



Collège Pierre-Elliott-Trudeau

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CPET School Re-entry Plan

A. SCHOOL PREPAREDNESS

School Access, Community Use and Entry Process

Whenever possible, parents, visitors or caregivers are asked to email or call the teachers, school or administrators when you need to talk as opposed to coming to the school.

Access to the school is limited; Directions for entry, exit and movement within the school:

Visitors should enter **CPET main doors** and proceed directly to the office and exit via main doors, using the appropriate marked doors for entry and exit.

All **parents or visitors MUST report to the office upon entering the school**. All parents or visitors are expected to use the self-screening tool prior to coming to the school. To help protect the health and safety of everyone, masks are mandatory for any parent or visitor who needs to enter the school when physical distancing of two metres is not possible.

Directional arrows are in place, indicating one way traffic through main first floor hallway , second floor hallway and stairwells.

Everyone who enters CPET MUST monitor for symptoms and exposure. This responsibility resides with the person or their parent/caregiver. Monitoring is to be done using the COVID-19 Shared Health Screening Tool at: <https://sharedhealthmb.ca/covid19/screening-tool/>

Hand sanitizing stations will be set up at the main entrances. Everyone entering the school should sanitize their hands.

Any person who exhibits signs and symptoms of illness are asked not to enter the facility and to seek applicable health testing. Additionally, CPET has identified the school infirmary room as the designated space to isolate students who display COVID-19 symptoms.



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Classroom Transition, Cohorts, Student Movement Plans:

Cohorts involve keeping groups of students together and avoiding interactions with other groups or cohorts. Physical distancing within the cohort is required to the greatest extent possible, including separation between desks. The purpose of cohorts is to limit the mixing of students and staff so that if a child or employee develops an infection, there are fewer possible exposures and contact tracing can be more easily done. The maximum cohort size is 75 students.

All CPET students have been assigned a cohort, a ‘homeroom grouping’ within the cohort, and have been assigned a classroom. The students are expected to stay in the assigned classroom and cohort. All students will be assigned a designated door which they will enter and exit the school. Students may come to school 10 minutes prior to the start of their class or classes and must report directly to their designated classroom. There will be no congregation of students in the hallways.

COVID-19 Signage:

Covid-19 signage is in place in hallways, gym, office, library, student services area and at each classroom entry.

Self-Screening, Symptom Monitoring Process & Personal Hygiene:

Students must stay home if sick or displaying symptoms. Monitoring for symptoms and exposure is to be done using the COVID-19 Shared Health Screening Tool. Symptoms may include:

- Cough
- Headache
- Fever/ chills
- Muscle aches
- Sore throat/ hoarse voice
- Shortness of breath/ breathing difficulties
- Loss of taste or smell
- Vomiting, or diarrhea for more than 24 hours
- Runny nose
- Fatigue
- Nausea or loss of appetite
- Conjunctivitis (pink eye)
- Skin rash of unknown cause



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Public health orders are to be followed in all schools. To reduce the risk of infection from COVID-19, students and visitors are expected to take common prevention measures, including regular handwashing with soap and warm water for at least 15 seconds. Dry hands thoroughly. An alcohol-based hand cleanser can be used if your hands are not visibly dirty and soap and water are not available.

It is especially important to clean your hands:

- After coughing or sneezing
- When caring for a sick person
- Before, during and after you prepare food
- Before eating
- After toilet use
- When hands are visibly dirty

You should also cover your mouth and nose with a tissue when coughing or sneezing, or you can cough or sneeze into your sleeve. Throw used tissues in the garbage and immediately wash your hands or use an alcohol-based hand cleanser.

<https://www.gov.mb.ca/covid19/prepareandprevent/index.html>

Use of Personal Protective Equipment (PPE):

Masks offer an added layer of protection. Students in Grade 4 and above, as well as teachers and staff, are mandated to wear a non-medical mask in common areas throughout schools and when physical distancing of two meters is not possible.

