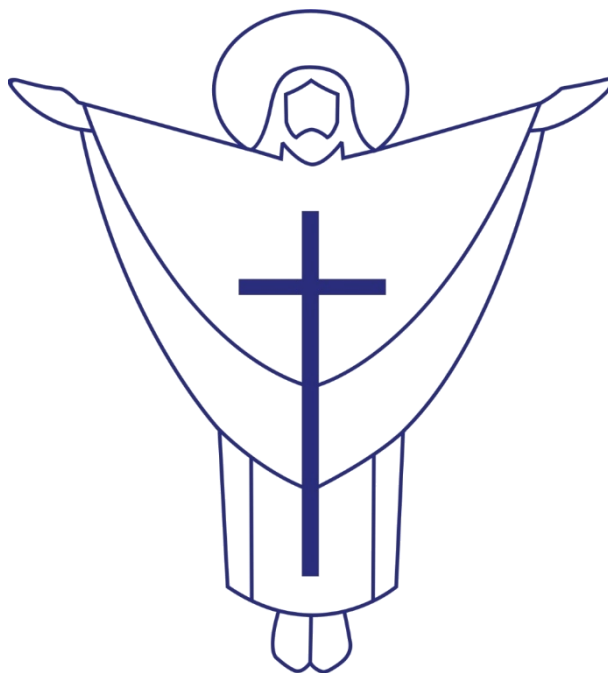


Beautiful Savior **LUTHERAN SCHOOL**



BSLS SCHOOL RE-OPENING PLAN
SEPTEMBER 2020

BEAUTIFUL SAVIOR LUTHERAN SCHOOL

Planning Considerations for September 2020

BSLS - [Manitoba Restoring Safe Schools - School Re-opening Plan](#)

The past school year was an unprecedented year that will change our lives for years to come. When in-classroom learning was suspended and all students began learning remotely, no one was sure when we would have the opportunity to return to in-class learning. The immediate shift for learning to occur while at home encouraged educators, students, parents, and caregivers to adapt to new ways to ensure that the students and children continued to learn.

Although everyone was in different situations that included different experiences to support their child(ren); learning continued at home. The response from our BSLS families to continue the student learning at home was immense and the students benefited greatly! When the first step to in-class learning began in June, the students returned to school to meet with teachers and assessments were able to be complete. We saw tremendous growth in many of our students!

Manitobans will be living with COVID-19 for the foreseeable future and we must adapt and learn to live and study safely amidst the pandemic. Manitoba's plan to resume in-class learning establishes provincial consistency, while allowing for local flexibility where needed. The plan reflects the importance of safety, health and well-being, while ensuring reasonable measures and plans are in place to minimize the risk of transmission and exposure to the virus in schools, if it occurs.

The *Guiding Principles* of Manitoba's Restoring Safe Schools maintains that:

- Safety, health and well-being for all students, staff and families is a priority.
- High quality learning and assessment continues for all students.
- Accessible, trauma-informed resources and supports for students, parents and caregivers.
- Consistent, reliable and appropriate connection to school learning and belonging, for every student, regardless of location, barriers, special needs or challenges.
- System-wide communication and collaboration promoting consistent approaches throughout the province.

Manitoba Education has provided the document [Welcoming Our Students Back: Restoring Safe Schools](#) along with the [#RestartMB Pandemic Response System](#), that outlined three scenarios for the reopening of schools in Manitoba.

They consist of:

1. Schools will be open for In-class learning with additional public health measures.
Caution - Yellow Response

2. Blended Learning: Schools will be open for blended learning, in-class and remote learning **Restricted - Orange Response**
3. School will be closed and remote learning will occur **Critical – Red Response**

The Public Health Orders and Guidance states that there is current evidence that indicates that staff and students can return to school while protecting individual health and minimizing risks from a public health perspective. This would follow **scenario #1** where students can return to school for in-class learning with additional public health measures put in place. It is possible and it is anticipated that public health orders may change suddenly, prompting an immediate change to existing practices. These changes and any information will be shared immediately with staff and should the need arise, schools will activate their emergency phone tree to ensure timely communication with staff and families when class is not in session. We also ask that parents watch and follow school emails for the most up to date information in regards to COVID-19 at BSLS.

