



# EAC Campus Reopening Playbook

## 2020-21

*We have to start thinking about how we will not be going back to school but how we will go forward to school.*

Heidi Hayes Jacobs

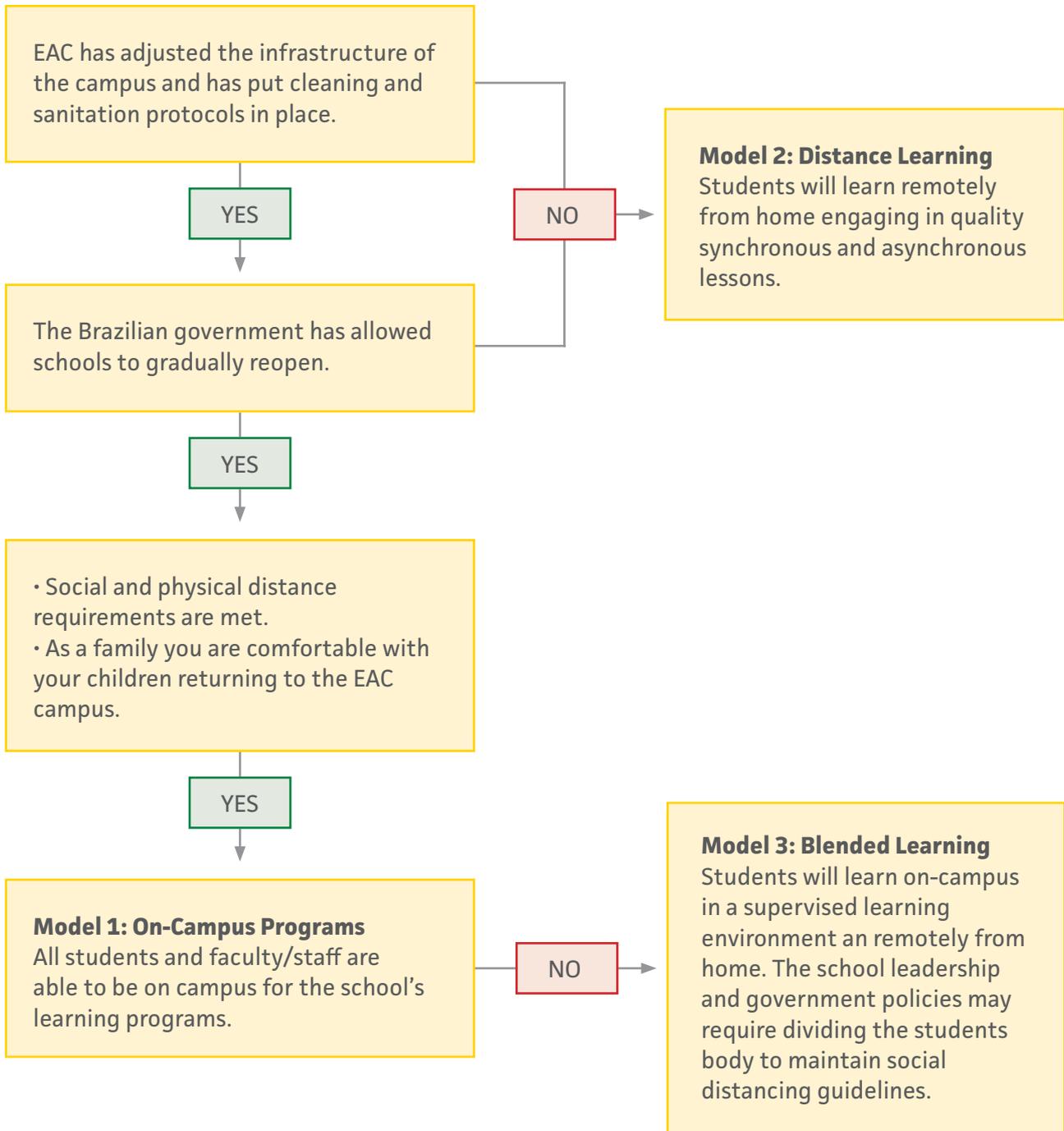
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The EAC Campus Reopening Task Force is very pleased to introduce the EAC Back to School Playbook. Our process of reopening campus during the COVID-19 Pandemic is grounded in three important principles:

1. We have a shared responsibility to stay safe.
2. Establishing a safe and healthy learning environment on campus is our top priority.
3. We will continue to live our mission and provide a world-class education.

