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**COVID-19 Protocols**

**2020-2021 School Year**

**Arrival Procedures:**

1. Before arriving to school, parents are asked to do a symptom check of their child. If your child has a fever, or other symptoms please keep them at home.
2. All guests to the campus must wear a mask even when in their vehicle. Masks cannot have exhalation valves or vents. Face shields, must be worn with masks. Scarves, bandanas or other such coverings are not considered acceptable. Student masks must be school appropriate and should have no inappropriate words or graphics on them.
   1. **Students should pack an extra mask in their backpack.**
   2. **Cloth masks should be washed daily.**
3. Parents are asked to bring students to school as close to 8:50 as possible
4. At the gate, all students will be checked in by the SKI team.
   1. Students will be thermal scanned (including bus students). Any students with higher than 100.4˚ will be denied entry to the campus and must return home. Parents should drop students by the gate and use the parking lot as a ‘drop-off’ only zone. Students will be scanned from their vehicle. If students are above 100.4˚ parents have the option to wait 10 minutes and have their child rescanned.
   2. Students who present with COVID symptoms without fever may also be denied access to campus as well in adherence with guidelines from Ministries of Health and Education.
   3. Students must sanitize at the gate. There will be markings on the groups to indicate where to stand to adhere to the three-foot distancing rule. If the marks are full, students should remain in their car until space permits.
   4. A log book will be kept of any students who have a fever or symptoms. When possible all students will be logged.
5. After being scanned into the campus, children will report directly to their classroom. Where they will sit at their desk only. Staff members will ensure students are educated on the importance of distancing and staying in their spaces during work and outdoor times.
   1. Parents are encouraged to send their child to school with a coloring book, sketch pad, activity book or reading book to use while at their seat in the morning to provide them something that they might like to engage with.

**Bus Procedures:**

1. Alternative modes of transportation for students who have other options should be utilized to minimize the number of students on the bus for those who have no other means of transportation. It was indicated that students cannot take public buses to and from school.
2. Symptom screening will be performed prior to boarding the bus. This means parents must be present when children are being screened in case they are over the 100.4˚ threshold. In this instance there is not an opportunity for a 5 minute recheck as the bus must keep its schedule. Therefore, parents wanting a recheck would have to bring their child to the school for a scan.
3. Assigned seating; (same students sit together each day).
4. Masks must be worn by all people on the bus grades PreK and up.
5. Drivers must wear a mask.
6. Minimize number of people on the bus at one time within reason.
7. Adults who do not need to be on the bus should not be on the bus.
8. Have windows open if weather allows.

***Buses upon arrival on campus:***

Upon arrival to campus the arrival procedures will apply to the students who have excited the buses.

**Proper Mask Wearing**

Students will be instructed in the proper way to wear a mask. These procedures should be modeled at home too.

* Wash hands before putting on your mask
* Check mask for any damage
* Your mask should fully cover your mouth and nose. Ensure a tight fit with no gaps.
* Avoid touching your mask & sanitize frequently
* Use the side ties to remove the mask
* Wash masks daily

**Parents on Campus**

Parents will not be allowed on campus. When dropping off and picking up students, parents must remain in their vehicles. If parents require a meeting with teachers or administration they must be set up virtually. Any school meetings (individual or group) will be held via online platforms.

**General School/Classroom Procedures:**

1. Staff members will model good hand hygiene and sanitization practices for children at all times.
2. Students & staff must sanitize before entering the classroom.
3. Masks must be worn as indicated by students, staff and any visitors to campus.
   1. Students in PreK – Grade 2 are not mandated to wear masks on campus, but must wear them when riding the bus.
   2. Staff, visitors and students in Grades 3 and up must wear masks at all times when on campus.
4. Students will remain in their homeroom classes throughout the day, thus minimizing the crossover of germs from room to room. Teachers will travel to the homerooms to minimize the spread of germs.
5. All desks & chairs will be labeled and numbered to ensure students use the same furniture daily.
6. Restrict visitors to campus.

**Physical Contact**

Physical contact is limited and restricted. Teachers will speak with students about why we are not hugging and high-fiving. We will train students in the art of the ‘foot-five’ which has been deemed the safer way to greet. Teachers will also work to explain to students why certain things will not be happening, and explain that we will find other ways to express and share our feelings rather than physical contact.

