

Holy Ghost School

Holy Ghost School Re-opening Plan: Restoring Safe Schools



Holy Ghost School
319 Selkirk Avenue
8/25/2020

Last Updated: August 25th, 2020

Message from the Principal

This plan is based on the most current information available and is subject to change. This is a living document and will be updated regularly to ensure it remains current.

On July 30, 2020 Manitoba Education announced the plans for the reopening schools in Manitoba: https://www.gov.mb.ca/asset_library/en/covid/k-12-reopeningplan-stage-2.pdf

Schools must follow existing public health requirements and educational priorities as identified by **Public Health and Manitoba Education**. Existing guidelines, considerations and conditions of preparedness outlined in Welcoming Our Students Back: Restoring Safe Schools, have helped inform this plan.

In preparing for the reopening of schools on September 8th and navigating the 2020-2021 school year, our priorities remain unchanged: the health, wellbeing, safety of our community and to minimize the risk of transmission and exposure to the virus in the school. We are trying to do our part at Holy Ghost School to reduce the spread of COVID-19. The staff of Holy Ghost School are planning for a safe return to learning for all students and staff.

With the acknowledgement that we will be living with COVID-19 for the foreseeable future, the government suggested that it is in the best interest of children to be in school, and we must lessen the risks of COVID-19 for students and families to ensure that learning continues for all. We will continue to work closely with public health, parents, caregivers and students. We will take direct guidance from Manitoba Education and Public Health and will implement the recommendations within the Holy Ghost School. This document will describe the most notable strategies and approaches which will be in place at Holy Ghost School to reduce the risks of transmission of the coronavirus in our school community.

The provincial, and our school plans are based on policy and public health directions that have been approved by the Chief Provincial Public Health Officer.

At Holy Ghost School and across Manitoba, in-class learning will resume on September 8, 2020. Kindergarten to Grade 8 students, and all students with additional needs in all grades, will return for five full days of in-class instruction per week. We, at Holy Ghost School are planning for a safe return to learning for all students and staff. We know that families have many questions and concerns regarding the start of school. Hopefully, most if not all of these questions will be best answered by going over this specific plan we developed for parents, students and staff.

Holy Ghost School re-opening plans document will identify and describe various specifics for re-opening. These specific considerations for implementation of the re-opening guidelines are caused by such factors as: building and classroom configurations, programs offered, situations unique to some grade levels in our K-8 school.

This document will evolve as the COVID-19 situation changes, as consultations continue to occur with various governing bodies, and as implementations begin with the staff before the start date for students. There may be questions not yet asked, and responses not yet developed which will need to be considered, researched and integrated into the return to schooling plans. The most updated version of this school plans document will be posted to the website as changes or additions are made. Should an unexpected significant change be made from an existing version, the Administration will also email that information to parents/guardians and school staff. All members of the Holy Ghost School community are strongly encouraged to visit the school website regularly to check for updates to the school-specific plans, as these are all subject to change.

This information will be shared prior to school starting on August 18, 2020 and can be found on our website under news tab. We are looking forward to having your children, our students, back with us at Holy Ghost School on September 8th, 2020!

Sincerely,

A handwritten signature in black ink that reads "Paul Trochanowski". The signature is written in a cursive style with a large, sweeping initial "P".

Paul Trochanowski
Principal

Planning for Re-opening

In June 2020, the province indicated its strong desire for students to return to school in the fall and announced reopening dates. Manitoba schools will re-open for teachers and staff on September 2nd, 2020, with students returning on September 8th, 2020. As part of this announcement in June, schools were tasked with planning for different scenarios, for the fall:

Scenario 1 – In-class learning resumes for all; near normal, with public health measures.

- In-class learning resumes for all K-8 students, five days per week.

Scenario 2 – In-class learning resumes with additional public health measures.

- In-class learning resumes for all K-8 students with possibility of some remote learning.

Scenario 3 – Limited Use of Schools In-class learning is suspended.

- Teacher led remote learning for all K-8 students

Depending on how the pandemic evolves this fall, schools may need to pivot between the three response levels. This may be done at the class, school, or broader community level and will be determined by Public Health and Manitoba Education.

