JOBWORKS
Employment Education Programs Inc.

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ADULT LEARNING CENTRE
ALTERNATIVE HIGH SCHOOL
EDUCATIONAL ASSISTANT INTERNSHIP

NOTIFICATION

Jobworks welcomes everyone back for **in-class learning** starting September 7, 2021.

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 in-class learning during scheduled class hours. 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 to the greatest extent possible, 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) 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. 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 to the greatest extent possible and hygiene practices in place must be followed.

b) Daily records that include the names of students and staff 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 of individuals on the premises who do not have scheduled classes must be kept by the assisting staff member for 21 days. Names, telephone numbers, contacts while in the school, dates, and times must be documented on these records. Any volunteers, visitors, and/or users of the facility permitted onsite must also be included on these records to support case and contact management.

c) 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 will 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.

d) This Notification sent out that includes the safety guidelines/procedures, including physical distancing to the greatest extent possible, that must be followed will be reviewed with students.

e) Limit travel within the school throughout the day.

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

g) Areas such as entrances/exits, hallways, washrooms, common areas, and high traffic areas will be monitored/managed to minimize crowding and allow for the ease of people passing through.

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

i) Ensure that proper hand washing with soap and water for a minimum of 15 to 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, after cleaning tasks, and after waste removal. Note that hand hygiene stations are set up at the entrance, exit, in the classrooms, offices, and hallways to encourage frequent usage. Ensure that proper respiratory etiquette is followed. This includes coughing and sneezing into a tissue or sleeve, as well as properly and promptly disposing of any used tissues, and exercising proper hand hygiene. Guidance on proper hand washing and respiratory etiquette can be found at https://www.gov.mb.ca/covid19/fundamentals/focus-on-the-fundamentals.html.

j) Avoid the sharing of personal items (e.g., hats, hair accessories, lip balm, food, and drinks). The practice of not sharing food or water bottles/drinks helps reduce all communicable disease transmission.

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

l) Staff, students, volunteers, and visitors are required to wear non-medical masks in areas where physical distancing of two metres is NOT possible. Mask breaks can occur with physical distancing, two metres to the greatest extent possible. Masks can be removed when outside. Staff, students, volunteers, and visitors are responsible for supplying their own masks. Non-medical masks will be provided to individuals who do not bring their own masks on an as needed basis. Mask use during sports should follow public health guidance for sports. For more information on mask use during sports visit https://www.gov.mb.ca/covid19/restoring/sports-guidelines.html. Masks should not be worn by anyone who is unable to remove the mask without assistance (e.g., due to age, ability, or developmental status), has breathing difficulties, or is under five years of age. For more information on mask exemption policies visit https://www.edu.gov.mb.ca/k12/covid/docs/mask_exemption.pdf. For additional information on medical exemptions visit https://www.sharedhealthmb.ca/files/covid-19-medical-exemptions-school-and-masks.pdf.

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 will also be displayed throughout the building.

m) Sharing of manipulatives and equipment/resources is permitted, provided good hand hygiene is practiced before and after use.

n) Cleaning and disinfecting will be focused on high-touch surfaces and common/shared areas (e.g., work stations, tables/desks, chairs, supplies, doorknobs, light switches, electronic devices, gym equipment) but the frequency will return to normal practices. Washrooms and lunchrooms are the exception as they require more intensive cleaning. High-touch surfaces in the washrooms and lunchrooms must be cleaned and disinfected at the start and end of each day and at least once in the morning, afternoon, and evening. Teachers will take care of cleaning and 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 cleaning and disinfecting the front entrance, back exit, front area, 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 clean and disinfect the high-touch surfaces of the vending machines.

