

# **St. Boniface Diocesan High School Re-opening Plan – Phase 3**

**2020/21 School Year**

**Manitoba's Restoring Safe Schools**

**Updated September 16, 2020**

St. Boniface Diocesan High School has been working diligently to plan for both our returning and new students for the 2020-2021 school year! We are very excited to meet the new faces and see all the familiar ones. We completely understand that some of the families are apprehensive about the re-opening of schools during the COVID-19 pandemic, but by working together we will do our best to keep our students and our staff healthy and well. We are following all the guidance and direction of the Manitoba Department of Education and Manitoba Public Health. The following information will provide a detailed report on how SBDHS will reduce the risks of transmission of the coronavirus in our school.

The document will be updated accordingly, following the recommendations of the province. There are components of the plan that we may have to revisit after entrance of the students to ensure all safety and protocols are in place. Any revisions to this document will be updated on the school's website and sent to all stakeholders of the school, including parents.

As of August 15, 2020, the following are the most updated publications regarding schools provided by Manitoba Education with direction from public health. All members of our school community are recommended to review the following documents.

*\*MB Parents Frequently Asked Questions, Aug 7*

*\*MB Parents Frequently Asked Questions, Aug 13*

*\*MB Guide for Parents, Caregivers and Students, Aug 13*

*\*MB Restoring Safe Schools - Face Masks etc, Aug 13*

*\*MB K-12 Guidelines for September 2020, July 30*

*\*MB K-12 Practice Guidance and Protocols, Aug 13*

## **Planning for Re-opening**

### **School Calendar**

The school calendar will have three additional days added prior to the Labour Day weekend, meaning the school year will start Wednesday, September 2, 2020 for teachers and staff.

Students will return to class on Tuesday, September 8, 2020.

September 2, 3 and 4, 2020 will be mandated non-instructional days, one of which will be considered as an administration day and two as professional development days. Schools are to use this time to prepare physical spaces, educate staff on public health protocols, and engage collaboratively on approaches to recovery learning. SBDHS will schedule the seven remaining non-instructional days.

**Non-instructional Days in SBDHS for 2020-2021**

1. Wednesday, September 2, 2020
2. Thursday, September 3, 2020
3. Friday, September 4, 2020
4. Monday, November 16, 2020
5. Friday, December 18, 2020
6. Monday, February 1, 2021
7. Friday, February 12, 2021
8. Friday, March 19, 2021
9. Friday, April 16, 2021
10. Friday, May 21, 2021

**Winter Break**

Last Day of School for students: Thursday, December 17, 2020

School Re-opens: Monday, January 4, 2021

**Spring Break**

Last Day of School: Friday, March 26, 2021

School Re-opens: Tuesday, April 6, 2021

**Last day of school in 2020-2021**

Wednesday, June 30, 2021

While Manitoba is targeting a return to in-class learning for all in the fall, school divisions and independent schools have been asked to prepare for the following three response plans:

1. In-class learning resumes for all, with near-normal conditions.
2. In-class learning resumes with additional public health measures.
3. Remote learning from home, with limited use of school facilities.

**Scenario 1 – In-class learning resumes for all; near normal, with public health measures.**

- In-class learning resumes for students in grades 9-12.

**Gradually More Normal**

In scenario one, we would begin the school year with caution, with adjustments to the start/departure times, assigned entrances and washrooms, and staggered spares. Parents and volunteers will not enter the building initially in order to limit risk. Over time, we would look at gradually shifting to our traditional timetable, reintroducing extracurricular activity and increasing options for volunteers and visitors within the school.

**Learning Across All Subject Areas**

With near normal conditions, the learning expectation would be regular programming to the fullest extent possible.

**Scenario 2 – In-class and remote learning resumes with additional public health measures.**

- In-class and remote learning resumes for grades 9-12 students.

## Core Curriculum

Emphasis in scenario 2 will be on core courses. Whenever possible other curricular areas such as all electives will be maintained, although adjustments to time allotments may be necessary to allow adherence to public health orders including time for increased sanitation.

## Scenario 3 – Limited Use of Schools

- In-class learning is suspended. Teacher led remote learning for grades 9-12 students.

## Remote Learning

Over the spring, learning shifted from in-class to remote learning. Teachers used a variety of online platforms, along with packaged materials to be picked up at the office. Staff will take time to reflect on the successes and challenges of remote learning and to determine what additions or alterations could be made to improve remote learning in the future. As student engagement was high during the spring, few alterations are anticipated and would mainly relate to increased teacher/student interaction throughout the school day.

