



WELCOMING OUR STUDENTS BACK V. 6

SEPTEMBER 2020



SEPTEMBER 4, 2020
ST. IGNATIUS SCHOOL
239 Harrow Street Wpg, MB R3M 2Y3

Planning for September has been an on-going process. Our re-opening plan is a complete and comprehensive plan that is unique to our School Facility based on the most up-to-date public health information and guidance available to us. Careful planning will ensure the safety and well-being of our students and our staff throughout the school year. It will also ensure that we can safely deliver programs that families rely upon such as our extended day program.

Over the summer months, the St. Ignatius School planning document has evolved. Schools have submitted up-to-date plans to the Department of Education for vetting. With each planning stage, new guidelines were given based on concerns raised by school administrators across the province. Our current plans have been developed with collaboration from Public Health, The Department of Education, the Government of Manitoba, Superintendents from school divisions across the province and administrators from Independent schools. Our school plan will continue to evolve as the COVID-19 situation changes, as consultations continue to occur with various governing bodies, and as implementations begin with teachers and staff before the start date for students.

The most updated version of this school plans document will be posted to the website as changes or additions are made. Should an unexpected significant change be made from an existing version, the Administration will also email that information to parents/guardians and school staff.

The Government of Manitoba has published several helpful documents that are being used extensively in our planning. Please take some time to review the following documents.

- *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*

In July, schools were asked to prepare for three possible scenarios for school re-opening. The guidelines for each scenario have been modified over time. Recently, the Government of Manitoba adopted a colour-coded system to help inform all Manitobans as to our necessary level of caution. This system has been adapted for schools and has been used in our preparation for the school year. We have plans for each level of caution. This will allow us to be prepared for changes that will come if our level of emergency changes in Winnipeg or even in our school community.

St. Ignatius School is carefully preparing for the following levels of emergency:

Level Green Limited Risk	Level Yellow Caution	Level Orange Restricted	Level Red Critical
Open No restrictions	Open with full occupancy Cohorts required for distancing Remote learning for students with pre-existing health concerns who have been given this advice from their family doctor.	Open with full occupancy Higher level of restriction Smaller Cohorts required for distancing Remote learning for students with pre-existing health concerns who have been given this advice from their family doctor.	Closed Remote learning except for K-6 children of critical workers and for students with pre-existing health concerns who have been given this advice from their family doctor.

As of September 2, 2020, Winnipeg is in Level Yellow. Kindergarten to Grade 8, in-class learning will resume on Sept. 8, for all students from Monday to Friday for a full instructional day.

St. Ignatius School Specific Plan

YELLOW : In-class learning resumes for all, with near-normal conditions.

Public health orders and guidance: Risk of COVID-19 transmission is very low

St. Ignatius School has implemented a multi-layered approach.

Layer 1: Building and Maintenance Preparations

- Classrooms have been re-configured to allow for 1 meter or more distancing between each student
- Signage will be placed throughout the building and outside the building reminding all people to social distance.
- Signage and floor markings to manage flow of common areas such as hallways and washrooms
- The School library will be re-purposed as an isolation space for students who exhibit symptoms during the school day
- Stop signs will be placed outside all washroom facilities
- Signs will be placed in every hallway, entrance and classroom reminding people to adhere to social distancing practices.
- Proper Handwashing instructions will be posted in every washroom and classrooms where there is a sink

Layer 2: Sanitization of the Facility

- We have purchased an Anolyte fogging system which allows us to disinfect areas in a timely manner in order to eliminate air-borne pathogens. Anolyte is eco-friendly and is safe for people, animals and plants.
- Additional maintenance staff has been hired
- Bathrooms will be sanitized 5 times per day
- High touch surfaces such as stairway guardrails, door handles, etc. will be disinfected frequently throughout the day
- Shared spaces will be sanitized between groups. For example, before school will use the gym. The gym will be sanitized before the first scheduled class of the day.
- Homeroom teachers will sanitize manipulatives such as lego after use in the cohort.
- Student desks and all classroom surfaces will be sanitized daily
- Chairs will be pulled out at the end of the day so the Anolyte disinfectant will reach all surface areas of chairs
- Chairs will be labelled with the student's name so they use the same chair throughout the school year.

