



2020-2021

AISK CAMPUS PROTOCOL

VERSION 1 | JULY 2020

This document has been prepared to layout the AISK 2020-2021 campus protocol.

Safety for all AISK constituents, visitors and suppliers is paramount and is at the forefront of all decision making.

While we observe these new practices we acknowledge that it may be challenging and are mindful of the care, patience and understanding required to successfully navigate this time.





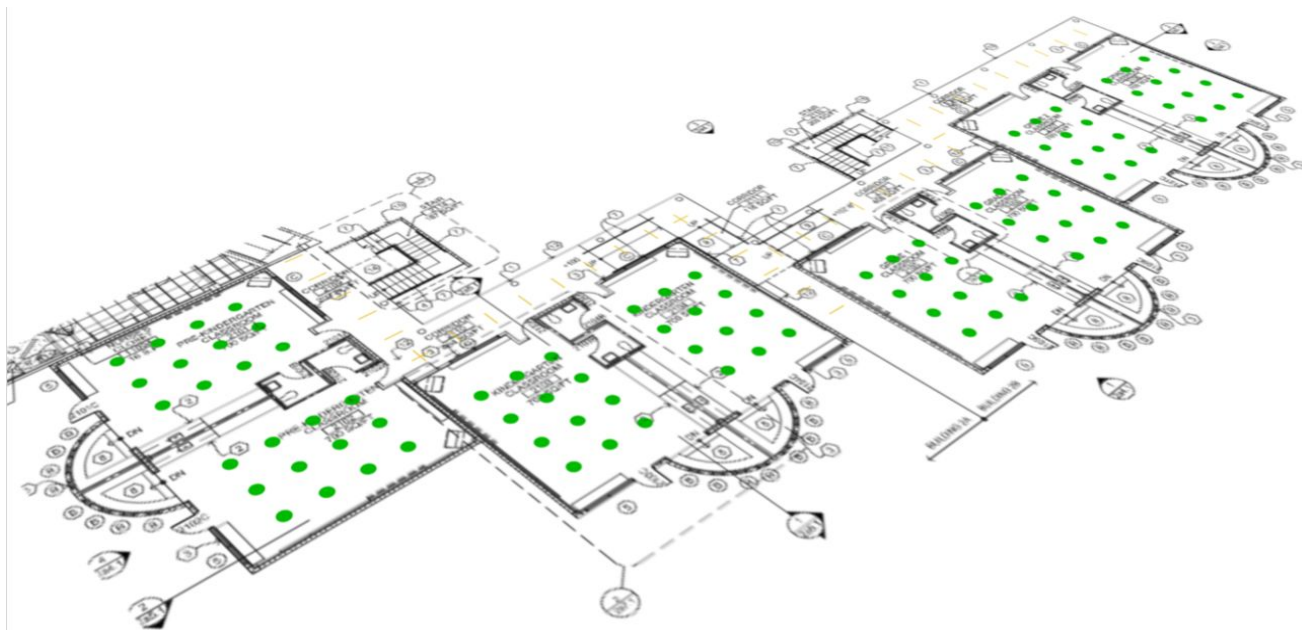
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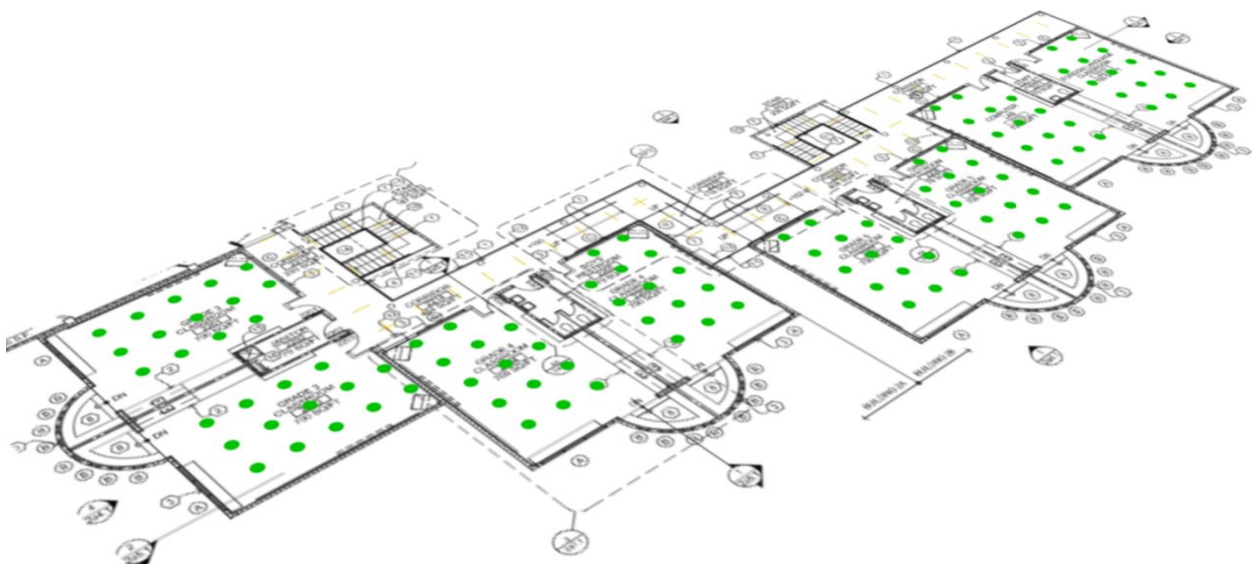
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AISK CAMPUS CAPACITY PLAN

Physical distancing furniture placement | **Elementary School Ground Floor**



Physical distancing furniture placement | **Elementary School Upper Floor**



art studio / music studio ground floor plan

The AISK classroom has a capacity of 18-22 students. The capacity for academic year 2020-2021 is capped to accommodate the physical distances of 6' between students:

Average per grade: 24 seats - 12 seats per class

Average per grade: 28 seats - 14 seats per class

AIK DE-ESCALATION MATRIX



AIK has developed the Deescalation Matrix based on the best practices of safety and security in school environments, with advice from the Ministry of Health and Wellness, the WHO, the CDC, and other international schools. As we learn more of the current COVID-19 pandemic the matrix may shift.

