

# Morden Collegiate Institute

Welcoming students back: Fall 2020

04.09.2020

**MCI**

345-5th Street

Morden, Manitoba

R6M 1Z1

## Overview

The past few months have been a very uncertain and challenging time for all stakeholders in the education realm. What we do know for certain is the following:

1. We will be faced with managing the impact of COVID-19 for the coming school year.
2. In-class instruction yields the greatest academic, social and emotional benefits.

To that end, we must construct a plan that maximizes student learning in the classroom and ensures that students' health and safety is a priority.


The **Guiding Principles** set forth by the Province of Manitoba state that:

1. Safety, health and well-being for all students, staff and families is a priority.
2. High quality learning and assessment continues for all students.
3. We will have accessible, trauma-informed resources and supports for students, parents and caregivers.
4. There will be consistent, reliable and appropriate connection to school learning and belonging for every student, regardless of location, barriers, special needs or challenges.
5. System-wide communication and collaboration will promote consistent approaches throughout the province.

## High School Instruction: Alternate Days for grades 9-12

1. **Face-to-face instruction:** Students will be in school attending classes according to their individual schedules. (In class)
2. **Online/distance Learning:** Students complete work assigned the previous day or work on enrichment activities online as provided by the instructor. (distance)


Day 1	Day 2
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<b>Learning Group A (in class)</b> <b>Learning Group B (distance)</b>	<b>Learning Group A (distance)</b> <b>Learning Group B (in class)</b>
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The rationale to alternate between face to face and online learning is as follows:

- A. The province has indicated that classrooms will be configured to support physical distancing. Reducing class numbers will support this expectation.
- B. Having students in a routine of being at school and working remotely will assist us in moving nimbly from the various scenarios outlined by the Province. These three scenarios are- full in-class learning, a mix of in-class and distance and fully remote.
- C. This reduction in student numbers supports the use of cohorts (learning groups) to reduce transmission and facilitate contact tracing.
- D. The routine of attendance promotes social connection and decreases the emotional impacts of the pandemic.
- E. A “bundled” response is critical-cleaning, physical distancing and masking(Cohn, 2020)
- F. Layering multiple mitigation measures is critical in the reduction of transmission.(Restoring Safe Schools, 2020)
- G. Smaller class sizes should be a priority strategy as it will aid in physical distancing and reduce potential spread.( Cohn, 2020)



In order to create the learning groups, grade nines and tens will be divided alphabetically. Learning group **A** will be A-L and Learning Group **B** will be M-Z. Any classes that do not divide in an equitable way will be adjusted. Grade elevens and twelves will be divided alphabetically as well. Learning group **A** will be from A-K and Learning group **B** will be from L-Z. Again, any outliers will be adjusted so that class lists are divided as equally as possible.

**Additionally, specific areas of the school will be devoted to a specific grade level:**

**Grade 9-** Will be housed primarily on the north side of the building and the use of the washrooms and water fountain will be planned for the one on the main floor, across from the gym.

**Grade 10-** Will be housed primarily on the second floor on the south side of the building with the washrooms and water fountain on the second floor.

**Grade 11** Will be housed primarily on the main floor from rooms 101-124. The use of the washrooms and water fountains will be by The Learning Resource Centre.

**Grade 12-** Will be housed primarily on the main floor from rooms 101-124. The use of the washrooms and water fountains will be by The Learning Resource Centre.

**Each grade will have a specific entry:**

**Grade 9-** Will enter through the north doors

**Grade 10-** Will enter through the main doors which face 5th street.

**Grade 11 and 12-** Will enter through the centre doors which also face 5th street.

As we are anticipating an increased number of “pick-ups” and “drop-offs” by parents, we are encouraging parents to pick up and drop off their child close to their grade group entrance to reduce crossover and congestion in the mornings and after school.

### Student Assessment and Grades:

All students are expected to fully participate in face-face instruction as well as the online/distance component. They will be assessed on the outcomes as outlined in the curriculum of each specific course. As per “Welcoming Our Students Back” document released in August 2020, students whose courses have a provincial exam in grade 12 will also be expected to complete this final evaluation.

### Daily Schedule

The daily schedule is similar to last year except that there will be no extended morning breaks. There will be a 5 minute transition time between classes.