BSLS is asking that all parents speak to their children on the steps to minimize risk. Safety precautions and safety measures to be followed in school will be reviewed with students along with their teachers. This will be taught as necessary steps to maximize safety so that we can all learn together. Students will be asked to wear masks, wash hands, clean their work areas, to not share food or supplies, and to maintain social distance. Although safety measures will be in place and procedures followed, BSLS will also strive to maintain a 'normal' feel to the school day.

BSLS will use cohorts in the school building when a social distancing of 2 metres can not be maintained. The government mandates that all cohorts be no more than 75 students. At BSLS, our cohorts will consist of:

1. The kindergarten and grade 1 classrooms (approx. 25)
2. The grade 2/3 and grade 3/4 classrooms (approx. 39)
3. The grade 5/6 and grade 7/8 classrooms (approx. 31)

These grade groupings will be the cohorts created within the school so that when physical distancing is not possible, we will try to limit the interaction to between these groups. In the event that there is a case in a class, this practice can drastically reduce the potential number of exposed staff and students and allow contact tracing to be completed. Students will also use these same designated cohorts for our entrances and exits at the beginning and end of day.

BSLS will minimize traffic in the hallways during the day and will develop strategies for managing foot traffic in entrances and hallways. Our students will remain in their own classrooms except for music and physical education or when it is time to go outside. The outdoor classroom and playground will be used when possible for leaning environments and staggered times will be scheduled to ensure maximum flow through the building.

Three entrances will be used for entering BSLS.

1. Main front entrance: Kindergarten and grade 1
2. South playground entrance: Grades 2-4
3. North playground entrance: Grades 5-8

At this time, parents are asked to drop off students in the loop at the front door for students in kindergarten and grade 1. Students will enter the school and staff will help them and ensure that they go straight to their locker and then classroom. Parents will not be permitted in the school at this time except when they are required to pick up a child for an appointment. Parents will notify the office and the office will coordinate with the teacher to have the child at the front door for the parent.

Students in grade 2-8 will use the entrance/exit assigned to them and will then proceed to a pick up location as determined by their parents. There will not be supervision outside after school so if parents can not pick up children by 3:16, parents should arrange for children to attend Before and After Care (BASC) through Mrs. Slawik. Her email is childcare@bsls.ca.

BSLS unfortunately will not be doing home visits this year, but teachers would be happy to set up virtual meetings or meet outside at BSLS to review classroom expectations and answer any questions. Your homeroom teacher will set this up directly with you during the last week of August. If your child would benefit from visiting the school and classroom prior to school, please arrange this with your classroom teacher. Teachers will contact all families in their class prior to the beginning of school and arrange a meeting spot on the playground to meet students and school supplies on the first day of school.

BSLS asks that all students, staff, and visitors, have a mask at school to use during the school day when social distancing of 2 metres can not be maintained. The Manitoba Government has now mandated the use of masks for students in grade 4 – 12. Unless a medical exemption has been approved and provided to the school, all students in grade 4 - 8 will be required to wear a mask while at school.

When students are required to change classes, staff will limit exposure to other cohorts and keep the students separated as much as possible. Students will be encouraged to wear masks when in the hallways and if social distancing can not be maintained. Students in grades 4 - 8 will be mandated to wear a mask.

All students must bring their own snacks and lunch to school and can not share any food items. The canteen will be closed until further notice to students but if a situation occurs where a child does not have food, we will contact the parent. If an adult can not bring the child's food to the school, then BSLS will provide them with a food item. We will plan to have a hot lunch program

beginning later in September. The milk program will be suspended until further notice. We apologize for this.

