



# Back to School Handbook

2020-2021  
Academic School Year

[www.cas.ac.ma](http://www.cas.ac.ma)

***Please note that the information in this document is subject to change as the Covid-19 pandemic evolves***

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We warmly welcome our staff, students and parents back to school. We have missed all community members following the closure of all schools throughout Morocco, due to COVID-19, last March.

We recognize that there will be many questions that arise during these unprecedented times. Through this document, we will aim to answer your questions and support your children in returning safely to the 2020-2021 academic school year.

On August 26th, the Ministry of Education and the Ministry of Health released guidelines for Schools to ensure a safe return for students and staff. We are working to ensure our information conforms to the mandated guidelines. Please note that some or all of the details in this document may change at any time depending upon unforeseen circumstances and future communication and direction from the Moroccan authorities.

The protocols that we have put in place are based on advice and direction from the Moroccan authorities and the Ministry of Education (MoE), in conjunction with the Center of Disease Control (CDC), as well as guidelines from worldwide organizations such as the World Health Organization (WHO).

We have strictly followed the criteria set out by the MoE communicated to all schools.

Our main priority is to keep students, parents and staff as safe as possible during the pandemic.

It is a parental decision whether one sends their child back to school for face-to-face instruction when it becomes permissible during this crisis. Please note that the Casablanca American School will take all reasonable precautions to ensure that the campus is safe and operating with the utmost regard for Covid-19 mitigation. At the same time, however, the school cannot be held liable if a student, parent or staff member contracts Covid-19.

# 1 | Schoolwide procedures to prevent the contraction and spread of Covid-19



It is important to adopt and diligently implement procedures to avoid and/or slow the spread of COVID-19 inside the school and out in the community. Vigilance to the employment of these procedures will help to mitigate the risk of in-school transmission.

The following guidelines are designed to keep students, parents and staff safe whilst we operate school during the pandemic.

## **You / your child may only come to school if:**

- ✓ You / your child's temperature is not at or above 38 degrees Celsius;
- ✓ You and your family members are well and not symptomatic;
- ✓ You and your family members have not been in contact with anyone who has tested positive or is showing symptoms of Covid-19 within the past 14 days.

We ask for your cooperation, strict and candid adherence to the points in this document, in order to keep everyone in our community safe:

- All parties must observe the one (1) meter social distancing rule at all times, whether approaching the school premises, walking around school or leaving the school. When queueing, please observe the markers on the floor. If there are no markers, a minimum of one (1) meter spacing must occur;

- Hand washing/sanitizing will be strongly encouraged multiple times throughout the day with soap and or antibacterial gel, including but not limited to times such as prior to coming to school, before removing/replacing face masks, before/after eating, and after any activity.

## 1.1 Social Distancing Measures

**As far as is practical, everyone on campus will observe social distancing rules and the following have been put in place:**

