



THE UNIVERSITY OF WINNIPEG COLLEGIATE

## COVID-19 Plan



***Please note:*** this is a fluid planning document that will be updated as public health guidelines and requirements change throughout the course of the year.

**UPDATE:** On December 22, 2021 Manitoba Education confirmed a return to **remote learning** from January 10 - 14, 2022. Full-time in-person learning for Grade 9-12 is scheduled to resume on Monday, January 17, 2022 at the Restricted Orange Level.



## THE UNIVERSITY OF WINNIPEG COLLEGIATE RESTORING SAFE SCHOOLS PLAN: 2021-2022

UPDATED January 6, 2022

### INTRODUCTION

In planning for the 2021-2022 school year, the University of Winnipeg Collegiate is prepared for the three learning scenarios outlined in the three levels of the Pandemic Response System: Caution (Yellow), Restricted (Orange), and Critical (Red). As identified by Manitoba Education, the following four priority areas will guide planning as students and staff return to class:

- Following health and safety measures as per public health guidance
- Promoting mental health and wellbeing
- Assessing and addressing learning impacts
- Vaccinating Manitobans through outreach and promotion

#### **Level 1: Caution - Yellow** (Near-normal return to classes)

- In-class learning resumes for all students in grade 9-12; near normal with public health measures in place:
  - The spread of COVID-19 is at low to moderate levels.
  - Household and close contact transmission is occurring in Manitoba.
  - There may be multiple and isolated small cluster outbreaks (or a small number of larger outbreaks) that are mostly contained.
  - Community transmission is low and/or localized/geographically limited.
- Maintain a distance of two meters (six feet) between individuals to the greatest extent possible.
- Ensure the types and sizes of gatherings and assemblies are organized to maintain integrity with physical distancing measures.
- For music, maintain two meters distance between chairs and participants to the greatest extent possible.
- Field trips and extracurricular activities may continue.
- Overnight trips are allowed.
- Tournaments are allowed.
- Spectators should follow the visitor guidelines.
- Overnight trips, tournaments, field trips and extracurricular activities require proof of vaccination of a first dose for 12- to 17-year-olds or proof of a negative result from a pharmacist-approved rapid test from within 72 hours before the event. Those who are 18 or older will need to be fully vaccinated in order to participate; testing is not an option.



## **Level 2: Restricted - Orange (In-class learning with restrictions)**

- All students are in class learning unless otherwise directed by public health officials (i.e., a class or cohort may be directed by public health officials to isolate because of an outbreak within that class or cohort).
- Schools must ensure two metres of physical distancing to the greatest extent possible and adjust classroom space as necessary; excess furniture must be removed from classrooms to create additional space; other spaces within schools must be repurposed to accommodate more distancing (e.g., multipurpose rooms, shared spaces, common areas, and libraries).
- Use of wind instruments and singing are only permitted if all applicable public health measures are followed and two metres (six feet) distancing can be maintained.
- Minimize congestion in the school and shift assemblies to virtual delivery.
- School sports may be offered provided all applicable public health measures are followed. Effective December 6, 2021, proof of vaccination will be required for 12- to 17-year-olds for indoor extracurricular sports.
- Overnight trips and camps are only permitted where proof of vaccination is provided for youth ages 12 to 17.
- Extracurricular activities, including intramurals, are permitted if distancing requirements are met.

## **Level 3: Critical - Red (Blended/Hybrid Learning Environment)**

- Schools must ensure two metres of physical distancing.
- If two metres or six feet of physical distancing cannot be achieved, blended learning with cohorts can be implemented.
- 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 technologies such as Zoom, Nexus, Office 365, Crowdmark, and other alternative learning methods as well as in-person learning.
- Schools will accommodate high-risk students and vulnerable students.
- Only essential visitors are allowed. Community use of schools is prohibited.
- Schools may also continue to offer physical education, provided all public health measures are followed, including physical distancing.
- All field trips must be postponed or cancelled. Overnight trips and camps are suspended.
- Extracurricular school sports, intramurals, and clubs are suspended.
- Playing wind instruments and singing are suspended.
- Only virtual assemblies are allowed.



## REMOTE LEARNING

At times public health measures will require remote learning. When remote learning is in effect:

- 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 technologies such as Zoom, Nexus, Office 365, Crowdmark, and additional alternative learning methods.

