

Back-to-School Guide for Staff, Parents and Students of École Jours de Plaine

September 2nd, 2020

Although the situation related to the coronavirus is changing rapidly, the DSFM and École Jours de Plaine have an obligation to prepare for the return to class scheduled for September. First and foremost, know that the health and safety of our school communities remain my top priority. The division works with the Ministry of Education as well as with the health authorities to make the best decisions possible to ensure that our schools remain caring environments. I am always open to discuss with you to put in place procedures that I have possibly forgotten. For the well-being of our children, we want to harmonize all adults (school staff, community professionals and parents / guardians) into a single system committed to supporting our young people. It is important that we have procedures in place for Jours de Plaine and follow-up with the students every day.

This document is linked to the Back-to-School Guide for Parents and Caregivers provided by the DSFM (August 28th version) and we have added more details that affect École Jours de Plaine. This is a living document to which changes will certainly be made depending on the situation.

Priority for the start of the school year

The well-being and mental health of students is a priority and is the responsibility of everyone, especially teachers. We will take into account the impact of the pandemic on students and we will promote educational practices that will ensure the health and well-being of all:

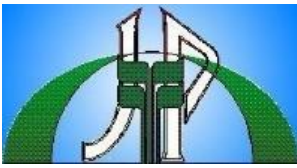
- Establish a secure and trusting climate at the start of the school year;
- Promote a sense of belonging;
- Be alert and listen;
- Be sensitive or attentive to the effects of the pandemic on learning;
- Plan a favorable time and adequate means to organize the learning verification tasks;
- Prioritize recovery with students who were identified as being at risk.

Self-assessment every morning

- A reminder, no one should come to school sick.
- Each parent will be responsible to screen their child before they leave for school.
(<https://sharedhealthmb.ca/covid19/screening-tool/>)
- The Shared Health screening for staff will continue each morning and they are to sign the booklet on Michelle's desk.
- In addition, there is a new online screening by the DSFM that the staff needs to complete every morning.
([PowerSchool atrieveERP - Back to School COVID-19 Package.pptx](#))

Reminders to do every day.

- We will establish a daily routine of distancing and personal hygiene for each individual in the school by reminders to wash hands frequently and to practice social distancing when possible at a minimum of one meter.



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- ☑ All students from prekindergarten to 12 will wear a mask in school when we cannot observe social distancing of two (2) meters. This will be in the hallway of the school and during the movement of the students.
- ☑ Students from grades 4 to 12 will wear a mask in the school buses.
- ☑ We ask parents and guardians to provide reusable masks for each of their children.
- ☑ The wearing of a mask for students in grades K-3 is permitted, but not required at this time.
- ☑ In order to maximize the number of students per classroom, the ministry recommends the "cohort" mode. This means that students can stay at a distance of one (1) meter from each other in the classroom. When the students are no longer in cohort mode, a distance of two (2) meters must be respected. École Jours de Plaine, in principle, is a cohort. We will still try to keep the following groupings :
 - prekindergarten to grade 2 (14 students)
 - grades 3 to 12 (23 students).
- ☑ It is recommended that there is good air circulation in the classroom or to teach outdoors.
- ☑ What is defined as "Close Contact"? Dr. Brent Roussin says, "This is someone who is within 2 meters of contact for more than 15 minutes."

Here is a general outline of the school day:

- In the morning Mme Brenda, Mme Brittany and Mme Leah will be outside directing the students to the correct door. Students must enter at a minimum distance of 1 meter.
 - prekindergarten to grade 2 - west door (14 students)
 - grades 3-4-5 - portable # 2 (7 students)
 - grades 6-7-8 - main south entrance (12 students)
 - grades 9-12 – west door (4 students)
- Larger classrooms will be used to accommodate the larger groups. Here is the assignment of JDP students :
 - prekindergarten/kindergarten - M. Rida and Mme Stacy plan to do their instruction outside so please send your child dressed for the weather. When they have to be inside, their class will be room # 19.
 - grades 1-2 – Mme Henriette in room 11
 - grades 3-4-5 – Mme Anne Marie in portable # 2; however, the grade 5 students will also be in room # 18 for French and Math class in the morning.
 - grades 6-7-8 – M. Roussel in room # 15; however, the grade 6 students will also be in room # 17 for French and Math class in the morning.
 - grades 9-12 - M. Jean-Luc in room # 10. Campus classes will also be offered in room # 16 and portable # 1. We are still able to offer all the courses that the students chose in April / May.
- For teachers, in case of absence, the following cohorts are will in effect as much as possible :
 - Mme Henriette, M. Rida and Mme Stacy
 - Mme Anne Marie, Mme Yolande and M. Roussel
 - M. Jean-Luc, Mme Brenda and Mme Leah
- To avoid possible contamination by exchanging materials, each student from K to 8 will have a personalized tray, provided by the DSFM, which will contain their learning tools.
- Since the lockers, as a preventive measure, will not be used, each student will bring their personal equipment in their bag which will be placed under their desk.
- Our educational assistants will be placed with the following cohorts :
 - Mme Ashelyn - prekindergarten / kindergarten
 - Mme Lynn – prekindergarten / kindergarten and grades 1-2
 - Mme Mélanie and Mme Brittany – grades 3-8



