



# Winnipeg South Academy

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## Manitoba's Restoring Safe Schools Winnipeg South Academy's Planning Considerations

Schools across the Province are planning for three unique levels of response.

1. In-class learning
2. Blended Learning
3. Remote Learning

### Institutional Preparedness

#### **1. Self-screening and symptom monitoring protocols**

Posters on entranceways remind staff and families that they are to self -screen before entering the School. Staff and families should contact Health Links for support if they have any questions.

For Health Links Screening Tool:

<https://sharedhealthmb.ca/covid19/screening-tool> or call tel:1-204-788-8200

Staff and Students are to stay home if they are not well.

#### **Self-Screening Examples:**

Do not enter if you have a new onset of the following:

Fever/Chills  
Cough  
Loss of taste / smell  
Sore throat hoarse voice  
Shortness of breath  
Vomiting or diarrhea

Do not enter if you have a new onset of two or more of the following:

Runny nose  
Muscle aches  
Fatigue  
Conjunctivitis  
Headache  
Nausea or loss of appetite

## **Symptom Monitoring Protocols of children and Staff**

School staff will ask families if they self-screened upon their arrival to the classroom door as families wait on the Physical distancing decal.

While in our care we will monitor Students for the following:  
Fever/Chills, Vomiting or diarrhea, Runny nose, Fatigue, Headache, Cough, Sore throat/ hoarse voice

If symptoms present themselves, the Student will be given a med mask to wear. Staff caring for the Student will also put on a med mask. The Student will be moved to a designated area where they will wait for their Parent to pick them up. Parents are to come immediately.

After pick-up School staff will wipe down/disinfect the area where Student was working in the classroom as well as the area where they waited for Pick up.

Any staff exhibiting new onsets of these symptoms before work will notify the School Office and asked to call Health links. Fever/Chills, Vomiting or diarrhea, Runny nose, Fatigue, Headache, Cough, Sore throat/ hoarse voice

If staff begin to have symptoms while at work, staff need to leave the facility. Staff will notify the School Office. The staff will then put on their mask. Staff will physically distance themselves to the greatest degree possible from fellow staff and students until a staff member can relieve them.

Those with symptoms should immediately isolate and be tested. If the test is negative they can attend 24 hours after symptoms resolve. If individuals are not tested they need to isolate for 14 days from when the symptoms started, only returning after this and after symptoms are resolved.

Those with a chronic stable cough, sneeze, runny nose or nasal congestion that is unchanged and clearly linked to asthma or allergies is not an absolute exclusion. Changing or worsening of chronic symptoms requires isolation and contacting Health Links. Staff will be exercise judgment based on symptoms and will err on the side of caution.

Screening tool and poster <https://sharedhealthmb.ca/covid19screening-tool>.

### **2. Increased Hand Hygiene**

All entranceways are for one family at a time, fitted with a Sanitize station and a three-step process.

1. Sanitize hands, 2. Unlock door by fob or fingerprint, 3. Enter the door marked entry door.

Children and staff are to wash their hands with soap and water upon entering their individual classroom. Common rooms such as locker rooms have Sanitize stations available.

Hygiene practices are in place and will be re-enforced for all staff and child:

Wash hands frequently with soap and water for at least 20 seconds at the following times:

- at the start of the day and before going home
- after going to the washroom
- before preparing food

- before and after eating
- after getting hands dirty
- after wiping noses or handling dirty tissues
- after coughing, sneezing, or blowing nose; and
- after cleaning tasks (staff).

### 3. **Personal Risk factors for Individuals with underlying Health Concerns**

Will be carefully considered. A Doctors note may be required.

### 4. **Personal Protective Equipment (PPE)**

At this time, Students up through Grade 3 are not required to wear a Mask. At any time that this is required by Public Health it will be made mandatory.

At Winnipeg South Academy this Fall:

- Staff will be wearing a mask while they are in common areas of the School, when greeting Parents, moving around to different cohort groups and when two meters of physical distancing is not available in the classrooms.

Non-Medical Masks play a role in fighting COVID 19 as a means of additional protection.