## MANITOBA EDUCATION PANDEMIC RESPONSE SYSTEM

The full Manitoba Education Pandemic Response System can be viewed here:

<https://www.edu.gov.mb.ca/k12/covid/>

## 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 any potential cases of COVID-19 as quickly as possible before exposure to others. If someone is unsure whether they or their child should be tested and self-isolate, they should be directed to the [COVID-19 Screening Tool](#).

All screening that identifies suspected cases of COVID-19 should be referred to Health Links – Info Santéat 204-788-8200 or 1-888-315-9257.

Symptom and exposure screening must occur at the start of each day.

- Staff must self-monitor daily for signs and symptoms of COVID-19. Staff who have any symptoms of COVID-19 must stay home and isolate.
- Parents and caregivers need to monitor their child daily for symptoms and exposures before sending them to school.
- Parents and caregivers are responsible for ensuring their children are not displaying symptoms before sending them to school. Screening questions are available at [COVID-19 Screening Questions](#) (101 KB) to facilitate this process.

Signage, with exclusion criteria, will be posted at all entrances to the school.



A student or staff member who meets any of the exclusion criteria will not be admitted to the school and will be advised to immediately isolate and consult Health Links – Info Santé or their health care provider.

Routine screening or monitoring of temperatures with a thermometer or other device to assess for fever is not recommended. Normal temperatures can vary throughout the day and can be different between individuals. It is recommended that parents and staff focus on monitoring for symptoms of COVID-19, as outlined in the [Screening Tool](#).

### Public Health Contact Information

There is information about [self-screening](#) and other [public health resources](#) on the Shared Health Manitoba website and the Province of Manitoba's website.

Health Links – Info Santé continues to be available to support anyone who might be experiencing symptoms or who has been asked to self-isolate (quarantine). Call toll-free at 1-888-315-9257.

For more information about the fundamentals listed above, please visit [Reduce the Risk and Prevent the Spread](#).

### **Self-Isolation and Contact Tracing**

#### **\*\*\* NEW ISOLATION REQUIREMENTS\*\*\***

As of January 2022 there are updated self-isolation requirements. For the most up to date requirements please review the following information on [isolation requirements and exemptions](#).

### **Staying Home When Sick**

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.

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.

Schools can require students and/or staff who are showing symptoms to follow public health guidance on self-isolation and testing. For more information, please visit [Isolation Requirements and Exemptions](#). An up-to-date list of symptoms can be found at the [Province of Manitoba's COVID-19 information page](#).

### **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 the Collegiate office immediately. The following will be followed in supporting the student to return home.

- Students will be set up in an isolation room and provided a medical mask.



- 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.
- Students are required to go home immediately and do the self-assessment on the Manitoba Health Website or call Health Links.
- 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.
- Public Health will determine if students are required to self-isolate. A sick child can return to the school once it has been determined that it is safe to do so by their health care provider or a public health official. If that child has a positive test, further direction will be provided by public health officials. Public health officials typically follow up with contacts of cases within 24 to 48 hours of receipt of the laboratory report.

### **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](#)
- 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 access to faculty through 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.
- A process for addressing medical and human rights-based exemption requests is being considered but will not be ready in time to address campus access for start of fall-term classes. Human rights-based exemption inquiries may be directed to UWinnipeg's Human Rights and Diversity Officer at [s.belding@uwinnipeg.ca](mailto:s.belding@uwinnipeg.ca).

## **Cohorts/Groups**

If advised, cohorts will be established according to Public Health Guidelines at that time.

## **Immunization Verification & Testing Requirements**

On August 27, 2021 The University of Winnipeg determined the vaccine mandate announced on August 19, 2021, will apply to the Collegiate Students. The University did not come to this decision lightly. As Manitoba is entering the fourth wave, it is the University's position that mandatory vaccination is the best way to provide a safe educational environment and a successful school year.

- The University will work with the Collegiate to verify the vaccination status of students.
- The University will not retain any health information and the privacy of students will be protected. Students who are not currently vaccinated will receive temporary access, until October 15, 2021.
- Collegiate staff will work with students who are unable to be vaccinated through alternate delivery methods.
- Rapid-testing (negative COVID-19 test proof) will not be available at this time as an option to attain campus access, due to logistical issues.