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Recess and Meals

- Recess time is important for students as it allows them to take in some fresh air and stretch their legs. There will be 26 students out to recess the morning (grades 1-8) and 14 students at recess in the afternoon (grades 1-5). We are not going to divide the schoolyard, that is to say that the students will be able to play everywhere on the schoolyard. The students will be able to play together as long as they respect the distance of one meter.
 - *For recess exiting :*
Our hallway is barely 2 meters so this space will be managed by the teachers in the school. They will help the pupils not to put themselves at risk in this space.
 - grades 1-2 - west door (7 students)
 - grades 3-4 - portable # 2 (7 students)
 - grades 5-6-7-8 - main south entrance (15 students)
 - *For recess entrance :*
Students must line up one meter apart to avoid congestion in the hallway and enter through their same exit door.
- Lunch time for students in kindergarten through grade 12 will be in their homeroom class and portable # 2 and will run from 11h45-12h45.
- There will be 3 educational assistants present to supervise the classes during mealtime.
- The use of microwaves will not be permitted.
- The breakfast program will be served individually by a staff member to the students in their classroom and will be reviewed with the staff.
- Hot lunches can continue. Adults will serve it to students in their classroom.
- The school always keeps emergency lunches (soft bars, fruit compote, soup, etc.) in reserve. We will continue to distribute it individually as needed.

Water Fountain and Bathrooms

We have a water fountain with filling station:

- To minimize traffic in the hallways in the morning, each student will need to fill their water bottle at home before arriving at school and bring it home after school.
- Students will use the water bottle filling station and the water fountain will be closed.
- When a student must wait for the filling station, he must make sure to keep 2 meters away

We have 4 bathrooms at the school

- 2 bathrooms in room # 19 (preschool/kindergarten)
 - one will be designated for preschool/kindergarten students
 - the 2nd will be designated for the grades 1 and 2 students
- the 2 full main bathrooms next to the gymnasium will be used for the grades 3 to 12 students.
There will be orange cones near each main bathroom door. The student will have to slide the cone with his foot to indicate that the bathroom is occupied. When he is finished, he must slide the cone to indicate that it is free. If another student arrives and it is busy. The student can wait a distance of 2 meters from the door.

Student Schedules

- Mme Connie, the janitor, will make sure to do the cleaning at noon when there is a change of rooms for the students (portable # 1).
- Here are the timetables for JDP 2020-2021 students (subject to change):



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Horaire 1e-2e - 2020-2021 JDP (Salle #11)

SEMESTRE 1 & 2					
	lundi	mardi	mercredi	jeudi	vendredi
9h00 - 10h30 (90 minutes)	Français (Mme Henriette #11)	Français (Mme Henriette #11)	Français (Mme Henriette #11)	Français (Mme Henriette #11)	Français (Mme Henriette #11)
10h30 - 10h45	Récréation				
10h45 - 11h45 (60 minutes)	Mathématiques (Mme Henriette #11)	Mathématiques (Mme Henriette #11)	Mathématiques (Mme Henriette #11)	Mathématiques (Mme Henriette #11)	Mathématiques (Mme Henriette #11)
11 h 45 - 12 h 45	Dîner				
12h45 - 13h15 (30 minutes)	Éducation physique (M. Roussel #03)	Éducation physique (M. Roussel #03)	Éducation physique (M. Roussel #03)	Éducation physique (M. Roussel #03)	Éducation physique (M. Roussel #03)
13h15 - 13h50 (35 minutes)	Sciences de la nature (Mme Henriette #11)	Sciences de la nature (Mme Henriette #11)	Sciences de la nature (Mme Henriette #11)	Sciences de la nature (Mme Henriette #11)	Sciences de la nature (Mme Henriette #11)
13h50 - 14h05	Récréation				
14h05 - 14h35 (30 minutes)	Science humaines (Mme Henriette #11)	Science humaines (Mme Henriette #11)	14h05-15h15 Éducation artistique (Mme Henriette #11)	Science humaines (Mme Henriette #11)	14h05-15h15 Éducation artistique (Mme Henriette #11)
14h35 - 15h00 (25 minutes)	Bibliothèque dans la classe 1e-2e (Mme Mélanie)			Bibliothèque dans la classe 1e-2e (Mme Mélanie)	
15h00 - 15h30 (30 minutes)	Français (Mme Henriette #11)			Français (Mme Henriette #11)	

