



THE UNIVERSITY OF WINNIPEG

Collegiate

THE UNIVERSITY OF WINNIPEG COLLEGIATE

# COVID-19 Plan



## THE UNIVERSITY OF WINNIPEG COLLEGIATE

### WELCOMING OUR STUDENTS BACK: RESTORING SAFE SCHOOLS PLAN

#### Introduction

In planning for the 2020-2021 school year the University of Winnipeg Collegiate prepared for the three scenarios outlined by Manitoba Education's [framework](#) to resume in-class learning in 2020-2021:

#### Scenario 1: Near Normal return to classes

- In-class learning resumes for all; near normal with public health measures in place.

#### Scenario 2: Return to classes with Blended Learning Environment

- In-class learning resumes with additional public health measures.
- Collegiate students will participate in a blended learning model that includes in-class and remote learning with a minimum of two days per week in class.
- The blended learning model will be set up as a synchronous learning environment with the use of Zoom, Nexus, Office 365, Crowdmark, other alternative learning methods as well as in-person learning.

#### Scenario 3: Alternative Learning Environment

- Limited Use of Schools will continue to be followed (Implemented June 1, 2020)
- In-class learning is suspended.
- Through the use of technology an alternative learning environment will be set up to support both asynchronous and synchronous learning.
- Teacher-led remote learning for all students through the use of Zoom, Nexus, Office 365, Crowdmark and additional alternative learning methods.

On July 31<sup>st</sup> the province confirmed a return to full-time in-person classes for K-8 and a blended learning environment for 9-12. Although the 2020-2021 school year will look different, the University of Winnipeg Collegiate is committed to having students return to school with as much in-class learning as possible, while staying safe.

*Please note this is a fluid planning document that will be updated as provincial requirements change and UWCollegiate updates are made throughout the course of the year.*

#### Planning Stakeholders

The preparation of UWCollegiate to reopen for classes in September included the following University of Winnipeg departments: Collegiate faculty & staff, Collegiate administration, Ancillary Services, Recreation Services, Physical Plant, Scheduling, Campus Security, Health & Wellness, TSC and the University of Winnipeg's Department of Emergency Preparedness.



## Public Health Measures

Parents and students are encouraged to remain current with information related to COVID-19 by regularly accessing <https://www.gov.mb.ca/covid19/index.html> and viewing the University of Winnipeg (UW) COVID-19 website <https://www.uwinnipeg.ca/COVID-19/index.html> for campus updates.

## Screening

Daily screening for symptoms is critical to identify potential cases of COVID-19. It is the responsibility of staff, parents and students to conduct a daily self-screening for symptoms prior to attending school using the [Manitoba COVID-19 Self-Screening Poster](#). If you are unsure whether your child should be tested and self-isolate you can access the [Shared Health COVID-19 Screening Tool](#). An up-to-date list of symptoms can be found at <https://manitoba.ca/covid19/updates/about.html>.

Individuals should self-isolate and not enter schools if they:

- are experiencing any symptoms suggestive of COVID-19
- have travelled outside Manitoba in the previous 14 days (outside of areas excluded by public health orders)
- are a close contact of a confirmed case of COVID-19
- are awaiting a COVID-19 test result.

## Students Exhibiting Possible Symptoms of COVID-19 while at Home

Students must stay home if they are experiencing symptoms of COVID-19 such as cough, fever, runny nose, sore throat, or breathing difficulties. Instructors will be as flexible as possible with regards to attendance requirements due to the safety concerns of students attending classes or labs while feeling ill. Medical notes will not generally be required to avoid overwhelming the medical system.

If they are at home and may have symptoms, students should utilize the self-screening tool provided by the Province of Manitoba Public Health. They should follow the directions from the self-screening tool and contact medical assistance if recommended or as needed.

If a child or staff member is living with someone who is symptomatic of a common cold or flu-like symptoms, but has **not** tested positive for COVID-19, the student/staff member can continue to attend school as long as they remain non-symptomatic.

As soon as a sick household member gets a positive test result, the student/staff member would become a close contact and would need to go home and isolate with their family.

Students can confirm their symptoms, seek medical support and inquire about testing with [Health Links](#) by calling 204-788-8200 or toll-free 1-888-315-9257.



