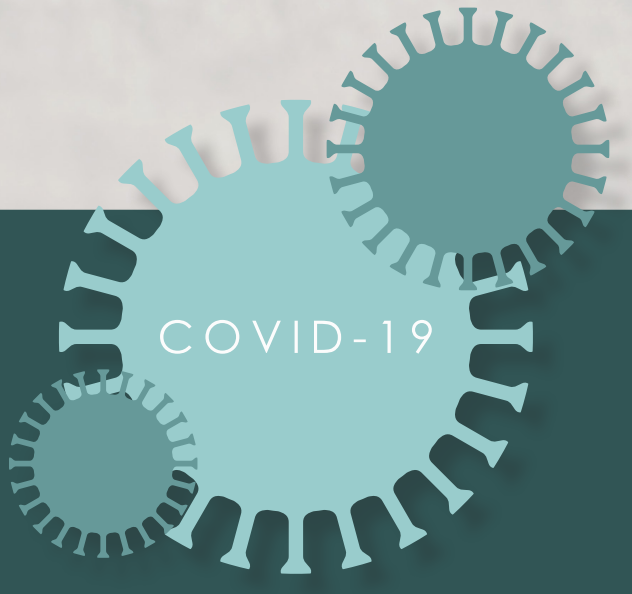
MANITOBA School Boards ASSOCIATION

MSI

School Re-Entry Protocols

A Reference Guide for Schools



Revised April 2021

mbschoolboards.ca

Introduction

The following document is valid as of the date of writing (August 1, 2020). Information related to COVID-19 or the Coronavirus remains in a state of continuous flux. Combined with ongoing emergent developments, this means that certain information in this resource manual may require revision or amendment in the future.

This document contains thematic guidelines on risk management and health promotion in the context of the re-entry of staff and students to schools starting in September, 2020.

None of these protocols, procedures or guidelines is intended to replace any that have been issued by the Chief Public Health Officer, Manitoba Health, or Manitoba Education, in respect of re-entry to school facilities.

All school division staff are encouraged to consult the following websites for general and ongoing guidance, as they provide frequently updated information for re-entry of staff and students to schools. We would also strongly encourage staff to consult the Limited Use of School Facilities Guidelines reproduced in Appendix C. This includes the guidance referenced at https://www.edu.gov.mb.ca/k12/covid/support/limited_use_school.html

Manitoba Education COVID-19 Information Portal–
https://www.edu.gov.mb.ca/k12/covid/index.html

Government of Manitoba/Chief Public Health Officer COVID-19 Information Portal–
https://www.gov.mb.ca/covid19/index.html

Supplemental guidance provided by MSBA and MSI in support of the above general guidance issued by the Chief Public Health Officer and Manitoba Education, and contained within this present resource manual include the following.

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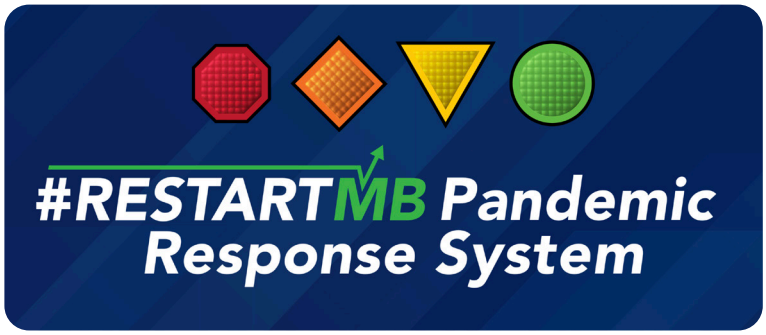
Restart MB Pandemic Response System for K-12 Schools



There are over 200,000 students enrolled in the public and independent schools in Manitoba with over 30,000 teachers and staff. There are 37 school divisions that oversee 690 public schools and 11 division-administered First Nations schools. There are also 115 funded and non-funded independent schools operating in Manitoba. The Manitoba First Nations School System operates separately within the province but there are linkages to support coordination.

Manitoba Education will continue to work closely with public health, education stakeholders, schools, divisions, independent schools, parents, caregivers and students to further develop plans for the coming year. Schools will communicate directly and frequently with families to provide them with information about the school year and ongoing plans for instruction and supports, especially as the situation evolves. If the public health situation changes or guidelines are not sufficient, current measures may be paused and other measures may be introduced or re-introduced.

Manitoba Education, schools and school divisions will work closely with public health at all response levels to assess the health and safety needs of students and staff and determine the required protocols at each level.

Child care centres and before and after school programs operate in many schools and are an important consideration in our planning at various response levels. The response levels also highlight special provisions for school bus transportation.

Decisions about the operation of schools and the specific response level will be made by public health officials in concert with officials from Manitoba Education.

LIMITED RISK

In class learning resumes for all Kindergarten - 12 students. School-based child care centres will continue with regular operations.

School buses may operate at normal capacity, with enhanced sanitization and other measures as advised by public health officials.

Directives from Manitoba Education and guidelines approved by public health officials will provide any additional guidance. More detailed practice guidance and protocols are available on the Manitoba Education website.

CAUTION

This is the planned response level for September 2020.

Schools will be open for in-class learning.

- Kindergarten to Grade 8 students and students with special learning needs will participate in in-class learning five days per week.

- Students in Grades 9 to 12 will be in class to the greatest extent possible. Remote learning for high school students may vary from school to school, depending on the ability to physically distance, including in classrooms, hallways and other areas, but at a minimum of two days per six-day cycle.

Practice guidance and protocols have been established to ensure public health and education requirements will be met while still focusing on student achievement and learning for all.

Based on current public health advice and out of an abundance of caution, masks are required for Grade 4 to 12 students as well as teachers, school staff and visitors when physical distancing isn't possible.

School buses will continue to operate with reduced capacity (one child per seat unless from same household or same in-school cohort). Masks are required for Grades 4 – 12 students and drivers. Parents and caregivers are strongly encouraged to transport students if they are able, to minimize the overall number of students on the bus.

Child care centres located within schools will continue to operate as outlined in the Public Health Guidance for Child Care. Schools will work collaboratively with child care centres and related programs, such as before and after school programing, to ensure that these services can continue to operate.

Directives from Manitoba Education and guidelines approved by public health officials will provide any additional guidance.

Visit https://www.edu.gov.mb.ca/k12/covid/index.html for up-to-date information, as well as COVID-19 K-12 School Setting Practice Guidance and Protocols for detailed information on the Restoring Safe Schools plan.

RESTRICTED

Blended learning: Schools will be open for blended learning (in-class and remote)

- Kindergarten to Grade 8 students and students with special needs will be prioritized for in-class learning. More space will be needed in the classroom and between students to maintain physical distancing of two metres. This may require smaller class groupings.

- Students in Grades 9 to 12 will participate in teacher-led remote learning, with limited use of school facilities for specific programs and assessment. High school student appointments and small groups for assessment, planning and special programming will be allowed as long as they follow the limited use guidelines and provided that groups are kept separate. Individualized education plans will be developed for students with special learning needs.

Public health recommendations for masks may be adjusted for this response level and should be monitored.

Schools will need to assess their ability to operate school buses with reduced capacity (one child per seat unless from same household). Masks are required for Grades 4 – 12 students and drivers. Parents and caregivers are strongly encouraged to transport students if they are able.

Child care centres located within schools will operate at reduced capacity, as outlined in the Public Health Guidance for Child Care. Schools will work collaboratively with child care centres and related programs, such as before and after school programs to ensure these services can continue to operate.

Directives from Manitoba Education and guidelines approved by public health officials will provide any additional guidance.

Visit https://www.edu.gov.mb.ca/k12/covid/index.html for up-to-date information.

CRITICAL

Schools will be closed and remote learning will occur, with the exception of Kindergarten to Grade 6 students of essential workers, who may still attend school. Early Learning and Child Care guidelines will be followed with reduced student groupings, in alignment with recommendations for occupancy at child care centres at this response level (16 children per classroom as long as physical distancing can be achieved) and strict infection prevention and controls in place. All other K to 12 students will participate in teacher-led remote learning. Individualized education plans will be developed for students with special learning needs.

Public health recommendations for masks may be adjusted for this response level and should be monitored.

School buses will not be operating.

Child care in schools will operate at reduced capacity and will be limited to students of essential workers, as outlined in the Public Health Guidance for Child Care Centres.

Directives from Manitoba Education and guidelines approved by public health officials will provide any additional guidance.

Visit https://www.edu.gov.mb.ca/k12/covid/index.html for up-to-date information.

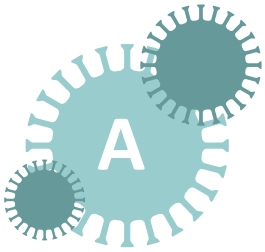
Sector-Specific Guidance

COVID-19 K-12 School Settings Practice Guidance and Protocols

Latest COVID-19 Education News for full K-12 Guidelines, supplemental information and frequently ask questions

Contact information for Manitoba schools and school divisions

Key Responsibilities of Employees, Managers and Employers



Effective cleaning and disinfecting of schools in response to COVID-19

Cleaning and disinfecting schools

Cleaning and disinfecting are part of a broad approach in preventing infectious diseases in schools. To help slow the spread of viruses, staying home when sick or self-quarantining, covering coughs and sneezes, and washing hands thoroughly and often are required.

Any staff that are engaging in the cleaning/disinfecting process must be trained in the safe handling of chemicals, through internal safety procedures (same as custodians), and reference safety data sheets for storage, safe handling, personal protective equipment requirements and spill clean up procedures.

It is strongly recommended that staff clean their own personal spaces and equipment after use. This will allow the school custodians to focus on cleaning high touch areas, classrooms, and common areas as well as conducting their regular daily cleaning routines of the school. Staff should be encouraged to consult with their custodians on proper procedures for effective cleaning and a focus on disinfection contact times to ensure viral kill times are being achieved.

A checklist or sign off sheet should be provided to identify which areas have been cleaned and disinfected and by whom. Using a school interior map and highlighting areas that are done will help with this process. Again, documentation similar to sweep logs should be used.

Below are tips on how to slow the spread of coronavirus specifically through cleaning and disinfecting:

1. Know the difference between cleaning, disinfecting, and sanitizing

Cleaning simply removes visible debris, dirt, dust and impurities (including germs, allergens and microorganisms) from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not kill germs, but removes them through mechanical action and lowers their numbers and therefore the risk of spreading infection. Cleaning should always be conducted first, before sanitizing or disinfecting.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by reducing the logarithmic (99% or 3 log10) amount of bacteria present on surfaces or objects thereby lower the risk of spreading infection. Sanitizing only reduces the number of organisms present on a surface and does not affect the presence of viruses and fungus. Sanitizing is better than cleaning alone but the reduction of pathogen populations on surfaces is exponentially better when disinfectant is used. Sanitizers are most often used in food service settings.

Disinfecting kills 100% of organisms on surfaces or objects. Disinfecting works by using chemicals to killing all germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfectants kill a wider range of microorganisms than sanitizers do; and different disinfectants can kill a number of different organisms, so it is very important to choose the appropriate chemical for the job.

2. Clean and disinfect surfaces and objects that are touched often

Follow your school's standard procedures for routine cleaning and disinfecting. Typically, this means daily sanitizing surfaces and objects that are touched often, such as:

- Phones (handle, buttons) (desk phones/cell phones)
- Desk/table/counter tops
- Keyboard trays/monitor/mouse/ smart boards
- Elevator buttons (inside/out)
- Doors/frames/handles
- Stair handrails
- Glass around doors
- Garbage/recycling bin tops
- Benches/seating
- Drinking fountains
- Spot cleaning of high touch areas of walls/windows,
- Washrooms – doors/handles/toilet seats
- Bathroom surfaces – counters/ mirrors/faucets
- School bus doors/seats/windows
- Gym equipment
- Photocopier key pads and top feeder
- All textiles (e.g. bed linens, blankets, pillow cases, etc.) should be laundered using the warmest appropriate water setting adding laundry detergent. If a hot-water cycle cannot be used due to the characteristics of the tissues, specific chemicals should be added when washing the textiles (e.g. bleach or laundry products containing sodium hypochlorite, or decontamination products specifically developed for use on textiles).

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other universal precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

For electronic equipment such as, but not limited to: computer monitors, laptops, iPads, iPhones, tablets, smart boards, photo copier display pads, keypads, mice, etc., use a 70% isopropyl alcohol solution and spray onto a soft lint free cloth. Gently wipe the hard, nonporous surfaces or other exterior surfaces. Do not spray directly onto any devices. Avoid getting moisture in any opening or any portholes. Do not submerge any electronic device in any cleaning agents. Do not use bleach or any other cleaning product on any electronic devices. Always refer to the manufacturers information on disinfecting or sanitizing these devices.

Always consult Safety Data Sheets (MSDS Online) when using any chemical or cleaning agent for proper handling and usage, including reading the manufacturer's directions for usage.

3. Simply do routine cleaning and disinfecting

It is important to match your cleaning and disinfecting activities to the types of germs you want to remove or kill. Studies have shown that the coronavirus virus can live and potentially infect a person for up to 9 days after being deposited on a surface.

Standard cleaning and disinfecting practices are sufficient to remove or kill most viruses, including coronavirus, making sure to clean high touch areas such as door handles, desks, light switches and faucets/drinking fountains. Some individuals may find that the disinfection chemical may irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects. Such individuals may require additional personal protective equipment when working with a specific cleaner. If the side effects are serious, alternate safer disinfectants/sanitizers/or cleaners should be considered. Substitution with safer products is always the fist choice over using personal protective equipment.

4. Clean and disinfect correctly – appropriate use of dwell times.

Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner (soap and warm water) to remove germs. Rinse with water, and follow with an EPA-registered disinfectant to kill germs. Ensure that it is approved for effectiveness against coronavirus (see Links below for list of approved chemicals). Be sure to replace water regularly during the cleaning process.

If a surface is not visibly dirty, you can clean it with a product that both cleans (removes germs) and disinfects (kills germs) instead, based on Division policy. Be sure to read the label directions carefully, as there may be a separate procedure/concentration for using the product as a cleaner, sanitizer or as a disinfectant. Disinfection usually requires a higher concentration of the product as well as a requiring it to remain wet on the surface for a certain period of time called a dwell time or contact time (e.g., letting the product sit on a surface, wet, for 1 to 10 minutes). This is important to know prior to using any disinfectant or sanitizer because if the dwell time is not maintained, then the product will not work effectively to kill the desired bacteria, virus or fungus. Dwell time should always be taken into account when choosing and using sanitizers and disinfectants for various applications. Always choose a sanitizer or disinfectant with the lowest possible dwell time.

5. Use products safely

Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants call for the use of gloves or eye protection. Gloves must always be worn to protect your hands. Safety glasses should always be worn to protect your eyes when spraying, decanting, pouring, etc. Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death. Ensure that custodial staff, teachers, and others who use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use. This might require that instructional materials and training be provided in other languages.

It is strongly recommended that custodial cleaning chemicals are not shared with teaching staff or other non-custodial staff as they are not properly trained in chemical use (WHMIS) and may not fully understand the hazards associated with a specific chemical and why it has to be used a certain way. It should be noted that several different types of chemicals that are used by custodial staff are considered very toxic or dangerous to untrained staff and may require additional personal protective equipment to use the chemical safely. When teaching staff or others are required to use cleaning chemicals, management should always choose non-toxic, safe, easy to use wipe or spray with short dwell times. This will reduce any errors in its use as well as any unwanted accidental exposures, allergic or sensitization reactions staff may encounter.

6. Handle waste properly

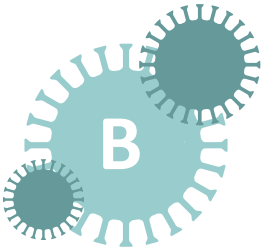
Follow your school's standard procedures for handling waste, which may include wearing gloves. Place no-touch wastebaskets (with or without lids) where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use and avoid touching any used tissues or other items inside the trash. After emptying wastebaskets remove gloves and wash your hands with soap and water.

7. What should be in school washrooms to ensure proper hand washing?

For teachers and students to wash their hands properly, there must be an adequate supply of liquid soap and paper towels or a hot air hand dryer in every washroom, and these materials must be accessible for use. Staff/ students should also be reminded (via use of posters or signs) to use a paper towel to dry their hands and then use the same paper towel to turn off the taps and open the door. Once opened, place the contaminated towel into the garbage and exit the room.

For additional infection control during COVID-19 or flu season, it is strongly recommended to place wall mounted hand sanitizer units outside doors to each washroom area. Requiring staff/students to sanitize their hands prior to entering the washrooms reduces the spread of infection during entry into the washroom. Washing your hands after using the washroom reduces the spread of infection during exiting of the washroom. Include hand sanitizer station at entrance to washrooms reducing wash time and reinfecting.

Please also see the link provided in section L (4) for access to posters concerning handwashing and other infection control protocols.