Horaire 3e-4e-5e - 2020-2021 JDP

SEMESTRE 1 & 2					
	lundi	mardi	mercredi	jeudi	vendredi
9h00 - 9h55 (45 minutes)	Français 3e-4e (Mme Anne Marie P#2) Français 5e-6e (Mme Yolande #17/#18)	Français 3e-4e (Mme Anne Marie P#2) Français 5e-6e (Mme Yolande #17/#18)	Français 3e-4e (Mme Anne Marie P#2)	9h - 10h10 Français 3e-4e (Mme A M P#2) Français 5e-6e (Mme Yolande #17/#18)	Arts visuel 3e-4e-5e (Mme Anne Marie P#2)
9h55 - 10h30 (45 minutes)	10h10-10h30 Arts visuel 3e-4e-5e (Mme Anne Marie P#2)	10h10-10h30 Arts visuel 3e-4e-5e (Mme Anne Marie P#2)	Français 5e-6e (Mme Yolande #17/#18)	10h10-10h30 Sciences de la nature 3e-4e-5e (Mme Anne Marie P#2)	
10h30 - 10h45	Récréation				
10h45 - 11h15 (30 minutes)	Mathé 3e-4e (Mme Anne Marie #P2)	Mathé 3e-4e (Mme Anne Marie #P2)	Sciences humaines 3e-4e-5e (Mme Yolande P#2)	Mathé 3e-4e (Mme Anne Marie #P2)	Mathé 3e-4e (Mme Anne Marie #P2)
11h15 - 11h45 (30 minutes)	Mathé 5e-6e (M. Roussel #17/#18)	Mathé 5e-6e (M. Roussel #17/#18)		Mathé 5e-6e (M. Roussel #17/#18)	Mathé 5e-6e (M. Roussel #17/#18)
11 h 45 - 12 h 45	Dîner				
12h45 - 13h40 (55 minutes)	Sciences de la nature 3e-4e-5e (Mme Anne Marie P#2)	Sciences humaines 3e-4e-5e (Mme Yolande P#2)	Mathé 3e-4e (Mme Anne Marie #P2)	Sciences humaines 3e-4e-5e (Mme Yolande P#2)	Sciences de la nature 3e-4e-5e (Mme Anne Marie P#2)
13h40 - 13h50 (10 minutes)			Mathé 5e *** (M. Roussel #17/#18)		
13h50 - 14h05	Récréation				
14h05 - 14h35 (30 minutes)	Éducation physique 3e-4e-5e (M. Jean-Luc #03)	Éducation physique 3e-4e-5e (M. Jean-Luc #03)	Éducation physique 3e-4e-5e (M. Jean-Luc #03)	Éducation physique 3e-4e-5e (M. Jean-Luc #03)	Éducation physique 3e-4e-5e (M. Jean-Luc #03)
14h35 - 15h30 (55 minutes)	Français 3e (Mme Anne Marie #18) Anglais 4e-5e (Mme Brenda P#2)	Français 3e (Mme Anne Marie #18) Anglais 4e-5e (Mme Brenda P#2)	Français 3e (Mme Anne Marie #18) Anglais 4e-5e (Mme Brenda P#2)	Français 3e (Mme Anne Marie #18) Anglais 4e-5e (Mme Brenda P#2)	Français 3e (Mme Anne Marie #18) Anglais 4e-5e (Mme Brenda P#2)



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Horaire 6e-7e-8e - 2020-2021 JDP