## **Students Exhibiting Possible Symptoms of COVID-19 while on Campus**

If students come to a class on campus and begin experiencing possible symptoms of COVID-19, instructors should direct the student to leave the class and report to the Collegiate office immediately. The following are the steps students should follow:

1. Students will be set up in the isolation room and provided a medical mask.
2. Parents will be contacted to immediately pick up the student. Students who drive to school may leave after parents are contacted. Public transportation should not be used.
3. Students are required to go home immediately and do the self-assessment on the Manitoba Health Website or call Health Links.
4. Collegiate staff will follow up with the students who have exhibited possible symptoms of COVID-19 to check in with them, offer support and determine if they need or want to be referred to community resources.
5. Students will be required to self-isolate for 14 days before returning to campus unless they test negative for COVID-19 before the two week period is complete.

## **Staff Members Exhibiting Possible Symptoms of COVID-19 At Work:**

If you develop a fever, cough, shortness of breath, difficulty breathing or any other cold like symptoms at any time while at work you need to self-isolate immediately and avoid contact with others to lower the chance of spreading the virus.

You should:

- Cover your face with a medical mask if possible
- Practice appropriate hand hygiene and respiratory etiquette
- Arrange to leave work and go home immediately and avoid public transportation (bus, taxi, ride sharing)
- Maintain a two metre distance from others as you leave
- Notify your Manager via phone or email
- Contact Health Links – Info Santé for up to date information on testing. You can call Health Links Info Santé at 204.788.8200, your health care provider, or report directly to a [COVID-19 Community Screening Location](#) after completing the [COVID-19 Self-Screening Tool](#)
- Once the sick individual has left campus, ensure all surfaces and areas that the individual was in contact with are cleaned and disinfected
- Refer to University of Winnipeg protocols and procedures for return to work.

## **Confidentiality**

Staff and faculty will maintain confidentiality should students or colleagues exhibit possible symptoms or be confirmed to have COVID-19 or other communicable illnesses. That being said, names of students exhibiting possible symptoms of COVID-19 will be recorded in case contact tracing by Public Health becomes necessary.



## **Personal Risk Factors For Staff & Students**

Arrangements will be made for students, faculty and staff who may be at higher risk of COVID-19 due to underlying health conditions or risk factors.

- Students who are unable to attend in-person classes will attend remotely and have direct access to faculty through weekly remote office hours.
- Staff who are unable to teach in-person classes due to legitimate medical reasons such as being immune compromised and/or other documented medical circumstances will teach their classes synchronously through Zoom at their scheduled times.
- Staff are to report their medical accommodation request through current HR and Health & Wellness procedures.

## **Cohorts/Groups**

It is recognized that strict physical distancing at all times is not practicable within the school setting. The Collegiate will utilize the following cohort structure to limit exposure and facilitate contract tracing if required.

- As per provincial requirements students may only belong to one cohort of not more than 75 students total.
- Each grade level will be organized into sub-cohorts identified as Cohort A and Cohort B.
- To manage crossover of student schedules, these sub-cohorts will be aligned into larger defined parent cohorts of no more than 75 students, which will be scheduled to attend on alternating days to minimize contact and interaction between defined cohorts.
- Cohorts will be assigned separate common areas for breaks and lunch.

## **Messaging on Masks**

The use of non-medical masks will be mandatory in all schools for students in Grades 4 through 12, and visitors when physical distancing of at least 2 meters is not possible. Faculty and staff are provided medical masks as per provincial guidelines.

The UW Collegiate strongly recommends the wearing of non-medical masks at all times.

Faculty, staff and students are required to wear masks in all common areas, hallways and designated cohort areas (when not eating lunch).

Students may remove masks in classrooms provided they are sitting and physically distanced by six feet or more. Students are required to wear masks in any classrooms where physical distancing can't be maintained.



## **Students: What to Expect?**

Returning to the Collegiate in September will look and feel different as we continue manage the impacts of the pandemic. There will be a number of changes to support everyone's health and safety such as:

- Do not arrive at school more than 10 minutes prior to your scheduled class.
- When arriving at school you will be required to report immediately to your first classroom.
- When moving about the Collegiate, students will be required to physically distance and follow hallway markings to move about the Collegiate
- Students will be organized into cohorts. Cohorts will be assigned common spaces for breaks and lunch. Students must report only to their assigned common spaces during these times.
- There can be no congregating of students at any time throughout the day.
- Students are required to leave campus immediately after the end of their last class of the day.

