

# **The American School of Marrakesh**



## **School Opening Plan 2021 - 2022**

*Updated January 10, 2022*

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## SCHOOL OPENING PLAN

### I. INTRODUCTION

Our School Opening Plan is in compliance with the instructions from the Moroccan authorities and is guided by the health and safety recommendations of the World Health Organization (WHO) and the Centers for Disease Control & Prevention (CDC). *As the situation continues to evolve, this document is subject to change at any time. Any changes/updates will be communicated with the ASM Community.*

The implementation of these recommendations is the responsibility of all members of the ASM community. Our Compliance Team, including our COVID-19 Coordinator, is responsible for the monitoring and implementation of all safety measures, and to develop new measures when needed.

We will prioritize the health, safety, and wellbeing of students, faculty, and staff over all other objectives by adopting practices that will reduce the risk of contamination and enable us to be responsive to any health issue. This includes the prevalence of vaccinations within our ASM community.

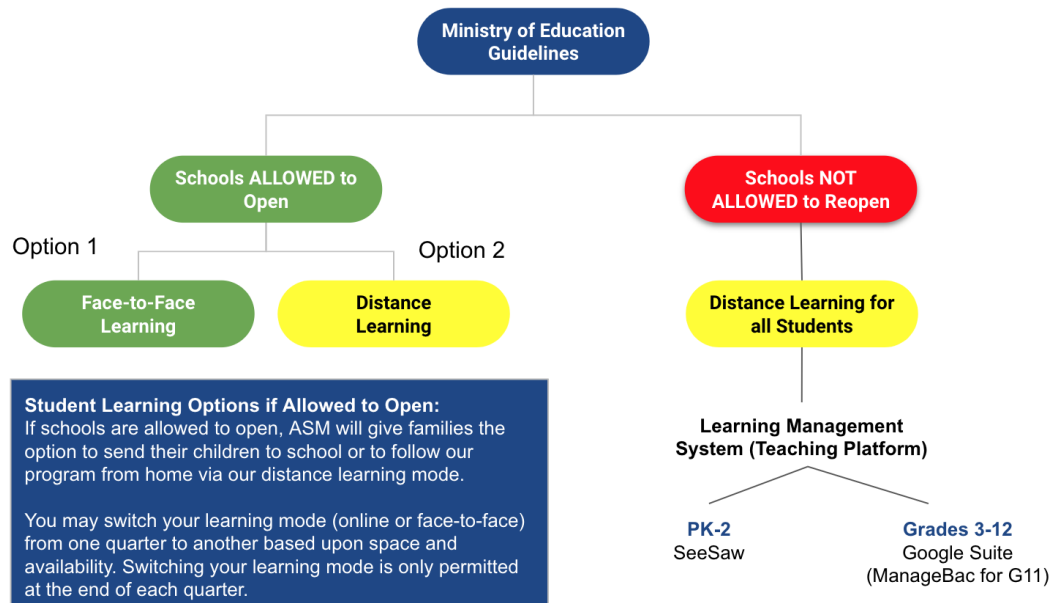
Vaccinations have been identified as the most important tool at our disposal for combating COVID-19 and is part of our layered approach to health and safety that includes masks, hand washing, physical distancing, good ventilation, sound hygiene, and testing.

We will emphasize student learning and the quality of instruction by:

- ☐ Providing as much face-to-face instruction as is safe in full compliance with the regulations in place by the Moroccan authorities.
- ☐ Conducting face-to-face instruction with physical distancing.
- ☐ Ensuring that the social and emotional needs of students and teachers are met.

## II. SCHOOL LEARNING MODE

### School Learning Mode 2021-2022



With the information we have today, we are proposing a model that recognizes the diverse learning needs of our students and the unique situations families may face as the COVID-19 pandemic continues to unfold. We also recognize that each child has unique needs. A family, for example, can opt one child into distance learning and another child into face-to-face learning on campus.