SEMESTRE 1 & 2					
	lundi	mardi	mercredi	jeudi	vendredi
9h00 - 9h55 (45 minutes)	Français 5e-6e (Mme Yolande #17/#18) (Français 7e-8e (M. Roussel #15)	Français 5e-6e (Mme Yolande #17/#18) (Français 7e-8e (M. Roussel #15)	Français 5e-6e (Mme Yolande #17/#18) (Français 7e-8e (M. Roussel #15)	Français 5e-6e (Mme Yolande #17/#18) (Français 7e-8e (M. Roussel #15)	9h - 10h30 Arts visuels 6e-7e-8e (M. Roussel (P#1)
9h55 - 10h30 (45 minutes)	Français 5e-6e - lecture (#17/#18) Français 7e-8e (M. Roussel #15)	Français 5e-6e - lecture (#17/#18) Français 7e-8e (M. Roussel #15)	(Français 7e-8e (M. Roussel #15)	Français 5e-6e - lecture (#17/#18) Français 7e-8e (M. Roussel #15)	
10h30 - 10h45	Récréation				
10h45 - 11h15 (30 minutes)	Mathé 5e-6e (M. Roussel #17/#18) Mathé 7e-8e (M. Jean-Luc #15)	Mathé 5e-6e (M. Roussel #17/#18) Mathé 7e-8e (M. Jean-Luc #15)	Mathé 6e (M. Roussel #18) Mathé 7e-8e (M. Jean-Luc #15)	Mathé 5e-6e (M. Roussel #17/#18) Mathé 7e-8e (M. Jean-Luc #15)	Mathé 5e-6e (M. Roussel #17/#18) Mathé 7e-8e (M. Jean-Luc #15)
11h15 - 11h45 (30 minutes)					
11 h 45 – 12 h 45	Dîner				
12h45 - 13h40 (55 minutes)	Anglais 6e-7e-8e (Mme Brenda P#1)	Anglais 6e-7e-8e (Mme Brenda P#1)	Anglais 6e-7e-8e (Mme Brenda P#1)	Anglais 6e-7e-8e (Mme Brenda P#1)	Anglais 6e-7e-8e (Mme Brenda P#1)
13h40 - 14h35 (55 minutes)	Sciences humaines 6e-7e-8e (Mme Yolande P#1)	Sciences de la nature 6e-7e-8e (M. Roussel P#1)	Sciences de la nature 6e-7e-8e (M. Roussel P#1)	Sciences de la nature 6e-7e-8e (M. Roussel P#1)	Sciences humaines 6e-7e-8e (Mme Yolande P#1)
14h35 - 15h30 (55 minutes)	Sciences de la nature 6e-7e-8e (M. Roussel P#1)	Éducation physique 6e-7e-8e (M. Jean-Luc #03)	Éducation physique 6e-7e-8e (M. Jean-Luc #03)	Sciences humaines 6e-7e-8e (Mme Yolande P#1)	Éducation physique 6e-7e-8e (M. Jean-Luc #03)

Horaire secondaire - 2020-2021 JDP

SEMESTRE 1 & 2					
	lundi	mardi	mercredi	jeudi	vendredi
9h00 à 9h55	Sciences de la nature 10F (#10) Sciences de la nature 20F (#10) Biologie 40S (#16)	Anglais10F & 20F (P#1) Chimie 40S (#16) Physique 30S (#10)	Sciences de la nature 10F (#10) Sciences de la nature 20F (#10) Biologie 40S (#16)	Sciences de la nature 10F (#10) Sciences de la nature 20F (#10) Biologie 40S (#16)	Sciences humaines 10F (#17) Histoire 30F (#10)
9h55 à 10h50	Étude à la famille 10S (P#1) Chimie 40S (#16) Physique 30S (#10)	Vie travail - exploration 10S (P#1) Physique 40S (#10) Chimie 30S (#16)	Anglais10F & 20F (P#1) Chimie 40S (#16) Physique 30S (#10)	Étude à la famille 10S (P#1) Physique 40S (#10) Chimie 30s (#16)	Vie travail - exploration 10S (#17)*** Physique 40S (#10) Chimie 30S (#16)
10h50 à 11h45	Vie travail - exploration 10S (#10)	Anglais 30S & 40S (P#1) Musique tech. Charlee (P#1) IMAP 20S (#16)	Anglais 30S & 40S (P#1) Musique tech. Charlee (P#1) IMAP 20S (#16)	Anglais 30S & 40S (P#1) Musique tech. Charlee (P#1) IMAP 20S (#16)	Anglais10F & 20F (P#1)
11h45 à 12h45	Récréation				
12h45 à 13h40	Sciences humaines 10F (#17) Histoire 30F (#10)	Pré-calcul 30S (#16) Arts visuel 10S (#10)	Sciences humaines 10F (#17) Histoire 30F (#10)	Pré-calcul 30S (#16) Arts visuel 10S (#10)	Pré-calcul 30S (#16) Étude à la famille 10S (#17)
13h40 à 14h35	Mathé 10F (#10) Mathé au quotidien 40S (#10) Musique tech. Clara (#10)	Français 10F, 20F, 30S & 40S (#10)	Français 10F, 20F, 30S & 40S (#10)	Français 10F, 20F, 30S & 40S (#10)	Mathé 10F (#10) Mathé au quotidien 40S (#10) Musique tech. Clara (#10)
14h35 à 15h30	Arts visuel 10S (#10)	Éducation physique 6e-10e (#03)	Éducation physique 6e-10e (#03)	Mathé 10F (#10) Mathé au quotidien 40S (#10) Musique tech. Clara (#10)	Éducation physique 6e-10e (#03)
		M. Jean-Luc M. Roussel	Mme Brenda Mme Yolande	Mme Anne Marie Campus	Mme Leah



