



# Welcoming Students Back

## 2021 Caregiver/Student Information

This plan is dynamic. The school will continue to re-work and make adaptations as new information and guidelines emerge.

## Message from the Administration

### Welcome Back

With the start of a new school year, we are looking forward to welcoming new and returning students to Collège Miles Macdonell Collegiate. We understand you and your child may have questions pertaining to the changes necessary to ensure the safety of all students. We hope that this communication provides the answers to these questions.

In August 2021 Manitoba Education announced the plans for the reopening schools in Manitoba: Restoring Safe Schools 2021–2022: [https://manitoba.ca/asset\\_library/en/covid/k12-guidelines-aug2021.pdf](https://manitoba.ca/asset_library/en/covid/k12-guidelines-aug2021.pdf)

This plan reflects the importance of safety, health and wellbeing while ensuring reasonable plans are in place to minimize the risk of transmission and exposure to the virus in schools.

We are looking forward to welcoming our students on September 8th, 2021. Thank you for your understanding, co-operation, and patience as we, together, continue to adapt to learning amidst the pandemic. We are committed to a safe return to school for all our students and staff.

As this a changing landscape with the pandemic, please refer to the school website for continued updates.

Mr. John Muller  
Principal

Mme. Lisa Comte  
Vice Principal

Ms. Carla Faria  
Vice Principal

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## SCHOOL PREPAREDNESS

### School Access, Community Use & Entry Process

Restricting access to buildings is a strategy to reduce the probability of an infected person entering the school. All RETSD buildings are implementing a monitored access system for the start of school. This means 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, non-medical cloth masks are mandatory for any parent or visitor who needs to enter the school. Everyone (including all students and staff) are required to wear a mask when in a school or other RETSD building or bus. School access for parents or visitors will be from our Roch Street entrance. Designated exterior doors will be unlocked from 8:15am – 8:40am to allow designated student entry. Most doors with the exception of the main entrance off of Roch Street, will be locked commencing at 8:40am. Students requiring to enter the building after 8:40am, must enter using the main doors.

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. While schools are open, parents are encouraged to continue the practice of only supporting essential in-person visits.

With access to the school being limited, we encourage our parents, visitors or caregivers to please call the school for an appointment (204-667-1103). **Upon arrival, parents, visitors or caregivers will report to the main school entrance off Roch Street at the appointment time and will then report to the office**. All visitors must wear a non-medical cloth mask, hand sanitize and practice social distancing while in the school.

**Everyone who enters an RETSD facility 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 various entrances of the school**. Everyone entering the school is required to sanitize their hands.

Keeping potentially sick or infected or symptomatic people out of the building helps reduce the probability of community-based transmission of the virus. **Any person who exhibits signs and symptoms of illness are asked not to enter the facility and to seek applicable health testing**. Additionally, all schools have an identified space to isolate students displaying COVID-19 symptoms.

While community user groups, and school use permits can resume, the exact details of RETLife, City of Winnipeg programming and other community users will be determined as the year progresses and school needs are determined.

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, Teams, Student Movement Plans**

RESPONSE LEVEL YELLOW–CAUTION—In-class learning will resume for all students on September 8, 2021.

The movement of people within a school will be minimized as much as possible and it is critical to maintain physical distancing as much as possible. For compulsory courses, staff will change rooms and students will remain in their team assigned classroom.

Teams involve keeping groups of students together for compulsory courses. Physical distancing within the team is encouraged to the greatest extent possible. Given the full return of students to in school learning, it is understood that in many cases 2 metre distancing may not be attainable nor practical in the school setting. The purpose of a team 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 efficient. All pedestrian traffic inside the facility should follow the same concepts as the “rules of the road” and the directional markers. People briefly passing one another in hallways without six feet of physical distance is not considered high risk, but will be minimized by staggered starts and exits at each school. Whenever possible when teams are in place, different entry/exit times are scheduled.

