



## Welcome Back!

2020-21 School Year

### Townhall Norms and Expectations



Each employee in WSD is required to take part in a Townhall.

Each employee is responsible for reviewing the content within.



• The maximum amount of time for this Townhall is approximately 1.5 hours as we need to go immediately into hosting a Townhall for another school/group.





• Feel free to **add questions as we go along**, we will attempt to answer as many as possible at the end.





- The Education system is viewed by the public similarly to Health Care, particularly in the area of public confidence.
- Our <u>individual choices and actions</u> as public employees both at work and during our personal time will impact our students and our colleagues.
  - If a citizen becomes aware that someone who works on the front lines of the health system (hospital or personal care home) is not following public health orders on their personal time this may elicit a response that challenges the public confidence in the health system at large, as well as that individual personally.
  - None of us are immune from this as public confidence in our work is driven by our individual behaviours and actions.



## **Board Priorities**



WESTERN SCHOOL DIVISION

#### BOARD PRIORITIES 2019 - 2023

#### IMPROVE STUDENT LEARNING

- Literacy and numeracy improvement
- Respond to the needs of the student
- · Programming to offer success after school



#### INSPIRE A CULTURE OF INTEGRITY

Develop a courageous conscience:

- Personal responsibility
- Empathy
- Ethics
- Leadership
- Resilience
- Integrity
- o Emotional intelligence
- Gratitude
- Honesty

#### ENCOURAGE ADVENTUROUS ACHIEVERS

- Provide a safe environment
- Ignite innovative invitational ideas
- Provide professional development
- · Project-based learning

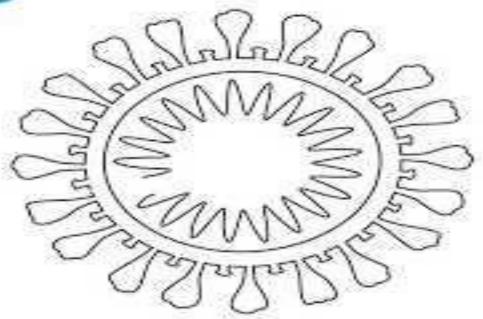


#### DEEPEN COMMUNITY RELATIONSHIPS

- School in the community and community in the school
- Nurture partnerships
- Welcome feedback
- Develop a Board communication plan



#### COVID-19



COVID-19 is an infectious disease caused by a new coronavirus introduced to humans for the first time.



# #RESTARTMB Pandemic Response System

For additional details about the #RestartMB Pandemic Response System, visit August 19, 2020 www.manitoba.ca/restartmb

### Pandemic Response System









The system sets out specific and focussed <u>public health</u> <u>responses</u> on a provincial, regional, community, and business sector basis that can scale up or down depending on the risk of the virus at that time.

**CRITICAL** -- Community spread of COVID-19 is not contained and/or there are significant strains on our health care system

**RESTRICTED** -- Community transmission of COVID-19 is occurring

CAUTION – Community transmission is at low levels

LIMITED RISK – The spread of COVID-19 is broadly contained. Vaccine and/or effective treatment for COVID-19 are available.

#### PROGRESSION OF MEASURES FOR KEY SECTORS BASED ON EXTENT OF PANDEMIC RISK

ITEM	LEVEL GREEN COVID-19 SAFE	LEVEL YELLOW CAUTION	LEVEL ORANGE RESTRICTED	LEVEL RED CRITICAL
Gatherings	Open	Larger groups that still allow rapid contact tracing	Restricted group sizes that still allow rapid contact tracing	Only small essential groups
Personal and Long- term Care Facilities	Higher number of visitors with tracing	More than one visitor	One visitor with few exceptions	No visitors except absolutely essential
Schools	Open	Open with occupancy/cohorts required for distancing (some remote learning)	In-class – grades K to 8 Remote grades 9 to 12	Closed with remote learning, except for K-6 for critical workers.
Child Care Facilities	Open	Open with some occupancy controls	Open with occupancy limits	Open with restricted occupancy for essential workers only
Retail and Personal Service	Open	Greater limits on close contact services	Capacity limits	Only E-service, Pick-up or Delivery
Restaurants	Open	Limits on buffet service	Capacity limits	Only Pick-up or Delivery
Beverage Rooms	Open	Limits in counter service	Capacity limits	Only Pick-up or Delivery
Recreation Facilities	Open	Occupancy Controls for High-Touch Equipment	Capacity limits	Closed
Casino Facilities	Open	Capacity limits	Closed	Closed
Theatres	Open	Capacity limits	Closed	Closed
Travel	No federal restrictions	Some travel restrictions in place of	depending on rate of virus trai	nsmission elsewhere.