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Student Services

- Students with special needs will be well supported. Personalized learning plans will be updated in September, individualized interventions will also be permitted.
- School Student Services and the Division's Student Services team will also ensure all educational tools are available to all teachers.
- For those students who cannot attend school due to a health concern, we will ensure that they receive an education appropriate to their needs.
- If certain accommodations must be made to meet the needs of certain students, the DSFM will provide them.
- For students with health conditions, the DSFM will, with the help of local health authorities, implement necessary measures for a safe return. If this is not possible, these students will have access to distance education.
- PPE supplies will be available for staff members working closely with students requiring significant personal support. These students will also have access to PPE.

It is important to remember that the Ministry of Education continues to work very closely with the key players who support the safest possible return to school. For more information, please visit the following site:

<https://www.edu.gov.mb.ca/k12/covid/sup p ort / r s s n . h t m l .>

Recovery Learning

We recognize that some students will arrive in September requiring additional linguistic support. With the help of Programming and Student Services, teachers will assess student needs in order to manage recover and consolidated curricula. This will take place throughout the school year.

All teachers were required to include individualized comments in student report cards to reflect academic notions that were not learned or not taught.

- Based on these comments, teachers will be able, throughout the year, to ensure that students acquire the concepts necessary to continue their academic journey. Evaluations will be completed for each student by mid-October in reading, writing, numeracy and oral communication.
- In order to help students with special needs, the "student services" teams in each school will be supported by various specialists from the divisional team (psychologist, social worker, occupational therapist, speech therapist, resource teacher).
- There is an expectation that all students participate fully in their education. These will be evaluated on the work done, whether face-to-face or remotely.

Transportation

- In the morning Mme Brenda, Mme Brittany and Mme Leah will be outside directing the students to the correct door. Students must enter at a minimum of a distance of 1 meter.
 - prekindergarten to grade 2 - west door (13 students)
 - grades 3-4-5 - portable # 2 (7 students)
 - grades 6-7-8 - main south entrance (10 students)
 - grades 9-12 - west door (4 students)
- Regarding the disembarking of students who do not take the school bus, we ask parents to park their car in the parking lot and accompany their child to their respective entrance. Disembarking is only possible after 8:50 a.m.
- As for boarding the buses, starting at 3:25 p.m. the office will call each family of the 2 buses in 1 minute intervals (or when we see the family boarding) to ensure distancing.



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- For students who walk to school or get picked up, they have to wait until the buses have left.
- Some staff members prefer to drive their child (ren) themselves. If necessary, the member will be responsible for his / her child (ren) until 8:50 am and will have to ensure that the child (ren) remain (s) in his / her presence.

Guidelines for Transportation to Schools (Manitoba Education)

When possible, it is recommended that you use other means of transportation to get to school. Parents, guardians and students can provide their own transportation, including carpooling, walking or cycling, to avoid possible exposure to the virus on the bus. It should be noted that carpooling also presents transmission risks. For advice on minimizing this risk, visit www.gov.mb.ca/covid19/infomanitobans/transportation.html.

When the only means of transport is the school bus, school bus drivers and students must follow the following guidelines:

- Students showing symptoms of COVID-19 should not go to school or board buses (go to <https://covid19.soinscommunsmb.ca/covid19/outil-de-depistage/>).
- Drivers who show symptoms of COVID-19 should not drive a bus (see <https://covid19.soinscommunsmb.ca/covid19/outil-de-depistage/>).
- All passengers on the school bus and the driver must wear a mask nonmedical. They should wear it before entering the bus and, if the environment permits, remove it after exiting the bus. (Mask wearing guidelines can be found at www.manitoba.ca/covid19/updates/prepareandprevent.fr.html).
- All passengers and drivers should wash their hands before entering and exiting the bus;
- When the capacity of the bus allows it, leave the seat located directly behind the driver vacant;
- When possible and weather permitting, open windows and/or roof vents to increase ventilation;
- Assign seats so that the same students are seated in the same seats every day for regular bus routes ;
- When possible, sit one student per bench on the school bus. Students from the same household can also sit together on a bench;
- When it is not possible to seat one student or students from the same household per bench, seat students from the same cohort on the same bench;
- Regardless of the seating needs, ensure that school bus passenger and driver lists are kept up to date to allow contact tracing as needed;
- Students who require an accompanying person can sit with their accompanying person (as if they were from the same household or from the same cohort);
- When a student who either requires a device to help him or her movement or who has a restraint system and therefore cannot respect physical distancing, additional considerations may be necessary (see www.edu.gov.mb.ca/m12/covid/reopening/aide_non_fournie_distance.html);
- In accordance with standard processes, students must remain seated in their own seats and must not move around on the bus;
- Students can change school bus for transportation to school or home; these pupils will be considered as members of the two cohorts;
- Children should maintain a physical distance of two meters when queuing to board or exit the bus;
- At school, the arrival and departure times of school buses should be staggered, if possible, to avoid crowding at the school entrance;
- Buses must be filled from back to front and emptied from front to back. Only one student or group of students from the same household at a time should get up and go out in order to minimize close contact between students. However, we will have to make certain accommodations by placing a student in preschool;
- Ensure thorough cleaning of seats or other frequently touched surfaces (eg, windows, handrails) before each new group of students boarding;