Prior to the start of school, families will be offered a choice of learning modes: between **face-to-face learning** on campus, or **distance learning** from home. Families will have the flexibility to switch back and forth between the modes on a quarterly basis. The respective Division Head's Office is the key point of contact to arrange this transition.

- **Quarter 1:** September 1 - November 19
- **Quarter 2:** November 22 - February 4
- **Quarter 3:** February 7 - April 8
- **Quarter 4:** April 11 - June 17

Our number one priority still remains providing high quality academic and social-emotional experiences for our students, whether they are in the classroom or in a distance learning setting while maintaining their safety and well-being. We also recognize and address the importance of

balancing academic rigor with supporting our students throughout the many stages of their emotional and physiological growth and development.

ASM follows a 7-day, 5 blocks a day rotation schedule. The daily schedule includes core classes (English, Math, Science, Social Studies), as well as French, Arabic, Music, Visual Arts, Computers and Physical Education. Upper School students will also be offered electives and Advisory classes (providing a focus on social-emotional growth, study skills, organization, and team-building). The Service Learning program will continue. Teachers are ready to offer synchronous and asynchronous learning experiences if needed. Teachers will offer Office Hours on-site and/or via Google Meet at the end of the school day on Mondays, Tuesdays and Thursdays.

If the campus has to close temporarily due to the need for a general quarantine or due to government instructions, we would switch to Distance Learning for all students. We are deeply invested in ensuring the health and safety of our students, faculty, and staff.

In addition to our campus-wide enhancements, you will find the following improvements to support a healthy learning environment, including:

1. Prioritization of vaccination for all eligible students, staff, and community members.
2. Regular temperature checks and health-screening (e.g. entrances to campus)
3. Mask-donning requirement at all times for all students, teachers, and staff while indoors unless safe not to do so.
4. Physical distancing guides on paths, in restrooms, classrooms, and outdoor recess and lunch spaces.
5. Increased ventilation of all classrooms, offices, and other learning spaces.
6. Additional hand-washing stations and alcogel for increased hand-washing and sanitizing.
7. Physical distancing at breaks and lunch times through use of outdoor space.
8. Enhanced disinfection procedures for classrooms, offices, and high touch areas.
9. Outdoor spaces will be maximized for learning.

### **III. DAILY CLASS SCHEDULE**

School Opening Dates:

- **August 30: Student and Family Orientation**
- **August 31: Teacher Preparation - No Classes**
- **October 1: First Day of School**

During orientation, ASM will cover important safety procedures related to student arrival and dismissal, recess and lunch, handwashing and social distancing, safe practices, etc.

<b>Regular Schedule (Mondays, Tuesdays, Thursdays, and Fridays)</b>		
<b>Item</b>	<b>Length</b>	<b>From - To</b>
Reception/Student Arrival	15 min.	08:15 - 08:30
Block 1	75 min.	08:30 - 09:45
Recess/Transition	20 min.	09:45 - 10:05
Block 2	75 min.	10:05 - 11:20
Block 3	75 min.	11:25 - 12:40
Lunch	40 min.	12:40 - 13:20
Block 4	75 min.	13:20 - 14:35
Block 5	75 min.	14:40 - 15:55
After School	40 min.	16:05 - 16:45

<b>Wednesday Schedule</b>		
<b>Item</b>	<b>Length</b>	<b>From - To</b>
Reception/Student Arrival	15 min.	08:15 - 08:30
Block 1	55 min.	08:30 - 09:25
Recess/Transition	20 min.	09:25 - 09:45
Block 2	55 min.	09:45 - 10:40
Block 3	55 min.	10:45 - 11:40
Lunch	40 min.	11:40 - 12:20
Block 4	55 min.	12:20 - 13:15
Block 5	55 min.	13:20 - 14:15
After School	No Activities	


**N.B.** Preschool classes (KG0 to KG3) follow their own schedule but school start and end times are the same (08:30 to 15:55).

