

Sagkeeng Education Authority: Pandemic Response – Code Red

CODE RED - CRITICAL LEVEL

Community spread of COVID-19 is not contained and/or there are significant strains on our health care system. Due to the increased threat of the omicron variant of concern, rising COVID-19 cases and a growing number in our community, SFN is taking additional steps to help curb the spread of the virus in the fourth wave of the pandemic.

Operation Procedures for Staff and Students

This Response Plan, is a tool SEA is using to organized our efforts in providing essential services to our students during SARS-COV19 pandemic. Below, the table outlines the plans we will implement according to our Nations - **Code Red** Procedures. Each section explains the operating procedures and guidelines to follow to ensure the safety and well-being of our First Nation community.

Essential Workers, are those employees who ensure that school services are able to operate during this pandemic.

All employees are expected to be available from 9am to 3pm week days, and must be reachable via phone, Microsoft Teams meetings, receive/respond to emails in timely manner, attend on scheduled days if you are delegated as Remote Team member and must adhere to follow all health protocols; social distancing measures, sanitize hands frequently, wear facemask, adhere to direction signage in each school and sign-in using screening sheets while on-site.

Those not able to work, arrangements for accommodations/leaves will be administered by your school Principal, as per SFN Pandemic Policy. Please ensure that you are communicating directly with your immediate supervisor or you are considered not in attendance for work and will be deducted accordingly.

Meegwetch and we appreciate your cooperation. Please keep safe everyone. We are all in this together. Chi-Meegwetch.

Employees		
<i>Position/Job Area</i>	<i>Duties & Responsibilities</i>	<i>Work Log Required</i>
<p>Administration – Director, Executive Assistant, Principals, VP’s, PSE Manager, and Receptionist, Homeschool Coordinator</p> <p><i>Essential Worker</i></p>	<p>Director to be available to provide supervision and supports to all admin staff and Principals.</p> <p>Principals must provide supervision to school staff and students via weekly outcomes report; that provides update on tasks completed, tasks being worked on and indicate areas that need support during code red.</p>	<p>Yes, must submit weekly logs of work completed and currently doing. Log to be emailed to immediate supervisor every <u>Friday by 2:30pm</u> unless otherwise stated.</p>
<p>Remote Teams <i>Delivery of at-home Work Packages & Nutrition Food Packages</i></p> <p><i>Essential Worker</i></p>	<p>Each school Principal has delegated a Remote Team. They will schedule each team accordingly. This team may consist of; teachers, educational assistants, homeschool coordinators, any employee delegated to help with this team employed by education.</p> <p>This team is responsible for ensuring that all material and supplies needed to produce the weekly at-home work packages are gathered and delivered as scheduled.</p> <p>This team will be responsible to ensure that all nutritional packages are prepared weekly for Friday delivery until further notice.</p>	<p>No, primary function is to ensure that all packages and deliveries are made as scheduled.</p> <p>Staff will sign in and out on sheet, therefore no weekly logs are required for this group.</p>

<p>Teachers/Educators – Resource Team</p> <p><i>Essential Worker</i></p>	<p>Hardcopy at-home student work packages for all grade levels to be created and delivered weekly.</p> <p>Principals are responsible to developed staff schedules and delegate Remote Teams for package delivers. Please check in with your school Principal for further details.</p> <p>All teaching staff must be available to receive emails and interact with their students during the week days from 9am to 3pm, via internet or phone call.</p>	<p>Yes, must submit weekly logs of work completed and currently doing. Log to be emailed to immediate supervisor <u>every Friday by 2:30pm</u> unless otherwise stated.</p>
<p>Education Assistants</p> <p><i>Essential Worker</i></p>	<p>You may be assigned to a task team that will be responsible for delivering At-home work packages, or other duties needed to support students and school system.</p>	<p>Yes, must submit weekly logs of work completed and currently doing. Log to be emailed to immediate supervisor <u>every Friday by 2:30pm</u> unless otherwise stated.</p>
<p>Transportation</p> <p><i>Delivery of Student Food Packages</i></p> <p><i>Essential Worker</i></p>	<p>Weekly delivery of Nutritional Student Packages. Pick up at each school and deliver to students. Drivers may also need to help assist with school work packages.</p>	<p>No, primary function is to ensure that all deliveries are made. And any packages that require to be transported.</p>
<p>O&M – Maintenance, Custodians</p> <p><i>Essential Worker</i></p>	<p>Principals will create a schedule for these staff members to ensure the cleaning and disinfecting of each school location is done when staff are scheduled to be working in the school building. Adhering to the 5 persons policy.</p>	<p>No, primary function is to ensure that all schools are being disinfected and cleaned when needed.</p>
<p>School Cooks</p> <p><i>Essential Worker</i></p>	<p>Focus; place orders for student nutritional packages, ensure that packages are ready for delivery as scheduled.</p>	<p>Yes, must submit weekly logs of work completed and currently doing.</p>