Extra masks will be made available at CPET throughout the school year for those who do not have their own. Parents are strongly encouraged to talk to their children about how to wear a non-medical mask.

To put on a mask safely, perform hand hygiene. Place the mask on the face carefully so it covers your mouth and nose, handling it with the strings or elastic ear loops as much as possible, and mould the nose bridge to ensure it does not move while it is on. Avoid touching the mask once you have put it on. If the mask needs to be adjusted, hands should be cleaned before and after adjusting the mask.

Never pull the mask down below the nose, mouth or chin. Never dangle the mask from one ear or both ears.

To remove the mask safely, remove it from behind using the strings or elastic ear loops. Do not touch the front of the mask. Perform hand hygiene after removing the mask.



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Protocol for Students Who Exhibit Symptoms:

If a student develops symptoms while at school, they will be isolated in the school infirmary room. A mask will be provided for and worn by the child exhibiting symptoms. The student's parent/caregiver will be notified to come and pick them up immediately and instructed to call Health Links at 204.788.8200 or 1.888.315.9257.

A sick child can return to the school once it has been determined that it is safe to do so by their health care provider or public health. If that child has a positive test, further direction will be provided by public health.

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.

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

Cleaning & Sanitization Schedule:

CPET custodial staff are implementing a sanitization plan, according to divisional guidelines.

To increase cleaning and sanitation, we are:

- Suspending facility and community use permits to accommodate increased cleaning requirements
- Providing hand sanitizer in all offices and entrances of school buildings
- Ensuring adequate supply of liquid soap and hand towels in all locations. Ensuring all air hand dryers are in working order
- Procuring disinfectant wipes for IT equipment to ensure shared devices are cleaned in between users



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B.SCHOOL ROUTINES

School Physical Setting:

As per the messaging from the Chief Public Health Officer of Manitoba, schools are safe. Each classroom has been provided with necessary cleaning supplies to help ensure cleanliness throughout the day. Additionally, soap and water are readily available throughout the schools. Common spaces are subject to more frequent cleaning by school custodial staff. In order to help maximize safety, water fountains that are not touchless are closed off or bagged so that they cannot be used. Bottle re-fill stations will continue to be available. Students must supply their own bottle, and these should not be shared.

Student Attendance:

Students are expected to attend in-class learning and fully participate even if remote learning is required at some point. Each school will work collaboratively with parents/caregivers to support learning for students who are medically advised not to return to school and provide the required medical documentation.

Families who choose to educate their children at home can find more information about homeschooling by contacting:

Homeschooling Office

Manitoba Education and Training

Email: homeschooling@gov.mb.ca

Timetables:

Students are scheduled in cohorts to maintain physical distancing measures. This approach will increase safe daily attendance and limit cohorts from mixing. Students, parents and caregivers must be aware that this approach will limit student course options. Some courses will be offered online. Teachers will move classrooms while the students remain, for the most part, in their designated room.

Student initiated timetable changes will not be possible.

CPET will use different entry points for each grade/class. Different entry/exit times will be scheduled. Students may come to school 10 minutes prior to the start of their class or classes and must report directly to their designated classroom. There will be no congregation of students in the hallways.

In the event students arrive at school prior to the designated entry time, they are to wait, using physical distancing, on the schoolyard in their cohort's assigned area.



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CPET has adopted a **6 block/ day 1, day 2 timetable** for the upcoming school year:

Block 1: 9:00 -10:00

Block 2:10:00- 11:00

Block 3: 11:00-12:00

Block 4: 12:00 -1:00

Block 5: 1:00- 2:00

Block 6: 2:00- 3:00

- **Grade 9 students** will be in class courses **5 of the 6 blocks**, with a lunch block either block 3 or 4.
- **Grade 10 students** will be in class courses **3 or 4 of the blocks, beginning Block 2**. Grade 10 students will not be scheduled a lunch block at school.
- **Grade 11 students** will be in class courses during **the morning, beginning Block 1**. Grade 11 students will participate in **online option courses in the afternoon**.
- **Grade 12 students** will be in class courses during **Blocks 4, 5 and 6**. Grade 12 students will participate in **online option courses in the morning**.

