

Balmoral School Reopening Plan

Last Update: August 31, 2020

Balmoral school has created a school-specific plan aligned with provincial and divisional expectations.

Background:

- In-class learning will resume for grades 1-8 students on September 8th (and Kindergarten on September 10th) in accordance with public health protocols and Manitoba Education's K-12 guidelines. Programming and school operations will be guided by the contents of Manitoba Education's publication entitled, [Welcoming Our Students Back: Restoring Safe Schools](#).
- The plan provided in the following pages are based on the most current information available. Balmoral school acknowledges that additional questions will continue to arise and that the environment will continue to evolve in response to the health of our communities and the information available to us.
- Balmoral School is in a fortunate position when it comes to students returning to school this fall due to a number of factors including our small school, low population of students, large playground, caring staff, dedicated custodial staff, and strong community support.

1. Student Learning Preparedness:

- a. How will the school return to in-class learning?
 - i. Kindergarten: Students will return for alternate days of full, in-class instruction.
 - ii. Grades 1 to 8: Students will return for five days of full, in-class instruction per week.
- b. How will the school cohort students?
 - i. Balmoral School will plan for student programming using a cohort model. Cohorts involve keeping groups of students together and avoiding interactions with other groups of students. As per Manitoba Education guidelines, maximum cohort size is to be no more than 75 students.
 - ii. Balmoral will have two cohorts of students:
 1. Cohort 1: Kindergarten to grade 4 students
 2. Cohort 2: Grade 5-8 students
- c. How will the school determine course offerings and timetables?
 - i. Balmoral School will be able to offer a near regular slate of course offerings as we return to in-class learning.
 - ii. Band classes will be suspended until further notice. All grade 5-8 students will take part in visual arts programming.
 - iii. Singing in K-8 classes will be suspended until further notice. Modified music classes will still take place.
 - iv. Programming will be re-assessed throughout the school year as public health permits.
 - v. Physical education classes will continue with necessary modifications for physical distancing and will occur outside when possible.
- d. How will the school address recovery learning and transition planning needs?
 - i. Student assessment and transition planning for the 2020-2021 school year will emphasize and respond to recovery learning needs identified in June, 2020 report cards. Transition meetings have occurred between past and present teachers.

- e. How will the school coordinate schedules, breaks, recesses, etc.?
 - i. School entry and exit, timing of activity and nutrition breaks, and class change schedules will be staggered to limit interaction between cohorts of students.
 - ii. Schedules have been revised to accommodate time for cleaning of shared spaces in-between each use.
 - iii. Teachers will move across classrooms instead of students where possible.
 - iv. Each cohort will have separate nutrition/activity break times.
 - 1. Before the beginning of the school day:
 - a. K-4 outside and enter through back doors.
 - b. 5-8 inside and enter through front west doors.
 - 2. Morning breaks:
 - a. K-4 students will have their nutrition break from 10:40-11:05 and an activity break from 11:05-11:30.
 - b. 5-8 students will have their activity break from 10:40-11:05 and a nutrition break from 11:05-11:30.
 - 3. Afternoon breaks:
 - a. K-4 students will have their nutrition break from 1:10-1:35 and an activity break from 1:35-2:05.
 - b. 5-8 students will have their activity break from 1:10-1:35 and a nutrition break from 1:35-2:05. (Note: That use of the rec. centre for lunch will not be happening this year for the grade 7/8 students)
 - v. Families are encouraged to send foods in student lunches that students are able to open and eat independently.

- f. How will the school plan for extracurricular programs and activities?
 - i. Balmoral school will assess its ability to offer varying extracurricular activities. Decisions on extracurricular programming will be made in consult with ISD's Senior Administration and will be guided by the capacity to meet all public health recommendations (including cohorts) with the school-based resources available.
 - ii. With regard to school sports, Balmoral school will follow guidance from Manitoba High School Athletics Association's [Return to School Sport Plan](#) as well as the [sports guidelines](#) from government in decision-making.
 - iii. Currently, no inter-school activities will be taking place.

2. Building Operations Preparedness:

- a. How will the school plan for increased cleaning, sanitization, and hand hygiene?
 - i. Increased frequency of cleaning, disinfecting and sanitizing, particularly high-touch surfaces and common/shared areas, will be required. Schedules of custodial staff have been increased and adjusted to ensure compliance with cleaning protocols throughout the day.
 - ii. Staff and students will perform hand hygiene often, with soap and warm water, for at least 20 seconds, or use an alcohol-based hand sanitizer at the following times: at the start of the day and before going home, after going to the washroom, before and after eating, after getting hands dirty, after wiping noses or handling dirty tissues, after coughing/sneezing/blowing nose, and after cleaning tasks (staff). Hand sanitizer, hand soap, and necessary cleaning supplies will be provided at the school.
 - iii. Hand sanitizing stations will be set up at all school entrances and all students, staff, and visitors are expected to hand sanitize upon entry and exit.
 - iv. The K, 1/2, 3/4, 3/4, and 7/8 classrooms have sinks for frequent handwashing.
 - v. A handwashing station will be placed outside the grade 5/6 classroom to allow for frequent handwashing.