In addition to upholding these three important principles, we will continue to consult with other schools and public health organizations (e.g. CDC, WHO, etc.) around the world to understand emerging best practices. **EAC will also continue to coordinate with local health officials and comply with guidelines and directives issued by Brazil's Ministry of Health, the Ministry of Education, and State and Local Government.**

The EAC Back-to-School Playbook provides the community with an overview of the 2020–21 school opening procedures. The playbook is a brief summary of what to expect as we open our classrooms and campus. It describes models for learning and teaching through the first months of this academic year. EAC is committed to serve our students with programs that are engaging, flexible, and responsive to the current crisis.



We expect that the situation will be dynamic and may change several times during the school year. The school and community will need to be ready to move between Model 1, Model 2 and Model 3 fluidly during the academic school year.

## Model 1: On-Campus Learning



EAC is preparing for on-campus learning and school operations for August 2020. Our community will follow strict health, hygiene, and safety practices aligned with local regulations and international best practices. Students and parents must work in partnership with EAC and take a joint responsibility of our health and safety. We expect to reopen the campus gradually, to limit risk and to safely learn to live by our new procedures and practices.



- Changes in the school day to support social distancing practices
- Staggered pick up and drop off times at the gates
- Possibility of calendar adjustments to provide pacing and breaks in the fall semester



- Physical/social distancing measures in all indoor and outdoor spaces
- Occupancy limits of indoor spaces including bathrooms.
- Limited student movement or mixing during the school day
- Rigorous cleaning and hygiene protocols



- Initially, EAC will not offer an Afterschool Athletics/Activities Program
- EAC will eventually work toward offering a modified campus athletics and activities based on health and safety guidelines.



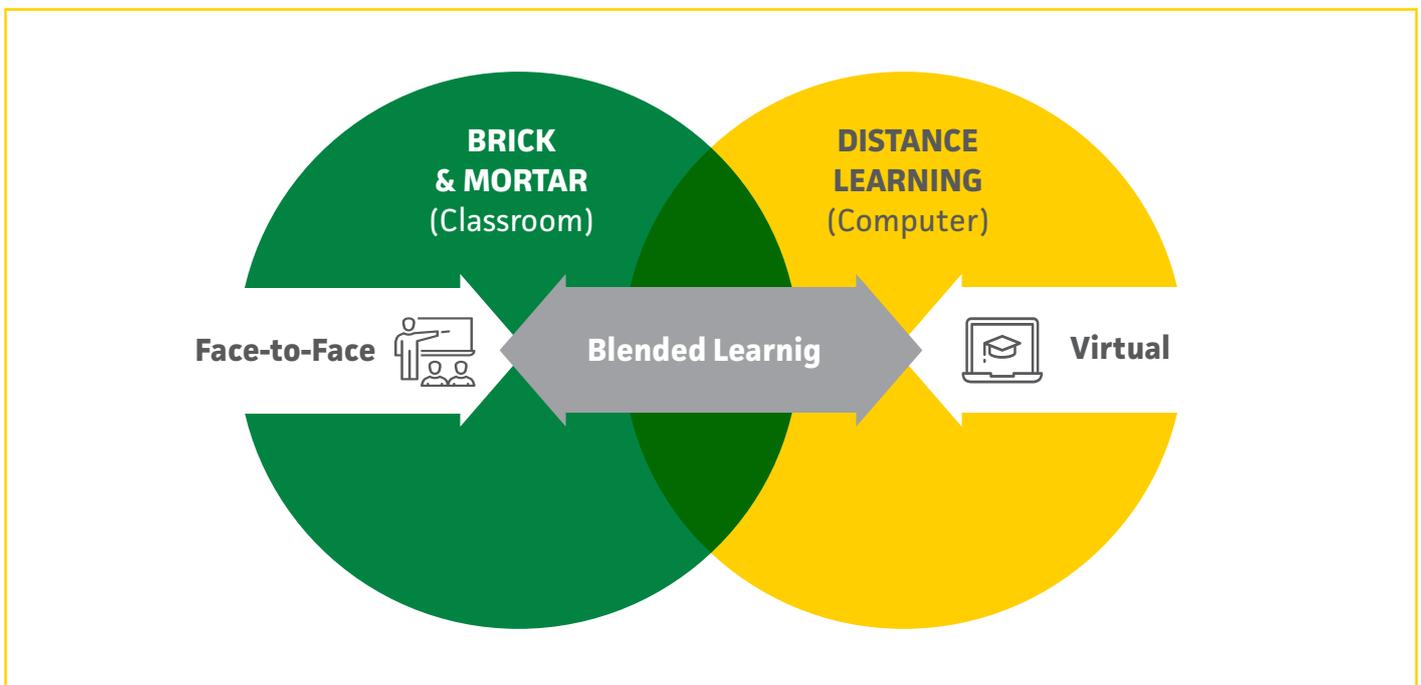
- Temperature checks, travel histories
- Very limiting access to campus for visitors, vendors and parents.