Cleaning, disinfecting and sanitizing soft surfaces, electronic equipment and laundry

Always read the manufacturers instruction for proper usage of any chemical you use and always refer to the SDS (MSDSonline program). Please also follow divisional guidelines on cleaning protocols for additional guidance on what cleaning products are acceptable for use in your school. The Government of Canada has provided a list of disinfectants you can search for that may be used against Covid-19.

How to clean and disinfect

Always wear appropriate personal protective equipment when working with chemicals. Refer to the product SDS to determine what protective equipment is required. If the product SDS is not clear on the specific type of protective gloves (nitrile, latex, rubber, butyl rubber, neoprene, etc) required to be worn to work with the product safely, contact your supplier to determine which one will work best and provide the most protection to the worker. Chemical glove charts for permeation and degradation information are also helpful in determining the appropriate hand protection to use when working with a specific chemical. For example: Ansell Chemical Glove Resistance Guide

Clean surfaces using soap and water or commercial cleaner.
Practice routine cleaning of frequently touched surfaces.

Disinfect: Once clean, use a disinfectant to kill any remaining microorganisms. Use the required dwell time and follow all instructions on the label to ensure safe and effective use of the product. Refer to the safety data sheets for required personal protective equipment, required ventilation for use, first aid, spill clean up and disposal.

Additional Disinfectants: Diluted household bleach solutions may also be used if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach comes in a concentrated solution (usually anywhere from 5-11%). Never use at full strength. Follow the Health Canada's guidelines for use and dilution.
It is recommended that a solution of at least 0.1% - 0.5% sodium hypochlorite (or bleach) be used for disinfecting hard surfaces, with a dwell time of at least 1 minute.

- **Important:** Always add the bleach solution to the water when preparing the solution, not vice versa.
- Always follow safety precautions and the manufacturer's directions when working with concentrated solutions of bleach (sodium hypochlorite). To avoid injury, use appropriate personal protective equipment during handling (read the label and refer to the material safety data sheet).
- Chlorine bleach solution might damage some surfaces (e.g., metals, some plastics) so it is advisable to check with the manufacturer before using.
- For chlorine bleach solution to be effective, a certain amount of contact time with the surface is needed. Contact time varies according to what is being disinfected.
- Never mix ammonia products with bleach or bleach-containing products. This practice produces chlorine gas - a very toxic gas that can cause severe breathing problems, choking and potentially death.
- To be more effective, clean the surface before using the chlorine bleach solution.
- A bottle of bleach has a shelf life, so check the bottle for an expiry date or check with the manufacturer for the shelf life of the product.
- Do not premix the water and bleach solution, as it loses potency over time.

How to make a bleach solution of 0.1%:

- Most household bleach sold in grocery stores contains a concentration of 5% sodium hypochlorite.
- Mix the following and allow surfaces to remain wet for approximately five minutes:
  a. **Metric:** 20mL of bleach per litre of water (1000mL) or 5mL per cup (250mL)
  b. **Imperial:** 5 tablespoons (1/3 cup) bleach per gallon of water; 1 tsp per quart
  c. **Other recommendations:** (dilute 1 part bleach in 9 parts water) achieve concentrations as high as 5000-10,000ppm (0.5-1%), and may be applicable in situations where contact times need to be shorter (30 seconds). Bleach, particularly at higher concentrations can damage surfaces such as metals. At these concentrations, bleach use also requires higher local ventilation, protective gloves and eyewear.

70% Alcohol Solutions:

- Use concentrations of 70:30 (70%) alcohol in water of either ethyl alcohol (ethanol) or isopropyl alcohol (2-propanol, rubbing alcohol, isopropanol). For 70% alcohol, contact times of 30 seconds appear to be effective against corona-type viruses. Alcohols have been recommended for cleaning electronic surfaces by the CDC, however caution is necessary if disinfecting acrylic (e.g. Plexiglas) surfaces as cracking can result. Use of alcohols should be avoided on finished wood surfaces, as many finishes are sensitive to alcohols.
- Use the equation of C1 V1 = C2 V2 to determine how to make the 70% alcohol solution.
- For example, to make a 1L of 70% alcohol using 99% isopropyl alcohol
  - (99%) V1 = 70% x 1L
  - $V1 = \frac{70\% \times 1L}{99\%}$
  - V1 = 0.7L or 707mL
  - Mix 707mL of 70% isopropyl alcohol with 292mL of water

Hydrogen Peroxide Solutions, 0.5%:

- Household hydrogen peroxide (3%) is effective in deactivating coronaviruses. It can be used diluted or undiluted. Use of gloves is still necessary for use. Allow at least 1 minute of contact time, no requirement to rinse or wipe off as it will decompose into water and oxygen. Must be stored out of direct sunlight or in a dark bottle.

For Soft Surfaces Such As Carpeted Floor, Rugs, And Drapes:

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces or according to school division protocols and procedures. After cleaning:
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
  - Please note that fabric couches/chairs etc, cannot be disinfected and should be removed.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, vending machines and ATM machines, etc.

- Follow manufacturer's instructions for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. It is best to use only a soft lint free cloth slightly dampened and to not spray directly onto the equipment. Spraying directly onto equipment may cause permanent damage. Allow appropriate dwell time and wipe dry.
- When receiving tablet/laptops from students, follow the same instructions using gloves to wipe down the equipment.

How to clean SMART Board surfaces and accessories:

Follow the manufacturers instructions to clean your interactive display screen without damaging its anti-glare coating or other product components. These instructions are also suitable for interactive whiteboards and all other SMART accessories.

- https://community.smarttech.com/s/article/How-to-clean-SMART-Board-interactive-display-surfaces?language=en_US&_ga=2.229786140.1247843985.1586538930-1456380326.1586538930
- Generally, it is best to use only a cloth slightly dampened with distilled water to clean your SMART Board. Never spray liquid directly onto the surface of the SMART Board.
- SMART has tested and approves the use of the following:
  - □ Diluted bleach solution, 0.1% – see above (20ml bleach per 980ml distilled water). Use a spray bottle for applying the solution to a soft lint free cloth (to avoid scratching the surface) and avoid oversaturating it. Wipe the surface and allow for the dwell time. Dry the surface to remove any wet spots. Note: Test a small, inconspicuous area before you clean the entire surface.
  - □ **70-90% Isopropyl Alcohol** - Isopropyl alcohol comes pre diluted and no mixing is required. For concentrations above 90%, dilute accordingly with distilled water. Use a spray bottle and apply the solution to a lint free cloth. Avoid oversaturating it. Allow for the dwell time and then dry the surface to remove any wet spots. Note: Test a small, inconspicuous area before you clean the entire surface.

- **To clean the screen** - You will need two lint free, non-abrasive cloths for this procedure.
  1. Turn off any connected computers.
  2. Turn the display off. Go to support smarttech.com/hardware/displays and find your specific model for instructions.
  3. Wipe all surfaces with the first dry lint-free, non-abrasive cloth to remove dust and debris.
  4. Gently spray a small amount of the water or cleaning solution on the second cloth. Do not oversaturate the cloth to the point it is dripping.
  5. Wipe the screen with the dampened cloth and any other high touch areas, such as the frame, pens, and other accessories. Allow for the dwell time.
  6. Dry the surface to remove any wet spots.

Toys, Toy Bins, Playmats, etc:

At this time, it is been recommend by Manitoba Health to not allow shareable items such as toys, games and plush items. In the event of future amendments allowing its use, please refer to this section for proper clean and disinfecting.

It is important to stay on top of cleaning and sanitizing school and preschool toys to reduce the risk of the spread of illness in your program, classroom and school. Infants and young children share toys and often place them in their mouths. This increases the risk of spreading infections. To reduce this risk, play areas and storage spaces should be cleaned and disinfected on a regular basis. Ensure that the disinfectant is safe and suitable for use on toys. Consult the manufacturer's recommendations for dilution and contact times for these disinfectants.

Toys, Toy Bins:

- Remove toys from the play area after use and place them in a collection box for cleaning and disinfection.
- Clean and disinfect the collection box at the same time that toys are being cleaned and disinfected.
- Clean toys in hot soapy water prior to using a disinfectant.
- Use a brush to clean crevices or hard to reach areas.
- Rinse toys well under running water as soap may neutralize the disinfectant.
- Soak toys in an appropriate disinfectant for required amount of time (contact time).
- Use a solution of 10 ml (2 tsp) sodium hypochlorite (household bleach) per 1 liter (4 cups) of water as a disinfectant. This solution requires a contact time of 2 minutes. Only mix bleach with water and never with other disinfectants or cleaners.

- In the context of the COVID-19 pandemic, it would be reasonable to instead use a mixture of 20 mL of bleach with 1 litre of water (or 4 tsp of bleach with 4 cups of water) to disinfect hard surfaces with 1 minute of contact time. It is important to remember to make a fresh bleach solution each time you disinfect, or at least everyday. *Note: The contact time, also known as the wet time, is the time that the disinfectant needs to stay wet on a surface to make sure it can kill all the germs. It is the length of time you leave the solution on the surface before wiping it down.
- Rinse toys with clean water to remove any disinfectant solution, if indicated on the label; bleach does not require rinsing.
- Clean and disinfect dishwasher-safe, hard plastic toys in a commercial dishwasher with a sanitizer or a hot rinse cycle.
- Completely air dry toys before they are returned to use.
- Keep a record of when toys were cleaned and disinfected.

Soft porous toys or dress up clothes:

- Launder fabrics or plush toys in a washing machine with hot water, and dry in a clothes dryer on a hot cycle.
- Avoid using disinfectant products on porous surfaces.

Cleaning other items:

Clean and disinfect other items (e.g., scissors, puzzles, storage bins, etc.) when they are visibly dirty

- Items such as books and some craft equipment may be difficult to clean, so consider discarding them once they are soiled or remove from use if unable to disinfect.
- Avoid sensory play during an outbreak, such as activities using play dough, sand or water or other sharable items.

Linens, Towels, Clothing and Other Items That Go into the Laundry:

Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.

- If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
- Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.
- Wash hands with soap and water as soon as the gloves are removed.

Cleaning and Disinfecting Your Building or Facility if Someone is Sick with COVID-19

At a school, daycare center, office, or other facility that does not house people overnight:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, vending machines, coffee stations and ATM machines used by the ill persons, focusing especially on frequently touched surfaces.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection .

When cleaning

- Wear disposable gloves and safety glasses for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/ disinfectant products being used and whether there is a risk of splash or fumes from the cleaning products.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding areas.
- Wash your hands often with soap and water for 20 seconds.
- Always wash immediately after contact with a sick person. Wash hands with soap and water as soon as you remove the gloves after contact with a sick person.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 70% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Additional key times to wash hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g. a child).

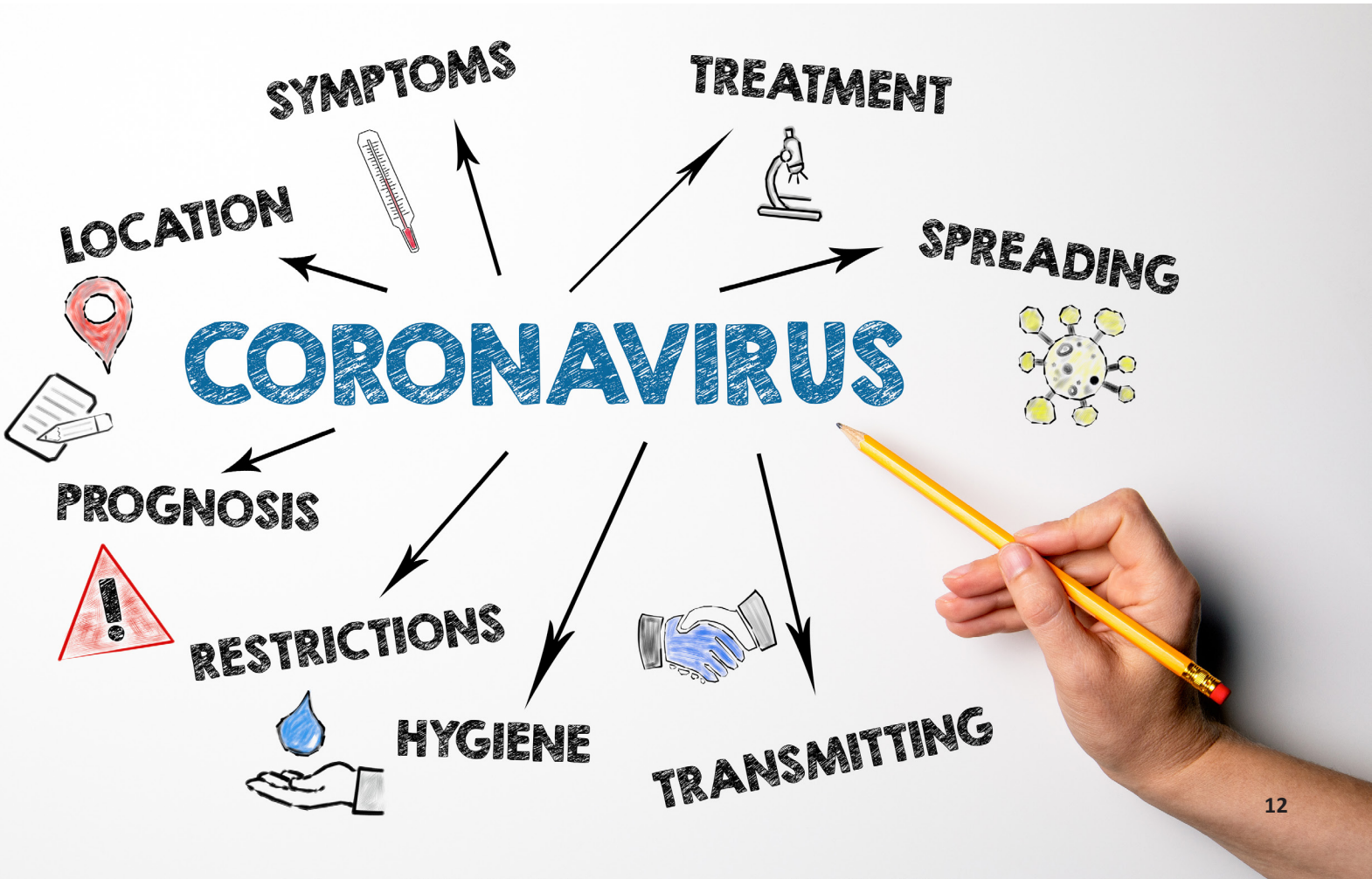
Train and Educate Workers

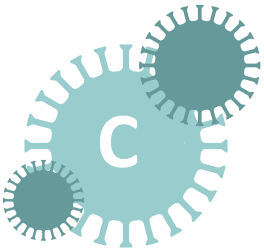
- Ensure screening occurs at the start of each day using the workplace screening poster and ensure self-screen as they enter as per poster.
- Anyone with symptoms will not be allowed to attend.
  - □ Anyone with symptoms will be sent home.
- Provide instructions on what to do if staff develop symptoms within 14 days after their last possible exposure to the virus, referring to MB Public Health.
- Ensure staff are aware of self-screening process.
  - □ Provide screening information.
  - □ Students with symptoms will not be allowed in the school.
- Provide instructions on what to do if students develop symptoms while attending school, referring to Manitoba Public Health.
  - □ Students who are ill while at school should be placed in an isolation room until they can be picked up.
- Use of posters as reminders to staff/students on what to do:
  - □ Screening posters
  - □ Hand washing posters for all sinks/ washrooms/kitchens
  - □ Hand sanitizing – how to
  - □ Elevator physical distancing posters or floor decals
  - □ Stay home if sick
  - □ COVID-19 signs and symptoms
  - □ Physical Distancing
  - □ Physical distancing for bike racks
  - □ Physical distancing floor decals

- Provide an overview of what to expect when returning employees arrive:
  - □ New entrance protocols for employees/students/ visitors
  - □ What will be available or supplied, procedures for food
  - □ What will not be provided e.g. utensils, glassware, cups, etc.
  - □ Instructions on bringing equipment (laptops, chairs, etc.) back into the workplace and disinfecting requirements
  - □ Changes to the work environment including room availability, relocation of desks, classroom changes, etc.
  - □ Physical distancing for classrooms, staff rooms, shared offices, conference rooms, exercise rooms, etc. **(post max. occupancies on room doors).**
  - □ Modifications to internal and external meeting protocols, visitor/student access.
  - □ Any new policies, stay home if they are sick, hygiene, hand washing, work from home, etc.
  - □ How student assessment meetings will occur and physical distancing requirements.

- Determine protective equipment for staff required to work in close contact with students. When staff are working with students that require intervention or supports that cannot be provided for at a distance of 2 metres or more.
  - □ PPE may include surgical masks; face shields; gloves; gowns for ANY risk of splash of bodily fluids.
  - □ Additional disinfecting procedures for lifts, slings, beds, wheelchairs, etc.
  - □ Staff must be trained on disinfecting requirements, chemicals, PPE, etc. prior to use and distribution.

- Develop policies for worker protection and provide training (e.g. WHMIS) to all cleaning staff on site prior to providing cleaning tasks and use of chemicals.
  - □ Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PE.
  - □ Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace using WHMIS and referring to MSDS Online.