## General Planning Considerations

This plan is based on the most current information available and is subject to change. Schools must follow existing public health requirements and educational priorities as identified by **Public Health** and **Manitoba Education**. Existing guidelines, considerations and conditions of preparedness outlined in Welcoming Our Students Back: Restoring Safe Schools, as well as those previously established for Limited Use of School Facilities and Day Camps have helped inform this plan.

## School Day Structure/Learning Plans for the Identified Scenario

**As of July 31<sup>st</sup>, the province has confirmed a blended learning environment for grades 9-12.** Although the 2020-2021 school year will look different, SBDHS is committed to having students return to school with as much in-class learning as possible, while staying safe.

**Please note this is a fluid planning document that will be updated as provincial requirements change and updates are made throughout the course of the year.**

### **\*\*In-class and remote learning resumes with additional public health measures.\*\***

- In-class and remote learning resumes, up to five days per week, for students in grades 9-12.

In order to accommodate smaller classes of students, we will be using a hybrid system. In this system, two meters of distance is required between student workspaces. Additional individual workspaces will be added to classrooms to supplement existing classroom set-ups. Extraneous furniture will be moved into temporary storage to allow for increased space for physical distancing.

It is recognized that strict physical distancing at all times is not practicable within the school setting. The school will utilize the following cohort structure to limit exposure and facilitate contact tracing if required.

1. As per provincial requirements students may only belong to one cohort of not more than 75 students total.
2. Each grade level will be organized into sub-cohorts identified as Cohort A or Cohort B.
3. The designated cohort will be required to come to school for two days in a row, then alternating and remain home for two days to minimize contact between the defined cohorts.

4. **Schedules and calendars will be mailed to students and parents on August 28<sup>th</sup>, 2020.**

Students that are scheduled to be home are responsible for their remote learning and homework assigned by their subject teacher. Teachers will communicate the expectations of the course during the first week of school.

If a student has a spare, they will remain in the assigned classroom. Students are expected to use spares to their advantage by completing homework, studying or reading silently.

Students will be assigned to a desk in a room assigned for use by their grade. Subject teachers will move from room to room according to the existing timetable. Students will have to change classrooms as well.

**Staggered Entrance Plan** \*\*Commencing September 9<sup>th</sup>\*\*

Morning Staggered Entry Times:

7:55 am – 8:10 am

Front Doors: Grade 9

Accessibility Doors: Grade 10

8:10 am – to 8:25 am

Front Doors: Grade 11

Accessibility Doors: Grade 12

**Attendance**

Manitoba Education and SBDHS expect that students attend at school for classroom instruction beginning in September 2020.

Full time remote learning is not an option which can be requested as choice, but will be accessible for students who are medically advised not to return to in-class learning due to COVID-related risk factors. Exceptional medical circumstances may warrant that a student stay home and remote learning be provided in some fashion. Parents with a medically advised request for remote learning are asked to contact the school's Principal by email after August 27<sup>th</sup>. Situations will be assessed and planned for on a case-by-case basis.

**School Hours**

Classes will run from 8:30 am to 3:13 pm. Students will enter and exit the school using assigned doors designated for their grade level.

Opening exercises for the school will be held over the PA at 8:28 am. We will play (but not sing) O Canada, read the morning announcements (reiterating COVID-19 safety protocols), and morning prayer.

Students are not permitted to loiter in the school building at all. Parents MUST make timely arrangements to have their child/ren arrive not more than a few minutes before their designated entry time, and they must ensure that their child/ren are picked up very soon after the end of the school day.

Students who arrive before their scheduled time may enter by their assigned entrance door upon arrival and will be required to sit in their assigned desk in their classroom thereafter. Students waiting after 3:13 for their ride will also be required to remain in their assigned desk in their classroom until they depart using their assigned exit.

## **Lunches**

Students must bring a lunch. Microwaves will not be available to reduce the risk of transmission. Student will eat in their assigned classrooms. Hot lunches will be suspended until further notice until the process of distributing food has been evaluated and protocols put in place to ensure safety of students, staff and volunteers.

Students who normally go home for lunch will continue to do so. All other students will eat in their classroom or outside, weather permitting. All students will spend half the lunch hour outdoors, weather permitting. Students must supply their own food and utensils. Please note that we are asking parents to strongly discourage students from going off-site to local establishments during the lunch hour to reduce the risk of transmission.

## **Visitors**

Business with the school office, teacher or administrator must be conducted via telephone or email wherever possible. Visitors will not be permitted to enter the school unless they have pre-arranged and have been pre-authorized for entry by school personnel.