Families are required to wear a mask when dropping off or picking up their child when two meters of physical distancing is not possible from other families, children, and staff. Families therefore should have a Mask. Students who are in Kinder- Grade 3 are allowed to wear a mask if they choose to.

Wearing a Non-medical mask is in addition to Physical Distancing and Hand washing, not in replacement of. They are strongly recommended when physical distancing may be difficult.

In all cases the guidelines below must be followed:

- Individuals must wash their hands before and after putting on or taking off a Mask.
- Masks must be kept in a zip lock bag if they are removed, since if worn they are considered contaminated.
- all fabric masks must be laundered daily
- all non-medical disposable masks are disposed of daily

#### To put on a Mask safely:

- place the mask on your face covering your mouth and nose
- hold by the strings or ear loops as much as possible and mould the nose in place
- avoid touching the mask once it is on.

#### To remove the mask safely:

Remove it from the strings or ear loops behind you and discard the mask or place in bag for washing later.

Winnipeg South Academy will be a secondary source for Masks if any Family forgets to send one with their child and Masks are required, or if a mask is needed based on symptoms. Families are strongly encouraged to provide a reusable mask in their child's backpack, located in a ziplock bag.

Gloves are required for regular practices and current policies only.

## **5. Physical distancing plans**

Physical Distance Markers and decals are located at the classroom door to provide physical distance between Teachers and Parents as information is exchanged at drop off or pick up.

Physical Distance Markers are also located in common areas to help families know where to line up where applicable. Lines may also be present outside before entering the School.

Physical Distancing Markers are located in the office lobby to assist Office staff and Families.

Once in the Classroom Students will have lines indicating where to line up for washing hands, where to sit for group time.

Classroom areas are set up to provide as much physical distance as possible. Where two meters of physical distancing is not possible. students will be in distinct cohorts separate from other students.

Children will have designated seating in the class.

Assemblies and large gatherings are discontinued at this time.

Avoid close greetings like hugs and handshakes and offer a smile or wave.

Fire Drills and Lock down requirements will be modified considering COVID 19.

## **6. Traffic flow in entrances, hallways and shared space**

Entranceways are clearly marked as either an entry or exit door. Markers and arrows on the floor help direct traffic flow.

## **7. Food handling and no-sharing policies to reduce risks**

All food comes from home and needs to be packed in one Lunch Box (labeled). Remember to also provide a refillable water Bottles (labeled). Lunch boxes will be kept in the Childs designated Locker until needed.

No-sharing of food policies will be reinforced through reminders.

Special Lunches and Fruit Trays for Birthday Celebrations are suspended until further notice.

## **8. Transportation to School**

Children are driven to the school by their families. Classrooms have assigned exterior entrances to help with Physical Distancing, traffic flow and cohorts.

## **9. Recess/Breaks**

Students recess times are staggered/scheduled and will take place in their assigned playground independent of any other students. No mingling permitted between Playgrounds. Student Lunch breaks are taken in their individual classrooms.

## **10. Cleaning of materials /equipment**

In our School each classroom has soap and water bottles as well as Sanitize solution Bottles. These are used in order to first Clean then Sanitize. We use these for cleaning all tables and other high touch surfaces in our rooms. Any materials that cannot be washed or sprayed will be removed from the area.

- The cleaners are responsible at the end of the day to clean the classroom floors, carpets, sinks, washrooms and common areas/high touch surfaces.
- The Teachers are responsible to clean and sanitize the materials and high touch surfaces in the classroom thru the day. (doorknobs, back door handle, chairs, tables, cd player ...etc washrooms)
- Office/Management Team will clean Front Doorknob handles, fingerprint log in machines, railings and other high touch common areas thru the day.

## **11. Ventilation**

Overhead Fans will be minimized and set to the lowest possible setting while in use.

All ventilation filters checked and changed routinely by School Maintenance.

Windows will be opened if weather permits to allow fresh air exchange.

