

School Plan 2020-2021 School Year

(based on current guidelines as of November 12/20 - subject to change as guidelines change)

In September we had **all of our students back to school in class 5 days a week**. We continue to come together as a school community to help our students navigate COVID-19 while delivering an excellent education. Our plan is dynamic and based on the current provincial government and health mandates. This plan is subject to change as these mandates change.

The government has mandated masks for Grades 4-12 where students cannot be physically distanced. Our plan at SCA is to limit interaction between different groups of students by creating cohorts and remaining physically distant. Current enrollment numbers allow Springs Christian Academy to have sufficient space to accommodate the physical distancing protocols set out by the Manitoba government, which allows individual families to choose if they would like their child to wear masks. This is subject to our enrollment numbers.

We encourage you to check out our [website](#) and keep an eye out for updates and additional information.

As a community of faith, we encourage you to be speaking God's Word over your family. [verse posters](#)

As a school we are focusing on the educational needs of our students and families, safety, as well as their mental health and wellbeing. As mandated by Manitoba Education in [Welcoming Our Students Back: Restoring Safe Schools](#) we will aim to balance the government's recommendations with an emphasis on our students' mental health.

We have had a safe return to school by implementing the following changes:

- Making plans to prepare our facilities to accommodate physical distancing when possible, as well as to increase sanitization and student/staff hand hygiene.
- shuttle bus - only allow 1 child or family/household per seat. We assigned seating to assist with this. Masks will be mandatory for Kindergarten - Grade 12 when riding the shuttle bus. Masks should be provided from home.
 - All passengers should perform hand hygiene before and after being on the bus.
 - The bus is cleaned between each group of riders
- Informing parents and staff by posting new information to our website when it becomes available
- To avoid crowds and manage foot traffic while in our school building, we are asking that everyone walk down the right hand side of the hallways and use the right hand entrance/exit when possible or use separate planned entrance/exits.
- As required by health officials, we will only schedule group gatherings, such as assemblies and chapels, that abide by physical distancing protocols. We can also do videos or live broadcasts.
- Our current enrollment numbers allow us to follow provincial physical distancing protocols without wearing masks; if you feel for your child(ren)'s and family's safety that you would like your child to wear a mask, even when physically distant, we respect your choice. It would be the responsibility of the parent/guardian to provide a mask. We also recommend that you supply your child with a labelled container to store their mask.

- Students in Grades 4-12 are expected to remain 2 meters apart while at school. If a child cannot abide by these physical distancing protocols, they will be required to wear a mask.

Student and Family Preparedness

Health, Safety and Wellbeing

Before coming to school, parents/guardians should use the [Manitoba COVID-19 Screening Tool](#) daily to ensure students are healthy. Parents/guardians are responsible for ensuring their children are not displaying symptoms before sending them to school or on the bus. **Please remember that students cannot come to school if they are sick.**

All parents/guardians or visitors should report to the main office. Parents waiting for pick up or drop off should wait outside. If parents come early, they are encouraged to enjoy the Winnipeg Cafe.

Parents/guardians can still drop off and pick up when convenient for their family; please be patient as it might take a bit longer for your child to come from their designated grade's physical distancing area.

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

Optional Hot Lunch will continue to be offered; we will purpose to follow the recommended health and safety guidelines as outlined in the [Restoring Safe Services](#) document (p20).

All students should bring a filled water bottle to school each day to avoid lineups at the refill stations. We have touch free water bottle refill stations that can be used throughout the school day.

If your child has an underlying health condition, and has been advised by a doctor not to return to in-class learning in September (due to COVID-19 related risk factors); please contact the school office and provide the school with a doctor's note. We will offer online learning to work from home for these students only. Regular online attendance will be mandatory.

We have made plans in attempts to keep our Grades 4-12 students 6 feet apart at all times. In some cases we have used plexiglass dividers to help separate students in class. However, we may find that there will be limited circumstances where spaces do not allow for students to be socially distanced. On those rare occasions masks would be required for a limited time period. Please speak with your child about the importance of maintaining physical distance while at school.

Masks must be worn when riding a bus, during cooking or food preparation as well as when singing indoors.

If a student shows any new cold or flu-like [symptoms](#) (any one - cough, fever, sore throat, shortness of breath, loss of smell or taste, any two - runny nose, muscle ache, headache, nausea, fatigue) they should remain at home as stated by [Manitoba Health](#).