## Setting the Response Level









- There are many factors that public health officials consider when assessing the risk of COVID-19 and its probability of spreading.
- No single indicator such as the number of cases can or will be used to determine risk and response levels.
- Public health officials monitor key indicators and use information to guide their recommendations, including (but not limited to):
  - Test positivity levels
  - Case number growth rates
  - Number of days since positive cases are linked to further transmission
  - Contact tracing and the degree to which cases are contained in clusters
  - Health system capacity to deal with cases requiring hospitalization or intensive care

#### LIMITED RISK



The spread of COVID-19 is broadly contained and a vaccine and/or effective treatment for COVID-19 is available.

- In class learning resumes for all Kindergarten 12 students.
   Remote learning available for students with have compromised immune systems.
- School-based child care centres will continue with regular operations.
- School buses may operate at normal capacity, with enhanced sanitization and other measures as advised by public health officials.
- Directives from Manitoba Education and guidelines approved by public health officials will provide any additional guidance.

#### **CAUTION**



Community transmission of COVID-19 is at low levels.

- Schools will be open for in-class learning.
  - Kindergarten to Grade 8 students and students with special learning needs will participate in in-class learning five days per week.
  - Students in Grades 9 to 12 up to 5 days of in-class learning and at minimum 2 of 6 days per cycle.
  - Remote learning for students who have medical accommodations (i.e. compromised immune systems).
- Schools have physical distancing, cohorts and additional public health practices in place.
- School buses will continue to operate with reduced capacity, with additional cleaning and other measures/ Parents and caregivers are strongly encouraged to transport students if they can.
- Child care centres located within schools will continue to operate as outlined in the Child Care Public Health Guidance.

#### RESTRICTED



Community transmission of COVID-19 is occurring. However, the virus is being transmitted at levels that public health

- K-12 schools may be more restricted by occupancy limits (2 meters required).
  - Students in Grades K-8 and students with special needs will be prioritized for in-class learning.
  - Students in Grades 9 12 will participate in remote learning.
  - K-8 classes will need to be reconfigured and may result in moves to other areas within the school, new classroom teachers and potentially new locations (i.e. high schools).
- Schools will assess their ability to operate school buses with reduced capacity (one child per seat unless from same household).
- Teachers may schedule in-person student appointments and small groups for assessment, planning, and special programming as needed, following limited use of schools guidelines.
- Child care centres located within schools will operate at reduced capacity, as outlined in the Public Health Guidance for Child Care.

#### **CRITICAL**



Community
spread of
COVID-19 is not
contained
and/or there are
significant strains
on our health
care system.

- Schools will be closed to the public with the exception of Kindergarten to Grade 6 students of critical service workers.
  - Early Learning and Child Care guidelines will be followed with reduced class sizes and strict prevention and controls in place.
- Virtual classrooms and remote learning will be in place. The key focus is literacy, numeracy, and other curricular areas, as time and resources permit.
- Teachers will be in contact with all students to keep them engaged in remote learning.
- School buses will not be operating.
- Child care in schools will operate at reduced capacity and will be limited to students of critical services workers, as outlined in the Public Health Guidance for Child Care Centres.