We encourage students to arrive at school no more than 10 minutes prior to their first scheduled class. When students enter the school, they must report directly to their designated classroom and remain in the classroom. Students will not be permitted to socialize or congregate in the hallways. During unscheduled periods, students may choose to leave the building or work in the following assigned supervised areas: cafeteria, library, or designated Team level classrooms (to be shared with students on September 8<sup>th</sup>)

## **COVID-19 Signage**

Manitoba Health has provided a variety of signage that is posted in all schools to communicate public health best practices. See them at: <https://www.gov.mb.ca/covid19/updates/resources.html>  
Additionally, RETSD will be providing all schools with divisionally branded mask requirement signage.

## **Transportation**

RESPONSE LEVEL YELLOW–CAUTION—Buses will be running at regular capacity and assigned seating is an expectation. Fee- for-service will not be offered until such time as ridership and capacity are determined.

While drivers will wear a disposable medical mask, all school bus passengers are required to wear a non-medical mask. These masks should be put on before getting on the bus and taken off after exiting the bus, if removal is appropriate for the setting.

To accommodate limitations to wearing a mask at school or on a school bus, information regarding the child’s limitations to wearing a mask must be provided to the school. While a medical note is not required, details such as the date a parent/ guardian consulted with a health-care provider regarding their child’s ability to safely wear a mask, and your child’s medical limitations with wearing a mask, is required. Please see the school for the necessary documentation.

For those who would like to use a face shield, it must be done in combination with a face mask. A face shield is not a replacement for a non-medical mask.

For more details about face mask exemptions, see the linked document: Guidance for mask exemptions in Schools: [https://www.edu.gov.mb.ca/k12/covid/docs/mask\\_exemption.pdf](https://www.edu.gov.mb.ca/k12/covid/docs/mask_exemption.pdf)

## CMMC Parking

A limited number of student parking spaces are available through the school main office. All students requesting a parking spot will be required to show a valid driver's license. Parking spots/passes purchased are non-transferable. Please note that no student may park elsewhere on CMMC property (no parking in staff spots/visitor spots). **Offenders will be towed away at the owner's expense from these locations.** Only students with a valid student parking pass may park in the designated student parking lot. Students pay annual parking fees of \$190.00. Any student who brings a car to school is expected to drive in a safe and responsible manner. Failure to do so will result in suspension of parking privileges. Students are required to call the school office to arrange a designated time to pay for, and pick up, the parking pass.

## 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

See a more detailed description on the RETSD website: <https://sharedhealthmb.ca/covid19/screening-tool/>

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)**

RESPONSE LEVEL YELLOW—CAUTION—Please be assured that all staff who are working across teams or schools MUST wear disposable medical masks.

Masks offer an added layer of protection. All students, teachers, staff and visitors are mandated to wear a non-medical mask in all schools, other RETSD buildings and buses. Extra masks will be made available at school, sites and buses throughout the school year for those who do not have their own.

**While mask breaks will be permitted at appropriate times (when seated and/or eating), masks are to be worn by students in all school environments. Masks can be removed when students are outdoors and consistently maintaining distancing.**

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. Non-medical masks should be laundered daily.

Some students might require specific interventions or supports that cannot be delivered from a distance. Precautions related to these types of supports vary depending on the needs of the individual student. School staff will be in contact with the families of students who may require this support while at school.

Staff must wear non-medical masks and may wear PPE as appropriate and where physical distancing cannot be maintained in order to support additional student needs.

To accommodate limitations to wearing a mask at school or on a school bus, information regarding the child's limitations to wearing a mask must be provided to the school. While a medical note is not required, details such as the date a parent/guardian consulted with a health-care provider regarding their child's ability to safely wear a mask, and your child's medical limitations with wearing a mask, is required. Please see the school for the necessary documentation.

For those who would like to use a face shield, it must be done in combination with a face mask. A face shield is not a replacement for a non-medical mask. For more details about face mask exemptions, see the linked document: Guidance for Mask exemptions in Schools: [https://www.edu.gov.mb.ca/k12/covid/docs/mask\\_exemption.pdf](https://www.edu.gov.mb.ca/k12/covid/docs/mask_exemption.pdf)

Non-medical masks should be laundered daily.

