

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



The St. James-Assiniboia School Division Plan can be found at the St. James-Assiniboia School Division website: <https://www.sjasd.ca>.

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 that this plan is fluid in nature and subject to change given current conditions and health advisories. Updated/ revised plans will be posted on the Heritage School website <https://www.sjasd.ca/school/heritage/> and sent out to families.

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 Heritage 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.

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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.
- In scenarios where classrooms are multi-grade (e.g.: grade 3/4, grades 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.
- At Heritage, students in multi-grade classes (3/4 & 4/5) will receive 2 reusable face masks before the start of school, so that families can practice proper mask use and care at home. Please see the link below for more information. Parents of children who ride the bus, as well as parents of students in multi-grade classes (3/4 & 4/5) will be able to pick up their child(ren)'s mask outside the front doors of the school on **Thursday, August 27th & Friday, August 28th between the hours of 8:30 AM and 12:30 PM**. Parents will be asked to initial the receipt of their child's 2 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).
- All SJASD staff are **required** to wear a mask and/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.

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- To plan for our busing capacity increase in October 2020, a short electronic survey will be sent to all SJASD families and child care centers that have eligible bus students. The survey is to confirm if you wish your child to be transported on the bus.
- Eligible bus students will be met out front the school on Heritage Blvd upon arrival and escorted back at dismissal.
- Schools will be implementing protocols and practices to ensure that entry and exit from the school are managed to avoid congestion. Class cohorts will have specific entry and dismissal doors. Traffic congestion will also be addressed further in this document.

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). Students showing symptoms will be asked to wait for their parent to pick-up in the designated area, away from their class cohort or other class cohorts.
- 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

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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

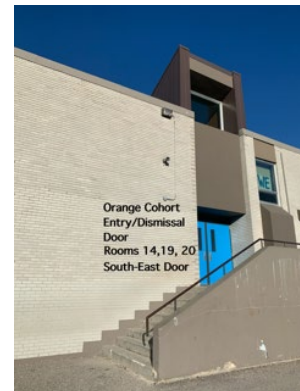
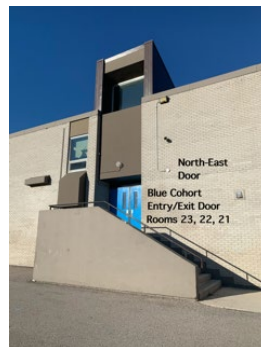
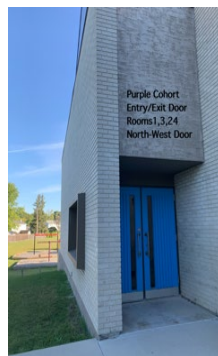
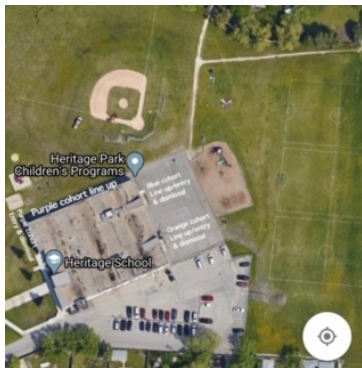
- Two metre of physical distancing is required to the greatest extent possible. Signage and floor markings will indicate where class cohorts assemble and where to stand both inside and outside of the school building.
- It is recommended that learning will take place outdoors as much as possible (P.E. class, Class Meeting times/ Read A-Loud and Library times). Students are asked to bring a full water bottle, sunscreen, hat and a towel to sit on outside. These items will be stored in their backpack.
- P.E. classes will be held outdoors whenever possible. Mental Health programming such as Project 11 is an indoor classroom alternative due to weather conditions or number of students assembled outdoors.
- 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 staggered lunch breaks and staggered recess breaks.

