

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

This is the latest update on the COVID-19 situation as it pertains to education for September 2023.

Jobworks welcomes everyone back for the new school year starting September 5, 2023. **In-class learning** will continue.

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.

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

a) Monitor daily for signs and symptoms of COVID-19. 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. It is recommended that individuals with any symptoms of COVID-19 stay home and follow any isolation requirements in place. An up-to-date list of symptoms can be found at <https://www.gov.mb.ca/covid19/updates/about.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).

b) Remember that the recommendation is for individuals with symptoms to stay home when they are sick.

c) 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. Follow public health advice on isolation requirements for household members/siblings. 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.

d) For COVID-19 related absenteeism and self-reported cases of COVID-19, individuals will be advised to consult Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or their health-care provider, or follow public health advice, for direction on their situation including clearance to return. Students are asked to contact their teacher, prior to returning, to confirm that they have received clearance to return from Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or their health-care provider and/or they have followed the public health advice as it pertains to their situation.

e) Concerns about absenteeism rates related to COVID-19 and self-reported COVID-19 cases will be escalated to public health officials by the school as necessary. If increased COVID-19 activity is suspected, public health officials will provide directives to the school.

f) 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.

g) This Notification sent out that includes the safety guidelines/procedures that must be followed will be reviewed with students.

h) 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 and after microwave use, before and after 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>.

i) Avoid the sharing of personal items (e.g., hats, hair accessories, lip balm, food, and drinks).

j) 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, microwaves, 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.

k) Masks will no longer be required to be worn indoors at schools. As mask requirements are removed, it is important to note that anyone can continue to wear masks, based on their individual risk and/or preference. Public health continues to recommend masks for those who are at higher risk of severe disease, for individuals at higher risk of severe illness attending a crowded indoor setting, or if in a setting where many people are at higher risk for severe disease, for individuals who are sick or have tested positive for COVID-19 in which case they should wear a mask for 10 days after symptoms develop when they leave isolation and have contact with others, and for individuals caring for someone who is sick or has tested positive for COVID-19. For information on masks visit <https://www.gov.mb.ca/covid19/public-resources.html>. For information on fundamentals visit <https://www.gov.mb.ca/covid19/prepareandprevent/index.html>. For additional resources on mask usage visit <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-safely-use-non-medical-mask-face-covering.html>.

l) 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, follow 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.

m) 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.

n) 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_students.pdf or https://www.edu.gov.mb.ca/k12/covid/docs/tips_resources.pdf.

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

Note that posters/signage displaying the safety guidelines/procedures 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. It is extremely critical that the safety guidelines/procedures are followed by everyone, inside and outside of the building, at all times.

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. Your safety and the safety of everyone around you is priority!

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!