

Stevenson-Britannia Adult Learning Centre (SBALC) September 2021 Re-entry Plan

All Manitoba schools are opening under **Caution Level Yellow** of the provincial Pandemic Response System.

Policies and procedures outlined in this plan are guided by the following documents:

- *Protecting Manitoba Restoring Safe Schools: COVID-19 Education*
Updates: <https://www.edu.gov.mb.ca/k12/covid/index.html>
- Manitoba COVID-19 updates: <https://www.gov.mb.ca/covid19/index.html>
- *SJASD Welcoming Our Students Back: Fall School Opening 2021-22 Parent Guide:*
<https://www.edu.gov.mb.ca/k12/covid/index.html>
- *Adult Learning Centres and Adult Literacy Programs Fall 2021 Planning Guide*

SBALC will continue to revise this plan in accordance with updates from Manitoba Public Health, the St. James-Assiniboia School Division (SJASD), and our provincial funding branch, Adult Learning and Literacy.

A. PROGRAM PLANNING:

Level 1 - In-class learning (Caution Level Yellow) September 2021 Re-entry

Intake and program scheduling will return to normal (in-class learning, no cohorts, standard adult learning class sizes). All classroom lessons will be recorded and posted on TEAMS.

Blended and remote learning may continue as appropriate and in coordination with the office.

If the level of risk changes, this plan will be modified in accordance with public health guidelines and the policies of the SJASD (see Levels 2 and 3 of this document).

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 or physical distancing requirements will be able to watch the live or recorded lessons missed.

For some required classes, overflow rooms will be reserved. If learners are 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.

Printed packages will be provided to learners as needed/requested.

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 a classroom shutdown, all SBALC programs and classes will be livestreamed/recorded and available on TEAMS following the regular class schedule. Teachers are responsible for ensuring that course-specific remote learning plans are communicated to their learners.

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.

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 AND POLICY UPDATES:

Immunization:

In accordance with provincial public health guidelines, all staff and volunteers at SBALC are required to be fully immunized (2 vaccinations) prior to the end of October 2021 **OR** undergo testing, and show proof of testing results, three times per week.

Learners are encouraged but not required to be vaccinated at this time.

Face Masks:

All staff, volunteers, learners and their families (except for young children) must wear masks in all indoor, common areas (including classrooms, hallways, offices, washrooms etc.) at all times. Masks must be worn over both nose and mouth. Anyone refusing to wear a mask or wear a mask properly will be asked to leave the building.

Learners may remove masks briefly to eat/drink. Anyone eating/drinking must be sitting and must replace their face mask while not actively eating/drinking and prior to moving around a shared space. Learners may remove masks briefly while seated at their desks **IF** two metre physical distancing is maintained. Masks must be worn by both learners and staff during individual instruction where two metre physical distancing cannot be maintained.

If a learner arrives at school without a mask, one, free disposable mask will be provided. Learners who repeatedly arrive without a mask may be asked to return home to retrieve their mask.

Physical Distancing

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.

Staff and learners are asked to observe physical distancing guidelines of one-two metres whenever possible.

Shared/Common Spaces

SBALC staff, volunteers, learners 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.

Screening for COVID-19 Symptoms

All learners, staff, 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 feeling ill, running a fever, and/or 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 are free of symptoms before returning to SBALC.

Contact Tracing

All learners, volunteers, and visitors to SBALC will be asked to sign in daily and provide contact information. 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, volunteers, and visitors will be expected to practise hand hygiene by washing their hands frequently and using the sanitizers provided. Hand sanitization is expected 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 according to provincial public health guidelines.

Sanitizing spray and paper towels are provided in each classroom for use by either staff or learners as needed.

Cleaning frequency will return to normal unless otherwise directed by public health directives and/or SJASD orders.

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 day of classes will be dedicated to providing orientation for learners regarding new school protocols 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, staff, and volunteers. Administration will review these supports with all staff, volunteers, and learners. Administration will post a list of these supports on the community bulletin board and on the SBALC website, teachers will review these supports with learners during the first few weeks of class, and continue to check-in with learners throughout the term.

****NEW THIS TERM****

Jennifer Moulton will be offering free, scheduled, on-site counselling services to all learners, staff, and volunteers until December 2021. Please refer learners directly to Jennifer at jennmoulton08@gmail.com or refer learners to the office.

MENTAL HEALTH AND WELLBEING SUPPORTS

24hr WRHA Crisis Response Centre: 204-940-1781

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>

Community Mental Health Supports:

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/>