

Immanuel Christian School Pandemic Planning for 2020-2021



The checklist from the Manitoba's Restoring Safe Schools Document has been used to explain the approach Immanuel Christian School will use in the return to in class learning starting in September 2020. Plans submitted to MB Education in July have been updated to reflect the K-12 Guidelines for September 2020 released on July 30, 2020 and the COVID-19 K-12 School Settings Practice Guidelines and Protocols released August 13, 2020. The document is organized into 4 sections: Institutional Preparedness, Learning Preparedness, School Staff Preparedness and Students and Staff Preparedness.

Institutional preparedness

- Schedule increased cleaning and sanitation and ensure supplies are available
 - *After school has started and after student breaks, high touch surfaces will be disinfected.*
 - *Classroom surfaces will be disinfected twice daily.*
 - *All touch surfaces are disinfected at the end of each day with disinfectant spray.*
- Plan for increased hand hygiene
 - *Classrooms with sinks will focus more heavily on hand washing.*
 - *Classrooms without sinks will have hand sanitizer which will be used upon entry and exit into the classroom. Hand sanitizer will be readily available in the classroom.*
 - *Hand hygiene will be specifically taught and students will be reminded to wash or sanitize hands when appropriate.*
 - *Bathroom breaks before or after nutrition or activity breaks will be scheduled to ensure regular opportunities for hand washing.*
- Develop self-screening and symptom monitoring protocols
 - *Self-screening materials as provided by Public Health will be distributed to all staff and students.*
 - *The Self-Assessment tool from the Manitoba Government is a very helpful tool to determine if a child or staff member should be tested for COVID-19.*
 - *Public Health's screening checklist has been printed and distributed to all families to consult each day.*
 - *Staff and students should self-screen prior to each school day.*
 - *If a staff member or student has COVID-19 symptoms or flu related symptoms they should stay at home.*
 - *An up-to-date list of symptoms can be found at:
<https://www.gov.mb.ca/covid19/about/index.html>*
- Develop protocols for staff and students exhibiting symptoms
 - *A designated room close to the main office has been set aside for students displaying symptoms.*
 - *Students will stay in that room until a parent or caregiver picks them up. The room will be thoroughly cleaned after they have left. Students will be given a mask to wear until they are picked up.*

- *Staff members displaying symptoms will go home and self-isolate and contact Health Links (204-788-8200) or their health care provider for direction.*
 - *In the event that the sick student requires staff support, staff will wear a medical mask.*
 - *The sick room will be disinfected after the student has gone home.*
 - *Those exhibiting symptoms who attended school should seek Public Health guidance regarding getting tested for COVID 19 and in case of a positive test Public Health recommendations will be followed.*
 - *In the case of a negative test, individuals can return to school 24 hours after the symptoms resolve.*
 - *If individuals do not get tested, they should isolate for 14 days from symptom onset, and they may return if symptoms have resolved at that time.*
 - *In the event of a confirmed case of COVID-19, Public Health will lead the response and ensure the appropriate supports are in place to coordinate the response. Members of the school society will be informed in the case of a confirmed case in the school.*
- *Display COVID-19 information signs*
 - *Signs provided by Public Health are displayed at all entrances to the school.*
 - *Signs reminding staff and students about physical distancing, covering coughs and sneezing, and proper handwashing techniques will be distributed around the school and also in the washrooms.*
- *Personal Protective Equipment*
 - *Students (Grade 4 and up), teachers, staff, visitors and volunteers are required to wear non-medical masks in areas where physical distancing of two meters is not possible.*
 - *Students in K-Grade 3 may also use non-medical masks.*
 - *Non-medical masks should not be worn by anyone who: is unable to remove the mask without assistance (e.g. due to age, ability or developmental status), has breathing difficulties or, is under two years of age.*
 - *Proper use of masks will be taught and related signage will be posted.*
- *Create physical distancing plans*
 - *Washroom and change room capacity will be limited.*
 - *Classrooms will be rearranged to physically distance as much as possible while still accounting for age appropriate activities.*
 - *High school classes will be assigned their own rooms and teachers will move from classroom to classroom. Classrooms will be assigned strategically to match up with class sizes to allow the greatest physical distancing possible.*
 - *Since 2m spacing is not possible for all students in all classrooms, the school has been divided into cohorts of less than 75 individuals. As much as possible, staff will work mainly within one cohort.*
 - *As a result of the use of cohorts, all students are able to attend school 5 days a week.*
- *Create plan to manage foot traffic flow in entrances, hallways and shared space to avoid congestion*
 - *New timetables were created for all grades to ensure staggering of washroom breaks, activity breaks, nutrition breaks, etc.*
 - *Multiple points of entry and exit will be used (more than usual) in order to limit congestion.*

