



CRITICAL LEVEL RED SCHOOL PLAN



APRIL 12, 2021
ST. IGNATIUS SCHOOL
239 Harrow Street Wpg, MB R3M 2Y3

School preparedness is an on-going process. Schools in Manitoba remain in Restricted (ORANGE) Caution Level. Our school 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.

The St. Ignatius School planning document continues to evolve. School Administration continues to monitor public health announcements and also continues to participate in weekly meetings with representatives from government agencies including Public Health, The Department of Education, the Government of Manitoba, and 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 Department of Education has up-to-date resources for parents for you to refer to.

[What Parents Need to Know -](#)

[Minister's Letter to Parents](#)

[Remote Learning Support Center Information](#)

[Remote Learning Centre FAQ](#)

[Guidance for Mask Use in Schools](#)

[Covid-19 Screening Questions](#)

[My Learning At Home](#)

St. Ignatius School has carefully prepared 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.	Blended Learning 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.

Level RED: Only critical workers’ children will attend classes.

Public health orders and guidance: Risk of COVID-19 transmission is moderate to widespread.

In the Critical (RED) CautionLevel, St. Ignatius School will only accommodate in-class learning for the children of critical services workers. Families do have the option to move their child(ren) to Remote Learning even if they qualify as Critical Service Workers but can accommodate the Remote Learning option.

On September 4th, St. Ignatius School sent out a survey to parents in order to determine how many students would be moving to Remote Learning while our community is in the Critical (Red) Level of response. If you did not reply to the survey, please go to: [Critical Service Worker Survey](#)

St. Ignatius School will take all necessary measures to accommodate children of critical services workers with a view to safety and available resources, while maintaining two metres of physical distancing. All other students will move to Remote Learning.

Tier One critical services workers will be eligible to have children accommodated in school. They will be prioritized by schools as outlined below.

Manitoba Education considers the following to be critical services workers:

Tier One:

- Health/Health Services Workers
- Kindergarten to Grade 12 Education providers (all teachers, administrators and support staff)
- Child Care Workers
- Law Enforcement
- Corrections Workers
- Fire and Paramedic First Responders

□ Direct Social Services and Child Protection Workers

Tier Two:

Following accommodation of Tier One, schools will then accommodate additional critical services workers.

This may include people who provide critical services to Manitobans, such as front-line natural resource workers, gas station attendants and grocery store staff.

Schools may also use their discretion to accommodate children in other grade levels of critical service workers who may require in-person support, or students that are considered high-risk in order to mitigate serious concerns of disengagement. At St. Ignatius School, we are including our nursery school students and junior high students of critical service workers.

Coordination of Curriculum

- Teachers who are no longer required as cohort teachers will be re-assigned as Remote Learning Coordinators.
- Educational Assistants who are no longer required as in-class support will be re-assigned as Remote Learning Assistants
- Coordinators will be assigned to classrooms to assist homeroom teachers in providing Remote learning opportunities.
- Coordinators will assist in organizing on-line streaming of classes, zoom meetings and extra support for students identified as at-risk.
- Coordinators will compile the work from all courses to limit the number of communications parents/students receive
- At the beginning of every week, coordinators will provide an overview of what the expectations are for the week.

Office Hours and Procedures

- In order to avoid contact with others, milk crates will be set up in the front foyer and labelled with grades.
 - Teachers will prepare materials for students who have requested hard copies for pick up and will leave the packages in the milk crate
- **Remote Learning Coordinators will email parents/students indicating when packages are ready for pick up.**
 - As students complete work, parents may leave that work in the milk crate for teachers to pick up when they are in the building.

Layer 1: Building and Maintenance Preparations

- Classrooms have been re-configured to allow for 2 meters or more distancing between each student
- Signage has been 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
- 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
- The library and the computer lab will be teacher workspace.
- If needed, the French room will be used as an isolation space for children who present symptoms while at school.
- Classroom cohorts will return to single classroom for each grade level and will be assigned to their original classroom space

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 3 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 where 2 meter of distancing cannot be maintained.
- The school has several reusable masks in stock for students

- The school has several hundred disposable masks in stock 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.
- **Students from grades 4 – 8 will be expected to wear face coverings at all times if they are not seated at their desks, including during outdoor recess.**

Layer 4: Cohorts

- Students will remain in the classroom cohort throughout the day
- Students will only share materials within their classroom cohort
- Parents will be instructed to leave school grounds at the end of the school day and not to allow students to play on the play structure or field in order to maintain strict cohort interactions.

Specialty Area concerns for maintaining cohorts and limiting exposure between cohorts

Technology

- 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

Library

- Library classes will be suspended
- Teachers will select resources from the library for classroom use
- Books will be quarantined for 48 hours before being made available to another cohort

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
- Students will remain in their cohorts on designated areas of the playground or gym for recess
- 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

Secondary 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.