Note: Students will be in attendance at CPET every day.

Recess & Locker Breaks:

Students will be required to carry their belongings. The school will not be assigning lockers for this school year. When a student has physical education on their timetable they will need to come prepared to participate. Change rooms will not be available. Students also need to come prepared to participate in physical education outdoors.

Lunch Hour:

Students are encouraged to go home for lunch. If they are required to stay at school they must remain in their assigned classroom. If they choose to leave the school during lunch then they cannot return until 10 minutes before classes resume. During this school year we will have no cafeteria services nor will students have access to microwaves. Lunches that will be at school should be “ready to eat” and sharing of food will not be permitted

Note: Only Grade 9 students have been assigned a lunch block at school.



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Assemblies:

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

Field Trips:

Day field trips will not proceed at this time.

Overnight camps or stays are not permitted until further notice.

Out-of-School Education Excursions:

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

Volunteers:

Volunteers and guest presenters are not permitted to attend school in-person. For the most part, access is being prioritized to those supporting implementation of public health measures and activities that benefit student learning and well-being. All visitors and volunteers must adhere to self-screening, physical distancing, and recommended hygiene practices. Visitors or volunteers with any symptoms consistent with COVID-19 should not enter the school. CPET will keep a list of all visitors. To help protect the health and safety of everyone masks are mandatory for any parent or visitor who needs to enter the school consider when physical distancing of two meters is not possible.



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C.TEACHING, LEARNING & WELL-BEING

In-Class Learning:

As has been directed by Manitoba Education, in-class learning will occur with additional public health measures. While the educational programming will continue to be best practice, some logistical changes may be necessary. These changes will include:

- Group work, group projects: Teachers will continue to prioritize collaboration between students. This will include using digital platforms to maintain social distancing
- Limiting shared resources
- Maintaining social distance and hygiene within the classrooms
- Cohorting of students.

Recovery Learning:

Recognizing that students are returning to school with more varied learning experiences than usual, CPET has planned to support students with recovery learning as needed.

Students requiring recovery learning were identified in June by teacher teams specifically in the areas of **français and mathematics**. In collaboration with Student Services, big ideas and core skills/knowledge were identified as the key components of recovery learning for students identified.

Subject area teachers and student services will collaboratively plan programming and instruction for students requiring recovery learning. Time slots will be identified for students who will require recovery learning support. It will be an ongoing process throughout the school year.

To support recovery learning, the following approaches will be employed:

- Initial assessments will be conducted to provide a starting point for teachers; however information will continue to be collected
- Teachers will plan for instruction using this information
- Students will be provided with a variety of opportunities to learn and to demonstrate understanding
- Teaching will be focused on goals of building independence and self-motivation so that students have the skills to move to remote learning if required
- Recognizing the uncertainty of the situation, teaching will be planned to ensure that learning continuity is in place for students should further disruptions arise
- The focus of recovery learning will be on **understanding**, not simply assignments.



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The Possibility of Blended or Remote Learning:

Students and families need to be prepared for a blended learning model that allows transition of teaching and learning from in-class to remote with as little disruption as possible. Should this arise, schools will be in contact with parents to communicate next steps.

Assessment & Reporting:

Students' learning will be assessed on an ongoing basis to ensure that next steps are being appropriately planned for. Learning that occurs in classrooms or remotely will be assessed using good assessment practices that focus on the essential understandings of the curriculum.

Continuous assessment will occur throughout the semester whether classes are in class or remote.

Subject Areas & Specialist Classes:

All curriculum areas are important and build students' literacy and numeracy knowledge. CPET will offer all core subjects through in-class learning. Many electives have been scheduled through remote learning while some elective have had to be cancelled for this school year. Grade 9 students have had elective courses scheduled into their schedule without student input/choice. Band and jazz band as well as art continue to be scheduled for students at all grade levels according to student choice.