All students will eat their lunches in their own classroom or outside. Students will be asked to remain in their desks while eating. Students will be staggered for exit and entry of the classroom. Please send food items that do not require heat up from microwaves. Although there will be microwaves in the rooms to use, we strongly recommend that lunch items not be heated. If an item requires heat, please pre-heat at home and wrap in tin foil and/or use a thermos.

BSLS will continue to utilize both playgrounds during our recess breaks, including lunch recess. The playgrounds will be utilized by the cohorts created with the classrooms as indicated above. There have been four fields have been created and colour coded for two cohorts to use on the south playground. This will allow non-contact sports to be played during recess and phys. ed. There have been boundaries created to separate areas. Social distancing will be encouraged and playground appropriate games will be reviewed. Playground/sports equipment from home will not be permitted.

Physical education will still be offered and BSLS will follow the Guidelines for Recreational Activities. When it is possible, physical education will be held outdoors, even possibly during the winter months. Please send your child with clothing to enjoy the outdoor classes such as a rain jacket, slush pants, ski pants, winter jacket, toque, mitts, etc. Please send sunscreen to school in your child's backpack if you would like them to self apply before outdoor time. If sending sunscreen, we recommend the spray kind.

The grade 5/6 and grade 7/8 outdoor education program will be suspended until June 2021. It is likely that these two classrooms will not go to camp during the 2020-21 school year, but we will re-evaluate in January and again in March and notify parents of the outcome.

The kindergarten – grade 8 classes will occasionally do walks through the neighbourhood during the school. The students will be accompanied by their teacher and safety precautions and route pre-determined prior to leaving the school and provided to the office. A cell phone will be with the staff member in the case of an emergency. If you do not want your child to participate in the neighbourhood walks, please contact administration.

BSLS traditionally provides our music curriculum through the use of violin and band instruments. Our violin program will continue as expected for our grade 1 – 4 classes. Unfortunately, we have had to look at changing our music program due to COVID-19. Wind and brass instruments can transmit the virus over greater distances so to minimize the risk to students while at school, we are changing the program. The students will continue to have daily music class with Mr. Badiuk, but the grade 5's will have the opportunity to complete one more year of study with the violin. The grade 6 – 8 students will complete a year of violin, guitar, or ukulele, dependant on a parent

survey to be completed by Aug. 30 with the announcement of final program during the week of Aug. 31. All classes will wear masks, be a meter apart and hold music class outside when possible. BSLS will follow [The Guidelines for Vocalists and Instrumentalists](#).

The water fountains at BSLS will be closed to student use. Please send their water bottles back and forth daily, and fill them (with water) before arriving at school.

At this time, school photos will be limited to individual pictures. The group/classroom pictures will not be possible this school year.

If your child is celebrating a birthday, pre-packaged and/or individually wrapped nut-free treats can be brought in to share with the classmates. If you would prefer that your child not receive any food items while at school, please speak to your classroom teacher(s).

At this time, we will use lockers sparingly. Outdoor shoes/boots can be placed outside their locker. Students must immediately continue to their classroom, bringing their backpack and coat with them. During the fall months, please send light jackets that may be able to be placed over chairs. When the colder season arrives, we will re-assess the locker use for outdoor items. If items are occasionally stored in the lockers, students will be monitored to stagger their use to allow social distancing to occur.

Nonessential visitors will not be permitted during the school day and all visitors will be required to sign in and out. Volunteers that are working within a specific program will be permitted when the volunteer work will directly support student learning. All screening and preparedness protocols will be reviewed with all visitors and volunteers in the building. Visitors and/or volunteer to the school will sign-in on the Entry Log with the date, name, and entry time, and the location(s) being accessed in the building.

Principals conduct annual reviews of their school-specific emergency response plan. The need for emergency procedures to be expedient, effective, and consistent may outweigh the risk that COVID-19 would pose during these situations, if they should occur. In order for the students and staff to be prepared for emergency situations, such as fire drill, evacuation, and/or lockdown, individual classrooms will practice emergency drills independently.

Unless an underlying health condition prevents a student from being at school, regular attendance is mandatory and participation is required. Similarly, students are expected to engage fully in remote learning.