Physical distancing in schools

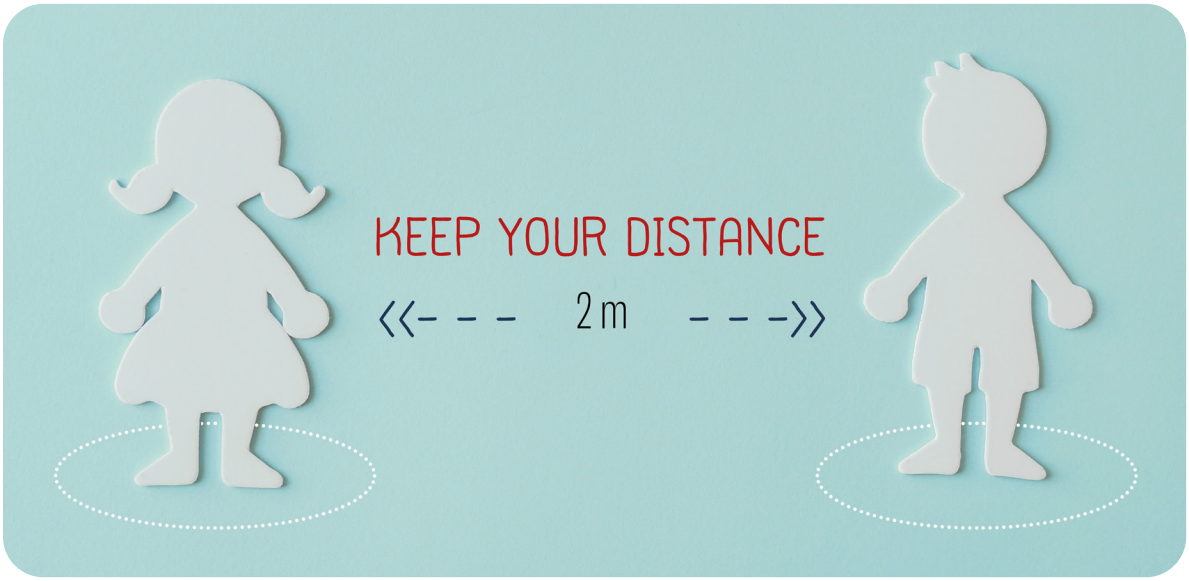
Manitoba Public Health advises that all Manitobans have a role to play in slowing the spread of COVID-19 and minimizing its impact on the health-care system and in communities. One of the key tools to slow the spread of COVID-19 is to increase the physical space (distance) between people to slow the spread of disease. Physical distancing works by limiting the number of people that you, and your family, come into close contact (within two metres / six feet). Increasing the space between persons decreases the risk of transmission. Health officials in Manitoba have already recommended many kinds of physical distancing, including changes in workplaces and the cancellation of public gatherings where close contact cannot be avoided.

All schools are directed to maintain physical distancing when allowing for interactions and meetings upon re-entry at schools, in keeping with advice from Manitoba Health.

Further, in order to reduce stress and anxiety from those required to be in schools and offices, we wish to express awareness of the duty of employers and supervisors to maintain a healthy work place, which includes physical distancing enforcement. Physical Distancing should include the following:

- Schools will need to consider strategies for how to manage foot traffic flow in entrances and hallways to avoid congregation. Gatherings in common areas, such as lobbies and lunchrooms must also be limited.
- Schools must limit nonessential visitors and stagger drop-offs, pick-ups, class times, hand washing breaks, recess and lunch breaks to the greatest extent possible.
- Consider how to best address traffic flow throughout the schools. This may include one-way hallways and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to.
- Schools should also refrain from scheduling assemblies and gatherings that exceed public health advice.
- Required parents and caregivers to remain outside of the school to drop off their children.
- Avoid close greetings like hugs or handshakes and remind students to keep their hands to themselves when possible.
- Consider using educational videos and online programs as a part of learning so young students can sit independently and distanced from each other.
- For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:
  - □ Does the activity involve shared surfaces or objects frequently touched by hands?
  - □ Can an activity be modified to increase opportunities for physical distancing?
  - □ What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?
- Consider teaching classes outside when practicable.
- Incorporate more individual activities or activities that encourage more space between students and staff. For younger students, adapt group activities to minimize physical contact and reduce shared items. For adolescent students, minimize group activities and avoid activities that require physical contact.
- Organize students into smaller groups (cohorts) that stay together throughout the day. Single classes could stay together to avoid interactions with other groups/classes. Where smaller groups/classes are not feasible due to a range of electives, physical distancing is required.

- Larger groups could stay (e.g. several classes or grades) together to reduce the amount of interaction between students. Locations of classrooms (e.g. same wing of school), movement of teachers instead of students, use of additional space (e.g. gyms, libraries, multipurpose spaces), and alternate day attendance can all be considered to reduce mixing.
- Timetable in-class students by cohorts to avoid mixing of groups.
- Field trips must be cancelled if physical distancing cannot be accommodated. Outdoor venues are lower risk of transmission of COVID-19 and crowded venues and exposure to other groups should be avoided.
- Out-of-province and international travel will remain subject to ongoing guidance from public health and Manitoba School Insurance Program (MSI).
- Strive to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day.
  - □ Masks are mandatory for all Grade 4-12 students and all staff where distancing of 2m cannot be maintained.
  - □ Where 2 metres is not possible between desks (Grades K-6), the greatest possible spacing is recommended with a minimum spacing of 1m. Grades 7-12 must maintain 2m distance.
  - □ If 2 metres cannot be arranged between desks/table, students should be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student.
  - □ In these types of situations, where physical distancing is not possible, extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.
- Discourage any food or drink sharing in the classroom. For classroom meals and snacks:
  - □ No self-serve or family-style meal service. Instead, switch to pre-packaged meals or meals served by designated staff.
  - □ Food provided by the family should be stored with the student's belongings.
  - □ Close the food preparation areas off that could be accessed by students/children, non-designated staff, or lunch supervisors.
  - □ Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.
  - □ Students/children should practice physical distancing while eating.
  - □ There should be no common food items (e.g., salt and pepper shakers, ketchup).
  - □ If a school is using a common lunchroom and staggering lunch times.
    - o Remove/rearrange dining tables to maintain physical distancing.
    - o Place tape or other markings on floors to maintain a physical distancing of 2 metres.
    - o Stagger meal service times to reduce the numbers of people present at any one time.
    - o Adapt other areas to serve as additional dining space to increase spacing among persons in the same room (Hallways must not be used for this activity).
    - o Ensure that surfaces are cleaned and disinfected after each use including all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use.
- Stagger recess, snack/lunch, and class transition times to provide a greater amount of space for everyone.
- Identify students 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.



Cohorts

The risk of transmission of COVID-19 is reduced by limiting exposure to others. Contact tracing is also more feasible when groups (cohorts) are maintained. It is recommended, where possible, that students be cohorted by class.

A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting. Cohorting will decrease the number of close contacts a case of COVID-19 would have in a school and assist public health officials in their efforts to trace contacts and contain an outbreak. For the purposes of contact tracing, consider limiting capacity of rooms to a number that allows for physical distancing (i.e. less students in a smaller room and more students in a larger room). It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk for disease transmission (i.e., spacing between desks). Different Cohorts must maintain 4m distancing if sharing similar space.

Staff

We would urge Divisions to send out reminders to all staff that gatherings and interactions must be kept within the Manitoba Health guidelines while at the workplace. Staff need to be reminded that they must keep to their assigned classrooms to the greatest extent possible, and not socialize in groups or wander around the school. All touchable surfaces must be cleaned. Physical distancing for staff should include the following:

- For administration areas:
  - □ Limit the public from coming into the building. Encourage parents and others to call instead of visiting the school.
  - □ Designate a 2 metre area in front of or behind a kiosk. Consider the use of tape or other floor markers to designate where people can stand and line up (if required).
  - □ Plexiglass may be used to separate administrative workers from the public if two metres of separation cannot be maintained.
  - □ Use single use visitor pass stickers for school visitors instead of lanyards and reusable high touch items that cannot be disinfected.

- Establish and post occupancy limits for shared spaces such as lunch rooms and break rooms. Consider removing chairs or tables to ensure occupancy limits are not exceeded. If possible, provide additional areas for workers to have their breaks, including outside areas if available.
- Stagger start and end of break times for workers to prevent crowding when entering and leaving the workplace.
- Maintain 2 metre physical distancing whenever possible between workers and students. Consider the use of virtual meetings or other means to reduce the number of staff onsite. Modify work processes and practices to encourage physical distancing between staff and student, and other workers.
- Provide instructions to workers on methods for maintaining physical distance such as not greeting others by hugging or shaking hands.
- If workers need to meet in person, ensure there is a 2 metre space between each worker.
  Manage the flow of people in public spaces such as hallways and on stairs, consider the use of one-way systems.
- Identify staff who can work from home where feasible and appropriate in the circumstances due to underlying health concerns that make them more vulnerable to exposure to COVID-19, and make any necessary adjustments.
- Assemblies and other school-wide events should be held virtually to avoid a large number of people gathered in one space.
  If staff need to travel between worksites, maintain physical distance in vehicles wherever possible. Consider separate vehicles if possible. Larger vehicles may be able to accommodate physical distancing by using a seat configuration that maximizes distance between people. In the event that physical distancing can not be maintained in vehicles, the use of face coverings or masks may be required.

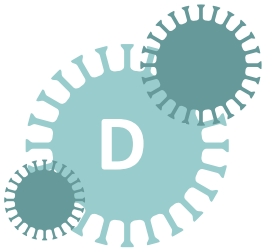
It is also recommended that staff be made aware that family members (spouses, children, pets) are not to be brought into the schools.

Visitors and Other Service Providers

Schools must limit nonessential visitors and stagger drop-offs and pick-ups to the greatest extent possible.

- Limit the public from coming into the office. Encourage parents and others to call instead of visiting the school.
- Use single use visitor pass stickers for school visitors instead of lanyards and reusable high touch items that cannot be disinfected.
- If the public (screen parents, volunteers, service providers, including delivery drivers and independent contractors) has to enter the school the following procedures must be followed:
  - □ When a visitor enters the school they must be asked to use the self screening tool before they enter the school.
    - o The public must not enter the school if they are ill.
    - o If a visitor answers YES to any of the questions, the individual must not be admitted into the school
    - o In the case of a delivery driver answering Yes, the driver/school will make alternate delivery arrangements
  - □ Parents/guardians should only attend the school if they are required.
  - □ A record of all visitors must be kept.

See the Appendix for posters on physical distancing, non-medical face masks that schools can post in public areas as a reminder of physical distancing requirements.



Workplace hygiene

Encourage good personal hygiene and infection control practices when employees/students are in the workplace, including:

Respiratory etiquette

- Encourage covering coughs and sneezes with a tissue
- Turn away from others when coughing or sneezing or cough or sneeze into your elbow.
- Throw any used tissues into the garbage.
- Wash you hands with soap and water.

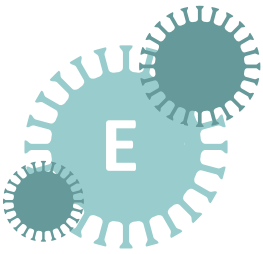
Hygiene For students

- Develop policies around when students should wash their hands. This should include, at minimum:
  - When they arrive at school and before they go home.
  - Before eating and drinking.
  - After using the toilet.
  - After sneezing or coughing into hands or tissue.
  - Whenever hands are visibly dirty.
  - When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).
- Staff should use verbal instructions to assist younger students with hand hygiene as needed.
- If a sink is not available, use alcohol based hand sanitizer.
- Instruct students not to touch their face, nose, eyes or mouth with unwashed hands.
- Food must not be shared by students.
- Wash or scrub all fruits and vegetables with cold, running, potable tap water before consuming.
- Notify parents that sharable food items must not be sent to school for the entire class.
- Discourage the use or borrowing of other people's phones, desks, offices or equipment such as pencils/pens, staplers, markers, tape dispensers, etc.

Hygiene For staff

- Encourage workers and students to remain on site and not to leave during lunch or at break times.
- Ensure hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer).
- Develop and establish handwashing policies and procedures for all staff and others at the school. Ensure handwashing signage is provided to communicate good handwashing practices. Post handwashing signs near all sinks. Workers, including teachers, administrators and support workers should wash their hands frequently to reduce the risk of transmission.
- Ensure workers are provided with appropriate supplies and facilities with soap and water. If soap and water are not available, use hand sanitizer and disinfectant wipes. Hand hygiene stations should be set up at the school entrance and other locations as appropriate.
- Consider the maximum number of workers and students required to wash their hands at peak times and ensure that sufficient hand washing or sanitizing stations are available for these times.
- Instruct staff not to touch their face, nose, eyes or mouth with unwashed hands.
- Promote effective hygiene practices. Refer to Health Canada and MB Shared health hygiene practices signage.
- Provide guidelines on prohibiting shared food, buffets, etc. for staff. Eliminate all open food items. Encourage staff to bring their own food/lunches to school already prepared to minimise use of the staff kitchen and appliances. If food must be shared provide prepackaged items in separate containers for each person.
- Discourage the use or borrowing of other people's phones, desks, offices or equipment such as pencils/pens, staplers, markers, tape dispensers, etc.

- Maintaining a clean workplace will assist in minimizing risk to employees.
  - □ Enforce a strict clean desk policy so that non-essential items are not stored on the desk, but rather enclosed in cabinets or drawers. This means staff should ensure that desks (student and staff) are cleared at the end of the day so that evening cleaning/disinfecting can take place.
  - □ Classrooms/offices should have no stacked or stored items left on the floor. Evening cleaners do not move these items when they clean and therefore these spaces are never cleaned.
- For shared/flexible offices/workplaces, consider:
  - □ Create and post guidelines for desk and equipment sharing, disinfecting and use.
  - □ Removing shared keyboards and mice and distribute personal peripherals to mobile workers.
  - □ Providing storage units (lockers) for storing personal items in the workplace.



Safe handling of school work and deliveries to the school

There have been some concerns raised over whether packages or homework being brought into schools or offices are safe to handle by staff.

According to the World Health Organization (WHO), they have deemed it safe to receive and handle packages such as letters, envelopes and newspapers.

Additional guidance that schools can implement

1. Wherever possible, all written communication should be done online, including use of email to send and receive homework/ assignments.
2. For those requiring physical pickup and drop-off, set up certain times where this can be controlled. Staff can be there to receive the packages during set times or appointments. Avoiding additional visitors entering into the building remains sound guidance for re-entry.
3. Gloves can be used when handling the packages. Lightly wipe down the exterior packaging or material with a fresh disinfecting wipe. If no gloves are used, please immediately wash hands after handling for the recommended 20-25 seconds with soap and water.
4. If students are coming into the building to drop off work related to remote learning continuation, make every effort to have a set destination and time for drop-off or pickup, in order to control total time in the school building.
5. Be sure to wipe down any doors, handles etc. as necessary.

Having consulted with Canada Post and Purolator, this guidance falls in line with how the delivery community is handling packages.

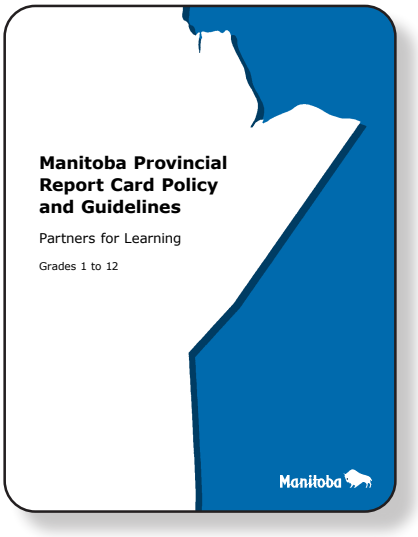
Distribution of high school report cards, diplomas and transcripts

In anticipation of students requiring their transcripts, report cards and diplomas for such things as admission into post-secondary endeavors, please find some guidelines for safe distribution.

For those students requiring hard copies of their documents (transcripts, diplomas), each school should set up either a mail out or scheduled pick up as necessary. In order to reduce the numbers of visitors coming to the schools, the mail out option should be the first consideration if feasible. Similar to locker belonging pick-ups, schools can schedule students (or pre-approved designates with ID) to arrive at staggered times to ensure compliance with physical distancing.

Divisions should be in contact with students who may require these documents and be made aware of time restrictions to request these documents ahead of time to ensure timely arrival or pickup options.

Normal requirements for report cards should be distributed by mail. Divisions have the option to email if so desired. Physical pick-ups should only be done as a last resort and consideration should be given to allow for any pickups to be kept outside.



(Distribution and return procedures for report cards are also locally determined - https://www.edu.gov.mb.ca/k12/assess/docs/report_card/full_doc.pdf - Page 41).

Yearbooks can be handed out starting in September for returning students. For students not returning, please make arrangements to send out or pick-up as per the guidelines above.

Please also consult the Manitoba Education Fact Sheet: Graduation Ceremonies (Appendix D) for further information about conferring/bestowing high school diplomas to graduates at in-person venues.

