



**Hong Kong International School
Middle School Proposal for Reopening of School
700 Tai Tam Reservoir Road, Tai Tam**

[EDB Statement - May 5, 2020](#) (V.1)

Goal:

- Continue with minimal impact on teaching and learning while observing health and safety guidelines
- Reconnect with peers and teachers
- Participate in end of year closures

Requirements for Campus Participation

1. All students and teachers should wear masks for the full duration of the school day, including transitions.
2. Temperature checks at (1) home before arriving at school and at (2) school gate (MS Roundabout)
3. 6 checkpoints (3 admin, 3 staff) to check at the MS Roundabout from 7:30-7:50 (5), one will be stationed at the HS gate (1)
 - a. Review for bottlenecks during drop-off and pick-up
4. SSC: Holding area for students with symptoms and late arrivals/early leaves.
 - a. Nurse's office will be reserved for those with symptoms
 - b. SSC is for holding only
5. Travel Declaration Forms are updated regularly
6. Lunch/Water bottle must be brought from home, packed in temperature appropriate containers

Schedule Considerations

1. Minimize transitions
 - a. Find ways to keep students in one classroom and have teachers move
 - b. Designate one-way direction for foot-traffic and flow in hallways/stairways

- c. No locker visits during the day (students will bring their backpacks along to each class).
- 2. Minimize opportunities for social interactions outside the classroom
 - a. Consolidate guidelines for transitions, break, lunch, fire drill/emergencies
 - i. Teacher supervision responsibilities/expectations need to be reviewed/adjusted accordingly
 - ii. Student behavior expectations and recommended guidelines need to be taught/monitored/supported
- 3. Facilities for physical activities:
 - a. MS Tennis courts
 - b. MS Gym
 - c. MS Gym Balcony
 - d. Field

Preparation Steps

I. Campus and Classrooms

- 1. Hand sanitizers in each classroom (supplied by school)
 - a. Additional dispensers on locations throughout campus
 - b. Provide guidelines of sanitizer use (to teachers/students)
 - c. Student will be encouraged to bring personal hand sanitizers
 - d. Additional masks available to students on site
- 2. Latex gloves and masks for teachers (supplied by school)
 - a. Training for teachers will be provided for wipe down in between classes
 - b. Alternative to latex gloves may need to be available for faculty allergic to latex/chemicals.
- 3. Cleaning supplies for wipedown end of each block (+transitions)
 - a. Student desks
 - b. Backs of chairs (grip area)
 - c. Door handles/knobs
 - d. All common spaces/bathrooms to be cleaned once every hour by facilities and management staff
- 4. Common spaces need to be cordoned off to observe social distancing guidelines:
 - a. Outside common areas (e.g., cafe picnic benches, amphitheater/playground, field, dragon's den, rest areas)
 - b. No locker use
 - c. Gym changing rooms
 - d. Library is closed for socializing, only for classes

5. Bathroom use will be permitted during class time only unless for urgent situations, single student use during class time.
6. Water Fountains - spout on (cleaned hourly) for water refills.
7. Single desks in Core/Dyad classes to observe EDB guidelines for seating arrangements.
 - a. 1 meter spacing
 - b. Front-facing, back to face
 - c. One direction
8. Lunch
 - o Students will eat in canteens that is the following:
 - Cafeteria = 315 square meters
 - Annex = 656 square meters
 - 25 minutes for lunch
 - Students will be in designated groups, arriving to the location in staggered dismissal and arrival times
 - o Students will bring a packed lunch from home.

II. Students will need:

1. Need explicit training on the safety parameters/guidelines
 - a. How to arrange seating (desks/chairs)
 - b. Hygiene regiments
 - i. Wipe down of desks in between classes/transitions
2. Check for understanding on protocol with students with suspect symptoms
3. Classrooms must be made available for student access during transition time
4. Need time to become acclimated to:
 - a. New schedule
 - b. New behavior expectations in classrooms, hallways, common areas, morning/end to each day
 - c. New personal hygiene requirements
 - d. New morning temp checks
 - i. Temp check booklets
 - ii. Self-monitoring for symptoms
 - iii. Understanding the first person of contact for symptoms-related needs
 - e. Need clear expectations on distancing in a crowd:
 - i. Transitions in hallways
 - ii. In classrooms
 - iii. Getting on and off buses
 - iv. Lining up (e.g., bathrooms, buses)

2. Communication on schedule/behavior expectations to be delivered 2 weeks prior via email with regular reviews in PCGs prior to reopening.