## **Protocol for Students Who Exhibit Symptoms**

If a student develops symptoms while at school, they will be isolated in a predetermined isolation space. Where a separate room is not available, students will be kept at least two meters away from others. A mask will be provided for and worn by the child exhibiting symptoms (noting masks are required by everyone in schools and other RETSD buildings). 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 (What Should I Do if My Child is Sick?, When Can Students Attend School? - [Welcoming Students Back 2021–22.pdf \(retsd.mb.ca\)](#) ) 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.

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.

## **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 and 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**

RETSD has worked diligently to develop a cleaning and sanitizing plan for the re-entry of students. School custodial staff are aware of and are implementing this plan.

To increase cleaning and sanitation, we are:

- Cleaning and disinfecting with a focus on high-touch surfaces and common areas, however frequency can return to normal practices. Washrooms are the exception, as they require more intensive cleaning.
- Providing hand sanitizer in all areas of the schools as required
- 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.

## **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.

Schools will provide reasonable accommodation for students who have medically complex conditions based on a recommendation of limitations provided by a health-care provider for these students to not attend school. A medical note is required and helpful in better understanding the specific accommodation, as well as preparing for the safe return of the child to school as per regular school practices in supporting students with health needs (not specific to COVID-19).

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

**Homeschooling Office**  
**Manitoba Education and Training**

1567 Dublin Ave.

Winnipeg, MB R3E 3J5

Phone: 204.945.8138

Email: [homeschooling@gov.mb.ca](mailto:homeschooling@gov.mb.ca)

**Timetable**

Most recent student timetables can be viewed on the Parent Portal. Students who are new to RETSD, will receive information via email on how to access the RETSD Parent Portal. If you have questions on accessing the Parent Portal, please contact CMMC office at 204.667.1103.

**Senior Years**

RESPONSE LEVEL YELLOW—CAUTION—In-class learning resumes for all students.

The senior years schools are working on adjusting timetables to reflect the provincial programming, curriculum, and safety guidelines. While students are not cohorted in senior years most schools have built timetables to pivot to cohorts if the need arises. At CMMC student's compulsory courses have been scheduled in a teams approach. Student initiated timetable changes will be limited.

Student-initiated timetable changes involving compulsory (English, Math, Science, Social Studies and Physical Education) course selection are not possible due to the limited spaces and course availability. Course change requests will be prioritized in the following order:

- Courses missing for graduation or program requirements
- Changing programs
- Requests to change electives

Additional course load requests will be looked at once we have ensured that all students have their program requirements and can assess space availability in classes. Additional course load requests are typically completed during the first week of classes.

We are planning to use different entry points for each grade level. Designated staggered entry/exit times will be scheduled and shared with families by Thursday, September 2<sup>nd</sup>, 2021. Students should arrive no more than 10 minutes before scheduled classes and they should leave immediately following their last scheduled class. In the event students arrive at school prior to the designated entry time, they are to wait, using physical distancing.

**Locker Breaks**

Respecting the need to ensure additional physical distancing measures, locker breaks, in the traditional sense, will **not be permitted**. For the 2021-2022 school year, there will be no locker use. Recognizing the importance of breaks to overall student well-being, teachers will build in breaks during their compulsory courses. For optional courses, students will move directly to the next assigned learning space following the directional markings. Hallway traffic will be monitored to minimize congestion and close contact. Students will not be permitted to linger in hallways. Students are strongly encouraged to keep all personal belongings with them and to only bring what is necessary each day to support their in-class learning.

## **Lunch Hour**

Students who normally go home or have the ability to go home for lunch are encouraged to do so. Upon returning to school, students will enter the school through the main doors a maximum of 10 minutes prior to their next scheduled period.

Students remaining at school for lunch will eat lunch in designated lunchrooms and/or cafeteria. Food must not be shared, and students are to supply their own food and utensils. Microwaves will be available in the cafeteria only. Due to the limited number of microwaves, and to minimize congregating, we encourage students to bring lunches that do not require heating. To support a safe noon hour break, utensils should be used, shared food containers will be removed from eating areas and if single serve packets of condiments are being used, they will be provided directly to students.