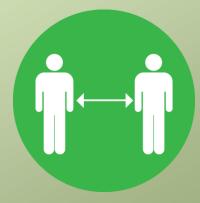


## Quick Overview of Changes



## When returning to school in September:

- <u>Classrooms will be configured to support physical distancing</u> with the use of alternate space as needed, such as multi-purpose rooms. Two metres of physical distancing is required to the greatest extent possible.
- Where physical distancing is not possible, students must remain within cohorts to reduce exposure to others. Cohorts will distance themselves from other groups to limit exposure.
- In these instances, there must be <u>at least one metre between students as they</u> <u>sit at their desks</u> in classrooms.
- Entry and exits to schools will be managed to <u>avoid congestion</u>.



## When returning to school in September

(continued)



- Lunch and recess breaks will be staggered.
- Protocols will be in place to safely move students through schools to <u>reduce congestion</u> in <u>hallways and common areas</u>.
- <u>Teachers will move</u> across classrooms instead of students.
- Students and staff are required to self-screen and stay home when they are exhibiting symptoms of COVID-19.
- Parents and caregivers will be expected to screen their children before boarding the bus or entering a school.

### When returning to school in September

(continued)

- There will also be <u>screening protocols for</u> all people <u>entering</u>
   <u>a school</u> and limitations regarding visitors.
- <u>Students will be reminded</u> of the importance of physical distancing and hand washing.
- There will be <u>enhanced cleaning protocols in schools and</u> <u>on buses</u>.
- Regional <u>public health</u> officials <u>will monitor</u> the situation closely and will <u>provide direction</u> and information to school communities. Public health will be <u>responsible for</u> <u>responding to cases of COVID-19 and <u>overseeing outbreak management protocols</u>.
  </u>



## Avoiding COVID Stigma





What is a Cohort?



## Personnel

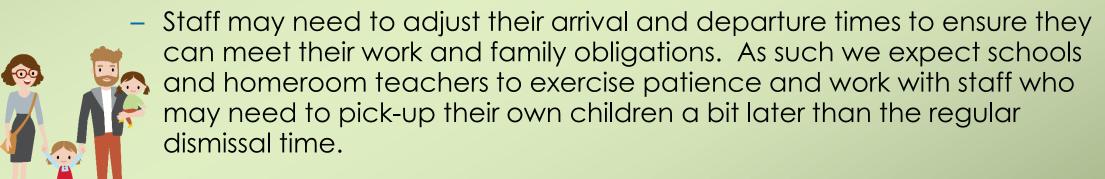


- In the last few weeks the <u>Board of Trustees has provided financial support</u> exceeding \$500,000 for additional staff. The division has added:
  - 6 homerooms and 4.5 new teacher positions
  - 24 additional hours of Educational Assistant time
  - Additional custodial time
  - Support for an additional bus, bus driver and 7 additional routes
    - Despite this:

SCHOOL BUS

- Transportation has and continues to be the most challenging planning issue.
- Provincial <u>restrictions are very complex and limiting</u>.
- Only eligible students can ride. Students will be picked up and dropped off only at the bus stop closest to their home.

- The <u>Provincial Pandemic Response system has identified some school staff as</u>
  <u>essential workers, for at least some stages of their plan</u>. As such, <u>working from</u>
  <u>home during the <u>Critical Level</u> will not be allowed for those staff the <u>Province</u>
  <u>has deemed essential</u>.</u>
- All employees are required, as indicated in June of this year, to have childcare arrangements in place.
- Due to strict public health requirements in schools, <u>children of staff members</u> <u>should not be in schools in places other than those spaces assigned to the</u> <u>cohorts that they belong</u>.



## Maximizing Space



- One thing we can control in regards to COVID-19 is maximizing the spaces in the rooms we have. For <u>classrooms we expect only</u>:
  - 1 desk/table and chair per student
  - 1 teacher desk and chair
  - 1 filing cabinet
  - Shelving <u>already attached</u> to the wall.
  - Boxes must not be improperly stacked or stored on shelving.
  - Small rooms that are <u>not properly ventilate</u>d shall not be used for instruction with students. Fans in such spaces increase the potential of transmission to others.
  - Everything else must be removed from the classroom.
- Schools/sites <u>must limit the number of people in a staff room</u> at any one time.
- <u>Reception furniture must be removed</u> in school offices to reduce public touchpoints and prevent parents/visitors from lingering.