IV. Parents

1. Communication from the school of start date (May 7)
2. All families will be informed via MS Newsletter (May 11)
3. Reminder for first three days (May 15)

First Three Days Checklist | May 20-22

1. Teachers to review safety guidelines:
 - a. How to wear masks properly
 - b. How to wash hands and how often
 - c. How to visit the bathroom
 - d. No locker visits
 - e. Supply parents with Screencast or video tutorial
 - f. Review temp checks at home in the mornings (e.g., Temp Check Booklet)
 - g. Steps to take when/if students begin to have symptoms (e.g., fever, cough, lack of smell/taste, headache, etc.)
2. Students will be given Temp Check Booklet on Day 1
3. Induction to review and adjust schedule/protocols

Start Date:

May 20: Grade 8 (Core Classes only) - Half Day

May 21: + Grade 7 (Core Classes only) - Half Day

May 22: + Grade 6 (Core Classes only) - Half Day for all

* Buses (KCM) will be arranged for these half days as well as for the full days.

First Three Days

May 20	May 21	May 22	
Grade 8	Grade 7/8	Grade 6	Grade 7/8
7:50 - 8:25 PCG	7:50 - 8:30 PCG	7:50 - 8:25 PCG	7:50 - 8:30 PCG
8:30 - 10:05 Core A&B (Core A Classroom)	8:40 - 11:50 Core A&B (Core A Classroom)	8:35 - 10:05 Dyad (Core A)	8:40 - 11:50 Core C&D (Core C Classroom)
10:10 - 11:45 Core C&D (Core C Classroom)		10:10 - 11:40 Dyad (Core B)	

A-Day			B-day		
Grade 6	Grade 7	Grade 8	Grade 6	Grade 7	Grade 8
7:50 - 8:20 PCG	7:50 - 8:25 PCG		7:50 - 8:20 PCG	7:50 - 8:25 PCG	
8:30 - 12:05 Dyad (Core A first) <i>15 minute break to take place 9:30-10:30</i> <i>Dyad teachers to decide exact timing when to switch between Core A and Core B</i>	8:35 - 9:35 Elective 1A		8:30 - 9:20 Music/ PE/ ML	8:35 - 12:00 Core C&D (Core C Location)	
	9:45 - 10:45 Elective 2A		9:30 - 10:20 Spices/ML	<i>15 minute break to take place...</i> <i>G7 - Break 9:00-10:00</i> <i>G8 - Break 10:15-11:15</i>	
	10:55 - 11:25 G8 Flex Time Elective 2A Location		10:30 - 11:20 Spices/PE/Music	<i>Core teachers to decide exact timing when to switch between Core C and Core D</i>	
	11:00 - 11:25 G7 Lunch Cafeteria/Annex		11:30 - 11:55 Lunch Cafeteria/Annex	12:10 - 12:35 Grade 7 Flex Time Core C Location	
	11:35 - 12:00 G8 Lunch Cafeteria/Annex		12:05 - 2:55 Dyad Time (Core B first)	12:10 - 12:35 G8 Lunch Cafeteria/Annex	
12:10 - 12:35 Lunch Cafeteria/Annex		12:45 - 1:10 G7 Lunch Cafeteria/Annex			
12:10 - 2:55 Core A & B		12:45 - 1:10 G8 Flex Time (Elective 1B Location)			
12:45 - 1:25 Music/PE/ML			1:15 - 2:05 Elective 1B		
1:35 - 2:15 Spices/ML			2:15-3:05 Elective 2B		
2:25 - 3:05 Spice/PE/Music					

Calendar

Mon May 11	Tues May 12	Wed May 13	Thurs May 14	Fri May 15
B-Day G6 Sc/SS G7/8 Core C&D	A-Day G6 MA/LA G7/8 Core A&B	B-Day G6 Sc/SS G7/8 Core C&D Teachers Back on Campus	A-Day G6 MA/LA G7/8 Core A&B	B-Day G6 Sc/SS G7/8 Core C&D
Mon May 18	Tues May 19	Wed May 20	Thurs May 21	Fri May 22
A-Day G6 MA/LA G7/8 Core A&B	Day of Prep	B-Day Grade 8 Half Day	A-Day + Grade 7 Half Day	B-Day + Grade 6 Half Day
Mon May 25	Tues May 26	Wed May 27	Thurs May 28	Fri May 29
A-Day	B-Day	A-Day	B-Day	A-Day
Mon June 1	Tues June 2	Wed June 3	Thurs June 4	Fri June 5
B-Day	A-Day	B-Day	A-Day	B-Day
Mon June 8	Tues June 9	Wed June 10	Thurs June 11	Fri June 12
A-Day	B-Day (Closure Activities)	A-Day (Closure Activities)	Special Schedule (Half Day)	