



# SAFE SMA

## Fall 2020 Return to School Guide for Students and Families

St. Mary's Academy is focused on providing and sustaining a clean, healthy and safe school environment for students, faculty and staff while we navigate the Covid-19 pandemic. Our **SAFE SMA** structure has been formulated based on guidelines from Manitoba Education and Training and Manitoba Public Health (Public Health). At the time of publication of this Guide, K to 12 schools in the Winnipeg regional area are in the Level Yellow Caution zone. With the evolving nature of the pandemic, SMA is prepared to update/revise these measures and/or pivot to a different zone based on Government guidelines.

### Government of Manitoba Guidelines

**Welcoming Our Students Back: Restoring Safe Schools. Published August 24, 2020.**

[www.gov.mb.ca/covid19/restoring/rss-practice-guidance.html](http://www.gov.mb.ca/covid19/restoring/rss-practice-guidance.html)

## Contents

### **In-Class Learning**

- Cohorts ..... 3
- Classrooms ..... 3
- Office 365 ..... 3
- Physical Education and Athletics ..... 3

### **Health and Safety**

- Screening and Illness ..... 4
- Positive Covid-19 Test ..... 4
- Self-Isolation ..... 4
- Physical Distancing ..... 4
- Face Masks ..... 5
- Facility ..... 5
- Faculty and Staff ..... 5
- Visiting SMA ..... 5

### **New Procedures**

- Drop-off and Pick-up ..... 6
- Entrances and Exits ..... 6
- Assemblies and Group Gatherings ..... 6
- Lockers ..... 6
- Hallways and Stairwells ..... 6
- Hand Washing and Hand Sanitizer ..... 6
- Uniform ..... 6

### **Common Areas and Lunch**

- Lunch Hour ..... 7
- Academy Bistro ..... 7
- Durocher Library ..... 7

### **Well-Being** ..... 8

## St. Mary's Academy Contacts

**Connie Yunyk (Scerbo '77)**

President  
cyunyk@smamb.ca  
204-478-6032

**Michelle Klus**

Principal, Grades 9 to 12  
mklus@smamb.ca  
204-478-6033

**Carol-Ann Swayzie (van Es '80)**

Principal, Grades 7 and 8  
caswayzie@smamb.ca  
204-478-6037

Complete list of faculty and staff found at [www.smamb.ca/contact](http://www.smamb.ca/contact)

204-477-0244



## In-Class Learning

At this time in-class learning is mandatory for all Manitoba students. Hon. Kelvin Goertzen, Education Minister, asserts, “We firmly believe the best place for students is in class. Our guidelines are based on Manitoba Public Health and Health Canada directions. Students, families and staff can be confident the return to in-class learning is the right course of action.” Remote learning is only available for students who have medical authorization. If a student is participating in medically authorized remote learning and requires technology (laptop, wifi access etc.) to support learning, please contact Mrs. Connie Yunyk, President, at [cyunyk@smamb.ca](mailto:cyunyk@smamb.ca) or 204-478-6032. SMA will ensure students’ technology requirements are met.

### Cohorts

- Each homeroom is a cohort.
- Cohorts will remain in one location for their core subjects.
- Faculty will move to the location of cohorts to teach classes whenever possible.
- Grades 7, 8 and 9 students will remain in their homeroom classroom for much of the day as they have limited elective classes.
- Physical distancing within the cohort is required.

### Classrooms

- Physical distance between desks in all classrooms is two metres where possible, otherwise spaced at one metre.
- All classrooms are equipped with a spray bottle filled with sanitizing fluid. All chairs and desks will be sanitized between classes when a new set of students come into the classroom.
- All classroom teacher desks are equipped with a clear polypropylene desk protector.

### Office 365

- Office 365 is our primary communication and collaboration hub for students and teachers. Students have access to the full functionality of Office 365 applications (Eg: Words, Excel, Powerpoint, Outlook, Teams, One Note, Stream).
- Office 365 link is found at [smamb.ca](http://smamb.ca) along the top red bar.

### Physical Education and Athletics

- SMA’s physical education and athletics are governed by Manitoba Education and Training, Manitoba High School Athletic Association and the individual sports governing body.
- Physical Education classes will take place both indoors and outdoors.
- There is no access to change rooms. Physical Education teachers will discuss clothing requirements with classes.