To protect the community, all staff and students must stay home if sick or displaying symptoms. Self-assessment tools, found at [Shared Health: COVID-19 Screening Tool](#) will be shared with staff,

students, and parents, to ensure awareness of symptoms and for daily symptom screening and monitoring.

BSLS has taken steps to expand their list of substitute teachers. As we are hopeful that our staff remain healthy, we still need to prepare for illness or circumstances of isolation. Although we have anticipated increased absenteeism from students and staff, remote learning for a classroom may have to occur if we do not have an substitute available to be in the classroom. Please plan ahead and have alternative arrangements in place for remote learning, if this situation arises where we do not have an available substitute. The time frame could be immediate and last for up to 14 days. Every possible option will be explored, including combining classroom cohorts before the remote learning is deemed necessary.

BSLS will follow up-to-date public health orders and guidance. The public health orders and guidelines found at [Latest COVID-19 Education News](#) and at [Manitoba State of Emergency/Public Health Orders](#) will be reviewed regularly and guidelines will be adjusted as necessary to reflect the latest public health information.

[School day structure/learning plans](#)

At BSLS the younger year classrooms (kindergarten, 1, 2/3) will be using Seesaw and the middle year classrooms (3/4, 5/6, 7/8) will be using Microsoft Teams as our online platforms. These platforms will be taught to the students and utilized with in-class learning to allow students to be familiar and comfortable with the programs. Emphasis in September will be on using the online platforms in the classrooms so that students are able to continue work at home, as required. BSLS will host parent sessions beginning in September for training on the platforms so that their knowledge and ability to support the students at home is increased. The parent sessions will follow public health orders pertaining to gatherings.

Extracurricular activities will be audited and determined based on the public health measures if they can be held. BSLS will ensure that we follow Manitoba's Restoring Safe Services [Sports Guidelines](#) and [Guidelines for Vocalists and Instrumentalists](#). These documents have been shared to the appropriate staff for review and planning purposes. Hand sanitizing stations will be available at the gym, music room, and classroom entrances for arrival and exit of students.

As notified by [Manitoba Education](#), the provincial data collection associated with the Grade 3 Assessment in Reading, Lecture and Numeracy and Grade 4 Assessment in French Immersion Lecture, as well as the Middle Years Assessment of Key Competencies in Mathematics, Reading Comprehension, Expository Writing, and Student Engagement will be suspended for the 2020-2021 school year.

Continual review of our early intervention programs to create strategies on how best to deliver the programming to early years' students remotely as required. Strategies and planning will continue to occur and adjustments made as necessary.

Our weekly chapel will follow public health advice regarding gatherings. Our school will continue to have chapel at the same time (simultaneously), but through a virtual opportunity. We will have a bible reading, video, pastor's message and prayer to all be included.

Blended learning

Teacher-directed remote learning will continue to be an essential component of K-12 education throughout the pandemic. Asynchronous (working independently on their own) and synchronous (working with a teacher in real time) options have been considered.

Staff have been given time to focus on the delivery of the curriculum that can be quickly implemented online and remotely on short notice. School teams were created to allow collaboration and planning so that subjects and themes could be coordinated over classrooms, grades and cohorts, to allow teachers to coordinate and team teach.

We anticipate that some students may have underlying health conditions that prohibit them from returning to in-class learning and students who may be required to be in 14-day quarantine or isolation. Teachers have planned to have lessons completed remotely and in-class as necessary. BSLS will use Seesaw and Microsoft Teams platforms for delivery of content and have developed a plan for supporting students and families through family sessions at the school. BSLS will deliver the content in print and online when required. These two platforms allow teachers to use them in-class and remotely, adapt quickly and provide an excellent delivery of curriculum content.

Students who require support to obtain access to devices will contact the principal. All students currently have access to the Internet.

Preventative Measures to Share with Community:

BSLS will encourage staff, students, and families to take common prevention measures, including cleaning hands regularly, covering coughs and sneezes, and limiting close contact with individuals. Teachers will review these preventative measures with the classroom regularly.