**Gate Opening Hours:**

	Morning	Afternoon
Lower School Gate	08:15 - 08:30	15:55 - 16:15
Upper School Gate	08:15 - 08:30	15:55 - 16:15
Front Gate	Open 24/7	

#### IV. COMMUNITY PLEDGE

We will post and communicate the following “Community Pledge” that students, parents, and staff will agree to as being part of the ASM Community. This will affirm that everyone understands the rules, the risks, and the expectations of every member of the community.



## PROTECT OUR ASM COMMUNITY

**A PLEDGE TO STOP THE SPREAD OF COVID-19**

As Warriors, we keep learning and we keep going.  
Always taking the next step... together!

Today, as the effects of the COVID-19 pandemic impact our families, our friends and our world, we must work to protect the health and safety of every member of our campus community. Being a part of the ASM community means that each of us must take extraordinary steps to stay well and persistently protect each other, on campus and in the community.

**PROTECT ASM PLEDGE**

We will protect ourselves.  
We will protect others.  
We will protect our ASM community.

Accountable together, I pledge to take responsibility for my own health, the protection of others, and help keep the ASM community safe from the spread of COVID-19 and other infections as identified and instructed by the school.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Signed: \_\_\_\_\_  
(parent)

1	PROTECT MYSELF	<ul style="list-style-type: none"> <li>Monitor for the symptoms of COVID-19 and report to an ASM staff member and a medical professional if I experience fever of 37.8C) or higher, runny nose, cough, difficulty breathing, muscle pain, vomiting, diarrhoea, sore throat, loss of taste or smell</li> <li>Wash my hands often with soap and water or use hand sanitizer regularly</li> </ul>
2	PROTECT OTHERS	<ul style="list-style-type: none"> <li>Maintain appropriate social distancing (1.5m) at all times</li> <li>Stay home if I feel ill or after exposure to someone who presents the symptoms or has tested positive for COVID-19</li> <li>Wear an appropriate face mask and other protective gear as directed by the school</li> <li>Look out for others and encourage their faithful commitment to the ASM Community Pledge</li> <li>Be mindful of those who are observing the Pledge and staying at home to protect you... do not stigmatize</li> </ul>
3	PROTECT OUR ASM COMMUNITY	<ul style="list-style-type: none"> <li>Only enter campus when permitted</li> <li>Carefully observe instructional signs and follow directions</li> <li>Keep my clothing, belongings, personal spaces and shared common spaces clean</li> <li>Participate in testing and any on-campus contact tracing to preserve the wellness of the community</li> </ul>

#### V. IMPORTANT SCHOOL OPENING DATES

August 23 - 27	Staff and Faculty Orientation
August 30	Student and Family Orientation Days

## **VI. STUDENT ARRIVAL PROTOCOL**

### **A. Lower School: Arrival Window: 8:15 - 8:30 am**

#### **KG0 to Grade 1**

KG0 to Grade 1 students will be dropped off in the inside parking lot (accessed through the main gate). The following procedure is in place:

1. Temperature check immediately upon arrival on campus
2. Students walk to their designated “waiting area”
3. At 8:25 am, students are escorted to the sinks for handwashing
4. At 8:30 am, students are escorted to their respective classrooms

#### **Grades 2-5**

Grades 2 to 5 students will be dropped off at the Lower School Gate where their temperature will be measured as they arrive. Students will then be directed to their designated “waiting area” where they will wait for their teacher. At 8:30 am, their teacher will take them to the sinks for handwashing and then the class proceeds directly to the classroom.

Families with siblings attending the Lower School and the Upper School will use the main gate to access the front steps of the building. Once they exit their car, students will have their temperature checked. They will then go to their “waiting area” where they will wait for their teacher. At 8:25 am, their teacher will take them to a sink for handwashing. At 8:30 am, students will go to their classroom.