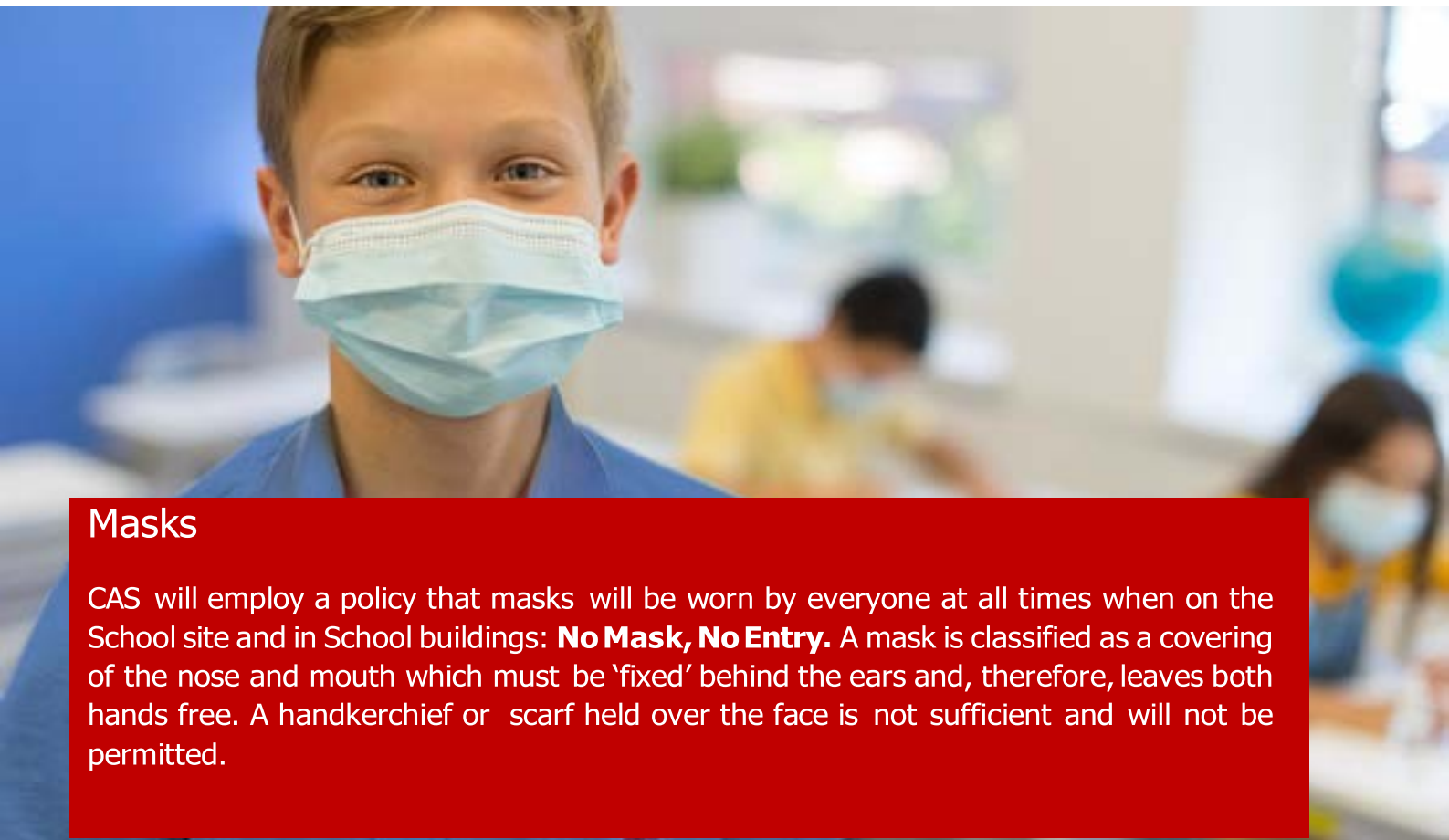
- Signage to remind staff, students and parents/visitors of social distancing guidance;
- No masks, no entry on campus;
- Avoidance of sharing workstations whenever possible;
- Usage of a colored floor signs for signaling direction within the different grade levels;
  - **Red Steps:** Upper School
  - **Blue Steps:** Lower School
  - **Green Steps:** Pre-School (Nursery & Kinder)
  - **White Steps:** Visitors
- We shall be restricting entry onto the CAS campus to students, faculty and staff only.
- Visitors (parents or guests) to the School will be by confirmed appointment only; all visitors (parents or guest) must enter from the front gate ONLY; each visitor MUST fill out the Access Screening Form available at the entrance gate. **People who do not have a confirmed appointment will be refused entry.**
- Anyone entering campus from the front or back gate will be required to immediately use the hand sanitizing stations and be checked with a portable digital thermometer or temperature imaging machine;
- Anyone exhibiting a temperature of 38 degrees Celsius and above will not be permitted to enter campus;
- Social distancing will be enforced at all times, however wherever one (1) meter distancing is not possible, then we will observe further protective measures:
  - considering how long the activity needs to continue;
  - keeping the activity time involved as short as possible.
- Use of Plexiglas screens or barriers to separate people from each other such as in Cafeteria, School reception areas, and admin staff who experience a high number of interactions;
- Parents Drop-off / Pick-up will be as follows:
  - **Front Gate:** Nursery & Kinder and Upper School students ONLY; and Visitors
  - **Back Gate:** Pre-First to Grade 6 students ONLY

## 1.2 Face Coverings

**All Adults, including educators, administrative and support staff, are required to wear a mask/face covering with or without a face shield.**

- Students aged three (3) and above are required to wear a mask/face covering that covers their nose and mouth;
- We acknowledge that face shields combined with masks increase protection;

- Nursery & Kinder will be required to wear face shields provided by their parents;
- Masks/face coverings must be worn by all faculty, administrative, support staff, students and visitors while on campus, immediately outside of the school premises and on school transport buses;
- Face shields may be an alternative for those students with previously documented medical or behavioral challenges who are unable to wear masks/face coverings. The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears;
- All students are required to come with two masks to school, labeling the morning mask with number 1 and the afternoon mask with number 2. This is meant to help monitor students changing their masks after 4 hours. Student masks must be provided by their parents;



## Masks

CAS will employ a policy that masks will be worn by everyone at all times when on the School site and in School buildings: **No Mask, No Entry**. A mask is classified as a covering of the nose and mouth which must be 'fixed' behind the ears and, therefore, leaves both hands free. A handkerchief or scarf held over the face is not sufficient and will not be permitted.

### 1.2.1 Ministry of Health (MoH) guidelines on wearing masks

- Prior to touching your mask, begin by washing your hands with soap and water or sanitize with gel;
- Handle the mask from its strings;
- Put on the mask placing the strings around the ears or around the head;
- Make sure that mask covers the nose, mouth and the chin;
- Make sure there are no gaps between the mask and the face;
- Do not touch the front of your mask;
- Do not remove the mask and let it hang on one ear;

- Do not remove the mask and leave on your neck;
- Do not use a mask for more than 4 hours unless otherwise indicated by make of the mask (such as a KN95).



### 1.2.2 MoH guidelines when removing masks

- First, prior to touching your mask, wash your hands with soap and water or sanitize them;
- Remove the mask from behind without touching its front part;
- If you are wearing a disposable mask, put in a plastic bag and put in the medical waste bin;
- Wash your hands with soap and water for 40 seconds or sanitize them.





