

Prince Edward School
Welcoming Students Back
2021–22 Parent & Community Information



This plan is dynamic. The division will continue to re-work and make adaptations as new information and guidelines become available. (A record of updates is on the inside cover)

RECORD OF DOCUMENT REVISIONS:

August 28, 2020 - Initial publication

September 2, 2021 – Version 1.10 – all sections updated to reflect Fall 2021 re-opening

PRINCE EDWARD SCHOOL - PARENT AND COMMUNITY INFORMATION

We are happy to welcome back all of our students to Prince Edward on Wednesday, September 8th. As mandated by Manitoba Education, all students from Kindergarten to Grade 12 are welcomed back to in-class learning this fall as we enter a third school year during this COVID-19 pandemic, unless they or a family member are immuno-compromised, in which situation remote learning is an option that will be provided. We start school in the Yellow Level in the Pandemic Response System but realize that things can change rapidly to more restrictive levels. We have been through many scenarios in the last two school years and feel that we are well-equipped to keep our students and staff safe and also provide to them the best education possible.

There are some changes once again to our school procedures and they will be listed in this document. We are committed to working through any challenges as a staff in partnership with our students and families and will offer the best programming possible in the midst of the pandemic. We will learn as we go and adjust when necessary.

Manitoba Education shared *Restoring Safe Schools* and RETSD shared *Welcoming Students Back* plans earlier this month. The Manitoba Education plan can be found [here](#) and the RETSD plan can be found [here](#). The Prince Edward Plan found below, was developed from the high level of guidance of these plans to fit our specific school setting.

The families of Kindergarten students have already received notice of their staggered start date. If you require this information again, please contact our school office. The office continues to be open through September 7 from 8:00 a.m – 4:00 p.m. If you have questions, please email the school office at pe@retsd.mb.ca or myself at kjacob@retsd.mb.ca or call us at 204.667.5727. We will answer your questions the best we can.

Thank you for your patience and cooperation as we navigate another school year together.

Kai Jacob
Principal
Prince Edward School

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. **Parents or visitors MUST report to the office upon entering the school.** The only doors unlocked during the day are the Kindergarten Courtyard doors off Brazier Avenue or the east doors off the parking lot.
- All parents or visitors are expected to use the self-screening tool prior to coming to 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/>
- 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 who display COVID-19 symptoms.
- 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.**
- **Hand sanitizing stations will be set up at the main entrances of schools.** Everyone entering the school should sanitize their hands.
- 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.
- The Little Voyageurs Learning Centre (Prince Edward Site) will continue to operate within the school and will adhere to the procedures as outlined by the province, division, and school. Parents/Guardians will not be allowed to enter the building daily for drop off or pick up of students. Instead, the doors on the north side of the building will be utilized as was the procedure last year. Little Voyageurs Learning Centre will provide further information to these parents/caregivers regarding procedures.
- 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, Cohorts, Student Movement Plans

RESPONSE LEVEL YELLOW–CAUTION—In-class learning will resume for all students on September 8, 2021. **Cohorts remain in place for K–8. Except for brief encounters, all staff and students are encouraged to maintain two metres distancing person-to-person to the greatest extent possible.**

Cohorts involve keeping groups of students together and avoiding interactions with other groups. Physical distancing within the cohort 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 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 has changed to 90 students from 75. Therefore, Prince Edward will have two cohorts this school year, Cohorts A & B.

Cohort A	Cohort B
Ms. Jannalee Wilson - Kindergarten	Ms. Maneluk – Grades 2 – 3
Ms. Johannson – Grade 1	Ms. Hinter/Ms. Relph – Grade 3
Ms. Jennifer Wilson – Grades 1 – 2	Pani Cap – Grades 3 – 5
Pani Loughren – K – Grade 2	Ms. Chester – Grades 4 – 5
	Ms. Heinrichs – Grades 4 – 5