## Cleaning and Sanitizing



- Everyone is encouraged to <u>review existing activities and practices</u> within their settings to help determine where enhancements or increased cleaning frequencies may be beneficial. This includes limiting the use of high-touch objects and surfaces by multiple individuals (e.g., providing children with their own containers of arts and crafts materials that are not shared with others).
- Custodial staff are working diligently to provide regular and deep cleaning. It is every staff member's responsibility to assist in keeping their own work and high touch areas clean.
- Efforts shall be made to <u>reduce the need to touch</u> objects/surfaces.



- Toys and equipment that are used should be made of materials that can be cleaned and disinfected.
- <u>Targeted Areas for Deep Cleaning:</u>
  - Student work areas
  - Washrooms
  - Entrance and exits
  - Photocopy keypads
  - Isolation Rooms
  - Other identified high touch surfaces (eg. doorknobs, light switches, electronic devices, chairs, desks, art supplies, toys, games, gym equipment, tools and equipment)
- Soap and Sanitizer all <u>soap and sanitizer dispensers will be</u> regularly checked and replenished as needed.
- Washrooms:
  - Schools will designate bathrooms to each cohort group.
  - Deep cleaning will occur 3x/day (mid-morning, mid-afternoon, and end of day).

Only bottle filling stations are open. Fountains are closed.

Enhanced cleaning of bus seats and other high-touch surfaces
 (e.g., windows and railings) before each new group of students
 attends the bus.

 Waste will be disposed of regularly. Hand hygiene should be performed after waste removal.



## PPE (Personal Protective Equipment)



### Masks

- Students in Grade 4 and above, as well as teachers and staff, are required to wear a non-medical mask in common areas throughout schools and when physical distancing of two metres is not possible. Younger students can wear masks too.
- Masks will be required when on school buses for all students. Extra masks will be made available at all schools throughout the school year for those who do not have their own.



- At this time, non-medical masks are required in schools for visitors when physical distancing of two meters is not possible.
- A medical mask (surgical or procedural mask) is required when unable to maintain a distance of two metres or six feet from a child who is exhibiting signs or symptoms suggestive of COVID-19.
- Consideration can be given to teachers and staff to wear face shields or coverings and eye protection, in addition to a mask (not in place of a mask).

#### Masks Have Been Ordered...

- We have already <u>received approximately 50,000 disposable masks</u>.
- We have ordered:
  - 2 reusable masks for every student and employee
  - Hundreds of shields for employees (1 per person)
- We will maintain a stock constant stock of disposable masks.
- PPE kits are underdevelopment for:
  - All buses
  - Isolation rooms
- Everyone should consider supplementing what we provide with additional personal masks.
- Masks with inappropriate images or messaging will not be allowed.

COVID-19

COVID-19

COVID-19

COVID-19

https://youtu.be/gvLA--hGU70

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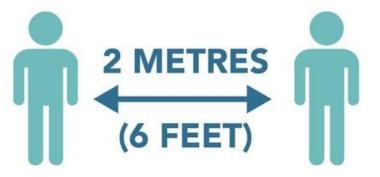
# Protocol for Entering Division Sites



# Physical Distancing

#### **COVID-19 NOVEL CORONAVIRUS**

What does social (physical) distancing look like?



manitoba.ca/covid19





# Symptom Screening





Do not enter if you should be self-isolating as a result of possible exposure to COVID-19 within the last 14 days due to:

- . Contact with someone that is suspected or confirmed to
- · Return from international travel, or from Ontario (east of Terrace Bay), Quebec or the Atlantic provinces (travel restrictions are subject to change; up-to-date information is available at:



Do not enter if you have a new onset of any o the following symptoms:

- · Vomiting or diarrhea for

- Do not enter if you have a new onset of
- · Hawlwha
- Muscle aches
- Conjunctivitis
- . Nausea or loss of appetite . Skin rash of unknown origin



If any of the above apply, please:

- · limit your contact with others · immediately self-isolate at home
- call Health Links-Info Santé for information about testing and self-isolation 204-788-8200 or tell-free 1-888-315-9257.



