



**MSIP – The Peaceful Village Inc.**

# **Staff Handbook**

**COVID-19**

**September 2020**

## **General Guidelines**

### **2020-21 Calendar Year**

Manitoba Education sets the school calendar start and end dates for all divisions in the province. The 2020-21 school year begins on September 2, 2020 and ends on June 30, 2021. Students will begin regular attendance in classes starting on Wednesday, September 9th. The full calendar with holiday dates, professional development dates, administration dates can be found at your PV school site website. Please take the time to familiarize yourself with dates.

### **Attendance at Work**

All Team Leads are to report to work in order to be prepared for schools beginning the year on September 2, 2020. Depending on your site, this may be at your site or at the community site to assist with beginning the program year. Time may be used to develop programming, purchase PPE and cleaning supplies or contacting past program youth to ensure that registration can begin on September 9<sup>th</sup>. CDT's will be called back as we establish the tutoring needs. Working from home may be an option in the 2020-21 school year including if we are required to shift into a Remote Learning model for all students. In this scenario, staff will deliver remote learning opportunities to students from each school or worksite while following all current public health directives, unless the province mandates otherwise.

Students will be assessed on their work, reflective of their performance and learning whether that be through Peaceful Village learning centres, or in school partnership through in-class or remote participation. Team Leaders will be expected to keep accurate records of daily student attendance and may be required to provide those records to school administration or public health in order to assist with contact tracing for identified cohorts and/or specified timeframes.

### **Health Directives**

All staff and volunteers will be practice hand hygiene by washing or sanitizing hands at the start of the program, before going home, after going to the washroom, before preparing food, before and after eating, after getting hands dirty, after wiping noses or handling dirty tissues, and after coughing, sneezing or blowing noses. Any staff member who engages in cleaning tasks will wash their hands after the completion of the task. Physical distancing of two metres or six feet between all individuals should occur whenever reasonably possible in a school setting. Youth will keep two metres apart if not in an identified cohort and one metre apart if in a designated cohort. Visual prompts and signage will be used to mark off appropriate distances in common areas of the building. There is less likelihood of transmission in well ventilated environments as fresh air will dilute the air exhaled by the occupants, including any infectious particles.

Staff should minimize the use of fans and limit them to the lowest setting, they should direct air flow away from people and surfaces, and they should ensure that these surfaces are cleaned along with other high-touch surfaces. Staff will need to assess the alternate risks of opening windows and doors and must not prop open fire doors for increased ventilation.

## **Cohorting**

It is recognized that physical distancing at all times is not practical in a school setting. When physical distancing is not possible, cohorts can be used to limit exposure and facilitate contact tracing if a case is identified. Program youth will likely be a part of multiple cohorts from within and outside of the school setting or at our Community Site. The purpose of cohorts is to limit the mixing of students and staff so that, if a participant or employee develops an infection, there are fewer possible exposures and contact tracing can be more easily done. Team Leads will seek guidance from both school and program administrators and will organize students into cohorts whenever and wherever possible during program hours. Cohorts involve keeping groups of students together and avoiding interactions with other groups. Physical distancing within the cohort is required to the greatest extent possible, including separation between desks.

The maximum cohort size is 10 students. There is no limit on the number of cohorts, as long as distinct cohorts of 10 can be separated to prevent contact with other groups. Each cohort must be able to arrive, depart, and participate in school activities without co-mingling with members of other cohorts as much as possible. If cohorts or groups are together in a large space or outdoors, they must maintain at least 4 metres of space between the groups.

TPV program should avoid the movement of students where possible. It is preferable that tutors move between classrooms, activities or tables instead of students. **Team Leads will be required to keep daily attendance records for identified cohorts that include the names of students, staff, and volunteers who were present on each day. This is not a task that can be delegated. Submissions of list can be emailed to [office@msip.ca](mailto:office@msip.ca) the following business day as part of regular administrative duties.**

## **Personal Protective Equipment**

Non-medical masks can play a role in reducing the transmission of COVID-19. Wearing non-medical masks is an additional personal practice that can help to prevent the infectious respiratory droplets of an unknowingly infected person (the wearer) from coming into contact with other people. Non-medical masks have not been tested to meet any standards. Although encouraged, wearing a non-medical mask or face covering is not a substitute for physical distancing and handwashing. Non-medical masks are required in situations where a person cannot maintain a two-metre physical distance for extended periods of time and is in close proximity to a person outside of their regular contacts.