- Cohort A will use the south doors off the playground for entry and exit. Kindergarten students will use these doors for recess but will access the Kindergarten Courtyard doors off Brazier for entry and exit.
- Cohort B will use two sets of doors, depending on their classroom teacher:
 - Ms. Maneluk and Ms. Hinter/Ms. Relph’s classes will use the north doors facing the parking lot for entry and exit
 - Pani Cap, Ms. Chester, and Ms. Heinrichs’ classes will use the east facing doors for entry and exit
- Prince Edward School moved to natural entry during last school year which means that when the bell rings, students walk to their entry doors, walk right in, and head to their respective classes. This practice will resume this school year with the exception of the first day of school, when line-up locations for teachers’ classes will be indicated outside the entry and exit doors with a pylon. Staff will be on hand to assist students to find their proper line. Students will be required to physically distance themselves when standing in line.
- Students are to arrive no earlier than 8:45 a.m. Entry will begin at 8:55 a.m. and will be supervised by staff
- Students will wash their hands at designated sinks by cohort upon entry and throughout the day
- Directional markers will indicate traffic flow within the building and places to stand when lining up
- People briefly passing one another in hallways is not considered high risk
- Students will spend most of their in-school time within their classroom but will have interactions within their cohorts during recess
- Students will continue to move within the building for Music and Physical Education classes

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.
- A Healthy Habits matrix will be referenced and reviewed by staff to encourage students to follow health guidelines in an age-appropriate manner

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:
https://www.edu.gov.mb.ca/k12/covid/docs/mask_exemption.pdf
- Active transportation to and from school is supported and promoted as a healthy alternative to driving
- Please adhere to signage in place when driving students. The bus loop may not be used for drop off/pick up.

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 cohorts 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 all schools, 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 indoor school environments including during physical education. Masks can be removed when students are outdoors and consistently maintaining distancing. Teachers can have a station in physical education where students can briefly take off their mask indoors provided distancing is maintained and there is limited/no movement.

- 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. 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

Protocol for Students Who Exhibit Symptoms

- If a student develops symptoms while at school, they will be isolated in the meeting room within the office. 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 (*What Should I Do if My Child is Sick?, When Can Students Attend 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

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 sanitizer 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. Water towers and paper cups are also available for student use.

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

Phone: 204.945.8138

Email: homeschooling@gov.mb.ca

Timetable

- Students in Grade 1 to 5 will continue to receive 2-3 Music periods and 4 Physical Education periods per cycle
- Kindergarten students will continue to receive 2 Music periods and 2 Physical Education periods per cycle
- Combined Choir classes have been suspended until further notice

Recess

- Prince Edward students will receive two 15-minute recess periods and one 30-minute lunch recess
- Both cohorts will have recess at the same time but must stay in one of two zones into which the school yard is divided: Silver and Gold Zones
- Students will rotate through these sections at one-week intervals and may not mix between cohorts at recess

Lunch Hour

- Students going home for lunch will leave through their cohort exit and are asked to return at 12:45 p.m.
- Students staying for lunch must be enrolled in the Prince Edward Lunch Program
- Prince Edward is flipping the lunch hour on a trial basis to begin the school year
 - Students will go outside for recess between 11:45 and 12:15 p.m. and must remain in their designated cohort zone
 - Students will eat lunch in their cohort classroom between 12:15 a.m. and 12:45 p.m.
- Food must not be shared, and students are to supply their own food and utensils

Play Structures/School Yard

- Public health advises that playgrounds, play structures, and swings are a low risk for virus transmission and there are no specific requirements for cleaning these
- The playground is divided into two zones: Silver and Gold
- Each cohort must stay in their designated zone and students will alternate between the zones each week

Breakfast Program

- The Prince Edward Breakfast Program will continue to operate but will look quite different than in previous years
- Students who did not eat a breakfast prior to coming to school will be identified in a discreet manner by their classroom teacher upon arrival to their classroom after 8:55 a.m.
- These students will be provided with two or three food items that are available on that particular day
- Examples of food items are: cheese strings, yogurt tubes, crackers, granola bars, dry cereal, and fruit

Hot Lunch Program

- Hot lunch programs may continue, however, only school staff may handle, prepare and serve food, following all safe food handling protocols.
- The school will assess if and when hot lunches might resume at Prince Edward

Assemblies

- While assemblies and gatherings are permitted, whole school student assemblies and gathering are not being permitted in RETSD. Smaller grade-specific or cohorted assemblies may resume.
- Virtual assemblies will continue to occur as whole-school events.