Handwashing:

BSLS will encourage regular handwashing with soap and warm water for at least 20 seconds with drying hands thoroughly. An alcohol-based hand cleanser can be used if your hands are not visibly dirty.

It is especially important to clean your hands:

- After coughing or sneezing

- When caring for a sick person
- Before, during and after you prepare food
- Before eating
- After toilet use
- When hands are visibly dirty

Coughing or Sneezing:

If someone needs to cough or sneeze, they should cover their mouth and nose with a tissue, or they can cough or sneeze into their sleeve. Throw used tissues in the garbage and immediately wash your hands, or use an alcohol-based hand cleanser, as described above.

Avoid close contact (within two metres or six feet) with anyone showing symptoms of a respiratory illness, such as coughing or sneezing.

Children and adolescents should avoid sharing food or drinks (e.g., water bottles), musical instruments or other things that have been in a person's mouth or hands.

Physical Distancing:

Physical distancing measures to reduce your risk of infection:

- Minimize prolonged (more than 10 minutes), close (less than two meters/ six feet) contact between your co-workers and other individuals in public.
- Where possible, meet with colleagues online or via telephone instead of in person.
- Avoid greetings that involve touching, such as handshakes.
- Avoid travel, crowded places, and events, especially if you are at higher risk (e.g., seniors and those with underlying medical conditions).
- Disinfect frequently used surfaces in your workspace.
- Follow public health advice related to self-monitoring and self-isolation if you have been exposed to COVID-19 through travel or contact with someone infected with COVID-19.

Institutional Preparedness:

BSLS will increase the frequency of cleaning and sanitation, particularly of high-touch surfaces and common/shared areas, will be required. All staff, including the cleaning staff, have been informed and will clean and sanitize as required.

As mandated by Manitoba Education in Welcoming Our Students Back: Restoring Safe Schools, BSLS shall ensure institutional preparedness by:

- Preparing school facilities to accommodate physical distancing, including increased sanitation, hand hygiene and other public health provisions.
- Following the guidelines for re-opening school facilities. *These will be updated regularly to reflect new public health orders and guidance.*
- Posting information about physical distancing, cleaning, and other public health measures to help schools prepare for in-class learning.
- Provide and develop self-screening and symptom monitoring protocols that will be provided to staff and families.
- Manage foot traffic flow in entrances, hallways, and shared spaces to avoid heavy congestion.
- Review food handling and no-sharing policies to reduce risks.

BSLS has and will continue to communicate effectively with staff through:

- Emails
- Use of Microsoft Teams posts, chats
- Staff meetings
- BSLS website

BSLS has and will continue to communicate effectively for families through:

- Email
- BSLS website
- Emergency phone tree callout

BSLS has and will continue to communicate effectively for students through:

- In class review
- Email
- BSLS website
- Support through parents

It is possible and it is anticipated that public health orders may change suddenly, prompting an immediate change to existing practices. These changes and any information will be shared immediately with staff and should the need arise, schools will activate their emergency phone tree to ensure timely communication with staff and families when class is not in session.

Contact Tracing and Outbreak Management

In the event of confirmation of a case of COVID-19 connected with a school, public health will lead the response and provide guidance, including ensuring appropriate supports are in place to coordinate the response. Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed.

Public health may:

- request records that identify cohorts/groups of staff, students, volunteers and visitors in the school for a specified timeframe;
 - offer testing following established guidelines to staff, students, volunteers and visitors that may have been exposed to a positive case;
- assess the need for the school to be closed for a period of time. Public health will advise 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.