According to [Restoring Safe Services](#), "A chronic stable cough, sneeze, runny nose or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies, is not an absolute requirement for exclusion... Changing or worsening of chronic symptoms require isolation and contacting Health Links." Staff will exercise judgment based on the symptoms, when in doubt, will err on the side of caution. Parents will be contacted to pick up their child immediately and advised to contact health links.

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 to a region that the government

requires self isolation upon return, they are required to consult with [Health Links](#) prior to attending school and follow their direction.

If a household member of a student is symptomatic, the entire household (exception for critical workers) should self isolate and follow health protocols. If a household member gets a positive test result, the student/staff member would become a close contact and would need to go home and isolate with their family.

We encourage families to have a back-up plan in place in the event of illness.

To facilitate contact tracing SCA will:

- Keep accurate student attendance records (in school and on the bus)
- Keep a log of all visitors who pass the front Lagimodiere vestibule or enter past the Youville office
- To the best of our ability, while continuing to offer a full and excellent education, we will keep groups of students (regular classes in phase 1/green; students spaced 6 feet apart, divided by plexiglass or K-3 in smaller cohorts 1 meter apart in phase 2/yellow, in phase 3/orange we will have all students 2 meters apart) together and avoid lengthy interactions between groups unnecessarily
 - If there is a case of infection in a school, this practice can help with contact tracing, but also limits potential exposures and drastically reduces the potential number of exposed staff and students

SCA will provide contact information gathered from attendance and close monitoring of classroom movement to health officials upon request if an SCA child tests positive for COVID-19. Public health officials are responsible for communicating with "close contacts" and for advising the wider school community.

SCA Staff will continue to follow and teach our students:

- About the importance of using a tissue or their elbow to cover their mouth/nose when coughing/sneezing
- By providing instruction and reminding our students about the importance of proper hand washing
- By encouraging personal hygiene, regular hand washing and hand sanitizing as required
- About careful disposal of soiled tissues
- By encouraging hand washing by using schedules as needed
- To avoid touching their eyes, nose and mouth
- The importance of keeping their hands to themselves
- How to properly clean their stations to kill germs
- As needed, to avoid unnecessary touching like handshakes and hugs
- Not to share food (unless prepackaged and distributed by a staff member)
- The school has asked families to provide personal hand sanitizer for each student. Staff will prompt students to use hand sanitizer when necessary.

We want to encourage our parents to reinforce the above points at home as well.

Administration continues to provide professional development and learning opportunities for staff in relation to mental health and health protocols. Our staff purposes to teach our students how to work at being mentally healthy and strong. We will continue to keep a close eye on the mental health of our students as some will need additional support and guidance while coming back to school.

- We will watch for changes in behaviour, mood swings, loss of interest in school or activities, heightened fears and emotions

- We will offer a listening ear along with regular check ins with students
- We will teach God's Word on the subject and pray with and for students
- We will teach coping techniques
- We will be in communication with parents
- We will have 2 days of optional scheduled 'meet the teacher' drop-in days to help students slowly integrate back into school
- To help with mental health and getting back into school, in June, all elementary students were invited a minimum of 2 times to attend a school Cafe Catch-up; which included physical activity
- To help with mental health and getting back into school, in June, all Jr/Sr High students were invited a minimum of 2 times, to attend small group recovery learning sessions
- Our school counselor will also be available to listen and provide strategies for students
- The government has added an additional 3 PD days to our school year to help equip our teachers in the event of on-line/remote learning; Dec. 4th, Dec. 11th, date unknown

SCA administrative team will contact our public health nurse if support or information is required.

Childcare and Before- and After-School programs

At SCA, we have a very strong connection between our Preschool and our Elementary Campus. Preschool will continue to follow the government mandates established for Early Childhood Education.

[Early Learning Childhood Best Practices - COVID-19](#)

Before and After Care will continue with the above protocols and plans. This includes physical distancing and personal hygiene for the before and after school program with the implementation of additional cohorts/spaces as needed. In an effort to lower the amount of traffic flow in our school building, parents/guardians will sign their child in and out at the northwest K-3 foyer entrance.

Institutional Preparedness

Re-Opening Phases for Springs Christian Academy

Manitoba Education has asked all schools to identify three reopening phases for a resumption of in-class learning for 2020-2021 (government [framework](#)). The province confirmed on July 30th that we are following Phase 2. As a school, we will be prepared to adjust between phases when possible if mandated by public health.