General Planning Considerations

This Holy Ghost School Return to School Plan for the 2020-2021 School Year is based on the most current information available and is subject to change. HGS will follow existing public health requirements and educational priorities as identified by Public Health and Manitoba Education. Existing guidelines, considerations and conditions of preparedness outlined in Welcoming Our Students Back: Restoring Safe Schools, as well as those previously established for Limited Use of School Facilities and Day Camps have helped inform this plan.

Pandemic Response Team

An HGS Pandemic Response Team has been established in April, 2020 which includes representation from various stake holders. The school principal, in collaboration with the Pandemic Response Team, will stay current with evolving Public Health Orders and communicate these to the school community as necessary.

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Restoring Safe Schools guidelines and recommendations at Holy Ghost School:

Timelines:

- All school staff will have planning meetings on September 2nd, 3rd, and 4th.
- Students in Grades 1 to 8 will begin in-school classes on Tuesday, September 8, 2020.
- Parents of students entering Kindergarten will be contacted by email or telephone by the classroom teacher Mrs. A. Bognot about specific start dates for kindergarten students. Kindergarten students begin the school year with a staggered start, where half of the class attends school on alternate days until the whole class sessions begin on Monday, September 14th.
- The Kindergarten day will begin at 8:40 am and will end at 3:10 pm. Please arrive at 8:25 am.

Attendance at School:

- Manitoba Education and Holy Ghost School expect students attend school for classroom instruction beginning in September 2020.
- Remote learning is not an option for our students which can be requested as choice, but will be established for students who are medically advised not to return to in-class learning due to COVID-related risk factors.
- Exceptional medical circumstances may warrant that a child to stay home and remote learning be provided in some fashion. Parents with a medically advised request for remote learning are asked to contact a Holy Ghost School Administrator by email after Monday, August 24th. Situations will be assessed and planned for on a case-by-case basis.
- Self-Screening/Symptom Monitoring Process & Personal Hygiene. Students must stay home if sick or displaying symptoms. Parents will be expected to screen their child for symptoms of COVID-19 or flu-like symptoms each day before bringing them to school. Monitoring for symptoms and exposure is to be done using the COVID-19 Shared Health Screening Tool. Please use the Province of Manitoba's screening tool, available online at <https://sharedhealthmb.ca/covid19/screening-tool/>, or see a single-page version of the screening tool included on the school website; called "Screening Questionnaire. A list of symptoms can be found at: <https://www.gov.mb.ca/covid19/about/index.html>
- Parents and caregivers are responsible for their own child's self-screening before they come to school. School staff may conduct screening for children while they are at school. Parents will be advised of any observed symptoms, and contacted to pick up their child should there be cause for concern per the screening tool.

School Hours:

- 1 to 6 classes will operate from 9:00 am to 3:30 pm. Students will enter and exit the school using assigned doors designated for their grade level.
- Grade 7 and 8 homeroom period will begin at 8:50 am to 3:20 pm. All class times, lunch breaks, and the bells schedule will be shifted to 10 minutes; this will permit for fewer issues with student arrivals/departures across all of the grades.
- Opening exercises for all the grades will be held over the PA at 9:00 am. We will play (but not sing) O Canada, read the morning announcements (including regular COVID safety reminders), and join as a community (silently) in the Morning Prayer.

Heritage Programs:

- Students who sign up for the Heritage classes will be dropped off at the front of the school and will enter the building through the front door as previously. The Heritage programs start at 7:45 am to 8:30 am. Students in Heritage programs will exit the building using the back door to go outside for the before school recess and join their classes/cohorts.