School playstructures and outdoor meeting/gathering spaces

Playstructures

Based on guidelines issued by the Chief Public Health Officer (CPHO) of Manitoba, public school divisions can opt to reopen play structures and playgrounds located on school properties. This guidance builds upon the Provincial Government's initial guidance on reopening of outdoor recreation facilities and golf courses within the "Restoring Safe Services" Recovery Roadmap, released on April 30, 2020 (available at https://manitoba.ca/covid19/restoring/phase-one.html).

The CPHO has deemed playgrounds and play structures to be "low risk", in terms of transmission of the COVID-19 virus via community use of such infrastructure. MSIP and MSBA neither confirm nor deny this assessment. Further, the CPHO has also indicated that "there are no specific requirements for cleaning of outdoor play structures".

Without prejudice, MSBA Risk Management considers this to be a gradual easing of existing restrictions and not a directive to reopen play-structures. Manitoba school divisions retain exclusive authority to decide how best to implement the easing of any current restrictions on community use of playgrounds and play structures located on school properties. Under all circumstances and at all times, school divisions are further encouraged to adopt and maintain an "abundance of caution" in their approach to permitting public access and community use of such infrastructure, in conjunction with the guidance that all public school divisions have now received. It is also very important to note that all schools must maintain the schedule for regular playground maintenance checks, as established in the pre-COVID-19 timeframe.

Please note that this easing of restrictions still requires that physical distancing protocols be maintained, and basic hand hygiene procedures followed before and after using the structures. Play structures remain high-touch areas.

It is important to recognize that children are explorers by nature and will touch everything during use of play infrastructure, including their own face, nose and mouth. Furthermore, play structures are often high frequency crowd areas where physical distancing continue to represent special considerations. Direction to play-structure users to maintain safe distancing of two meters between persons remains sound advice, as does direction to keep hands clean and disinfected. Plastic and stainless steel make up the large majority of our play equipment and current evidence indicates that the COVID-19 virus can remain viable on such surfaces for up to 72 hours.

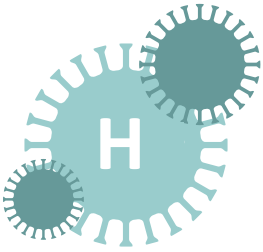
Guidance provided by Manitoba Public Health requires that school divisions notify users of play structures and playgrounds of the need for handwashing/sanitizing prior and following use, along with appropriate physical distancing protocols, to be respected when using play structures and playgrounds. Given that school divisions are not able to provide handwashing stations, nor be present to monitor physical distancing, divisions must post signage, as found in Appendix B.

The signage clearly identifies that individuals accessing the play structure are responsible for assuming appropriate physical distancing while using the structures, and that proper hand sanitizing must to be performed before and after use.

Outdoor meeting/gathering spaces

In view of proposals to make use of outdoor spaces for staff and students to meet during the re-entry period, it is encouraged that all schools attend to cleaning of such spaces on a more frequent basis to avoid contact of students or staff with waste or rubbish, as well as potentially hazardous materials (such as broken glass, syringes, etc).

Application of herbicides, fertilizers or noxious chemicals to outdoor green spaces should also be avoided if schools intend to use these spaces for meetings or gatherings.



School entry: screening of staff, students and visitors to schools

Entrances must be monitored to ensure staff, students and visitors are conducting the self-screening process. QR codes can also be attached to the self screening posters which take the user directly to the MB-Health online screening questionnaires. For general guidance, including applicable self screening posters to place at entrances of all schools, please consult: https://www.edu.gov.mb.ca/k12/covid/support/limited_use_school.html

As per the Limited Use of School Facilities Guidelines, the expectation is that staff reporting to work will have conducted a self-screen prior to entry or in presence of colleagues, students or visitors to the school. **No** COVID-19 related screening (including physical examination, temperature taking, etc.) is to be conducted by employees of school divisions on other staff, students or visitors entering a public school facility.

As per guidance issued by the Chief Public Health Officer, the only screening practices that (as of date of this publication) remain in effect pertain to **self-screening** for regular staff, students and visitors.

The poster is also located in Appendix A at page 46

For on-site childcare facilities, staff at childcare facilities may inquire as to whether a parent or guardian have themselves conducted a screening test on a child entering the childcare facility. In such exceptional circumstances, the only information is "yes" a screen has been conducted, or "no" a screen has not been conducted.

School division employees may not, under any circumstance, conduct a screening or request temperature readings or any other biological or health related information from a staff person or from a student, parent/guardian.

It is important that school divisions be aware and understand that all data and information that is obtained from screening practices remains subject to the Personal Health Information Act (PHIA) and the Freedom of Information and Protection of Privacy Act (FIPPA). All provisions mandated under these statutes regarding informed consent, as well as collecting, access, storage, destruction of information and records, continue to apply.

MSBA legal counsel has therefore advised that all school divisions should refrain from detailed screening at this time.

It is equally important that all school divisions to understand that within Manitoba, no employing authority or school authority is authorized to tell any person to self isolate. Instead, these authorities can mandate that a person contact Health Links, and then Health Links would determine if a test is warranted or whether the person had to self isolate or whether/when the person could return/come to work.

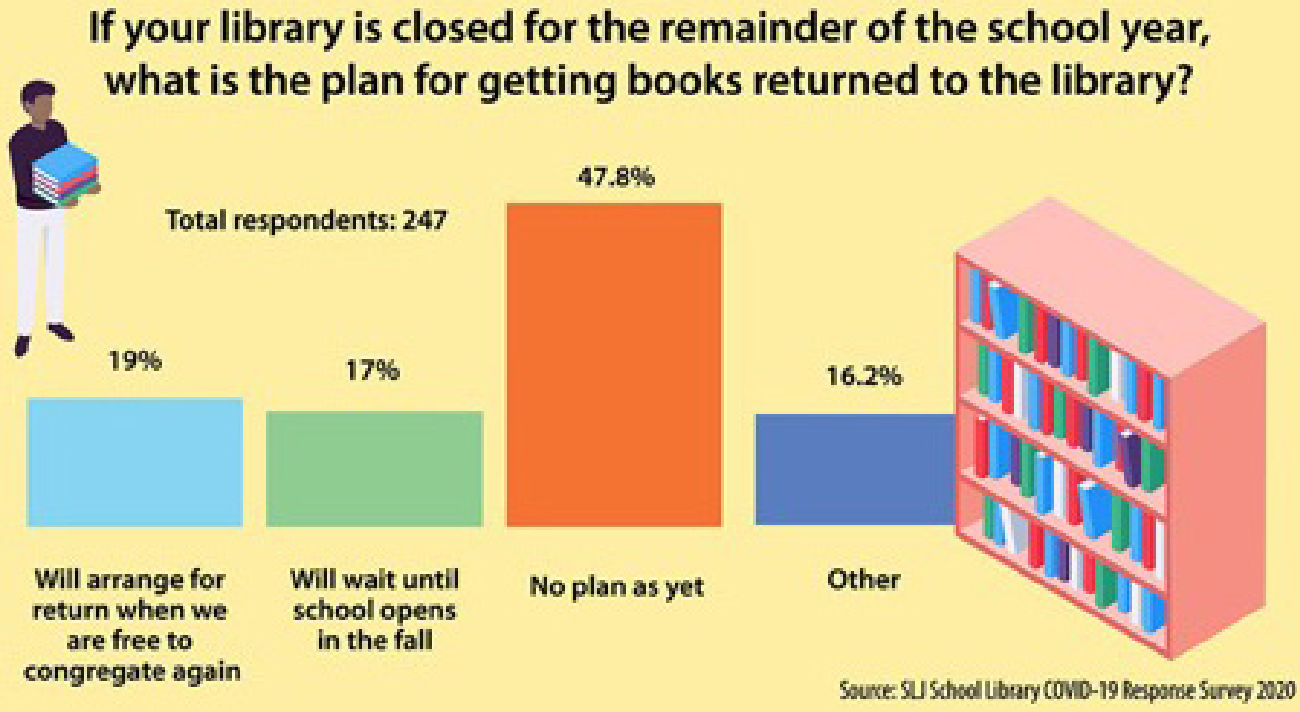
Community libraries in schools

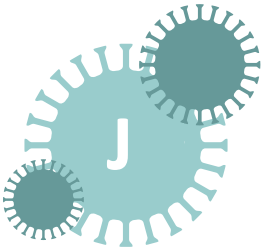
At all times when providing for public access to a community library that may be located in a school facility, it is important that physical distancing, cleaning and disinfecting protocols continue to be implemented. Guidelines for reopening of community libraries have been provided by the Chief Public Health Officer at: https://www.gov.mb.ca/covid19/restoring/phase-one.html

For Non Community Use –School Libraries:

The following procedure can be used to return books to the library.

1. Wash hands thoroughly for the recommended 20 seconds with soap and water prior to starting.
2. For those requiring physical pickup and drop-off, set up certain times where this can be controlled. Staff can be there to receive the packages/books during set times or appointments. Meeting students at the doors is recommended to avoid additional visitors in the building.
3. After handling packages and books, thoroughly wash hands.
4. Students/parents should not be allowed to come into the building whenever possible. Make every effort to have a set destination for drop-off or pickup to minimize time in the building.
5. Maintain physical distancing requirements of at least 2 metre (6 feet) distance between yourself and others when receiving packages and books and while at work. Use of floor decals or tape to ensure physical distancing takes place for those waiting in line for drop off.
6. Avoid touching eyes, nose and mouth. Follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands.
7. Regularly wash your hands throughout your workday or thoroughly clean your hands with an alcohol-based hand rub.
8. Allow books to sit for 24 hours, for those that are covered with paper, prior to scanning them and putting them away. For books that are covered with plastic, allow them to sit for 72 hours.
   Note: Recent studies published in the New England Journal of Science indicate that COVID-19 can live on paper/cardboard surfaces for 24 hrs and on plastics for 3 days. Therefore, allowing book returns to sit for 24-72 hrs should render the virus inactive.
9. For those books covered with plastic, if you do not have the time to allow them to sit for 3 days, they can still be scanned and put away, but staff must follow strict hand washing protocols.
10. Scan and return books to the library shelves.
11. Using cleaning wipes, wipe down your workspace once you have finished work for the day.
12. Thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water prior to leaving work.
13. If you were wearing disposable gloves, you must still wash your hands with soap and water or use an alcohol based hand sanitizer once the gloves have been removed. This ensures your hands have not become contaminated while removing the gloves.





Community use of schools

Community use of schools will be suspended, with the exception of child care centres operating in schools. School divisions and schools will need to assess their capacity to accommodate nursery, before and after, and other education programming (e.g., driver training) while prioritizing in-class instruction and public health measures. Independent schools with shared space rental agreements will need to ensure that public health measures are followed if the owners of the buildings utilize space that is also used for the school's purposes. Guidance to school divisions under the community use of schools policy in the specific context of the COVID-19 pandemic.

Under the community use of schools policy, school divisions allowing any third party entity to use school properties for any purpose are responsible for maintaining the overall safety and addressing risk related to the infrastructure/ property itself, when opening the properties for use by the third parties.

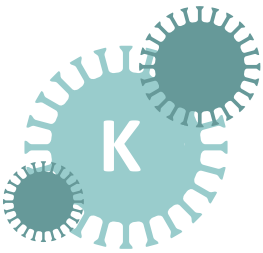
In real terms, this means taking such reasonable cautions as:

- Cleaning, sanitizing and disinfecting as warranted prior to and after use of the property (including gym equipment and washroom facilities at the property that may be used by the third party). In this respect, we recommend that divisional custodial staff be responsible for this. If a division does not have such staff available, then it should not open the property for third party use.
- Cleaning of washroom facilities and frequency of cleaning of washroom facilities has been clarified by the Chief Public Health Officer during the town hall on May 14, 2020.
- Ensuring presence of hand sanitizer stations at principal entry/exit of properties (stocked with alcohol-based sanitizer, as non-alcohol based product does not destroy the virus).
- Posting appropriate signage of general COVID-related practices for teen and adult visitors in visible areas where the third party will be occupying space(s) (such as reminders of physical distancing, need for frequent hand washing, etc.).

Guidance to third party occupants/visitors under the community use of schools policy in the specific context of the COVID-19 pandemic

In terms of the program or activity delivered by the third party, once a school property has been opened to them, the third party would be responsible for monitoring and implementing any operational safety and risk guidelines, in terms of but not necessarily limited to:

1. drop off and pick up scheduling to avoid public congregations;
2. physical distancing;
3. maximum occupancy, according to:
    a) general public limit and physical distancing or,
    b) the day camp/childcare limit, depending upon configuration of spaces and according to the existing guidelines that would apply to
        i. the general public,
        ii. child care or
        iii. day camps, as issued by the Chief Public Health Officer; and
4. general safety requirements (for activities such as food-handling/preparation, mandated security verifications for third party staff or volunteers working with minors, WHMIS, WSH guidelines; etc.).



Sick/isolation rooms (information from Shared Health)

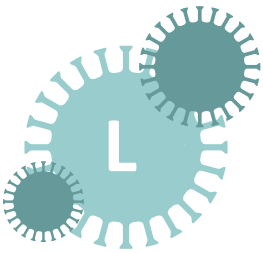
All schools should have a designated sick/isolation room for use when kids become generally sick or show symptoms of the coronavirus. These rooms needs to be disinfected frequently and restricted to authorized staff and students only. Ensure that any furniture and other surfaces in the room can be easily cleaned and disinfected. Ensure that a safe work procedure for use/cleaning and a screening poster have been posted on the door of the isolation/sick room. Place appropriate signage at the entrance to the room to indicate necessary precautions (personal protective equipment) that are required to be used by staff/student prior to entrance.

Note: All masks are not the same. For the most part all surgical masks look the same, but they are not. Medical masks, such as procedural masks, level 1,2,3 medical masks all look the same – however they all provide different levels of protection. Medical masks are meant to contain large droplets (differently), but they are not an N95 mask. The procedure below indicates the use of a Level II medical mask. Level II medical masks protects the wearer and non-wearer (2-way) from respiratory droplet exposure. Level I masks protect only one way. Due to the potential exposure of infectious droplets staff supervising the isolation room should wear a Level II medical mask.

Procedure:

1. In the event of a sick student/staff member.
   a. Staff members: will be required to self-screen; will be required to go home; and may need to be tested for COVID-19.
   b. Students: Review the screening questions with the students and note any symptoms for parents. Note the classroom and group the student was with at the time of getting sick. Parents will be called and students will be escorted to a sick/ isolation room to wait.
2. Non-essential staff will be restricted from entering the room. One person will be designated to check on the student periodically.
3. Have the student perform hand hygiene upon entering the room (hand sanitizer or hand washing) and have them wait in the room until they are picked up by their parents.
4. Provide the sick students with tissues, hand sanitizer and waste receptacle. Note: sick/isolation rooms should have all shareable items removed. Do not allow toys, electronic devices, books or games, etc. to be left in this room. This room is for sick students only. No food or drink is allowed in the room.
5. Anyone entering the sick room shall; maintain 2m separation; wash their hands thoroughly or hand sanitize; don their mask and PPE as required. High risk criteria/procedures can be found here. A medical mask (surgical or procedural) is required when unable to maintain a distance of two metres or six feet from a child who is exhibiting signs or symptoms suggestive of COVID-19.
6. Upon leaving the isolation room, staff must:
   - □ wash hands;
   - □ remove medical grade face shield, mask and wash hands again;
   - □ remove their medical grade face shield and disinfect it using cleaning wipes;
   - □ remove their mask;
   - □ wash their hands again.

   It is strongly recommended to use hand sanitizer after exiting the sick room.
7. Upon arrival, parents should be screened and then briefed on information regarding the students illness; if they have answered yes to any of the screening questions. Strongly recommended that the parent take the student for COVID-19 testing if they presented with any of the virus symptoms.
8. Relay information to parents on when student can return to school. Return will be based on testing results, where applicable.
9. Once the student has been picked up, the isolation room must be disinfected prior to anyone else using the room. Notify the school custodian. Ensure manufacturer disinfectant contact time is maintained on all surfaces that need to be cleaned.
   a. Don PPE such as disposable gloves prior to cleaning.
   b. Using cleaning wipes or other appropriate disinfectant, wipe down all high touch areas in the room that the student or staff has touched (including door knobs, counter tops, walls next to sick beds, any equipment used, etc.).
   c. Ensure the sick bed is cleaned/disinfected.
   d. Remove any bedding and wash with hot soapy water and dry on high heat.
   e. Discard any single-use items that cannot be appropriately cleaned and or disinfected.
   f. Disinfect any equipment that was used
10. Thoroughly wash your hands with soap and water after cleaning and use an alcohol-based hand rub.
11. If you were wearing disposable gloves, you must still wash your hands with soap and water or use an alcohol based hand sanitizer once the gloves have been removed. This ensures your hands have not become contaminated while removing the gloves.
12. Garbage must be tied up in a garbage bag and disposed of in the outdoor garbage bin.