## **12. Contact Tracing and Outbreak Management**

In the event of a positive Test for COVID 19 of a student or staff member, Public Health will lead the response by:

- Requesting records that identify cohorts/groups of staff, students, volunteers, visitors in the school for a specified timeframe.
- Contact students, staff and families if they have been in close contact with a confirmed or probable case , and confirm whether they need to self-isolate or self-monitor and when they can return to school.
- Recommend testing following established guidelines all who may have been exposed to a positive case
- Assess the need for the school to be closed for a period of time

Schools will clean and disinfect areas where exposures took place. These areas will not be used until deemed safe again.

Form letters and standard messages for School Administrators will be available for sharing with parents, staff and students.

At Winnipeg South Academy:

- Kindergarten and Elementary Students make up one Cohort Group
- Student and Staff Attendance are carefully maintained.
- Specific Staff assigned to this Group for any Break coverage
- School/Building entranceways are assigned

- Before and After School Programming are kept as one Cohort group
- No non-essential visit is permitted. A list will be kept in the office of any Public Servant or Maintenance crew that required access to the classrooms/building

### **13. Public Health Orders**

We will Connect with our local public health team for supports and information as required. Up to Date Public Health orders will be shared through Constant Contact with Staff and Families on an as needed basis. The School maintains a variety of Communication Books with information shared by School and Families.

### **14. Early Learning and Child Care**

Winnipeg South Academy's Kindergarten and Elementary Program is joined at this location with:

15. Mini Skool (Infant and Toddler Program)
16. Montessori Academy (Pre-School Program)
17. Winnipeg South Academy's Junior Kindergarten Program

Each of our programs are self-contained and accessed by assigned entrances. Each Program/Classroom has its own individual Playground.

### **18. Visitor and Volunteer access**

- Our School is a locked facility at all times accessed only by fingerprint or electronic fob of those Families who presently have children attending.
- Visitor and those with an appointment must ring bell for service. A sign- up sheet will be at the front desk where individuals will sign in providing their full name and contact information.
- No non-essential Visitor permitted at this time
- Volunteers are discontinued until further notice.

Parents are considered visitors to the school and are not permitted inside the classrooms. Children are to be dropped off at the classroom door. Parents are asked to limit their time within the school itself. Please use email or call the Front office when you need to talk as much as possible. A mask is necessary when two meters of physical distancing is not possible.

### **19. Communication**

Welcome Packages with COVID information will be sent out via email before School Begins.

A Meet and Greet with the Teacher is planned for by appointment only with physical distancing in place.

On-going Communication during the School year with regards to Protocols and instructions will be delivered via email through Constant Contact. Monthly Newsletters and various Postings at the Entrances and Exits of the School.

Parent Teachers Interviews will be held over the Phone this year. To avoid gatherings of people within the School.

## **20. Attendance / Education Policy and Governance**

All students are expected to participate fully whether in class or through remote learning if required. Children will be assessed on their work. Schools serve a critical purpose to the Mental Health and Well-Being of children. Report Cards will be provided to all students along with those who participate remotely.

Homework packages will be available for those who are isolating or quarantined. My learning at Home is a resource to assist families in supporting their child during remote learning. (see Remote Learning )

Winnipeg South Academy has several Montessori Teachers equipped to cover any Teacher Absence that may take place. At this time, all Teachers are able to work across multiple groups.

### **Winnipeg South Academy:**

#### **Learning Preparedness.**

(Recovery Learning, Adapted Schedules, plans for Blended learning (if required))

#### **Recovery Learning**

Formal Assessments will take place in the first two weeks of September, in order to assess the needs of the students. Learning Blocks of time during the day will be adjusted to account for extra instructional Teaching where required. Collaborative planning and weekly meeting with Head Of School.

#### **Re-Engaging Students**

- Our School will have a Meet and Greet day
- Our School Calendars will note any special events planned for this September and onward to promote School Spirit

Daily Affirmations, Mindfulness, Self-regulating tools, Mind and body breaks will all be in effect

**Our Kindergarten and Elementary Students** have will have Assigned Entrances and Exits.

Instructions where Families will take and drop off students depend on their program time and will be shared and posted.