Before and After School Programs:

- Childcare is essential for many of our families. In order to accommodate this need, and in light of the size of the program, we will break the participants into smaller age-based groups and disperse them into two spaces in the school. Holy Ghost School will run the programs in two designated areas according to age groups. Students in grades K to 4 will be in the multipurpose room where as students in grades 5 to 8 will be in the library. The Before and After School supervisors assigned to those groups will supervise both rooms.
- Students will not be permitted to wait inside the school at all for their ride home after school.
- Parents **MUST** make timely arrangements to have their child/ren arrive not more than a few minutes before their designated entry time, and they must ensure that their child/ren are picked up very soon after the end of the school day (3:10 pm for the kindergarten, 3:20 pm for 7-8 and 3:30 pm for grades 1-6).
- The School's patrols and volunteers will be helping in the parking lot working before and after school to assist in the safe arrival and dismissal of students and vehicles; however, the parking lot volunteers will not be able to assist children into/out of their vehicles, as their interactions must be contactless and 2 metre social distancing will be respected.
- All the students who are not picked up after school by 3:45 pm will automatically become a part of After School Program. Students will be required to sit in their assigned desk in their area in the before and after school program.
- Students in all the grades who arrive after 8:45 am may only enter the school using the front entrance.
- Before School Program begins at 7:00 am and ends at 8:30 am. After School Program starts at 3:45 pm and ends at 5:30 pm.

Entrances and Exits:

- With the exception of Kindergarten, parents/guardians will **NOT** be permitted to enter the school to drop off or pick up the child.
- All business with a school office, teachers or administrator must be conducted via telephone or email wherever possible.
- Visitors will not be permitted to enter the school unless they have pre-arranged an appointment and have been pre-authorized for entry by school personnel.
- Should the instance absolutely require an in-person meeting, the parent/guardian will be required to contact the appropriate school personnel by email in advance and a specific meeting date and time will be set, with instructions for entry into the school.
- Please send all notes and forms to the school with your child as in the past, who will hand them in to their homeroom teacher.

- Should a parent need to drop off paperwork or payment which cannot be delivered via their child, they need to drop off the documents in the mail box inside the front foyer. Parents, please clearly mark the name of the person or office to receive the envelope and your name on the front of the envelope; this mailbox will be checked regularly and at least once per weekday.
- Kindergarten students will be brought by their parent to the Kindergarten classroom, where the child will be dropped off to the teacher. Parents are asked to have only one caregiver accompany the K child up to their room. The child's caregiver will not be allowed to enter the classroom, and to only deliver the student to the school staff at the classroom door. Please maintain a social distance of 2 metres from all other families while travelling to the K classroom. Please use only the right side of the hallway. Once full-day classes begin for Kindergarten students, class time will run from 8:40 am to 3:10 pm. Kindergarten parents will be using the front door to drop off and pick up the kids.
- Grade 1 to 3 students will enter and exit using the playground (back) doors. In the morning, students should be dropped off in the loading zone in the back of the school. If a parent decides to park the vehicle and walk the child onto the playground they must walk through the gates on the north side of the school. The parent and child/ren must keep a 2 metre separation distance from other family groupings. Start time for grades 1 to 3 is 9:00 am.
- Grade 4 to 6 students will enter and exit using the gym doors in the front of the school and use the designated area on the north side of the school in front of the grade 1 and kindergarten classroom windows as their waiting area. The passage to go around the school to the front should be left open for grades 4 to 8). The children must keep a 2 metre distance from others. Start time for grades 4 to 6 is 9:00 am.
- Grade 7 and 8 students will enter and exit using the front office doors of the school. They are expected to wait, socially-distanced, along the north side of the school in front of the grade 3 classroom windows. Start time for grades 7 and 8 is 8:50 am.
- Every student and staff member will be required to use school-supplied hand sanitizer every time they enter the school. Hand sanitizer dispensers will be located at all designated entrances as well as classrooms. School staff will oversee the use of the sanitizer for the younger students at their entrance doors.

Student Clothing:

- All students will be expected to wear their full Holy Ghost School uniform at all times they are in the school, including lunch, before/after programs and during Heritage classes. It is required that we minimize the use of the washrooms as change rooms.
- All students are asked to come to school already dressed in their student uniform and change to casual clothes only after they return home.
- Grades 7 and 8 during the shops days will be required to come to the school in casual clothing for the whole day. No changing will occur during lunch time just like in the past.
- Casual days and Loonie Tuesdays will continue to occur as scheduled on the monthly calendar.
- Students will not change for physical education (gym) classes until further notice.