School Staff Preparedness:

As mandated by Manitoba Education in Welcoming Our Students Back: Restoring Safe Schools, BSLS shall ensure staff preparedness and compliance with Public Health orders and guidelines by:

- Orienting staff to new public health protocols that must be followed in the school, before resuming in-class learning.
- Providing orientation to volunteers, if they are on site in a limited way, to ensure they receive orientation when they begin.
- All staff and volunteers to use COVID-19 screening tool.
- Presenting information on self-monitoring, managing a suspected case of COVID-19, managing shared spaces, etc.
- Planning for health and safety training that may be required, and also ensuring that professional learning focuses on COVID-19 pandemic priority areas, including recovery learning, collaborative planning, mental health and wellbeing and remote learning strategies.

To ensure the safety of the work environment for all, staff will adhere to procedures and protocols put in place by BSLS and deemed necessary by public health orders.

In the event that a staff member or a family member of the staff person in the same household reports that they have received a positive test for COVID-19, the school will work with public health officials.

Staff members must be in good health to attend work. Before leaving for the worksite all staff are to use the Manitoba Health COVID-19 Screening Tool, using the following guidelines:

- Any cold or flu-like symptoms (cough, fever, sore throat, runny nose, muscle ache, headache, nausea, fatigue) they should remain at home.

- 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 out of the province, they are required to consult with Health Links prior to attending school.

Upon request by public health officials, schools will provide contact information for staff who would be considered "close contacts" of any individual that received a positive test result. Public health officials are responsible for communicating with "close contacts" and for advising the wider school community. Schools will not communicate such information without specific direction from the principal and public health officials.

The Province of Manitoba has issued the following directives for learning and teaching safely during the current public health situation:

- Sports Guidelines
- Guidelines for Vocalists and Instrumentalists

BSLS is committed to ensuring that all staff are aware of such guidelines and that all guidelines are implemented faithfully. As more guidelines are developed and approved by the Province, BSLS will communicate them to staff and support their implementation.

Student and Family Preparedness:

As mandated by Manitoba Education in Welcoming Our Students Back: Restoring Safe Schools, BSLS shall promote student and family preparedness by:

- Identifying students with disabilities and those who are vulnerable to disengage from school, develop and implement strategies to re-engage them and prioritize these students for five days a week in-class learning, where possible.
 - Refer to Resources Supporting Students with Special Needs for principles and practical resources to assist with planning.
- Communicating expectations for in-class attendance and participation in remote learning.
 - Students are expected to attend in-class learning. If remote learning is included as part of their learning plan, students will be expected to participate.
 - Students who are unable to return to school due to personal or family health risks factors related to COVID-19 will be supported in remote learning.
- Developing comprehensive strategies for regular communication with families to raise awareness of the health and safety measures implemented at the school
- Ensuring the understanding that students may not attend school when sick or exhibiting symptoms of illness.

- Refer to the online COVID-19 screening tool to develop materials.
- Signal that in-class learning may be increased or suspended on short notice in response to changing public health advice.

Students must be in good health to attend school. Before leaving for school parents/guardians are to use the [Manitoba COVID-19 Screening Tool](#), using the following guidelines:

- If a student shows any cold or flu-like symptoms (cough, fever, sore throat, runny nose, muscle ache, headache, nausea, fatigue) they should remain at home.
- 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 out of the province, they are required to consult with [Health Links](#) prior to attending school and follow their directions.

In the event of a student or member of the same household reports that they have received a positive test for COVID-19, the school will work with public health officials.

To facilitate contact tracing, BSLS will record attendance regularly and accurately. Upon request by public health officials, schools will provide contact information for other students or staff who would be considered "close contacts" of the individual that received a positive test result. Public health officials are responsible for communicating with "close contacts" and for advising the wider school community. Schools will not communicate such information without specific direction from the principal and public health officials.