- Optional boxed lunch program initially to support health and safety and social distancing guidelines.
- No external bus service initially but transition to optional external bus service based on risk assessment.

## Model 2: Blended Learning

Blended learning is an approach in which some students learn, in part, from a distance or remotely where they have some control over time, place, path, and/or pace. Other students learn, in part, in a supervised learning environment on the EAC campus. Some students (families) and teachers may choose to teach and learn remotely from home due to various reasons related to health. School leadership decisions or government policies regarding distancing and group sizes may guide limitations to the number of students on campus at any one time. Students who are not on campus will continue learning synchronously and/or asynchronously.



In addition to on-campus learning, students will also engage in synchronous and asynchronous learning.

### Synchronous Learning

Students will achieve learning objectives and stay connected by video conferencing with the teacher. Teachers will provide instruction and feedback to the whole class, small groups, and individual students.

### Asynchronous Learning

Students will achieve learning objectives independently and at their own pace using curated resources (recorded lessons, video tutorials, etc.) carefully chosen by the teacher.

### Blended Learning Scenarios

The EAC Reopening Task Force is reviewing several scenarios to gradually open the EAC campus using a Blended Learning Model. Some of these scenarios include:

- 1.** Students are on campus one week, and will continue learning at home the next week.
- 2.** Students are on campus on alternate days, and are learning at home when they are not on campus.
- 3.** Some students are on campus in the morning, and others in the afternoon. All students are learning at home when they are not on campus.
- 4.** A student who cannot come to campus for a short or medium period of time will be able to continue learning at home with synchronous and asynchronous activities.

## Model 3: Distance Learning @ EAC



EAC’s Distance Learning Model will blend synchronous and asynchronous learning using schedules and curricula that provide academic rigor balanced with wellbeing. During the last part of the 2019-20 school year, we learned a great deal from students, parents, and faculty about Distance Learning. We will apply the lessons learned from feedback to our Distance Learning Program.

EAC will continue to nurture our culture and cultivate connection and a sense of belonging by supporting the academic and social-emotional growth of our learners. When learning cannot happen on campus, we will provide students with learning experiences that support our mission and beliefs. This could happen if schools in Campinas or Sao Paulo State are ordered closed for a period of time. It could happen for a group of students if a border is closed. A family that is not in the Campinas region can also participate in our Distance Learning Program.

