

## Welcoming Our Students Back: Restoring Safe Schools

### Clearspring Middle School Plan for the 2020-2021 School Year

The purpose of this document is to communicate an overview on how Clearspring Middle School plans to welcome our students back to school. Our first and foremost priority is the safety and well-being of our students and staff as we get ready to return to our school and workplace. CMS continues to be committed to following all Public Health recommendations and Manitoba Education directives to ensure we are implementing current public health requirements.

This re-entry plan is designed to be a fluid document which allows us to focus on safety, health and well-being alongside student learning and success. This document will evolve as we receive further guidance and directions from Public Health and Manitoba Education. We are committed to continuous and transparent communication with our parents/guardians and our staff as we believe information is critical in order to address any challenges and obstacles that may arise.

On July 30, 2020, the provincial government announced that in-class learning would resume in September for all students in the province. Communication, screening protocols, enhanced hand hygiene, physical distancing and the use of cohorts and mandated wearing of masks will be a focus for keeping our students and staff safe.

Clearspring Middle School will reopen for teachers and staff on September 2, 2020. First day of classes for most students will be on September 9, 2020. This plan has been developed with the considerations and conditions of preparedness outlined in the Hanover School Division re-entry plans.

Clearspring Middle School will continue to work closely with Manitoba Education, Public Health, Hanover School Division, parents/guardians, caregivers, staff and students as plans evolve for the coming year. Updates will be communicated via email/website/social media as new information becomes available.

We encourage the use of [www.gov.mb.ca/covid19/index.html](http://www.gov.mb.ca/covid19/index.html) as the official source for the most up-to-date and accurate information regarding Covid-19 in Manitoba.

Action items for parents are found in boxes like this one.
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We appreciate your continued support and communication as we work to open our school safely and with joy.

Sincerely,



## Section 1: School Day Structure/Learning Plans

Please see Hanover School Division Plan for more details:

<https://hsd.ca/wp-content/uploads/2020/08/Parent-Letter-Aug.-17-2020.pdf>

### Welcoming Students and Families

To promote connection with students and families and to reduce anxieties, CMS will have extended hours for **Meet the Teacher** this year.

Parents will be invited and encouraged to sign up for an appointment for themselves and their child to meet their child's homeroom teacher. Appointments will be available on Friday, September 4 from 1:00-4:00 and on Tuesday, September 8 from 2:00-6:00. Appointments will be able to be booked on Parent Portal starting on Monday, August 31. If parents cannot access Parent Portal they are invited to call the school to schedule an appointment.

Appointments will be 15 minutes in length with a 5 minute transition time between appointments. We ask that parents arrive on time for their appointment and end the conversation at the given time. If it is determined at that point that a follow up appointment is necessary, this will be scheduled for another date. The 5 minute transition time is important in order to avoid congestion.

We ask that parents bring only those students along whose teacher they are meeting in order to keep the number of people in our building to a minimum.

We ask that all parents and students wear a mask when they enter the school until they are in the classroom. Once in the classroom, if a physical distance of 2 metres can be observed, parents and students are invited to remove their masks. When leaving the classroom following the meeting, we ask that masks are worn until exiting the building.

If parents wish to meet another teacher in the building (ex: band teacher, phys ed teacher, etc...), please call the school at 204-346-9644 to make an appointment and we will arrange it for you.

At this point, we will need to discourage "drop in's" for this event. Please ensure you make an appointment. If you require assistance, please call the school office.

## **School Attendance and Participation**

School attendance is mandatory for children aged 7-18 in Manitoba.

Please let the school know if your child will not be attending CMS and will be attending a different school or will be registering for homeschool.

Divisional remote learning will be in place for students who have been medically advised not to return to in-class learning due to COVID related risk factors. Please contact the school office if this pertains to your child.

If a student needs to stay home because they are experiencing COVID-19 related symptoms or who have been required by public health to self-isolate or quarantine, work will be provided for them. Students will be able to access learning on Google Classroom and, in some cases, parents will be asked to pick up work packages for their child.

Decisions regarding appropriate responses in the event of a positive case of COVID-19 will be made on a case by case basis with Public Health leading the response and providing guidance. Public Health will advise staff and students/families if they have been in close contact and if they need to self-isolate or self-monitor, including when they can return to school.

In the event the government shifts to Level 2: Blended Learning (in class and remote) CMS will follow provincial guidelines. K-8 students will be prioritised for in-class learning.