Phase 1/Green

- As per the government, in-class learning resumes for all with public health measures
- SCA's Phase 1 means September 2020 is similar to the past, with full in-class learning resuming, with some public health measures

Phase 2/Yellow - Current plan as mandated by Government of Manitoba

- As per the government, in-class learning resumes with additional public health measures
 - In-class learning, five days per week, for students in K-12, students will purpose to maintain physical distance, and when possible, the school will limit interaction between different groups of students (cohorts)
 - We have made changes to classroom layouts to ensure government physical distancing requirements are met
 - Students have assigned seating
 - Implement strategies to avoid crowding in hallways, washrooms and entrances whenever possible

- Have students walk in a single file on the right hand side whenever possible.
- Limit the amount of students in the hallways at one time in accordance with cohorts and abide by physical distancing measures
- When possible, teachers will rotate to specific classrooms as opposed to students moving from classroom to classroom
- Library in elementary will take place in homerooms and books will be delivered to the classroom whenever possible. Library at Jr/Sr High level will allow for students to reserve times to take out a book.
- Stagger recess, lunch and washroom/hand washing breaks when we deem necessary to ensure safety in accordance with cohorts and physical distancing measures
- Avoid close contact greetings
- Limit nonessential visitors/volunteers
- Parents/guardians can still drop off and pick up when convenient for their family; please be aware that it might take a bit longer for your child to come from their designated grade's physical distancing area
- Excess equipment from home will not be allowed
 - Each class will have recess equipment for their individual classrooms' use [Recess Guidelines](#). Toys will be cleaned throughout the day.
 - We will stagger recess times and use different entrances to avoid congestion
 - We will identify zones, manage group sizes, and avoid contact among groups/cohorts
 - Ensure proper hand hygiene before and after recess
 - Remind students that sharing food and water bottles is not allowed
- Field Trips, retreats and educational travel may be cancelled when social distancing is not possible
- Manitoba Health recommends keeping groups of students 2 meters (6 feet) apart or 1 meter apart with cohorts of up to 75 (utilizing smaller groups throughout the school day). While keeping our students safety and education in mind, we are developing a plan that reimagines how our school buildings are organized.
 - According to [Restoring Safe Services](#), "Cohorts can be used to limit exposure and facilitate contact tracing if a case is identified. Students will likely be a part of multiple cohorts from within and outside of the school setting. The purpose of cohorts is to limit the mixing of students and staff so that, if a child or employee develops an infection, there are fewer possible exposures and contact tracing can be more easily done."
- Assuming the following classrooms are not required for instruction: music, French, media, workout, gymnasium, library, foods, computer and science labs, students will use regular cleaning practices and/or teachers will come directly to homerooms to teach
- By using cohorts, student interaction with other cohort groups would be limited
- We will purpose to meet Manitoba Health physical distancing requirements by carefully planning and measuring our classrooms and additional spaces throughout our buildings
- We will purpose to implement the government recommendations whilst ensuring that our students' mental health is of the utmost importance. We will not promote an atmosphere of fear and anxiety.
- Students cannot sing indoors. Students can sing if their class is outside or inside with masks, while remaining physically distant.
- For band, students must be socially distant, perform proper hygiene protocols, thoroughly clean instruments and no sharing of instruments/parts is allowed. We are using instrument covers for wind instruments.
- Sports are currently permitted in phase 2. Some adaptations may be applied to help maintain physical distancing during play, brief exchanges of close contact are permitted. Please refer to the province's [Sports Guidelines](#) for further guidance.

- We will continue to do modified emergency preparedness drills in a physically distant manner.

How Springs Christian Academy will Accommodate Social Distancing Protocols:

Lagimodiere Campus (K - Grade 6)

- East wing classes can hold 16 students placed 6 ft apart
- With the wall open, West and North hallway classrooms hold up to 39 students placed - 6 ft apart
 - Individual rooms, with the wall closed can hold 15 students placed 6 ft apart
 - K-3 individual rooms can hold 20 students 1 meter apart
- Physical Education will take place outside whenever possible. When indoors, students would be strongly encouraged to remain 6 feet apart.
 - One half of the gym can seat 63 students, 6 feet apart, the whole gym can seat 126 students, 6 ft part. We have 2 full gyms.
 - 8 children can fit at a time in the change rooms while staying 6 feet apart
 - Maintain proper daily cleaning of multi-used items and limit multiple use when possible
- Remaining rooms/spaces available for use as needed: 4 Lounges, 1 Library, 1 Computer lab, 2 Green rooms, Room above stage, 2 rooms at 725 Lagimodiere
- 90% of our elementary building has individual filtered room fresh air intake. We have increased filter replacement. Staff are encouraged to have windows open for fresh air when possible.

Based on these above measurements, as well as our class size numbers for next year, Kindergarten-Grade 6 will be able to have all students attend school with a few adjustments to classroom set up.