Use of Personal Protective Equipment (PPE):

- Masks offer an added layer of protection. All students can wear a mask. Students in Grade 4 to 8 must be wearing a mask every day. Kindergarten to grade 3 students are strongly encouraged to wear a non-medical mask in common areas and when physical distancing is not possible. Teachers and staff will have masks too.
- Parents are strongly encouraged to talk to their children about how to wear a non medical mask.
- Please advise your children in advance that some school staff, especially those who must work in close proximity to individual students, will be wearing a mask, but may also be wearing a face shield. It is important that children, especially younger ones, are taught that the face shield is an added layer of protection for both the student and staff person, and that they need not be afraid because someone is wearing a face shield (it doesn't mean they're sick).
- Holy Ghost school purchased desk dividers for all the students in the school as an additional layer of protection.
- 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 may wear PPE as appropriate and where physical distancing can not be maintained in order to support additional student needs.

https://www.edu.gov.mb.ca/k12/covid/support/supports_non_distance.html

Student Cohorts:

- In order to accommodate full classes of students, we will be using a cohort system as per by Public Health recommendations. Additional individual workspaces will be added to classrooms and extraneous furniture will be moved into temporary storage to allow for increased space for physical distancing.
- Cohorts involve keeping groups of students together and avoiding interactions with other groups or cohorts. Physical distancing within the cohort is required to the greatest extent possible, including separation between desks. However, it is recognized that strict physical distancing at all times, particularly with young children, is not 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.
- Students will be organized into specific cohorts (groupings) of not more than 75 children. The students in a cohort will not intermix with children from other cohorts. Contact between the cohorts will be minimized to the greatest extent possible. This means that each grade level will be designated as a separate cohort, with each group assigned to specific classrooms for their entire school day.

- Our Kindergarten classes will form one cohort; Grades 1 to 3, will together form a grade-level cohort, Grades 4-6 will together form another cohort, and Grades 7 and 8 will form another cohort.
- The grouping by cohorts helps reduce the risk of transmission among the school population and would assist Public Health in contact tracing should a probable or confirmed case of COVID-19 be detected in a student or staff member.

Classroom Transitions/Student Movement:

- 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 two meters of physical distance is not considered high risk, but will be minimized by staggered/staged starts. As well, different entry/exit times are being scheduled. The stairwells on the east side of the building will be considered as a one way street and there will be no two lanes of students walking in the opposite directions.
- The use of the stairwell handrails is still permitted to ensure physical safety; the handrails will be sanitized regularly through the day by our custodial staff.

Recesses:

- Outdoor play is important for children’s health and well-being, therefore, daily recess periods will continue.
- Recesses for K-8 students will be staggered with specific areas of the playground assigned to the different student cohorts on rotating days to minimize the contact between cohorts, while still allowing students to have scheduled rotating access to the asphalt area, the play structure and the basketball area.
- Play structure will be accessible and disinfected after every use.

Lunch Recess:

- All the classes will be eating lunch in their designated homeroom classrooms in their assigned seats.
- The Multi Purpose Room will be set up for social distance with taped visual barriers to create a seating plan.
- Lunch recess will continue with classroom supervisors and will follow our Positive Behaviour in School and COVID-19 guidelines.
- No sharing of food will be allowed.
- Children who display ANY symptoms of illness will not be permitted into the lunchroom.
- Parents who are picking up their children for medical appointments or dropping off lunch, they must do so through the school office.
- Supervisors will be responsible for dismissing their students in an orderly fashion, and ensuring that each cohort remains together and separate from other cohorts.
- Custodial staff will sanitize the tables, and other commonly touched surfaces thoroughly after the students have been dismissed for recess.
- All food, snack and drinks must be brought from home each school day.
- Healthy lunch program and the Pizza Days will not be available until further notice. Parents and students will be advised if and when we are able to organize for any lunch sales.

- Each student must bring a water bottle filled from home and taken home daily to wash and refill (water fountains on both floors will not be available and accessible).

Lockers:

- Locker visit times will be decreased.
- Students must not bring any materials to school example toys other than what they actually need to have for successful school learning.
- As students will be assigned to a given desk for their classes, they may leave their school supplies in their desk under the guidance and direction of their teacher.
- No materials may be left in hallways at any time.
- K-1 and 5 to 8 teachers will make arrangements for locker access times which permit the separation of students from each other to the greatest extent possible.