What has not changed at the Collegiate are our core values of independence, responsibility, respect and academic achievement. Collegiate Faculty, Staff and Administration expect students to conduct themselves with the highest standard of responsibility and respect in their conduct to ensure everyone's health and wellbeing is supported. Additionally, students will need to demonstrate a high level of independence and commitment to strong academic achievement within the blended learning environment.

## **Structure of School Year**

Typically the Collegiate Calendar is divided into two sessions following the University of Winnipeg Calendar: Fall/Winter session (running from September to the end of April) and Spring session (running in May and June).

In order to accommodate public health requirements regarding cohorts and physical distancing, the following structural changes will be implemented for all learning scenarios.

The Collegiate schedule will shift from a Fall/Winter & Spring session model to a trimester model with lengthened days.

### **Fall/Winter Schedule**

- First Trimester: September 2 to December 18
- Second Trimester: January 4 to April 30

### **Spring Schedule**

- Third Trimester: May 3 to June 30

### **Length of School Day**

- Monday to Friday 8:30 a.m. to 4:50 p.m.

### **Cohort Attendance**

- Cohort A students will attend in person classes on Monday/Wednesday. They will also attend remote classes via zoom on Tuesday/Thursday.
- Cohort B students will attend in person classes on Tuesdays/Thursday. They will also attend remote classes via zoom on Monday/Wednesday.



- Fridays are remote for both Cohort A and Cohort B. Faculty will communicate with each class regarding learning expectations on Fridays.

Making this structural adjustment provides an opportunity to have fewer staff and students on campus and in classes at the same time. It reduces the crossover of cohorts and spreads the number of students and staff in the facility out equitably throughout the day. Utilizing a trimester structure to divide course work over three learning segments prioritizes the mental and physical wellness of staff and students, as it distributes workload out over the course of the year. Additionally, this structure ensures maximum flexibility for the Collegiate to shift between learning scenarios throughout the year as required.

## Student Achievement & Learning Plan

### Communicating Public Health Requirements to Staff, Parents & Students

- Communication of public health requirements will be provided to parents and students through e-mail and the weekly Collegiate Times communication bulletin.
- A back-to-school orientation will be shared with all parents & students regarding back to school expectations and COVID-19 protocols prior to school start-up.
- Faculty and staff will be trained on required protocols on September 2<sup>nd</sup> to ensure safe resumption of learning. As changes occur throughout the year, updates will be provided to staff through e-mail, weekly staff bulletins and ongoing professional development.

### Course Delivery

In all learning scenarios courses will be delivered as a synchronous model utilizing technology such as Zoom, Nexus, Office 365, and Crowdmark.

***On September 8, 2020 the University of Winnipeg Collegiate resumed classes under Scenario 2: Return to Classes with Blended Learning Environment.***

***On January 4, 2021 the University of Winnipeg Collegiate suspended in-person learning for a period of two weeks implementing Scenario 3: Alternative Learning Environment***

***On January 18, 2021 the University of Winnipeg Collegiate resumed classes under Scenario 2: Return to Classes with Blended Learning Environment.***

*Scenario 1: Near Normal Return to Class:*

- In-class learning will resume with the use of a cohort model. As per provincial requirements students will be organized into class cohorts of no more than 75 students.
- Classrooms have been outfitted with cameras for teachers to conduct their classes during scheduled times simultaneously in-person and through Zoom. Class lectures will be recorded for students to refer to if they are unable to attend.
- Using a simulcast model to deliver classes ensures students have the opportunity to attend daily and provides them an opportunity to keep up with their work when they are not able to attend due to illness.



### *Scenario 2: Return to Classes with Blended Learning Environment*

- In-class learning resumes with additional public health measures.
- Collegiate students will participate in a blended learning model that includes in-class and remote learning.
- Cohorts will be created for students to attend in-person classes on either a Monday/Wednesday and alternating Friday schedule or a Tuesday/Thursday and alternating Fridays schedule. This ensures that all students attend in-person classes 5 out of 10 instructional days, while subsequently attending remotely the remaining 5 out of 10 instructional days.
- Classrooms have been outfitted with cameras for teachers to conduct their classes during scheduled times simultaneously and in-person through Zoom. Class lectures will be recorded and posted on Nexus for student reference.
- The blended learning model will be set up as a synchronous learning environment with the use of Zoom, Nexus, Office 365, Crowdmark, other alternative learning methods and in-class learning.