Youville Campus (Grades 7-12)

- All of our main classrooms can hold up to 24 students (9 classrooms of the same size)
- The specialist rooms can hold up to the following while maintaining a 6 foot social distance: Music - 40 (25 in one and 15 in joining), Students Services - 15, Science lab - 16, Art Room - 13, Theatre - 41, Computer lab - 14, Gymnasium - 117, Change rooms - 25, Industrial kitchen - 20
- Other spaces available: Gr 12 Lounge, 1 Library, Media room, Workout room
- We recently put in a new fan system that filters and circulates more fresh air. When the weather permits, we will open windows. We have increased filter replacement. Staff are encouraged to have windows open for fresh air when possible.
- Students cannot sing indoors. Students can sing if their class is outside or inside with masks, while remaining physically distant.
- When using free standing fans, we will purpose to direct air flow away from people and surfaces
- Unfortunately, off-campus privileges are suspended for the time being to keep students and staff safe from external contacts.
- In the mornings, students may enter the building between 7:30 - 8am and wait in the library. At 8am, those inside, get sent outside. At 8:30 teachers collect students, who are lined up in a designated area (at 6ft apart).

Based on these above measurements, as well as our class size numbers for next year, Grades 7-12 will be able to have all students attend school with a few adjustments to classroom set up.

Phase 3/Restricted Orange

- Continue with Phase 2/Yellow rules with a few additions

- Students from Kindergarten-Grade 12 can still attend full time school as long as all students are seated 6 feet/2 meters apart.
 - It will require us to move some classrooms around in the elementary building in order to keep students sitting 2 meters apart
- Students using the shuttle bus will only be allowed to sit 1 child or family/household per seat. We will assign seating to assist with this. Masks will be mandatory for Kindergarten - Grade 12 when riding the shuttle bus. Masks should be provided from home.
 - All passengers should perform hand hygiene before and after being on the bus.
 - The bus is cleaned between each group of riders
- Staff members who cross between cohorts are required to wear blue medical masks
- Students can only sing outside.
- We are not able to use wind instruments, therefore our music teachers will adapt their programs to accommodate non wind instruments, with other non wind instruments, such as guitar and percussion

Phase 4/Critical Red

- As per the government - Limited Use of Schools
 - In-class learning would only be offered to K-GR 6 children of critical service workers as mandated by the government. All other students would be doing remote learning.
 - In-class learning is suspended if mandated by the government
 - Teacher-led remote learning will be offered for all K-12 students
 - We would continue to communicate via email, and provide instruction by utilizing Google G-Suite and Seesaw as well as distributing paper packages in the elementary grades
 - We would use live Google Meets as well as teaching videos
 - Our Shuttle bus would not be running
 - As permitted, we will host Cafe Catch-ups as weather allows
 - As permitted, we will host small group socially distanced catch-ups

Plans for Thorough Cleaning and Sanitizing

We are planning additional cleaning strategies in order to keep our building clean.

- We have cleaning supplies and hand sanitizer stationed around key places in the building as well as in classrooms
- Signage, with screening instructions, are posted at all main entrances to the school
- We are proposing to clean high touch surfaces three times a day
- As needed, we have a handwashing schedule
- When possible, toys that are used repeatedly will be cleaned in the sanitizing dishwasher (extra dishwasher installed)
- We will limit use of toys and shared items that cannot be sanitized

Janitorial plans for cleaning

- We will clean the washroom and door handles several times each day. Classrooms will be cleaned daily.
- Staff will daily clean classroom door handles, light switches and frequently used surfaces as needed

Learning Preparedness

Blended Learning & Technology

Blended in-class and remote learning plans may need to be implemented on short notice for students showing COVID-19 symptoms, or if advised by Manitoba Health to self isolate. As students are unable to come to school due to sickness or mental health concerns, we will provide long-distance learning. This will be a blend of paperwork, Google Classroom, Seesaw, recorded teacher lessons and/or following along with the class on a live Google Meet. Students in class, as well as online, will continue to learn with asynchronous (working independently on their own) and synchronous (working with a teacher) as both offer valuable learning opportunities.

Students who show COVID related symptoms and are not able to attend school, should contact their teacher and the school office prior to the start of the school day.

- If they would like to join a live Google Meet, they need to contact their teacher by 7:30am that day.
- If they would like a recording of the lesson, they need to let the teacher know 24 hours in advance.

This provides teachers with enough time to prepare/set up for recording lessons or running Google Meets. Sometimes, if the student's request is not made with advance notice, the recording may not be guaranteed.