## 1.3 Movements in the Buildings

- Generally, all adults must maintain two (2) meters of distance from others to the extent possible. Maintaining one (1) meter of distance is acceptable between and amongst students when combined with the other measures outlined in this list of safety requirements.
- A minimum of 1.5 meters distance should be maintained between students in classrooms;
- Two (2) meters of physical distancing is required for students while eating snacks and lunch as students will be unable to wear masks at that time except where Plexiglass shields are employed.
- Groups in any one area, room, or classroom must not exceed the gathering size limits.

## 1.4 Ventilation Systems

- Outdoor passive air exchange in classrooms before students' arrival, during breaks and after students' departure.
- All filters of our ductless AC/Heat systems have been disinfected and will be periodically disinfected.
- No ductless heating and air conditioning units will be used until further notice.

## 1.5 Health & Safety

- The school nurse and/or any staff supporting students in proximity will take the necessary precautions wearing eye protection (e.g., face shield or goggles) and a mask/face covering. Classrooms and/or areas that have been used by an individual diagnosed with Covid-19 must be closed off until thorough disinfecting/cleaning and sanitization takes place.
- All students, faculty and staff in the school must receive training in proper hand cleaning hygiene.
- All students, faculty and staff must wash hands or use sanitizing gel upon entering the school campus, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after use of playgrounds and shared equipment, and upon entering and exiting a school transport bus.
- Frequent washing of hands with soap and water throughout the day is strongly encouraged also.
- Classrooms are supplied with individual first aid kits to address minor injuries.

### 1.5.1 Students with chronic medical issues and/or an immunosuppressed system

- If the student is at high risk to be immunocompromised due to his/her medical condition, it is advisable to check with a medical physician and determine if opting to learn from home is safer for the student's health and well-being during this pandemic.

### 1.5.2 MoH guidelines when washing hands

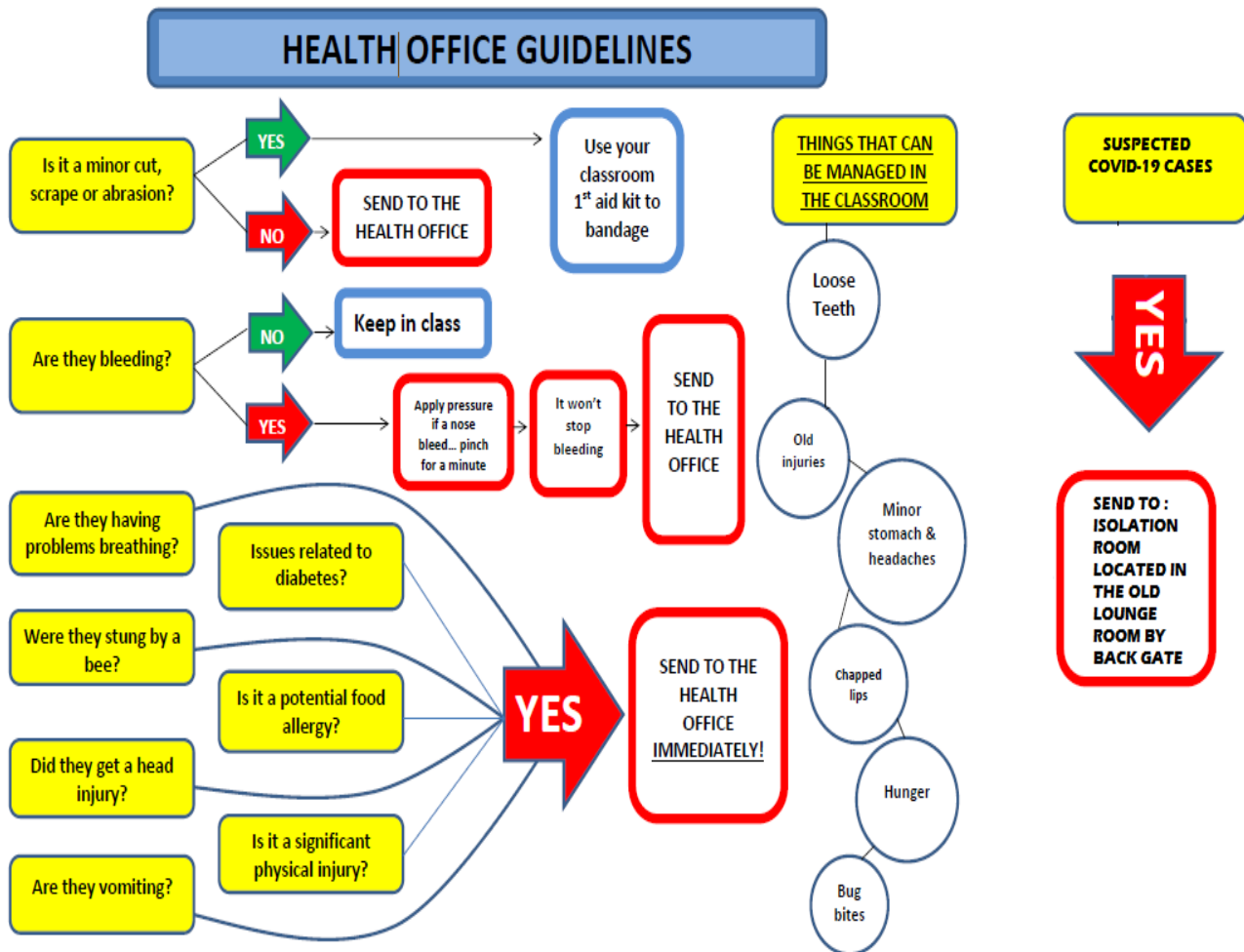
- Use enough soap to cover your hands
- Soak your hands
- Rub the palms of your hands
- Rub the palms of your hands and clasp your fingers
- Rub your thumbs with your palms
- Place the fingers of the right hand on the top of the palm of the left hand and rub the fingers and repeat the same technique with the left fingers
- Rub your right hand with the left in circular way clasping your fingers
- Dry your hands with disposable tissue paper
- Make sure that this process lasts for at least 40 seconds