In the event the government shifts to Level 3: Remote learning (with exceptions) CMS will follow provincial guidelines. Schools are closed to the public with the exception of K-6 students or critical workers. Other students will access their work through Google Classroom and their teachers will maintain regular contact with them through other Google Suite tools such as Google Meet and Google Chat as well as gmail. Students who will need access to a Chromebook will be assigned one to use at home. Students who do not have access to technology will have work packages to take home.

## **2020-2021 School Calendar**

Please see the Google Calendar on [www.cms.hsd.ca](http://www.cms.hsd.ca) for our upcoming events. There is also a list of significant events in our Student Handbook, also available at [www.cms.hsd.ca](http://www.cms.hsd.ca). The Student Handbook will be posted by September 8. If you would like a hard copy of the Student Handbook, please contact the school office. You will notice that many of these events have the word “paused” behind them. This means that, at this point, we do not know if these events will be able to go ahead as planned. We will update this as we have more information.

## Cohorts

All students will be assigned to a Cohort consisting of 3 classes, all from the same grade. Each cohort will have a specific entrance to the school and a path to follow inside the school. Each cohort will have a specified zone on the playground to use. Each student in a cohort will receive a coloured pinnie or belt (these are commonly used in gym classes to identify which student is on a specific team) that they will wear when they are out on the playground so that supervisors can help them find which zone they are playing in that day.

We have arranged our schedule to ensure that classes attend the library, gym, music, and band/art in cohort groups. Equipment will be sanitized between cohort groups.

Public Health will have access to the names and contact information of the students in each cohort. **Should Public Health need to follow up on a health issue related to Covid-19, they will contact the students of the specific cohort as they deem necessary.**

Wherever possible, teachers will move from class to class as necessary. Where it is necessary for students to move to a different classroom location, teachers will escort students to the new location. Some movement will be required to access music rooms, gym and home ec/tech ed rooms. It should be noted that the province has indicated that adults may move between cohorts. Adults will maintain a 6 foot distance or be wearing a mask.

## Cohort Groupings

Cohort 5A: 5HK, 5DG, 5SS - Enter West Gym Door

Cohort 5B: 5ST, 5KD, 5TS - Enter Front Entrance (South Door)

Cohort 6C: 6NJ, 6MM, 6DL - Enter Front Entrance (North Door)

Cohort 6D: 6AN, 6AT, 6SK - Enter East Stairwell (back of school - Gr 6/8 side)

Cohort 7E: 7JS, 7AM, 7JR - Enter East Stairwell (back of school - Gr 5/7 side)

Cohort 7F: 7MB, 7MD, 7LS - Enter Bus Loop Door by Basketball Tarmac

Cohort 8G: 8RB, 8JK, 8PL - Enter Tech Ed Door (on north side of school)

Cohort 8H: 8KM, 8CT, 8PR - Enter East Gym Door

**Entrance maps will be available at our Meet the Teacher event on September 4 and 8.**

## Class Set Up

Classrooms have been set up to have a distance of 1 metre between students (more where possible). Students will have assigned seating and movement will be limited. Students will need to wear a mask in classrooms where this is the case.

There may be classrooms where we are able to have students at a 2 metre distance from each other. In these cases, students will not be required to wear a mask. It is possible that students will be able to have a 2 metre distance in the library, in Home Ec and Tech Ed.

### **Use of Masks**

The province has mandated that masks are required for all students and staff from Grade 4-12 whenever a distance of 2 meters between people is not possible. All students riding a bus must wear a mask. Students at CMS will need to wear their masks when they enter the school, in the hallways and in most classrooms. Students will not need to wear their masks when they are outside for recess, outside for Phys Ed., or while eating lunch. We are awaiting provincial direction regarding whether or not masks will be required if students have gym indoors or under what circumstances they will be able to be removed. Teachers will provide opportunities for other “mask breaks” throughout the day. If your child requires an exemption from wearing a mask, please provide a doctor’s note.

We encourage students to bring masks from home. The Manitoba government has committed to providing masks for staff and students. We will have disposable masks available at school to start the school year, and expect a shipment of reusable masks by mid-September. If students arrive at school without a mask, we will provide them with a mask. Reusable masks need to be washed after one day of wear.

### **Parent Screening of Students**

***Parents are asked to screen their children for symptoms before going to school.***

Students will need to know that they have been screened. A staff member will greet students at their designated entrance and ask if they have self-screened prior to entry. Parents are asked to please keep their children home if they are exhibiting any symptoms.

### **Handwashing**

Handwashing is one of the “foundational” ways that public health officials have told us to prevent the spread of Covid-19. All of our classrooms at CMS have a sink with soap provided and all will have hand sanitizer as well.