Layer 3: Personal Protective Equipment

- Plexiglas desk shields have been purchased for every student in our school. These will create a cubicle style barrier for each student when seated
- Non-medical masks are now mandatory in grades 4 – 8.
- All adults will wear masks at all times.
- The school has ordered 2 re-usable masks for each student and staff member.
- The school has ordered several hundred disposable masks to have on hand for staff or students who forget their mask at home.
- Visitors will only be permitted to enter the building via the School Office Entrance.
- No visitor will be permitted into the school unless they are wearing a mask.
- Plastic face shields have been purchased for all staff who choose to wear them
- Medical grade masks have been purchased for students who become symptomatic during the school day. When this occurs, the student will be asked to wear a mask and immediately isolated from others. They will have adult supervision at all times. Parents will be notified to pick up their child promptly.

Layer 4: Cohorts

- Students will remain in the homeroom classroom for French and Music
- With the exception of Physical Education, Specialists will move from classroom to classroom to avoid cohorts mixing in hallways
- Specialists will use hand sanitizer between classrooms
- Students will only share materials within their classroom cohort

- Students will attend Physical Education classes. Physical Education will take place outside or in the gymnasium. When used, the gym will be sanitized between groups.
- Students will not change for PE classes in order to maintain social distancing that cannot be monitored in the change rooms.
- Schedule for PE will be staggered to ensure that students are not utilizing the same hallway at the same time

Specialty Area concerns for maintaining cohorts and limiting exposure between cohorts

Technology

- Students will not be able to use the computer lab due to constraints of sanitizing all devices between use
- Bring Your Own Device will be policy wherever possible
- If a student is unable to bring a device when there is a classroom need, the school will provide a device
- If a student borrows a device, they will be sanitized by school staff before they may be used by another student
- Special sanitizers will be used to protect devices

Library

- Library classes will be suspended
- Teachers will select resources from the library for classroom use
- Teachers will be responsible for signing books in and out of the library for the cohort
- Books will be quarantined for 48 hours before being made available to another cohort

Music

- Choral activities are suspended
- Each student will be given a coffee tin with several rhythm instruments for individual use
- Focus on theory
- Cohorts will use larger school instruments on a rotational basis and instruments will be sanitized between cohorts

Physical Education

- Classes will be held outdoors as much as possible
- Shared equipment within each cohort but not between cohorts
- Equipment will be sanitized daily following use by cohorts

SHOPS (applies to grade 7 & 8 only)

- Students will NOT attend Shops at Kelvin High School this school year.
- A formal Art class will replace shops for this school year.

Secondary Cohorts: Recess and Lunch

- Homeroom Teachers will eat with their students for half of the lunch hour.
- Support staff will supervise outdoor recess and the outdoor portion of the lunch hour.
- Recess and lunch times will be staggered

- Outdoors cohorts may not exceed 75 students so no more than three classes will be outside at the same time.
- In order to limit contact between classroom cohorts, when outside, each cohort will be assigned an area. For example, grade 1 on the play structure, grade 3 on the field and grade 5 on the basketball court.
- Recess cohorts will be the same for all three recesses and will not exceed 75 students outside at the same time for recess

Tertiary Cohorts: Before and After School Program

- Groupings will be made carefully in order to maintain recess cohorts.
- Students will maintain a 2 meter distance between each other.

Additional Important information for Before and After School Program

Before School

- Before school will begin at 7:30 a.m.
- All students will enter through the main school entrance
- Parents who accompany their child into the school must wear masks at all times
- Students from grades 4 – 8 must wear their mask into the building.
- Students from Nursery to grade 1 will go to the multipurpose room
- All other students will go to the gym

After School

- Depending on our numbers, students will be assigned groups and rooms.
- No snack will be provided due to current Public Health Guidelines
- Due to this, the after school cost is reduced to \$7.00/day for this school year
- Please pack your child an additional snack for after school.

Please note that our student numbers for Before and After School must be limited this year due to constraints in staffing and spacing.

Parents are expected to pick up children in a timely manner. Emergency drop in spots are extremely limited.

Layer 5: Health 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. Parents will be directed to use the Province of Manitoba's screening tool, available online at <https://sharedhealthmb.ca/covid19/screening-tool/> For your convenience, I have attached a screening tool to this email for you to print up and use at home.

