

## Stevenson-Britannia Adult Learning Centre (SBALC) September 2020 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 and by the St. James-Assiniboia School Division/Jameswood School Return to In-Class Learning Plan, September 2020. SBALC will continue to revise this plan in accordance with updates from Manitoba Public Health.

### A. PROGRAM SCHEDULE:

#### Level 1 - In-class learning

##### *Adult Learning Centre (High School Credits)*

In-class learning will resume for SBALC learners on September 8, 2020 and will continue until at-least the end of September (unless we are otherwise directed by Manitoba public health). The posted schedule of SBALC courses will remain the same.

SBALC learners will be divided into cohorts of 10 or fewer learners (except in the case of one classroom that can accommodate appropriately physically distanced learning cohorts of 14 or fewer learners).

During the month of September:

- learners registered in day classes will attend their courses once per week (Monday OR Wednesday, Tuesday OR Thursday) with their assigned cohort and with the option to attend scheduled, one on one sessions with Friday morning teachers and/or staff. During their in-class learning day, learners will be given instruction and assigned tasks to be completed for the following day of at-home learning.
- learners registered in evening classes (which generally have fewer learners registered) will attend their courses according to the regular schedule. If an evening course has enrollment greater than 10 learners (or 14 as per above), the learners in that course will be assigned a cohort and follow the model described above.

##### *Literacy Program (Stages 1, 2, 3)*

Learners in the Adult Literacy Program will attend scheduled, one-on-one assessment meetings with their teacher during the week of September 8-11. Literacy Learners are asked not to attend SBALC outside of their scheduled assessment meeting time during this first week of classes.

Following the literacy assessment meetings, learners will be divided into cohorts (of 10 or fewer learners) that best support their literacy learning.

Cohort learning for literacy learners will begin the week of September 14-18.

### **Level 2 - Blended Learning**

Beginning on October 1, 2020 and as directed by Manitoba public health officials at that time, all teachers in the high school and literacy programs at SBALC will be livestreaming/recording their lessons from their assigned classrooms. Lessons will be taught according to the regular, Monday-Thursday schedule and learners can choose to attend lessons either in-person or virtually, and according to their assigned cohort.

Friday mornings will continue to be reserved for scheduled, one-on-one meetings with teachers and/or staff.

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 internet. Please contact the office for more details.

### **Level 3 - Remote Learning**

In the event of another classroom shutdown, all SBALC programs and classes will be livestreamed/recorded according to the existing course schedule and as of October 1, 2020.

If in-person classes are shutdown prior to October 1, 2020, teachers will have remote learning packages prepared for all learners.

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](http://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.

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>) or are experiencing any of the symptoms of COVID-19 outside of your known medical history (e.g., allergies, chronic non-COVID-19 related cough, chronic headache, etc.).

### **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) and discounted (\$4.00 ea) 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.

Cohorts (groups of fewer than 10 students who attend class on the same day) will be created by administration in consultation with each learner. Learners must stay in their cohorts unless otherwise authorized by administration.

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 posted to the SBALC website: [www.sbalc.ca](http://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 review these supports 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

### Klinic 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

### Klinic Sexual Assault Crisis Line

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

TTY 204-784-4097

### **Manitoba Farm, Rural & Northern Support Services**

[supportline.ca](http://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)

*Klinic Community Health:* <http://klinik.mb.ca/>

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