

**ADULT LEARNING CENTRE
ALTERNATIVE HIGH SCHOOL
EDUCATIONAL ASSISTANT INTERNSHIP**

NOTIFICATION

Jobworks will **fully reopen** to the public on January 18, 2021. A **switch to blended learning** from teacher-led remote learning with limited use of facilities will take place. **In-class learning**, to the greatest extent possible, will be **combined** with teacher-led **remote learning**.

Students are expected to participate fully regardless of the method of delivery (in-class, blended, or remote learning) and assessment and evaluation will proceed. Students will be assessed on their work, reflective of their performance and learning. Students who may be at higher risk of COVID-19 due to underlying health conditions or other risk factors that require alternate arrangements should contact teaching staff/administration immediately. Arrangements can be made for students who are medically advised not to return to in-class learning due to COVID-19 related risk factors. Prior arrangements and documentation will be required.

Teaching staff will provide instruction, materials, assessments, assistance, and/or support for students to complete course credits through blended in-class and teacher-led remote learning during scheduled class hours. Communication/collaboration platforms, audio/video conferencing, phone, and/or email will be used for the teacher-led remote learning component. Independent study packages will also be available for students who do not have access to online platforms. Note that accommodations will be made, as necessary, for students who get sick and/or need to isolate or quarantine.

Attached to this Notification are reference materials that outline the safety guidelines/procedures, including physical distancing, that must be followed while on the premises.

Additional safety guidelines/procedures to be aware of and/or that must be adhered to, include the following:

- a) Classrooms will be configured to support physical distancing. There must be at least two metres between students while sitting in the classrooms.
- b) Cohorts (designated groups of students) will be used to reduce the risk of transmission and to ensure documentation for contact tracing. Cohorts involve keeping groups of students within classes together and avoiding interactions with other groups. Students must remain within cohorts to reduce exposure to others. Cohorts will distance themselves from other groups to limit exposure. Multiple cohorts will operate within the building at the same time, provided groups are kept separate. Note that physical distancing of at least two metres between individuals is the expectation even within cohorts. The use of cohorts is in place as an additional precaution.

Teaching staff will divide classes into cohorts and schedule each cohort for as many in-class learning opportunities as possible. The size of a cohort will range between 2-10 students depending on the classroom in which the class is held. Minimal changes will be made once the cohorts have been determined. The number of in-class learning sessions for each cohort will vary based on class size and the schedule of each program. Information regarding cohorts and the scheduling of in-class learning for each cohort will be shared with students by teaching staff.

c) Classes/meetings will take place in a classroom, office, or other designated area. Staff will be around the building to direct students to the location of their classes. Once students complete the screening at the door and enter the building, it is critical to continue to move through the hallways to be greeted and directed to their classroom by staff. Any individuals who do not have scheduled classes will be directed to wait outside until invited into the building upon which screening will be completed at the door. These individuals will be advised that physical distancing and hygiene practices in place must be followed.

d) Daily records that include the names of students and staff of each cohort for every class on the premises will be kept to ensure documentation for contact tracing. These records will be kept by teaching staff. Daily records that include the names of individuals on the premises, who do not have scheduled classes, will be kept by the assisting staff member. Dates and times will be documented on these records. Any volunteers/visitors permitted onsite will also be included on these records.

e) Notify staff if symptoms develop while on the premises. Students will be directed to go to the isolation space, given a medical mask (surgical or procedural mask) that must be worn unless there are safety issues that prevent the wearing of a mask, and sent home to monitor symptoms. Note that individuals should contact Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or their health care provider for direction. The boardroom/quiet room is designated for isolation purposes for any individuals who develop symptoms while on the premises. Medical masks are located in the boardroom/quiet room. Anyone in close contact with an individual who is symptomatic must wear a medical mask unless there are safety issues that prevent the wearing of a mask.

Additional environmental cleaning and disinfecting will occur on high-touch surfaces and areas where a symptomatic individual spent time. Anyone not designated to conduct cleaning and disinfecting should not be in the area/room while it is being cleaned and disinfected. Proper hand washing/use of hand sanitizer is also required for anyone leaving the boardroom/quiet room or anyone performing cleaning and disinfecting duties.

f) This Notification sent out that includes information on the switch to blended learning on January 18, 2021 and the safety guidelines/procedures, including physical distancing, that must be followed will be reviewed with students.

g) Limit travel within the school throughout the day.

h) Limit gatherings in areas such as entrances/exits, hallways, washrooms, common areas, and high traffic areas.

i) Areas such as entrances/exits, hallways, washrooms, common areas, and high traffic areas will be monitored/managed to avoid congestion.