PHASE 4 - HIGH RISK <i>Off-Campus</i>
Advice from the Jamaican authorities or under the direction of the AIK HoS and Board of Trustees to move to Distance Learning Plan
PHASE 3 - MEDIUM RISK <i>Students & Staff Only</i>
School reopened for face-to-face lessons by Jamaican authorities or by direction of the AIK HoS and Board of Trustees. Generalised cases of human transmission in Jamaica and the greater Kingston area still present.
PHASE 2 – MODERATE RISK <i>Some Restrictions</i>
Downward trend of confirmed cases of human transmission in Jamaica Confirmed cases of human transmission continue in countries in the Caribbean region. Isolated quarantined cases in Jamaica including the greater Kingston area.
PHASE 1 – LOW RISK <i>Back to a form of normalcy</i>
The contagion is limited in geographic areas in Jamaica.

		PHASE 4	PHASE 3	PHASE 2	PHASE 1
ACCESS	Campus access	Restricted access to school.	Enhanced restricted entry procedure for students. No parents on campus. No visitors on campus. Self-declaration protocol for all suppliers. Unannounced	Restricted entry procedure for members of the community with Sanitization. Self-declaration protocol for all visitors. External visitor access by appointment only.	Unrestricted entry for members of the community.

			<p>visitors are only allowed subject to HoS Approval.</p> <p>Sanitization stations by school entrances and increased number of sanitization stations across the campus.</p> <p>Masks are required on campus</p>	<p>Sanitization stations by school entrances and Sanitization stations across the campuses</p> <p>Masks are required on campus</p>	
Programme Management	Educational Delivery	On-line provision via the AISK Distance Learning Plan.	<p>Face-to-face teaching as per AISK's social distancing protocols.</p> <p>Learning made accessible to any quarantined or Self-excluded students via the AISK Home Learning Plan (HLP).</p>	Normal teaching. Teachers share lesson plans of face-to-face lessons, via Schoology, with any quarantined students.	Normal teaching.
Operations Management	Cafeteria	Service suspended	<p>Enhanced cleaning procedure.</p> <p>Sanitiser at the entrance to all classrooms</p> <p>Electronic ordering and payment of lunch</p> <p>Lunch delivered to the classroom</p>	<p>Enhanced cleaning procedure</p> <p>Electronic ordering of lunch</p> <p>Lunch in specified areas.</p>	Normal service
	AISK Sports & Activities Program	All activities suspended	<p>No activities program.</p> <p>All off-campus based activities suspended</p> <p>AISK's involvement in competitive sports competitions is suspended</p>	<p>Normal regularly Scheduled activities allowed, subject to health and safety.</p> <p>Jamaican-based activities continue.</p> <p>International competition subject to the Head of School's approval.</p>	Normal regularly scheduled activities
	Community & parent activities	No access to school	Large gatherings and events suspended, as per local authority guidelines	Normal activities with health and safety protocols. At risk parents asked not to visit school	<p>Normal activities</p> <p>No parents on campus on weekends</p>

		No families on campus including weekends	No families on campus on weekends	
	Field Trips	<i>Trips suspended</i>	<i>Field trips suspended</i>	<i>Field trips within Kingston continue, subject to risk assessment and the Head of School's approval.</i> <i>International field trips subject to risk assessment and the Head of School's approval.</i>
	Cleaning	<i>Restricted access to school.</i>	<i>Enhanced cleaning routine</i>	<i>Enhanced cleaning routine</i>
	Other Operations	<i>Suspended</i>	<i>Information about handwashing and other safety precautions in Classrooms.</i> <i>Students required by staff to wash hands regularly.</i> <i>All activities or events involving external participants suspended</i>	<i>Enhanced cleaning routine</i> <i>Information about handwashing in Classrooms.</i> <i>Students encouraged by staff to wash hands regularly</i>
PEOPLE MANAGEMENT	Visitors	<i>Restricted access to school</i>	<i>No visitors allowed on campus</i> <i>Unannounced visitors are only allowed subject to HoS approval and self-declaration form and may be denied entry if they answer yes to one or more of the questions.</i>	<i>All visitors will be required to fill-in a self-declaration form and may be denied entry if they answer yes to one or more of the questions.</i>
	Student & Parents	<i>No access to school.</i>	<i>No parent access on campus, unless specifically pre-authorised by the Head of School. Students must remain at home and seek medical advice if displaying flu-like symptoms and notify the School.</i> <i>Students who are</i>	<i>Students and parents must remain at home and seek medical advice if displaying flu-like symptoms.</i> <i>At risk parents asked to self-exclude from visiting school.</i>

			<p><i>at-risk, due to underlying medical issues, and those with at-risk family members, should remain at home and follow the Home Learning Plan.</i></p> <p><i>Students are required to notify the school and self-exclude for 14 days if they or a family member have been in close contact within the last 14 days, with someone with a confirmed COVID-19 infection.</i></p> <p><i>Students must remain on campus for the entire school day unless there is a health concern.</i></p> <p><i>Students will not be allowed back on campus if they leave for an appointment.</i></p>	<p><i>Students and parents are asked to self-exclude for 14 days if they or a family member have been in close contact within the last 14 days, with someone with a confirmed COVID-19 infection or been diagnosed with COVID-19.</i></p> <p><i>Students must remain on campus for the entire school day unless there is a health concern. Students will not be allowed back on campus if they leave for an appointment.</i></p>	
COMMUNICATION	Parents	<p><i>Website information. Regular updates to parents alerting them of the situation and recommending MoH&W and WHO guidelines.</i></p>	<p><i>De-escalation matrix shared with parents.</i></p> <p><i>Website notification.</i></p> <p><i>Regular email to parents with updated arrangements, travel guidelines, request to keep children at home if unwell or if exposed to high risk.</i></p>	<p><i>Website notification.</i></p> <p><i>Regular email to parents with updated arrangements, travel guidelines, request to keep children at home if unwell.</i></p>	<i>Regular email to parents</i>

