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Subject: Process Steps When Considering to Move Schools to Remote Learning

To: **Superintendents of School Divisions**
Principals of Independent Schools

Dear Colleagues:

As cases of COVID-19 increase in our province, public health officials may implement targeted measures as required within schools, communities, or regions to mitigate the risk of transmission. Such measures may result in moving an entire school to remote learning for a specified period of time. Additionally, school leaders may encounter staffing concerns due to isolation requirements or other COVID-19-related concerns and may contemplate moving an entire school(s) to remote learning. If a school jurisdiction is considering moving an entire school to remote learning, please use the process steps listed below:

1. **Consult with Public Health and Manitoba Education:** Consult with your regional public health official to discuss your concerns to determine if the need for moving an entire school to remote learning is required by public health. If it is not public health directed and there is an operational or staffing concern that creates a need to move an entire school to remote learning, discuss with public health. Take note of the public health official's name and contact information.

Connect with Manitoba Education - the Notification Support Team at casesinschools@gov.mb.ca to advise of your concerns and reasoning for requiring to move an entire school to remote learning. Provide details on the guidance received from the public health official, if any, along with their contact information.

Note: Allow for a one or two-day period of remote learning to provide time for further consultation with school administrators and public health around implementing a longer period of temporary remote learning.

Link to public health office contact information if needed: <https://www.gov.mb.ca/health/publichealth/offices.html>

2. **Document:** Send a letter to the school community advising of the remote learning period. Ensure the letter provides reason (e.g. out of an abundance of caution, etc.), length of time, anticipated return date, and accommodation for children of critical service workers, and students with special needs and high-risk students. Forward a copy of the letter to the Notification Support Team at casesinschools@gov.mb.ca.
3. **Prepare:** Make arrangements to accommodate K-6 children (who are not required to self-isolate) of critical services workers who cannot make alternative care arrangements, as well as students with special needs and who may be high-risk. For more detailed information, please refer to: [Manitoba Education COVID-19 Circular 004](#) and [Guidance for Critical \(Red\) Response Level for Manitoba Schools](#). For programming requirements, please refer to document at www.edu.gov.mb.ca/k12/covid/docs/remote_learn_standards.pdf.

Please do not hesitate to contact the Notification Support Team at casesinschools@gov.mb.ca if you have any questions.

Manitoba Education will continue to work closely with public health officials to determine regions with high case counts. If identified, Manitoba Education will connect with the superintendent of school division or the principal of independent school to discuss potential implications.

Thank you for your ongoing hard work and cooperation.