- *Staggered entry and dismissal of students for breaks and end of school day will be implemented*
- Review food handling and no-sharing policies to reduce risks
 - *Food services are not provided. Hot lunches will not take place until it is safe to do so.*
 - *Distribution of birthday treats will not take place until it is safe to do so.*
- Remove or reduce play with toys and equipment that cannot be sanitized
 - *Materials for play (e.g. puzzles or blocks) or for learning (e.g. Math Manipulatives) will be selected based on their ability to be easily cleaned after use.*
 - *Toys and learning tools (e.g. microscopes and math manipulatives) will be cleaned after use.*
 - *Library books that are returned to school will sit for 72 hours prior to being reshelved.*
- Review transportation routes, scheduling and consider alternatives (e.g. parents)
 - *Transportation to and from school by parents will continue as it has in other years.*
- Restrict the use of space that does not allow for physical distancing
 - *Outdoor spaces will be used when possible. (e.g. Phys-Ed outside weather permitting)*
 - *Smaller breakout spaces for working with special needs students will be assigned to individual students and EAs as much as possible.*
- Ventilation
 - *The guidelines provided by the government will be followed regarding ventilation as much as is possible with our school's infrastructure*
- Connect with local Public Health team for supports and information as required
 - *Administration will continue to closely follow Public Health Guidelines, MB Education information sessions and collaborate with MFIS schools in adapting school plans to meet the changes that arise from the Pandemic.*

Learning preparedness

- Determine approach to recovery learning and transition planning
 - *Transition meetings between teachers of the various grades have already taken place.*
 - *With many teachers returning from last school year, regular contact will be made between teachers to identify areas where gaps in curricular learning may exist.*
- Ensure schedules allow for time for collaborative planning
 - *For Grades 7-12, with the implementation of cohorts, students will have a smaller group of teachers teaching them which will allow for greater collaboration and cross curricular opportunities.*
 - *Monday morning and Friday afternoon whole team meetings and devotions will be an important part of working collaboratively to ensure a positive and safe learning environment for all students. Group devotions also play an important part in mutual encouragement through Bible reading and prayer.*
- Develop an assessment plan
 - *Special emphasis will be placed on diagnostic assessment for all grades, especially in the subjects of Math and Language Arts.*
 - *Diagnostic assessments will inform whole class instruction and also provide the information needed to create small groups for more intensive instruction (e.g.*

reading or writing groups for K-6) or extra support provided by Educational Assistants.

- *Provincial Assessments for Grades 3, Middle Years and Grade 12 (January semester) are suspended for this year.*
- *Make adjustments to scheduling, timetabling, recess, etc.*
 - *Grades 1-6 will move to a Balanced School Day model. This will allow for longer instruction blocks and also reduce transitions through the hallways while still allowing sufficient time for nutrition breaks and physical activity.*
- *Plan for blended and in-class learning models*
 - *Unit and lesson planning will be proactive in considering how students at home can continue learning while they are unable to attend school and to allow flexibility in case a transition to distance learning needs to take place.*
 - *Google Meet is available as a helpful platform for supporting students who are at home but well enough to participate in learning. Students can follow along with the lesson when the teacher shares the screen.*
- *Plan to ensure access to devices and internet*
 - *In the event of a school closure, extra Chromebooks are available to families who may require a device for their family. Additional units are being purchased.*
 - *Families are advised to be prepared for learning at home in the event of an extended illness, quarantine, or school closure by ensuring a stable internet connection and digital tools. Any families who are not prepared for this are requested to contact the school for support.*
- *Timetabling*
 - *The Grade 9-12 timetable has been changed from other years in order to simplify the course load of students and teachers. Typically courses run every day for a semester and as a result students will only be taking 5 courses simultaneously. This should allow for an easier transition to distance learning (if it becomes necessary) and also make it easier for students to catch up or maintain progress in the event of an illness.*
 - *This plan simplifies the workload for Grade 9-12 teachers both for in-class and distance learning and should allow for better planning and more timely assessment.*
 - *Although Grades 7-12 share the same space in the school, the timetable has been adjusted to ensure the 2 cohorts do not come into the same space at the same time.*
- *Plan for safe practice of music education and extra-curricular sports*
 - *ICS will follow the direction of MHSAA prior to the start of any extra-curricular sports at ICS*
 - *At this time, the only sport that ICS participates in that has been cleared to play is Cross Country. At this point we do not anticipate a volleyball season.*
 - *Music classes will follow the guidelines distributed by Public Health and the recommendations from the Association of Music Administrators of Manitoba and the Manitoba Music Educators Association.*
 - *Band classes will continue but have been timetabled differently to meet the guidelines.*
 - *Elementary Music classes will look differently than in the past and will take place in the regular classroom while following the Public Health Guidelines*
- *Develop and continue to adjust a digital and remote learning plan*

