

Collège Pierre-Elliott-Trudeau

-HOME OF LES CANADIENS – NOUS SOMMES FIERS -

apprendre à être – apprendre à connaître – apprendre à faire – apprendre à vivre ensemble



School Re-entry Plan 2021-2022

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.

All entrance and exit doors will be monitored. Whenever possible, RETSD staff and students only should be in 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. Disposable medical masks are available as needed.

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.

Parents and Community:

- Parent meetings, including parent teacher interviews, may occur in person; CPET will continue to make use of Teams to limit the volume of in-person interactions.
- All visitors to RETSD sites are required to wear a non-medical cloth mask. Disposable medical masks are available as needed.
- Contact information for all visitors and community users **MUST** be maintained for contact tracing purposes and all divisional and public health guidance/direction related to COVID must be followed (including mask wearing)

Classroom Transition, Cohorts, Student Movement Plans:

All CPET students have been assigned a homeroom, and have been assigned a classroom. The students are expected to stay in the assigned classroom specifically for required courses. Students will travel to their option course classrooms. 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.

Transportation:

The Transportation department is open however access is monitored, logged, and limited. Busses will be running at regular capacity as assigned seating is an expectation. Disposable masks are required for bus drivers and all passengers are expected to wear a mask while riding the bus. Mask use may be adjusted as per Public Health directives. Bus maintenance continues regular operations.

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

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.

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.

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 have implemented a sanitization plan, according to divisional guidelines.

To increase cleaning and sanitation, we are:

- 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

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 in Grades 9 to 12 will take part in in-class learning. Except for brief encounters, 2 m physical distancing will be practiced to the greatest extent possible in all parts of the school throughout the school day. There will be monitored and limited access to the school.

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:

Teachers will move classrooms while the students remain, for the most part, in their designated room, with the exception of their option courses. Students will be able to travel to option classes such as music, art, phys ed and certain other courses.

Staggered entrance practices will be in place, and doors will be unlocked for these entries ; however, entrances shall be monitored.

CPET will use different entry points for each grade/class. 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. Students are asked to leave the school after their courses are complete.

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 assigned area.

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

Block 1: 8:45 am- 9:50 am

Block 2: 9:50 am- 10:55 am

Block 3: 10:55 am- 12:00 pm

Block 4: 12:00 pm – 1:05 pm

Block 5: 1:05 pm- 2:10 pm

Block 6: 2:10 pm- 3:15 pm

- **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 typically **3 or 4 of the blocks**. Grade 10 students have a lunch block during block 3 .
- **Grade 11 students** will be in class courses for required courses during **the morning**, with option courses in the afternoon. Grade 11 students have a lunch block during block 4.
- **Grade 12 students** will be in class courses for required courses typically during the afternoon. Grade 12 students will have a lunch block during block 3.

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. Students also need to come prepared to participate in physical education outdoors.

Lunch Hour:

Students have an assigned lunch hour block. They may leave the building during their lunch block, or remain at school and eat their lunch in their classroom for the first half of the lunch block. Gym activities will be available for cohorted assigned groups of students for the second half of the lunch block. If students choose to leave the school during lunch, then they cannot return until 10 minutes before classes resume. During this school year, cafeteria services are available for pre-orders only and on designated days for each grade. Lunches that will be at school should be “ready to eat” and sharing of food will not be permitted.

Assemblies:

While assemblies and gatherings are permitted, whole school student assemblies and gathering are not being permitted in RETSD.

Field Trips:

All field trips out of school excursions are permitted as long as the activities follow current public health recommendations and orders at the time.

While the recent public health orders permit overnight camps in cohorts of up to 15, RETSD will not be permitting any overnight trips at this point. This is subject to change.

Out-of-School Education Excursions:

Presently, in keeping with Government of Canada guidelines, out of Canada excursions are not permitted as all non-essential travel is not advised.

Volunteers and Guest Speakers:

At this time, as we are in the early stages of re-opening, volunteers will not be permitted. Guest speakers and presenters are encouraged to be accessed electronically. If this is not feasible, providing all Public Health guidelines are adhered to, and the presenter is directly linked to curriculum (this is inclusive of student specific programming and wellbeing supports), they can attend the site.

C.TEACHING, LEARNING & WELL-BEING**In-Class Learning:**

As has been directed by Manitoba Education, in-class learning will occur with the following public health measures.

- Group work, group projects: Teachers will continue to prioritize collaboration between students. This will include using digital platforms.
- Maintaining social distance and hygiene within the classrooms.
- Reducing material in the schools to support of reaching 2 m distancing requirements to the greatest extent possible.