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
- For the most up-to-date, factual, information on COVID-19 please visit manitoba.ca/covid19/.

Important notes from the Government of Manitoba Guide For Parents

All parents will be reminded regularly that students must stay home when sick or exhibiting any symptoms of a cold, flu, or COVID-19. They must remain at home until symptoms have been gone for 24 hours. **It is currently mandatory for all family members to self-isolate when an individual living in their household has COVID-19 symptoms until a negative test result is reported.**

If your child has any symptoms, call Health Links for guidance at (204) 788-8200 or toll-free 1-888-315-9257. Please err on the side of caution.

Any incident of COVID-19 in a school will result in immediate contact by Public Health with instructions if that student and/or cohort must self-isolate, if they need to be tested and when they can return to school.

Layer 6: School Day Scheduling Principles and Health Education

School Day Schedule

Before School program Will be reinstated

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

Regular attendance – staggered daily entry

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>	<p>Morning recess will be staggered.</p> <p>With both physical and emotional health and wellness being foremost in all of our minds, the daily schedule for students has been changed. 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> <ul style="list-style-type: none"> • At the end of a recess where another cohort of students will be exiting the building, students who are outside will line up outside and wait to enter the school building after the next group of students has already exited <ul style="list-style-type: none"> ○ This limits hallway congestion and allows for the transfer of students to happen in an outdoor space
<p>Lunch</p>	<p>If needed, lunch time will be staggered to accommodate cohorts having time outside.</p> <p>Teachers will eat lunch with students.</p> <p>Homeroom teachers and specialists will be assigned classes/days that they will eat lunch with students.</p> <p>Cohorts designed to use different exits at all recesses, different outdoor areas</p> <p>Students are not required to wear masks during outdoor recess</p>
<p>Daily Dismissal</p>	<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.</p> <p>Children from Nursery to grade 5 will dismissed on to the playground.</p> <p>Older students in grades 6-8 will use front entrances.</p>
<p>Evacuation Procedures</p>	<p>Running actual fire drills is not conducive to social distancing. However, students must have a full understanding of how to exit the building in the event of an actual emergency. Therefore, homeroom teachers will have the students run Fire Drills on an individual class basis so that they know how to evacuate quickly if needed.</p>

Red Caution Level Recess Planning Chart

Recess Cohort A							
Cohort	Gr	Morning recess 10:00-10:25	Lunch recess 11:30 – 11:55	Afternoon recess 1:35-2:00	Recess Door	Entrance/ Dismissal Door	Dismissal TIME
1	1	structure	field	4 square	Primary	Primary	3:30
2	2	4 square	structure	gym	Back Foyer	Back Foyer	3:20
3	3	gym	Field	structure	Back Gym	Back Gym	3:20
7	7 & 8	basketball court	gym	Field	Back Gym	Front Gym	3:30
Recess Cohort B							
Cohort	Gr	Morning recess 10:25-10:50	Lunch recess 11:55-12:20	Afternoon recess 2:00-2:25	Recess Door	Entrance/ Dismissal Door	Dismissal TIME
4	4	gym	4 square	field	Back Gym	Back Gym	3:30
5	5	field	gym	4 square	Back Foyer	Front Foyer	3:20
6	6	4 square	field	gym	Back Foyer	Front Foyer	3:30
8	N & K	structure	structure	structure	Primary	Primary	3:20

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

Remote Learning

- Coordinators will provide daily lessons on-line for students who are unable to attend regular classes.
- Using Zoom, teachers will invite students who are learning from home to ZOOM with their classmates daily for 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
- 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

At Home Learning Coordinators 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.

At Home Learning Coordinators 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. Homeroom teachers will coordinate this.

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.

COVID-19 NOTIFICATION PROCESS FOR ST. IGNATIUS SCHOOL

Family notifies the Principal of a positive COVID-19 test result.



Principal conducts preliminary investigation and determines if the child or staff member was at school during the infectious period

Principal determines close contacts and contacts all of the effected parties and notifies the school community of the exposure.

The school principal notifies the Pastor, the Superintendent, the School Board, the staff and all families via e-mail with information as to what actions must be taken

Principal completes information gathering for Public Health contact tracing.



Public Health contacts the family of the child or the staff member to determine if they were in school during the infectious period

Public Health notifies the principal of the school to verify potential exposures/close contacts during the infectious period



Public Health emails a letter to the school principal to distribute to all families to inform that a confirmed case was identified and what action is required

The school principal ensures that all Public Health recommendations are implemented



The school principal communicates follow up information to the school community as required via e-mail