j) Avoid close greetings (e.g., high fives, fist pumps, hugs, and handshakes). Smile and wave instead.

k) Ensure that proper hand washing with soap and water for at least 20 seconds/use of hand sanitizer occurs frequently, at the start of the day and before going home, after going to the washroom, before and after preparing food, before eating or drinking, after getting hands dirty, after wiping nose or handling dirty tissues, after coughing, sneezing, or blowing nose, before and after putting on and taking off a mask, before and after being on a bus, and after cleaning tasks.

l) Avoid the sharing of items to the greatest extent possible. Students should label personal items.

m) Avoid touching one's mouth, nose, or eyes.

n) Be aware that anyone who enters or remains in the school must wear a mask in a manner that covers their mouth, nose, and chin without gapping. Everyone is responsible for supplying their own masks. Staff must ensure that every person who is not wearing a mask while in the school is given a reminder to do so as soon as possible following entry. Masks are not required if people are seated at least two metres from others, or if there is a non-permeable physical barrier, such as a plexiglass barrier. However, people need to wear a mask at all times while moving to or from their seated position within the school. In addition, staff do not need to wear a mask while they are in an area where members of the public do not normally have access, or if they are behind a non-permeable physical barrier, including a plexiglass barrier. People can temporarily remove their mask while in the school to receive a service that requires the removal of their mask, consume food or drink, deal with an emergency or medical purpose, or establish their identity. People who do not have to wear masks include a child who is under five years of age; a person with a medical condition that is unrelated to COVID-19, including breathing or cognitive difficulties or a disability, which prevents them from safely wearing a mask; and a person who is unable to put on or remove a mask without the assistance of another person.

Note that wearing a mask or face covering is not a substitute for physical distancing and handwashing. When wearing a mask, it is important not to touch the mask and to comply with other personal preventive practices, such as frequent hand hygiene and physical distancing. It is also important to practice good hand hygiene before and after putting a mask on and taking it off. Removed masks are considered contaminated and should be placed in a container or bag for appropriate cleaning and disinfection at a later time. Non-medical masks are to be laundered daily. Visit <https://www.gov.mb.ca/covid19/prepareandprevent/index.html> for the latest guidance on the use and care of masks or visit <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-safely-use-non-medical-mask-face-covering.html> for guidelines on how to safely use a non-medical mask or face covering. Posters/signage with guidelines on how to safely use a non-medical mask or face covering are displayed throughout the building.

o) Manipulatives and equipment/resources that cannot easily be disinfected will be removed or contact will be reduced by staff.

p) High-touch surfaces and common/shared areas will be disinfected frequently (e.g., work stations, tables/desks, chairs, supplies, doorknobs, light switches, electronic devices, gym equipment). This will occur throughout the day (at least once in the morning, afternoon, and evening or more often as needed) and at the end of each class/meeting. Teachers will take care of disinfecting their offices and assigned classrooms as well as monitor the hand soap/sanitizer to ensure that an ample supply is available in those areas. Front desk staff will take care of disinfecting the front entrance, back exit, boardroom, staff room, copy room, student lounge, computer lab, quiet room, and washrooms as well as monitor the hand soap/sanitizer to ensure that an ample supply is available in those areas. Front desk staff will also disinfect the high-touch surfaces of the vending machines.

Note that the water fountain and coffee machine will be out of service.

q) Snacks/lunches will be individually wrapped in disposable containers and given directly to each student, in the case that they are provided. Single service packets of condiments will also be given directly to each student. Self-service from bulk containers will not be permitted. Shared food containers cannot be used and will be removed. Any activities involving student participation in food preparation will not be permitted.

r) Limitations will be set in regards to nonessential volunteers/visitors. Where possible, online communication, audio/video conferencing, or phone will be used for interactions, rather than in person. Any volunteers/visitors permitted onsite will be advised to self-screen prior to arrival (if possible), complete screening upon arrival, and adhere to physical distancing and hygiene practices in place while on the premises. Volunteers/visitors with any symptoms of COVID-19 must not enter the building.

s) Field trips/outings will not be scheduled unless public health requirements can be met. Enhanced planning for field trips will ensure that health guidelines are met. The planning of field trips/outings will take into consideration that outdoor settings are lower risk for transmission of COVID-19, crowded venues where physical distancing of two metres cannot be maintained will be avoided, access to handwashing and/or alcohol-based hand sanitizer will be available, handwashing will be required if the activity involves getting hands soiled, and the use of public water fountains will not be permitted. Students will be required to bring their own prefilled water bottles.