Gymnasiums

Developed from: Good Life Fitness (The GoodLife Standard); PHE-EPS Canada Return to School Canadian Physical & Health Education guidelines

These Guidelines are to assist with decision making and to strengthen every school's ability to provide meaningful, safe, engaging, quality PHE and health promoting opportunities during class time and physical activity before, throughout, and after the school day. It is imperative to continue effective prevention, early detection, and control of COVID-19 in all public spaces.

In planning for quality PE in your school, consider the following instructional strategies through an equity, inclusion, and diversity lens. Schools should refer to the Risk Assessment and Mitigation Tool to develop Covid-approved activities.

Blended learning (online and in-school learning)

- Review curricular outcomes and structure your classes around the effective teaching of key expectations.
- Re-think delivery models to include flexible, student-centered, blended digital and person-to-person options.
- Include student voice, ideas, and perspectives in planning lessons and activities.
- Analyze learning outcomes, keeping the E in Physical Education through a focus on the four domains equally - physical (move), cognitive (think), affective (feel) and behavioural (act).
- Include more individual pursuits than traditional team activities such as dance, alternative environment and land-based activities, exercises without equipment, fitness, mindfulness, gymnastics, and target games.
- Explore local parks and green spaces to promote outdoor learning and activity.
- Consider using flipped classrooms, inquiry-based learning, social emotional learning, trauma informed approaches to optimize learning and health and well-being.

In-school learning

- Respect the physical distance of 2 metres always.
- For small sided games, use visual guides to define space and ensure physical distancing is maintained.
- Ensure safe, healthy equipment management.
- Incorporate proper hand washing and personal hygiene routines.
- If possible, create a hand washing station outside all classrooms.
- Use outdoor spaces and parks as much as possible.
- Modify layouts and use physical and visual guides, such as tape or ropes on floors, grass or sidewalks, and signs on walls.
- Manage and practice movement through spaces.
- Clearly communicate the route and rules with students ahead of every location move and transition. Review with students how the move went and how it can be improved.
- Stagger scheduling to limit mixing between cohorts.
- Close shared structures (e.g. Indoor climbers) and small communal spaces (e.g. change rooms).

Equipment and gear: How to ensure healthy equipment management

- Focus on activities that do not use equipment.
- If equipment must be used:
  - □ No sharing equipment. Number and assign each student their own supplies;
  - □ Assemble individualized PE kits that can be assigned to students;
  - □ Have students create their own PE kits to use at home or school and set aside budget for additional kits to be purchased;
  - □ Make sure the equipment has been properly disinfected after each use and not touched after disinfection;
  - □ Anticipate equipment hygiene compromises and keep extra equipment on hand so that instructional time is not lost to re-cleaning equipment;
- Disinfect teaching aids (clipboards, white boards, pens, plastic bins for transporting materials etc.).
- Encourage students to come to school in clothing that is appropriate for PE and the weather conditions to eliminate the use of change rooms.
- When transitioning to/from outside remind, and monitor, students to use designated areas for changing into jackets and winter clothing if moving outdoors, such as in designated desk area or a marked side of the hallway .

Space: Where PE could be taught

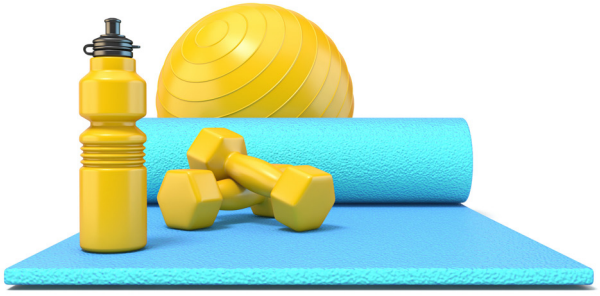
- Match the instructional design to the available space – use stations, marked off areas, poly spots, etc., to ensure separation among students.
- Maximize outdoor time while avoiding use of permanent playground structures, benches, and walls.
- Complete an inventory of outdoor spaces (school yard, local parks and green spaces) and designate zones that can be used for PE.
- Communicate with families/caregivers at the start of the term to inform them of the areas that will be accessed.
- If students are remaining in one location, have PE teachers rotate through to each class during the day and deliver PE in place.
- If blended learning has been chosen, consider assigning tasks for at-home completion and then having students apply the knowledge gained in the school setting.
- Ensure that whatever learnings are to be done at home or online are accessible for all students.

Fitness rooms:

A fitness facility is any space that provides students/staff with access to fitness equipment (e.g. gymnasium, fitness centre, active/ healthy living centre, classroom or alternate space with fitness equipment including hallways and stages).

Planning Phase Guidelines:
Prior to allowing students and staff to use fitness facilities each space should be examined to determine:

- Maximum number of users at any one time related to current physical distancing measures.
- High traffic or congestion points within the fitness facility
- User flow through the fitness facility.
- Possible teaching space locations which ensure physical distancing.
- Equipment concerns/questions.
  - □ unable to clean effectively.
  - □ unable to store safely/keep from use.
  - □ adequate distance between equipment stations (cardio and resistance training).
- Intended users and when they would have access to the facility.



It is encouraged that when appropriate, physical education staff walk-through various fitness class scenarios with a mock-class of staff. Teacher-led classes with no equipment, minimal personal equipment, machines, and free workout classes should all be tested. As each of these teaching situations are different they will each present unique challenges related to physical distancing and cleaning.

Guidelines for Education and Training:

- All users (including staff) must receive an annual orientation to the fitness facility including safe use of equipment, appropriate cleaning, physical distancing measures, and responsible behaviour.
- All users must sign a document which demonstrates participation in an orientation session and understanding of the fitness facility expectations.
- Schools must keep record of fitness facility orientation participants and collect signed user agreements. (PAR-Q / Waiver)
- Persons who have not had an orientation will not be permitted to use the fitness facility.

Guidelines for Facility Usage:

- Schools should prioritize fitness space use for physical education class.
- Attendance must be taken for each physical education class using the fitness facility. Teachers should identify what equipment was used in each class.
- Schools that make fitness facilities available outside of physical education class (e.g. before/after school, lunchtime) should require all users to book their workout time prior to use. Users must sign-in for every use. A site-specific trained supervisor is required to provide direct supervision during these non-physical education periods.
- Drop-ins are not allowed.

Guidelines for Facility Entry

- Fitness facilities must be directly supervised by a site-specific trained supervisor and locked when not in use.
- Manage entry points to maintain physical distancing.
- Provide physical distancing cues (floor stickers) outside the fitness facility for users waiting to enter.
- Discourage congregating within the fitness facility.
- Provide self-screening posters outside the fitness facility and provide reference to the online screening tool.

Guidelines for Cleaning Practices

- Hand hygiene stations must be provided at fitness facility entry/exit and throughout the fitness space as appropriate. Users must clean hands prior to entering and exiting the fitness facility.
- Fitness equipment must be disinfected prior to and after each use with an appropriate disinfectant.
- Ensure signage is posted which illustrates appropriate cleaning practices (self and equipment). E.g. use of posters or equipment stickers reminding staff to clean/disinfect after each use.
- Each user should be presented with their own sanitizer bottle at the start of the workout session. OR, disinfectant spray bottles are placed at each piece of equipment for use.
- Garbage cans should be placed throughout the fitness space allowing for natural and uncongested traffic flow.
- Schools should ensure time is available between each period of use to adequately disinfect the fitness facility.
- Schools should ensure time is available for custodians to thoroughly sanitize the fitness facility at the end of each day.
- Equipment that can not be adequately cleaned between each use must be removed from the fitness facility or sign should be placed on equipment indicating not to be used.

Guidelines for Physical Distancing

- Use of floor decals to remind students/staff on physical distancing requirements.
- Create directional paths to guide flow throughout the facility which ensures physical distancing.
- Increase space between machines/stations (or block-off areas) to ensure physical distancing.
- Group fitness classes are allowed if physical distancing can be maintained throughout with only brief exchanges. For example – floor markings , taped circles, appropriately spaced equipment, etc.

Additional Guidelines

- Users must bring their own water bottle. Water bottle fill stations can be used. Water fountains are closed off.
- Shared music systems will only be operated by teachers.
- All users must wear suitable athletic shoes. Access to changing rooms is currently unknown.
- Discourage users from bringing backpacks and jackets into the fitness facility.
- Personal fitness equipment is not allowed.

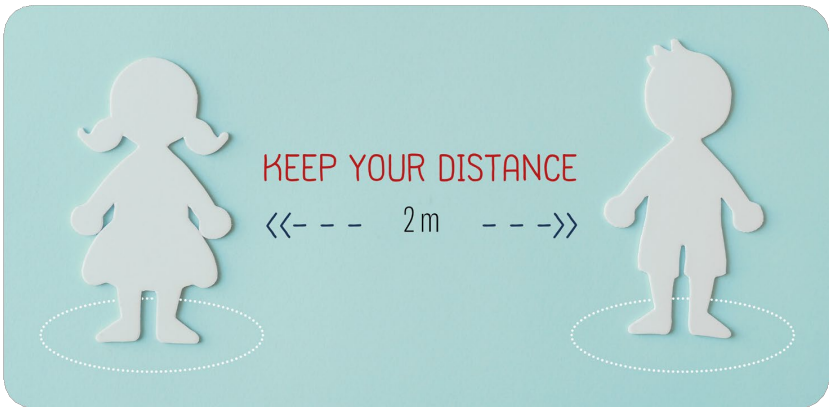
Home economics/foods– food prep areas; cafeterias; canteens; etc.

Referenced – MB Public Health Factsheet – Food Preparations

These guidelines are to assist with keeping students and staff safe in situations where students require interventions or supports that cannot be provided from a distance of two metres. Coronaviruses are spread primarily from person-to-person through respiratory droplets. It spreads between people who are in close contact (less than two metres/six feet). Precautions related to these types of supports will vary depending on the level of risk. Schools should communicate with parents regarding the steps they are taking to care for their children in a public school setting.

The following procedures must be followed for all food prep areas:

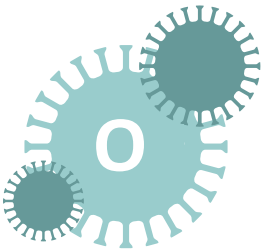
- Advise staff/students to stay at home if they are sick. Sick individuals are NOT allowed in any food prep areas including: home ec. food labs, cafeterias, canteens, hot lunches, breakfast programs, etc.
- Encourage proper and frequent handwashing.
- Ensure hair is tied back and aprons are worn to cover clothing and prevent cross contamination.
- Ensure staff are washing hands before working in the kitchen, before handling any food, after handling raw food, after handling waste, after cleaning duties, after using the toilet, after blowing their nose, after sneezing or coughing, after eating, drinking or smoking, before handling clean dishes and utensils and after handling dirty dishes and cutlery.
- Ensure liquid soap and paper towels are available at all hand wash sinks in the food service and washroom facilities.
- Ensure mechanical dishwashers are sanitizing properly. A high temperature dishwasher must reach a minimum 65.5 °C (150 °F) on the wash cycle and 82 °C (180 °F) on the rinse cycle for at least 10 seconds. Chemical dishwashers /glasswashers must provide 50 to 100 ppm chlorine or 12.5 ppm iodine.
- Ensure alcohol-based hand sanitizers are widely available to staff and students.
- Regularly clean and sanitize (food grade sanitizing solution) all food contact surfaces (customer tables, equipment, utensils, cutting boards) after each use or as often as necessary.
    - Sanitizers such as chlorine and quaternary ammonium (quats) are effective sanitizers on food contact surfaces. Allow a one minute contact time or as directed on the label.
    - Check sanitizer strengths with test papers (100 ppm for chlorine, 200 ppm for quats, and 12.5ppm for iodine).
- Disinfect frequently used surfaces at least twice per day with disinfectants that are appropriate for the surface, following label instructions including dwell times.
    - Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product and use of appropriate dwell times for disinfecting.
    - Always rinse the food prep surfaces after disinfecting as most disinfectants are not meant for food prep areas. Sanitize after rinsing.
- Avoid touching mouth, eyes and nose while working in any food prep areas.
- Avoid greetings that involve touching, such as handshakes, fist bumps, etc.
- Ensure physical distancing at tables, lunch tables, classroom desks, etc.
- Minimize prolonged close contact between individuals during food prep. When physical distancing can not be managed, face coverings should be worn.
- Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff.



Art rooms

- Continue physical distancing and disinfecting in the classroom.
- Use of individual art kits for each student instead of using shared materials in the classroom. Teachers would have to have some items on hand in the event that some items from the kit are lost.
- Give a supply list for art at the beginning of the year and encourage all art materials to be supplied by the student, i.e. scissors, glue sticks, pencils, crayons, markers, colored pencils, paints, etc.

- Disinfect common tools after use – for example clay sculpting tools for pottery. Or create kits for each student to ensure there is no shared equipment. Disinfect all tools after each class.
- Instead of focusing on skill-based assignments, look for ways to encourage students' creativity and engagement using basic household materials—many students have no access to the typical art supplies. Some examples may include creating art from food items, laundry, trash, recyclables, wood, etc.
- Instead of bringing completed art work to school – consider using photos or online platforms to allow students to share their artwork.
- Ensure classrooms have no open shelf or counter storage. Enforce a clean-desk/counter policy. Keep the art room clean and tidy with no items stored on counter tops or desks.
- Encourage students not to touch items in the classroom, always ask first and the teacher will hand out. This will minimize cleaning after each class.
- For blended classroom settings consider doing virtual or recorded "how to" classes.
- Consider hosting online art exhibitions to display students work.
- Set reminders and time-specific deadlines, use platforms your students already use, offer students different modes of communication with their teacher, and be flexible and accept substitutions.



Band/music/choir (as per AMAM)

Covid-19 Guidelines for Vocalists and Instrumentalists

The Association of Music Administrators of Manitoba (AMAM), in consultation with the Manitoba Music Educators' Association (MMEA) and its partner groups, which represent guitar, band, choral and elementary music educators in our province, have worked together to prepare this list of recommendations for school reopening in accordance with current Manitoba Health guidelines **and are in line with planning considerations outlined in "Welcoming Students Back: Restoring Safe Schools" published on June 25, 2020, specifically with regard to Scenario 2**. The hope is that by doing some detailed thinking around concerns that are specific to specialty areas, this section can offer some meaningful parameters for school reopening, while being cognizant of the changing landscape of the situation and the need to respond to new instructions from government as the situation unfolds.

Physical Space

- Music classes may continue in music rooms unless rooms are too small to accommodate students with 2 metres of physical distancing. In this case, music teachers can move between homeroom classes.
- Markings on floor to indicate where students can sit/stand according to physical distancing guidelines.
- Extra time in schedule between groups for cleaning/transitions.
- Teacher requires more space when facing the group.
- Need for larger space requires that some equipment be put in storage Designated entrance and exit in rooms with more than one door.

Equipment

- Each student has their own instrument/manipulatives, music/pencils. Sharing of instruments or equipment is not allowed at this time. No sharing of wind instruments or music stands.
- Instrument assignments will take place using alternative strategies, including a survey of student preferences, physical characteristics, simulated embouchure formation without the use of instruments, and the recommendations of the student's last music teacher.
- Student carries instruments and equipment with them and takes them home. Equipment must be cleaned and disinfected once brought into the school.
- Large band instruments and guitars should be stored in the music room in designated spaces for each instrument and clearly labelled.
- Use of large percussion equipment is limited and must be disinfected at the end of each class.
- Cleaning products comply with disinfecting guidelines without damaging equipment.

Product and cleaning recommendations –
NAfME cleaning guide: https://www.nfhs.org/articles/covid-19-instrument-cleaning-guidelines/)

- Cleaning required during school day done by teachers (older students can be responsible for disinfecting their own equipment, under teacher supervision), using divisionally approved cleaners that do not damage instruments.
- Handwashing or hand sanitization before entering music room, and before returning to classrooms.
- No loose papers or small equipment left out at the end of the day to facilitate wiping down of all hard surfaces by custodial staff.
- Hand hygiene must be performed after tuning, mouthpiece adjustments, etc.

Timetable and programming

We strongly encourage collaboration between teachers and administrators when adjusting programming and schedules in response to the following recommendations. In models that include distance learning, collaboration between music and classroom teachers, including communication with parents and students, is essential. **Increased frequency of cleaning and sanitation is facilitated when students leave their classrooms during the day. This also provides opportunities for teachers to organize materials between activities. If spacing is an issue;**

- Large ensemble classes may need to be split according to physical distancing guidelines
- Like instrument classes in first year band (e.g. all clarinets together).
- Opportunities for sectional rehearsals.
- Chamber groups/small ensembles in band.
- Simplify programming to use fewer pieces of equipment.
- Project music and teaching instructions on screens when possible (no interactive white board use).
- No sharing of band equipment (including mouthpieces/head joints/reeds etc).
- Suspend field trips and festivals in the fall in compliance with the current health guidelines. Consider livestreams or virtual alternatives.
- Suspend in person interactions with guest clinicians. Consider virtual visits.
- Postpone divisional projects and events until physical distancing rules are relaxed**.**

Concerts

- Consider streaming live or pre-recorded concerts until restrictions are lifted.