### 1.5.3 Responsive measures in case of a suspected Covid-19 patient

- If a student becomes ill with COVID-like symptoms while at school, they will be isolated in the “medical isolation space” until a parent/guardian is able to pick them up. We request that pick up occurs within 30-45 minutes.
- Parents of students who are sent home from school with COVID-like symptoms need to contact their health care provider. A written note must be provided by a health care provider confirming the negative Covid-19 test results before returning to school via email to [mleky@cas.ac.ma](mailto:mleky@cas.ac.ma).
- Please refer to the section **6 Procedures in case of positive Covid-19 case on campus** for further information.

To ease the flow to the Nurse Office with consideration of the upcoming cold and flu season as well as to increase our preparedness to handle any suspected COVID-19 cases, the following protocol will be used to assess what actions can be handled in classrooms versus those that warrant a visit to the Health Office:



## 1.6 Barriers/Screens

Where appropriate, plexiglass barriers have been installed to protect students and staff. This includes school reception desks, admissions, Finance Office, Human Resources Office, Cafeteria and rooms where staff have an expectation of a large number of students approaching them. Additional barriers may be requested.

## 1.7 Class Sizes and Classrooms

Social distancing measures according to the directions of the MoE between desks are used in all classroom setups. Per the MoE's guidelines, there will be a two (2) meter distance marked between the teacher and the first row of student tables.

### 1.7.1 Classroom Layouts

- Each classroom accommodates a different number of desks based on its size, intended use and the respected perimeter guidelines mandated by the MoE;

- All cloth-based seating has been temporarily removed. They will only be returned once the threat has significantly reduced;
- All carpets and rugs in teaching spaces have been temporarily removed across the school and will be replaced with foam carpets that can be more easily disinfected where appropriate.
- The Senior Lounge will be closed until further notice.

## 1.8 Lockers & Supplies

- School lockers will not be used during this pandemic period;
- Students will be responsible to bring their own supplies. No supplies will be provided nor shared with the exception of departmental specific guidelines enumerated below;
- A very strict clear desk and surface routine will be in place at the end of the working day to allow effective disinfecting, so staff must ensure all desks are fully clear at the end of each day

## 1.9 Campus Entry

Upon entry at both front and back gates everyone entering will pass through our Sanitary Checkpoint.

- Temperature checks will be conducted upon entry to campus
- No entrance on campus will be permitted to anyone who exhibits a temperature of 38 degrees Celsius or higher for any reason;
- Hand sanitizing & footwear disinfection protocols will be enforced;
- No entrance on campus will be permitted to anyone not wearing a mask.

## 1.10 Exceptional Hygiene

The most effective method of mitigating the risk of infection is to have exceptional hygiene.

The whole School will undergo a thorough deep clean prior to re-opening. We will be increasing cleaning staff members to ensure continued and regular cleaning.

Classes in pre-school and lower school have a "please disinfect me and I am clean system" that will allow regular disinfection of commonly used materials.

- All frequently touched surfaces, light switches, AC control points, hand rails, equipment, door handles, door release buttons and toilets used during the day will be cleaned and disinfected thoroughly multiple times throughout the day by the cleaners;
- Where possible, all internal doors will be kept open or hooked back against the walls.
- All hand and soap sanitizer dispensers are now clearly signposted and the numbers have been increased. All classrooms and offices now have a wall mounted hand sanitizer. Every sink has a detailed, age appropriate poster to explain what is expected when cleaning hands. All Teachers and Teacher Assistants are requested on day one to emphasize to students the need to regularly clean their hands, ideally with soap and water but if that is not possible, then by hand sanitizer

- Where wall-mounted dispensers are not available, portable, reusable bottles have been put in place
- Sanitary medical waste trash cans are available throughout campus for disposing of used masks;
- A comprehensive series of age appropriate posters have been put up to assist teachers and staff in reinforcing hygiene measures.
- School buildings will have a new program of cleaning. Specific cleaners support for Nursery and Kinder sections as well as Pre-First through Grade 6 and the Upper School, with the remaining cleaners being used for the public spaces.