Activities that involve movement will be held outdoors, including those for physical health and education. Indoor or outdoor non-contact sports (e.g., tennis and soccer) will be permitted, as long as physical distancing can be maintained during the play, except for brief exchanges of close contact. Outdoor settings will be used as much as possible, as they are a lower risk for transmission of COVID-19.

t) Refer to/use official sources when looking for the most up-to-date and accurate information related to COVID-19. This can be found at www.gov.mb.ca/health/coronavirus/index.html.

u) Access mental health and well-being supports/resources such as Kids Help Phone at <https://kidshelpphone.ca/> or Stress Hacks at <https://stresshacks.ca/>.

v) Any incident of COVID-19 in the school will result in immediate contact by Public Health with instructions if that individual and/or cohort must self-isolate, if they need to be tested, and when they can return to school. In the event of the confirmation of a case of COVID-19 connected with the school, public health will lead and coordinate the response.

Please be sure to complete the screening posted at the entrance of the building upon arrival. An individual who meets any of the exclusion criteria must not enter the school and should immediately isolate and consult Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or their health-care provider. Those with symptoms should be tested. If the test is negative for COVID-19 and they have not travelled or been exposed to a case, they may return after they have been symptom free for 24 hours. If individuals do not get tested and they have not travelled or been exposed to a case, they must isolate for at least 10 days following the onset of symptoms, and they may return after 10 days if they have been symptom free for 24 hours. A chronic stable cough, sneeze, runny nose, or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies, is not an absolute requirement for exclusion. Changing or worsening of chronic symptoms require isolation and contacting Health Links – Info Santé (204-788-8200 or 1-888-315-9257).

All individuals on the premises are responsible for adhering to the safety guidelines/procedures, including physical distancing. Please be mindful of the safety guidelines/procedures, including physical distancing, while inside and outside of the building. Staff will enforce the safety guidelines/procedures, including physical distancing, as well as monitor for compliance.

Note that posters/signage displaying the safety guidelines/procedures, including physical distancing, are posted to serve as reminders while on the premises. Posters/signage can be found on the windows, doors, walls, tables, and/or bulletin boards throughout the building. There are also outdoor markers located on the walkway that approaches the entrance of the building. It is extremely critical that the safety guidelines/procedures, including physical distancing, are followed by everyone, inside and outside of the building, at all times.

Remember that it is critical to stay home if you feel sick. Refer to the reference materials to self-monitor for symptoms of COVID-19 and for information regarding testing. Symptom and exposure screening must occur at the start of each day prior to arriving on the premises. Staff may support screening onsite in the case that an individual did not self-screen at home. Everyone is responsible for self-monitoring for signs and symptoms of COVID-19. Anyone with any symptoms of COVID-19 must stay home and isolate. An up-to-date list of symptoms can be found at <https://www.gov.mb.ca/covid19/about/index.html>. For individuals who are unsure if they should be tested and self-isolate, a COVID-19 Screening Tool is available at <https://sharedhealthmb.ca/covid19/screening-tool/>. All screening that identifies suspected cases of COVID-19 should be referred to Health Links – Info Santé (204-788-8200 or 1-888-315-9257). Your safety and the safety of everyone around you is priority!

As we are working under very fluid and rapidly changing conditions, it is extremely important to be aware that **blended learning** may be **suspended/discontinued** on short notice. **Please be prepared to switch to in-class or remote learning for the completion of course credits at any time.** Feel free to check our website and/or contact us for updates.

Teaching staff will communicate frequently with students to provide them with information about the school year and ongoing plans for instruction and supports. This information will also be communicated to parents/guardians as necessary.

Do not hesitate to contact us if you have any questions, require further clarification and/or support, or if you wish to discuss the situation further and/or arrange a meeting.

Stay safe and healthy!



COVID-19

NOVEL CORONAVIRUS

AUGUST 2020



Are you sick?

Have you been exposed to COVID-19?

If you answer yes to either question, please **DO NOT ENTER**. Go home and call Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or use the online screening tool at <https://sharedhealthmb.ca/covid19/> to see whether you need to isolate or be tested.



Have you travelled in the past 14 days?

You may need to self-isolate.

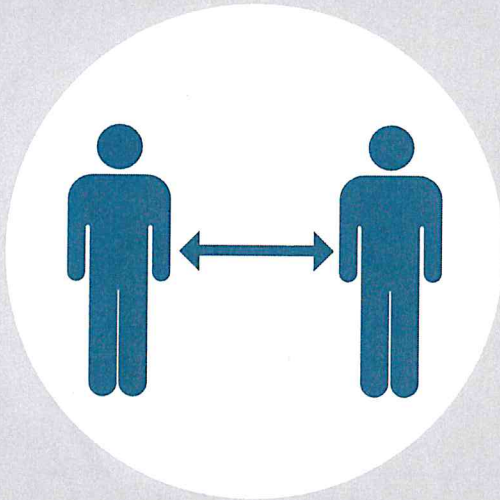
Check <https://manitoba.ca/covid19/travel> for the most up to date requirements for travellers.

manitoba.ca/covid19

Manitoba 



COVID-19 PRECAUTIONS



Social Distancing.
Keep two meters apart.



