

Stevenson-Britannia Adult Learning Centre (SBALC)

January 2021 Re-entry Plan

All policies and procedures outlined in this plan are guided by the Manitoba Education documents: Restoring Safe Schools: Guidelines for September 2020 and Restoring Safe Schools: COVID-19 K-12 School Settings Practice Guidance and Protocols, the St. James-Assiniboia School Division/Jameswood School Return to In-Class Learning Plan, September 2020, and the Resumption of Learning in Adult Learning Centres (ALCs) and Adult Literacy Programs (ALPs) under Restricted Level (Orange) document, January 14, 2021. SBALC will continue to revise this plan in accordance with updates from Manitoba Public Health.

A. PROGRAM SCHEDULE:

Level 1 - In-class learning (Restricted Level Orange)

Adult Learning Centre (High School Credits)

In-class learning will resume for SBALC learners on January 18, 2021 and will continue until otherwise directed by Manitoba public health. The posted schedule of SBALC courses will remain the same. All public health protocols will be followed (see Section B of this document).

Intake of SBALC learners will be limited to the maximum safe capacity for each classroom based on maintaining a 2m distance between available seats in a classroom. The maximum capacity for classrooms is 10 or fewer learners plus one teacher for all rooms except room 118 which has a maximum safe capacity of 14 or fewer learners plus one teacher.

For some required classes, overflow rooms are reserved. If there are learners present in the overflow room the lesson will be livestreamed to the LOFT system in that room. Learners in both rooms will have the opportunity to receive assistance from the teacher.

All classroom lessons will be livestreamed during class time and recordings of those lessons will be posted on TEAMS. Those learners who are not able to attend in person due to public health isolation/quarantine orders will be able to watch the live or recorded lessons missed.

Literacy Program (Stages 1, 2, 3)

Learners in the Adult Literacy Program will attend scheduled one-one assessment meetings with the Literacy teacher during the week of January 18-22.

Regular in-class learning will begin for Literacy learners at the start of second term, February 1, 2021. The posted schedule for Literacy classes will remain the same.

Level 2 - Blended Learning (Restricted Level Orange)

All classroom lessons will be livestreamed during class time and recordings of those lessons will be posted on TEAMS. Those learners who are not able to attend in person due to public health isolation/quarantine orders will be able to watch the live or recorded lessons missed. Printed packages will be provided as needed.

Learners will be given instruction on how to log in, participate in, access, replay/review all livestreamed/recorded lessons.

SBALC has a plan in place for those learners who do not have access to a computer and/or the internet. Please contact the office for more details.

Level 3 - Remote Learning (Critical Level Red)

In the event of another classroom shutdown, all SBALC programs and classes will be livestreamed/recorded and available on TEAMS following the regular class schedule.

Packages of course material will be provided for those learners who do not have a printer at home and/or who learn best using print material as opposed to online assignments.

SBALC has a plan in place for those learners who do not have access to a computer and/or internet. Please contact the office for more details.

B. PUBLIC HEALTH PROTOCOLS:

Masks are required in all public areas of the Jameswood School building

Screening for COVID-19 Symptoms

All learners, staff, teachers, volunteers, and visitors must self-screen daily for COVID-19 symptoms. Visit www.manitoba.ca/covid19/updates/about.html for an up-to-date list of symptoms.

If you develop any of the symptoms listed on the Manitoba government website (see above), or if you would like to get more health information about the symptoms of COVID-19, call Health Links at 204-788-8200 or 1-888-315-9257.

Attendance

Please do not enter the school building if you are running a fever, have travelled outside of the provincially approved travel areas (see: <https://www.gov.mb.ca/covid19/protection/soe.html>) without self-isolating for 14 days, or are experiencing any of the symptoms of COVID-19 outside of your known medical history (e.g., allergies, asthma, chronic non-COVID-19 related cough, chronic headache, chronic gastrointestinal issues, etc.).

If you have experienced symptoms (see www.manitoba.ca/covid19/updates/about.html), please wait until you have been free of symptoms for 24 hours before returning to SBALC.

If you have been tested for COVID-19 please wait until you have a negative test result and have been free of symptoms for 24 hours before returning to SBALC.

If a member of your household is waiting for the results of a COVID-19 test but you are not and are free of symptoms, you may NOT attend SBALC until a negative test result is returned.

If a member of your household has tested positive for COVID-19, SBALC follows the Manitoba public health guidelines and asks that you self-isolate for 14 days and remain symptom-free before returning to SBALC.

Contact Tracing

All staff, volunteers, and visitors to SBALC will be asked to sign in daily and provide contact information.

All learners will be asked to sign in to each class and for each visit to the office.