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- Hard surface disinfectants or cleaning products may be carried on a school bus as long as they are safe and not accessible to students (1 liter maximum);
- Additional physical distancing measures may be required during the school year, depending on public health guidelines and the risks of COVID-19 transmission.

Extracurricular Activities

Although the distance instruction is still in place, it will be possible to hold certain extracurricular activities while ensuring that these instructions are followed. This might require modifying some activities, but we understand that with a little creativity our staff can work wonders. We will review the extracurricular activities as a team and see what is possible with distancing.

Outings and Field Trips

Although the DSFM does not look favourably on outings and excursions in times of a pandemic, these are permitted by the Province. That said, student participation must remain voluntary and must be accompanied by the permission of the parents or guardians of each student. Very detailed planning will also need to be presented before the activity is accepted. Here are some things to consider:

- Other external sites present more risk than closed sites.
- Avoid crowds when you cannot maintain the two-meter distance.
- Make sure there is cleansing gel or soap in frequent places.
- For student transportation, if necessary, refer to the transportation guide.
- Make sure each student has their own bottle of water.
- It doesn't matter if you are on a school trip or at school, you should follow public health recommendations.

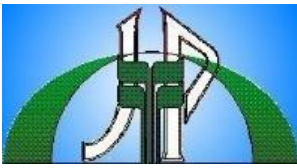
The Terry Fox Walk could take place and we will be able to take a bus and private vehicles. We will discuss this with the staff, the division and the parents.

Staff Room

Since the proposed scenario requires being vigilant with regards to social distancing, we must ensure that teachers are entitled to 55 minutes of meals without the presence of students and that support staff also have access to their break times. without students. The staff member can eat in their classroom if the students are not present. Otherwise, we will have to find a room to accommodate these breaks: the library, part of the gymnasium, etc. Staff members must respect a separation of two (2) meters since they are part of the cohort of students in their charge and not a cohort per say. We also ask that you ensure that each staff member cleans his or her space where he or she ate their meal. At École Jours de Plaine, 2 staff members will be permitted in the kitchen and 3 members plus the secretary and the principal (in her office) in the main office area. Students are not allowed in the staff room.

Cleaning of Bathrooms and Classrooms

After each break and recess, Mme Connie should ensure that the bathrooms and classrooms are cleaned diligently, including all flat surfaces and all taps. Also, banisters, doorknobs, and fountains should be sanitized frequently.



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Lockers

In order to avoid any propagation during scenario 2, the lockers will not be used.

- Students from kindergarten to grade 8 will have their own desk and will be able to store their own supplies.
- The high school students can leave their supplies in a box designated for them in their classroom.

Masks

- Wearing a mask, as indicated by the head of public health, is now mandatory for students in grade 4 to 12 when they cannot respect the set distance of two (2) meters. This will be in the hallway of the school and during the movement of students.
- Wearing a mask during recess is not mandatory for students so long as they respect the one (1) meter distance.
- Wearing of masks for adults is mandatory if the one (1) meter distance cannot be respected.
- We ask parents to purchase a minimum of two reusable masks so that they can be washed daily. We ask that you send them with your child every day.
- There will be masks available at the school if needed.
- Masks will also be compulsory for staff and visitors.
- Please see the following link on how to wear a non-medical mask or face cover : <https://www.youtube.com/watch?v=yt7JJYGfjHA>

Public Health Measures

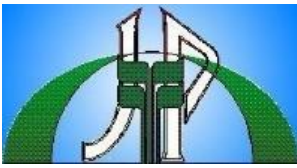
School divisions in the province are required to follow public health recommendations. It is clear that to minimize the risks of spread and transmission, we all need to be proactive:

