school
<b>Cohort 2</b> 73 Students	Rm 4 – Gr. 2/3 Mrs. Jones	Rm 6 – Gr. 2/3 Mrs. Aremu	Rm 10 - Gr. 2/3 Ms. Reid		North Entrance near parking lot.
<b>Cohort 3</b> 61 students	Rm 15 – Gr. 4/5 Mr. Young	Room 16 Mrs. Vincent Grade 4/5	Room 18 Mr. Blake Grade 4/5		South Entrance



### 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.
- 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.

## Linwood School Return to In-Class Learning Plan- September 2020

- At Linwood School, students will enter the school using their designated entrance. **Kindergarten and Grade 1 students** will line up with their teacher **using the school's front doors** with their teacher. **Grade 2 and 3 students** will line up with their teacher **using the rear north entrance** (near the parking lot) and the **Grade 4 and 5 students** will line up with their teacher **using the rear South entrance**. Students will use hand sanitizing stations upon entering the school before they head to their classrooms. Students will use the same doors to exit the school as a cohort at the end of the day, where parents can pick up their child and immediately leave to go home.
- At Linwood School, student cohorts will use an assigned washroom. This will decrease the amount of traffic and congestion in specific washrooms. However, we will also be mindful and sensitive to the fact that our students may also need unscheduled washroom breaks that will be tracked to support physical distancing and sanitizing efforts.
- **Because water fountains are closed, we ask that Linwood families send their child with plenty of water in a reusable water bottle.** At school, students will have access to refill their water bottle at designated water bottle refilling stations.
- **School Library:** School libraries will be closed for the first two 6-day cycles in September. At Linwood School, students can pick books from classroom libraries to place in a personal book bin for the week. The books will be quarantined on Friday and over the weekend, before they become available for another student. Our library will be closed for the month of September (or until further notice) as we review protocols and consider the feasibility of mobile library services.
- **Lockers/Bins/Cubbies:** At Linwood School, lockers, bins, cubbies, and cloakrooms will not be in use during the month of September, or longer if deemed necessary. Please store your child(ren)'s belongings in a backpack until the situation changes, and send essentials for the day such as plenty of water, a hat, lunch, snacks, sunscreen etc.

### Gym/ Music

- Physical education will continue with necessary modifications for physical distancing. When possible, it is likely that this will occur outside. At Linwood School, Phys. Ed. classes will take place outdoors when the weather permits. Please ensure that your child has appropriate clothing, a hat, sunscreen, and adequate 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>
- **Early Years:** 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. Alternative Arts programming may also be offered.  
<https://www.gov.mb.ca/covid19/restoring/music-guidelines.html>
- 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

## Linwood School Return to In-Class Learning Plan- September 2020

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 and required courses will be prioritized for the return to in-class learning. Electives may be limited in some schools to accommodate physical distancing and scheduling.
- **Early Years: The focus will be on responsive learning in the areas of Literacy and Numeracy. Mental Health and supporting students in their return will also be a focus.** At Linwood, engaging, cross-curricular, and proactive Project 11 and Mind Up program strategies and resources will help to engage students while focusing on Manitoba's English Language Arts and Health Education outcomes. Weekly lessons and daily activities were designed to support students' and teachers' awareness of mental health.

### 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.
- Not all schools offer cafeteria service, for those who do, all are closed for September 2020.
- Schools will encourage non-bused children to go home for lunch if possible.
- Schools can continue to offer breakfast, snack, and lunch programs with necessary adjustments to ensure health guidelines are in place. Schools will have no-sharing policies in place.
- At Linwood School, students will have staggered recess and lunch breaks that keep them together with their classroom cohort. Lunch supervisors will supervise classes in the same cohort. These breaks will happen at the same time as other students in the same grade. For example, all Grade 2 and 3 students will have lunch at the same time, but they will eat only with their classroom cohort. All three Grade 2/3 classes will play outside at the same time at lunch, but students will only play with other students in their classroom cohort.
- Outside, individual classroom cohorts will play in their designated area on the field.

### Learning materials

- Students will not use shared supplies. At Linwood School, students will use a personal supply of pencils, erasers, pencil cases etc. They will not share cubbies, or bins for the foreseeable future. Teachers are establishing procedures to store individual student supplies so they can be accessed using physical distancing.
- **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



## Linwood School Return to In-Class Learning Plan- September 2020

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. At Linwood School, outdoor learning will be encouraged for all subject areas where possible. Classes will work and/or play in designated area while outside.
- Separate containers of equipment will be maintained for each class or cohort and equipment will be cleaned between recess periods. At Linwood School, separate containers will be maintained with a variety of outdoor equipment. Public Health guidelines also advise that playgrounds and play structures are low risk for transmission, and outdoor activities are encouraged, so outdoor spaces and playground structures can be used
- 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.
- 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.
- **At Linwood School, any parent/guardian/visitor who needs to come to the school is encouraged to call the school office before coming (204-889-9356), to ensure appropriate**

## Linwood School Return to In-Class Learning Plan- September 2020

**physical distancing is possible in the office. Before coming, parents/guardians/visitors are asked to use the provincial self-screening tool. Upon entering the building, all parents/guardians/visitors are required to wear a mask and come directly to the office to sign-in to indicate the reason/area visited.**

### **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.
- At Linwood, teachers will implement programs such as Project 11, Mind Up, and Zones of Regulation to provide positive mental health awareness and strategies to students.

### **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.
- At Linwood School, recovery learning will focus on planning, teaching, assessment, and next steps that are responsive to each individual student's needs.

At Linwood we believe that the best possible outcome for students depends on close collaboration with our community and families. The above framework will help to guide us to provide a safe and responsive learning environment that follows public health guidelines, while also supporting the needs our students have in academic and social-emotional areas. Please reach out to connect with me or your child's teacher through email or by telephone (204-889-9356).

For the most current information regarding School planning and protocols, families are asked to check the school website, <https://www.sjasd.ca/school/linwood/> frequently and to watch from important messages through School Messenger. You can also follow us on Instagram: @linwoodstjames (<https://www.instagram.com/linwoodstjames/?hl=en>)

Regine Nuytten

Principal - Linwood School