Staff must self-monitor daily for signs and symptoms of COVID-19. Staff who have any symptoms of COVID-19 must stay home, isolate, and be excluded from work. Schools must maintain records of staff absenteeism.

Parents and caregivers are responsible for ensuring their children are not displaying symptoms before sending them to school or on the bus.

A student or staff member who meets any of the exclusion criteria will not be admitted to the school and will be advised to immediately isolate and consult Health Links – Info Santé or their health-care provider.

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.

- Anyone entering the site must self-screen as per public health guidelines. Individuals should self-isolate and not enter schools or education facilities if they:
  - are experiencing symptoms suggestive of COVID-19
  - have travelled outside Manitoba in the previous 14 days (outside of areas excluded by public health orders, which currently exclude locations in Western Canada, the territories, and Ontario west of Terrace Bay)
  - are a close contact of a confirmed case of COVID-19
  - are awaiting a COVID-19 test result (excluding persons tested as part of voluntary asymptomatic surveillance for COVID-19, as they do not need to isolate)
- A student or staff member who meets any of the exclusion criteria will not be admitted
   <u>to the school</u> and will be advised to immediately isolate and consult Health Links Info
   Santé or their health-care provider.
- Avoid congestion at doors and entryways.
- Maintain physical distancing.
- Hand-sanitizer must be used upon entering the school.



# What if a child has symptoms?





- If a child develops symptoms while at school, the **child should be isolated in a separate room**.
- If a separate room is not immediately available, the child needs to be kept at least two meters or six feet away from other children and staff. A medical mask will be provided to be worn by the sick student (over two years of age only), unless there are safety issues that prevent the student from wearing a mask.
- The <u>parent should be notified to come and pick up the child immediately</u>.
   Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.
- Ask the parent or guardian to contact Health Links Info Santé (204-788-8200 or 1-888-315-9257) or the child's health care provider for direction, if required.
- If the child is young and requires close contact and care while isolated, caregivers can continue to care for the child until the parent is able to pick up the child. Caregivers should be mindful of hand hygiene and avoid contact with the respiratory secretions of the child. A medical mask should be worn by the staff person caring for the child.

- If a parent/caregiver is unreachable to pick up a sick child, school staff should keep the child isolated in a separate room until the parent or caregiver arrives. If the medical condition requires urgent assessment, or if the parent cannot be located, they should follow standard procedures.
- Anyone in close contact with the child while waiting should wear personal
  protective equipment, including a medical mask. Once the student is picked
  up, the staff member should practice diligent hand hygiene.
- Additional environmental cleaning will be required. Focus should be on hightouch areas and areas where the child spent time. All items (e.g., bedding and toys) used by the child while isolated should be cleaned and disinfected as soon as the child has been picked up.
  - A sick child can return to the school once it has been determined that it is safe to do so by their health care provider or public health. If that child has a positive test, further direction will be provided by public health. Public health typically follows up with contacts of cases within 24 to 48 hours of receipt of the laboratory report.

What if an Employee is Sick?



## Stay Home When Sick

Individuals should self-isolate and not enter schools or education facilities if they:

- are experiencing symptoms suggestive of COVID-19
- have travelled outside Manitoba in the previous 14 days (outside of areas excluded by public health orders, which currently exclude locations in Western Canada, the territories, and Ontario west of Terrace Bay)
- are a close contact of a confirmed case of COVID-19
- are awaiting a COVID-19 test result (excluding persons tested as part of voluntary asymptomatic surveillance for COVID-19, as they do not need to isolate)

An up-to-date list of symptoms can be found at <a href="https://www.gov.mb.ca/covid19/about/index.html">https://www.gov.mb.ca/covid19/about/index.html</a>

### **Emergent Illness**



• Each school or department has <u>existing plans and protocols</u> in place in the event that <u>a staff member becomes ill at work</u>. Please ensure you are aware of your school or departments specific procedure in the event this occurs to you. This procedure will include at minimum:

- Who to notify that you are ill.
  - This may include the sub-booking clerk.
- Entering your absence and selecting the correct code in the Employee Information System.
- <u>Leaving relevant information</u>, including plans <u>for your replacement</u>.