Period 1	9:00-10:10
Class change	10:10-10:15
Period 2	10:15-11:20
Class change	11:20-11:25
Period 3	11:25-12:30
LUNCH	12:30-1:30
Period 4	1:30 -2:35
Class change	2:35-2:40
Period 5	2:40-3:50

**The early closing schedule will be as follows:**

Period 1	9:00-9:50
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Class change	9:50-9:55
Period 2	9:55-10:40
Class change	10:40-10:45
Period 3	10:45-11:35
Class change	11:35-11:40
Period 4	11:40-12:30
LUNCH	12:30-1:30
Period 5	1:30-2:20
Early Dismissal	2:20

**Note:** Lockers will not be made available to students for this upcoming school year in order to facilitate social distancing. Having students stop in the hallways may create congestion in the hallways. The school vending machines will be closed until further notice.

**Cafeteria Use:** MCI students will not have access to the cafeteria. Students will have the option to stay for lunch in their C block class but are encouraged to leave the building during this time. If potential service through pre-ordering and drop off plans can be organized safely, this option will be explored through the month of September and families will be notified of this plan.

**Library Use-** The physical space of the library will only be accessible to the grades 11 and 12 students should they have a space of time that it was not possible or required to schedule a class. Masks will be required in the library. The 9 and 10 students will be able to access the resources in the library remotely. A plan to facilitate the remote use will be communicated to families in September.

**School Groups and Clubs-** We will continue to assess as the school year goes how school groups and clubs might be organized for the year.

**Assemblies-** At this time, there will be no school assemblies planned. We are also not planning any performances by students to the public.

**Technology Loans:** If a student needs to borrow a laptop for the semester, the school will endeavour to support the student by providing one from the school. The student and the parent will need to complete a Loan Agreement and Acceptable Use Policy Form. Please inform a staff member should a loan of equipment be required. If a student is unable to access the internet at home, please contact the school and we can discuss possible solutions.

## Planning Details:

### Screening of Students, Staff and Visitors:

(Welcoming Our Students Back: Restoring Safe Schools, page 10)

Pre-screening of Students	Persons Responsible and Actions Needed
<p>Symptom Screening Questionnaire:</p> <ul style="list-style-type: none"> <li>● Symptom screening must occur daily.</li> <li>● <a href="https://sharedhealthmb.ca/covid19/screening-tool/">https://sharedhealthmb.ca/covid19/screening-tool/</a>.</li> <li>● All screening that identifies suspected cases of COVID-19 should be referred to Health Links-Info Sante at (204)-788-8200 or 1-888-315-9257</li> </ul>	<ul style="list-style-type: none"> <li>● Parents and caregivers are responsible for ensuring their children are not displaying symptoms before sending them to school or on the bus. The symptom screening must occur daily</li> <li>● Reminders to parents and students of physical distancing, monitoring for symptoms and proper hand washing techniques will be sent home routinely.</li> <li>● The school will display posters and</li> </ul>

	signs which will highlight the importance of hand hygiene, physical distancing, cough etiquette and staying home when sick
Pre-screening of Staff	
<p>Symptom Screening Questionnaire:</p> <ul style="list-style-type: none"> <li>• Symptom screening must occur daily.</li> <li>• Guidelines as listed above</li> </ul>	<ul style="list-style-type: none"> <li>• Available on the School and Division Website.</li> <li>• Staff are responsible for self-screening</li> <li>• Administrators will do wellness check ins with staff</li> </ul>

Pre-Screening of Visitors	Person(s) responsible and actions needed
<ul style="list-style-type: none"> <li>• Visitors include anyone who is not a student or employee of the Western School Division</li> <li>• Visitors must report to the main office</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors should have a pre-scheduled appointment before coming to MCI. For items or lunches being dropped off, the visitors will use the main entrance and sign in and out at the office. All visitors into the building must wear a mask.</li> <li>• Visitors must use the main entrance when coming into MCI</li> <li>• Visitors must self-screen before entering the building and will sign in and out at the main office. The visitor must include contact information</li> <li>• A staff member will escort the visitor</li> </ul>



	<p>to where they need to go in the building</p> <ul style="list-style-type: none"> <li>• Visitors are expected to adhere to physical distancing and hygiene practices</li> <li>• Visitors will sign out at the main office upon departure and immediately leave the building</li> </ul>
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## Expectations in school:

Hand Hygiene	Person(s) responsible and actions needed
<ul style="list-style-type: none"> <li>• Hand hygiene, whether through hand washing or the use of hand sanitizer is a required public health measure</li> </ul>	<ul style="list-style-type: none"> <li>• Staff, volunteers and participants will wash their hands frequently with soap and water for at least 20 seconds at the following times:             <ol style="list-style-type: none"> <li>1) At the start of the day and</li> </ol> </li> </ul>

	<p>before going home</p> <ol style="list-style-type: none"> <li>2) After going to the washroom</li> <li>3) Before preparing food</li> <li>4) Before and after eating</li> <li>5) After getting hands dirty</li> <li>6) After wiping noses or handling dirty tissues</li> <li>7) After coughing, sneezing or blowing nose</li> <li>8) After cleaning tasks</li> </ol> <ul style="list-style-type: none"> <li>• Hand sanitizing stations will be strategically located throughout the building ( at all access points)</li> <li>• Bathrooms will have the number of individuals permitted in that space posted on the door. Students will be instructed to use a specific washroom and to wait if the bathroom has reached maximum capacity</li> </ul>
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Physical Distancing	Person(s) responsible or actions needed
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<ul style="list-style-type: none"><li>• Students are expected to be in the building on their scheduled learning group(cohort) day</li></ul>	<ul style="list-style-type: none"><li>• Desks will be arranged in the classrooms to allow for 2 m to the greatest possible extent</li><li>• Students and staff will follow the directional arrows placed on the floors and walls</li><li>• Students will be expected to maintain of distance between themselves and other students at all times, especially in the common areas</li><li>• Masks will be used when physical distancing is difficult to maintain</li><li>• Signage will be in placed to promote recommended physical distancing and provide visual prompts for students and staff</li><li>• Assemblies, sports and intramurals have been put on hold for the beginning of the school year.</li><li>• Student capacity of each classroom will be placed on the door of every classroom and washroom</li> <li>• Students should avoid sharing any items.</li><li>• Outdoor activities will be encouraged</li><li>• Cohorts of students will have a similar entrance and exit</li><li>• Modifications to lockdown practices and fire drills will be implemented as these procedures are not conducive to physical distancing</li></ul>
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Ventilation	Person(s) responsible or actions needed
	<ul style="list-style-type: none"> <li>Minimize the use of fans and limit them to the lowest setting and direct air away from people and surfaces</li> <li>Open windows and doors if safe to do-exclusion-fire doors</li> </ul>

What requires enhanced cleaning	Person(s) responsible and actions needed
Shared desks	Near the end of every class, each student will be provided with paper towel and the teacher will lightly spray each desk with disinfectant. The student will wipe down the desk and dispose of the paper towel
Technology	Students will wash/sanitize hands at the beginning of the class and use a paper towel to wipe down the electronics used
Sporting equipment	Sporting equipment will be cleaned between classes. When possible, students will use their own equipment
Shops/Science Labs/Art class	Students will wash/sanitize their hands at the beginning and the end of the class and if possible will use their own tools during class and wipe them down at the end of the class.
Library	Students will wash/sanitize their hands at the beginning and end of the class and if any technology is used, the surface that is touched will be wiped down with disinfectant. Any books used but not signed out, will be left unshelved for two days prior to returning to the shelves
Lunch spaces	Students will wash or sanitize their hands prior to and after eating and will wipe down the area with a paper towel and

	<p>disinfectant in the area that they have been eating. Individually wrapped lunches with disposable containers are expected. Students will be grouped by cohort. Lunch rooms will be cleaned and disinfected. Water fountains that are not touchless will be turned off</p>
Study rooms (spares)	<p>Students will sanitize their hands prior to and after using and will wipe down the area they have occupied with a paper towel and disinfectant. Grade nines and ten will not have spares. Any students in grades eleven and twelve who have spares, will be directed to a common area with appropriate physical distancing.</p>
High traffic areas	<p>Custodial staff will disinfect commonly touched surfaces 3X daily. Doorknobs, light switches and handrails for example.</p>