Students will wash their hands for a minimum of 20 seconds or use hand sanitizer:

- At the start of the day and before going home
- After going to the washroom
- Before preparing food
- Before and after lunch
- After getting hands dirty
- After wiping noses or handling dirty tissues

- After coughing, sneezing, or blowing nose
- After cleaning tasks
- Before and after recess

## **Recess/Breaks**

All students are expected to go outside for morning, lunch and afternoon recess. If there is an on-going medical reason why your child will not be able to go outside, please inform the homeroom teacher. Please ensure that your child is dressed appropriately for all the weather conditions.

The school day schedule is being staggered so that the Grade 7 and 8's will be outside for recess first. Grade 5 and 6 students will go outside five minutes AFTER Grade 7 & 8 students have returned to the school at the end of their recess. Staggering the schedule in this way allows for there to be less possibility of cohorts interacting.

Due to Covid-19, students will be assigned to a cohort. Each cohort will be assigned to a specific zone on the playground to use that day. Students will wear a coloured pinnie or belt (supplied by the school) to help supervisors ensure students are in the correct zone. Each cohort will have a specific entrance and exit they will use to access the playground.

Teachers will be taking students outside on a regular basis. Please ensure that your child has appropriate clothing at school for this.

Students may share equipment during recess in their designated zone. Equipment will be sanitized after each recess. The province has recommended that students not have any physical contact with each other. We will seek to minimize contact with kindness and understanding.

Students do not need to wear masks during recess which allows for a mask-free break.

Indoor recess will occur on occasion due to weather conditions, usually rain or windchill. These decisions are made at the principal's discretion. If indoor recess is necessary, movement of students from their classroom will be limited.

## **Lunch**

Canteen and vending machine access will be discontinued. There will be no "hot lunches" available for order at this time.

Students are asked to bring their own lunches. There will be no access to microwaves so as to reduce line ups, congestion and shared surface touching. Students may go home for lunch. Please ensure your child's teacher is aware of the arrangement to go home for lunch.

Parents are asked to send lunches with their children in the morning. Dropping lunches off during the morning will be discouraged in order to reduce the number of visitors entering the school building.

There will still be access to breakfast and lunch programs for all who need that service.

### **No Sharing Policy**

It is important to reinforce in children the policies of no food sharing and no water-bottle sharing.

Generally these policies are intended to reduce potential exposures to allergens, but the practice of not sharing food or water bottles in schools also helps reduce virus transmission among staff and children.

Water-bottle filling stations will be available. Water fountains will not be available.

### **Lockers**

Locker use will be discontinued. This is to reduce congestion in the hallways. Each student will receive a bin/laundry basket which will be stored by their assigned seat in their classroom. Outdoor jackets, ski pants, gloves, lunches, etc... will be stored there.

### **Library**

The Library will be able to be accessed by classes by a scheduled/sign out procedure. There will only be one class in the library at a time. Students will be able to check out books. Books that are returned will be put into "quarantine" for a time before being put back into circulation. The library will not be accessible for drop in's before school, at recess, lunch or after school at this time.

### **Parent Access to the School**

In an effort to limit the number of additional people in our school, we are asking parents to limit their visits to the school building. Parents are asked to wear a mask anytime they enter the school building.

If you do need to enter the school building, please enter through the front door of the school that is labelled "VISITORS" and follow the instructions and spacing decals that are affixed to the floor. We will only be admitting 2 people in the front office at any given time. If it is at all possible, please do not bring multiple family members into the school building with you (we understand that if there are young children they will need to come with you).

Please ensure that you are sending lunch along with your child in the morning before school. We will want to limit the number of lunch "drop offs" to plan.

If you would like to talk to a teacher or principal, please call or email to arrange an appointment ahead of time. This will help us be able to prepare an appropriate space to meet safety guidelines for this meeting.

If you need to pick up your child during the school day, please call the office when you are parked at the school and we will send your child out to you. If your child is sick and needs to be picked up, please feel free to come into the office and your child will meet you there.

### **Parent/Visitor Parking and Traffic**

We are going to be looking carefully at the numbers of parents who will be dropping off their students every day. These numbers will determine if we need to make adjustments to our drop off area and/or parent/visitor parking. Once we have confirmed any changes, we will communicate with our parents through email and a link on our website.

### **Remote Learning for students who are medically advised not to attend**

Clearspring Middle School and/or Hanover School Division will deliver remote learning for students with health conditions who are medically advised not to attend class. Programming for these students will be provided through technology or paper packages. If needed, these students will be provided with a Chromebook. Teachers and/or Learning Support staff will be in regular contact with these students.