Trips

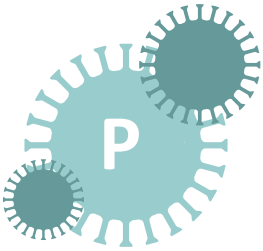
- Suspend all **out-of-province** trips under the current restrictions.

Technology

- In learning at home and hybrid models, enhanced technology should be explored, including better recording capabilities and interactive technologies that solve lag problems.
- Ensure that all students have equitable access to devices and internet at home.

Budget Implications

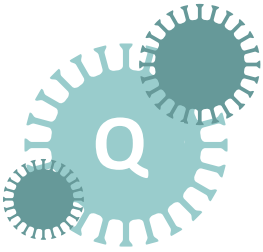
- Additional purchases or rental of instruments and equipment may be necessary to provide each child with equitable opportunity.
- Specialized cleaning supplies for music rooms that won't damage instruments.
- Purchase of music appropriate for small groups/chamber groups.
- Licensing fees for new technology.



Science labs

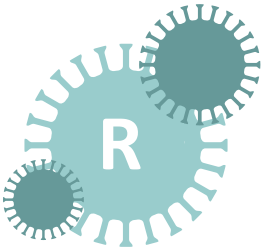
- Entry to each lab will be restricted to one designated point of entry. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to.
- Move desks and tables in labs further apart to comply with physical distancing requirements.
  - □ Remove excess tables and chairs.
  - □ Ensure remaining table and chairs do not overlap walkways or workstation zones.

- Ensure lab stations comply with social distancing. Where previously labs were conducted in pairs or groups of 3-4, labs workstations will be allowed single users only due to social distancing requirements.
  - □ Due to smaller class sizes consider designating lab days once/school cycle or use other scheduling.
  - □ Consideration should be given to the use of recording instructor led labs. Students can view the lab as many times as required to complete the assigned questions that accompany the lab.
  - □ Consider the use of online simulation labs such as Labster (Chemistry, Biology, etc. virtual gamification of lab work), MorphoSource (digital depository for mostly biological specimens) and Sketchfab (3D images of various subjects), PHET (science and math).
- Use of shared items or equipment is not allowed. Equipment that has be shared should be kept to a minimum and must be cleaned and disinfected after each use, and users must perform hand hygiene frequently throughout the class.
- At home experimentation is not considered safe and must not be allowed because students can not be directly supervised.



Industrial arts – woods, metals, graphic arts

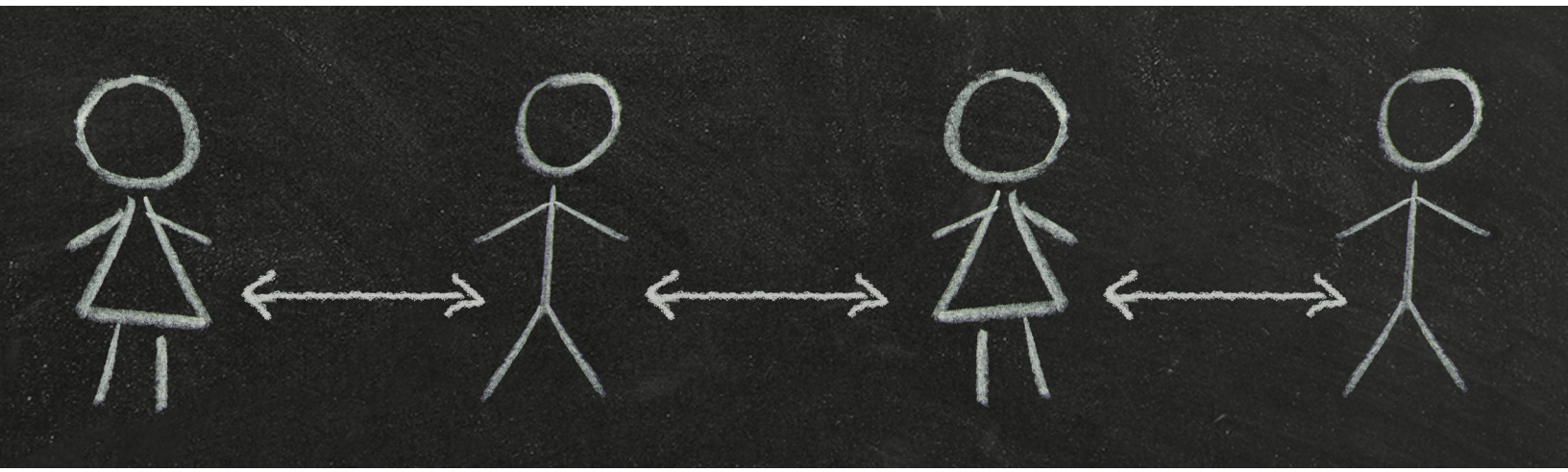
- Entry to each shop will be restricted to one designated point of entry. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to.
- Erect occupancy signs at the entrances, large areas of congregation to ensure the maximum safe capacity is not exceeded.
- Move work stations, desks and tables in shops further apart to comply with social distancing requirement. Remove excess tables and chairs. Ensure remaining table and chairs do not overlap walkways or workstation zones.
  - □ For equipment spacing – not all equipment can be moved to ensure social distancing (e.g. due to hard ducted dust collection and those pieces of equipment that are secured to the floor for student safety – these items **CAN NOT** be moved).
  - □ Signage should be posted indicating that the equipment is closed due to social distancing.
- Meetings and instructions should only be held in a large space and remember to keep meetings short.
- Congested areas in the shop where students congregate must be controlled. This will include washrooms breaks and lunch time.
- Provide social distancing markers on the floor in areas where individuals line up or where students perform tasks or operate equipment.
- Teachers are responsible for ensuring social distancing is maintained in accordance with the latest Manitoba requirements.
- Minimized students' interactions when picking up equipment or materials.
- Use of shared items or equipment should not be allowed, however, equipment that has be shared should be kept to a minimum and must be cleaned and disinfected after each use, and users must perform hand hygiene frequently throughout the class.

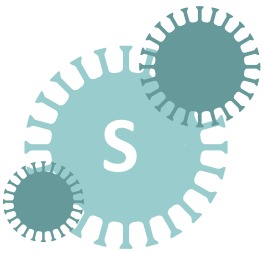


General classrooms information

Schools should develop procedures and plans for in-person learning that supports physical distancing (2 metres), where possible, and to separate cohorts to the greatest extent possible.

- Consider how to best address traffic flow throughout the classroom. This may include one-way hallways and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to.
- It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk for disease transmission (i.e., spacing between desks). If 2 metres cannot be arranged between desks/tables, students should be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student.
- In situations where physical distancing is not possible extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.
- For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:
  - □ Does the activity involve shared surfaces or objects frequently touched by hands?
  - □ Can an activity be modified to increase opportunities for physical distancing?
  - □ What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?
- To align with physical distancing requirements, field trips and activities requiring group transportation should not occur at this time.
- Stagger lunch/snack breaks to maintain physical distancing among children/students.
- Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering or shouting or playing wind instruments must be postponed at this time.
- Consider alternatives such as:
  - □ Recording or live-streaming individual performers in separate locations;
  - □ Including more lessons focused on music appreciation or music theory;
  - □ Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments).





Intervention and supports for close proxmity

Interventions within close proximity for student use present a challenge to schools with the current COVID-19 requirements. Schools should communicate with parents regarding the steps they are taking to care for their child while in a public school setting.

Staff must rely upon basic infection prevention and control measures to prevent the spread of infection from student to staff and from staff to student. These routine practices – including ongoing assessment, hand hygiene, cleaning and disinfecting of equipment and the environment, among others – are expected in the care of all students at all times and in every school. Schools are encouraged to refer to information from MB Shared Health and the provincial Guidance on Supporting Students Who Require Interventions or Supports that Must Be Delivered in Close Physical Proximity regarding personal protective equipment requirements, hygiene and disinfecting protocols for these procedures.

Students who require interventions or supports that must be delivered in close physical proximity

It is understood that there are students who require specific interventions or supports are delivered within close physical proximity. If your child becomes sick at school, FAQ can be found **here**.

- If your child develops symptoms at school, they will be isolated and you will be called. Please pick up your child promptly.
- If your child is symptomatic and needs to isolate, the fact sheet *Isolation for Individuals with Symptoms and/or Waiting for COVID-19 Test Results* is a helpful resource.

Examples of interventions/supports include:

- Catheterization
- Gastrostomy and ostomy feeding/care
- Blood-glucose monitoring
- Pre-set oxygen
- Suctioning
- Diapering/toileting
- Assistance in using the washroom
- Assistance with feeding
- Assistance with mobility
- Assistance with communication device or other teaching tools
- Students who may need emergency medication administered by school staff (e.g., epinephrine auto-injector (epi-pen), asthma medication, rescue medication for seizures)

Personal protective equipment (PPE)

PPE creates a physical barrier between individuals to minimize exposure and prevent transmission of virus spread by direct and prolonged contact with large respiratory droplets. Medical and non-medical PPE have varied levels of application and appropriateness, with medical PPE prioritized for those workers that are engaged in higher risk tasks (higher risk being tasks that may generate droplet transmission). PPE requirements must be practiced in compliance with good infection prevention and control practices, including meticulous hand hygiene, physical distancing, and staying home when sick. PPE supplies must be conserved for only those who are required to use if for their job.

The following flow chart provides information on the point of care risk assessment for personal protective use. Students who require supports that cannot be delivered at a distance. This is intended to assist staff in determining when certain personal protective equipment is required to be used. Please note that staff must be **TRAINED** on all personal protective equipment prior to receiving it and a record of the training must be maintained on file.

Personal Protective Equipment Point of Care Risk Assessment (PCRA)

June 2020

ASSESS the TASK, the STUDENT, and the ENVIRONMENT
Prior to EACH STUDENT INTERACTION

Performing a **PCRA** is the first step in routine practices.
Routine Practices are often used with all **STUDENTS** for **all care** and **all interactions.**
This will help decide what, if any, **PPE** you need to wear to protect yourself and to prevent the spread of germs.

Environment includes any area within 2 metres of the student as well as their belongings and bathroom or immediate space around a student that may be touched by the student AND may also be touched by Staff when providing care or performing tasks.

Bodily fluids include urine, feces, wound drainage, saliva, vomit, CSF, sputum, nasal secretions, semen, vaginal secretions.

A **Point of Care Risk Assessment (PCRA)** is to be performed prior to contact with every student, every time.

Will my hands be exposed to bodily fluids or contaminated items?	Will my clothing or skin become soiled from splashes/sprays or contact with items contaminated with bodily fluids	Will my eyes or face or mucous membranes be splashed or sprayed with bodily fluids or within 2 meters of coughing or vomiting student?
YES	YES	YES
WEAR GLOVES 	WEAR GOWN 	WEAR FACIAL PROTECTION (Medical Grade Mask and Eye) 

Perform Hand Hygiene before and after PPE use

Refer to correct procedures for putting on and removing PPE

Remember to disinfect all equipment after use

Distribution of PPE

- Disposable procedural/surgical masks - Eye Protection/Face shields - Eye protection to be used throughout the day with appropriate cleaning and disinfecting at the end of day and at breaks. Eye protection and face shields are reusable and not disposable. Store in a way to prevent contamination (e.g., in a paper bag) and or damage. A medical mask (surgical or procedural) is required when unable to maintain a distance of two metres or six feet from a child who is exhibiting signs or symptoms suggestive of COVID-19. Please refer here for more information.
- Gowns – gowns are to be used anytime throughout the day where skin or clothing may become soiled from splashes/sprays or contact from bodily fluids or contact with items contaminated with bodily fluids. Gowns that are not disposable will need to be laundered. Once used remove the gown and place it into the laundry basket. Launder gowns at least once/day following required protocols.
- Disposable gloves – Gloves are not required for every student interaction, however meticulous attention to hand hygiene is required. Hands must be washed with soap before and after donning and doffing gloves.

Cleaning and Disinfecting

Cleaning and disinfection should occur any time shared items are used. Shared items should be kept to a minimum and may include: lifts, medical tables, exercise tables, shared adaptable exercise equipment, etc. Disinfection should occur after use of any of the following. Small stickers should be applied to all items as a reminder to disinfect after each use.

- Use of medical lifts for positioning, moving or transporting students. All touch points must be disinfected after use.
- Use of medical tables for changing or toileting (e.g. Can Dan Electric Table). The table and operator controls must be disinfected after use.
- Use of exercise tables for stretching or exercising. Tables must be disinfected after each use.
- Sling use – slings should be made of materials that can be wiped down with disinfectant after each use. If not then then these items should not be shared and be assigned to one student for the school year. Once assigned, these slings can be washed in the washing machine periodically or when visibly dirty.
- Adaptable exercise equipment should be assigned to one student for the school year where possible. If not possible these items must be disinfected after each use.

Shared Health Guidance on PPE – April 2021

Public health officials support the use of medical masks and eye protection by teachers and staff that are unable to consistently and reliably maintain 2 metres of distance. Public Health has provided the following information and recommendations for divisions and independent schools regarding the recommended use/re-use, disinfection, and disposable procedures for PPE.

Recommended Eye Protection – Frames with lenses

- Public health recommends the use of frames with lenses as the preferred form of eye protection, as they are easier to reuse, clean and disinfect.
- The recommended Shared Health procedure for cleaning and disinfection of frames with lenses can be found here: https:// sharedhealthmb.ca/files/standard-operating-procedure-disinfecting- eye.pdf

If an individual is unable to wear a frame with lenses, then a face shield may be requested – however please keep in mind that frames with lenses are recommended by public health. Face shields are generally less comfortable for prolonged wear.

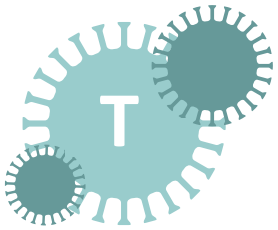
Face shields may be disinfected and re-used throughout an individual's work day but should be disposed of at the end of the day, as per the recommended Shared Health procedure found here: https://sharedhealthmb.ca/files/covid-19-disinfection-and-storage-of-full-face-shields.pdf

Disinfection of Eye Protection

- All forms of eye protection must be disinfected as per the Shared Health guidance protocols using disinfecting wipes for eye protection that are currently used by Health. When you order eye protection, the department will also provide a supply of disinfectant wipes.
- Disinfecting wipes are to be used exclusively for disinfecting the provided eye protection, and should not be used to clean other surfaces.
- It is recommended that the disinfecting wipes be stored in a central location within the school that is used by staff for the safe donning and doffing of PPE for breaks and ends of shifts to minimize the risk of being used for other purposes.

Disposable Medical Masks

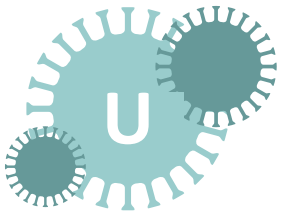
- The recommended Shared Health procedure on the Removal, Storage and Extended Wear of Face Masks can be found here: https://sharedhealthmb.ca/files/extended-use-of-face- masks.pdf



Student work placement

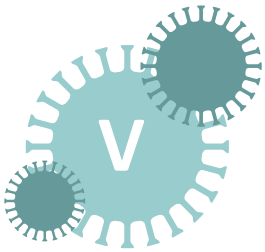
Work experience may resume as long as the risk of infection is mitigated for all participants.

- If the work experience placement is in a workplace, the child/student is expected to follow health rules set out by the workplace which must comply with the workplace guidance for business owners .
- Teachers must update their employer screening tools to include questions on the health department requirements for business opening to ensure the work placement does not put the student at risk.
- The time that individuals are in close contact should be kept to a minimum. Brief close contact exchanges are allowed to a max of 15 minutes.
- Use of shared items or equipment is not allowed. Equipment that has be shared must be cleaned and disinfected before and after each use, and users must perform hand hygiene before and after each use.
- Work placement learning experiences involving unprotected in-person singing or playing wind instruments may pose an increased risk of transmission and should be postponed at this time. Alternatives such as recording or live-streaming individual performers in separate locations should be pursued.
- Sports placements may proceed in accordance with sector specific guidance.



International students/programs

Once Canada lifts travel restrictions and non-essential international travel resumes, international travel programs and international education programs in Manitoba can resume if quarantine requirements and public health orders are followed.



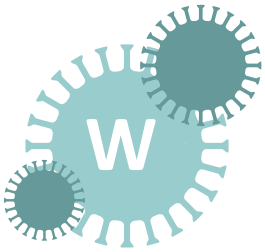
Transportation – bussing

https://www.edu.gov.mb.ca/k12/covid/docs/transportation.pdf

Wherever possible, alternative transportation to school is encouraged. Parents/caregivers/ students may provide their own transportation, including carpooling, walking or cycling, to avoid possible virus exposure on the bus. Note that carpooling can also be a risk for transmission. For advice on how to minimize this risk, please visit www.gov.mb.ca/covid19/infomanitobans/transportation.html.