## **Messaging on Masks**

On August 24, 2021, public health officials announced mandatory mask use in all indoor spaces, including schools for all Kindergarten to Grade 12 students. This requirement includes wearing masks in the classroom and while riding the bus. Mask use during sports should follow public health guidance for sports in place at the time: Province of Manitoba - COVID-19 Sports Guidelines. Mask breaks can occur with physical distancing, two meters to the greatest extent possible. Masks can be removed when outside.

The University of Winnipeg requires the use of non-medical masks to be mandatory for all staff and students in common indoor areas and shared spaces. This includes (but is not limited to) hallways,



classrooms, laboratories, meeting rooms, lobbies, washrooms, parking garages, stairways, elevators, locker rooms, the gym, the library, study spaces, and cafeterias.

Facemasks may be removed in the following circumstances:

- When an individual is seated and eating or drinking.
- When an instructor is teaching, provided they maintain a 2-meter distance from their students. Instructors must secure their mask prior to and immediately after teaching.
- A student may remove their mask to facilitate a brief verbal communication (5 minutes or less)

Masks are not required in the following circumstances:

- Participation in music programming such as band, choir and the Young Artist Intensive program.
- Participation in Physical Education classes and during physical activity in the recreation and fitness facilities.
- Collegiate athletes participating in athletic programming such as practices and competitions.

Mask exemption policies are outlined in the linked document: [Guidance on Mask Exemptions](#) (214 KB). For additional information on medical exemptions, see [COVID-19 Guidance on Medical Exemptions \(School Accommodation and Non-Medical Masks\)](#).

For further information on University of Winnipeg Mask Exemptions contact the Safety Office at [safety@uwinnipeg.ca](mailto:safety@uwinnipeg.ca).

Resources to Support Mask Usage:

- [Manitoba Government - Wear It Well: A Mask How-To for Kids \(video\)](#)
- [COVID-19: How to wear a non-medical mask or face covering properly \(Middle and Senior Years students and staff\) \(video\)](#)

## STUDENTS: WHAT TO EXPECT?

Returning to the Collegiate in September will look and feel different as we continue to 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 are to physically distance as much as possible and follow hallway markings to move about the Collegiate.
- There should be limited congregating of students at any time throughout the day.
- Students should 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 & School Year**

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).

### **Length of School Day – Regular Session**

- Monday/Wednesday/Friday 8:30 am to 3:50 pm
- Tuesday/Thursday 8:30 am – 4:00 pm

### **Length of School Day – Spring Session**

- Monday – Friday 8:00 a.m. – 4:00 p.m.

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

- 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, schools must plan for absenteeism. Faculty will provide remote learning opportunities for students who are isolating or quarantined.

### **Assessment**

Student assessment and evaluation will proceed for the 2021-2022 school year. Collegiate faculty will provide an outline of their specific course assessment and evaluation requirements on their course outlines. Currently, Grade 12 provincial tests have been cancelled for the 2021-2022 school year.

### **Speciality Programming**

- Extra-curricular programming and clubs are able to resume for September 2021 in accordance with public health recommendations and orders at the time.
- Athletic programming may resume under the guidance of public health and the [MHSA return to school sport plan](#). Additional information can be found at [Sport Manitoba COVID-19 Update](#) and at the [Manitoba High Schools Athletic Association - 2021-2022 Return to School Sport Plan](#) (199 KB).
- Physical Education Activities must follow public health recommendations and orders at the time. Choose outdoor settings as much as possible, as they are a lower risk for transmission of COVID-19. A more detailed document has been developed to provide guidance on how sports and other activities could be modified/adapted to reduce the transmission of COVID-19. It is available at [Province of Manitoba - Sports Guidelines](#).



- Choir programming will resume and follow [Manitoba's Restoring Safe Services: Guidelines for Vocalists and Instrumentalists](#) protocol.
- Band programming will resume following the [COVID-19 – Guidelines for Vocalists and Instrumentalists](#).