Staff	<p><i>Regular updates to staff regarding the situation and alerting them of the situation and recommending to follow advice from the Government of Jamaica.</i></p> <p><i>MoH&W and WHO guidelines. of Jamaica.</i></p> <p><i>MoH&W and WHO guidelines.</i></p>	<p><i>De-escalation matrix shared with teachers. Regular email to staff with travel guidelines, requirement to stay at home if flu-like symptoms or exposed to high risk information about importance of handwashing & hygiene & social distancing. about importance of handwashing & hygiene & social distancing.</i></p>	<p><i>Regular email to staff with travel guidelines, request to stay at home if unwell, information about importance of handwashing.</i></p> <p><i>Information about importance of handwashing & hygiene & social distancing</i></p> <p><i>Information about importance of handwashing & hygiene & social distancing</i></p>	<p><i>Email to staff</i></p>
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CAMPUS HYGIENE PROTOCOL MATRIX



AIK has developed the Campus Hygiene Protocol Matrix on the best practices of safety and security in school environments, with advice from the Ministry of Health and Wellness, the WHO, the CDC, and other international schools. As we learn more of the current COVID-19 pandemic the protocols may change.

Training: Students, Faculty & Administrative Staff, Maintenance Staff

The AIK Administration has established guidelines within which all must operate as a community for the mandated protocols to be successful. We recognize that we all come with personal views, convictions and tolerances about the COVID-19 pandemic and how it should be treated. With this in mind it is imperative that we are brought to one way of thinking and acting for the good and safety of all. The maintenance staff have been formally trained on hygiene cleaning practices and expectations, and the AIK Faculty and staff have also had professional development on hygiene cleaning practices, social distancing measures and social/emotional management of the students in their care.


Definitions:

- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- **Disinfecting** works by using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.
- **Disinfectant fogging and spraying** releases a steady and even stream of sanitizing droplets into the air which settle onto surfaces and into cracks that you can't reach with other cleaning methods. The process does not soak, but simply leaves a very light fog that fully disinfects spaces.
- **On Rotation** Common areas cleaned and disinfected twice daily with high touch areas every 2 hours

Equipment		Offices: ES ES Assistant Student Support MS/HS, MS/HS Assistant Mini-Conference Dir Teach & Learn IB Coordinator Office Front Office Canteen Office	Entrance Stations: Pool Entrance Main Walk Bus Depot	Nurses Station & Isolation Room	Classrooms Elementary Building MS/HS Building Art Building Dance Studio Changing Rooms Media Center Pool Building Computer Lab (closed)	Common Areas: Piazza Stage Gazebo Playground MS/HS Rotundas MS/HS Balconies Elementary Stairwells Elementary Balustrades Staff Kitchen Staff Lounge Monitors	Canteen Kitchen Dining Gate House Ancillary x3 Pool Pump Room Store Room	Restrooms: ES Ground X 8 ES 1st Floor X3 MS Ground X 2 HS Ground X 2 MS/HS Staff X 2 Art Ground X 1 Art 1st Floor X 1 Pool Restrooms X 2 X6 stalls Pool Changing X 2 X16 showers Canteen X 1 Front Office X 2
Classroom Caddy (50 Total)	Hand Sanitizer Alcohol Spray Paper Towel Hand Cream	7 ES Office X1 MS/HS Office X1 Mini-Conference X1 Dir Teach & Learn X1 IB Coordinator Off X1 Front Office X1 Canteen Office X 1	N/A	2 Nurse's X1 Isolation X1	38	2 Staff lounge X 1 Kitchen X1	1	N/A
Fogger (4 Total)	Zone 1	ES Office Student Support Front Office	N/A	Nurses Station Isolation Station	ES Ground Floor	Stage Round Playground ES Orange Stairwell		ES Ground X 8 Art Ground X 1 Art 1st Floor X 1
	Zone 2		N/A		ES Top Floor Art Building Maker Space	ES Purple Stairwell	Kitchen Dining	ES 1st Floor X3 Canteen X1 Front Office X 2
	Zone 3		N/A		Middle School Pool Building	Blue Benches Picnic Bench Area Rotundas Balconies Stairwells Staff Lounge		Pool Restrooms X 2 Pool Changing X 2 Pool Deck MS Ground X 2
	Zone 4	MS/HS, MS/HS Assistant Mini-Conference Dir Teach & Learn IB Coordinator Office	N/A		High School Media Center Dance Studio	Rotundas Balconies Stairwells Kitchen off Media Center Picnic Bench Area		HS Ground X 2
Thermometers (25 Total)		8 ES X1 ES Assistant X1 MS/HS, X1 MS/HS Assistant X1	3 Pool X1 Main Walk X1 Bus Depot X1	2 Nurse's X1 Isolation X1		2 Playground X 1 Staff Lounge X1	1 Canteen X1	

		Student Support X1 Front Off X 2 Canteen Office X 1						
Hand Sanitizer Stations (53 Total)		2 Front Office X 2	3 Pool X 1 Main Walk X 1 Bus Depot X 1	1 Nurse's Station X 1	42 Elementary Building X 16 MS/HS Building X 19 Art Building X 2 Dance Studio X 1 Changing Rooms X 1 Media Center x 2 Pool Building x 1	3 Elem Bldg X 2 MS/HS Building X 1	2 Canteen X 1 Pump Rm X 1	
Power Washer (2 Total)			Pool Entrance Main Walk Bus Depot	Pool Deck		Piazza Stage Gazebo Walkways		
Sneeze Guard (42 Total)		2 Front Office x 2			40 Science Labs X 40			
Hand Washing Stations (5 Total)			2 Main Walk x 1 Pool Entrance x 1		3 Entrance ES x 1 Exit MS/HS (to field) x 1 Art Building x 1			
PPE Equipment (16 Total) Shields (22 Total)	Gown N95 Mask Shield Gloves			2 PPE Sets x 2 Disposable Masks (packs)	22 Teachers Shields x 12 Spare Shields x 10		14 PPE Sets X 14	
Disinfecting TouchPoints		Front Office: Reception Area Reception Desk Reception Desk Shield Cupboard handles Stationary Cabinets handles Photocopy equipment Panels/switches Light switches Door handles remotes: A/C, Projector Monitors AC Units Telephones		Desk Chairs Bed Frames Mattresses	Chairs Desktops Whiteboard Markers Remotes: A/C, Projector Owl System Light Switches Audio/visual Cables AC Units Telephones Science Labs: Bench-tops Stools Biosafety cabinet and fume hood sashes working surfaces Faucets Equipment	Handrails Doorknobs Doors Door push plates Card readers	refrigera tor/ freezer handles and their doors light switches Sinks	Door Handles/Push Plates Stall Handles/Push Plates Toilets Paper Rolls Faucets Sinks Benches Mirrors