Grade K-8 Learning:

- The majority of the school day and subjects will be taught by the homeroom teacher.
- Music and French classes will be held in the homeroom classroom (classes will not be held in the Music Room).
- Grade 7 and 8 students will remain in their homerooms for all subjects; their subject specialist teachers (Math/Science, ELA/Social) will move to their homeroom according to the usual schedule.
- Students will spend their entire school day in their assigned desk in their homeroom such as to maintain as much physical distance from others for as much of the day as possible.
- Physical Education classes will be adapted to be held in the homeroom, outdoors, or for individual homerooms in the gymnasium. Best practices and alternatives for safe physical education are continually being developed for schools. Parents are encouraged to keep their child physically active during home times as the normal.

Music Education

- Our Music program will focus on activities that present less risk for students but will utilize all instruments as possible. Smaller class groupings, use of larger spaces (gym, parish hall), assigning instruments to individual's/class cohorts and students traveling with personal supplies will all be taken into consideration. In order to reduce hallway interactions, some music classes will be held in the respective homerooms.

Physical Education:

- Allowing students to be physically active will be an important part of the school's reopening, as it is important for mental health and social emotional connection in addition to physical well-being. Our Physical Education program will incorporate activities that allow for increased distancing and will endeavour to allocate equipment to particular cohorts to reduce the amount to disinfection necessary between classes. Students will be expected to clean hands before and after gym class. Changing for gym class will not be allowed. Where possible outside activities will be encouraged.

Library Education:

- Library will be used as an alternative space for students to maintain physical distancing.
- The school library will offer opportunities for books to be signed out, but the students will not physically visit the library to do so.
- The Librarian will visit each class, on a scheduled basis, with an age appropriate selection of books that can be borrowed.
- Once the books are returned to school they will be taken out of circulation for a minimum of 72 hours before being available again.

Play Structure:

- Public health advises that playgrounds and play structures are low risk for transmission. There are no specific requirements for cleaning play structures. All play structures are open. Play structure will be accessible and disinfected after every use. Outdoor equipment will not be shared. We will be disinfecting the play structure after every use.

Extra-curricular Activity and School Sports:

- Holy Ghost School community values extra-curricular opportunities, as an essential part of student's growth. Extra-curricular activities will be programmed as the school year begins, with thorough assessment of each activity to ensure that public health orders can be maintained.

Shops Programming

- Our Shops programming is delivered as part of a shared services agreement with Winnipeg School Division. Participation in the program will depend on direction from the division and may be adjusted accordingly. At this time we have no information as to whether the shops will occur.

Assemblies and Other Gatherings

- In order to ensure the additional physical distancing measures and cohorting that is required, assemblies and large gatherings are not permitted at this time.
- In order to maintain our sense of community we will gather smaller groups for Mass and assemblies and have the remaining students participate via livestream using the smart boards in each classroom. Larger gatherings may occur outdoors in their respective cohort groups if the weather allows.

Field Trips

- While educational day field trips can take place providing that public health guidelines can be met, given the logistical complications (distancing, transportation and the unknown variables off-site) Holy Ghost School is recommending that all day field trips not proceed at this time. Overnight camps or stays are not permitted until further notice.

Special Needs Students

The needs of the students will be met by:

- Teachers will consult with the principal, the resource teacher and the CSS clinicians for support with students with special needs.

- Individualized plans will be implemented, as needed.
- Parents of students with special needs will be kept informed of their child's progress and will be contacted regularly by the classroom teacher, the resource teacher, and the specific clinicians working with their child.

Disinfection Routines:

- Our custodial staff have increased their cleaning and disinfecting regimen, with more frequent cleaning of washrooms and high touch surfaces. An electrostatic sprayer will be used, especially for shared items such as manipulatives and toys. Doors of washrooms will be set open to allow for less contact.
- High touch surfaces including handrails, push-releases, counters, stairwell handrails, exterior door handles, and light switches will be cleaned with greater frequency. Hand sanitizer, cleaning supplies and disinfectant have been purchased for this purpose and will be restocked as needed.
- Interior doors (excluding fire doors) will be left open wherever possible to avoid the need to use the door handle.
- Student desks and chairs will be disinfected daily.