## 1.11 Hand Sanitizers

- Automated Hand Sanitizers have been installed in every Nursery- Grade 2 classroom upon entry to the class.
- Push Hand Sanitizer have been mounted at the entrance of every classroom from Grades 3 to Grade 12.
- All offices have either a wall mounted sanitizer or individual ones.
- When a wall mounted or reusable desk sanitizer bottle is emptied, staff should immediately submit a maintenance ticket to request immediate refilling by a member of our support staff.

## 1.12 Soap Dispensers

**Washing hands with water and soap for 40 seconds per the MoE's guidelines remains the single most effective method of reducing the spread of the virus**

All soap dispensers are now clearly signposted and where appropriate an easy to understand, age appropriate poster has been displayed. Staff will remind and support (where age appropriate) students to wash their hands regularly throughout the School day.



## 1.13 Water Fountains

Students and staff must arrive at School each day with a reusable water bottle.

**Water fountains may ONLY be used for refilling bottles.**

## 1.14 Meetings

Meetings will still take place but all attendees must strictly adhere to the social distancing guideline required by the MoE.

Conference rooms and meeting spaces have been reconfigured to take this into account.

If a large-scale meeting has to take place, then we will arrange for a suitably sized space to be set up in a socially distanced manner including meeting outside in open-air as much as possible.

## 1.15 Uniform

Due to Covid19, we require that each student must wear a clean and freshly washed uniform each day. On days when a student has PE they should wear their clean and freshly washed PE kit. On days when a student has Art, please send them to school in an older yet clean uniform. Due to Covid-19 restrictions students will NOT be changing into smocks or protective covering.

In order to avoid large crowds and maintain all Covid-19 mitigation measures, there is an updated process to order uniforms from our vendor. Uniform orders from our vendor can only be placed through the online system available on our Uniform page on our website.

There will be no availability to pick up uniforms that have not been pre-ordered via this method. It is essential that we respect this new process this year to keep a safe and sanitary environment for all staff, students and families.

After pre-ordering, the uniforms will be packed and ready for pick up at the uniform store based on the following turnaround schedule:

- **All orders placed on Friday, Saturday, Sunday or Monday -> Ready for pickup on the following Thursday afternoon**
- **All orders placed on Tuesday, Wednesday or Thursday -> Ready for pickup on the following Tuesday morning**

## 1.16 Library Covid Guidelines

- Once a library book is returned, it will be placed in a **quarantine box** for a period no less than 7 days. After that period of time, the book will be scanned and checked into the Library by our staff. The book(s) are then returned on the shelves, or on display in the library so that another student will be able to have access to it and check it out.



- The library is limiting the check-out of books to one book at a time per student, in order to be able to better handle the current sanitary risks. If the ministry of education prohibits students from attending school, then the library will withhold the checkout and return of all library books as a Covid-19 precaution.
- Upon return of students to campus, we will require all students to sanitize their hands before entering the library and strict adherence to the maintenance of proper mask usage all times in the library.
- During lunch and recess times only students that have work to do will be able to stay in the library respecting social distancing guidelines at all times.
- Any student that is seen loitering in the library and socializing during lunch/recess will be asked to leave and given a warning by the Librarian or Library assistant.

## 1.17 Cafeteria Guidelines

- Students are expected to bring lunch from home until further notice;
- Once the cafeteria opens it will serve pre-packaged takeaway lunches as per the MoE's guidelines;
- Cafeteria tables will be equipped with plexiglass barriers and social distancing guidelines will be implemented
- A portion of the cafeteria tables will be placed outside whenever the weather permits as to encourage students to eat outside to provide a safer eating environment

## 1.18 Isolation room

The School has a designated room for anyone who exhibits Covid-19 symptoms on campus. Any student or staff with a temperature of 38 degrees Celsius or above showing symptoms of Covid-19 will be placed in the designated room while the nurse proceeds with the Covid procedure (see section Procedures in case of Positive Covid-19 Case in Educational Institutions for more details).

## 2 | Arrival & Dismissal



### 2.1 Entry to School

Access will be granted to:

- Students & All staff members including support, administration, instruction and contract workers;
- Additional adults are politely asked to wait in the car;
- Visitors may enter the site only if they have a confirmed appointment.

#### 2.1.1 Staff Entry

Staff are requested to enter the School via the **Front Gate only**.

All staff vehicles must be parked by the **Front Gate** and staff must be wearing masks, use the hand sanitizing station and have their temperature taken by the thermal imaging station.



## 2.1.2 Student Entry

Please use the designated entry and exit gates as indicated in the table below.