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 up to 15, in RETSD, overnight trips remain prohibited. This is subject to change.

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.

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:

- 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 classrooms
- Cohorting students in kindergarten to Grade 8

RESPONSE LEVEL YELLOW—CAUTION—Given that to the greatest extent possible a two-metre distancing requirement is desirable and encouraged within the parameters of all students engaged in in-school learning, schools will be aggressively ensuring that excess furniture is removed from classrooms to support the distancing. The division has provided schools and maintenance staff with detailed instructions to achieve this.

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 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.
- Microsoft TEAMS will be the platform to support Blended or 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/yourretsd/Policies/Documents/IKAB.pdf>

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

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

<https://www.retsd.mb.ca/yourretsd/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.
- Ms. Martin and Pani Loughren will follow the provincial and divisional protocols for Music Education to engage students in a safe and diverse Music Program
- As our students are not yet eligible to be vaccinated and instrument PPE is not available, there will be no indoor singing or wind instrument use at this time. Outdoor singing is promoted and acceptable when complimented by distancing.
- 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.
- Mr. Pagsuyuin will follow the provincial and divisional protocols for Physical Education to engage students in a safe and active Physical Education Program.
- Students will not be changing for Physical Education classes until further notice
- Prince Edward will be working to build physical activity into the school day including some versions of Active Start in a physically distanced safe manner

Extra-Curricular Activities

- Activities are permitted based on established processes and must follow public health guidelines. In RETSD this requires cohorting to be maintained.
- House League activities will resume based on the public health guidelines. Please see forthcoming information from the school regarding these activities.
- 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.

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)

- RETSD supports the use of and recognizes the importance of Bring Your Own Device (BYOD) to:
 - Support the transition between in-class and remote learning
 - Extend teaching and learning opportunities using technology
 - Provide opportunity for modeling and teaching digital literacy practices that will be required for in-class and remote learning
- Prince Edward School has access to 30 student laptops and Grades 4 and 5 students have access to five iPads per classroom to support student learning
- At this time, **the use of BYOD at Prince Edward School is not required**
- If this changes at a later date and BYOD is encouraged, further information will be provided

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/yourretsd/Policies/Documents/GBEE.pdf>

<https://www.retsd.mb.ca/yourretsd/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 will be 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:
 - Providing opportunities for students to voice their thoughts and feelings on the return to learning
 - Participating with students early and often in team-building activities that are fun and engaging
 - Monitor students' emotional well-being and support all students in where they are emotionally
 - 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 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

Resources for Students and Adults: 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.retsd.mb.ca/Lists/Publications/Family%20and%20Guardian%20Guide%20to%20Microsoft%20Teams%20\(2\)%20\(1\).pdf](https://www.retsd.mb.ca/Lists/Publications/Family%20and%20Guardian%20Guide%20to%20Microsoft%20Teams%20(2)%20(1).pdf)

Stay Informed

RETSD and your child's school 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/retsdb>

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 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@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>

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?



No one in the household is symptomatic, is awaiting COVID-19 test results, nor is a close contact to a case and advised by Public Health to self-isolate

Student or household member is sick

Sick and not COVID-19 tested

Sick and COVID-19 tested

Student must isolate for 10 days from symptom onset and then the student can return after 24 hours of being symptom-free

If results are negative, 1) a well student can return to school immediately OR 2) if the student is sick, they can return after 24 hours of being symptom-free

Positive COVID-19 test
Student must continue to self-isolate—public health staff will provide direction

creating student success

589 Roch St., Winnipeg, MB R2K 2P7 | Tel: 204.667.7130 | Fax: 204.661.5618 www.retsdb.ca
For questions and comments, please contact the RETSD communications department. ©2021

This publication is available in alternative formats upon request.