Hand Hygiene

- All entrances, rooms and spaces are equipped with hand sanitizer. Anyone entering the building will be expected to wash their hands or use hand sanitizer. A schedule for class hand washing will be in place (before eating, after recess and additionally as needed) with students receiving direct instruction on hand washing and use of hand sanitizer.

Screening

- HGS has a screening protocol based upon the screening tools developed by the Province of Manitoba. Families will conduct self and child screening before leaving home in the morning. Children and staff who are ill or showing any symptoms must not come to school.

Physical Distancing in and Around the School

- Signage has been installed around the school encouraging hand hygiene, physical distancing and listing symptoms of COVID-19 for all to be aware. All traffic flow through the building will be "keep right" as students and staff move through the building. The staircases are narrow and will require users to cede the right of way to groups already using the staircase. Review of this practice will be part of the education for students.
- Each grade will be assigned a specific entrance to the building and arrival time will be staggered. This will reduce congestion and allow for physical distancing and time to sanitize hands upon entry to the building. Teachers will set up routines for locker and coat hook access to avoid crowding in these areas. Departure time will be staggered, with staff members escorting groups out to the designated pick-up area. Supervision at pick-up time will be maintained, and increased if needed.

Limiting Non-Essential Visitors

- Although we welcome parent involvement in our school community, provincial guidelines instruct us to limit the number of non-essential visitors in the school for the time being. If possible, parents are asked to conduct school business via email or telephone. Parents may accompany their children to the school doors or office, but we ask that parents refrain from coming into the school. At the end of each day, staff members will walk students from Grade 1 to 8 out to the school parking lot where parents or caregivers can pick them up in person or driving through the loop.
- All visitors shall be prohibited from entering the school, except in emergent situations, or at the request of the school administrator, whereby they will be required to use the screening tool and conform to any expectations of safety, prior to entry being granted. This will be reviewed as public health requirements change.

Facility Use and Gym Rentals

- The school facility is used on Saturday by the parish catechism program. School Administration will meet with the Catechism Supervisor to outline protocols for use of the school during pandemic, including: mandatory self-screening for catechists and participants, marking used areas for proper sanitation and ensuring that all attendees for each session are recorded.

All other use of the school facilities by outside groups have been suspended by now.

Food Handling

- Students will be asked not to share food and its increased importance through the pandemic. Shared food as part of a class celebration for instance, birthdays will be suspended until further notice. As well, special lunches, as hosted by our Parent Association will be on hold until the process of distributing food has been evaluated and protocols put in place to ensure safety of students, staff and volunteers.

Gym Equipment/Toys and Other Shared Learning Equipment

- Use of common gym and learning materials will be allowed with enhanced sanitation protocols in place.

Photocopier

- The photocopier will be disinfected after each use. Staff will sanitize their hands before and after using the photocopier.

Student or Staff Illness:

- Parents will be expected to screen their child at home prior to bringing them to school.
- If a child shows one of the following symptoms (cough, fever, sore throat, runny nose, muscle ache, headache, nausea, fatigue) they should remain at home.
- If experiencing or exhibiting any symptoms per the COVID-19 screening tool. Contact Health Links at 204-788-8200 or your child's doctor to seek medical advice; please follow all measures and recommendations for the well-being of your child and the whole school community. Contact

the school office with any information provided from Health Links which may impact your child's attendance at school.