After reviewing the Manitoba High School Athletics Association return to **School Sport Plan**, the division is delaying the start of **all extra-curricular sport**. This decision was made based on the on the following:

1. Our focus is on ensuring that schools are open and students, staff, and families are feeling confident with our new routines.
2. We need to ensure that all sport can adhere to our health expectations including cohorting, the use of volunteer coaches, the use of changerooms, and the extension of the school day.

Additionally, at this time, in RETSD there will be:

- No cross cohort practices or activity
- No practices or competition outside of the school day

Please know that we value the physical, mental and emotional health benefits of sport and will work diligently to ensure that our students can have access to those benefits.

Music programming is an important part of a well-rounded education. Music programming in RETSD will follow all public health and education advice. Singing is not presently permitted in school. Taking this into account music programming will continue with consideration given to physical distancing, proper hygiene, reducing shared supplies and proper cleaning and sanitation. At CPET, band and jazz band has been scheduled into the school day, by grade level/cohort. Thus, these are smaller groups and band programming will look different with students being asked to do more instrumental practice at home while in class learning may focus more on the many other aspects of music education. When instruments are used, teachers will ensure that health precautions are adhered to. CPET will not offer a choral program this school year.



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Student Specific Programming:

As is the case for all students, students with additional needs from K-12 will be receiving in-class learning as prescribed by the province. Programming for students with additional needs may include a student specific plan, such as an Individual Education Plan (IEP) or an Adapted Education Plan (AEP). This collaborative planning will be led by the school team and, as needed, supported by divisional staff. If students with additional needs are not able to physically distance, provincial and divisional protocols will guide the necessary next steps.

Bring Your Own Device (BYOD):

To support the use of technology in teaching and learning, Bring Your Own Device (BYOD) guidelines will be in place for **all** students.

Encouraging students to use personal devices in classrooms:

- Supports the transition between in-class and remote learning
- Extends teaching and learning opportunities using technology
- Provides opportunity for modeling and teaching digital literacy practices that will be required for in-class and remote learning
- Limits the use of shared technology resources

Teachers, students, and parents should be aware of the BYOD guidelines and the related RETSD policies. This DOES NOT mean that student must have their own device. This approach allows students who have their own device to leverage its use in-class under the direction of the teacher.

Student Access to Devices & the Internet:

To ensure all students are ready for a possible move to remote learning, **based on need, CPET will identify students** who would benefit from being provided with loaner devices that are to be returned at the end of the school year or before.

Students who were provided with a loaner device are given the opportunity to purchase the loaner device at the end of the school year.

To ensure all students are ready for a possible move to remote learning, **based on need, CPET will identify students** who would benefit from the opportunity to have the school division provide home internet access through BELL/MTS



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Protocol for Shared Equipment:

Wherever possible, sharing of resources will be limited. When this is not possible, adequate, and appropriate cleaning will be required. To support these practices, teachers will:

- Carefully assess the classroom layout and shared spaces
- Remove materials that are harder to clean and sanitize
- Consider how to offer materials for individual use
- Have students bring their own equipment if possible
- Have a system for returning materials that allows additional time out of circulation
- Create schedules that allow for social distancing and cleaning between use
- Clean following specific disinfecting guidelines
- Reduce paper copy use and post assignments etc through Teams

Well-Being, Wellness & Supports Checks:

Student mental health and well-being is a core element of the re-opening planning. It is foundational in ensuring a return to a welcoming environment that supports learning. To this end, CPET will utilize the expertise of parents/ caregivers as it relates to their own children. Parents and caregivers know their children the best. To support all the adults supporting children, schools will consider these points:

- Communicate that no one has all of the answers about the impact of the pandemic, but that as a team, we can steer through the pandemic together
- Acknowledge that we need collaboration from adults to support the social-emotional impact of the pandemic on students
- Be open to the concept that students are returning to school with the weight of experiences that they might not have shared yet
- Understand that students will only be as healthy as the adults around them
- Collaborate with parents/caregivers as a coordinated system that gives students hope

As adults we need to remember that children want to be heard. They do not need detailed information about events, but they do need to talk about their feelings. Let them know they can ask questions. We should answer questions honestly, but make sure that the information is suitable for their age level. If answers are not known, it is okay to say so and to look for resources together that can answer their questions.