### *Scenario 3: Alternate Learning Environment*

- Through the use of technology an alternative learning environment will be set up to support both asynchronous and synchronous learning.
- Teacher-led remote learning for all students through the use of Zoom, Nexus, Office 365, Crowdmark and additional alternative learning methods.

### **Blended learning**

Although priority is placed on providing in-class learning, teacher directed remote learning will be an essential component of education throughout the pandemic. Throughout the course of the pandemic the University of Winnipeg Collegiate will utilize the following blended learning model.

- Collegiate students will participate in a blended learning model that includes synchronous in-class and remote learning. Student cohorts will attend in class learning for a minimum of 2-3 days per week, as well as remote classes for 2-3 days per week.
- The blended learning model will be set up as a synchronous learning environment with the use of Zoom, Nexus, Office 365, Crowdmark, other alternative learning methods and in-class learning.
- Students who require technology will be provided with a school lab laptop to accommodate their remote learning.
- Students who do not have connectivity will be allowed attend the Collegiate to access internet connectivity at a designated time in our learning lab.

### **Attendance & Participation in Learning**

- Manitoba Education has indicated that in-person attendance is mandatory for all students. At the Collegiate students are expected to attend all in-person and remote classes during their scheduled times with the exception of illness and other special circumstances.
- Students who are not engaged in their learning will be managed through current attendance procedures set up at the Collegiate.





- Because students and staff must stay home when sick, classroom teachers will provide synchronous remote learning opportunities to ensure students who are isolating or quarantined maintain learning.

### Recovery learning

Due to the interruption in learning from March to June, students will need an opportunity to adjust to new school routines, expectations, as well as address achievement and learning gaps that may exist. To support students with the transition back into school recovery learning will be addressed in the following way:

- .5FTE teacher time has been dedicated to daily tutoring slots in the humanities, math and science areas for the entire year.
- Using the previous year's teacher comments and initial pre-assessments, faculty will identify students who need recovery learning.
- Students identified for requiring recovery learning will be assigned to the relevant tutoring slot for additional support. The classroom teacher and tutor will work collaboratively to support students through their recovery learning process.

### Assessment

Student assessment and evaluation will proceed for the 2020-2021 school year. Collegiate Faculty will provide an outline of their specific course assessment and evaluation requirements on their course outlines. Cohorts will be scheduled to write midterm exams/assessments within the regular classroom schedule. Final exams/assessments will take place or via Crowdmark or by other means as determined by the instructor and as scheduled on the school calendar. Currently, Grade 12 provincial tests have been cancelled for the 2020-2021 school year.

### Speciality Programming

- In-person extra-curricular programming and clubs will be placed on hold at the beginning of the school year. Extra-curricular programming and Clubs may start online via Zoom
- Athletic programming will be implemented under the guidance of public health and the [MHSAA return to school sport plan](#).
- Choir programming is scheduled to start in the second trimester. When choir programming resumes the University of Winnipeg Collegiate will follow [Manitoba's Restoring Safe Services: Guidelines for Vocalists and Instrumentalists](#) protocol.
- Grade 9 & 10 PE programming will take place in-person using the Gymnasium and outdoors provided it works within cohort parameters. [Provincial Guidelines for Physical Education and Sports](#) will be followed to minimize risk. If we are unable to maintain physical distancing requirements within the cohort model, grade 9 & 10 PE will be run using the Grade 12 model of recording physical activity and completing health modules.
- Grade 9 & 10 Band is scheduled to run in term 1 in a reduced capacity following the [COVID-19 – Guidelines for Vocalists and Instrumentalists](#). Grade 11 & 12 band is postponed until the second term. **Currently the use of wind instruments is suspended for band and alternate programming has been implemented for choir.**



## **Learning Accommodations for Vulnerable Students and Medical Reasons**

- Learning accommodations will be made for students who are not able to attend due to documented medical reasons and/or illness. These accommodations may include but are not limited to; attending classes remotely daily; reduction in workload; alternate assignments and or alternate assessments arranged through and approved by faculty.
- Recognizing the Collegiate is a daily safe haven for vulnerable students, individual accommodations will be arranged through UWCollegiate Guidance and/or the Model School Director to provide students with access to required counseling, food security and additional student support.