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

o) Only school staff will handle, prepare, and serve food. Utensils will be used. Prepackaged snacks/lunches that are individually wrapped in disposable containers will be served 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. Ensure proper hand hygiene practices. Food and Nutrition courses involving food preparation with students may continue.

p) Volunteers, visitors, and community use of the school will be permitted provided they adhere to public health recommendations and orders. Any volunteers, visitors, and/or users of the facility permitted onsite will be advised to self-screen prior to arrival (if possible), complete screening upon arrival, adhere to physical distancing to the greatest extent possible and hygiene practices in place while on the premises, and follow any required public health recommendations and orders. Volunteers, visitors, and/or users of the facility with any symptoms of COVID-19 must not enter the building. In an effort to reduce exposures, the school may decide to continue monitoring the number of visitors in the school at any given time. Parents, caregivers, healthcare providers, volunteers, visitors, and other non-staff adults entering the school will be prioritized to those supporting implementation of public health measures and activities that benefit student learning and well-being (e.g., teacher candidates, immunizers, program volunteers, etc.).

q) Field trips/outings and extra-curricular activities will be planned in accordance with public health guidance and orders, with the exception of overnight trips. Enhanced planning for field trips/outings and extra-curricular activities will ensure that the activities follow current public health recommendations and orders. The planning of field trips/outings will take into consideration that outdoor settings are lower risk for transmission of COVID-19, crowded venues 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.

Physical Education activities will follow public health recommendations and orders. Outdoor settings will be used as much as possible, as they are a lower risk for transmission of COVID-19.

r) 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.

s) Access mental health and well-being supports/resources as necessary. For more information on mental health and well-being supports/resources visit
https://www.edu.gov.mb.ca/k12/covid/docs/mpsg_resources.pdf or
https://www.edu.gov.mb.ca/k12/covid/docs/tips_resources.pdf or
https://www.edu.gov.mb.ca/k12/covid/docs/tips_students.pdf.

t) Any incident of COVID-19 in the school will result in immediate contact by Public Health with instructions if that individual 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. For more information on isolation requirements and exemptions visit https://manitoba.ca/covid19/fundamentals/self-isolation.html. For more information on individuals with a positive COVID-19 test result, individuals awaiting test results (whether or not they have symptoms or exposure) and individuals with COVID-19 symptoms who have not been tested visit https://manitoba.ca/asset_library/en/covid/factsheet-isolation-selfmonitoring-recoveringhome.pdf.
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). Exercise judgment based on the symptoms, but when in doubt, err on the side of caution and contact Health Links – Info Santé or a health care provider.

u) Students who will partake in a practicum are expected to be fully immunized or undergo testing up to three times per week. The policy does not require vaccination as a condition of employment. Practicum students have a choice between being fully vaccinated for COVID-19 and showing proof of vaccination, or undergoing frequent COVID-19 testing. Practicum students who choose to be fully immunized will need to have their first dose by the first day of school on September 7, 2021, and the second dose completed by the end of October 2021.

Students who will be assigned a practicum placement will be contacted by their teacher as soon as possible. A preference on this requirement will need to be shared to ensure that it can be met. Note that information regarding your preference for meeting this requirement will need to be shared with the appropriate personnel at your practicum placement.

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

Note that posters/signage displaying the safety guidelines/procedures, including physical distancing to the greatest extent possible, 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 to the greatest extent possible, 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. Screening questions are available at https://manitoba.ca/asset_library/en/coronavirus/covid19_screening_checklist.pdf. 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 **in-class learning** may be **suspended** on short notice. **Please be prepared to switch to blended 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!

STOP 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.

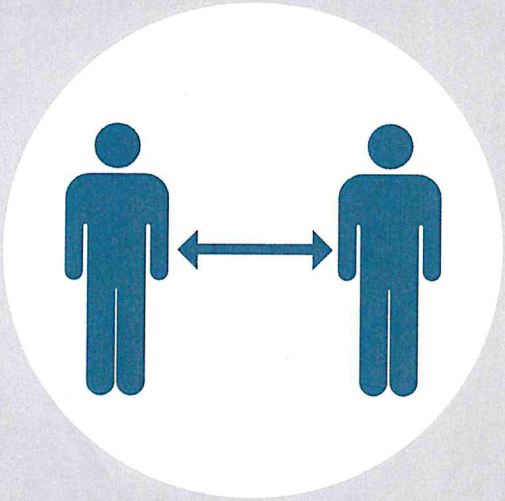
Have you travelled in the past 14 days?