# Absence Readiness Planning

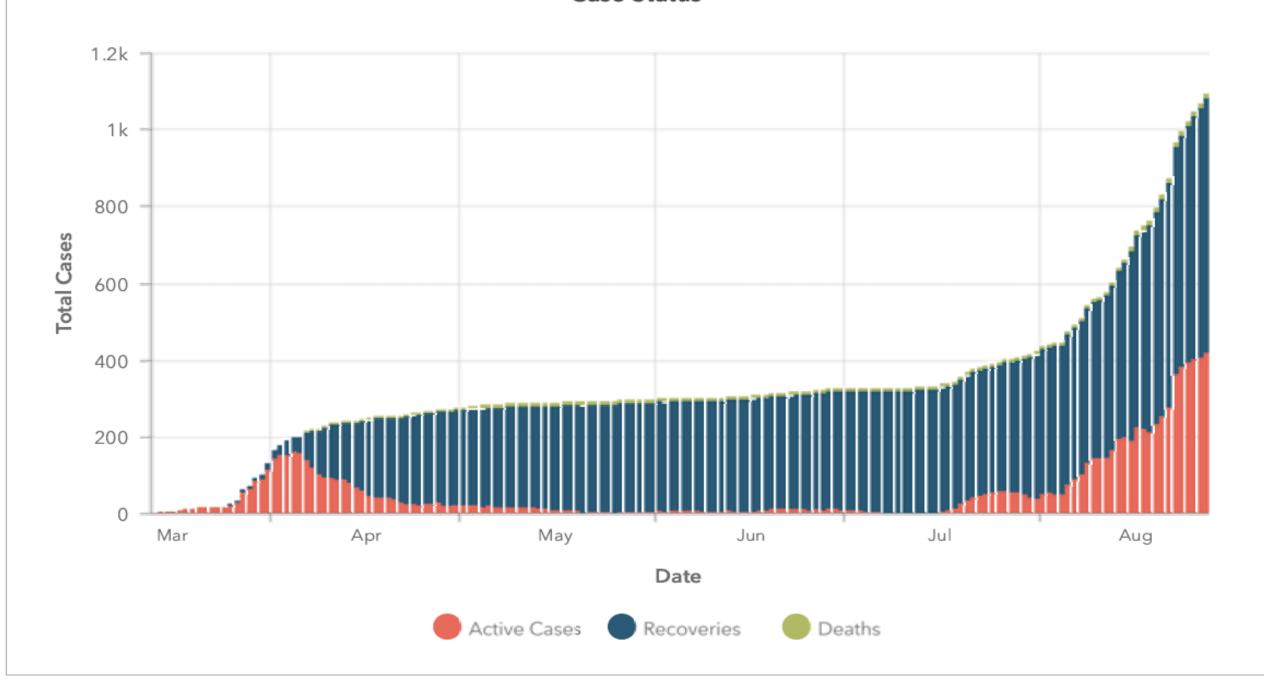


- Stay home when you are sick.
- Prepare now so that you can leave appropriate plans, notes and directions to the substitute that replaces you so that they can best support the kids and your colleagues during your absence.
- <u>Every employee</u> in Western School Division needs to <u>plan</u> now for an unexpected absence. Your supervisor will talk more to you about this may look like in your unique position.