### **Recovery Learning**

Recovery Learning needs have been identified for students at the end of last year. This year, teachers will continue to assess and plan accordingly to target these learning needs with a particular focus on numeracy and literacy.

CMS will host Strong Connections on September 18 and 21. During this time, teachers will further assess students' social-emotional behaviors as well as current academic needs.

Teachers will collaborate with HSD Instructional Coaches as well as CMS Learning Support Coaches to plan for supporting recovery of learning.

### **Provincial Assessments**

Students in Grade 7 & 8 will not participate in the Provincial Assessments in Mathematics, Reading Comprehension, Expository Writing and Student Engagement this year as the province is suspending these assessments.

## Section 2: Mental Health and Well-Being of the School Community Including Teachers, Staff, Students and Families.

Please see Hanover School Division Plan for more details:

<https://hsd.ca/wp-content/uploads/2020/08/Parent-Letter-Aug.-17-2020.pdf>

### Support available at CMS

HSD has partnered with Kevin Cameron's work with the North American Center for Threat Assessment and Trauma Response. During the Administration Days on September 2, 3 and 4th teachers will be learning about Psychological First Aid for Schools, Teachers and Students.

We have added another half time counsellor at CMS this year to help address needs arising from the pandemic as well as other mental health support. Counsellors can be accessed through students making appointments or through referrals from teachers and/or parents. Our two counsellors will also support our teachers as they plan for a focus on mental health and well-being in their classrooms.

Teachers will have a focus in Health classes on mental health and well-being through Project 11 and/or Second Step or other health resources. Teachers will be encouraged to embed those ideas throughout the rest of the day and through other courses.

We will be promoting the ideas of Growth Mindset and having "an attitude of gratitude" school wide as anxiety reducing strategies.

Mental health resources that are available for parents:

National Association of School Psychologists at <https://www.nasponline.org/>

Mental health resources that are available for students:

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

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

## Section 3: Communication

Please see Hanover School Division Plan for more details:

<https://hsd.ca/wp-content/uploads/2020/08/Parent-Letter-Aug.-17-2020.pdf>

Clearspring Middle School will continue to take direction from Public Health, Manitoba Education and Hanover School Division. We believe that continuous, transparent communication is essential in these unprecedented times.

Clearspring Middle School will continue to provide regular updates to our school community as they are received and as plans shift. We will provide information through email, as well as posting on our school website.

Please ensure your contact information is up to date and accurate to ensure you receive timely notifications.

If you have any questions, please feel free to contact your child's homeroom teacher or the school office. Our school email address is [cms@hsd.ca](mailto:cms@hsd.ca) and our school phone number is 204-346-9644.

To avoid misinformation, please use official sources for the most up-to-date and accurate information. This can be found at <https://www.gov.mb.ca/covid19/index.html>

## Section 4: Public Health Orders and Guidance

Please see Hanover School Division Plan for more details:

<https://hsd.ca/wp-content/uploads/2020/08/Parent-Letter-Aug.-17-2020.pdf>

### **Understanding/Assessing Risk**

Posters will be placed at each cohort entrance to remind students, staff and visitors to wear a mask and to self screen prior to entering the building.

Signs will be posted in each classroom by the classroom sink to remind students and staff about safe hand washing procedures. Signs will be posted in every bathroom to remind students and staff about safe hand washing procedures.

Teachers will spend time at the beginning of the school year developing routines with students about handwashing, appropriate ways to wear and handle masks, cough and sneeze etiquette as well as physical distancing routines.

Each cohort will have a designated entrance. Pathways for each cohort will be clearly marked so that student movement is controlled and to avoid mixing cohorts. Teachers will move between classes when needed. For classes where students need to move to a different location, teachers will escort them to direct student movement. Cohort zones will be marked on the playground and students in each cohort will be asked to wear specific coloured pines during recess to ensure cohorts do not mix.

Divisional cleaning protocols will be followed in regards to cleaning of high use areas and high touch surfaces.

## Roles and Responsibilities

All employee groups will be trained to their specific roles and responsibilities related to COVID-19 procedures and protocols.

## Health Screening

We ask that parents and caregivers remain outside of the school to drop off their children. A staff member will greet students at their designated entrance and ask if they have self-screened prior to entry.

**Parents are asked to screen their children for symptoms before going to school.**

Students will need to know that they have been screened. Parents are asked to please keep their children home if they are exhibiting any symptoms.

If a child becomes sick at school or is demonstrating symptoms, parents will be contacted and the student will need to go home immediately. Please note that the administrator will have the final say in determining if a student should go home. If parents are not available, emergency contacts will be contacted. Please ensure that you have updated your emergency contact information.