You may need to self-isolate.
Check https://manitoba.ca/covid19/travel for the most up to date requirements for travellers.

manitoba.ca/covid19

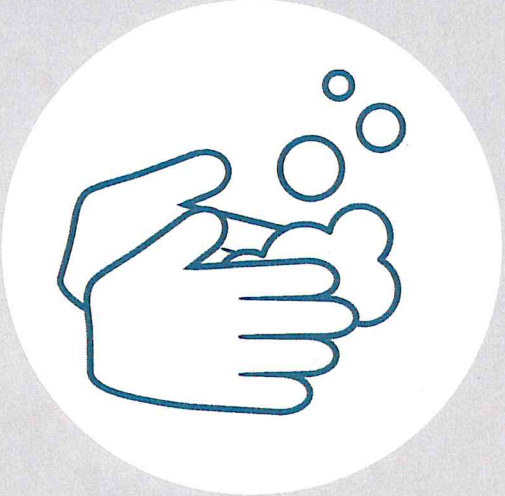
Manitoba

STOP 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.

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Manitoba

COVID-19
NOVEL CORONAVIRUS

Public Health Factsheet

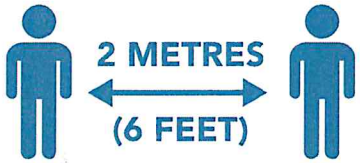
Manitoba

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:

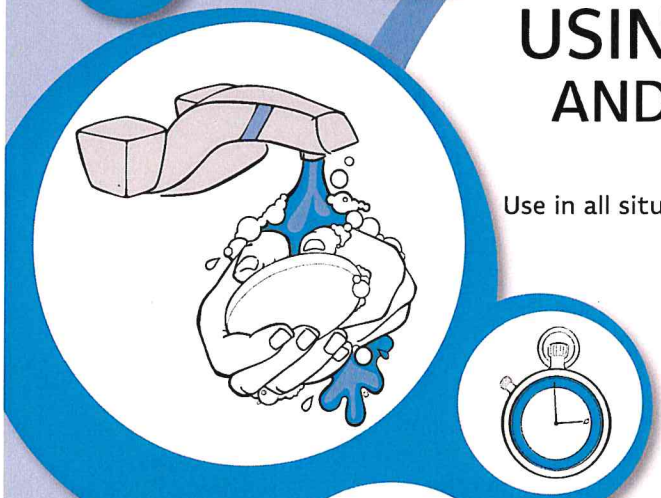
- runny nose
- muscle aches
- pink-eye
- fatigue
- headache
- skin rash of unknown cause
- nausea or loss of appetite

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

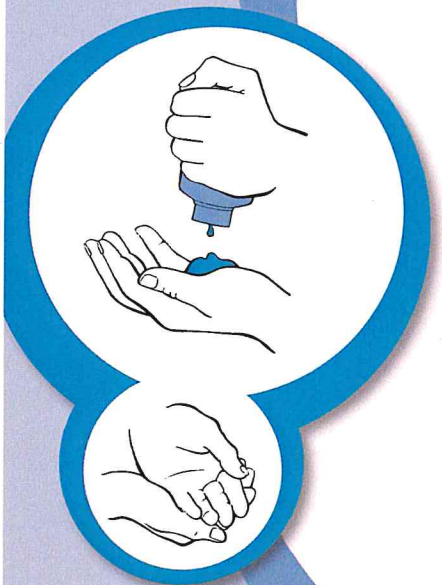
USING SOAP AND WATER



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

Manitoba

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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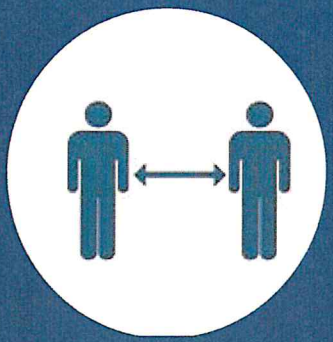
STOP COVID-19 PRECAUTIONS

Stairs...

The ultimate physical/social distancing tool

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



Social distancing.
Keep two meters apart.