					panels/switches Audio Visual Cables A/C Units Telephones			
Equipment		Offices: ES ES Assistant Student Support MS/HS, MS/HS Assistant Mini-Conference Dir Teach & Learn IB Coordinator Office Front Office Canteen Office	Entrance Stations: Pool Entrance Main Walk Bus Depot	Nurses Station & Isolation Room	Classrooms Elementary Building MS/HS Building Art Building Dance Studio Changing Rooms Media Center Pool Building Computer Lab (closed)	Common Areas: Piazza Stage Gazebo Playground MS/HS Rotundas MS/HS Balconies Elementary Stairwells Elementary Balustrades Staff Kitchen Staff Lounge Monitors	Canteen Kitchen Dining Gate House Ancillary x3 Pool Pump Room Store Room	Restrooms: ES Ground X 8 ES 1st Floor X3 MS Ground X 2 HS Ground X 2 MS/HS Staff X 2 Art Ground X 1 Art 1st Floor X 1 Pool Restrooms X 2 X6 stalls Pool Changing X 2 X16 showers Canteen X 1 Front Office X 2
Sanitization Cleaning Schedule	Disinfect: Fogging	End of the school day in preparation for the next day		Nurses Station Twice Daily Isolation Station: Remains locked and sanitized Decontaminated After use	End of the school day in preparation for the next day	On rotation every two hours	On rotation every two hours (attach canteen protocol here)	Hourly between cleans
	Cleaning: Wiping	Twice daily		Twice daily, when necessary.	Twice daily, when necessary. Morning and Evening.	Twice daily, when necessary.	On rotation every 2 hours	Four times daily
	Disinfect: Wiping	Twice daily		On rotation by Nurse	After seat change by faculty	On rotation every two hours	On rotation every two hours	Four times daily
	Sanitization Caddy	As needed			After seat change by faculty			
	Trash Cans	Emptied twice daily Washed twice weekly	Emptied once daily	Emptied twice daily Washed daily	Emptied twice daily Washed twice weekly	Emptied once daily	Emptied once daily	Emptied twice daily Washed twice weekly

Behavioural Signage	 <p>(3 Total)</p>		3 Bus Depot X1 Main Walk X1 Pool Entrance X1					
	 <p>(48 Total)</p>	1 Front Office x1	3 Bus Depot X1 Main Walk X1 Pool Entrance X1		38 Classroom Exit x38	6 ES Building X1 MS/HS Building X1 Art Building X1 PE Building X1 Makerspace X1		
	 <p>(46 Total)</p>		3 Bus Depot X1 Main Walk X1 Pool Entrance X1		38 Outside Exit x38	5 ES building X1 MS/HS building X1 Art Building X1 PE Building X1 Makerspace X1		
	 <p>(82 Total)</p>	11 Front Office x 11	NA	2 Nurses Station x1 Isolation Room x1	38 Classroom Exit x38	5 ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1	3 Canteen X 3	23 ES Ground X 8 ES 1st Floor X3 MS Ground X 2 HS Ground X 2 MS/HS Staff X 2 Art Ground X 1 Art 1st Floor X 1 Pool Restrooms X 2 Pool Changing X 2
	 <p>(75 Total)</p>	2 Front Office x2	3 Bus Depot X1 Main Walk X1 Pool Entrance X1	1 Nurses Station x1	38 Classroom Exit x38	7 ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1 Front Office x2		24 All Restrooms x24
	 <p>(52 Total)</p>	2 Front Office x2	3 Pool x 1 Main Walk x 1 Bus Depot x 1	1 Nurses Station x1	38 All Classrooms x 38	7 ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1 Front Office x2	1 Gate House x1	N/A
	 <p>(45 Total)</p>	2 Front Office x2			38 All Classrooms x 38	5 ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1		

	 (43 Total)	N/A	N/A	N/A	38 All Classrooms x38	5 ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1	N/A	N/A
	 (3 Total)				3 Picnic benches x2 Cafeteria x1			
Social Distancing Cue Decals	Green Dot: Social Distancing Furniture Placement Distance marker		Outdoor Walkways		All Classrooms	Outdoor Walkways		
	Caution Tape Marker: 6' apart along walkways		Indoor Walkways			Indoor Walkways		
	Floor Decal (12" Diameter): "Please Keep Your Distance - Wait Here"				All Classrooms			
	Floor Decal 6" Corners: Furniture Placement							

Opening Preparations:

Prior to opening the AISK Campus:

- Campus will be professionally cleaned and decontaminated
- Physical distance decal markers installed
- Behavioural signage installed
- Hand sanitizing stations installed
- Additional hand washing stations Installed
- Isolation Room outfitted
- Sneeze guards Installed

Train and promote healthy hygiene practices

Professional Training of Maintenance Team, Staff & Students:

- Hand washing and covering mouth while coughing and sneezing.
- Use of masks among all staff and students:
 - Face coverings are most essential at times when social distancing is not possible.
 - Not to touch the face masks.
 - Proper use, removal and disposal of face coverings.

- Avoid touching eyes, nose and mouth
- Training of Maintenance team on professional cleaning and disinfecting practices
- Behavioural signage posted around the school.

Beginning of the day:

- Parents will be reminded and instructed to keep children home when sick at the start of every day
- Children and parents are instructed to wash hands thoroughly before leaving the house.
- Thermal scanners on the entrances with anyone with a temperature above 37.8 Celsius will not be allowed on campus.
- All students are to come to school wearing a mask and with at least 3 additional masks in a ziplock bag and a packet of antiseptic wipes.
- Children will bring only a clean water bottle, lunch box and school bag with them to the classroom.
- Before removing anything from their bags, children must wash their hands for 20 seconds.
- Once their hands are washed, children will enter the classroom - they are then ready to begin the day.
- Students who come to school with siblings who start or finish earlier can go to the library or media center to begin their homework.