EAC teachers are deeply committed to using the best practices below to engage students in a quality distance learning experience.

|   |   |  |
|---|---|--|
| <b>Synchronous Learning</b>   | <b>Asynchronous Learning</b>  | <b>Orientation of Platforms and Tools</b>  |
| Utilize video conferencing to promote student connection and provide instruction and feedback in real-time to the whole class, small groups, and individuals. | Curate rich content (e.g. video tutorials) aligned with learning objectives that allow students to work at their own pace           | Orient students to learning platforms and technology tools; provide technical support and instruction. |
| <b>Flipped Classroom</b>  | <b>Differentiated Instruction</b>   | <b>Real World Application</b>  |
| Introduce content at home (e.g. video, reading, etc.) and practice working through the content in a classroom environment with a teacher.                     | Design and deliver learning experiences that meet the needs of all learners, through challenge, extension, scaffolding and support. | Allow students to apply their learning to different contexts and make real world connections.          |
| <b>Engaging</b>   | <b>Safeguarding</b>   | <b>Health &amp; Wellness</b>   |
| Design and deliver learning experiences that meet the needs of all learners, through challenge, extension, scaffolding and support.                           | Implement security guidelines and behavioral expectations; monitor responsible use of technologies.                                 | Engage students in dialogue about self care and their own health and wellness.                         |



The EAC App is a communication tool that the school uses to provide news, guidance, and instructions to parents.



Seesaw is a digital portfolio platform used asynchronously by our students in PreK to Grade 5 to access multimedia lessons and complete online activities. Students also upload their work such as photos, video, a piece of writing, or other evidence of learning. Feedback is provided, and students and parents can also interact online with the teacher.



Google Classroom

EAC Upper Elementary School uses Google Classroom to share content, foster communication and collaboration, and deliver assignments asynchronously.



EAC teachers use integrated apps in Google Suite to engage students, support collaboration, and to communicate with parents.



schoolology

Upper School teachers use Schoology as a tool to share assignments with their classes and to assess student performance and progress.



PowerSchool

PowerSchool web-based student information system is used by the EAC for the purposes of scheduling and to report on attendance and student performance and progress.



EAC uses the Zoom digital platform to offer virtual video classrooms, office hours, and meetings to engage our students with collaboration and communication.

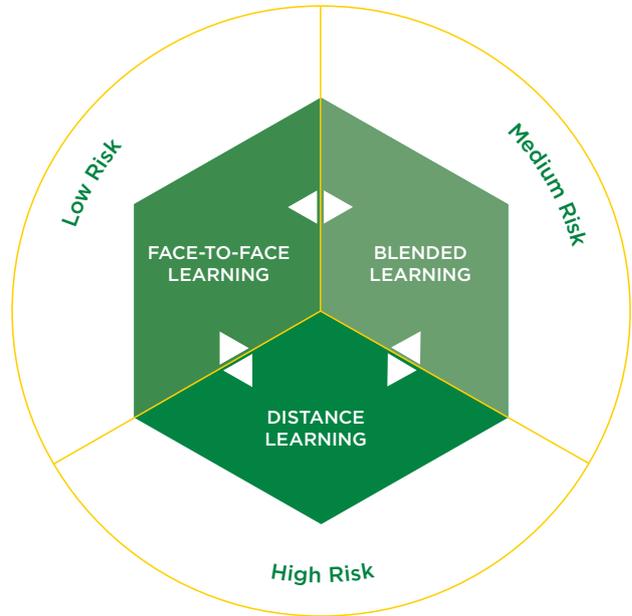
## Library Web Page

EAC students and community members have access to research databases, magazines and other materials from the library web page

# Level of Risk Determines

## Models

EAC will tether the selection of a learning model to its assessment of risk. That is, if we assess risk as HIGH, our campuses will be closed and we will move to Distance Learning. If we assess risk as LOW, we are confident that conditions are appropriate to reopen school entirely, welcoming all students back on campus concurrently with realistic hygiene and safety protocols in place. Finally, if we assess risk as MEDIUM, we recognize that we need more robust preventative hygiene measures coupled with the reduction of student density on campus, which means we would move to Blended Learning.