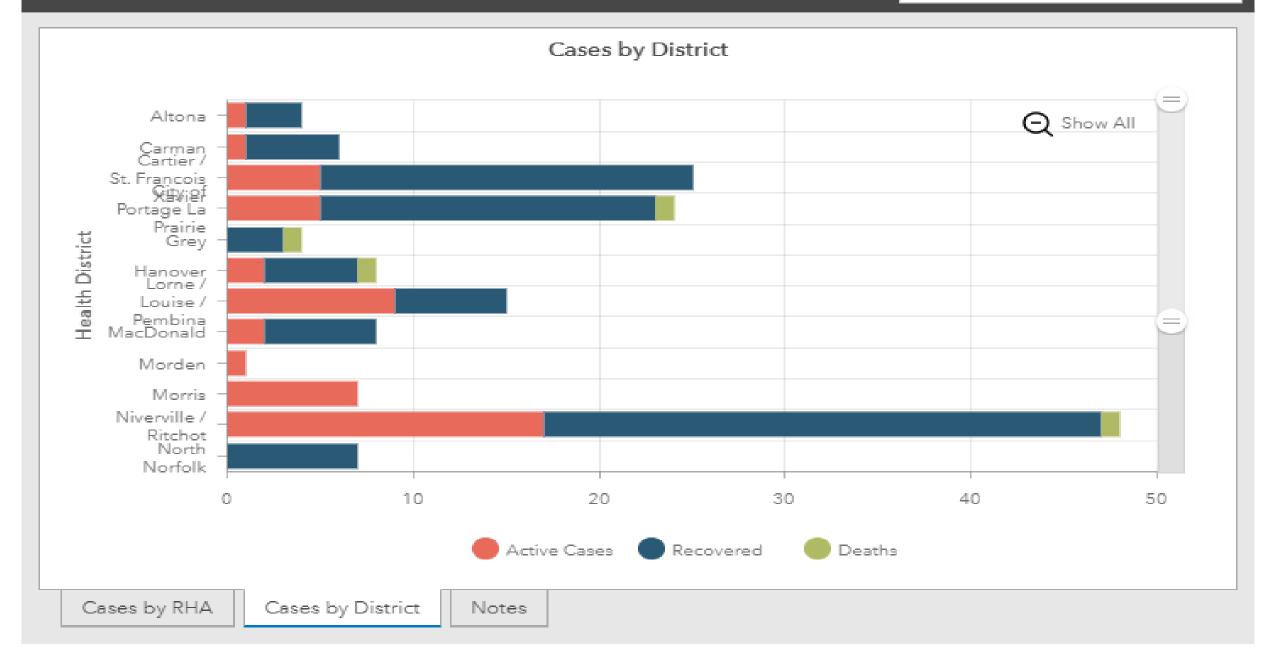
# Outbreak Management



#### Case Status



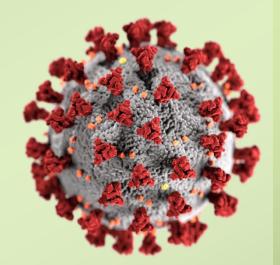




- In the event of the confirmation of a case of COVID-19 connected with a school, <u>public health will lead the response</u> and ensure appropriate supports are in place to coordinate the response.
- Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed. <u>Public health may</u>:
  - request records that identify cohorts/groups of staff, students, volunteers and visitors in the school for a specified timeframe
  - <u>contact students, staff and families</u> if they have been in close contact with a confirmed or probable case, and confirm whether they need to self-isolate or self-monitor, and when they can return to school
  - recommend testing following established guidelines to staff, students,
     volunteers and visitors who may have been exposed to a positive case assess
     the need for the school to be closed for a period of time
- Schools will clean and disinfect areas where exposures took place. These areas will not be used until they are determined to be safe.
- School <u>closure would be a last resort and only upon evidence of</u> transmission among multiple cohorts.



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



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

 A <u>dedicated Manitoba Education email address will be monitored so</u> <u>school administrators</u> have timely access to information and support.



# **Staff Wellness**

Shiftintowellness.ca



# Know Plan Do: Ready & Steady for Teaching During Covid-19

#### ARE YOU...



#### ...LYING IN BED AWAKE AT NIGHT THINKING ABOUT GOING BACK TO WORK IN SEPTEMBER

and stressed about not having the answers you need to feel safe going back amid Covid-19?