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.

Remote Learning and Remote Learning Standards

If schools shift to remote learning, the provincial remote learning standards will apply. They can be found [here](#). The following timelines will be expected:

Real-time online instruction will be coordinated by the assigned teacher for all students registered in the class. Students must be available for the following real time learning times (synchronous – online classroom):

- Grades 9–12: Two hours per course per week

Independent work: Student assignments will reflect the learning outcomes of the Manitoba curriculum. Assignments will be differentiated to meet the learning needs of students. Independent work can include reading, viewing and responding to pre-recorded videos, and engaging in project-based learning. Some parent/caregiver support may be required. Students will be expected to participate for the following minimum amounts of time (independent work):

- Grades 9–12: One hour per course per day

As required symptomatic or asymptomatic students may be required by Public Health to isolate. In these cases, as per past practice, classroom teachers will provide learning supports.

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.

Classroom teachers will remain responsible for the collection of a wide body of evidence of student learning. Based on this evidence teachers will continue to assess, evaluate, and report on student progress.

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 subjects through in-class learning. Band and jazz band as well as art continue to be scheduled for students at all grade levels according to student choice.

Extracurricular activities :

- Activities are permitted based on established processes and must follow public health guidelines.
- Practices can resume.
- Consideration of inter-school play is under review and will consider guidance from MHSAA and other partners.

Music programming: is an important part of a well -rounded education. Music programming in RETSD will follow all public health and education advice.

- Wind instruments and indoor singing are permitted, with appropriate instrument PPE in order to make use of the equipment.
- In SY, singing is permitted so long as distancing is promoted and masks are worn.
- Teachers will use spacing where possible and consider outdoor classrooms as weather permits.
- The sharing of music stands and sheet music is permitted, provided good hand hygiene practices are followed
- Instruments, including accessories (e.g. drum sticks, mallets) should not be shared. If sharing instruments and accessories is required , then they will be thoroughly cleaned between users.

Library Programming:

School and classroom libraries are open for circulation. The school library will be available during certain blocks of the daily schedule. Ensure good hand hygiene before and after use of books or library materials.

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.

Technology Access:

- Using the Home Computer Technology Access form that was provided to schools upon reopening as part of the verification form, schools were to have determined which students did not have access to appropriate hardware and/or internet connectivity.

Protocol for Shared Equipment:

Students can share resources and manipulatives. However, it is imperative to ensure hand hygiene before and after use. Shared stations are permitted, provided good hand hygiene before and after use is practiced.

In addition, staff will consider the following:

- 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
- Create schedules that allow for cleaning between use
- Reduce paper copy use and post assignments etc through Teams

Well-Being, Wellness & Supports Checks:

- COVID-19 has impacted the mental health and wellness of many students, educators and school staff. In-class learning, peer contact and school celebrations have been disrupted for a generation of students. Isolation and loneliness, as well as disruptions to routines and a sense of loss, have contributed to increased anxiety and depression. This impact has been heightened for those who have been disproportionately impacted by the pandemic. This has taken a toll on all involved in the education system and the impacts are expected to be felt for years to come.
- Supports can be found at the following locations:
 - Promoting Physical Safety - www.edu.gov.mb.ca/k12/covid/docs/mpsg_promote.pdf
 - Taking Care of Yourself - www.edu.gov.mb.ca/k12/covid/docs/mpsg_taking_care.pdf
 - Caring for Our Students - www.edu.gov.mb.ca/k12/covid/docs/mpsg_caring_student.pdf •
 - Resources for Students and Adults - www.edu.gov.mb.ca/k12/covid/docs/mpsg_resources.pdf
- Additional mental health and well-being tip sheets can be found at:
 - Tips for students - www.edu.gov.mb.ca/k12/covid/support/tips_students.html
 - Tips for Parents and Caregivers - www.edu.gov.mb.ca/k12/covid/support/tips_parents.html
 - Tips for Teachers - www.edu.gov.mb.ca/k12/covid/support/tips_teachers.html
 - Resources for Youth and Adults - www.edu.gov.mb.ca/k12/covid/support/tips_resources.html

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

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 .
- 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

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 and ensure that all students, very early in the school year, are able to independently access, manoeuvre and navigate Teams.

A parent support document is available [here](#).

A Teams Digital skills support document can be found [here](#).

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 letters
- Teacher/family communication

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@retsdsd.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/yourretsdsd/Policies/Documents/KE.pdf>

Policy KE-R—Concerns and Complaints Process: <https://www.retsd.mb.ca/yourretsdsd/Policies/Documents/KE-R.pdf>