Recovery learning

As mandated by Manitoba Education in [Welcoming Our Students Back: Restoring Safe Schools](#), shall ensure learning preparedness by:

- Planning for recovery learning.
- Developing action plans to address students' recovery learning needs identified in the June 2020 report card and referring to the [Recovery Learning Guidelines](#) to inform this planning.
- Adapting schedules to facilitate levels of physical distancing (outdoor classrooms, frequent and staggered hand-washing breaks, staggered recesses and lunch breaks, physical distancing measures in place in classrooms and bathrooms).
- Planning for blended in-class and remote learning models

Manitoba Education has defined [Recovery Learning](#) as the "process to enable Manitoba students to transition back from remote learning to classroom learning in schools, while addressing their

mental and physical wellbeing and academic success". Manitoba Education highlights the following principles for school teams to reference as we plan for students' return to school:

- When in-class learning resumes, schools will plan for a period of reorientation to classroom routines, rebuilding community and relationships, and planning for instruction. In September 2020, educators will use their existing assessment processes, along with the information provided on recovery needs on the June 2020 report card.
- Dialogue between the previous year's teacher(s) and the current teacher(s) will aid in transition planning. Families may add insights about the student's experiences with remote learning. Schools should ensure that there are sufficient supports in place to facilitate this dialogue, as well as joint planning among colleagues, parents, and students.
- Recovery learning will differ according to the opportunities and constraints of the school year. Schools are encouraged to develop a flexible learning approach and allow the implementation of recovery learning to vary according to the needs of the students, the opportunities and constraints of the school schedule, and available resources.

Manitoba Education requires that the following considerations be incorporated into planning for the return to school:

- Review the diverse student and educator experiences that will have unfolded during the suspension of classes and intentionally address the mental wellbeing of the school community upon their return to school.
- Students who are most at risk due to the disruption of their learning will require additional supports when classes resume so that they may reach their full learning potential within their grade level.
- As there may be additional waves of COVID-19 over the next 18 to 24 months, recovery learning and alternate ways of addressing learning needs will be considered.

Mental health promotion and wellbeing, along with a sense of community will need to be the focus of BSLS when we return to school. Establishing a safe return to school focusing on the building of school and classroom communities will be a focus for the first several weeks of school and may reoccur as waves of COVID-19 occur.

Strategies to support the mental health and wellbeing of students should be documented using the Class and Student Profile templates and where required a student specific plan should be developed.

Every year in September, students arrive in classrooms and teachers conduct assessments and gather information regarding each student in the following ways:

- referencing learning goals indicated on the final report card
- holding transition meetings between the teachers of the current and previous years
- conducting Home Visits or student conferences, to learn more about students directly from families
- conducting baseline assessments and addressing gaps in learning by re-teaching concepts before introducing new content

As in all school years, the teacher will gather information and understand the learning needs of each student.

To promote student success, teachers will:

- adapt their teaching practices to meet the needs of their students
- articulate clear learning targets
- provide ongoing feedback
- adjust learning targets or set new learning targets
- ensure regular communication with students and their families
- document strategies to support academic learning using the Class and Student Profile templates

To support the return of students to school BSLS, staff will focus on strategies to:

- build a classroom community;
- establish routines; and
- assess baseline skills and knowledge in the areas of literacy and numeracy.

BSLS is very excited to invite students back to the hallways of BSLS. We are determined to follow and keep up to date on all public health orders and recommendations put forward by public health or the Minister of Education. The safety of our students, families and staff are a priority while we plan for a safe return to in-class learning. We look forward to partnering again with you and providing *Excellence in Education, Under the Gospel*.

Risk Reduction Procedures for Students, Staff and Families

It is especially important to clean your hands:

- after coughing or sneezing
- when caring for a sick person
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty

Cover your mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into your sleeve. Throw used tissues in the garbage and immediately wash your hands, or use an alcohol-based hand cleanser.

Physical distancing measures to reduce your risk of infection:

- Minimize prolonged (more than 10 minutes), close (less than two meters/ six feet) contact between your co-workers and other individuals in public.
- Where possible, meet with colleagues online or via telephone instead of in person.
- Avoid greetings that involve touching, such as handshakes.
- Avoid travel, crowded places, and events, especially if you are at higher risk (e.g., seniors and those with underlying medical conditions).
- Disinfect frequently used surfaces in your workspace.

Follow public health advice related to self-monitoring and self-isolation if you have been exposed to COVID-19 through travel or contact with someone infected with COVID-19