**PreK & Kindergarten**

In Pre-K & Kindergarten, physical distancing among children is difficult therefore the focus will be on risk mitigation strategies for this age group. These include hand hygiene, more frequent sanitization of their space, infection prevention education for staff and families, adults and students wearing masks spending and more time outdoors when possible.

* Minimize crossover among children and adults within the school, by keeping children in their homerooms and having teachers move from rooms.
  + - Have teachers rotate instead of students when feasible.
    - Utilize outdoor spaces when possible.
    - Teachers should maintain 3 feet from students when possible.
* Children are welcome to wear masks, however, it is not mandatory at this age group. Teachers must wear masks. Avoidance of close proximity when exercising.
* Reduce the use of shared resources when possible.
* Reducing classmate interactions/play in Pre-K & K.

**Elementary School (Grades 1-5)**

* Minimize crossover among children and adults within the school, by keeping children in their homerooms and having teachers move from rooms.
  + - Have teachers rotate instead of students when feasible.
    - Teachers should maintain 6 feet from students when possible.
* Children are required to wear masks when on campus, as stipulated, unless they have a documented medical condition and have written permission from the NEOC.
  + Grades 1 & 2 do not need to wear masks, although if they wish to they may.
  + Students in Grade 3 and up must wear masks at all times when on campus.
* Desks should be placed a minimum of 3 feet apart.
* Avoidance of close proximity when exercising.
* Utilize outdoor spaces when possible.

**Middle & High School (Grades 6-12)**

There is likely a greater chance of physical distancing in secondary schools than early childhood and elementary settings.

* Students are required to wear masks when on campus, as stipulated, unless they have a documented medical condition and have written permission from the NEOC.
* Avoidance of close proximity when exercising.
* Desks should be placed a minimum of 3 feet apart.

**Playground & Outdoor Play Areas:**

1. The playground will not be in use until further notice by the general population and will be assigned as a zone for one grade level.
2. Other outdoor play areas will be assigned per grade levels with zones to minimize the spread of germs and the crossover of students. Where appropriate spray paint will be used to divide play zones.
3. On rainy days, homeroom teachers will keep their students inside the classroom during recess.
4. Teachers will introduce students to games that allow for social distancing to allow them to find ways to ‘play’ during recess times.

**Morning Snack/ Recess**

Morning recess time will be alternated by the two rooms in each building. One group will eat first in their room while the second group runs around and gets some fresh air around their building. They will switch for the second half of the morning recess. Recess will be limited to activities that promote social distancing.

**Cafeteria & Meals**

* Students will be zoned for their lunch periods. Some will eat in their classroom while others will eat in the cafeteria. Students that do eat in the cafeteria & the SKI Lounge will be distanced and chair and tables will be labeled & sanitized between sessions. The cafeteria has a maximum occupancy of 50 students with appropriate distancing.
* Create an environment that is as safe as possible from exposure to food allergens if allergy concerns exist within the modified lunch areas for any students that have allergy concerns.
* Wash hands or use hand sanitizer before and after eating.

**Hot Lunch Program**

* Students must bring a lunch that does not need to be microwaved. With students eating in various locations access to a microwave will be restricted at this time.
* Students wishing to purchase a hot lunch can do so from the school lunch program. Our lunch provider will ensure all COVID regulations are utilized in handling food items.
* Parents are discouraged from bringing lunch to school at midday. Please send your child to school with everything they need at the beginning of the day.

**Dismissal Procedures**

* Students will be dismissed from school in a staggered manner.
  + Bus students will depart first. They will be dismissed from classes at 3:20. Staff members will be on the walkway to ensure distancing is adhered to going to the bus.
  + At 3:30, homeroom teachers will walk students to their designated pick-up area.
    - Students in grades PreK-3 will be dismissed from the main gate at 3:30.
    - PreK & Kindergarten will remain in the room and be dismissed from their class.
    - Students in grades 4-7 will be dismissed from the small gate above the parking area at 3:30.
    - Students in grades 8-12 will be dismissed from the drivable gate above the flats at 3:30.
  + Families with multiple children will be assigned one common gate for dismissal.
  + Students will be lined up with three feet of distancing at each exit point and will be directed by the staff member on duty. Distancing markers and lines will be visible for safe lining up at the end of the day.
  + Please note that students must be picked up by their parent/guardian. Older siblings are not permitted.