Remember that children are often listening when others are talking about COVID-19. Adults should consider this and minimize discussions of COVID-19 that are not related to the specific setting. It is



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important for adults to correct any misinformation as they become aware of it.

We all need to reassure children that our schools are safe for children when they are consistently following preventative practices, including environmental cleaning, frequent hand hygiene, and routine screening.

Parent and student resources can be found at:

UNICEF: <https://www.unicef.org/coronavirus/supporting-your-childs-mental-health-during-covid-19-school-return>

World Health Organization: https://www.who.int/docs/default-source/coronaviruse/healthy-parenting/english-tip-6-covid-19-parenting.pdf?sfvrsn=232558c1_8

Kids Help Phone:

<https://kidshelpphone.ca/>

Stress Hacks at:

<https://stresshacks.ca/>

- CPET staff will implement a daily check-in with students through their first block of the day (Block 1, 2, or 4)
- CPET staff will implement strategies suggested by **Educalme** to assist students and staff with calming strategies, mindfulness and mental health.
- Student Services Personnel will be assigned to specific grade levels in order to monitor and support students.
- The Tier 1 PBIS team will develop lessons etc for each grade level to assist in providing strategies to students in the area of mental health.
- A check-in/buddy system will be implemented for staff to assist staff in the area of their own mental health and well-being



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D.COMMUNICATION

Microsoft Teams:

CPET staff will use Microsoft Teams as the teaching, learning and communication platform. CPET teachers will be working, in the first weeks, to ensure that students can access Teams so that should schools move to remote learning, students are positioned to continue their learning.

Stay Informed:

CPET is committed to keeping the community informed and engaged.

At a divisional level, several structures have been established to support this communication:

Divisional Website—The RETSD divisional website has a section for COVID-19 updates that is clearly visible and regularly updated with any communication and documents. Parents are referred to the website through school communication. <https://www.retsd.mb.ca>

Divisional Social Media Accounts—Current information is provided in a timely manner through Twitter and Facebook. <https://twitter.com/RETSDschools>
<https://www.facebook.com/retsdsd>

Divisional Letters—Regular information is provided to all families through letters that are branded with the divisional letterhead and signed by the Superintendent. These letters are distributed through the schools electronically or hard copies can be provided to families who request/require them.

Two-way communication—Parents and community members can provide feedback/questions/comments through the division or school websites Contact Us feature, Twitter and Facebook comments, regular surveys, through the school administrator and/or their elected school trustee.

At CPET, the following structures support communication:

- School websites
- School social media
- School letters
- Teacher/family communication



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Concern Protocol:

CPET will always try to make the learning experience a positive, safe and happy one for its students. Open communication between home and school is very important to us. In the event of a concern, the process below is to be used:

- a. Talk to the person most directly involved—your child’s teacher. If you must leave a message, provide a day and evening phone number where the teacher can reach you.
- b. If talking to the teacher doesn’t resolve the issue, talk to the principal.
- c. If you’ve talked to the principal, but the issue has not been resolved over a period of time, call the superintendent’s department at 204.667.7130 or email communications@retsd.mb.ca.
- d. If you disagree with the decision of the superintendent’s department, you can make an appeal in writing to the board of trustees.

Policy KE–Concern Protocol: <https://www.retsd.mb.ca/yourretsd/Policies/Documents/KE.pdf>

Policy KE-R–Concerns and Complaints Process:

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/KE-R.pdf>