## Health and Safety

### Screening and Illness

- Parents/guardians are required to screen their daughters at the start of each day for Covid-19 or flu related symptoms. If a student exhibits symptoms she is required to stay home. A list of Covid-19 symptoms is found at <https://www.gov.mb.ca/covid19/updates/about.html> A self-screening tool is found at <https://sharedhealthmb.ca/covid19/screening-tool>. If symptoms are present call Health Links at 204-788-8200. Parents/guardians are requested to email Mrs. Boulet at [jboulet@smamb.ca](mailto:jboulet@smamb.ca) or call the school and leave a message on the attendance voice mail (extension 340) as early in the morning as possible each day that their daughter is absent.
- For a student exhibiting Covid-19 symptoms, parents/guardians should contact Health Links where they will be given guidance to determine if a test is required. If Health Links **does not** recommend a test the student can return to SMA when no longer symptomatic. If a test is required and it is negative she can return to SMA 24 hours after symptoms are no longer present. If the test is positive Public Health will inform the family and guide all protocols and procedures moving forward for both the family and SMA.
- If a student displays Covid-19 symptoms during the school day she is required to inform her teacher. Parents/guardians will be contacted and required to pick up their daughter as soon as possible. Until the arrival of her ride, the student will be isolated in a room away from other students and provided a medical grade mask.
- A student may still attend SMA with a chronic stable cough, sneeze, runny nose or nasal congestion that is unchanged and linked to a previous medical condition such as asthma or allergies. If chronic symptoms change or worsen, parents/guardians should contact Health Links at 204-788-8200.

### Positive Covid-19 Test

- A student who tests positive for Covid-19 will be under the jurisdiction of Public Health. The parameters that Public Health has in place at the time of the confirmed case will be carried out. Eg: Public Health will trace the close contacts of the student, the student will self-isolate for the recommended number of days etc.
- SMA will work in partnership with Public Health and adhere to all guidelines and procedures recommended by Public Health.
  - SMA will share information with parents, guardians and students as determined by Public Health.
  - SMA will disinfect areas of the school as advised by Public Health. Affected areas will not be used until such time they are deemed safe by Public Health.
- SMA will remain open for in-class learning unless otherwise determined by Public Health.

### Self-Isolation

- If a student is observing a 14-day self-isolation she may contact the grade level Principal to make arrangements for continuing her learning while at home.
- If a student travels to an area whereby the Manitoba Government requires 14 days of self-isolation upon their return, they must not attend SMA. Students and families are strongly encouraged to stay within areas where self-isolation restrictions are not imposed. Advise SMA of travel related self-isolation by emailing Mrs. Boulet at [jboulet@smamb.ca](mailto:jboulet@smamb.ca) or call 204-477-0244.

### Physical Distancing

- Physical distancing of at least one metre, preferably two (while wearing masks) is required throughout SMA and on the grounds.



## Health and Safety con't

### Face Masks

- Face masks are mandatory at all times while inside SMA and on the grounds *except when students are:*
  - Eating lunch.
  - Participating in Physical Education class while maintaining two metres of physical distance (masks required in Fitness Room).
  - On the grounds while maintaining two metres of physical distance.
- It is the primary responsibility of parents/guardians to ensure their daughter has a personal mask.
- During the first week of school SMA will provide each student with two disposable masks and one washable/re-usable polyester mask (moisture wicking, breathable fabric). The mask SMA provides is not mandatory, a student may wear any appropriate mask they are comfortable with.

### Facility

- Sanitizing of touch points such as door knobs and banisters will be ongoing throughout the school day.
- Classroom windows will be open whenever possible.
- Fans will operate in classrooms if desirable, airflow will be directed away from people and surfaces.
- Capacity of washrooms has been reduced to maximize physical distancing.
- Portable sanitizers will be used daily outside of school hours to sanitize surfaces in classrooms, door knobs, washrooms, stairwell banisters, common areas, etc. Sanitizing solution is Oxivir Tb which has a high safety profile and is designed for use in healthcare, child care and hospitality facilities.
- Ventilation (HVAC) is manually set to allow for regular, continuous supply of outside fresh air (eliminating the recirculation of stale air).
- Ventilation filters will be changed monthly, or sooner if required.

### Faculty and Staff

- Faculty and staff will adhere to all screening, illness and travel protocols, practice physical distancing, wear face masks and follow hygiene requirements.

### Visiting SMA

Access to SMA is limited. Parents/guardians and volunteers are welcome at SMA however, visits should be minimized as much as possible.

- When parents/guardians and volunteers arrive they will enter at our Reception Office in the Administration Building (doors face Wellington Crescent) where they will be screened.
- All visitors must sanitize their hands upon entry, wear a mask and practice physical distancing.



## New Procedures

### Drop-off and Pick-up

- The earliest students are allowed in the school is 8:00 AM.
  - Upon entry students are required to report directly to their first period class (avoid use of common areas).
- Students are expected to leave the school at 3:30 PM unless arrangements have been made with one of the Principals.

### Entrance and Exits

- Students in grades 10, 11 and 12 are required to enter and exit through Alumnae Hall doors.
- Students in grade 9 are required to enter and exit through the Ramp door (inner courtyard).
- Students in grades 7 and 8 are required to enter and exit through the Academy Road door.
- Maps indicating entrances/exits are found at [www.smamb.ca/about/campus](http://www.smamb.ca/about/campus) under 'drop-off zones and pick-up zones' headings.
- Each entrance/exit is equipped with a sanitizing station. Students must sanitize their hands upon entry and exit.

### Assemblies and Group Gatherings

- Assemblies and group gatherings that exceed Public Health guidelines are discontinued. Livestream and virtual gatherings will replace in-person gatherings. Students will participate in virtual gatherings from their classroom.