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- Schedules and transitions will be staggered to avoid 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 arrows will mark the direction classes will travel within the school (staying to the right-hand side of the hallway.)
- Daily records will include names of students, staff and visitors who were in contact with each cohort.
- Attendance records and visitor logs will ensure tracking of contacts during each school day.
- Cohorts are as follows: **Purple cohort:** K-1, K-3, room 24 (MacRae), **Blue cohort:** rooms 23, 22, 21 (Bogart, Lockhart), **Orange cohort:** rooms 20, 19, 14 (Sarahs, Richtik)

Drop-off & Pick-up 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.
- Heritage students will report to designated colour-coded entry/exit doors.
- Areas for class cohorts to assemble will be clearly marked and physical distancing maintained.
- **Purple cohort:** K-1, K-3, and room 24 will line up along the west side of the school and enter with their teacher through the **north-west** door marked with a purple circle.
- **Blue cohort:** rooms 23, 22, 21 will line up and enter with their teacher through the **north-east** door marked with a blue circle.
- **Orange cohort:** rooms 20, 19, 14 will line up and enter with their teacher at the **south-east** door marked with an orange circle.



- Students will be required to stay with their cohort group prior to entry and at dismissal time.
- **Parents may continue to use the school parking lot as well as Harvest Lane and the surrounding streets. Students will be reminded to use caution when crossing the streets and to cross with the School Patrols. It is our intention to avoid both traffic and student congestion upon arrival and dismissal times.**

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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. Class cohorts will be directed to stay with their cohort group and to play outdoors in their specified outdoor zones.
- Class cohorts will be directed to remain to the right of hallways and stairwells when moving through the school. Floor markers will indicate the flow of indoor traffic.
- Water fountains are closed. Students are to bring personal water bottles to school each day. Please ensure students have access to a refilling station. At Heritage School, students will have access to a water bottle refilling station.
- School Library: School libraries will be closed for the first two 6-day cycles in September. The Heritage Librarian will be providing mobile Library services for at least the month of September. Library Books being returned will be quarantined for the required 72 hours before returning to distribution. Classroom libraries will continue and follow same guidelines.
- Lockers/Bins/Cubbies: At Heritage School, lockers, bins and cubbies will not be available for the month of September. Student belongings are to be stored in student backpacks for the time being. Please only send children with the essentials for their day: water bottle, hat, lunch, snack, sweater.

Gym/ Music

- Physical education will continue with necessary modifications for physical distancing. When possible, it is likely that this will occur outside. At Heritage School, Phys. Ed classes will take place outdoors when the weather permits. Please ensure your child has appropriate clothing, a hat, sunscreen, and adequate water. Students will not change clothing for Phys. Ed classes.
- 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 (Project 11; Mind Up). 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

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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.** Project 11 will be implemented K-5. Project 11 is an engaging cross-curricular proactive program focusing on Manitoba's English Language Arts and Health Education outcomes. Weekly lessons and daily activities have been designed to help support students and teachers in bringing mental health awareness.

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 can continue to allow snack time with necessary adjustments to ensure health guidelines are in place. Schools will have no-sharing policies in place.
- Schools will encourage non-bused children to go home for lunch if possible.
- At Heritage School, students will eat their lunch in their homerooms and have an outside lunch break at scheduled times in designated zones.
- Each cohort will have a zone outside for the outdoor portion of their lunch break.
- Students will be supervised during lunch and recess breaks by Lunch Supervisors and other Division personal re-deployed for Sept.

Learning materials

- Students will not use shared supplies. At Heritage School, students will have their individual supply of classroom supplies. Teachers are establishing procedures for students to have individual storage areas for personal supplies.
- **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

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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 play times 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.
- 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. More information regarding Parent Council will be forwarded in coming weeks as discussions regarding meeting procedures and planning is currently underway at the divisional and school level.
- 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.
- All visitors accessing Heritage School will be required to wear and mask, sign-in and indicated areas visited.

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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 Heritage School, teachers will focus on strengthening relationships and mental health awareness through the implementation of mental health programming such as, Mind Up, Zones of Regulation and Project 11.

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 Heritage School, recovery learning will focus on planning, teaching, assessment and next steps that are responsive to meet individual student needs.

Heritage School is dedicated to providing the safest learning environment for every student. We are committed to maximizing the learning opportunities for all of our students.

For the most current information regarding school planning and protocols, families are asked to check the school website, <https://www.sjasd.ca/school/heritage> and Instagram account, @heritage_hawks.

Please do not hesitate to contact myself through e-mail or telephone. I can be reached at heritage@sjasd.ca or 204.837.1394.

Cheri Banks

Principal

Heritage School