| Risk Level                           | External Considerations / Drivers   |
|--------------------------------------|---|
| <b>High<br/>(Distance Learning)</b>  | <ul style="list-style-type: none"> <li>• State of Emergency or government request for schools to close</li> <li>• Guidance from CDC, WHO, Brazil’s Ministry of Health indicates high risk</li> <li>• High degree of medical uncertainty</li> <li>• Infection rates locally are rising and/or remaining at concerning levels</li> <li>• Known infections within EAC community</li> <li>• EAC is not confident it can effectively mitigate risk and ensure safety</li> <li>• School benchmarking indicates many schools have closed their campuses</li> </ul> |
| <b>Medium<br/>(Blended Learning)</b> | <ul style="list-style-type: none"> <li>• Government guidance calls for the gradual reopening of schools.</li> <li>• Guidance from CDC, WHO, and Brazil’s Ministry of Health indicates risk</li> <li>• Degree of medical uncertainty exists</li> <li>• Infection rates locally are confined and/or traceable</li> <li>• EAC is confident in its ability to mitigate risk with enhanced measures</li> <li>• School benchmarking indicates schools are opening with precautions</li> </ul>   |
| <b>Low<br/>On-Campus Learning</b>    | <ul style="list-style-type: none"> <li>• Government guidance encourages schools to fully reopen.</li> <li>• Guidance from CDC, WHO, and Brazil’s Ministry of Health indicate low risk</li> <li>• Degree of medical certainty, including easy access to reliable testing</li> <li>• Infection rates locally are declining and traceable</li> <li>• EAC is confident in its ability to mitigate risk when school is fully open</li> <li>• School benchmarking indicates most schools opening their campuses fully</li> </ul>                                  |

Specific plans, decisions and preparations will be finalized over the coming weeks as more information and updated public health guidelines are issued by local and state governments and the ministry of health. Strategies are being developed in the following areas including but not limited to:

|   |  |
|---|--|
| <b>Facility Cleaning</b>                                    | Facility cleaning and disinfection will be increased, especially common areas, high touch surfaces, and high-traffic zones.  |
| <b>Health Screenings</b>                                    | Monitoring will be in place for checking temperatures and symptoms, accompanied by contact tracing when appropriate. An isolation room on campus is being created for use as needed.   |
| <b>Quarantine requirements and Health Declaration Forms</b> | EAC faculty/staff, vendors, students and community members will meet or exceed local health guidelines and requirements.   |
| <b>Hand Washing</b>   | Hand washing and use of hand sanitizer will be ritualized throughout the day.  |
| <b>Social Distancing</b>                                    | Space design, furniture layout, queues, and transit within campus will be configured to maintain social distancing as much as possible. There will be capacity limits to allow for social distancing in classrooms, meeting rooms and all dining spaces. |
| <b>Personal Protective Equipment</b>                        | Students, teachers and staff will most likely be required to wear masks or face shields during the school day. Gloves, face masks, gowns, and other PPE will be available as needed.   |
| <b>Reduced Density &amp; Mixing</b>                         | We will reduce density and student mixing through a variety of strategies such as rotating at-home and on-campus schedules, limited movement within buildings, meals in classrooms, etc  |
| <b>Changes to campus access for visitors and parents</b>    | Access to campus for parents and visitors will be carefully evaluated, limited and monitored.  |
| <b>Social-Emotional Learning</b>                            | SEL programs at the school will be adapted and intensified to support resilience, reduce anxiety and support students and families in this dynamic and uncertain time.   |

### When is EAC planning to reopen campus?

At this time, EAC plans to gradually reopen campus to students on Tuesday, August 4, 2020.

If the national or global situation worsens and we expect a lengthy closure at the start of the school year, then we will begin on August 4 with Distance Learning @ EAC.

The EAC Campus Reopening Task Force will continue to work over the holiday to prepare to reopen the campus. The task force is also preparing for the possibility of waves of interruption to on-campus learning. If this is the case, then EAC will shift to distance learning immediately.