Should the instance absolutely require an in-person meeting, the parent will be required to contact the appropriate school personnel by email in advance and a specific meeting date and time will be set, with instructions for entry into the school.

Should a parent need to drop off paperwork or payment which cannot be delivered via their child, they are required to make the necessary arrangements with the school's Administrative Assistant.

## **Dress Code**

Students must adhere to the dress code in the Student Handbook.

**\*\*NEW\*\***

Students will be required to change into their SBDHS short/shirt wear, Grade 9 students will receive theirs on the first day of school. Physical Education Teachers will communicate the following process to the students to ensure physical distancing is being followed:

1. Students will enter the gymnasium.
2. Multiples of 3 students at one given time will be sent to their designated change room, where physical distant markings are located.
3. Once changed, students will return to the gymnasium with clothing and place items on the stage physically distanced from others.

## **Masks**

All students and staff are required to wear a non-medical mask in common areas and when physical distancing is not possible.

SBDHS will provide each student with two reusable masks and will have disposable masks available if the student forgot their mask at home.

## **Desks**

Desk shields will be placed on each student's desk to minimize the risk of transmission.

## **Ventilation**

1. Avoid recirculation of air to the greatest extent possible, and ensure filters are clean.
2. In general, ventilating indoor environments with fresh air—whether by increasing the outdoor air ratio of the HVAC system settings as much as possible or by opening windows and avoiding or reducing recirculation—will dilute the air exhaled by the occupants, including any infectious particles. Even if this is not feasible for the whole facility, consider this for higher risk areas (e.g., where crowding may be an issue).
3. Minimize the use of fans and limit them to the lowest settings if they are needed. Direct air flow away from people and surfaces. Ensure that these surfaces are cleaned along with other high-touch surfaces.
4. Assess the risk of opening windows and doors (i.e., risk of falling, triggering asthma symptoms). Do not prop open fire doors to increase ventilation or to reduce exposure to frequently touched door handles, all exterior doors will remain locked to ensure safety of the school community.

## **Learning Preparedness**

### **Course Delivery**

In all learning scenarios courses will be delivered as a synchronous model utilizing technology such as Zoom, YouTube, and Office 365.

### **Recovery Learning**

We have been fortunate to have reported a high rate of student engagement through the remote learning period in the spring. That said, there are students who will need additional supports as they re-enter school. Students that were identified with Recovery Learning needs will meet with the Resource Teacher, who in collaboration with the subject teacher, will support the student as they work to complete the curricular outcomes that were not achieved during the remote learning period of the previous school year.

### **Technology Education**

All users will be asked to clean hands before using a school device. Staff and students will be instructed on the method to disinfect devices between users.

Staff have a strong grasp of which families had difficulty with remote learning through the spring, as evidenced in student engagement. Discerning whether these issues were technology related will help us as we plan for different scenarios. A survey of families may be conducted to obtain information on their technology needs.

### **Music and Choral Education**

Our Music program will focus on activities that present less risk for students. Choral courses will be scheduled for second semester and will follow recommendations.

### **Physical Education**

Allowing students to be physically active will be an important part of the school's reopening, as it is important for mental health and social emotional connection in addition to physical well-being. Our PEH program will incorporate activities that allow for increased distancing and will endeavour to allocate equipment to particular cohorts to reduce the amount of disinfection necessary between classes.

### **Shops Programming**

Our Shops programming is delivered as part of a shared services agreement with Louis Riel School Division. Participation in the program will depend on direction from the division.

### **Assemblies and Other Gatherings \*updated\***

In order to ensure the additional physical distancing measures assemblies and large gatherings are not permitted at this time.

### **Field Trips**

All field trips for the 2020-21 school year will need additional evaluation before they are approved. The field trip plan will include information of the venue's physical distancing and other health and safety measures.

### **Extra-curricular Activity and School Sports**

Our school community values extra-curricular opportunities, including sport, and has historically offered a wide variety of options for students. Extra-curricular activities will be gradually reintroduced as the school year begins, with thorough assessment of each activity to ensure that public health orders can be maintained.

### **Out-of-School Education Excursions**

Beginning in 2020, the school is directing the cancellation of all international and interprovincial travel up to December 31, 2020. This may be extended for the foreseeable future.

### **Professional Development**

Professional development of staff will play a vital role during the re-opening of schools and pandemic response planning. For the 2020-2021 school year, professional learning activities will prioritize the following themes.