### **B. Upper School Arrival Window: 8:15 - 8:30 am**

#### **Grades 6-8 (Middle School - MS)**

The gate will be opened fully to enable two clear lines of socially distanced entry to the school-- MS (G6-8) and HS (G9-12). To maintain social distancing spot indicators will be placed on the path leading to and beyond the Upper School Gate.

MS students will follow the MS line (color-coded) into school using the spot indicators. Students in Grades 6-8 will arrive for screening inside the Upper School Gate on the path adjacent to the Physical Education Office before proceeding to their supervised “waiting area.” There, their



Block 1 teacher will meet them to take them for handwashing and then to their classes at safely staggered intervals (e.g. G6A first, G6B second, G7A third, etc.).

Any student who does not pass the health screen will be sent to a supervised designated space to wait for pick-up to go home. Students arriving late will wait in their “waiting area” until a break in the sequence allows them to be taken for handwashing and to their classroom by a supervisor.

### **Grades 9-12 (High School - HS)**

The gate will be opened fully to enable two clear lines of socially distanced entry to the school--MS (G6-8) and HS (G9-12). Spot indicators (to maintain social distancing) will be placed on the path leading to and beyond the Upper School Gate.

HS students will follow the HS line (color-coded) into school using the spot indicators. Students grades G9-12 are anticipated to arrive without a parent or caregiver. These students will arrive for screening just inside the Upper School Gate on the path adjacent to the PE Office.

Rather than assembling in a “waiting area,” these students will go directly to a handwashing station and then to their classrooms, using the signage to support social distancing along the way.

Any student who does not pass the health screen will be sent to a supervised designated space to wait for pick-up to go home.

*During the Student Orientation Days on Monday, August 30th, HS students will enter campus as per the instructions for MS students above (directed to supervised “waiting areas”). HS students will be given instructions about the regular routine and will rehearse this during the student orientation day with their Advisory teacher until they are familiar with the social distancing expectations.*

## **VII. STUDENT DISMISSAL PROTOCOL**

### **A. Lower School**

#### **(KG0-5)**

At dismissal time, students will be taken to their designated “waiting area” by their class teacher. ASM staff will use walkie-talkies to inform students that their parents are in the parking area so that they can walk directly to their car.

### **B. Upper School**

#### **Grades 6-8 (Middle School - MS)**

The gate will be opened fully to enable two clear lines of socially distanced exit from the school--MS (G6-8) and HS (G9-12). Color-coded spot indicators (to maintain social distancing) will be placed on the path leading to and beyond the Upper School Gate.

Speakerphone announcements will be made to the classroom for each class to be dismissed at safely staggered intervals (G6A first, etc.) supervised by the Block 5 subject teacher, who will take them to their supervised “waiting area.” Walkie-talkies will be used to announce student pick-up at the gate. Students will use the color-coded spot indicators to ensure social distancing as they exit.

### **Grades 9-12 (High School - HS)**

The gate will be opened fully to enable two clear lines of socially distanced exit from the school--MS (G6-8) and HS (G9-12). Color-coded spot indicators (to maintain social distancing) will be placed on the path leading to and beyond the Upper School Gate. Speakerphone announcements will be made to each classroom for each class to be dismissed at safely staggered intervals supervised by the Block 5 subject teacher, who will take them to their supervised “waiting area.” Walkie-talkie units will be used to announce student pick-up at the gate. Students will use the color-coded spot indicators to ensure social distancing as they exit.

## **VIII. COVID-19 CASE PROTOCOL**

### **Vaccinated & unvaccinated students and adults who test positive for COVID-19 or who have been in close contact with someone who had COVID-19**

- They will be in self-isolation for 7 days.
- They will need to be free of fever for at least 24 hours since last fever without the use of fever-reducing medications.
- They will need to be symptom free by the time they return to school.
- They must provide a doctor’s note when returning to school indicating a safe return.