Health Self-Assessment

- It is up to each parent to ensure that before sending their children to school or on the bus, they do not show any symptoms related to COVID-19.
- Each staff member will also have to undergo the screening self-assessment test before leaving home.
- Staff members will need to sign a register located in the main office indicating that they have completed the screening before coming to school.
- Here are the links for screening :
 - <https://covid19.soinscommunsmb.ca/covid19/outil-de-depistage/> (French)
 - <https://sharedhealthmb.ca/covid19/screening-tool/> (English)
 - [PowerSchool atrieveERP - Back to School COVID-19 Package.pptx \(staff only\)](#)

Symptoms

- If a student presents or develops symptoms while at school, immediately give him a medical mask and isolate the child in the library. (If the student is young, an adult should stay with him.) A call will then be made to the parents to pick up their child right away and seek medical advice.
- The school will immediately contact the parents and guardians to pick up their child and will also ask the parents and guardians to contact Health Links 204-788-8200 or 1-888-31 5-9257 or the family doctor.
- If a student requires the presence of an adult when confined, a staff member that has washed their hands will wear a mask and remain with the student.



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- If the school is not able to reach the parents or guardians of the child who shows symptoms of COVID-19, the child will remain isolated in quarantine at the school.
- Once the child leaves the isolation room, it should be disinfected.
- A child who exhibits symptoms related to COVID-19 will only be able to return to school once a public health official deems it appropriate. If the said child has received a positive diagnosis of the virus, public health will provide the necessary information to the family and to the school. Generally, public health follows up promptly; or between 24 h and 48 h as soon as the laboratory report is sent.
- If a staff member experiences symptoms similar to COVID-19, they will need to self-isolate, notify their supervisor, and leave for home. This will result in disinfection of the surfaces which are generally used the most by the staff member.
- Staff members who are on sick leave or who are in personal isolation must follow the School Division's administrative guidelines and the collective agreement. A medical note is not required for staff members who have the COVID-19 virus or flu (or cold) symptoms, as well as those caring for a close family member who has these symptoms.

Aggravating Factors of Personal Risk

Arrangements will be necessary for students, staff, teachers and administrators who may be at high risk of contracting the virus.

Distance education will be in place for students who, in connection with COVID-19 factors, will have a medical note indicating that they cannot be in the classroom. This kind of situation is rather rare and is limited to students who have an immune deficiency system or a medical condition that would increase the risk of contracting the virus. Parents and guardians must first consult with their family doctor in order to obtain this accommodation.

Hand Cleaning

- Students must clean their hands with a cleaning gel when entering the bus, arriving and leaving the school (with supervision).
- All individuals present in the school must clean their hands :
 - before and after going to the bathroom;
 - before and after eating;
 - after sneezing or blowing your nose;
 - after wiping his nose;
 - when the hands are dirty;
 - before food preparation;
 - before and after breaks or recess;
 - whenever entering a room throughout the day;
 - after a diaper change (for staff);
 - before and after removing and putting a mask;
 - after performing cleaning tasks.
- Good hygiene practices can be taught at any age, including toddlers. Using a stopwatch can help, as can reciting (in your head) a short rhyme. The important thing is that if you use regular soap, it takes a minimum of 20 seconds to clean well.
- It is important to teach and model everything related to sneezing and coughing fits. This includes sneezing and coughing either into a tissue or your elbow, then making sure you throw away the tissue (s) and finally wash your hands.
- Personal effects such as hats, hair accessories, lip balm, food, drink, etc., should not be shared.



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Cleaning and Disinfection (Mme Connie and Mme Brittany)

The frequency of cleaning the most "common" surfaces, as well as any place "shared" by individuals, must be increased. In this regard, each school must:

- Clean heavy-duty surfaces: doorknobs, light switches and more, chairs, desks, art supplies, physical education equipment, tools, etc. at least twice a day.
- Increase monitoring of cleansing gel stations to ensure there is no lack.
- Make sure to clean the washrooms at least six times a day: morning, before and after recess, before and after dinner, end of the day).
- School staff will leave the school by 6:00 p.m. to support the janitors with the cleaning and disinfection of the school.

Outbreak or Tracing of Possible Contacts

- With the possibility that one of our schools is affected by the virus, that is to say that there is a "confirmed case" in one of our schools, all communication to parents will be handled by Manitoba Public Health.
- The tracing of people who might have been in contact with the "confirmed case" will also be carried out by public health; this with the help of pre-established cohorts.
- Public health could :
 - consult with students, families or staff who may have been in close contact with a confirmed (or probable) case and inform them if they need to self-isolate and monitor. Also, public health could determine the to return to school date.
 - requisition documents, schedules, etc., identify cohorts, staff members and visitors who may have been in contact with the confirmed case;
 - offer to administer tests to contacts of the confirmed case;
 - assess whether a partial or complete closure of the school should take place;
 - public health will provide schools with affected students with a standard letter to share with parents, staff and students.