...SPENDING WAY TOO MUCH TIME AND ENERGY FOLLOWING THE LATEST NEWS REPORTS ON COVID-19, SCHOOLS, ACTIVE CASES, OPENING PHASES

and still not feeling any better about being back in classes?



...WONDERING HOW TO CREATE A CALM AND SAFE LEARNING ENVIRONMENT FOR STUDENTS

when you are finding it challenging to feel calm and safe in groups of



#### TEN VIDEO MODULES

Each video will help to shift your mindset from fear and anxiety to calm and capable.



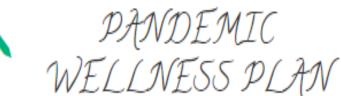
#### QUESTIONS AND PROMPTS

Worksheets to help you explore worried thoughts, self-care practices, boundaries and other important tools you need to stay well.



#### LINKS TO ADDITIONAL RESOURCES

The videos will get you on your way but if you want to explore a concept more deeply additional links on each topic are included.



Using the template, develop your own personal Pandemic Wellness Plan document.



# DAILY PRACTICE TEMPLATE

Create a sustainable, simple daily wellness practice that keeps you going when things get hard.



#### ADDITIONAL SUPPORT

This year more than ever we need to lean on each other.
Individual support is optional and available.

# Students with Exceptional Needs



## Students with Exceptional Needs

- Students who live with complex medical needs or other special learning needs
  may require specific types of intervention that must be delivered in close
  physical proximity for an extended period of time.
- Schools will review SSPs to determine if interventions that require close physical proximity are necessary, and then create individual plans to safely provide this type of support.
- For more information on how to safely provide this type of support, please refer to Guidelines on Supporting Students Who Require Interventions or Supports that Cannot be Delivered from a Distance

https://www.edu.gov.mb.ca/k12/covid/reopening/supports\_non\_distance.html

• Students with exceptional needs may not always be able to comply with COVID-19 public health orders in the same way other children can. Please keep this in mind in your interactions with this valued and vulnerable sector or our student population.

# Closing Thoughts



# Only Divisionally Approved Signs are Permitted.

- Signs from Manitoba Public Health related to COVID-19 are readily available online and should be used.
- Please consult your supervisor for guidance.







# Guidance on Setting Expectations

- No employee may set rules or directions that contradict or oppose Public Health Orders, or directions and guidance from Manitoba Education, Western School Division.
- Examples
  - You can not require mask use to a greater or lesser extent than existing Public Health direction.



 Set your own exclusion criteria for students, other employees or visitors.



# Ways to Stay Safe and Healthy

- Stay home when you are sick. Watch for symptoms.
- Wash your hands especially after coughing, blowing noses or sneezing, and when handling food.
- Do not share food or personal items.
- Cough and sneeze into your arm or tissue. Do not touch your face, particularly your eyes, nose and mouth
- Keep two meters of distance from others and avoid close contact.
- Instead of giving high fives, fist pumps or hugs, smile and wave to say hello.
- <u>Stay healthy</u> by eating healthy foods, keeping physically active, getting enough sleep and fresh air.

### Additional Information/Questions

- Talk to your supervisor.
- More information on Manitoba Education's COVID-19 response, including resources, planning documents, and Frequently Asked Questions, can be found at Latest COVID-19 Education News.
- You can also visit EngageMB at <a href="https://engagemb.ca/welcoming-our-students-back-restoring-safe-schools">https://engagemb.ca/welcoming-our-students-back-restoring-safe-schools</a> to ask your questions. We'll share your question and the answer for others to see. Questions can also be answered privately, if they are not appropriate for sharing.
- My Learning at Home is a resource to assist families to support their children in remote learning from home.
- Current information about COVID-19 in Manitoba can be found at http://www.manitoba.ca/covid19/.

#### A Final Word From Dr. Roussin

https://www.cbc.ca/player/play/1773027395796/

# Question & Answer



#### Process for Q & A

- We will answer as many questions as we can during the time remaining.
- We want to ensure that all employee groups have a chance to ask a question so we may come back to some questions.
- We will attempt to answer questions that we do not get to in the days ahead.