According to Dr. Brent Roussin, the most important thing that we, as a community, can do to support each other throughout the pandemic is to self-screen at home.

It will be absolutely imperative that staff and students experiencing symptoms stay at home until they can confirm the symptoms are not COVID related.

All families are asked to sign the Parent Agreement form that is attached to this email. Please send the signed form to school with your youngest or only child on the first day that they are scheduled to attend classes.

If at any time, students show symptoms of illness, the following will occur:

- Administration will be notified
- Student will be asked to wear a medical-grade mask and will be isolated from their peers in the school library with adult supervision
- Parents will be contacted for immediate pick up

Layer 6: School Day Scheduling Principles and Health Education

School Day Schedule

Before School program	<p>Begins at 7:30 a.m. Students will enter via the main school entrance. Nursery – Grade 1 Multipurpose Room Grade 2 + gymnasium Multipurpose room and Gymnasium disinfected prior to classes starting</p>
Regular attendance – staggered daily entry	<p>Each grade level will be assigned an entrance so that only 2 student cohorts share an entrance Exterior of the building - Entrances will be marked with the grade level that enters there Administration will direct traffic at the driveway beginning at 8:35. There will be no playground supervision. Instead, beginning at 8:35, students will be asked to enter the building directly through their assigned entrances. Staff will be stationed at each entrance in order to sanitize hands and ensure social distancing requirements are respected. Students will be sent directly to homerooms. Homeroom teachers will be present in the classrooms at 8:35 to receive students.</p>
Recess	<p>Morning recess will be staggered. Groups of 3 classes become a secondary or a recess cohort.</p>

	<p>With both physical and emotional health and wellness being foremost in all of our minds, I revamped the daily schedule for students. Morning and afternoon recesses have been increased to 25 minutes in duration from 15 minutes. Also, instead of students having Physical Education classes only 4 times in a 6 day cycle, the classes have been shortened so that all classes will have a 25 minute physed class every day.</p>
Lunch	<p>Lunch time will be staggered to accommodate the 3 cohorts having time outside. Teachers will eat lunch with students. Homeroom teachers and specialists will be assigned classes/days that they will eat lunch with students. Cohorts designed to use different exits at all recesses, different outdoor areas Students are not required to wear masks during outdoor recess</p>

Daily Dismissal	<p>In order to ensure social distancing at the end of the day when students are dismissed, dismissal times will be staggered. This will ensure only one classroom cohort is lined up at a given entrance at a time. Children from Nursery to grade 5 will dismissed on to the playground. Older students in grades 6-8 will use front entrances.</p>
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Recess Cohorts

Cohort 1						
Class	Morning recess placement	Lunch recess placement	Afternoon recess placement	Recess Door	Entrance/ Dismissal Door	Dismissal TIME
Kindergarten	Primary	Field	Basketball court	Primary	Primary	3:20
Grade 3	Basketball Court	Primary	Field	Back Gym	Back gym	3:20
Grade 5	Field	Basketball court	Primary	Back Foyer	Back Foyer	3:30
Cohort 2						

Class	Morning recess placement	Lunch recess placement	Afternoon recess placement	Recess Door	Entrance/Dismissal Door	Dismissal TIME
Grade 1	Basketball Court	Field	Primary	Primary	Primary	3:30
Grade 2	Field	Primary	Basketball court	Back foyer	Back foyer	3:20
Grade 4	Primary	Basketball court	Field	Back Gym	Back Gym	3:30
Cohort 3						
Class	Morning recess placement	Lunch recess placement	Afternoon recess placement	Recess Door	Entrance/Dismissal Door	Dismissal TIME
Grade 6	Basketball court	Field	Primary	Back Foyer	Front Foyer	3:30
Grade 7	Field	Primary	Basketball court	Back Gym	Front Gym	3:20
Grade 8	Primary	Basketball court	field	Back gym	Front gym	3:30

Notes: “Primary” area refers to the play structure and the hard top area along the primary wing of the school.

When the field is too wet to play on, primary students will be on the play structure only. Cohort assigned the field will be moved to the hard top area along the primary wing of the school.