Program staff, youth and volunteers are required to wear non-medical masks in areas where physical distancing of two metres is not possible. Masks will be provided to students and staff who need them. Inventory will be monitored within the sites to ensure adequate supply. **Please contact the office when your site inventory is low and give enough time for restocking.**

Non-medical masks should not be worn by any staff who is unable to remove the mask without assistance or who has breathing difficulties. When a non-medical mask is used, your hands should be cleaned before and after putting it 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. Reusable non-medical masks should be laundered daily.

Visit <https://manitoba.ca/covid19/updates/prepareandprevent.html> for the latest guidance on the use and care of masks.

## **Signage**

This handbook contains links to signage that is current as of August 27, 2020. As health directives change, required signage will be provided by the Division and posted at all sites. Documents used should be those created by Manitoba Health and can be found at:

<https://sharedhealthmb.ca/covid19/providers/posters/>

## **Screening**

Symptom screening must occur at the start of each day. Parents and caregivers are responsible for ensuring their children are not displaying symptoms before sending them to school or on the bus. PV program occurs immediately after the school day within school sites. The community site will need to be more diligent regarding screening as it is not located within a school. A staff member at each site must be delegated as a screener upon entry to program. Staff are responsible for self-screening.

Screening protocols must be in place for all people entering schools. Screening information will be posted at all entrances and provided to families. Routine screening or monitoring of temperatures with a thermometer or other device to assess for fever is not recommended.

## **Technology Equipment**

In the event that remote learning is mandated, the PV program will ensure that staff members who are delivering programming are equipped with a device capable of providing such remote tutoring. During the workday, devices used by staff will not be shared if at all possible. If multiple users have access to staff technology, each device will be sanitized after every different user. Staff should practice good hand hygiene prior to using any technology devices as well as after their use.

## **Program Supplies**

Sites will have school supplies and materials available for individual use by students while they are attending after school programming. Staff will aim to avoid sharing items to the greatest extent possible. Any shared equipment, materials, or supplies will be sanitized prior to being used by any other student. Students will be encouraged to minimize the items and supplies being brought to school or taken home whenever possible, as they will be keeping all personal belongings with them. Personal items must be labelled clearly and should not be shared between students.

## **TPV Kitchen Use (community and school sites)**

Any kitchen area will only be allowed access by delegated staff. Preparation and serving of food will be delegated to staff or program volunteers. No youth will be allowed to congregate in food prep areas.

Kitchen Staff must continue to follow public health directives when gathering in or using designated staff rooms areas. All individuals must maintain a distance of 2 metres between one another. Staff must wash hands before touching any commonly shared items such as the microwave, dishwasher, coffee maker, furniture etc. Disposable dishes and utensils will be used unless otherwise directed.

## **Village Kitchens**

Large group gatherings of Village Kitchens have been temporarily suspended. In the absence of Village Kitchens, small parent sessions may be planned or other alternatives to providing food sources or social opportunities with the approval of administration.

## **Passion Projects**

Passion projects may continue as long as they follow provincial orders and school policies. Team Leaders will be required to plan activities that address mental health needs of students, workshops, arts and crafts activities etc, that can be enjoyed in a safe manner.

## **Sports Programming**

Indoor sports programming has been temporarily suspended. Programming can include outdoor sports activities as long as it falls within provincial guidelines and social distancing can occur.

## **Transportation of Students**

All individuals within the vehicle of transport will be required to wear a mask. Program vans will be sanitized prior to and after each use. Individuals will hand sanitize prior to receiving transportation. The Team Lead will keep a record of all students receiving a ride and the time they were picked up, along with all participants riding at that time.

## **Evacuation Procedures**

In the case of an emergency situation, participants and staff would evacuate the building following existing procedures as they would not be in close contact for a prolonged period of time. Social distancing must resume once at the muster point. Program staff will review fire drill, off-site evacuation and lock-down procedures giving consideration to the COVID-19 environment.

## **Visitors and Volunteers**

Schools will be minimizing visitors and volunteers at school facilities. Each school has a procedure for accessing the building which can be obtained by contacting the office. Gaining access may involve phoning in advance, ringing an exterior doorbell, or being met at the door by a staff member. Only Peaceful Village staff and volunteers approved by TPV Administrators will be allowed to participate in programming. All staff and volunteers must adhere to self-screening, physical distancing, and recommended hygiene practices. Anyone with any symptoms consistent with COVID-19 shall not enter the school. Each site or school site is required to keep a current and accurate list of all staff and volunteers, including their name, areas accessed, and timeframe of their visit. **Team Leads will submit this list along with the student attendance list the following morning.**

## **Reporting and Responding to Illness**

### **Students**

If a participant develops symptoms during program, the individual will be isolated in a separate room. If a separate room is not immediately available, the individual needs to be kept at least two metres or six

feet away from other children and staff. **A medical mask** will be provided to be worn by the sick student unless there are safety issues that prevent the student from wearing a mask.