- COVID-19 Protocol Training – September 2<sup>nd</sup>
- Remote Learning Strategies & Assessment – September 3<sup>rd</sup>
- Collaborative Planning – September 4<sup>th</sup>
- Mental Wellness & Wellbeing Workshop During COVID-19 - TBD

## **Staff & Student Preparedness**

### **Public Health Measures**

Parents and students are encouraged to remain current with information related to COVID-19 by regularly accessing <https://www.gov.mb.ca/covid19/index.html> as mentioned above.

### **Cleaning and Disinfecting**

Our Custodial staff have increased their cleaning and disinfecting regimen, with more frequent cleaning of washrooms and high touch surfaces. Doors of washrooms will be set open to allow for less contact. Other high touch surfaces including handrails, push-releases, counters and light switches will be cleaned with greater frequency. Hand sanitizer, cleaning supplies and disinfectant have been secured for this purpose and will be restocked as needed.

### **Hand Hygiene**

All entrances, rooms and spaces are equipped with hand sanitizer. Anyone entering the building will be expected to use hand sanitizer. The rule in the school will be **“clean hands in, clean hands out”**. Students and staff must sanitize upon entry and exit to all areas as well when they leave the school.

### **Physical Distancing in and Around the School**

Signage has been installed around the school encouraging hand hygiene, physical distancing and listing symptoms of COVID-19 for all to be aware. All traffic flow through the building will be “keep right” as students and staff move through the building. Review of this practice will be part of the education for students.

This will reduce congestion and allow for physical distancing and time to sanitize hands upon entry to the building. Students will NOT have locker access to avoid crowding in these areas but the school will need to

consider this option for the winter season. Students are to bring the necessary items in their backpacks to their classroom.

Each student must bring a reusable water bottle filled from home and taken home daily to wash and refill stations will be available.

### **Symptom Management**

Our staff has a very high attendance rate, which speaks highly of their professional commitment. In this pandemic, however, staff members will have to demonstrate this commitment to the school community by remaining at home when they are ill or have any respiratory or other COVID-19 symptoms.

### **Screening**

Parents will be expected to screen their child for symptoms of COVID-19 or flu-like symptoms each day before bringing them to school. Please use the Province of Manitoba's screening tool, available online at <https://sharedhealthmb.ca/covid19/screening-tool/>. An up-to-date list of symptoms can be found at: <https://www.gov.mb.ca/covid19/about/index.html>.

Parents and caregivers are responsible for their own child's self-screening before they come to school. School staff may conduct screening for students while they are at school. Parents will be advised of any observed symptoms, and the parents will be contacted to pick up the student should there be cause for concern per the screening tool.

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

- are experiencing any symptoms suggestive of COVID-19
- have travelled outside Manitoba in the previous 14 days (outside of areas excluded by public health orders)
- are a close contact of a confirmed case of COVID-19
- are awaiting a COVID-19 test result.

### **Student or Staff Illness / Outbreak Management**

"Stay home, Go home" if experiencing or exhibiting any symptoms per the COVID-19 screening tool. Contact Health Links at 204.788.8200 or your child's doctor to seek medical advice; please follow all measures and recommendations for the well-being of your child and the whole school community. Contact the school office with any information provided from Health Links which may impact your child's attendance at school.

Students must stay home if they are experiencing symptoms of COVID-19 such as cough, fever, runny nose, sore throat, or breathing difficulties. Instructors will be as flexible as possible with regards to attendance requirements due to the safety concerns of students attending classes while feeling ill. Medical notes may not generally be required to avoid overwhelming the medical system. If they are at home and may have symptoms, students should utilize the self-screening tool provided by the Province of Manitoba Public Health. They should follow the directions from the self-screening tool and contact medical assistance if recommended or as needed.

If the child is already at school when symptoms are observed, the office will contact the parents to pick up their child immediately; parents are expected to contact Health Links or their child's doctor as above.

1. The student will be moved to a quarantine room and provided with a disposable mask if not already wearing one.



2. The parent is asked to call the school office when they arrive and school staff will then escort the student to them. A sick student must be picked up as immediately as possible. Students who drive may leave after parents are contacted. Public transportation should not be used.
3. Students are required to go home immediately and do the self-assessment on the Manitoba Health Website or call Health Links.
4. SBDHS staff will follow-up with the students who have exhibited possible symptoms of COVID-19 to check in with them, offer support and determine if they need or want to be referred to any community support resources.
5. Students will be required to self-isolate for 14 days before returning to the school unless they test negative for COVID-19 before the two week period is complete.