As a school, we will continue to offer support to staff in the areas of technology usage; offering professional learning opportunities as well as tech support. We will offer families in need the opportunity to borrow a school device as needed and available (please note that there is a limited supply).

According to [Welcoming Our Students Back: Restoring Safe Schools](#), "Student assessment and evaluation will proceed. Reporting for the Provincial Grade 3/4 and Middle Years, Grade 12 semester 1 assessments for the 2020/2021 school year is suspended. Currently, Grade 12 provincial tests are scheduled to proceed as normal in June. In the event of cancellation, other forms of assessment will be used to determine students' marks. Report cards will be provided to all students, including in situations where remote learning is required."

Jr/Sr High exam exemptions: An online class participation option will be made available for students who need to be absent for a prolonged period of time or for those who have notified their teachers at least one day in advance of a foreseen absence. Students who are present to class online class will not incur an absence for that day.

[Manitoba Education Standards for Remote Learning](#)

Recovery Learning

We believe that we will be able to started our 2020-2021 educational school year with our students in fine form, ready to continue their learning.

- Most students who required recovery learning completed their recovery in the last two weeks of June 2020
- Staff have met with previous years teachers in June to prepare for the upcoming school year ensuring that they are informed of their students' learning levels. They will continue to dialogue throughout the current school year during their preparation time.
- As always, in September, we will have a period of transition; learning new routines, reconnecting and building relationships, as well as reorientation back into the classroom
- For the few students that will require recovery learning, we have individualized plans in place to help them with their recovery in September
- Staff will continue to adapt their teaching practices to meet the needs of their students
- Staff will adjust their learning targets based on their students previous learning

- Staff will continue to provide ongoing feedback, regular assessment and consistent communication with students and SCA families

Student Services and Clinical Services

- It is important for us to have a focus on equality for our most vulnerable students
- Our team will continue to remain in contact with the families of students who require additional support
- Remote learning will be handled in various forms, depending on the specific needs of the individual student and staff
- When possible, we will have designated spaces within the school to meet and learn in small groups
- We will properly clean equipment and any shared spaces as necessary
- Student Services leads met with staff in June about their future class profiles and student-specific planning. They will continue to be in touch throughout the year.
- Student Services leads will arrange Student Service Support team meetings as needed
- We will review and assign case management to staff
- We will prepare resources and arrange services to support students with Level 2 and 3 funding
- We will provide student-specific planning and learning support for teachers and families

[Resources Supporting Students with Special Needs](#)

International Students

An international student must complete the usual enrollment process and interview (via a live link). Once they are conditionally accepted and arrive in Canada, they would need to follow health guidelines and be in touch with Canada Border Services. A copy of the Canadian Border Service plan, if required, must be submitted to SCA.

School Staff Preparedness

We value our staff and their safety. We encourage our staff to approach administration if they are struggling in any way as we want to support them. We will work with our staff to ensure their own, as well as student safety. We will point them to available resources.

We will have training and provide guidance through professional development that enables our staff to prepare for the upcoming school year, dealing with COVID-19.

Staff will self-monitor daily for signs and symptoms of COVID-19. Staff who have any symptoms of COVID-19 will stay home and self-isolate.

Staff can reduce their risk by following the same health and safety plans they teach their students.

Check out our online [calendar](#).

Also, check out our **School Social Media** for latest updates:

[Instagram](#)

[Facebook](#)

Here is a list of additional supports and resources from our government:

[Manitoba COVID-19 Latest Updates](#)

[Guidance for Mask Use in Schools](#)

[Manitoba Education - Up to date Information of school reentry](#)

[Mask Safety Protocols](#)

[Welcoming Our Students Back: Restoring Safe Schools](#)

[Mental Health Promotion in Schools Document](#)

[Manitoba's framework to resume in-class learning](#)

[Additional Well-Being and Mental Health Resources](#)

[Guidelines for Vocalists and Instrumentalists](#)

Health Links: **(204) 788-8200** or toll-free **1-888-315-9257**.

Additional Learning Resources:

[Sports Guidelines](#)

[Restoring Safe Schools: Questions and Answers](#)

[Guidelines for Vocalists and Instrumentalists](#)

[Hand Washing and Sanitizing Protocols](#)

[My Learning at Home](#)

[Manitoba Kindergarten Practice Resource](#)

[Guidelines for Transportation for Schools](#)

References:

[Welcoming Our Students Back: Restoring Safe Schools](#) - September 2nd, 2020

[Louis Riel School Division: Navigating the 2020-2021 School Year](#)