In the event of a confirmed case of COVID-19 in the Jameswood School building, public health will take the lead in requesting all school sign-in records, identifying/tracing contacts, and providing support. See <https://www.gov.mb.ca/covid19/restoring/index.html> for more details.

Hand Hygiene

Alcohol and soap-based hand sanitizer will be available at building, classroom and washroom entrances throughout the school. Learners, staff, teachers, and volunteers will be expected to practise hand hygiene by washing their hands frequently and using the sanitizers provided at the following times:

- upon entering and leaving the building
- after using the washroom
- before and after eating
- After smoking/vaping
- after coughing, sneezing, blowing the nose/handling a used tissue
- after touching the face

Cleaning

Jameswood School custodial staff will sanitize commonly touched surfaces throughout the school at least twice daily.

Teachers will sanitize classroom desks/chairs between each class.

Office staff will sanitize desks, chairs, couches, pens, between all guests.

Facemasks

All staff, teachers, learners, volunteers, and visitors (except children under the age of 9) are required to wear a mask or face-shield. An adult who cannot wear a mask because of a medical issue must provide a note from a physician. If a learner arrives at school without a mask, one, free disposable mask will be provided. There will be a limited number of free (donated to SBALC by Face Masks For Manitoba) reusable masks available for learners in the office.

Physical Distancing

Two metre physical distancing is required as much as is possible. Desks, chairs, hallways, and waiting areas at SBALC have been measured and clearly marked to create a two metre distance between learners/visitors/teachers/staff. We ask that all members of the SBALC community observe and respect these markings to the best of their ability.

SBALC learners, teachers, staff, volunteers, and visitors will enter and exit through the main entrance only.

Learners, teachers, volunteers, and staff are asked to avoid congregating in the hallways, foyers, washrooms.

Shared/Common Spaces

SBALC learners, teachers, staff, volunteers, and visitors will only use the washrooms located on the lower level.

Water fountains are closed. Learners, teachers, staff, volunteers, and visitors are asked to bring a personal water bottle to school each day.

Access to the microwave, the coffee maker, cups, cutlery, plates etc. is suspended until further notice.

C. COMMUNICATION OF INFORMATION:

Information regarding any updates and/or changes to this plan will be transmitted via email and/or TEAMS, discussed during class, and posted to the SBALC website: www.sbalc.ca.

Learners who do not have an email address and/or who do not have reliable access to the internet will be contacted via phone.

The first week of classes will be dedicated to providing orientation for learners regarding new school protocols, assessing recovery learning needs, and identifying mental health and wellbeing supports.

D. MENTAL HEALTH AND WELLBEING:

Adjusting to the altered teaching and learning environment necessitated by COVID-19 public health measures will take some time, patience, co-operation, and community support.

Specific mental health and wellbeing supports are identified at the end of this document and are available for learners, teachers, staff, and volunteers. Administration will review these supports with all teachers, staff, volunteers, and learners. Administration and teachers will post a list of these supports on the community bulletin board and on the SBALC website, will review them with learners during the first few weeks of class, and continue to check-in with learners throughout the term.

MENTAL HEALTH AND WELLBEING SUPPORTS

Manitoba Mental Health Crisis Support: <https://www.gov.mb.ca/health/mh/crisis.html>

Province-Wide Crisis Lines

Klinik Crisis Line

204-786-8686 or 1-888-322-3019

TTY 204-784-4097

Manitoba Suicide Prevention & Support Line

1-877-435-7170 (1-877-HELP170)

Kids Help Phone (national line available to Manitoba Youth)

1-800-668-6868

Klinik Sexual Assault Crisis Line

204-786-8631 or 1-888-292-7565

TTY 204-784-4097

Manitoba Farm, Rural & Northern Support Services

supportline.ca - online counselling

1-866-367-3276 (hours Mon-Fri 10 am to 9 pm)

First Nations and Inuit Hope for Wellness Help Line

1-855-242-3310

Counselling available in English and French - upon request, in Cree, Ojibway, and Inuktitut

Mental Health Support: Government of Canada

Free, 24hr Mental Health "Wellness Together Canada" Program: <https://ca.portal.gs/>

Mental Health Support: Government of Manitoba

Manitoba Mental Health Virtual Therapy Program:

<https://www.gov.mb.ca/covid19/bewell/virtualtherapy.html>

Mental Health Supports: Winnipeg community

Sara Riel Inc., mental health and addiction support:

<https://www.sararielinc.com/language/en/home/>

Grace Hospital Access West, community mental health: 204-788-8330 (M-F, 8:30am-4:30pm)

Klinik Community Health: <http://klinik.mb.ca/>

Willow Place, shelter, counselling, outreach, community support: <https://willowplaceshelter.ca/>