Hygiene Education

- Use of hand sanitizer station upon entering and exiting the building
- Use of hand sanitizer station and/or hand washing before and after washroom use
- Hygiene education will be reviewed and reinforced.
- Students will be reminded to wash their hands throughout the day.
- Every two hours throughout the school day we will announce “BE AWARE, AREA CARE”
- This will be a consistent reminder to staff to have children wash their hands or use hand sanitizer, wipe down areas that require it, and for maintenance staff to do routine sanitization of common surfaces such as doorknobs and handrails

Options for Remote Learning

- A Home Learning Coordinator will coordinate remote learning options for students who are unable to attend in class learning for medical reasons.
- All teachers will provide daily lessons on-line for students who are unable to attend regular classes for medical reasons.
- Using Zoom, teachers will invite students who are learning from home to ZOOM with their classmates for some math and ELA lessons
- Smart Boards are in every homeroom class and will be used so that all students can see and interact with their peers who are learning from home
- Due to bandwidth restrictions, our IT department will organize a schedule for classrooms to ZOOM to ensure that connections are stable during these lessons
- A student survey was completed in April, 2020 which provided information on access to Internet and Technology
 - All students at St. Ignatius School have WIFI and/or Internet access at home
 - All students at St. Ignatius School have access to e-mail and the learning platforms used by the school as outlined in Scenario 3.
- Students who choose to learn remotely who do not have access to technology will be provided with iPads or Chromebooks

Guidelines for Students working from home

Curriculum

- Priority areas for learning are literacy and numeracy, as these are foundational to future learning in school and life, with opportunities for social studies, science, physical education/health education, the arts, and etc. These areas of learning can be incorporated broadly into learning at home using activities and possibly supported by online resources where applicable and available.
- Teachers will work to prioritize learning expectations (outcomes) to ensure that students continue to progress.
- Teachers will honour children's families and communities, recognizing that children interact with and learn in a variety of contexts and that family engagement in a child's Learning is a critical support for their school success (*Time for Learning, Time for Joy*).
- Teachers will make connections between the activities they provide to the learning outcomes. Think about learning, rather than content coverage – how might teachers creatively support curricular learning in the context of a child's home environment
 - For example, BIG IDEA projects designed for independent learning
- Student learning will be further enhanced through family time and experiential learning opportunities such as purposeful play, outdoor activities, storytelling, reading and cooking.
- Reading, writing and mathematics are everywhere in the home and community. Making natural connections to these areas will provide students with authentic opportunities to build insights, relationships and deeper understandings about print and number.

- Whenever possible, teachers will plan hands-on learning experiences and activities that allow for different levels of independence – what can children do on their own without ongoing adult support.
- Teachers will continue to plan for the range of individual student needs, including levels of independence and support.

Time commitments

Homeroom teachers will coordinate learning opportunities from specialty areas. This falls under “other” and will be a balance of French, Physed and music.

Students learning from home will consist of a combination of on-line learning and/or home learning packages prepared by schools.

- K teachers will assign an average of 4 hours of academic work per week
- 1 - 4 teachers will assign an average of 6 hours of academic work per week
- 5 - 6 teachers will assign an average of 8 hours of academic work per week
- Grades 7-8 teachers will assign an average of 10 hours of academic work per week.

Homeroom Teachers will coordinate work, and will communicate the expectations to students.

Example break down of time commitments: (Suggestions)

Grade Level	Academic Time
Kindergarten	Class: 20 minutes twice per week Total: 30 minutes/day
1 - 2	Class: 30 minutes twice per week Total learning: 45 minutes/day
3 – 4	Class: 30 minutes three times per week Total learning: 60 minutes/day
5-8	Class: 30 minutes three times per week Total learning: 90 minutes/day

“Class” refers to “face to face” time with a homeroom teacher or specialist. Suggestions are:

- Zoom conference (whole class)
- Flipgrid class
- Video lesson
- See Saw video

These classes do not all have to be led by the homeroom teacher. They can be a mix of specialists as well.

Remote Learning

Student learning from home will be offered a combination of remote learning opportunities and/or home learning packages prepared by schools.