- b. How will the school address physical distancing needs in entrances, hallways, classrooms, and shared spaces?
- i. Class sizes have not been capped, but all classrooms have been measured to determine capacity in accordance with public health directives. Physical distancing is required in classrooms, to the greatest extent possible. There is at least one metre of space between students when they are seated. It is recognized that strict physical distancing at all times, particularly with young children, is not practical in the school setting. When physical distancing is not possible, students must remain within their cohort to reduce exposure to others.
 - ii. Furniture has been re-arranged in the school to help with physical distancing.
 - iii. New furniture has been purchased for classrooms to support physical distancing.
 - iv. Balmoral school will monitor common spaces to avoid congestion. Travel within the school will be limited as much as possible throughout the school day and enhanced cleaning/disinfection of common areas will be a priority for custodial staff.
 - v. Students will be encouraged to keep personal belongings with them and the school will limit the use of lockers.
 - vi. Bathrooms will be cleaned and sanitized frequently. Only 3 students at a time will be allowed in the bathrooms.
- c. How will the school remove or reduce the use of learning materials that cannot be sanitized?
- i. Many materials have been removed from classrooms or put away in cupboards to aid in physical distancing and to remove difficult to sanitize materials (furniture, cushions, carpets, toys etc.).
 - ii. Individual tools and supplies will be utilized as much as possible.
 - iii. Staff will use cleaning protocols for learning materials that need to be sanitized in-between use.
- d. How will the school operationalize the schedule and protocol for student drop-offs and pick-ups?
- i. Students and staff will need to [self-screen](#) at home before going to school. Parents and caregivers are responsible for their own child's self-screening. An up-to-date list of symptoms can be found online at government's [About COVID-19](#) page. Screening protocols will be in place for all people entering the school and screening information will be posted at all entrances and provided to families.
 - ii. School entry and exit times will be staggered and occur at different locations to limit interaction between cohorts of students.
 - iii. The school will make use of its 4 entrances/exits to assist with traffic flow into and out of the building.
 - iv. School buses will be running in September for those students who are eligible for school bus transportation.
 1. Morning bus drop off will occur at 8:20am with K-4 students staying outside and grades 5-8 students entering the school at the front west doors.
 2. Afternoon bus pick up occurs at 3:55pm. Classes will be dismissed one at a time to reduce hallway interactions.
 3. Families need to make sure to self-screen before students get on the bus, sanitize hands before getting on the bus, and have masks ready to wear on the bus (mandatory for grades 4-12). Please see the ISD [parent transportation letter](#) for more information.

- v. Parents are welcome to transport their child(ren) to school if they wish to do so.
 1. Drop offs and pick-ups will occur at the front east school entrance (main front doors). Drop offs will occur after 8:20am.
 2. When dropping off or picking up students, parents/guardians should park in the parking lot and walk students to the entrance.
 3. When picking-up a student, parents will need to ring the office with the buzzer at the front entrance and wait for their child to be dismissed.
 4. There should be no movement of vehicles in the bus area during bus times.
- e. How will the school communicate and enact protocols for students and staff exhibiting symptoms at school?
 - i. Children exhibiting symptoms will be isolated in the life skills grooming room and will be provided with a medical mask to be worn. Parents or caregivers will be notified to come and pick up their child immediately. **Balmoral school requires each family to have a plan in place for urgent student pick-up.** Families are advised to contact *Health Links – Info Santé* (204-788-8200 or 1-888-315-9257) or their health care provider for direction. Students can return to school once it has been determined that it is safe to do so by their health care provider or public health.
 - ii. If the student requires close contact and care while isolated, staff will continue to care for the child until the parent/caregiver is able to pick the child up. Caregivers will be mindful of hand hygiene and avoid contact with the respiratory secretions of the student. A medical mask is to be worn by the staff member caring for the child.
 - iii. **Families are encouraged to update their contact information with the school, in case emergency contact is needed.**
 - iv. If a staff member becomes symptomatic while at work, they should immediately isolate themselves from other staff and students, notify the principal, and go home to isolate. Staff are advised to contact *Health Links – Info Santé* (204-788-8200 or 1-888-315-9257) or their health care provider for direction. A sick staff member can return to work once it has been determined that it is safe to do so by their health care provider or public health.
 - v. In the event of confirmation of a case of COVID-19 connected with a class, public health will advise the staff and students if they have been in close contact, if they need to self-isolate or self-monitor and when they can return to school. Balmoral school will work closely with public health.