During the day:

- Students must wash their hands before they enter any classroom; this is also required at the beginning of the day, after break, after PE, before and after lunch, after using the toilet or any other time they enter the room, and when they leave the classroom.
- Classrooms will have tables separated 6' apart and not facing each other.
- Each child and staff member will have a sink and toilet assigned.

End of the day:

- Students wash their hands before lining up to be taken outside. Dismissal times will be staggered, beginning with the youngest students

GENERAL EXPECTATIONS

Moving Around

- Everyone washes or sanitizes hands before moving to another section of the school
- Move on the right when moving up and down the stairs and through the hallways
- Move up and down the stairs one step at a time
- Stay five steps apart on the stairs
- Keep hands and bodies to ourselves
- Use assigned toilet and sink
- One child at a time uses their assigned toilet
- Children must wash hands after using the toilet

Two-meter or 6' distance

- Two-meter or 6' markers will be placed before doors and on floors
- Students will be separated by two meters or 6' throughout the school day both in the class and when transitioning around the campus
- Furniture in the classrooms will have distance markers on the floor and will not be allowed to be moved and must remain where marked at all times

USE OF MATERIALS

Classrooms and use of materials

- Teachers will maintain the sanitising of the classroom and materials.
- All school materials stay at school; no home materials are brought to school with the exception of a reusable water bottle and personal stationary and IT equipment.
- School will provide writing materials etc.
- Children cannot bring personal toys to school
- Soft toys and pillows/cushions/blankets will be removed
- iPads and laptops must not be shared and need to be wiped before and after use several times daily with antiseptic wipes - students must wash hands before and after use
- White boards and markers should be wiped down after use
- Class pencils/pens wiped down after use
- Scissors/glue sticks/rulers wiped down after use
- Other art materials i.e. pastels etc. used, should be cleaned and then packed away
- No play dough/plasticine/clay
- Once a child has read a book it is cleaned and packed away at the end of the day.
- Teachers have a box of books relevant for the day which they use, clean and pack away.
- Electronic reading resources will be used in preference to hard copy books.

Handwashing and hand sanitising

- Students will enter the campus through their entrance, one at a time, 6' or 2 meters apart
- Videos of the handwashing technique will be uploaded to the various monitors around the school and will be played on a continuous basis or until the practice is embedded
- Each child will have an assigned handwashing station and toilet
- Students will wash or sanitize their hands every two hours
- Students will wash or sanitize their hands at their assigned sink on their floor every time before entering the classroom
- There is a 'Home Learning Plan' in place to treat students who present with COVID-19 symptoms or underlying conditions, or have members of the household presenting with COVID-19 symptoms or underlying conditions, and the same is in line with the MoHW guidelines.

Adult Expectations

In addition to following the guidelines for moving around the building, the following guidelines will be in place:

- No parents allowed in school (except for EYP). Drop off and handover will happen at the assigned school entrances
- If parents need to come into school to collect a sick child, they will be temperature checked at the gate and must wear a mask and remain 2 metres/6' away from everyone except their own child. They will be restricted to the Front Office area.
- Staff will not stand or sit closer than 2 metres/6' from each other. All staff are mandated to wear masks
- Staff must wipe down their computer, iPad, mouse, etc. several times a day using antiseptic wipes.
- When working in the same room, all adhere to the two meter/6' distance guidelines, spread out in meeting rooms and wash hands before entering the room and after leaving any room
- Use of staff rooms is allowed only if adults wash hands when entering and exiting the staff room and apply social distancing expectations.

- There is a 'Stay at Home' policy in place to treat employees who present with COVID-19 symptoms and the same is in line with the MoHW guidelines.
- All visitors will be restricted and any allowed on campus must wear masks and have their temperature checked.
- Visitors to complete a form outlining travel history and symptoms at the gate before being allowed entry

Intensify cleaning, disinfection, and ventilation

Upon arrival to AISK there will be a sanitization station at the front of the walkway. All members of our community will be mandated to wash their hands before entering the campus.

The school will be equipped with following items that will be strategically placed around the school for easy access to all students and staff members.

- Portable Hand Washing Stations
- Hand Sanitizing Stations

Clean Disinfect and sanitize frequently touched surfaces four times daily:

- Door handles
- Light switches
- Railings
- Sink handles
- Air Conditioning remotes
- Desks
- Chairs
- Playground equipment
- Drinking fountains
- Toilets and sinks will be sanitised on a continuous basis throughout the day by the cleaners
- Fogging of bathrooms hourly

Classrooms Equipped Sanitizing Caddy

- Hand Sanitizer
- Alcohol Spray
- Disinfectant
- Paper Towel
- Hand Cream

After each seat change teachers are mandated to wipe down each desk and chair and any other surface in their classrooms.

Garbage receptacles will be closed and emptied and cleaned daily. Where possible all plush toys, bean bags and carpets will be removed.

No items will be allowed to be applied to the walls. All classrooms will be fogged daily at the close of the school day.

Air conditioner filters will be cleaned once a week. We will increase circulation of outdoor air as much as possible by opening windows and doors.

ARRIVAL & DISMISSAL EXPECTATIONS



The following expectations and procedures are in place to ensure the health, safety and hygiene standards are met.

In General:

- All movement around and within the campus is to happen with the expected 6' distance.
- Children and staff are not to be in school if they show any symptoms of illness and must be symptom-free and have 2 negative test results as per the Ministry of Health guidelines.
- Students are on campus only for the duration of the school day.
- Students may not enter the building before their arrival time.