The parent will be notified to come and pick up the participant immediately. Parents or caregivers must pick up their child as soon as possible if they are notified that their child is ill and will be asked to contact Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or the child’s health care provider for direction, if required. Caregivers should be mindful of hand hygiene and avoid contact with the respiratory secretions of the child. A medical mask should be worn by the staff person caring for the child.

If a parent/caregiver is unreachable to pick up a sick child, program staff should keep the child isolated in a separate room until the parent or caregiver arrives. If the medical condition requires urgent assessment, or if the parent cannot be located, they should contact the program administration for further direction. Anyone in close contact with the child while waiting should wear personal protective equipment, including a medical mask. Once the student is picked up, the staff member should practice diligent hand hygiene.

Additional environmental cleaning will be required. Focus should be on high-touch areas and areas where the individual spent time. All items used by the individual while isolated should be cleaned and disinfected as soon as the child has been picked up. A sick individual can return to program once it has been determined that it is safe to do so by their health care provider or public health.

If that child has a positive test, further direction will be provided by public health. Public health typically follows up with contacts of cases within 24 to 48 hours of receipt of the laboratory report. 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. 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. (Welcoming our students back: Restoring Safe Schools, August 24, 2020, p. 10)

### **Accommodation in the Workplace**

Accommodation requests will be reviewed on a case by case basis and decisions will be determined and communicated by the Administration.

### **Employee Responsibilities**

- Initiate the request for accommodation to the Executive Director
- Provide medical documentation – what is it in the employees’ medical condition that prevents them from doing their duties and based on those medical conditions what are the restrictions
- Cooperate with the employer with an accommodation plan
- Maintain regular and consistent contact with the employer

- Provide medical clearance, i.e. updated medical documentation certifying that the employee is safe and fit to resume duties, prior to return to work

### **Outbreak Management**

In the event of the confirmation of a case of COVID-19 connected with a school, public health will lead the response and ensure appropriate supports are in place to coordinate the response. As a program, any cases of Covid-19 must be immediately reported to BOTH school administration and program administration. An incident report must be filled out and returned to the office ASAP. Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed.

Public health may:

- request records that identify cohorts/groups of staff, students, volunteers and visitors in the program for a specified timeframe
- contact students, staff and families if they have been in close contact with a confirmed or probable case, and confirm whether they need to self-isolate or self-monitor, and when they can return to school or program
- recommend testing following established guidelines to staff, students, volunteers and visitors who may have been exposed to a positive case
- assess the need for the school or program to be closed for a period of time

Program staff will immediately clean and disinfect areas where exposures took place. These areas will not be used until they are determined to be safe. Program closure would be a last resort and only upon evidence of transmission among multiple cohorts and/or the direction of the school administration.

The Executive Director is the media contact for any correspondence. The Executive Director will approve all messages or correspondence sent on behalf of the organization that is to be available to share with parents, school staff and any other outside sources. These will be made available at the PV office when a case is confirmed in a school. Under no circumstance, may a staff member speak to media on behalf of the organization unless officially delegated to do so by the Executive Director or the MSIP-TPV Board of Directors.

### **School Protocols for outbreaks.**

Once an outbreak is determined, the school and Province will have full control on next steps. Please take note of the following protocols as information:

If there is an outbreak at a school, this will be announced through Manitoba media bulletins and public health will provide instructions to those who have been in close contact. It will be important for schools to work closely with their local public health team, and they should reach out if a situation arises where they require clarification or information. Manitoba Education and Manitoba Health, Seniors and Active Living (MHSAL) will be working with local public health teams and regional health authorities to ensure that they have the most up-to-date information. A dedicated Manitoba Education email address will be monitored so school administrators have timely access to information and support:

[educovid19@gov.mb.ca](mailto:educovid19@gov.mb.ca).

The public health information provided in this document is subject to change as the science and information regarding COVID-19 continue to evolve. For the most up to date information, please visit Latest COVID-19 Education News regularly at: <https://www.edu.gov.mb.ca/k12/covid/index.html>