## **Cafeteria**

Cafeteria use/sales will continue with limited capacity and will be monitored by staff to avoid overcrowding.

Only staff will handle, prepare and serve food, following all safe food handling protocols.

Students will be required to sanitize their hands upon entering and exiting the cafeteria. Students using the microwave will be responsible for sanitizing the exterior following use.

## **School Pictures**

Professional photographers will take school pictures on Tuesday, September 21<sup>st</sup>, 2021. **All students** will have their pictures taken at this time for the yearbook and for a student transit I.D. card (as per divisional policy JRD). This card is required for Library and Internet access and there is no fee for this service. If you wish to purchase photo packages you must pay for them at the time the photographs are taken.

## **Assemblies**

While assemblies and gatherings are permitted, whole school student assemblies are not being permitted in RETSD. Smaller grade-specific or team assemblies are recommended.

## **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.

Overnight trips remain prohibited. This is subject to change. Any change will follow public health recommendations and orders at the time.

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

## **Volunteers**

Since 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 well-being supports), they can attend the site. 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. Schools will keep a list of all visitors. To help protect the health and safety of everyone masks are mandatory for everyone in RETSD schools, buildings and buses.

## **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:

- Requiring masks. Mask wearing will be especially important any time students are not seated or are engaged in group work or one-on-one interactions with a staff member. RETSD views mask wearing as an important strategy to support health and safety of all as well as a key to the re-introduction of collaborative group learning experiences that have been impacted by the pandemic.
- Maintaining social distance and hygiene within the classroom.

**Given that to the greatest extent possible a two-meter distancing requirement is desirable and encouraged within the parameters of all students engaged in in-school learning, excess furniture has been removed from classrooms to support the distancing.**

## **Returning to In-Class Learning**

Recognizing that students are returning to school with more varied learning experiences than usual, all schools are planning to support students with learning as needed.

Learning is not a one-time event. It will be viewed as an ongoing process throughout the school year. Learning gaps will be identified and monitored. To support on-going learning, your child's teacher will employ the following approaches:

- 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 learning will be on understanding, not assignments

## **The Possibility of Remote Learning**

Students and families need to be prepared for a blended or fully remote learning model that allow for 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. In the event that we transition to a blended learning model, optional courses will be moved to remote learning.

## **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. Additionally, students and parents/caregivers need to be aware that reporting continues to follow the guidelines and policies established by Manitoba Education and reflected in the following RETSD policies:

<https://www.retsd.mb.ca/yourrets/Policies/Documents/IKAB.pdf>

<https://www.retsd.mb.ca/yourrets/Policies/Documents/IKA-R.pdf>

<https://www.retsd.mb.ca/yourrets/Policies/Documents/IKAF.pdf>

<https://www.retsd.mb.ca/yourrets/Policies/Documents/IKAG.pdf>

## **Subject Areas & Specialist Classes**

All curriculum areas are important and build students' literacy and numeracy knowledge. Schools will continue to offer all subjects, to the greatest extent possible.

In senior years, students and caregivers need to be aware that there might be fewer electives and graduation plans will need to be revisited.

Programming options such as HSAP/community referenced instruction/ work experience /CareerBridge that involve programming that may take place outside of the building is permitted. Specific details will be provided regarding mask use as work place requirements may vary by sector.

## **Extracurricular Activities**

Activities are permitted based on established processes and must follow public health guidelines. Team practices can resume in Grades 7–12 and consideration of inter-school play is under review and will consider guidance from Manitoba High School Athletics Association and other partners.

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. Schools will be working to build physical activity into the school day.

## **Music Programming**

Music programming is an important part of a well-rounded education. Music programming in RETSD will include:

- In Middle Years and Senior Years, singing is permitted so long as distancing is followed, and masks are worn.
- 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 for equity purposes, then they will be thoroughly cleaned between users.