Teachers will continue to be responsible for planning for instruction, differentiating for individual student needs, and assessing student work, progress and achievement, which will support the identification of next steps for learning with students. This will require regular communication with students and families that will need to plan during the school day. Teachers will need to schedule planning and assessing times into their day, along with professional learning in pedagogy and methodology in distance and on-line learning.

Assessment

- Outcome-based assessment is more critical than ever
 - Clear goals and criteria
 - Meaningful, individualized feedback
 - Assessment for learning is the focus (formative)

Relationships and Connections

- Relationships between students and their teachers continue to be important, and at this time, whole family connections are more important than ever.
- Teachers should endeavour to connect one on one with students at least once per week using the most appropriate means to contact the student.
- Where there are additional school supports and/or with whom the child has a connection, those relationships should also continue, as available.
- Relationships between children within their class community continue to be important. Schools will facilitate ways for students to communicate regularly with their peers, using the resources available within their community
- Schools will continue to monitor the well-being of their students and their families and to share resources, connecting them with school division personnel and community agencies.
- Schools will coordinate among teachers to establish a “main school contact” for families so as not to overwhelm families with multiple contacts and connections that may overlap.

Recovery Learning

Professional development will take place on Thursday, September 3rd and Friday, September 4th

Grade Band Teams

- Grade Band Teams consist of Homeroom teachers, specialists, Resource, Educational Assistants and Administration
- On Thursday September 2nd, teachers will meet in Grade Band Teams will meet to coordinate assessments for ELA and math in their classrooms
- Additionally, teachers will use Grade Band Teams meetings to plan for assessment of students' wellness as they re-enter classroom learning

- On Friday, September 3rd, teachers will meet in Grade Band Teams to plan for Differentiated learning in response to classroom profiles that are created through initial assessments in ELA and math

Staggered Entry

- Staggered entry of 1/3rd of students on Tuesday, September 8th, Wednesday, September 9th and Thursday, September 10th will allow teachers to assess each student in their classroom.
- Classroom profiles will be developed based on these initial assessments
- Classroom profiles will be reviewed by Resource, Clinical Support Services and Administration in order to better plan for individual student needs
- By-weekly Grade Band Team meetings will occur in order to plan for on-going individual needs.

Social-Emotional Support Planning for Staff and Students

Staggered entry from Tuesday, September 8th – Thursday, September 10th

- Homeroom teachers will complete Wellness Check-ins with their students to assess individual readiness to resume in-class learning
- Where necessary, Clinical Support Services, Resource and Administration will meet with homeroom teachers to plan counselling services or other supports

Students will be provided with counselling services as follows:

- Kids Help Phone: 1-800-668-6868.
- Refer families to resources at:
<https://www.edu.gov.mb.ca/k12/mylearning/stayinghealthy/index.html>

Staff will be provided with counselling services as follows:

- Blue Cross Advantage through Manitoba Catholic Schools Benefit plan with free counselling services

Students with Specialized Support and Service requirements

- Student with Individual Education Plans will continue to be supported by Educational Assistants, Clinical Support Services, Resource and Administration
- Individual Education Plans are updated annually and will note additional needs of recovery learning where applicable.

Other Considerations

Water fountains will not be available. Children should come to school with a full water bottle every day. The bottle will be sent home everyday for cleaning. We do have a water bottle filling station in the school for students to use throughout the day.

Masks must be changed throughout the day. Please pack your child(ren) 3 masks per day. They should be changing masks after morning recess, lunch and afternoon recess. Please provide your child(ren) with a ziploc bag or other receptacle for storage of used masks.

When weather permits, students will not change shoes to go outside. Although this will increase cleaning needs in the school, it will limit unnecessary interactions that occur when changing shoes, lining up, etc.

In order to be diligent about limited unnecessary access to our facility, limiting hallway traffic and any unnecessary opportunities for interaction between cohorts, and contamination, the following changes have been decided:

- Grade 7 & 8 students will not be permitted off site for lunch
- Microwaves have been removed from classrooms
- There will be no milk program this year.
- Volunteer opportunities will be suspended
- Inter- School sports are cancelled for this school year.
- All community events such as the back to school BBQ are cancelled until further notice.
- There will be no special lunches or hot dog days this year

Student Transportation

- Not applicable to St. Ignatius School