Per the Ministry of Education’s Memo 085X21 issued September 30, 2021:

- **If three positive cases in the same class are present within one week, the class must be closed and instruction switched to DL for 7 days.**
- **If 10 or more positive cases in different classes are present within a week, all instruction within the school is to switch to DL for 7 days.**

**A medical note is mandatory for all prior to return to campus indicating a safe return. ASM reserves the right to enforce increased restrictions as deemed necessary or per the law.**

**IX. PREVENTATIVE MEASURES TO REDUCE RISKS OF CONTAMINATION BY THE NOVEL CORONAVIRUS**

- A. Screening
- B. COVID-19 Vaccination
- C. Masks
- D. Handwashing
- E. Physical Distancing
- F. Compartmentalization
- G. Cleaning/Sanitizing
- H. Space Use and Curriculum
- I. Air Circulation
- J. Counseling & Support
- K. Parents & Visitors

## A. SCREENING

### Testing for COVID-19

We strongly recommend that all ASM community members get tested if they present symptoms of COVID-19.

#### List of symptoms to watch:

- Fever above 37.8° C
- Congestion or runny nose
- Cough
- Loss of taste and smell
- Headaches
- Sore throat
- Nausea or vomiting
- Diarrhea
- Muscle pain/Fatigue
- Shortness of breath or difficulty breathing

#### Emergency Warning Signs:

Emergency warning signs for COVID-19: If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

### Daily Screening

#### Students

Parents are asked to check if their child shows symptoms before s/he leaves home for school. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the child may be experiencing. ***Students must stay at home if they do not feel well, show any of the symptoms listed above, or have been in contact with a person who has COVID-19.***

Vulnerable students (those with chronic health conditions that would place them at high risk if infected) should discuss any concerns with their healthcare provider to make appropriate decisions on returning to school.

A temperature check with a no-touch thermometer will be conducted at the gate or at the building entrance before entry.

***Students who show symptoms at any point during the school day are given a medical grade mask and accompanied to a preselected isolation space where they can remain while arrangements are made for their return home.***

Students who test positive, were in close contact with somebody who tested positive, or show COVID-19 symptoms, must follow the protocol outlined in Section VIII above and again presented below:

- **Students (vaccinated or unvaccinated) who test positive:** They will be in self-isolation for 10 days. They will need to be free of fever for at least 24 hours since the last fever without the use of fever-reducing medications. They will need to be symptom free by the time they return to school. They must bring a negative PCR test result when returning to school.
- **Unvaccinated students in close contact with somebody who tested positive:** will be quarantined for 10 days from the last day of exposure and should get PCR tested. They must be symptom free by the time they return to school.
- **Fully vaccinated AND asymptomatic students in close contact with somebody who tested positive:** They do not need to self-quarantine and can attend school. They should get tested 3-5 days after exposure and present a negative COVID-19 test result.
- **Students who show COVID-19 Symptoms:** will be asked to self-isolate and will be permitted to go back to school by providing a doctor's note or negative PCR test. The student must be symptom free for at least 24 hours before they are permitted to return to school.

## **Employees**

***All employees are asked to stay at home if they are sick, show any of the symptoms listed above, or if they have been exposed to a person who has COVID-19.***

In addition to daily self-checks, employees are screened before they enter the workspace. Screening will include a check-in concerning cough, shortness of breath, or fever and any other symptoms the employee may be experiencing. A temperature check with a no-touch thermometer will be done at the gate or the building entrance prior to entry.

***Employees who show or report symptoms at any point during the school day are given a medical grade mask and instructed to return home and self-isolate.***

All employees--vaccinated and unvaccinated--follow the protocol outlined above in Section VIII if they have tested positive, exhibit symptoms, or have had close contact with an individual who has PCR tested positive. All employees who test positive will self-quarantine for 10 days and can

only resume work upon presenting a negative PCR test result and are symptom free for at least 24 hours.

Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) should discuss any concerns with their healthcare provider to make appropriate decisions on returning to the workplace.