Group	Entry point for drop off	Pick up Point	Parent / Guardian at morning drop off or afternoon pickup
<b>Nursery &amp; Kinder</b>	<b>Front Gate</b>	<b>Front Gate</b>	At drop off, teachers will escort students from the Front Gate to their classrooms. During pick up, Teachers will escort students to the Front Gate to be pick up by their parent/or Guardian.
<b>Pre-First To Grade 6</b>	<b>Back Gate</b>	<b>Back Gate</b>	- Teachers will escort students to the Back Gate - Students will sit as a class and wait to be collected by staff (guards) - There will be no after school activities, loitering, or canteen use
<b>Upper School</b>	<b>Front Gate</b>	<b>Front Gate</b>	There will be no after school activities, loitering, free play or canteen use
Admin, Faculty & Staff	<b>Front Gate</b>	<b>Front Gate &amp; Back Gate (3:30 Bus ONLY)</b>	

## COBRA HEALTHY HABITS



*Cobra Healthy Habits Signs are posted all through-out campus. Following these key habits minimizes the risks and allows us to maintain a healthy and safe environment for our students, faculty, staff members and the larger community.*

## 2.2 Daily Temperature Checks before School and upon arrival at School

Parents will be asked to take their children's temperature before leaving for School each morning to ensure it is below 38 degrees Celsius. All staff will be expected to take their own temperatures before leaving for work. If it is above 38 degrees Celsius or above after two (2) readings or they are showing any signs of Covid-19 symptoms they will be denied entry to the school.

**Temperatures will be taken of all people entering the school.**



Parents not accompanying their child will be immediately contacted if the temperature of their child is 38 degrees Celsius or above upon entry to school.

### High Temperature Reading

If the student fails the temperature check they will be asked to sit on the bench at the gate whilst the school nurse contacts their parents for pick up. If their siblings are already inside the School the siblings will be contacted and escorted back to their parent / adult. If the parent / adult is not there then they will be escorted to the designated school isolation room and their parents contacted.



If a student's temperature is normal, they will proceed directly to their classroom. Everyone will sanitize their hands before the temperature check and upon arrival to their classroom

## 3 | Pre-School Education (Nursery & Kinder)



Casablanca American School's goal is to return to on-campus in-person instruction five days a week but only as soon as it is safe to do so.

We believe strongly that face-to-face learning is best for the majority of our students. In the event that the MoE dictates that it is deemed unsafe for in-person five-day instructional week, the school will execute our Hybrid Learning Program where only a portion of students report to the physical school building while another group works remotely. These groups alternate between home and campus at regular intervals. The CAS Hybrid Learning Program is based on regulations mandated by the MoE as well as suggestions from the CDC.

According to the American Academy of Pediatrics:

**Policy makers must also consider the mounting evidence regarding COVID-19 in children and adolescents, including the role they may play in transmission of the infection. SARS-CoV-2 appears to behave differently in children and adolescents than other common respiratory viruses, such as influenza, on which much of the current guidance regarding school closures is based. Although children and adolescents play a major role in amplifying influenza outbreaks, to date, this does not appear to be the case with SARS-CoV-2. Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 infection. In addition, children may be less likely to become infected and to spread infection.**

### 3.1 Entry to School

Pre-School will be treated as an individual bubble however, access will be granted to:

- Students & All staff members including support, administration, instruction and contract workers;
- Additional adults are politely asked to wait in the car;
- Visitors may enter the site only if they have a confirmed appointment.

### 3.2 Daily Temperature Checks

**Anyone exhibiting a temperature of 38 degrees Celsius and above will not be permitted to enter the school.**

- Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to departing for school.
- In case of exhibiting any symptom of Covid-19, the student should remain at home and is required by the ministry of health to call 141 and report symptoms. They must immediately report their symptoms to the school nurse in accordance with aforementioned instructions and not attempt to attend school. Our school nurse shall provide directions to parents/caregivers and students for reporting symptoms and absences.
- Upon arrival to campus, each Nursery & Kinder student will have their temperatures checked at the Checkpoint located at the FRONT gate entrance.
- As students and staff queue, social distance of at least one (1) meter must be maintained at all times.
- If a student or staff member exhibits a temperature of 38 degrees Celsius, they will be asked to stand aside for no more than five minutes before having their temperature scanned a second time.
- If the student or staff member fails twice to exhibit a temperature below 38 degrees Celsius they will be asked to return home.

### 3.3 Lower School Arrival & Dismissal

Grade	Arrival Time	First lesson	Pick-up Time
Nursery- Kinder Blue Session Students	7:50 - 8:30	8:30	11:30
Nursery-Kinder Red Session Students	12:15 - 12:30	12:30	3:30

#### 3.3.1 Arrival Protocol for Nursery - Kinder

- Students are expected to arrive on time. N-K students enter from Front Gate ONLY using the outdoor amphitheater;
- Teachers will collect students until they become independent to walk to the classroom themselves;
- No parent or caregiver (driver or nanny) is allowed entry on campus for arrival.

- Students will be escorted by their teachers and must follow the indicated foot pathway to their classrooms

### 3.3.2 Dismissal Protocol for Nursery - Kinder

- Students are dismissed from the FRONT GATE ONLY using the outdoor amphitheater;
- Teachers will escort students to Front Gate to be collected by parent or guardian;
- There will be no after school activities, loitering, free play or canteen use;
- No adult will be allowed to enter campus to pick up their child.

## 3.4 Hybrid Learning

### 3.4.1 Attendance Procedures Specific to Lower School

Students who have elected the Hybrid Learning Program are expected to be at school, on time, on their designated day and/or learning session. Nursery and Kinder will be divided into two groups, Blue and Red groups, which have already been communicated to parents.