Physical Distancing and Cohort Groups are required. Kinder and Elementary Make up one cohort Group (Response Level 1)

- Students will have assigned seating in the classrooms with a minimum of 1 meter apart, 2 meters where possible.
- No group times on the carpet will take place, and no large group gatherings such as Assemblies will take place where children are sitting in close proximity of each other
- We will increase the use of the Outside for classroom learning
- Kinder and Elementary will use their assigned playground.
- Students will eat lunch in class remaining in their group
- Staff breaks will be staggered and covered by assigned staff
- No contact with non-essential staff

(Response Level 2)

Our Blended Learning Strategy will consist of:

- Teachers setting up a Face Book Page for direct Communication with Parents
- Through Face Book Teachers indicate a synopsis of what is being worked on this week
- Arrangements made for pick-up and drop off of School Workbooks if necessary
- Weekly Check ins by the office staff of those who have missed School this week

(Response Level 3)

Our remote leaning strategy will consist of:

- Weekly Homework Packages per grade/student delivered through email or a non-contact pick up time. Non-contact drop off times arranged for Homework being returned.
- Face Book Live daily or weekly consisting of Social check ins and tutorials by the Teacher
- Face timing individual Students/Families to help with Private Tutorials
- Emailing families to offer support or updates
- School Newsletters will continue
- Help with Devices and connectivity where needed
- My Learning at Home <https://www.edu.gov.mb.ca/k12/mylearning/index.html>  
Is a resource to assist families with remote learning.



## **Specialty Programming**

Our Computer Program (Elementary) is suspended until January 2021 and we see what unfolds with Covid. Our Teacher will instead have use of a Tablet for one user at a time to enrich a lesson where we can clean the tablet between uses.

- Extra Curricular such as Yoga will be suspended until January 2021 and we see what unfolds with Covid.
- Extra Curricular ( Fall Soccer ) is suspended until the Spring and we see what unfolds with Covid
- Music Education (Choral and Instrument use ) , suspended until January 2021 and we see what unfolds with Covid
- Physed (Gym) will continue as a class and take place outdoors as much as possible.

Winnipeg South Academy's Character Education will continue through-out the school year (without the Assemblies) in each classroom. This monthly discussion and review can contribute to the building of Students Social-Emotional Skills , which can help manage stress, build resilience and develop positive relationships.

Under Limited Use of Schools Act (when available to us )

- Weekly Small Group Appointments as well as Day Camps for Essential Workers and those who require Care.

## **Professional Development Priorities**

This year our Teachers will not be participating in the usually Professional Development of SAGE conferences which take place in large group settings.

- on-line Courses and internal development will be the focus this year.

## **School staff preparedness**

WSA Staff Administration/Class Preparation will take place Sept 2<sup>nd</sup> , 3<sup>rd</sup> , 4<sup>th</sup> and will include:

- Administration
- Meeting with the Head of School
- Orientation regarding public health protocols
- Adjustments for personal risk factors for underlying health concerns (if required)
- Mental health and well-being supports
- Preparing of the environment
- Curriculum Planning and Assessment Tools ready

## **Students and Families preparedness**

- Communicate expectations defined for attendance and participation within a Welcome Package
- Student and Family Meet and Greet Day

- Educate students and families about hand hygiene, Self and symptom monitoring and other public health measures that are in place through Constant Contact Emails, Website, and Newsletters
- Encourage families to have a back-up plan in place in the event of illness
- Daily Student/family engagement and outreach

### **Addressing the Mental Health and well-being of the Students, Staff and Families**

For questions / concerns about protocol please contact Ms April Beauregard  
Telephone: 204-452-6547 email [ab@kiddiekampus.ca](mailto:ab@kiddiekampus.ca)

- Manitoba Adolescent Treatment Centre (MATC)  
Provides a range of Mental Health Services for children 3 – 18 years old.

**Telephone: 204-958-9660**

Crisis Response Centre ( 817 Bannatyne Ave. see address below )

- Provides immediate help with Mental Health Issues and has a Mobile Unit  
call the **Mobile Crisis Service Telephone 204-940-1781**



Our Teaching staff was here working at the School this past April, May and June 2020 when in class learning was suspended. We also ran a Day Camp through the month of June, for those that required care so families could return to work. We have the necessary experience to help you and your students this School year.