Where school bus transportation is necessary, the following guidelines should be followed by school bus drivers and students: Students with symptoms of COVID-19 should not attend school or be passengers on buses (see https://sharedhealthmb.ca/covid19/screening-tool/).

- Drivers with symptoms of COVID-19 should not drive the school bus (see https://sharedhealthmb.ca/covid19/screening-tool/).
- Masks are required on school buses for bus drivers, students, and any other passengers on the bus (see Guidance for Mask Use in Schools). There are, however, some students who have been granted an exception from mandatory mask wearing, as outlined in Further Guidance on Mask Wearing Limitations and School Accommodations at www.edu.gov.mb.ca/k12/covid/support/further_guidance_mask. html.
- All passengers and drivers should perform hand hygiene before and after being on the bus.
- Where capacity allows, leave the seat immediately behind the driver unoccupied.
- When possible and as weather permits, open windows and/or roof vents to allow for increased ventilation.
- Assign seats so the same students are seated in the same seats every day for regular bus routes.
- Where possible, seat one student per seat on the school bus. Students from the same household can also sit together on one seat.
- Where one student/household per seat is not possible, seat students from the same in- school cohort on the same seat on the bus.
- Regardless of seating arrangement needs, ensure that up-to-date lists of bus riders and drivers are maintained to enable contact tracing if required.
- Students who require a companion to ride the bus may sit next to their companion (treated as if they were from the same household and/or in-school cohort).
- When unable to practice physical distancing while assisting students using mobility devices or child restraint systems, additional considerations may be necessary (see www.edu.gov.mb.ca/k12/covid/reopening/supports_non_distance.html).
- As per routine protocols, students should remain seated in their own seats and should not move around the bus.
- Students may transfer from one bus to another to get to and from school. These students will be considered members of two bus cohorts.
- Children should maintain physical distancing (two metres is recommended) when lining up to get on the bus, and when exiting the bus.
- Bus pick-up and drop-off of students at the school should be staggered where possible, to avoid crowding at the school entrance.
- To the greatest extent possible, buses should be loaded from back to front and unloaded from front to back; one student or household should stand up and exit at a time to minimize close contact between students.
- Ensure there is enhanced cleaning of seats and other high-touch surfaces (e.g., windows, railings) before each new group of students attends the bus.
- Hard-surface disinfectants or cleaning agents may be transported on a bus providing the product is secured and not accessible to students (maximum of 1 litre).
- Subject to public health guidance and risk of COVID-19 transmission, additional measures for physical distancing may be required during the school year.



Facilities and operations departments

Contractors

Clear signage is posted at entry points on the construction site and outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis, with relevant updates from Manitoba public health authorities and self-identification screening tools.

- Worksite policies as they relate to the COVID-19 crisis are communicated to workers and made available on site.
- All workers exercise the following recommended practices for reducing the risk of transmission as identified by the Manitoba Health, Public Health Agency of Canada (PHAC), and Health Canada.
    - □ Avoid touching eyes, nose and mouth with unwashed hands;
        - o Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards;
        - o Non-medical face-coverings (such as homemade cloth masks) may be worn as a potential mitigant to catching and transmitting the virus, but are not to be treated as substitutes for proper handwashing, physical distancing, and other protective measures. Face-coverings should be created and used in line with the guidelines.
        - o Clean and disinfect frequently touched objects and surfaces, including all reusable personal protective equipment (PPE);
- Do not share personal items or supplies such as phones, pens, notebooks, tools, PPE, etc.;
- Anywhere that 2m distancing cannot be maintained, masks are mandatory. Face shields cannot be used in place of masks, must be used in conjunction;
- Use and remove PPE with care, being mindful of which surfaces may be contaminated. Individuals must clean their hands after handling any used PPE, PPE must be disinfected after each use;
- Avoid common physical greetings, such as handshakes;
- Maintain a minimum physical distance of two metres from others; and
- Wash hands often with soap and water for at least 20 seconds after using the washroom, before handling food, after blowing nose, coughing, or sneezing. If hands are not visibly soiled, and soap and water are unavailable, alcohol-based hand sanitizer can be used;
- For contact tracing purposes, contractors must maintain a sign in sheet at all times.

Limiting and removing internal touch point areas

- Limit use of common pens for sign-in sheet to construction site.
- Washroom use – Contractors should provide and use their own facilities.
- Remove non fire-doors/door handles - Look at all reasonable opportunities to remove them to decrease high-touch point areas.
- Where touch points like door handles and water coolers remain, paper towels are provided to allow users to avoid skin contact.
- Gloves are worn whenever possible while on the worksite.

Compartmentalization

- The construction site is to be segregated to the extent possible in zones or other methods to keep different crews/trades physically separated at all time. This promotes physical distancing and supports the containment of propagation should it arise.
- Eating is restricted to clearly identified dedicated eating areas with handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.
- Upper limits are put on the number of people allowed in each zone and in facilities like washrooms, trailers, and eating areas at once to allow for the recommended minimum physical distancing.
- One-way staircases are established wherever practical to minimize worker contact.
- Elevators are operated/occupied by only one individual at a time or where feasible, by respecting the minimum physical distancing guidelines.

Site operation

- The number of in person meetings is minimized. Minimum physical distancing is maintained, and meetings are held in open spaces when possible.
- The worksite is rearranged to reduce high-traffic areas and allow for the minimum physical distancing.
- Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling.
- Alternate arrangements are made as necessary to ensure workers avoid breaking the minimum physical distance with others for prolonged periods. When this is not feasible, plans are made to minimize the duration of the task. For any work that ultimately must be done in close-proximity, a procedure is formalized outlining the required PPE and all steps to be taken to minimize risk.
- Work schedules are adjusted to provide time for proper cleaning and disinfecting as required.

Deliveries

- Delivery zones are clearly identified and limited to receivers and deliverers only.
- When possible, nothing is passed between the deliverer and the receiver (e.g. shipment documents and pens for signatures). Deliveries are unloaded solely by receivers using proper PPE, while deliverers remain in their vehicles.

Work in occupied spaces

- When working in spaces currently occupied, the minimum physical distancing with any occupants is strictly enforced. Where possible, workers and occupants are segregated in different rooms. Barriers should be considered.
- Non-emergency work should not be done in any occupied spaces where an occupant is suspected to have contracted COVID-19 or is under self-isolation (per the directions of Manitoba Health).
- Hands and tools are thoroughly cleaned before entering the workplace and after leaving, and any surfaces or equipment in the occupied space are disinfected before work is done on them.

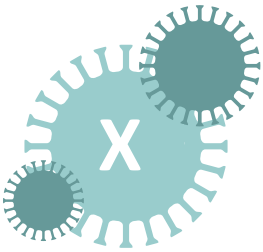
Facilities Staff

- Wherever possible, workers travel to site using individual modes of transportation (e.g., personal vehicle or bicycle).
  - □ Entry and exiting of the worksite is monitored and controlled to ensure that the minimum physical distancing is not broken when shifts begin and end.
  - □ Sharing of fleet vehicles is not recommended. Masks are required if sharing a vehicle. One person per vehicle at a time.
- Where physical distancing cannot be maintained, masks and/or masks/face shields (or safety glasses), (or hard hats with face shields) must be used and disinfected after each use.
- All tools/ /machinery/mobile equipment must be cleaned and disinfected after every job.
- No sharing of food. Lunch/breaks should be staggered or additional space provided to ensure physical distancing
- Regular hand hygiene must be followed, including:
  - □ Before and after shifts.
  - □ Before and after eating.
  - □ Before and after completing work at a school.
  - □ Before and after sneezing, coughing etc.
  - □ Before and after purchasing supplies.
  - □ After site cleanup and garbage disposal.
  - □ Etc.

Emergency response

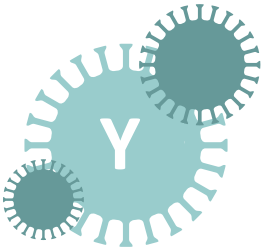
In all emergencies, staff/students are under a great deal of stress. Providing services to all people in a respectful, caring, and culturally safe environment is key to a successful recovery. COVID-19 poses challenges for managing drills and evacuations.
Administrators should consider the following when planning mandatory drills as per Fire Code/Public Schools Act and Workplace Safety and Health legislation:

- Covid related requirements do not supersede the requirements for legislated safety drills such as fire, tornado, lockdowns, etc.
- For fire and evacuation drills, buildings must be evacuated in under 2 minutes and therefore physical contact would be considered brief. Muster points must still adhere to physical distancing.
- For tornado and lockdown drills, in order to maintain physical distancing, staggered small groups are recommended to achieve desired results.
- Safety Committees (WSH) are required to meet quarterly and fully complete 4 workplace inspections per school year.



General guidance re: legal and insurance matters

In general, we would conclude by emphasizing the necessity for ongoing implementation by school divisions of limited liability releases/waivers by school divisions and particularly, the need for all third party use agreements or arrangements entered into by school divisions to ensure that the third party acquired/maintains its own insurance, separate from and in addition to school divisions coverage under the Manitoba Schools Insurance Program AND further, that such third party insurance specifically name the school division as an “insured” under the policy issued.



Workplace Safety and Health

Right to refuse dangerous work

Workers have the right to refuse work that poses a "danger". This is different from a "hazard". If a danger outside of their typical role exists, what has been done to control the risk from that danger? Is the control suitable and reasonable in the circumstances? If the worker(s) believes that is not the case, they report to the employer and employer resolves, or consults with the committee. If the worker is not satisfied, anyone may refer to Workplace Safety and Health. Again, these are the fundamentals of the process.

Workers must report dangerous conditions in the workplace to their employer, supervisor, or other person in charge. Workers have the right to refuse work that they reasonably believe constitutes a danger to their safety and health, or to the safety and health of another person.

If the employer and the worker(s) are unable to agree on a resolution, and workers are not satisfied that an employer has taken necessary steps to remedy the dangerous condition Manitoba Workplace Safety and Health (WSH) may investigate the 'right to refuse.' Right to refuse is a high priority issue for WSH.

Investigating the right to refuse

When WSH is advised of a right to refuse:

- A Safety and Health Officer (SHO) is assigned immediately. Where necessary, the SHO will attend the workplace.
- The assigned SHO meets with the worker, supervisor, workplace safety and health committee co-chairs or representative (if applicable) to resolve the safety and health concern.
- If the employer and the worker(s) are still unable to agree on a resolution, the assigned SHO will make a decision on whether or not the job situation or task that has been refused is dangerous to the safety and health of the worker or any other person at the workplace.
- If the SHO determines there is a danger, the employer may be issued orders to correct the issue.
- If the SHO determines that there is no danger, the SHO will explain their determination to the worker, and advise that the right to refuse exercised for the job task or situation is no longer valid.

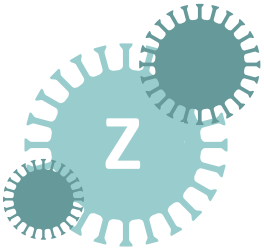
Working alone

The employer should eliminate or reduce tasks where working alone is required. If working alone is unavoidable, always use a buddy system to check in with the worker whenever possible. The employer must identify risks to the worker when working alone and develop a safe work procedure in consultation with the worker. The employer must set up a communication system that involves using a reliable communication device to monitor the worker's safety. The employer must consider how frequently the worker should be monitored, given the risks involved. Emergency situations should be considered when identifying risks to the worker and the control measures that should be in place. It is the responsibility of the employer to provide information, instruction and training to ensure, as far as is reasonably practicable, the safety, health and welfare of the worker. The employer must comply with *The Workplace Safety and Health Act* and Workplace Safety and Health Regulation.

Part 9 of the Workplace Safety and Health Regulation applies to working alone or in isolation. (https://web2.gov.mb.ca/laws/regs/index.php?act=w210)

What other responsibilities does an employer have to workers who are working alone?

- Provide safe equipment and tools, and training on how to use the equipment and tools safely.
- Assign competent supervision to monitor the worker's safety, health and welfare.
- Identify risks in the job tasks and provide controls for each of the risks.
- Develop a working-alone plan in consultation with the worker or safety and health committee (or the safety and health representatives if there is no committee).
- Co-operate with Workplace Safety and Health Branch officers, who enforce The Workplace Safety and Health Act and Workplace Safety and Health Regulation.
- Communicate to others, including prime contractors, contractors, tenants, landlords or others that may be affected by the work activity, that there will be a worker working alone.

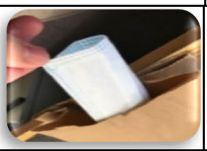
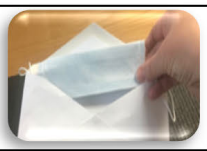


Additional links to resources and information

1. Welcoming our Students Back: Restoring Safe Schools https://manitoba.ca/asset_library/en/covid/k-12-reopeningplan-guidance.pdf
2. Manitoba Schools Insurance Program website (includes links to coronavirus information): https://www.hubinternational.com/programs-and-associations/manitoba-school-boards-association/
3. Preparedness Guidelines for Manitoba School Divisions and Schools https://www.gov.mb.ca/health/documents/pandemic_school.pdf
4. Infection Control Guidelines https://www.gov.mb.ca/fs/childcare/resources/pubs/infection_control.pdf
5. Infection Control Posters https://www.gov.mb.ca/fs/childcare/resources/pubs/posters.pdf
6. Covid-19 Screening Tool https://sharedhealthmb.ca/covid19/screening-tool/
7. Manitoba Government COVID-19 Updates https://www.gov.mb.ca/covid19/
8. Up to date Covid-19 Symptoms List https://www.gov.mb.ca/covid19/updates/about.html
9. Manitoba Education Coronavirus Updates https://www.edu.gov.mb.ca/k12/covid/index.html
10. Government of Canada COVID-19 Updates https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html#a1
11. List of approved Coronavirus Fighting Products https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf
12. World Health Organization https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4
13. Canadian Psychological Association https://cpa.ca/docs/File/Publications/FactSheets/FS_CultureAndCOVID-19.pdf
14. Manitoba Covid-19 Recovery Learning https://www.edu.gov.mb.ca/k12/covid/docs/recovery_learning.pdf
15. WorkSafeBC – How to use a mask https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask
16. Shared Health – Donning and Doffing PPE https://sharedhealthmb.ca/files/PPE-on.pdf https://sharedhealthmb.ca/files/PPE-off.pdf
17. Guide to facemask selection and use https://www.crosstex.com/sites/default/files/public/educational-resources/technical-specifications/maskenomics_poster_2012.pdf
18. Educational Guidelines for Teachers for Online Schooling https://protectchildren.ca/pdfs/Edu_GuidelinesForTeachers_BoundariesOnline_en.pdf
19. Telepractice Waiver – Online Services https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.edu.gov.mb.ca%2Fk12%2Fcovid%2Fsupport%2Frsssn_docs%2Ftelepractice_waiver.docx
20. MB Covid-19 Risk Assessment and Mitigation Tool for Recreational Activity https://www.gov.mb.ca/asset_library/en/coronavirus/activities-guidelines.pdf
21. CDC Donning PPE https://youtu.be/H4jQUBAlBrI
22. CDC Doffing PPE https://youtu.be/PQxOc13DxvQ
23. Shared Health Donning PPE https://youtu.be/B5ew8020fwc
24. Shared Health Doffing PPE https://youtu.be/Lly8DjGcvDM
25. CDC Hand washing https://youtu.be/d914EnpU4Fo
26. CDC Hand washing prevents the flu https://youtu.be/XHISh559oho
27. Shared Health disinfecting eye protection https://sharedhealthmb.ca/files/standard-operating-procedure-disinfecting-eye.pdf
28. Canada Health dos and donts for fabric face coverings https://www.canada.ca/content/dam/hc-sc/documents/services/publications/diseases-and-conditions/covid-19-safely-use-non-medical-mask-face-covering/covid-19-safely-use-non-medical-mask-face-covering-en.pdf
29. List of hand sanitzers authorized by Health Canada https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html
30. My Learning at Home, a resource to assist families to support their children in remote learning from home https://www.edu.gov.mb.ca/k12/mylearning/learningathome/index.html
31. Resources for Supporting Children's Emotional Well-being during the COVID-19 Pandemic https://www.childtrends.org/publications/resources-for-supporting-childrens-emotional-well-%20being-during-the-covid-19-pandemic?utm_source=mailchimp&utm%20campaign=030096d2e1f0&utm_medium=page
32. How Teachers Can Talk to Children about Coronavirus Disease (COVID-19) https://www.unicef.org/coronavirus/how-teachers-can-talk-children-about-coronavirus-disease-covid-19
33. Seven Simple Tips on How to Talk to Kids About the Coronavirus https://www.savethechildren.org/us/what-we-do/emergency-response/coronavirus-outbreak/coronavirus-outbreak-how-to-explain-children?utm_source=mailchimp&utm_campaign=030096d2e1f0&utm_medium=page