### If the campus closes, will there be reduced tuition?

EAC will provide a tuition discount / rebate based on the savings incurred resulting from a closed campus. As a non-profit school, all annual school fees are directly invested in the education of students with 80% of the school's budget allocated to faculty/staff salary and benefits.. Since EAC's schools fees are modest in relation to other international schools that deliver similar programs supported by a very low student-teacher ratio, the school is not in a position to give discounts beyond savings incurred. The primary goal of the Board of Trustees is to continue to offer a high quality international education while maintaining the long term financial health of the school.

### Why don't we do all of our classes in real time (synchronous)? What is the reasoning for doing both synchronous and asynchronous?

Our model is based on research and study around online instructional delivery models. The prevailing research has led EAC to develop a balanced model of learning that allows students to work independently at their own pace, while maintaining home routines that distribute online/screen time, physical activities, non-online/screen time learning and, of course, family time across the days and weeks of distance learning. In addition, whole class synchronous instruction limits a teacher's ability to differentiate instruction and provide students with personalized feedback.

### How will you monitor entry and exit at the gates to ensure proper tracing should anyone be infected with COVID-19?

The EAC Campus Reopening Task Force is currently developing protocols to screen students and employees who enter campus. The task force is investigating equipment and tools to conduct screenings. The task force is also considering staggering student entry times at the gates in order to maintain social distancing.

### How can you make sure younger students adhere to social distancing rules?

The EAC faculty and staff will be prepared to ensure that social distancing expectations are clear and reinforced with all of our students. Student' health and well-being is our top priority. If it is recommended that our younger students wear masks then we will make this part of their routine and teach them to do so. We will reinforce this habit in a positive and proactive manner. Students of all ages from all over the world have been asked to wear masks in their classrooms. We believe this is a manageable and achievable health and safety requirement.

### How many students will be in one classroom?

Students will be assigned seats positioned at least 1.5 meters apart, subject to government regulation, while learning. Capacity numbers will be posted on the door to every indoor space. Naturally, we will comply with social distancing guidelines issued by the state and local governments.

### What will happen to art, music and physical education classes?

Our plans are in development and we are using the best available public health guidance as a resource. These programs are vital to our mission, but will need to be adapted to remain safe.

### How will you support students' social-emotional wellbeing upon returning or transferring to EAC?

Social and Emotional Learning (SEL) is a vital part of the EAC experience and essential to academic learning. . Our focus when reopening the school will include providing students (and faculty/staff) with social and emotional support and strategies to cope with grief, loss, change and transition.

### What are your recommendations with regards to travels during the upcoming school year? If we travel out of Brazil and are not able to return on time, are there any measures we can take to possibly keep studying online or would those days be counted as absent?

EAC will have flexible attendance and leave policies to support families and teachers. At this time, all families and staff members should plan to limit non-essential travel. International travelers currently are required to do a 2-week quarantine. Any restrictions related to campus access will be in compliance with guidelines prescribed by Brazil's Ministry of Health.

### What if some of our faculty are unable to return on campus in time for the reopening?

Some of our teachers may not be able to return to Campinas or to campus for reasons related to health or travel restrictions. Thankfully we have many qualified faculty and teaching assistants who can support on campus learning and instruction.

We are living in extraordinary times with unprecedented challenges. Our strength lies in our collective ability to come together as a community and support students. While we are all learning about new models of learning and experiencing different schedules and calendars, we will continue to live by our core values and learn and grow as a community. Although the school experience as we know will be different, our mission lives on.



## Statement of Diversity and Inclusion

EAC embodies inclusion and diversity. As a community, we embrace the truth that diversity enriches us as individuals and as a community. Diversity includes recognizing individual differences in relation to cultural backgrounds, gender and gender expression, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. The multiplicity of backgrounds and perspectives within our community reflect the entire world. Thus, we work to ensure all of our members of our community are treated with dignity, are valued for who they are, and share a sense of belonging.



**Go Giants!**