MORNING DROP OFF								
Time	Pool	Staging Area	Time	Main Walk	Staging Area	Time	Bus Depot	Staging Area
7:20 am	Grade 8	Piazza	7:20am	Grade 12	Stage	7:30 am	Grade 3	Elementary Playground
7:20 am	Grade 6	Piazza	7:20am	Grade 11	Stage	7:45 am	Grade 2	Elementary Playground
7:40 am	Grade 10	Piazza	7:40am	Grade 7	Stage	8:00 am	Grade 1	Elementary Playground
7:40am	Grade 9	Piazza	8:15 am	Grade 5	Stage	8:15 am	Grade 4	Elementary Playground
			8:30 am	Kindergarten	Stage	8:30 am	EYP	Elementary Playground

PICK UP								
Time	Pool	Staging Area	Time	Main Walk	Staging Area	Time	Bus Depot	Staging Area
		Piazza	1:00 pm		Stage	1:00 pm	EYP	Elementary Playground
		Piazza	2:00 pm	Kindergarten	Stage	2:00 pm	Grade 1	Elementary Playground
		Piazza	2:15 pm		Stage	2:15 pm	Grade 2	Elementary Playground
		Piazza	2:30 pm	Grade 4	Stage	2:30 pm	Grade 3	Elementary Playground
3:00pm	Grade 6 Grade 8	Piazza	3:00pm	Grade 7	Stage	2:45 pm	Grade 5	Elementary Playground

3:15 pm	Grade 10 Grade 9	Piazza	3:15 pm	Grade 11 Grade 12	Stage			
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Drop-off & pick-up schedule is subject to change closer to the opening date

Expectations for Children

- Children will be allowed on campus at the assigned start time.
- Children enter the campus without parents at their assigned entrance.
- Children must sanitize hands when entering the campus.
- Children must adhere to the 6' rule when entering and exiting the campus.
- Children bring only the minimum that is needed and takes it all to the classroom.
- Children must wash hands before entering the classroom.
- In order for these arrangements to work well, it is really important for students and parents to stick to these times as much as possible.

Expectations for Parents

- Parents will arrive at the assigned staggered start time and dismissal times – it is very important to keep to these times to encourage social distancing.
- Parents drop off their children at their designated entrances.
- Parents are requested to allow their child to make the last part of the journey into school independently unless delivering a reluctant child.
- Parents are requested to deliver older students at the car drop off.
- Parents will pick up children at the entrances noted above.
- Families with multiple children in different grade levels will be accommodated with one drop-off and pick-up time, with staff supervision of students who arrive earlier than expected, or stay later than expected.

Expectations for Staff

- Staff may enter through various entrances.
- Staff must sanitize hands when entering the campus.
- Staff need to use the 6' distancing when entering and leaving the campus.
- Staff and Elementary Teaching Assistants will take their classes to the dismissal areas.

CAMPUS CHECKIN & CHECKOUT PROCEDURES



Entrances & Staging Areas

Entrance	Staging Area
Pool Gates	Piazza
Main Gate	Stage
Bus Depot	Elementary Playground

Every person (parent, teacher, learner or visitor) that enters a school should have their temperature assessed with a digital thermometer scanner as follows:

- Remove the protective scanner cap
- Switch the scanner on
- Scan the forehead of the person
- A reading of 37.5 degrees Celsius or 99.5 degrees Fahrenheit and above indicates a possible fever and should be referred for further investigation, as per the Ministry of Health & Wellness COVID-19 protocols
- Visitors and staff with a fever are not permitted on the school grounds.
- Learners with a temperature of more than 37.5 degrees must be kept separate from others and isolated in the designated isolation space, equipped with a mask and the parents/caregivers notified to collect the child for further investigation by a health professional. The Principal or his/her designate. The Ministry of Health & Wellness must be informed if a COVID-19 infection is suspected.

Campus Check-out Procedures

1. Students and staff will sanitize hands prior to exiting instructional space.
2. Students and staff will leave the instructional site and immediately exit the campus after assigned instructional time has ended.

CAMPUS HYGIENE PROCEDURE FOR CLASSROOMS



Daily routines / could be done during recess

- Clean tabletops, door handles and other surfaces that are frequently touched by using disinfectant provided.
- Let the disinfection solution sit for 30 seconds and wipe the surface dry with paper towels if still wet.
- Keep a bit distance when spraying if possible, as the alcohol is strong and is easily inhaled.
- Keep windows open

Before and after lunch:

- Before the students may eat, the tabletop will be wiped with a damp cloth.
- Lunch is delivered by maintenance staff to classrooms.
- After lunch, food containers are stacked and picked up by maintenance.
- You wash the tabletop again with the damp cloth to remove food waste, followed by another round of spray disinfectant to remove virus/bacteria.
- Please place the food containers in a big plastic bag and the yellow cloth in a small bag.
- If there is a class change the desks and chair are disinfected by the teachers
- Please keep the spray bottles when empty, they are refillable.

Wipes are only for iPad and Macbooks and should be cleaned by the teacher. Please keep the spray bottles when empty, they are refillable. We have plenty of the liquids in 5-litre bottles.

Classrooms and the use of materials

- Teachers will maintain the sanitizing of the classroom and materials.
- All manipulatives must be washed twice daily. If they cannot be washed they must be packed away.
- All school materials stay at school; no home materials are brought to school with the exception of a pencil case which then stays at school.
- Students bring their own pencil cases from home.
- Children cannot bring personal toys to school.

Elementary: Toys and manipulatives

- All toys and manipulatives to be washed after school.
- Soft toys and pillows/cushions/blankets and carpets removed.

iPads, laptops and IT equipment

- Must not be shared.
- Need to be wiped before and after use several times daily with wipes.
- Students must wash hands before and after use.

Other materials

- Whiteboards and markers wiped down after use.
- Class pencils/pens wiped down after use.
- Scissors/glue sticks/rulers wiped down after use.
- Other art materials i.e. pastels etc. used, cleaned and then packed away.
- No playdough/plasticine/clay to be used.

Classroom libraries closed. Instead:

- EYP to Kindergarten: a small selection of books available daily. Once a child has read the book it is packed away and cleaned at the end of the day.
- Grades 1 to 5: students have their reading book/s which they keep with their other belongings. If it is finished it is then cleaned and packed away.
- Teachers have a box of books relevant for the day which they use, clean and pack away.
- Use the electronic reading library as much as possible.