## Student Specific Programming

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.

RETSD BYOD Parent Guidelines:

<https://www.retsd.mb.ca/Lists/Publications/BYOD%20Parent%20FAQ%20Aug%202020.pdf>

RETSD BYOD Student Guidelines:

<https://www.retsd.mb.ca/Lists/Publications/BYOD%20Student%20guidelines%20Nov%202017.pdf>

<https://www.retsd.mb.ca/yourrets/Policies/Documents/GBEE.pdf>

<https://www.retsd.mb.ca/yourrets/Policies/Documents/IJND.pdf>

## Student Access to Devices & the Internet

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

Parents/caregivers are advised to contact the school for support.

## **Protocol for Shared Equipment**

Students can share equipment as needed however, it is imperative to ensure hand hygiene before and after use.

If possible, staff should limit the use of shared resources. When this is not possible, adequate, and appropriate cleaning must be available.

## **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, RETSD schools 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 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 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:

Taking Care of Yourself: [www.edu.gov.mb.ca/k12/covid/docs/mpsg\\_taking\\_care.pdf](http://www.edu.gov.mb.ca/k12/covid/docs/mpsg_taking_care.pdf)

Resources for Students and Adults: [www.edu.gov.mb.ca/k12/covid/docs/mpsg\\_resources.pdf](http://www.edu.gov.mb.ca/k12/covid/docs/mpsg_resources.pdf)

Kids Help Phone: <https://kidshelpphone.ca/>

Stress Hacks at: <https://stresshacks.ca/>

## **COMMUNICATION**

### **Microsoft Teams**

All RETSD schools use Microsoft Teams as our teaching, learning and communication platform. Your child's teacher will be working, in the first weeks, to ensure that your child can access Teams so that should schools move to remote learning, your child is positioned to continue their learning. A parent support document for Teams can be found here:

[https://www.retsdb.ca/Lists/Publications/Family%20and%20Guardian%20Guide%20to%20Microsoft%20Teams%20\(2\)%20\(1\).pdf](https://www.retsdb.ca/Lists/Publications/Family%20and%20Guardian%20Guide%20to%20Microsoft%20Teams%20(2)%20(1).pdf)

## Stay Informed

RETSd and Collège Miles Macdonell Collegiate are 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/retsdschools>

**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 a school level, the following structures support communication:

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

## Concern Protocol

Your child’s school will always try to make the learning experience a positive, safe and happy one for its students. However, if you have a concern or an issue, please don’t hesitate to let the school know. Open communication between home and school is very important to us. In the event you have a concern, please follow the process below:

- 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@retsdschools.ca](mailto:communications@retsdschools.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/yourretsdschools/Policies/Documents/KE.pdf>

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

# What Should I Do if My Child is Sick?



Students should stay home from school if they are sick, no matter how mild the symptoms. If your child comes to school with any COVID-19 symptoms, the school will immediately isolate the student and call parents to pick them up.

If students have one symptom from the Column A or two from Column B, they should immediately get tested for COVID-19.

## Column A

Do you have a new onset, or worsening, of any ONE of the following symptoms?

- Fever > 38°C or think you have a fever or chills
- Cough
- Sore throat/hoarse voice
- Shortness of breath/breathing difficulties
- Loss of taste or smell
- Vomiting or diarrhea for more than 24 hours

## Column B

Do you have a new onset, or worsening, of any TWO of the following symptoms?

- Runny nose
- Muscle aches
- Fatigue
- Conjunctivitis (pink eye)
- Headache
- Skin rash of unknown cause
- Nausea or loss of appetite
- Poor feeding (if an infant)

## When Can My Child Return to School?

If your child gets tested for COVID-19 and is:



**Negative:** They can return to school after 24 hours of being symptom-free.



**Positive:** Public Health will provide guidance regarding what is required before your child can return to school.

If your child is sick and you decide not to get tested for COVID-19 the student must self-isolate for 10 days from symptom onset plus 24 hours of being symptom-free before returning to school.

# When Can Students Attend School?