### **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; 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.

### **Field Trips**

Field trips or outings are permitted as long as the activities follow the public health recommendations and orders in place at the time. However, the participation of children must be voluntary and accompanied by appropriate parental permission. Enhanced planning for field trips will be necessary to ensure the health guidelines are met. When planning outings or field trips, consider the following:

- Outdoor settings are lower risk for transmission of COVID-19.
- Avoid crowded venues.
- Ensure there is access to handwashing and/or alcohol-based hand sanitizer during the outing. Handwashing will be required if the activity involves getting hands soiled.
- For group transportation, physical distancing and/or cohorts need to be maintained. Please refer to the Student Transportation section below for guidance.

### **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

See below for links to four useful well-being and mental health tip sheets—one for students, one for parents and caregivers, one for teachers, and one for youth and adults—to help Manitobans as they navigate this difficult time.

- [Tips for Students](#) (📄 196 KB)
- [Tips for Parents and Caregivers](#) (📄 235 KB)
- [Tips for Teachers](#) (📄 214 KB)
- [Resources for Youth and Adults](#) (📄 78 KB)
- 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

All campus doors, including Centennial Hall, will remain locked until September 7, when in-person instruction is set to resume. Once classes begin, students will be required to enter and exit campus through designated access points that will include a security officer station. Faculty and staff will also need to use these access points to enter any buildings to which they do not have Salto access. Please be prepared to show ID at these stations to gain entry.

The following exterior doors will be open from 7:30 am – 5:00 pm for access by students and staff members with authorization to be on campus:

- Wesley Hall: Main entrance
- Centennial Hall: main entrance
- Lockhart Hall: Ellice entrance
- Manitoba Hall: Balmoral entrance opposite transit loop
- Riddell Hall/Graham Hall: entrance from Marsha Hanen Way
- Duckworth Centre: main entrance
- RCFE: main entrance
- Asper Theatre: main entrance
- RecPlex: parkade doors

### Visitors & Volunteer Access

- Visitors will access the Collegiate through the main doors of Wesley. Visitors to the Collegiate must be fully vaccinated as per the University of Winnipeg Vaccine mandate.
- 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.
- To support faculty and student safety security guards will be 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 am – 4:30 pm.
- 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.

### **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**

Students are encouraged to spread out and not congregate during lunch breaks and spares. Students have access to Tony's, Leatherdale, and University Common Spaces. Students are not to congregate in the rotunda and locker areas.

### **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.

### **Food Services**

Diversity Foods is available at Tony's, Monday to Friday from 8:00 am – 2:00 pm. Food services are available in Riddell Hall and Elements.

### **Elevator**

During this time it is important that elevator use be limited to supporting accessibility issues. Students are asked 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.



## **HVAC Strategy:**

- Air filtration is being increased to MERV-13 or the highest level achievable in all major air handling units. Filter change frequency is being increased and tracked by an automated work order system. This work is scheduled when there is no occupancy to prevent system shutdowns.
- Wesley Hall has a dedicated fresh air and exhaust system. There has been an increase in 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.
- Air quality sensors, such as carbon dioxide detectors, are being serviced and replaced where needed. These sensors let us know where additional fresh air is needed and will adjust the fresh air intake automatically.
- Daily air flush prior to occupancy: mechanical systems will be operated for a minimum of 2 hours prior to and post occupancy. The intent is to maximize the fresh air to the space and flush out any possible contaminants.
- Additional quick alert notifications have been added to ensure problems are identified quickly and equipment operation is continuous.

## **Cleaning Schedule:**

Dedicated cleaners are assigned to daily high touch disinfections across campus. Cleaning staff will generally check campus areas daily to verify any cleanliness issues and to observe any unanticipated cleaning requirements.

Enhanced Cleaning will continue in the areas:

- High traffic doors and entranceways (door handles, plates and push bars)
- High touch horizontal and vertical surfaces;
- Washrooms are being cleaned once, twice or three times a day based on frequency of use. Last checked washroom signage is being place on all doors to ensure completion.

## **Lockers**

Student lockers will be distributed to students. When in locker areas students are encouraged to physical distance to the greatest extent possible.

## **Additional Public Health Resources**

A number of Manitoba public health resources are available to assist staff, students, and parents in COVID-19 health matters:

- [COVID-19 Screening Tool](#)
- [COVID-19 Screening Questions](#) (101 KB)
- [Focus on the Fundamentals](#)
- [Testing Sites](#)
- [Testing – Making an Appointment](#)
- [Check My Result](#)
- [Vaccine](#)