### Lockers

- Lockers are not available at this time. Students are required to come to school with equipment and supplies needed for the day. Locker use will be readdressed prior to winter weather.

### Hallways and Stairwells (directional signage is clearly displayed)

- Traffic in hallways must keep to the right.
- The stairwell in the 1963 addition will accommodate two-way traffic with the expectation traffic is always kept to the right. The central 1909 stairwell is for traffic going up from the basement to the fourth floor. The 1902 elevator stairwell (outside President's office) is for traffic going down from the fourth floor to the basement.
- Sanitizing stations are available in hallways and common areas.

### Hand Washing and Hand Sanitizer

Frequent handwashing with soap and water for at least 20 seconds is the recommended hand hygiene practice. Use sanitizing fluid when handwashing is not available.

- Students will sanitize their hands upon entry and exit of the school. Each entry/exit is equipped with a sanitizing station.
- Students will wash or sanitize their hands before and after eating lunch, after using the washroom, before and after preparing food, before eating or drinking, after coughing, sneezing or blowing nose and before and after putting on a mask.
- Sanitizing stations are located at entries, exits, in hallways, in the cafeteria and other common areas.
- Students are encouraged to have their own personal hand sanitizer.

### Uniform

- Full summer or winter uniform is required. Students may wear an SMA sweatshirt over their blouse.
- Since students do not have access to lockers they are allowed to wear running shoes as a shoe option (no boots or slippers allowed) until further notice.



## Common Areas and Lunch

### Lunch Hour

- Grades 7, 8 and 9 students will eat lunch in their homeroom classroom or on the grounds.
- Grades 10, 11 and 12 students will eat lunch in the cafeteria, Sheila Chipman Atrium or outside on the grounds.
  - Tables and chairs are spaced two metres apart in the cafeteria (capacity is at 30%) and Sheila Chipman Atrium and must not be moved.
  - Microwaves are not available at this time.
  - Cafeteria seating area available to students from 8:35 AM to 1:30 PM.
- Grades 9 through 12 students can leave the grounds during their lunch hour and spares.
- Masks are not required while eating lunch however, physical distancing must be practiced.
- Students must not share food, drinks or water bottles.
- Food service from Academy Bistro is available, see 'Academy Bistro' below for details.

### Academy Bistro - opens Monday, September 14

- Breakfast service from 8:00 AM to 9:00 AM
- Lunch service from 12:00 PM to 1:30 PM
- Food service is *not* available at 10:30 AM break
- Masks are mandatory while in Academy Bistro
- Menu available at [www.academybistro.ca](http://www.academybistro.ca).

### Grades 7, 8 & 9 Classroom Lunch Delivery Service

- Purchase food online at [www.academybistro.ca](http://www.academybistro.ca) or call Mrs. Martin at 204-952-9519.
- Order and payment must be placed daily by 11:00 AM.
- Student must indicate the room number she will be in during lunch hour (12:35 PM to 1:35 PM). Food will be delivered to that classroom at 12:15 PM in single use containers.

### Grades 10, 11 and 12 Lunch Service

- Students will place their order at the counter.
- Physical distance markers are on the floor.
- Only students placing an order can line up (single line, no holding spots or accompanying someone who is ordering).
- Debit/credit terminal will be sanitized after every transaction.
- Food served in single use containers.

### Durocher Library

- Durocher Library is open for student use.
- One book can be borrowed at a time.



## Well-Being

Well-Being is one of the five pillars in our Leading, Learning and Legacy Strategic Plan and it is of paramount importance to us. Students and families who are experiencing academic, emotional, social, financial or other stressors are strongly encouraged to seek the supports that we provide. In addition to the people and services listed below, students and families are always welcome to contact their grade level principal for support and guidance. Well-Being services are confidential.

### Guidance Counsellors

Mrs. Dana Sigurdson is available for grades 9 to 12 students and families  
204-478-6044  
dsigurdson@smamb.ca

Mrs. Dawn Bohonos is available for grades 7 and 8 students and families  
204-477-0244 ext. 414  
dbohonos@smamb.ca

### Resource Specialist

Mrs. Christine Dado  
204-477-0244 ext. 239  
cdado@smamb.ca

### Academic Advisor

Ms. Adriane McElrea  
204-478-6039  
amcelrea@smamb.ca

### Spiritual Guidance

Sr. Michelle Garlinski, SNJM  
204-478-6036  
mgarlinski@smamb.ca

Mrs. Joanne Steeves  
204-478-6045  
jsteeves@smamb.ca

### Financial Assistance

Mrs. Connie Yunyk, President  
204-478-6032  
cyunyk@smamb.ca

## Holy Names Chapel

Holy Names Chapel is available for private prayer and contemplation during school hours. Religion classes will use the Chapel while adhering to safety protocols.

## Well-Being Room

Our new Well-Being room is open. This room is a hub for mental, emotional and physical well-being for all students. This quiet space is a place to “de-stress”, access ways to increase positive mental health and/or find key resources (online and in print) for emerging mental health issues and illnesses.