

Westwood Collegiate Return to In-Class Learning Plan- September 2020

The St. James-Assiniboia School Division Plan can be found [here](#). 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
- 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: What to Expect?

Returning in September will look and feel different as we adjust to the preventative health requirements of the pandemic. There will be changes such as:

- Do not arrive at school more than 10 minutes prior to your scheduled class.
- School bus students can wait outside, or at designated socially distanced waiting spots when weather is inclement.
- When arriving at school you will be required to report immediately to your first period classroom.
- When moving about Westwood, students will be required to physically distance and follow hallway markings.
- There can be no congregating of students at any time throughout the day.
- Students are required to leave the school immediately after the end of their last class of the day.
- Classes may be comprised of flexible groupings, team teaching and multiple and alternate locations to adjust to social distancing requirements.
- Students should be ready to move outside with a class – be aware of the weather and dress accordingly.

Westwood Collegiate Return to In-Class Learning Plan- September 2020

- A PROCEED WHEN CLEAR protocol will be applied at class change: Grade 11/12 students may leave at the bell, and teachers determine when the hall is clear enough to allow Grade 9/10 to follow.

Students: When are you required to be in in class?

The first day of school, September 8th, is designated Grade 9 orientation day. Grade 9 students with last names beginning with the letters A - K will attend from 9 am to 11:30 am; Grade 9 students with last names beginning with the letters L - Z will attend from 1 pm to 3:30 pm.

After that, the entire school population (grades 9 – 12) will be split into two groups and will only attend school on their designated days.

Starting school September 9th (day 5), all students with last names beginning with the letters A - K "Yellow Group", will attend 6 day cycle odd days 1,3,5 in the school division six-day cycle.

Starting school September 10th (day 6), all students with last names beginning with the letters L - Z "Blue Group", will attend even days 2,4,6 in the school division six-day cycle.

On September 28, students will be allowed to attend select Academic, P.E., Arts, and I.B. classes on their "home learning" day where social distance requirements can be maintained. Space requirements are at a premium and so the approved list must be followed closely. These classes will be shared by mid-September, after all timetable adjustments have been made.

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 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.
- Division issued face masks can be collected at the front of the school (parking lot doors) during timetable pick up days:

-Tuesday, August 25th – Grade 11 & 12 (9:00 am – 3:00 pm)

-Wednesday, August 26th – Grade 9 & 10 (9:00 am – 3:00 pm)

- 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

Westwood Collegiate Return to In-Class Learning Plan- September 2020

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 child care centers that have eligible bus students. The survey is to confirm if you wish your child to be transported on the bus.
- Schools will be implementing protocols and practices, **such as seating plans on busses, and door entry to the school by grade, listed under the heading DROP-OFF TRAFFIC AT SCHOOLS** to ensure that entry and exit from the school are managed to avoid congestion.

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 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.

Westwood Collegiate Return to In-Class Learning Plan- September 2020

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. **Where possible, physical education, and other classes will utilize our school field.**

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.
- 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.
- **Grade groupings (9,10,11,12) and subject or activity specific groupings (example Band, School Bus), will be used in the event of contact tracing.**

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.

Westwood Collegiate families should ensure vehicle drop-off happens as close to the grade designated door as possible:

Grade 12, NE Parking Lot main doors

Grade 11, SE Rouge and Sansome corner doors

Grade 10, SW Sansome doors

Grade 9, NW Field doors

Shared/Common Spaces

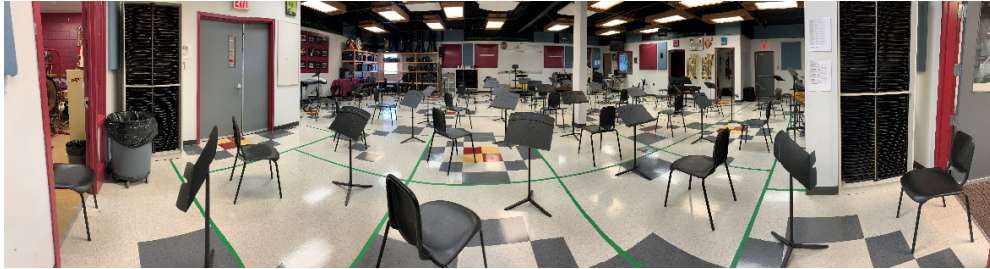
- Entrances and Exits will be assigned to student groups (e.g. cohorts, grade levels, student names) to a maximum of 75 students per entry/ exit time.
- If cohorts are together in a larger space, **4 metres of distance** will be maintained between each cohort. Cohorts of 75 in common areas (e.g.: allowing 3 classroom cohorts sharing an outdoor play area) will be considered in the future. At this time, class cohorts will remain 4 metres apart.