3. Student & Family Preparedness:

- a. How will the school communicate expectations for attendance and participation?
 - i. Included in the return to school plan are expectations for attendance and participation:
 1. School attendance is mandatory for children aged 7 to 18 in Manitoba. All students are expected to participate fully in learning, even if/when remote learning is required.
 2. Classroom teachers will only support learning at home for students who have been medically advised not to return to in-class learning due to COVID-related risk factors.
 3. Families who choose to homeschool their child(ren) are required to register for provincial homeschooling via Manitoba Education.
- b. How will the school share information about the importance of hand hygiene, symptom monitoring, and other public health measures?
 - i. Balmoral school will discuss the importance of hand hygiene, symptom monitoring, and other public health measures within classrooms.
 - ii. Balmoral school will share information about the importance of hand hygiene, symptom monitoring, and other public health measures via email, twitter, website updates and will have printed copies of important material available for families.

- iii. Public Health Measures
 - 1. Personal Protective Equipment:
 - a. Non-medical masks are required for students in Grades 4 to 12, teachers, staff, visitors, and volunteers when physical distancing of two metres is not possible. Parents and caregivers will continue to choose whether younger students wear a mask.
 - b. There may be times throughout the day that students will have sufficient space to be physically distanced so that masks can be removed, such as during lunch breaks or mask-free play outdoors at recess.
 - c. Masks will be provided at the school if needed. Non-medical masks will be added on the school supply lists as well.
 - d. Students in Grades 4 to 12, as well as bus drivers, are required to wear non-medical masks on school buses. Masks should be put on before getting on the bus and taken off after exiting the bus. A mask will be provided for students if they do not have one. Students in Grade 3 and lower will not be required to wear a mask, but they can wear one if they choose.
 - e. Each staff member will also be provided with a face shield should they choose to wear one.
 - 2. Health and Safety Video Resources
 - a. [Video on why masks are important](#) - For students (early/elementary)
 - b. [Video on how to effectively take on and off a mask](#) – For students (middle/senior) and staff
 - c. [Videos on how to effectively wash your hands](#) – For students (early/elementary)
 - d. [Videos on how to effectively wash your hands](#) – For students (middle/senior) and staff
 - e. [Video on reducing the spread of COVID-19: Hygiene](#) – For students (early/elementary)
- c. How will the school plan for parent/guardian/volunteer visits to the school?
 - i. Visitors or volunteers are permitted at Balmoral school, but visits should be minimized to the greatest extent possible.
 - ii. All requests to visit the school will be cleared through the school principal.
 - iii. Visitors will have to use the doorbell to gain access to the school and will report to the school office.
 - iv. All visitors and volunteers must adhere to self-screening, physical distancing and recommended hygiene practices.
 - v. The school is required to keep a list of all visitors.
 - vi. Community use of the school will be suspended until further notice.
- d. How will the school provide access to mental health and well-being supports?
 - i. School staff will be looking closely for any sign of anxiety, stress, and/or depression in any of our students. Our guidance counsellor will be proactive when it comes to monitoring student behavior and offering support where needed.
 - ii. Balmoral will provide students with mental health and well-being supports through classroom instruction (e.g. project 11), guidance education, and guidance counsellor services.
 - iii. Balmoral will provide students and families with mental health and well-being supports through referrals to school clinicians (e.g. school social work, occupational therapy, physiotherapy, psychology, and speech language pathology supports).
 - iv. Balmoral school will work with families and connect to community supports when possible.

- e. How will the school gather input/feedback from parents on school operations and programming?
 - i. Input from the Balmoral school community is important and welcomed. Parents and guardians are welcome to reach out to the school principal at mlawson@isd21.mb.ca or to individual teachers (contact information can be found on the staff listing page of the school's website: <https://bal.interlakesd.ca/about/staff-listing/>)
 - ii. The Balmoral School's Parent Advisory Council and parents will be asked for feedback on school operations and programming.

Closing

- The contents of this document are not intended to be exhaustive. Rather, the objective is to complement Manitoba Education's recent and ongoing publications about reopening schools for the 2020-2021 school year.
- Balmoral school looks forward to welcoming our students back in September and to working collaboratively with our community. We will be prepared to adjust our plan on short notice throughout the school year in response to public health protocols. Balmoral School and Interlake School Division will continue to work closely with Manitoba Education and with public health to do all that we can to ensure the safety, health, and well-being for all students, staff and families.

Additional Resources

- Balmoral School updates can be found at <https://bal.interlakesd.ca>.
- Interlake School Division updates can be found at <https://www.interlakesd.ca>.
- Current information from government about COVID-19 in Manitoba can be found at <https://www.gov.mb.ca/covid19/index.html>.
- More information on Manitoba Education's COVID-19 response can be found at <https://www.edu.gov.mb.ca/k12/covid/index.html>.

Inquiries about Balmoral School's plan can be directed to: mlawson@isd21.mb.ca or by calling the school at (204) 467-2501.