- If a child should become ill or symptomatic while at school, he or she will be moved to a quarantine room and provided with a disposable mask to wear. The office will contact the parents to pick up their child immediately to take the child home. Parents are encouraged to have contingency plans in place to care for an ill child. Parents are expected to contact Health Links or their child's doctor as above.
- The parent is asked to call the school office from the parking lot when they arrive and school staff will then escort their child to them in the safety zone of the parking lot. A sick child must be picked up as soon as possible.
- The child's workspace and commonly touched surfaces will be disinfected and sanitized immediately and their departure due to illness/symptoms will be recorded should it be required for their doctor or public health. The quarantine room will be sanitized immediately after the child is picked up.
- Be aware that different personnel may be arranged as required to cover the unexpected illness of school staff members, for those who may need to self-isolate, or for those who have a medically advised situation which prevents them from attending at work. This may involve the re-assignment of Holy Ghost School teachers, EAs, office staff, as well as substitute teachers from the pool of Manitoba Catholic Schools substitutes.
- In the event of the confirmation of a case of COVID-19 connected with the school, public health will lead the response and ensure appropriate direction and supports are in place to coordinate the response.
- If a staff member shows any cold or flu-like symptoms (cough, fever, sore throat, runny nose, muscle ache, headache, nausea, fatigue) they should remain at home.
- If a person in the household has been diagnosed with COVID-19, is in close contact with anyone diagnosed with COVID-19, or if anyone in the household has travelled out of the province, they are required to consult with Health Links prior to the staff member attending school.
- If a teacher becomes ill at school, s/he will immediately report to the principal. The teacher's work area will be cleaned and disinfected. Class coverage will be arranged and the teacher will be sent home.
- In the case where a teacher becomes ill, or needs to self-quarantine, they will have lessons planned and available for at least two weeks and/or they must be able to provide remote learning for their students.

Contact Tracing / Sign-In

- All staff, parents and visitors (not students) must sign-in upon entering the school. These same individual's sign-outs when exiting the building. This information becomes critical should virus tracing be necessary. The sign-in sheet is located in the front office of the school.

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 and/or remote learning for students who are isolating or quarantined as directed by public health.

Education on Safe Practices:

- Teacher and Parents must work consistently together to reinforce with the children the importance of the safe practices: hand sanitizer use upon entry into the school, hand washing for 20 seconds with soap and water when directed by their teacher (or as needed after sneezing or coughing), sneezing/coughing into your elbow, identifying to the teacher/parent if they are feeling unwell or have any symptoms to be checked, no sharing of items or foods, etc.
- Especially important will be the education of children on the importance of socially distancing and remaining only with their grade cohort. All persons must maintain a 2 metre distance from others whenever possible; a minimum 1 metre distance may be implemented for students as they are seated at their desks in the classroom. No hugs, handshakes or fist-bumps; these should be replaced with a wave, nod or smile!
- Hand sanitizer and a surface spray disinfectant will be provided to each classroom teacher for their use in the instance of a person sneezing or coughing without effectively cover with their sleeve.

Community Mental Health and Well-being:

- Attention to the mental health and well-being of our school community will be a priority over the coming months. Professional development for staff regarding anxiety and other mental health concerns has been scheduled for early fall. In addition as a school community we will register with Project 11 and our Student Support Team along with the Clinical Support Team will be working with students and staff to address student and family needs.
- In the days before classes begin, all school staff will be also discussing approaches to helping children at all levels talk about and cope with their concerns arising from the pandemic.
- Homeroom teachers will be holding regular opportunities for their students to talk about their experiences during the pandemic, and if comfortable, about their fears, concerns and strategies for adjusting to the “new normal”.
- Our school counsellor, resource teacher and administration will visit individual classes as well as provide opportunities for students to connect individually with them for guidance and support.
- Parents are also asked to watch for stress/anxiety in their children, with parents and the teacher/counsellor/administrator to be in contact by email or phone to identify and address any noted concerns.
- Parents and staff are advised to consult with the excellent resources indicated in Manitoba’s general re-opening plans document, copied for you below:

Parent and Student Resources:

- 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/>

Attitudes and Role Modelling:

- All persons in the school community are called to be good citizens, to become enablers of social justice and to care for each other during these difficult times.
- “Book learning” about the coronavirus, COVID-19, the pandemic and prevention strategies are important, and will be introduced in school in age appropriate ways at all levels.
- However, it will be equally, if not more important, that everyone make efforts to teach by example and gentle correction some of the virtues which will help us all get through the challenges ... patience, empathy, prayer, consideration, and love.
- The COVID-19 pandemic has brought challenges, restrictions, fears, and disappointments, but we should try to focus on a great number of other things which have also arisen from this crisis. Please reflect on your own meaning of the following, which have also become realities in our COVID experience: adaptability, flexibility, strength, resilience, creativity, teamwork, inspiration, lifelong learning, charity, compassion, faith and family. Be sure to work some of these positives into your regular conversations with your children, our students.