## B. COVID-19 VACCINATION

***ASM strongly urges all community members to get vaccinated at their earliest convenience.***

Our safety plan for the 2021-2022 academic year prioritizes vaccinations as a means toward supporting everyone's overall health and reducing the risk of contracting COVID-19.

Vaccination has been identified as the most important tool at our disposal for combating COVID-19 and achieving a return to pre-pandemic student life on our campus and within our community.

As the situation continues to evolve and access to vaccinations improves, the School may require vaccination of all eligible students in order to study in Face-to-Face (F2F) learning mode and/or engage in team athletics. Eligible staff may also be required to vaccinate as the law permits and access to the vaccine becomes available.

**Individuals with health concerns should discuss COVID-19 vaccination with their family doctor.**

**If you are already vaccinated, please inform the ASM COVID-19 Coordinator (Ms. Atika El Idrissi, [aelidrisi@asm.ac.ma](mailto:aelidrisi@asm.ac.ma)) and provide proof of vaccination.**

## C. MASKS

Information will be provided to staff, parents, and students concerning proper use of cloth face covering, including the need to wash cloth face coverings after each use. At the entrances to the school, offices, and throughout campus, signage will provide reminders of proper use of cloth face coverings and reinforce all requirements.

### **Students**

- Anyone entering school property (school buses as well as school buildings and grounds) is required to wear a mask.

- Families have the responsibility to provide masks for their children. ***Parents should provide extra masks for school each day in case the one their child is wearing gets soiled.***

Students are required to wear masks according to the following instructions:

Grade Level	Mask Guidelines for Students
KG0 to KG3	Masks are strongly recommended at all times except when teachers allow for breaks, or in situations of low-risk contamination (distancing being strictly enforced)
G1 to G12	Masks are required at all times except when teachers allow for breaks or in situations of low-risk contamination (distancing being strictly enforced)

### Employees

- The school will provide masks each month to each employee. A mask is to be worn by employees at all times while on-site, when in contact or likely to come into contact with others.
- All employees (see special categories below) are expected to wear a mask throughout the day except when on break and able to implement distancing (a minimum of 1.5 meter from any other person), or working alone in a closed classroom or in a closed office.
  - Gardeners: Masks not required *when alone outside, able to implement distancing (a minimum of 2 meters from any other person)*
  - Cleaning staff: Wear a mask and gloves when picking up garbage

Employees and students are asked to change masks every 4 hours. Parents are asked to ensure that their child has clean masks for the day. A medical grade/surgical mask will be provided to any employee who cares for sick children or who deals with a student who shows symptoms of COVID-19.

Any employee or student who shows symptoms similar to COVID-19 symptoms will be provided with a medical grade mask and will be sent to a designated area for self-isolation until s/he is able to leave campus.

## D. HANDWASHING

Measures are in place to ensure frequent handwashing by students, staff, and visitors:

- Handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms.

- Ethyl alcohol-based hand sanitizer\* is made available to students and staff at strategic locations throughout the school where there is no sink (in or near classrooms, rooms in which support services are provided, music and art rooms).
- Hand sanitizer, soap and water, tissues, and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the building or immediately outside where people have direct interactions.
- Students and staff are provided frequent opportunities to wash their hands. Hand washing should last for 20 seconds minimum with soap, rubbing thoroughly after application, and using paper towels to dry hands completely.
- Students and staff wash/sanitize their hands every time they enter or leave a room.
- Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after use of the bathroom, after outdoor play, and before and after any group activity.
- Staff are asked to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.

*\*Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin. Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms with children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control if there is reason to believe that a student has consumed hand sanitizer.*

## E. PHYSICAL DISTANCING

***Measures are in place to ensure physical distancing as students, parents or visitors arrive at entry to school. We will impose a minimum distance of 1.5 meter between individuals:***

- School employees are deployed to meet incoming cars and students arriving on campus to ensure distancing is maintained and avert gatherings.
- Paint, tape or other markings are used to help students maintain physical distancing as they line up to enter the school.
- Multiple entrances and exits are used to avoid overcrowding at arrival and dismissal as long as all entrances and exits have adequate monitoring of arriving and exiting students and employees.