Varia

Visitors and Volunteers

- A poster will be placed at the main entrance of the school to remind visitors that wearing a mask is mandatory and will also indicate any other safety instructions to follow.
- For the month of September, the main door of the school will be locked to minimize entry and exit to what is strictly necessary. We will re-evaluate this for the month of October. In this regard, it is preferable to favor communications by telephone or by video.
- When a visitor or volunteer arrives, they must first have made an appointment, have self-assessed with the help of the Shared Health Screening tool. He or she should also clean his or her hands and, if this person must meet a member of staff, wear a mask. Distancing rules will also be applied throughout their visit. If these regulations are refused, said person will not be able to enter the school.
- The school must keep a register of all visitors.
- With regards to visitors, it is important to prioritize the individuals who are directly linked to the implementation of health and education measures: nurses, interns, meal program volunteers, etc.
- For now, public health does not allow community use of schools, so it is with regret that we will have to put community activities on hold. This directive does not apply to daycares.



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Use of IT Tools

To ensure that each laptop, tablet or fixed device is used to its' full potential, teachers will be responsible to retrieve, clean and replace the technological tools in their designated location. They will need to be cleaned as soon as a user has finished with them. Disinfectant wipes can be used for keyboards and displays. There are also anti-static wipes that can do the trick.

What to do in the event of a change or decline in the pandemic?

Decisions made about returning to class come from public health, which is analyzing data from the COVID-19 situation in Manitoba. These analyzes are based on several factors arising from the tests carried out on the population as well as several other sources. School divisions should follow these recommendations.

We must therefore keep in mind that at any time we could switch to a different scenario, with little notice, always depending on the health situation of the Province.

In the event that public health withdraws the distancing and grouping restrictions, the DSFM schools will return to offering a so-called "regular" program, therefore in the classroom without any cleaning or isolation measures.

In the event that public health tells us that the majority of students will have to be at a distance to take their courses, the Division scolaire franco-manitobaine has already developed a return plan in this regard.

This scenario is the one we experienced from March to June, where students are at home and receive distance education. This scenario, which would be imposed by the Chief Medical Officer of Health, is intended to be a level where the majority of students would be at a distance. Only students with special needs and those who have no access to distance learning would be face-to-face.

Ventilation

Transmission of the virus is less likely when environments are well ventilated. Here are some strategies to adopt:

- Avoid recirculation of air.
- In general, ventilation of the building with fresh air; either by opening windows or by increasing the ratio of outside air in the HVAC system, will help to dilute the concentration of individual expirations in the building.
- Make sure that the forced air is not directed towards people or the surfaces most used.
- Assess the risk of opening windows and doors (e.g. falls, triggers for asthma symptoms).
- Teachers are encouraged to teach outdoors. Canopy tents will be available for this purpose.
- The preschool / kindergarten team already started planning for outdoor education back in May.

Food Handling

The best way to prevent transmission is for each parent to provide lunch and snacks for their child.

When not possible:

- The staff should serve the food.
- Never use their hands, but rather utensils to serve food.
- Make sure to remove any containers from the eating areas: pitcher of water or milk, salt shaker, pepper shaker, container for snacks, etc.
- If you are using pre-packaged food, distribute them individually.
- For snack programs, make sure it is individually wrapped snacks and serve the snacks individually.
- Close kitchens and eating areas that may be accessible to students or visitors. The kitchen is not accessible to students.
- Be sure to follow proper food handling measures when preparing and serving food.



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Stop activities or classes that involve student participation with regards to food handling.

Hot lunches will be on hold until the end of October.

Singing of the National Anthem, Prayer and Morning Announcements

- Our national anthem will be played on the school intercom in the morning during the morning announcements.
- When the prayer permission sheets are handed over to the division, prayer will be offered in the morning after the announcements in each classroom. The DSFM recognizes this right and will try, with all the constraints related to the challenge of gathering and distancing, to maintain these exercises.

Permission to Leave School

- Permission to leave school grounds will not be permitted. We still ask parents to notify the school when they are going to pick up their children.
- If a student has a medical appointment and must leave, he or she can come back to school, but must do the required self-assessment screening prior to re-entry and of course follow the hygiene protocol.

Music and Physical Education Classes

The music classes will be offered in the classroom. This year there will be an emphasis on the visual arts and in particular art therapy.

FMJ (Festival Musique Jeunesse) will still be offered to the grade 8-12 students.

For physical education, this course will be offered as often as possible, outdoors.

Fire Evacuation, Tornado, Lockdown and Bus Evacuation Exercises

The fire evacuation, tornado, lockdown, and bus evacuation exercises will not take place before students are doing well with this transition, and we have received further DSFM guidelines.