HEALTH & SAFETY

SICK STUDENTS & STAFF



Staff or students who show signs of illness or have a temperature of 37.8 C (100 F) or higher should not come to school or if already at school go home immediately. You are considered sick when there are symptoms of illness, even with mild symptoms of illness. This means that in case of symptoms of illness you have to stay home from work.

Staff can return to school 48 hours after he/she is no longer showing any symptoms of illness. This means that if you have symptoms of illness, you should stay home until you are well.

If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the school must be informed of it in order to inform anyone with whom he/she has been in close contact.

It is recommended that anyone with proven COVID-19 isolate themselves as much as possible in the home away from other family members and avoid all physical contact with anyone in the home.

Teacher is ill

When you show symptoms of an illness that could be communicable in nature, please inform your Division Administrative Assistant and the Nurse of a planned absence of three days, one day for the illness and two for the 48 hour period without symptoms. If you show any signs that are connected to COVID-19, you need to be tested. You are required to be tested by the Ministry of Health & Wellness.

Please communicate with the Division Administrative Assistant and the Nurse each subsequent day you experience symptoms, i.e. Monday you have the symptom so plan for Monday-Wednesday absence; Tuesday you still have symptoms, plan for Thursday, etc. This will allow divisional Administrative Assistants as much time as possible to organize for substitutes.

When a family member is ill

When you suspect someone in your house has COVID-19, stay at home out of caution. Do your best to isolate yourself from the ill person. Contact your doctor and the Ministry of Health and Wellness and ask to have the ill person tested as you are a key worker and need to return to work. If it is confirmed that it is not COVID-19, you should return to work.

If the family member who has a confirmed case of COVID-19 can **self-isolate** and the employee has no symptoms, the employee should return to work. The last action before leaving the house should be washing his/her hands.

We are very pleased to offer students not on-campus opportunities for Home Learning during this emergency learning situation. Students who remain home due to a significant health risk for themselves or members of their household will be able to access similar lessons and activities as their classmates who are on campus.

HOME LEARNING PLAN



Qualifying for Home Learning Plan

This will require a doctors certificate substantiating underlying issues of the student or a member of their household (divulging the issue is unnecessary in the documentation) which precludes a student from attending the campus for learning. Classroom capacity is finite and therefore a seat will not be provided should the student give up their space (Grade 2 - 12 seats per class, MS/HS 14 seats per class). Should we get to Phase 1 of the de-escalation matrix a seat in the class is guaranteed. EYP - Grade 1 students will not participate in the Home Learning Plan unless otherwise agreed with by the Head of School.

What does “home learning” look like?

Students will live stream into the classroom using the OWL conferencing system and interact with classmates and teachers and join in the discussion, from the beginning to end of the school day. Students will have access to the lessons delivered remotely just as the students on campus are receiving. Home learning will not look like Distance Learning when the campus was closed; there are no daily Schoology videos. Lessons will be posted in Schoology to the Grade Level page so all students have access to lesson plans and documentation. Students will be able to 1:1 conference with teachers when necessary, as is normal practice at AISK.

Will my child’s homeroom teacher interact with him or her during home learning?

The OWL conferencing system allows students at home to interact with their teachers and the other students in the classroom. They are able to observe and interact with the teacher while they are delivering a topic on the whiteboard and take part in classroom discussion as well as alert the teacher if they have an issue.

Who should parents contact if they have questions about Home Learning?

Please contact the divisional Principals if you have any questions. We are happy to help.

CANTEEN SERVICE



AISK CANTEEN COVID-19 OPERATIONS

BEGINNING OF SCHOOL YEAR STAFF TRAINING

- How to avoid COVID 19
- Hand washing
- Hand sanitizing
- Use of masks and face shield
- Cleaning, Sanitizing of Canteen

BEHAVIOURAL SIGNAGE

Posted where appropriate:

- Handwashing
- Wearing of masks
- Use of hand sanitizer
- Sneezing etiquette

CANTEEN STAFF RESTROOMS

The restroom is cleaned at the beginning and end of shift. In addition, it is sanitized throughout the day as per restroom cleaning protocols.

HANDWASHING GUIDELINES

Employees hand washing every 20 minutes or per as needed under the Ministry of Health and Wellness Guidelines. Hand sinks stocked with antibacterial soap, disposable paper towels and nail brush. Key times to wash hands include:

- Before and after work shifts
- Before and after work breaks
- After using the restroom
- After cleaning duties
- Before and after eating and drinking
- Before putting on and after taking off disposable gloves when preparing food
- After touching objects with bare hands which have been handled by other staff, customers or visitors, such as tables, trays, carts, racks, dishes, cups, utensils, bags, coolers, totes, and trash
- After blowing your nose, coughing, or sneezing
- After putting on, touching, or removing cloth face coverings
- After handling or preparing raw food
- After handling waste/trash

Employees must change into clean and proper attire including enclosed-toe shoes before the start of their shift. Each employee will have a hook where their street clothes will be hung.

- Hands washed after changing clothes
- No jewelry worn during working hours
- Fingernails short, unpolished and clean (no artificial nails)
- Effective hair restraints must be properly worn

Aprons should be worn during work hours. Each employee is allocated two cloth aprons and these must be changed daily. Disposable aprons are available if needed.

Cloth masks and/or face shields worn if social distancing is not possible. Each employee will be provided two masks per day which will be colour coded. Disposable masks will be available as needed. All employees will be issued with face shields

Hand Sanitizer > 60% alcohol is used throughout the day, but is NOT used in place of handwashing.

Food Handling Gloves will be used where appropriate. Each employee must have a valid food handlers' permit issued by the Ministry of Health.

CLEANING

Cleaning Solutions

- Soap to remove dirt
- Sanitizer – Bleach mixture of 1/3 cup bleach to 1 gallon of water as recommended by CDC for non-food surfaces
- Food Grade Sanitizers as per manufacturer guidelines for food surfaces

All nonfood surfaces (serving counters, dining hall tables, door handles, carts, trays, etc.) are cleaned and sanitized at the beginning and end of each day and after each break and lunch session.