Westwood Collegiate Return to In-Class Learning Plan- September 2020

- Washrooms will be disinfected regularly. Washroom access will be staggered to the greatest extent possible. **North, front of office washrooms will be designated for the grade 11 and 12 students; South, guidance area washrooms will be designated for the grade 9 and 10 students.**
- Water fountains are closed. Students are to bring personal water bottles to school each day. Please ensure students have access to a refilling station. **Bottle refilling stations remain by the Band room, Cafeteria entrance, and the back of the gym.**
- School Library: School libraries will be closed for the first two 6-day cycles in September. **School libraries will be used primarily for classroom purposes, and study spaces.**
- Cafeteria access: **Cafeteria food services will be closed for food services until further notice; Cafeteria tables will be open with limited seating for use at lunch or for study with staff approval.**
- Lockers: **Lockers will be limited—use with administration permission only. Students are expected to carry belongings until further notice to minimize surface contact.**

Gym/ Music

- Physical education will continue with necessary modifications for physical distancing. When possible, it is likely that this will occur outside. **More information will be provided in the specific class context. (Example: band class, with social distancing grid lines)**



- 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>
- **Senior Years:** Schools must ensure that they follow Manitoba's *Guidelines for Vocalists and Instrumentalists*.
<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 cohorts. In consultation with public health and when safe to do so, SJASD divisional programs may resume.

Westwood Collegiate Return to In-Class Learning Plan- September 2020

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.
- **Senior Years:** Culinary Arts and Human Ecology programming will be paused for the month of September. Alternative programming (e.g.: course theory) will be offered during this instructional time. Vocational programming will continue providing physical distancing and public health protocols can be followed. Schools will communicate specific plans after August 24th
- Westwood Collegiate classes appearing on student schedules will run with new health and safety protocols, Foods classes will focus on theory and alternative home assignments. Again, classes may be comprised of flexible groupings, team teaching and multiple and alternate locations to adjust to social distancing requirements. Students should be ready to move outside with a class – be aware of the weather and dress accordingly.

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.
- It is expected that those students who can leave the school at lunch will do so. Students may eat their own prepared food in designated spaces (cafeteria tables, benches) and outside. Students should not share food. Students will not be using microwaves at the school until further notice. Additional spaces (classrooms) will be designated for lunch as needed.

Learning materials

- Students will not use shared supplies. Specific procedures will be shared as needed by subject teachers depending on class context.
- 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.

Westwood Collegiate Return to In-Class Learning Plan- September 2020

- 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.
- **Please consult the school website for updates on cancelled, postponed or approved scheduled events.**

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.
- **Physical Education and Guidance teachers will take the lead on a school wide mental health promotion through Health and Guidance presentations.**

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.
- **All classes will have a renewed focus on literacy, numeracy, and critical thinking core curriculum. Review and diagnostic assessments will take place in September to lay the foundation for skill-building. Additional Math sections have been added for concurrent learning (double Math) or re-learning. A Math/Science recovery learning support class has been added. Two grade 9 Transitional Math classes are offered. Remedial work, diagnostic assessment, timetable changes, and counselling will happen intensively in September to set**

Westwood Collegiate Return to In-Class Learning Plan- September 2020

students up for success. This recovery learning focus will be in addition to our normal Continuous Improvement department and school goals outlined in our Report to the Community documents in October.

Staff at Westwood Collegiate look forward to seeing our students and making sensible and safe adjustments to the school experience this September. The administration and staff are looking forward to a successful 2020-2021 school year. Please be patient with us as we implement new procedures for student social distancing, mask wearing, and limits to building and classroom capacity. Let's work together on ensuring health and safety first as we move forward with educational programming.

School Webpage [link](#)

School Instagram [link](#)