<b>8:30 – 11:30 am</b>	<b>12:30 – 3:30 pm</b>
<b>Blue Group</b>	<b>Red Group</b>

### 3.4.2 Absent Students

If a student will be absent on their on-campus day/session:

- Parents should email their child’s base teacher. Also, include a copy of the email to Lower School Principal ([ephillips@cas.ac.ma](mailto:ephillips@cas.ac.ma)), Lower School Principal Assistant ([ielkadiri@cas.ac.ma](mailto:ielkadiri@cas.ac.ma)), Lower School Receptionist ( [abouftih@cas.ac.ma](mailto:abouftih@cas.ac.ma) ) , and School Nurse ([mleky@cas.ac.ma](mailto:mleky@cas.ac.ma) ) explaining the reason for the absence;
- If the reason for absence is due to illness the student MUST present a medical excuse and letter from a physician that it is safe to return to school, no matter the nature of illness;
- If the absence is due to reasons other than medical, please explain so in the email:
  - EVERY effort should be made to schedule appointments on non-campus days
  - EVERY effort should be made to avoid travel when school is in session

### 3.4.3 Students Moving to Their Classrooms

Once they have passed temperature control, students in Nursery & Kinder will be escorted to their classroom by a teacher following the colored foot pathway system. Students will be supervised by their class teacher/TA until the start of the first lesson. Guards and staff on duty will be on-hand to direct students to their classrooms.

Parents / caregivers will not be permitted to enter campus to accompany the student to class.

### 3.4.4 Assemblies

Assemblies will not take place ‘in person’, to avoid large gathering except at a designated outside location.

### 3.4.5 Break Time

Potential Action	Information
Items from home	<ul style="list-style-type: none"><li>Students may not bring personal equipment of any kind to school</li></ul>
Wash hands before and after break	<ul style="list-style-type: none"><li>All children and adults must wash their hands before and after playtime and again before and after snack time</li></ul>
Classroom Disinfection	<ul style="list-style-type: none"><li>Cleaners will disinfect all classroom tables when the children are engaged in activities outside the classroom, using a bleach-based cleaning product and a separate cloth for the tables in each room</li></ul>
Supervision	<ul style="list-style-type: none"><li>Children will be supervised by teachers/TAs</li></ul>

### 3.4.6 Transition Times

- Staff have been oriented to the intricacies of transitioning throughout the school day including but not limited to restrooms, changing classrooms, entrance and exit of building, movement within and without the building (including stairs).
- Adjustments to Lower School timetables have been made to accommodate for socially distanced movement and disinfecting time.

## 3.5 Distance Learning

During the Hybrid Learning Plan, students who are not on campus (Home Learning) are encouraged to discuss and practice what they learned in school. Students at this age learn best through human interaction that is rich in language and play- both physical and imaginative.

Should we be required to close school, we will activate the Distance Learning program to which students and parents are accustomed. The Preschool Distance Learning program consists of an asynchronous learning plan posted to the Parent Portal supplemented with some live virtual circle times.

## 3.6 Recess

Nursery and Kinder students will be in the Preschool Annex "bubble". Recess will take place on their playground and outdoor spaces in a rotation so as to maintain social distance. Teachers will supervise student play.

## 3.7 Bathroom Policy

- Bathrooms will be disinfected and wiped down by teaches after each use;
- A maximum of two students are permitted to be in a bathroom at any time.

## 3.8 Special Considerations by Department (Nursery & Kinder)

Specialist teachers (PE, Art, Music) will be coming to our Preschool bubble for specialist classes. Students will be given their own set of materials/instruments to use for that day. Students will not share materials or instruments. Materials and instruments will be cleaned, disinfected, and sundried before being used again.

### 3.8.1 Art

- Each student will be given their own set of materials to use for *THAT* day.
- Students will not share materials.
- Art Materials will not be used again on the same day.
- All materials will be cleaned/disinfected/sundried before being used again.

### 3.8.2 Music

- Each student will be given their own set of materials/musical instruments to use for *THAT* day.
- Students will not share materials or instruments.
- All Instruments must be disinfected after use.
- Instruments cannot be played unless they have been disinfected.
- Once an instrument has been used, it will be placed in a designated “dirty” area to be sanitized. Once students have exited the room, the instruments will be cleaned and moved to the “ready to be used” zone.
- Each student grade 3-6 will occasionally be asked to bring their chromebook and headphones.

### 3.8.3 Physical Education

- Each student will be given their own set of equipment to use for *THAT* class.
- Students will not share equipment.
- All equipment will be cleaned/disinfected/sundried before being used again.



## 4 | Lower School Education (Pre-First –Grade 6)

**Casablanca American School’s goal is to return to on-campus in-person instruction, five days a week but only as soon as it is safe to do so.**

We believe strongly that face-to-face learning is best for the majority of our students. In the event that the MoE dictates that it is deemed unsafe for in-person, five-day instructional week, the school will execute our Hybrid Learning Program where only a portion of students report to the physical school building while another group works remotely. These groups alternate between home and campus at regular intervals. The CAS Hybrid Learning Program is based on regulations mandated by the MoE as well as suggestions from the CDC.

Students that are identified through WIDA testing as Level 1 English Language Learners (ELL) will attend school daily as our capacity limits can accommodate this. This, however, is subject to change.