Land-based Educators/Helpers	Focus is to ensure that staff and students have access to traditional medicines and cultural supports. Provide online sessions remotely.	Yes, must submit weekly logs of work completed and currently doing.
IT Supports <i>Essential Worker</i>	Ensure that all staff and students have full supports for their technology devices and wi-fi hubs. Ensure that all devices have parental locks for educational purposes, have been inventoried, installed software; Microsoft office suite, IXL installment, assigned email address. Ensure that all wi-fi hubs are operational.	Yes, must submit weekly logs of work completed and currently doing.
Student Services		
<i>Services</i>	<i>Delivery of Services</i>	<i>Student Responsibilities</i>
Remote Learning: At-Home Work Packages	Printed hardcopy packages will be made available for your grade level based on your learning needs. Learning focus for Nursery to Grade 8: Essential Learning – ELA & Math. Students can continue to log onto ixl.com and access Tutor Bright services. Learning focus for High School students is still based on MB Credit System. Essential learning curriculum is offered via online curriculum and complemented by courses required for grade level completion such as; Science, Social Sciences, Phys.	Reach out to teachers for further instructions on lessons they are currently working and need help to finish. Complete the work in each package and have it ready for pick-up on day indicated on schedule provided. Each school is offering student incentives for full participation.

	Ed/Health, Multi-Media, Computers. Home Ec., Industrial Arts, Cultural Arts & Ojibway.	
<p>Online Learning: Technology Devices & IT Supports</p>	<p>Real-time online instruction will be coordinated by the assigned teacher for all students registered in the class. Students must be available for the following real time learning times (synchronous – online classroom):</p> <ul style="list-style-type: none"> • Grades 1–4: Five to six hours of instruction per week • Grades 5–8: Seven to eight hours of instruction per wk • Grades 9–12: Two hours per course per week <p>Learning focus for Nursery to Grade 8: is based upon Essential Learning – ELA & Math online curriculum supports for all students.</p> <p>Learning focus for High School students is still based on credit system. Essential learning curriculum is offered and complemented by courses required for grade completion.</p> <p>Each student in our school system to receive a tech device for school use;</p> <ul style="list-style-type: none"> • ACS (N-Gr. 8) – iPads & Tablets • SJHS (Gr.5-8) – iPads or Chromebook • SAHS (Gr.9-12) – Laptops or Chromebook <p>Each home with a student, will receive FREE unlimited data, via wi-fi rocket stick from Rogers.</p>	<p>Honor the <i>User Agreement</i> for Educational Device use.</p> <p>Reach out to teachers for further instructions on lessons you may need help to finish.</p> <p>Ensure you are actively doing your school work online daily according to your grade level.</p> <p>Please ensure that you care for your technology device. It is your responsibility to keep your device safe and to make sure that you are using the device for educational purposes only, as outlined in the <i>User Agreement</i>.</p>

	Tech support for all devices and wi-fi sticks, to ensure that students have access to online services and resources for their learning needs.	
Cohort Learning	Service suspended at code red.	
Tutorial on-site services	Service suspended at code red.	
All Teachers are available via email/Microsoft teams and/or by phone appointment	<p>Students and parents can contact the teaching staff that is identified for their grade level for full instructional supports and care.</p> <p>Teachers are available weekdays; Monday to Friday from 9am to 3pm.</p>	Students, please feel free to ask your teacher for support. Should you need help to complete a school assignment or need more help to understand what the lesson is asking you to do in order to finish your school work.
Nutritional Food Packages	Food care packages will be delivered weekly and will be given to each student from their school accordingly.	Notify school of any allergies or food items you do not wish to receive anymore.
Land-based Programming & Anishinaabemowin Classes: Online	<p>Online sessions will also be made available and offered so that students can still have access to local knowledge keeper;</p> <ul style="list-style-type: none"> Anishinaabemowin classes (2x per wk) via Zoom <p>Land-based programming will operate on limited basis;</p> <ul style="list-style-type: none"> Provide traditional medicines for students and staff as required. 	Participation is greatly welcomed and encouraged.