Appendix A

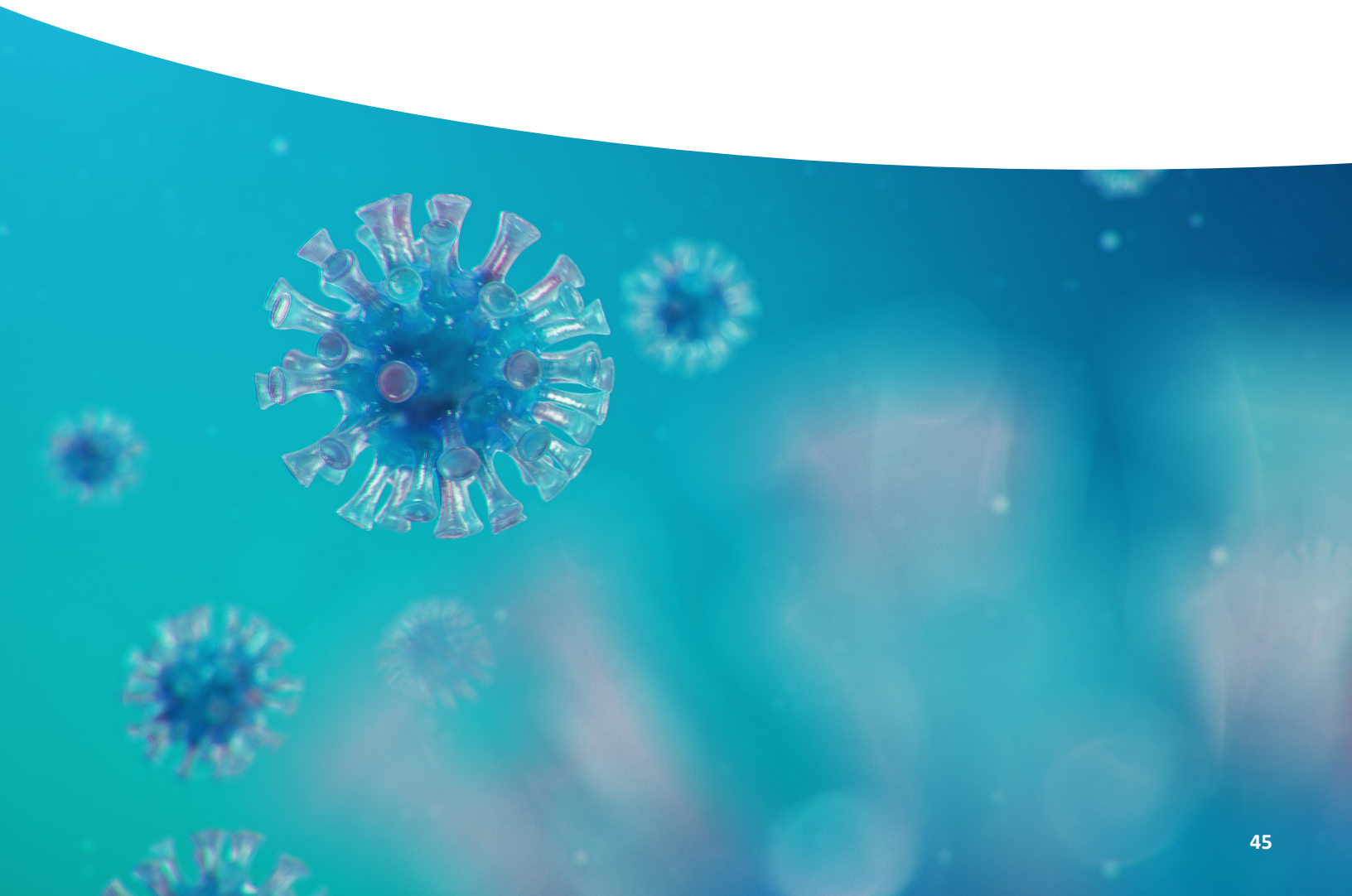
Manitoba Shared Health: Guidance on the Removal, Storage and Extended Wear of Medical Face. Masks in Green Zones

DOFFING AND STORAGE INSTRUCTIONS			
Mask with Loops			
1.	**Perform meticulous hand hygiene**		
2.	Remove mask by using the ear loops at the back of the ears		
3.	Gently, stretch ear-loops to flatten mask, try to avoid touching the very front part of the mask		
4.	Using ear loops, bring top (nosepiece) and bottom ends of mask together to fold mask lengthwise with outer (patient facing) side in on itself		
5.	Hold with one hand by ear-loop *Can touch the very edge if needed to keep mask folded*		
6.	With other hand open paper bag/envelope *When using bag, slightly open top leaving the bottom of the bag still folded*	**Paper Bag**	**Envelope** (only use if paper bag not available)
7.	Carefully place folded mask in a clean and dry paper bag *If using envelope, rotate mask so the open end (nosepiece end) is facing downward*		
8.	Close paper bag, ensuring ear loops are inside the bag as shown *If using an envelope strive to keep a piece of the ear loop out as shown*		
9.	**Perform meticulous hand hygiene**		

Appendix B

Survival of COVID-19 virus on surfaces: New England Journal of Medicine / The Lancet

Surface	Virus is viable for	Halflife
Aerosols	3 hrs	66 minutes
Plastics	3 days	6 hours, 49 minutes
Stainless steel	3 days	5 hours, 38 minutes
Cardboard	24 hours	3.5 hours (high variability depending on cardboard)
Copper	4 hours	46 minutes



How long the new coronavirus can live on surfaces

SURFACE	LIFESPAN OF COVID-19 VIRUS
Paper and tissue paper**	3 hours
Copper*	4 hours
Cardboard*	24 hours
Wood**	2 days
Cloth**	2 days
Stainless steel*	2–3 days
Polypropylene plastic*	3 days
Glass**	4 days
Paper money**	4 days
Outside of surgical mask**	7 days

*At 69.8 to 73.4°F (21 to 23 °C) and 40% relative humidity **At 71°F and 65% relative humidity

Source: New England Journal of Medicine*; The Lancet Microbe**

BUSINESS INSIDER

Appendix C

Physical distancing and screening posters (Government of Manitoba)

STOP

COVID-19
NOVEL CORONAVIRUS

Do not enter if you have:

- been in contact with someone that is confirmed to have COVID-19
- been notified that you were in a high risk setting for COVID-19 in the past 14 days (e.g., on a plane or at an event)
- travelled outside Manitoba in the last 14 days

Do not enter if you have a new onset of any of the following symptoms:

- Fever
- Cough
- Sore throat
- Shortness of breath

Do not enter if you have a new onset of two or more of the following symptoms:

- Runny nose
- Muscle aches
- Fatigue
- Loss of taste or smell
- Headache
- Hoarse voice
- Nausea, vomiting or diarrhea

If any of the above apply, please:

- limit your contact with others
- immediately self-isolate at home
- call Health Links-Info Santé for information about testing and self-isolation – **204-788-8200** or toll-free **1-888-315-9257**.

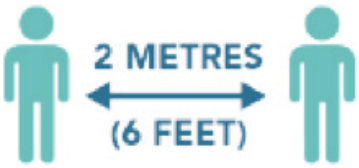
manitoba.ca/covid19

Manitoba

COVID-19
NOVEL CORONAVIRUS

Manitoba

What does social (physical) distancing look like?



Safe to do

- Spending time with household members *(so long as they are not sick or have not returned to Manitoba in the past 14 days when they should be self-isolating)*
- Outdoor physical activity *(e.g. walking, running, biking, hiking)* on your own or with your household members
- Gardening, yard work and general household maintenance
- Play in your yard
- Get groceries and other goods delivered
- Use technology to chat with family and friends
- Play games *(e.g., board games, video games)* at home
- Listen to music, read a book
- Cook a meal

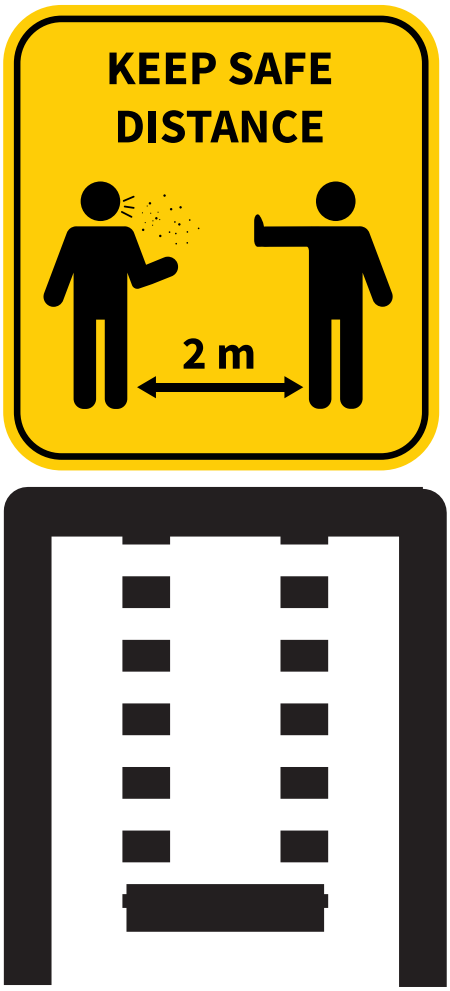
Use Caution
and Consider the Situation

- Visiting grocery stores *(Where possible, shop for groceries once a week and have one household member do the shopping)*
- Picking up medication
- Getting take-out

Avoid

- Play dates
- Sleepovers
- Group gatherings, outings or events *(e.g., birthday and dinner parties, celebrations, weddings, funerals, religious services, team sports)*
- Visiting crowded stores or outdoor spaces
- Having visitors in your home
- Having non-essential workers in your home
- Driving with friends in a car
- Peak transit times

WARNING

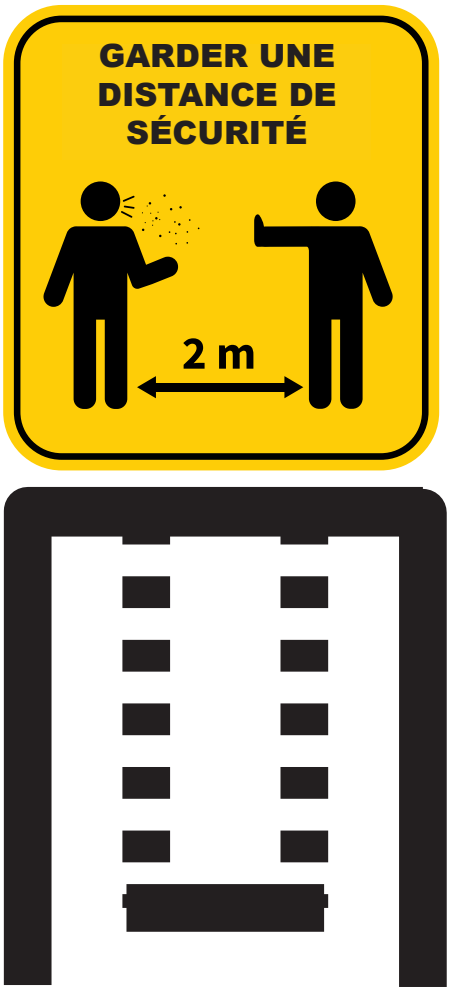


Please be advised that this playstructure is open with a 10 person limit MAXIMUM* MAINTAIN SOCIAL DISTANCING OF 2 METRES MINIMUM.

*(unless in the same household)


KEEP SAFE
DISTANCE
2 m

ATTENTION



Veuillez noter que l'utilisation de cette structure de jeu est limitée à un MAXIMUM de 10 personnes*. MAINTENEZ UNE DISTANCE SOCIALE MINIMUM DE 2 MÈTRES.

***(Sauf si d'une même maisonnée)**


GARDER UNE
DISTANCE DE
SÉCURITÉ
2 m

Appendix E

Manitoba education fact sheet on graduation ceremonies

COVID-19
NOVEL CORONAVIRUS

Manitoba

Manitoba Education Fact Sheet: Graduation Ceremonies

For schools wishing to host modified Class of 2020 graduation ceremonies, it is important to adhere to the limits on gathering sizes outlined by Public Health. Effective May 22, 2020, the limits for indoor gatherings increased to 25 and for outdoor gatherings to 50 people, where members of the public are reasonably able to maintain a separation of at least two metres from others, except for brief exchanges.

For school divisions or schools contemplating outdoor **drive-in graduation ceremonies** (without limitation on numbers), the following Phase 2 guidelines embedded in the *Restoring Safe Services* plan should be observed.

General

- Participants must maintain physical distancing of at least two metres at all times.
- Participants are required to stay home if they are feeling sick or symptomatic. There is no option for sick or symptomatic participants to stay in their vehicles during the entire ceremony.
- Participants must have access to soap and water or an alcohol-based hand sanitizer. Appropriate cleaners and disinfectants must also be accessible.

Vehicles

- Vehicles must be separated by a minimum of two metres.
- Windows and sunroofs may be open, but doors and trunks are to remain closed.
- Only participants from the same household may occupy the same vehicle.
- Participants are to remain in their vehicles or to stand outside on the left side of their vehicle.
- Participants must maintain physical distancing of at least two metres when outside the vehicle.

Washrooms

- The use of indoor facilities, such as washrooms, is limited to no more than 25 participants at any given time.
- Physical distancing of two metres must be maintained for those waiting for washroom facilities.
- Where washroom access is provided, frequent cleaning and disinfection must take place before, during, and after the service.

Other

- If contact is required with any equipment, the equipment must be cleaned and disinfected after each use.
- Food/concession services that are provided should follow applicable restaurant guidelines, and payments should be accepted through contactless methods where possible.
- All other services must be suspended, including picnic areas and play areas.

Information in this Fact Sheet is based on the guidelines provided for "Outdoor Drive-in Events" in the Phase 2 plan for *Restoring Safe Services* at www.gov.mb.ca/covid19/restoring/phase-two.html.

https://www.gov.mb.ca/covid19/restoring/phase-two.html

March 2, 2021

ATTENTION Safe Grad Committees:

No question this pandemic has been difficult with restrictions and the effects that come with them. Safe Grad Manitoba is encouraging Safe Grad committees to find a balance between best/worst case scenarios when planning for grad celebrations.

If Public Health modifies its restrictions and increases interactions, please consider it will not likely be a major shift in a full re-opening by June. Committees should be planning for smaller, moderate celebrations that would fit potential future easing of restrictions. Definitely not an easy task.

All liability applications will only be accepted during current Manitoba Public Health restrictions to ensure that they are within allowable activities.

For 2021, Safe Grad will accommodate a shortened time requirement for approvals for liability coverage. Applications submitted can be processed and returned (once approved) within 72 hours. All applications MUST comply with current Manitoba Public Health restrictions.

Committees are encouraged to contact LGCA for questions surrounding permits and approvals.

Private property locations are not encouraged for sanctioned Safe Grads activities. Please contact us if you wish to discuss further.

If any Safe Grad committees feel they will have to cancel their plans, please ensure that all funding collected is managed as per Division/Committee policy.

Safe Grad Committees may contact us at safegrad@mbschoolboards.ca.

Thank you.

Darren Thomas, Chairman
Safe Grad/TADD Manitoba

MANITOBA School Boards ASSOCIATION | ASSOCIATION DES COMMISSIONS SCOLAIRES DU MANITOBA

Finir en Beauté MANITOBA

Le 2 mars 2021

À l'attention des comités organisateurs de la fête *Finir en beauté*

Il ne fait aucun doute que la pandémie a été difficile étant donné les restrictions et les conséquences qui en découlent. Finir en beauté Manitoba encourage les comités organisateurs à trouver un point d'équilibre entre le meilleur et le pire scénario dans la planification de la fête pour les diplômés.

Si les autorités de la santé publique modifient les restrictions et autorisent une augmentation de la fréquence des contacts, ce ne sera probablement pas un changement majeur ayant pour effet une réouverture totale d'ici juin. Les comités organisateurs devraient prévoir des célébrations plus modestes et limitées qui respecteraient d'éventuelles restrictions moins sévères. Ce n'est certainement pas une tâche facile.

Les demandes d'assurance responsabilité civile seront acceptées seulement pendant la durée des restrictions en vigueur imposées par les autorités de la santé publique du Manitoba afin de s'assurer qu'elles portent sur des activités autorisées.

Pour 2021, Finir en beauté Manitoba raccourcira le délai pour l'approbation des demandes d'assurance responsabilité civile. Les demandes soumises peuvent être traitées et retournées (une fois approuvées) dans les 72 heures. Toutes les demandes DOIVENT respecter les restrictions en vigueur imposées par les autorités de la santé publique du Manitoba.

Nous encourageons les comités organisateurs à communiquer avec la Régie des alcools, des jeux et du cannabis du Manitoba (RAJC) pour les questions concernant les permis et les approbations.

Les activités approuvées par Finir en beauté ne devraient pas se tenir dans des propriétés privées. Veuillez communiquer avec nous pour en discuter.

Si un comité organisateur d'une fête Finir en beauté estime qu'il doit annuler la fête prévue, il doit s'assurer que tous les fonds recueillis sont gérés conformément à la politique de la division/du comité.

Les comités organisateurs peuvent communiquer avec nous au safegrad@mbschoolboards.ca.

Merci.

Darren Thomas, président
Finir en beauté Manitoba/TADD Manitoba