Transportation of Students	Person(s) responsible and actions needed
	<ul style="list-style-type: none"><li>● Parents are encouraged to transport their child(ren) to school or students who are able, are encouraged to drive their own vehicle.</li><li>● Physical distancing/cohorts will be arranged on school buses</li><li>● Groups of students on a bus are considered a cohort. Once at school, they will be placed in additional cohorts</li><li>● Weather permitting, windows should be open to improve air circulation</li><li>● Assigning of seats-1 per student or 2 if they are members of the same family</li><li>● Students are expected to maintain a 6 feet of distance from each other when lining up for the bus</li><li>● A list of drivers and riders will be documented daily</li><li>● There will be enhanced cleaning of seats</li><li>● Buses will be loaded rear to front and unloaded front to rear</li><li>● If possible, the seat behind the driver will remain unoccupied</li><li>● For parents and caregivers there is a link for advice on carpooling.(Parents or caregivers must be the driver)</li></ul> <p><a href="https://www.gov.mb.ca/covid19/resoring/transportation.html">https://www.gov.mb.ca/covid19/resoring/transportation.html</a></p>

Masks in Schools	Person(s) responsible and actions needed
	<ul style="list-style-type: none"><li>● Nonmedical masks are required where a person can not maintain a 2 metre physical distance for extended periods of time. An example are hallways, some classrooms, common areas and buses.</li><li>● Masks will be provided to staff and students who need them. Inventory will be monitored to ensure an adequate supply</li><li>● Masks are not required for those who are unable to remove the mask without assistance</li><li>● Masks are not required for those who have breathing difficulties</li><li>● Proper hand hygiene will be used before and after use. A mask that has been removed must be disposed of or placed in a container or bag for proper disinfection</li><li>● A medical grade mask is required when unable to maintain a distance of 2 metres from a child who is displaying symptoms suggestive of COVID-19</li><li>● <a href="https://www.gov.mb.ca/covid19/prepareandprevent/index.html">https://www.gov.mb.ca/covid19/prepareandprevent/index.html</a></li><li>● This link provides the latest guidance on the use and care of masks</li><li>● Proper PPE will be provided for staff</li></ul>

	<p>who will work with students who require more intensive physical support</p>
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### Programming In Schools:

Physical Education Classes	Person(s) responsible and actions needed
	<ul style="list-style-type: none"> <li>● Students In grades 11 and 12 will follow the 50/50 curriculum which will anticipate that all activity is logged outside of school time</li> <li>● Students in grades 9 and 10 currently have access to the gym and will, at this time, be able to participate in activities outlined by the Division as meeting the Provincial guidelines for risk mitigation during activities in phys.ed classes.</li> <li>● Hockey-skills courses have been postponed until second semester</li> <li>● Social distancing guidelines will be met in the change rooms and the students may have access to a locker for that hour to place their personal belongings while in gym class.</li> <li>● Students will wipe down lockers after use using paper towels and sanitizer provided by the teacher</li> </ul>



	<ul style="list-style-type: none"> <li>• Students will access the change rooms in numbers which will ensure physical distancing</li> <li>• Heart rate monitors can be used as long as they are not shared and the straps are laundered after each use</li> <li>• Floor space will need to be disinfected if a student shares that space for an activity (push ups)</li> </ul>
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Instrumentalists and Vocalists	Person(s) responsible and actions needed
	<ul style="list-style-type: none"> <li>• Students must practice hand hygiene for entering the band or choir room</li> <li>• Gowns, instruments, mouthpieces, musical stands, microphones and water bottles, cleaning cloths, instrument brushes will not be shared</li> <li>• There will be eight feet of separation between vocalists and instrumentalists. The instrument is considered an extension of the students and the spacing will be measured accordingly.</li> <li>• There will be eight feet of separation between the musicians and the conductor</li> <li>• All musicians should be facing away from each other when singing or playing wind instruments</li> </ul>

	<ul style="list-style-type: none"> <li>Floor markers will be placed for the placement of choir and band students</li> </ul>
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### Mental Health and Well-Being

Our students, staff and community have experienced unprecedented change since our closure this past March. This situation has affected everyone differently and as we navigate our way through the changes, we encourage our students to access our guidance and youth support team:

Angie Muggridge- [amuggridge@westernsd.mb.ca](mailto:amuggridge@westernsd.mb.ca) guidance counsellor

Tyler Sloan- [tsloan@westernsd.mb.ca](mailto:tsloan@westernsd.mb.ca) Guidance counsellor

Sam Whitney- [swhitney@westernsd.mb.ca](mailto:swhitney@westernsd.mb.ca) Youth Support worker