***Measures are in place to ensure physical distancing as students, parents or visitors enter, and move through the school building:***

- School employees are deployed in hallways to ensure physical distancing as students enter, go through symptom checks and proceed to classrooms.
- School employees are deployed in hallways throughout the day as needed to ensure physical distancing, as students move between classrooms or from classrooms to other school locations.



- Stairs: Designation of an “UP” stair and a “DOWN” stair will limit students crossing paths as they move through the building. Handrails will be cleaned with disinfectant ahead of and behind a class as they use the stairs.

***Measures are in place to ensure physical distancing within classrooms:***

- Chairs are separated by a distance of 1.5 meter.
- A two-meter zone has been cleared at the front of the room to allow the teacher to move freely around the front board while keeping a safe distance from students.

***Measures are in place to maintain physical distancing during school meals:***

- To the extent possible, meals are eaten in classrooms or outdoors, without any mingling of students from different classrooms.
- If students line up to warm up food, tape or other markings are used to assure a 1.5 m distance between any two students.
- Staff are deployed during meals to maintain physical distancing and keep students from different classrooms from mingling.

***Measures are in place to maintain physical distancing in administrative areas of the school:***

- Signage alerts visitors to the need to maintain a 1.5 m distance from school office personnel.
- Tape or other markings are used to define a 1.5 m radius around reception desks or counters.
- Workstations of administrative personnel have been arranged to permit 1.5 m between individuals sharing a space or between office personnel and students or other staff required to visit the space.

*All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use of face coverings when around others.*

## F. COMPARTMENTALIZATION

### **Lower School**

- The schedule provides that students of any given class will have limited contact with students who are in another class.
- Multiple classes will not occupy the same space at the same time.
- If a class has to occupy a given space that was already used by another class earlier in the day, we will ensure that appropriate cleaning takes place before the new class occupies the space.

- While outdoors, interactions between classes will be reduced or eliminated to maintain compartmentalization. Outdoor areas will be subdivided with markers (tape or paint lines) or barriers (rope or temporary fencing) for simultaneous use by separate classes.

## **Upper School**

### **Grades 6 - 7**

- The schedule provides that students of any given class will have limited contact with students who are in another class.
- Multiple classes and grade levels will not occupy the same space at the same time.
- If a class has to occupy a given space that was already used by another class earlier in the day, we will ensure that appropriate cleaning takes place before the new class occupies the space.
- While outdoors, interactions between classes will be reduced or eliminated to maintain compartmentalization. Outdoor areas will be subdivided with markers (tape or paint lines) or barriers (rope or temporary fencing) for simultaneous use by separate classes.

### **Grades 8 - 12**

- The schedule provides that students of any given grade will have limited contact with students who are in another grade.
- If a grade has to occupy a given space that was already used by another grade earlier in the day, we will ensure that appropriate cleaning takes place before the new grade occupies the space.
- While outdoors, interactions between grades will be reduced or eliminated to maintain compartmentalization. Outdoor areas will be subdivided with markers (tape or paint lines) or barriers (rope or temporary fencing) for simultaneous use by separate grades.

## **G. CLEANING/SANITIZING**

- A cleaning and disinfecting schedule has been established.
- Break rooms, restrooms, classrooms, and other common areas used or visited by students or staff are disinfected frequently, including furniture and equipment, according to a clear schedule: break rooms, restrooms, classrooms, laboratories, Infirmary, Counseling, and other student support areas, etc.
- High touch areas are frequently disinfected, and commonly shared items are replaced with single use items whenever possible, or thoroughly cleaned after each use by a different person.
- Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least three times daily, using appropriate products.
- Use of shared objects is eliminated wherever possible, water fountains are shut down.

- Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- Buses and service cars are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.
- Custodial and other staff members responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, and requirements for safe use.
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product.
- All cleaning products are kept out of children's reach and stored in a space with restricted access.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. Air filters and filtration systems will be cleaned regularly according to manufacturer's instructions to ensure optimal air quality.
- Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee.
- Thorough cleaning is done as much as possible when students are not at school with adequate time to let spaces air out before the start of the school day.

## H. SPACE USE AND CURRICULUM

The delivery mode of some programs will be modified for the duration of the pandemic:

<b>Music Classes</b>	<ul style="list-style-type: none"> <li>● No use of wind instruments. Singing is permitted outdoors when following health and safety guidelines.</li> <li>● Classes will be conducted by the music teacher in class or outdoors when possible. Teacher will stay in a two-meter zone at the front of the class.</li> <li>● Assistant teacher or Homeroom teacher will assist students individually.</li> </ul>
<b>Physical Education/Sports</b>	<ul style="list-style-type: none"> <li>● No contact sports until further notice.</li> <li>● Teachers will organize low impact activities so that students do not have to shower and change after class.</li> </ul>
<b>Visual Arts</b>	<ul style="list-style-type: none"> <li>● Classes will be conducted by the art teacher in class. Teacher will stay in a two-meter zone at the front of the classroom.</li> </ul>

	<ul style="list-style-type: none"> <li>● Assistant teacher or Homeroom teacher will assist students individually.</li> </ul>
<b>Computer Classes</b>	<ul style="list-style-type: none"> <li>● Classes will be conducted by the computer teacher in class. Teacher will stay in a two-meter zone at the front of the class.</li> <li>● Students will be encouraged to bring their own devices to reduce the amount of sharing of devices.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>● Classes will be conducted by the language teachers in class. Teacher will stay in a two-meter zone at the front of the class.</li> <li>● Assistant teacher or Homeroom teacher will assist students individually.</li> </ul>
<b>Library Access</b>	<ul style="list-style-type: none"> <li>● Modified use. Please see the Student and Parent Handbook.</li> </ul>
<b>Co-curricular Activities</b>	<ul style="list-style-type: none"> <li>● Postponed until further notice.</li> </ul>
<b>Outdoor Activities/Recesses</b>	<ul style="list-style-type: none"> <li>● Students will only be allowed to play with same grade-level students.</li> <li>● They will be allowed to use play equipment on a rotational basis and the equipment will be sanitized after each group.</li> </ul>

## I. AIR CIRCULATION

Increasing outdoor air supply by opening windows has been recommended as an effective measure in lowering the likelihood of transmission in indoor spaces. This will be balanced with occupant comfort in warmer and colder temperatures.

- Classroom doors and windows will remain open as much as possible to ensure air renewal in the room.
- Teachers will take every possible opportunity to take their class outside for instruction.

## J. COUNSELING AND SUPPORT

All Upper School students will be assigned to an Advisory teacher who will conduct regular emotional wellness check-ins and deliver structured Social Emotional Learning and Advisory Programs during Advisory lessons. One-to-one support will be provided both online and face-to-face by a Guidance Counselor and Wellness Team to all students, according to their needs.

## K. PARENTS AND VISITORS

- Visits to the school by individuals other than staff and students are avoided whenever possible. Parents of enrolled students are strongly encouraged to conduct business with school personnel remotely when possible.
- Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operations.
- Visitors are admitted on school grounds by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address.
- Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their identity is recorded in the visitor log.
- Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 years old or older and not at risk due to a respiratory condition.
- Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and rest rooms.
- Visitors are instructed to wear a mask at all times while on campus and respect the minimum distance between individuals in place at the school.
- Hand sanitizer, soap and water, paper towels, and trash cans are available at or near the entrance of the facility, reception, and places where people have direct interactions.