## **Professional Development**

Professional development of staff and faculty will play a vital role during the re-opening of schools and pandemic response planning. For the 2020-2021 school year, professional learning activities will prioritize the following themes.

- COVID-19 Protocol Training – September 2<sup>nd</sup>
- Remote Learning Strategies & Assessment – September 3<sup>rd</sup>
- Collaborative Planning – September 4<sup>th</sup>
- Mental Wellness & Wellbeing Workshop During Covid -19 - TBD

## **Field Trips**

### **Field Trips are Suspended during the Provincial Code Red Designation.**

Field trips or outings are permitted. Participation of students in field trips is voluntary and will be dependent by appropriate parental permission. Collegiate faculty will be required to complete enhanced planning for field trips to ensure health guidelines are met. When planning for field trips Collegiate Faculty will follow guidelines established on page 21 of [Welcoming our Students Back: Restoring Safe Schools.](#)

## **Mental Health & Well-Being**

The COVID-19 pandemic brings a high level of stress and anxiety as it rapidly changes the way we work, socialize and live. Caring for your mental health, as well as supporting our staff and students, is important in these times. People naturally have many different feelings and responses, both positive and negative, when they have to cope, including:

- panic, anxiety, worry, fear
- anger, disbelief, denial
- helplessness, despair
- sleeplessness
- lack of concentration
- exhaustion
- loneliness
- co-operation, teamwork



- generosity towards others
- inspiration
- strength in connecting with others/community

The University of Winnipeg Collegiate is committed to supporting the mental health and well-being of our staff and students.

As a reminder health and well-being must be supported by a network of people who can share your experiences with you. Don't try and manage by yourself. Talk to family and friends and use the available resources in your community and workplace:

- Government of Manitoba: [Mental Health Virtual Therapy Program](#)
- [Connect Now](#) is a new support line that allows you to connect instantly with a professional counsellor from the University of Winnipeg's Employee Assistance Program (EAP)
- Canadian Mental Health Association: [Information, resources and tips](#) for dealing with COVID-19
- Manitoba Adolescent Treatment Centre (MATC): [Child and Adolescent Mental Health and Youth Addiction Services](#)
- Shared Health and the Regional Health Authority Mental Health Programs: [Virtual Crisis Response Services](#)
- Government of Canada: [Wellness Together Canada - Mental Health and Substance Use Support](#)

You can also visit the University of Winnipeg Human Resource's [Wellness Resources Webpage](#) for more links to mental health resources, information and tools.

## School Operations

### Entry and Exit Points

To support safe transition of students to and from their classrooms and common areas the following designated entrances will be used when entering and exiting buildings.

- Students are required to enter and exit the Collegiate through the main doors of Wesley Hall.
- Students must use the skybridge to access Manitoba Hall

### Visitors & Volunteer Access

- Visitors will access the Collegiate through the main doors of Wesley.
- Prior to entry & upon entry visitors will be asked to self-screen via signage.
- Visitors will report to security desk in rotunda to sign in.
- Security will direct visitors to Collegiate Office.

### **Campus Safety**

- A permanent guard will be posted in the Wesley rotunda to welcome staff, students and visitors as well as redirect community traffic.
- Faculty & students will be required to go outdoors transition between Wesley Hall & Duckworth To support faculty and student safety security guards will posted outside Wesley exits during the start of the day, end of the day and transition times.

### **Office Hours & Access**

- Collegiate Office Hours will be Monday – Friday from 8:00 a.m. – 4:30 p.m.
- Collegiate Office Access will be limited to one visitor in at a time.
- The main Collegiate office door will remain closed during the day. Visitor access will be granted by office staff.
- Visitors will exit the office through the secondary office door on the east side of the office.
- Faculty will access the staff work area through the west office door.
- Additional furniture will be removed from office to limit congregating of students, faculty, staff, and visitors

### **Classroom Configuration**

To support physical distancing requirements classrooms are being reconfigured in the following ways:

- Collegiate classes and students are required to stay within the designated Collegiate pod marked out in Wesley, Manitoba Hall, as well as the designated court in the gym.
- Only required seating will be set up in classrooms to ensure physical distancing.
- Additional furniture will be removed to eliminate points of congestion.
- Classrooms with multiple doors will have a designated entrance and exit door.
- Classroom assignments will be distributed as practicable as possible to allow cohorts to remain in a defined area and limit the movement of cohorts between buildings.