Brett Casper- [bcasper@westernsd.mb.ca](mailto:bcasper@westernsd.mb.ca) Career Development Coordinator

Students in LSR	Person(s) responsible actions needed
	<ul style="list-style-type: none"> <li>Students in our LSR program will be attending their classes daily. Students who are unable to continue with their programming while at home will be planning to come daily</li> <li>As per the provincial document, supporting students with needs that can not be met at home can anticipate daily attendance</li> <li>Staff will have the appropriate personal protective equipment so that the students' needs can be met safely</li> <li>Students who may have difficulty wearing masks may have exceptions made if they have difficulty</li> </ul>

	<p>breathing or if they are unable to remove the mask unassisted .</p> <ul style="list-style-type: none"> <li>• Students will be attending courses with their designated grade level, ensuring physical distancing can be maintained at all times. Classes will be carefully selected to ensure that criteria can be met.</li> </ul>
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Students in RRTVA programming	Person(s) responsible or actions needed
	<ul style="list-style-type: none"> <li>• Any RRTVA student attending their RRTVA programming will be attending daily</li> <li>• Students will be expected to wear masks when 2 metres of distancing can not be maintained.</li> <li>• Students may access bus service but may also arrange their own transportation</li> <li>• ANY RRTVA student who is also taking classes at MCI will only be attending those classes with their specific Learning Group</li> </ul>

Student illness at school	Person(s) responsible or actions needed
	<ul style="list-style-type: none"> <li>• If symptoms develop while at school, the student will be brought to the office and isolated in a predetermined space</li> <li>• Student will immediately put on a medical mask</li> <li>• Any caregiver for the student will also be required to wear a medical mask</li> <li>• Limited number of staff in the isolation room</li> <li>• Family will be contacted by the</li> </ul>

	<p>office to come and pick up their child immediately. They can contact Health Links at (204) 788-8200</p> <ul style="list-style-type: none"> <li>● Student will be walked to a drop-off location</li> <li>● Cleaning staff will disinfect the room once the student has left the building</li> <li>● The area in the classroom around which the student was seated will be disinfected.</li> <li>● Documentation of those who enter the isolation room</li> </ul>
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Staff illness while at school	Person(s) responsible or actions needed
	<ul style="list-style-type: none"> <li>● They will notify the office that they need to leave the school</li> <li>● Once the area/classroom is empty, the room will be cleaned</li> <li>● Administrator or designate will cover the class for the first day</li> <li>● A substitute teacher will be called and emergency sub plans may be used</li> <li>● Staff should call Health Links at 1-888-315-9257 and follow the directive from Manitoba Health</li> <li>● Medical notes are not required for staff who have COVID-19 or flu-related symptoms or for those who are caring for individuals in this situation</li> <li>● A staff member can return to work once it has been determined that it is safe to do so by a health care provider or public health</li> </ul>

Staff Considerations	Actions required
Substitute teachers	<ul style="list-style-type: none"> <li>● Staff will practice social distancing and follow sanitizing expectations</li> <li>● Staff are encouraged to sanitize their materials when necessary</li> <li>● Teachers will create a 2 day emergency sub plan located in their classrooms</li> <li>● Staff meetings will take place as per the usual schedule and the location, whether virtual or in-person will be communicated ahead of time</li> <li>● When a staff member works in two different schools, they will ensure proper hand washing before arriving to each school</li> <li>● Substitutes will need to complete the symptom screening questionnaire</li> <li>● A summary of the school's plans will be provided to the substitute</li> </ul>

Outbreak Management	Person(s) responsible or actions needed
	<ul style="list-style-type: none"> <li>● In the event of a confirmation of a case of COVID-19 connected with a</li> </ul>

	<p>school, senior administration and public health will be notified.</p> <ul style="list-style-type: none"><li>● Public Health may<ol style="list-style-type: none"><li>1. Request records that identify cohorts of students, staff, volunteers and visitors in the school for a specified time frame</li><li>2. Contact students, staff and families if they have been in close contact with a confirmed or probable case and confirm if they need to self-isolate or self-monitor and when they can return to school</li><li>3. Recommend testing following established guidelines to students, staff, volunteers and visitors who may have been exposed to a positive case</li><li>4. Assess the need for the school to be closed for a period of time</li></ol></li><li>● Schools will clean and disinfect the area where the exposure took place</li></ul>
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