- *Google Apps for education will continue to be the main organizational tool used for classes. Students will be taught the various platforms while they are in class to prepare for the event that students need to stay home or if learning transitions to distance learning.*
- *Develop alternatives to assemblies and other events to promote school spirit, etc.*
 - *School spirit dress up days may continue this year as in other years.*
 - *Assemblies may be prepared digitally by various classes or staff that can be shared with all students.*
 - *The use of a biblical school theme that is clearly communicated and regularly revisited serves as a unifying factor for all grades but more importantly a source of encouragement.*
 - *This year's theme at ICS is "But God". This phrase appears many times in Scripture and is a reminder of God's sovereignty over all things and the assurance that God is working for the good of His people.*
 - *Daily devotions, prayer and Bible lessons continue to be the most important piece in encouraging and supporting students and staff.*

School staff preparedness

- *Provide orientation regarding Public Health protocols*
 - *Staff will return on August 24th to prepare for the upcoming school year.*
 - *COVID Plans will be reviewed by all staff prior to the start of school.*
 - *Staff will collaborate on developing more specific day to day plans that follow the Public Health Guidelines and the ICS Pandemic Preparedness Plan*
- *Make adjustments for personal risk factors for underlying health concerns*
 - *Accommodations will be made as needed to support staff members with health concerns.*
 - *A list of substitute staff will be compiled recognizing that this will be very important in this upcoming school year.*
- *Identify mental health and wellbeing supports*
 - *Regular team meetings and time of mutual encouragement, Bible devotions and prayer will continue to be an important part of supporting all staff members.*
 - *With the increased demands of teaching during the Pandemic, staff meetings will be an important part of ensuring the workload is evenly distributed and shared among staff members.*
- *Create a professional learning plan that addresses COVID-19 priorities and health and safety needs*
 - *Part of professional development will be an opportunity for sharing and collaboration between staff members to share platforms, programs and approaches that are helpful for a blended learning model.*
 - *As in other years, a policy meeting will be held to review all health and safety policies as well as the newer pandemic plans.*

Students and families preparedness

- Communicate expectations defined for attendance and participation
 - *Self-screening should take place by all people connected to ICS. Anyone with symptoms should not come into the school or onto the school property.*
- Educate students and families about hand hygiene, symptom monitoring and other Public Health measures
 - *Student friendly materials will be shared with all families prior to the start of school. Public Health Guidelines will also be distributed via email.*
 - *Tuesday September 8th will be a scheduled orientation. All families will receive a scheduled time to visit the school, drop off school supplies and familiarize themselves with which the entrances students will use, hand hygiene practice, classroom set up in order to help students prepare for a return to the classroom that will be different than they are used to.*
- Encourage families to have a backup plan in place in the event of illness
 - *Emergency 'backup' contacts are already on file but should be updated to reflect the current school year to ensure all students are able to be picked up from school in the event they are ill.*
 - *All families should plan ahead to make plans for their child to stay home in the event that they cannot attend school due to illness.*
- Student/family engagement and outreach
 - *During the period of Learning at Home in the 2019-2020 school year parents received regular communication from administration via emails or videos. This will continue as needed.*
 - *The weekly newsletter will be distributed to all school community members to ensure the whole community (supporters, students and families) receive up to date information on school wide topics and also individual class learning plans.*
 - *The weekly newsletter (The Messenger) will be an important tool to also equip parents and students regarding work they can complete in the event they become ill or are displaying symptoms.*
- Identify mental health and wellbeing supports
 - *Recognizing that students have been away from school for quite some time, the goal of the September 8th orientation is to help students to acclimatize to school again and meet their teachers, find their lockers/hooks and ease anxiety regarding new pandemic scheduling.*
 - *Students struggling with mental health issues may be supported through supports received from the RETSD clinicians.*