**Cough or sneeze into a tissue or the
bend of your arm, not your hands.**



**Wash your hands often with soap
and water for at least 20 seconds.**



**Avoid greetings that involve
touching, like handshakes.**



Shared health
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COVID-19

NOVEL CORONAVIRUS

Public Health Factsheet

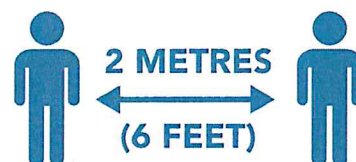


Keep yourself, and your community, safe from COVID-19:

Have symptoms? Get tested today.

**While some restrictions are likely to be lifted over time,
COVID-19 remains in Manitoba**

- Keep at least six feet away from people outside of your household.
- Wash hands regularly and for 20 seconds each time and dry thoroughly.
- Regularly disinfect surfaces at home or at work.
- ALWAYS remain home and away from others if you are feeling unwell.



If you have symptoms associated with COVID-19 you should be tested.

Symptoms can include new onset of:

Any one of:

- fever
- cough
- sore throat/hoarse voice
- shortness of breath
- loss of smell or taste
- vomiting or diarrhea for more than 24 hours
- poor feeding (in an infant)

OR

Two or more of the following:

- runny nose
- muscle aches
- pink-eye
- fatigue
- headache
- skin rash of unknown cause
- nausea or loss of appetite

Find your closest testing location by visiting manitoba.ca/covid19/locations.html

Questions? Call Health Links – Info Santé at 204-788-8200 | 1-888-315-9257

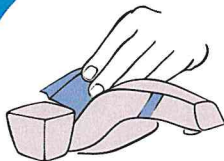
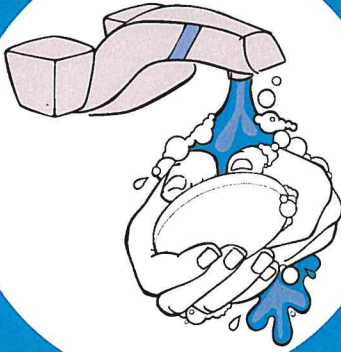
www.Manitoba.ca/covid19

HAND HYGIENE

USING SOAP AND WATER

Use in all situations where soap and water are available

- Rinse hands with warm running water, add soap to palms and rub hands together to create lather
- Thoroughly cover all the surfaces of your hands and fingers (including nails) for 15 to 20 seconds
- Rinse under warm running water
- Dry hands thoroughly with single-use towel or hand dryer
- Turn off the tap with a clean paper towel

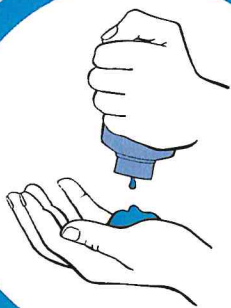


USING AN ALCOHOL-BASED HAND RUB

Use when soap and water are NOT available, except if hands are visibly soiled

- Take a small amount of alcohol-based hand rub (about the size of a nickel)
- Rub it on your fingertips, both sides of your hands and between your fingers
- Continue to rub until your hands are dry
- There is no need to rinse or dry

Warning: The product is flammable when wet so ensure your hands are dry before performing another task.



HELP
PREVENT
THE SPREAD OF
INFECTION

How to Hand Wash



Wet hands under warm running water



Apply soap and distribute over hands



Rub hands together to create a good lather: Palm to palm



Rub fingertips of each hand in opposite palm

—— Lather and rub hands for 15 seconds ——



Rub between and around fingers



Rub each thumb clasped in opposite hand



Rub back of each hand with opposite palm



Rinse hands thoroughly under warm running water. pat hands dry with a paper towel



Turn off faucet using a paper towel



Your hands are now clean



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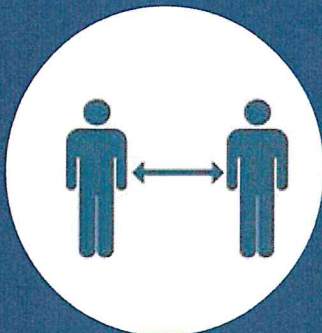
COVID-19 PRECAUTIONS



Stairs...

The ultimate
physical/social
distancing tool

If you are able, we encourage you to take the stairs.



Social distancing.
Keep two meters apart.