**Classroom Supplies**

* + All student supplies will be kept on their desk to minimize cross contamination.
  + Our school supplies students with all of the necessary materials for learning. However, if parents wish to send their child to school with their own supplies, out of an abundance of caution, you are welcome to do so. Please ensure they are in a case so that it is easier for the student to manage their supplies at their work station.

**Library/ Shared Books**

Each classroom is outfitted with a classroom library. Students will still have access to these shared materials, however upon finishing with a book, as per Ministry guidelines, books will be put aside for two days before going back into use.

**Staff Children on Campus**

As colleagues are on campus before and after school times, colleague children will be permitted in their classrooms and will have to sit at the same assigned spot daily. Teachers must disinfect that spot when their child leaves to go to their homeroom.

**Cleaning & Disinfecting**

Each classroom will be cleaned and disinfected daily. All routine cleaning schedules will be adhered to. In addition, bathrooms, water coolers and other high traffic areas such as door knobs, bathrooms, hand rails, etc will be sanitized more often throughout the day. The toys used in PreK/Kindergarten during free play time will be sanitized during the day after use (according to their timetable). The cafeteria & SKI Lounge (high school lunch area) will be sanitized during transitions and at the end of each day.

All shared resources will be sanitized frequently such as technology, PE equipment or other class supplies.

An additional staff member will be hired to do additional sanitization.

**School Events**

School events will run as much as possible where the COVID regulations will allow the safe facilitation of the event. This simply means we will have to be creative in how we plan these programs to ensure students will have access to these enriching activities.

**After School Program**

There will be no after school programs until further notice. This means that parents must ensure children are picked up by 3:30 each day.

**Birthday Celebrations**

In order to ensure the health and safety of our students, until further notice birthday celebrations will not include treats and/or snacks. We will of course ensure that we make the children feel special on their birthday by singing and honoring them. However, out of an abundance of caution and because it is hard to regulate food items as they cross many hands to get to the school, we will not having traditional birthday celebrations in school.

**Children & Staff who become sick at school**

* We will be bound by the guidelines of the Ministries of Education & Health in regard to exclusion and reentry to school.
* If a child becomes symptomatic, they will be immediately removed from class and parents will be notified with immediate effect. Parents have a maximum of one hour to pick their child up. The following actions will take place:
  + An isolation area has been established on the balcony of the administrative building.
    - Once the child is picked up the isolation area will be disinfected.
  + Exclusion until COVID negative test for return to school or doctor’s note, as per Ministry guidelines.
  + Notification of positive cases to school community & COVID task force (appropriate authorities)
    - Date the sick person was last in school
    - The type and length of contact the sick person had within the school
* If a teacher becomes sick, they will be removed from class immediately and send home. A member of the SKI team, or a substitute will be sent in to cover the class.
  + If a member of the SKI community tests positive, it ***might*** become necessary to have a short closure of the school while a deep disinfecting cleaning is done. If this is the case we will switch to remote learning for those days to avoid disruption to learning.
    - Confidentiality of the sick person must be upheld.

**Communication**

Communication will continue through the established protocol of our group email list and our SKI What’s App chat. If you are not on those lists or want additional email addresses or phone numbers added please let us know ASAP.

**Hybrid Learning Environment**

When borders reopen and health and safety of our students and team might put people in high risk categories at home at risk, we will offer a hybrid option. This will not be something that people can select on a daily basis, it will be a one-time decision to be either remote or in person. This option will be basic in that a computer would be placed on a desk in the classroom pointed at the board. Interaction would be limited as priority would have to be given to the in-person students. Materials would be sent home and scanned/printed to ensure students have the necessary materials needed at home.

**In the event of school closure**

If the Ministry advises that schools must close or SKI determines that it is in the best interest of our school community to shut school down, SKI Academy will revert to an online learning environment using the timetable previously used. Classes will be 30 minutes long with a 30-minute morning recess and 30-minute lunch. The afternoon window from 1:30 – 3:30 will allow for individual and small group instruction along with time for assessments and project based learning activities.