All equipment is cleaned and sanitized extensively at the end of day, but are also cleaned & sanitized as needed:

- Stainless steel counters are cleaned and sanitized before and after use
- All utensils, cutting boards etc. are washed and sanitized after each use.
- Hot water is available for use for cleaning, hand washing and washing utensils.
- The three compartment sink is set up and clearly identified for proper washing, rinsing and sanitizing

KITCHEN TOWELS

Clean reusable towels are used only for cleaning and sanitizing equipment and surfaces and not for drying hands, utensils or floors.

- Towels will be kept in a bowl of sanitizing solution and washed and air dried at the end of the day.
- The sanitizing process is different from the cleaning process.
 - Surfaces are cleaned of dirt and grease,
 - Sanitized with a separate towel to kill any bacteria on the surfaces.

Floors are swept and mopped each morning and end of shift as well as throughout the day as required. Exhaust hoods and filters are cleaned regularly as per AISK maintenance schedule.

PURCHASES/DELIVERY

- All purchases are made from reliable professional vendors.
- A list of all vendors will be provided to AISK.
- All vendors are required to provide a copy of their sanitizing procedures.
- Prepared food being delivered to the canteen (eg patties and sushi) will be pre-packed, and these packages will delivered in sanitized delivery containers
- Deliveries are staggered and very rarely will there be two deliveries at the same time.
- All deliveries will be made through the gate at the rear of the canteen.

PHYSICAL DISTANCING

Social distancing Implementation:

- A distance of 6 ft. should be maintained between employees, students, teachers and staff.
- Ropes and stanchion used to demarcate flow of patrons
- Kitchen work stations spaced at 6 ft.

Distancing Decals:

- at cash registers
- queues

ORDER, PAYMENT & DELIVERY

Pre-ordering online using a combined online ordering and paying gateway system on www.aisk.com on the students and parent portals. Orders are made and paid for a week in advance.

- Breakfast,
- Break
- Lunch items

DELIVERY OF ORDERS

De-escalation Matrix: Phase 3

Elementary, Middle and High School

Lunch will be pre ordered and packaged for delivery to the classroom. Students will eat in the classroom.

De-escalation Matrix: Phase 2

Elementary School

Lunch will be pre ordered and packaged for delivery to the classroom. Students will eat in the classroom.

Middle & High School

- The pre-orders will be picked up in the canteen using line control ropes and stanchions and physical distancing markers supervised by faculty and teaching assistants on lunch duty
- Eating in specified location

De-escalation Matrix: Phase 1

Normal service.

POOL PROTOCOL



Desmond Blades Aquatic Center

United States Centre for Disease Control:

"There is no evidence that Covid-19 can be spread through the water in pools, hot tubs or water playgrounds. Additionally, the proper operation of these aquatic venues and disinfection of the water (with chlorine or bromine) should inactivate the virus."

Measures

- Distancing - swimmers and staff
- Sanitization - pool deck, pool building, frequently touched surfaces, equipment etc.
- Hand Sanitizers - pool deck, Building entrance
- Barrier Devices - for staff members masks and face shields
- General safety of swimmers
- Monitoring of pool chemical levels - proper maintenance

Factors in Relation to Teaching

- Distancing - between teachers and swimmers
- Barrier devices - ability to hear instructions through devices
- Number of students in a class
- Time used to change

Changing Rooms

- Students use individual cubicles
- Students are assigned use of the same cubicle and should be used for swimming and PE Gear.
- Classrooms and bathrooms must be disinfected after each class
 - Sanitizing of stalls, handles, doors that do not have handles to be wiped
- Utilization of Showers inside the changing room is not allowed - shower on deck only before and after swimming class. Deck shower handle to be wiped after each class
- No lost and found box to be available
- water bottles, towels and goggles to be kept by students
- Wash hands before leaving changing areas - after changing, after using the bathroom
- Sanitize hands upon entrance and exit to the building
- Leave as soon as class is over
 - no waiting on classmates
 - promote social distancing

Pool Entrance/Pool Deck

- Line is established, enter one at a time at 6' spacers

- Swimmers place their belongings on the bleachers/towel rack with appropriate distancing - bleachers will be sanitised after class .
- Emergency Gate to be utilized – the concern with the main entrance is that it cannot remain open.
- Shower on the pool deck to be used, before and after class. While research suggests you do not have to wash off after class due to the sanitizing effects of the chlorine, it may be an irritant to some bathers' skin.
- Markers and signs are to be utilized and enforce social distancing measures
- A small container with diluted disinfectant in case of bodily fluid accidents on deck.

Equipment

- Minimal equipment usage at the initial stages
- If equipment is used, they are to be cleaned in a solution – a container with water and disinfectant is made available on deck for students to dip equipment and left to be dried in the sun. Once dried, it can be placed in the storage container
- No sharing of equipment between swimmers, everyone is to bring their own equipment. This includes caps, goggles and water bottles.
- Two separate sets of equipment will be alternated between lessons; while one is being used, the other can be disinfected

Water Fountains

- Water fountain refill station to be used only. Drinking spouts to be disabled.

Testing of Chemicals

- Increase testing of the pool water for pH and chlorine levels from 3 to 4 or 5 times per day or as seen fit by lifeguard
- Monthly tests by the SRC continue - to check bacteria etc levels.
- Daily inspection of pool area

CONTACT TRACING PROTOCOL



Upon return to campus, AISK will have in place hygienic procedures and symptomatic checks upon arrival.

If during the day, students show flu-like symptoms, the following protocol will take place:

1. Staff will notify the Nurse and the Nurse will come to the student to check symptoms
2. If deemed necessary, students will be transferred to the Isolation Room.
3. Parents of the student will be notified and requested to collect the student from campus
4. The family will then have the student checked through the JAMCOVID-19 App and the Ministry of Health & Wellness.

Contract tracing will occur on campus by collecting:

- List of classroom students in contact with the symptomatic student.
- List of students who use the same bathroom facility will be collated.
- Contacts will be checked for symptoms and sent home at the end of the day for 14 days.
- All contacts will be requested to work from home through the Home Learning Plan until the health status of the student is verified.
- The classroom, bathroom and common areas will be thoroughly cleaned and decontaminated.
- Contacts, upon return to school, will be checked for symptoms three times per day for 14 days.