A sick student's desk, chair, etc. will be sanitized immediately and their departure due to illness/symptoms will be recorded should it be required for their doctor or public health. The quarantine room will be sanitized immediately after the student is picked up.

Be aware that different personnel may be arranged as required to cover the unexpected illness of school staff members, for those who may need to self-isolate, or for those who have a medically advised situation which prevents them from attending at work. This may involve the re-assignment of teachers, campus minister coordinator and/or EAs, as well as substitute teachers and/or EAs from the pool of Manitoba Catholic Schools' substitutes.

In the event of the confirmation of a case of COVID-19 connected with the school, public health will lead the response and ensure appropriate direction and supports are in place to coordinate the response.

#### **Staff Exhibiting Possible Symptoms of COVID-19 at Work:**

If staff develop a fever, cough, shortness of breath, difficulty breathing or any other cold like symptoms at any time while at work staff will need to self-isolate immediately and avoid contact with others to lower the chance of spreading the virus.

Staff should:

1. Arrange to leave work and go home immediately and avoid public transportation (bus, taxi, ride sharing).
2. Maintain a two metre distance from others.
3. Notify the Principal via phone or email.
4. Contact Health Links – for up to date information on testing. You can call Health Links Info Santé at 204.788.8200, your health care provider, or report directly to a COVID-19 Community Screening Location after completing the COVID-19 Self-Screening Tool.
5. Once the sick individual has left the building, ensure all surfaces and areas that the individual was in contact with are cleaned and disinfected.

#### **Community Mental Health and Well-being**

Attention to the mental health and well-being of our school community will be a priority over the coming months. Professional development for staff regarding anxiety and other mental health concerns will be scheduled for early fall. In the days before classes begin, all school staff will be discussing approaches to helping students at all levels talk about and cope with their concerns arising from the pandemic.

Our school counsellor, administrators, resource and campus minister will visit individual classes as well as provide opportunities for students to connect individually with them for guidance and support.

Parents are also asked to watch for stress/anxiety in their children, with parents and the teacher/counsellor/administrator to be in contact by email or phone to identify and address any noted concerns.

Parents and staff are advised to consult with the excellent resources indicated in Manitoba's general re-opening plans document, copied for you below:

### **Resources on Talking to Children about COVID-19**

Resources for Supporting Children's Emotional Well-being during the COVID-19 Pandemic. This site provides guidance, recommendations, and resources from child trauma experts at Child Trends and the Child Trauma Training Center at the University of Massachusetts.

[https://www.childtrends.org/publications/resources-for-supporting-childrens-emotional-well-being-during-the-covid-19-pandemic?utm\\_source=mailchimp&utm%20campaign=030096d2e1f0&utm\\_medium=page](https://www.childtrends.org/publications/resources-for-supporting-childrens-emotional-well-being-during-the-covid-19-pandemic?utm_source=mailchimp&utm%20campaign=030096d2e1f0&utm_medium=page)

How Teachers Can Talk to Children about Coronavirus Disease (COVID-19). This UNICEF site provides tips for having age-appropriate discussions to reassure and protect children.

<https://www.unicef.org/coronavirus/how-teachers-can-talk-childrenabout-coronavirus-disease-covid-19>.

Seven Simple Tips on How to Talk to Kids About the Coronavirus. As the world's leading expert on childhood, Save the Children has provided parents, schools, and communities with these tools and tips about COVID-19 and kids.

[https://www.savethechildren.org/us/what-we-do/emergency-response/coronavirus-outbreak/coronavirus-outbreak-how-to-explain-children?utm\\_source=mailchimp&utm\\_campaign=030096d2e1f0&utm\\_medium=page](https://www.savethechildren.org/us/what-we-do/emergency-response/coronavirus-outbreak/coronavirus-outbreak-how-to-explain-children?utm_source=mailchimp&utm_campaign=030096d2e1f0&utm_medium=page)

Manitoba Adolescent Treatment Centre (MATC) <https://sharedhealthmb.ca/files/covid-19-matc.pdf>

### **Protocol if there is a Positive Case in the School**

In the event of a confirmation of a case of COVID-19 connected with a class, public health will lead the response and provide guidance. 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 or class closures will be made on a case-by-case basis with public health leading the response and providing guidance.

Teachers will support the development and provision of at-home learning packages for students who are isolating or quarantined as directed by public health.

Prayers for all staff, students and school community for their safety and well-being.

Yours in Catholic Education,

Ms. Jaime Siska  
Principal

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