### **Classroom entrance/exit protocol**

It is not practical to expect that extra cleaning alone will protect staff and students from COVID-19. Ensuring learning environments are clean requires everyone to be responsible for their personal health & safety and the health and safety of others.

- Using the clean in and clean out model staff and students will sanitize their hands when entering and exiting classrooms.
- Spray bottles and paper towel will be provided in each classroom. Upon entry staff and students are strongly recommended to sanitize their table and seating area as an additional precautionary measure.

### **Common Spaces for Lunch & Breaks**

Cohorts will report to their designated common spaces for lunch and breaks between classes. Designated areas currently identified are:



- Grade 11/12 Cohorts: Area by Hive
- Grade 10 Cohorts: Tonys'
- Grade 9 Cohorts: Leatherdale Commons

## **Class Transitions – Hallway Traffic / Transition Between Buildings**

- Breaks between classes will be limited to the time required to transition between classes to reduce congregating of students.
- Students will be required to transition immediately from one class to another while maintaining physical distancing between one another.
- Students & Faculty will follow designated pathways that are marked out to transition between classes and buildings.

## **Text Book Distribution**

- Book distribution will take place out of Convocation Hall on September 8, 9 10, 14
- Physical Plant and Health & Safety will provide setup, signage and spacing requirements
- Individual classes brought down one at a time in cohorts during the first four days of school to receive their books.

## **Food Services**

Students can place a pre-order (and make payment) for lunch from Diversity Foods using the following app: <https://diversityfoodservices.moduurn.com>

Orders must be placed before 11:00 a.m. Students can pick up their food at the catering room in Wesley hall @ 11:45 a.m.

## **Elevator**

During this time it is important that elevator use be limited to supporting accessibility issues only. Students will be required to use designated pathways and stairwells to move between floors in Wesley.

Faculty, staff and students who require use of the elevator follow restrictions as posted on signage

- Used only for accessibility issues
- Limit of 2 people at a time
- Restricted third-floor access.

## **Physical Plant:**

- To avoid recirculation of air to the greatest extent possible, and ensure filters are clean, physical plant has uses high grade media in air handling units and increased the filter media change frequency.
- Wesley Hall has a dedicated fresh air and exhaust system with on demand ventilation. There has been an increase the minimum fresh air amount to each unit that serves classrooms.



- The fresh air systems operates on building pressure and is designed to work without the use of windows being opened.
- The majority of our larger mechanical air handing units have monitors in place on the filters, increasing the change frequency, ensuring the provision of clean filtration.
- In Demand-Controlled Ventilation (DCV) systems using Carbon Dioxide (CO<sub>2</sub>) sensors, operate systems to maintain maximum CO<sub>2</sub> concentrations of 800-1,000 Parts Per Million (ppm) in occupied spaces.
- Daily air flush prior to occupancy: mechanical systems should be operated in occupied mode for a minimum of 2 hours prior to occupants re-entering the building. Systems should be operating in occupied mode an additional 2 hours after occupants have left the building. The intent is to maximize the fresh air to the space.

### **Cleaning Schedule:**

Increased frequency of cleaning, disinfecting and sanitization will take place as follows:

- High touch surfaces such as doors, washrooms will be cleaned hourly.
- Cleaning of Classrooms & Common Areas will take place prior to the start of school, at lunch/midday & at the end of the day.
- A deep cleaning of the Collegiate Common Areas, Classrooms and Office will take place weekly on Saturdays.

### **Faculty Office Hours**

Due to physical distancing requirements during prolonged contact, faculty are not to use their office space to conduct office hours. Faculty are encouraged to conduct office hours with students remotely. If faculty must conduct in-person office hours with students they should conduct these during lunch time in Convocation Hall.

### **Lockers**

Student lockers will not be used until physical distancing requirements are lifted by Manitoba Public Health.