If the student is exhibiting symptoms they will be removed from the classroom and brought to the medical room in the office where they will be given a medical mask and be isolated until they are picked up. If there is no space in the medical room, another space in the school will be made available. School staff will care for them and, if it is needed for a staff member to be in the room with them, the staff member will also wear a medical mask.

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 attending the school.

## Guidelines and Considerations

*Contact Tracing and Outbreak Management* - If symptoms develop while at school, the student will be isolated in the medical room in the front office. If there is no space in the medical room, another space in the school will be made available. If it is necessary to have two or more symptomatic students in a room together, they will be kept at least two metres away from others.

A medical mask will be provided to and worn by the sick student, unless there are safety issues that prevent the student from wearing a mask.

Parents or caregivers will be notified to come and pick up their child immediately. They can contact Health Links - Info Santé at (204-788-8200 or 1-888-315-9257) or the child's health care provider for direction, if required.

If a staff member or volunteer in a school becomes symptomatic, they will immediately isolate themselves from other staff and students, notify their administrator, and go home to monitor symptoms.

*Student Management - Physical Distancing* - Parents and caregivers should remain outside of the school during drop off / pick up of their students.

Students will be reminded to avoid hugs, high fives or fist bumps, and will be reminded to keep their hands to themselves. Students will be reminded that they should not be having physical contact with each other during recess play.

Teachers and staff will escort students as necessary to different classroom locations and teach students routines about movement inside the school building. Cohorts will be kept distant from each other.

In areas of the school where students are unable to maintain a distance of 2 metres between each other, they will be required to wear a mask. Mask breaks will be scheduled within the school day.

### **General Hygiene Measures**

Handwashing is the primary hand hygiene method according to the Chief Public Health Officer. Alcohol sanitizers is a secondary prevention method and will be available in all locations.

Clearspring Middle School is uniquely fortunate to have a sink in every classroom. This will make access for handwashing relatively easy. Soap, paper towels and hand sanitizer will be available by every sink. Hand washing posters will be placed by each sink in the lavatory and in classrooms.

Hand sanitizer will be available at each entrance of the school.

### **Cleaning and Sanitizing**

Recess equipment will be sanitized after each recess.

Music equipment, Phys Ed equipment, Home Ec equipment and Tech Ed equipment will be sanitized after each cohort.

Custodians will be following divisional protocols to clean high-traffic and high-contact surfaces. Washrooms will be cleaned a minimum four times/day and usage monitored. A school wide bathroom pass program will be used.

## **Personal Protective Equipment**

As mandated by the Province of Manitoba, all students and staff in Grades 4-12 will be required to wear a mask any time two metre physical distancing is not possible. At this point, students will need to wear a mask when they are in a classroom as the distancing requirement cannot be met. Students will be able to have a mask break when they go outside for recess and Phys Ed. Other mask breaks will be incorporated into the day where possible.

As mandated by the Province of Manitoba, all students and bus drivers are required to wear a mask when on the bus. Masks should be put on before getting onto the school bus.

Medical grade masks will be provided and must be donned in the event that a staff or student becomes ill while at school.

## **School Bus Transportation**

To support physical distancing on buses, to the greatest extent possible, parents are encouraged to transport their own children if they are able. Active transportation, such as walking and biking, should also be encouraged. For advice on car pooling, please visit <https://www.gov.mb.ca/covid19/restoring/transportation/html>

Parents of eligible students only, have received an email from HSD for each student in their family asking if bussing service (yes/no) to school is still required from September, to Christmas Break.

Your bus driver will notify you between Friday, September 4 and Tuesday, September 8th with anticipated pick up and drop off times.

## **Restricting Access to Buildings**

All staff and students who have symptoms of Covid-19 must stay home and self isolate in accordance with guidance from Manitoba Health.

All staff and students who have been identified as a close contact of a person with a confirmed case of Covid-19 must stay home and self-isolate in accordance with guidance from Manitoba Health.

All staff and students who have travelled outside Canada or Manitoba (outside of the provincially acceptable locations) in the last 14 days must stay home and self-isolate in accordance with guidance from Manitoba Health.

Visits from parents or volunteers should be minimized to the greatest extent possible. Visitors are asked to follow the directions on all signage at the school. There will be a designated "Visitor" door at the front entrance of CMS.

All visitors and volunteers must adhere to self-screening, physical distancing, and recommended hygiene practices. Visitors with any symptoms consistent with COVID-19 should not enter the school.

Schools are required to keep a list of all visitors.

**We are looking forward to a great school year!**