According to the American Academy of Pediatrics:

***Policy makers must also consider the mounting evidence regarding COVID-19 in children and adolescents, including the role they may play in transmission of the infection. SARS-CoV-2 appears to behave differently in children and adolescents than other common respiratory viruses, such as influenza, on which much of the current guidance regarding school closures is based. Although children and adolescents play a major role in amplifying influenza outbreaks, to date, this does not appear to be the case with SARS-CoV-2. Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and***



***less likely to have severe disease resulting from SARS-CoV-2 infection. In addition, children may be less likely to become infected and to spread infection.***

## 4.1 Entry to School

Access will be granted to:

- Students & All staff members including support, administration, instruction and contract workers;
- Additional adults are politely asked to wait in the car;
- Visitors may enter the site only if they have a confirmed appointment.

## 4.2 Daily Temperature Checks

**Anyone exhibiting a temperature of 38 degrees Celsius and above will not be permitted to enter the school.**

- Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to departing for school.
- In case of exhibiting any symptom of Covid-19, the student should remain at home and is required by the ministry of health to call 141 and report symptoms. They must immediately report their symptoms to the school nurse in accordance with aforementioned instructions and not attempt to attend school. Our school nurse shall provide directions to parents/caregivers and students for reporting symptoms and absences.
- Upon arrival to campus, each Pre-First to Grade 6 student will have their temperatures checked at the Checkpoint located at the BACK Gate entrance.
- As students and staff queue, social distance of at least one (1) meter must be maintained at all times.
- If a student or staff member exhibits a temperature of 38 degrees Celsius, they will be asked to stand aside for no more than five minutes before having their temperature scanned a second time.
- If the student or staff member fails twice to exhibit a temperature below 38 degrees Celsius they will be asked to return home.

## 4.3 Arrival & Dismissal

Grade	Arrival Time	First lesson	Pick-up Time
Pre-First to Grade 6	7:50 – 8:00	8:00	3:00

### 4.3.1 Arrival Protocol Pre-First to Grade 6

- Students are expected to arrive on time. Students enter from the Back Gate ONLY;
- Students are to report immediately to their classroom;
- No parent or caregiver (driver or nanny) is allowed entry on campus for arrival.

- Students must follow the indicated foot pathway to their classrooms

#### 4.3.2 Dismissal Protocol Pre-First to Grade 6

- Teachers will escort students to BACK Gate to be collected by parent or guardian;
- Students will sit as a class and wait to be collected by staff (guards);
- There will be no after school activities, loitering, free play or canteen use.

### 4.4 Students Moving to their Classrooms

Students are to go straight to classrooms after the temperature checks. Students follow the one way foot pathway system and maintain social distancing. Students will be supervised by their class teacher/TA until the start of the first lesson. Guards and staff on duty will be on hand to direct students to their classrooms.

Parents / caregivers will not be permitted to enter campus to accompany the student to class.

### 4.5 Hybrid Learning

#### 4.5.1 Attendance Procedures Specific to Lower School

Students who have elected the Hybrid Learning Program are expected to be at school, on time, on their designated day and/or learning session. Pre-First through Grade 6 will operate on a two-week cycle of a rotating Green and Yellow Day schedule (see below). Cohorts will be announced in advance of school opening.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Green	Yellow	Green	Yellow	Green
Week 2	Yellow	Green	Yellow	Green	Yellow

#### 4.5.2 Absent Students

If a student will be absent on their on-campus day/session:

- Parents should email their child’s base teacher. Also, include a copy of the email to Lower School Principal (ephillips@cas.ac.ma), Lower School Principal Assistant (ielkadiri@cas.ac.ma ), Lower School Receptionist ( abouftih@cas.ac.ma ) , and School Nurse ( mlekfy@cas.ac.ma ) explaining the reason for the absence;
- If the reason for absence is due to illness the student MUST present a medical excuse and letter from a physician that it is safe to return to school, no matter the nature of illness;
- If the absence is due to reasons other than medical, please explain so in the email:
  - EVERY effort should be made to schedule appointments on non-campus days
  - EVERY effort should be made to avoid travel when school is in session

#### 4.5.3 Assemblies

Assemblies will not take place in-person, to avoid large gathering except at a designated outside location.

#### 4.5.4 Break Time

Potential Action	Information
Items from home	<ul style="list-style-type: none"><li>Students may not bring personal equipment of any kind to school</li></ul>
Wash hands before and after break	<ul style="list-style-type: none"><li>All children and adults must wash their hands before and after playtime and again before and after snack time</li></ul>
Classroom Disinfection	<ul style="list-style-type: none"><li>Cleaners will disinfect all classroom tables when the children are engaged in activities outside the classroom, using a bleach-based cleaning product and a separate cloth for the tables in each room</li></ul>
Supervision	<ul style="list-style-type: none"><li>Children will be supervised by teachers/TAs</li></ul>

#### 4.5.5 Transition Times

- Staff have been oriented to the intricacies of transitioning throughout the school day including but not limited to restrooms, changing classrooms, entrance and exit of building, movement within and without the building (including stairs).
- Adjustments to Lower School timetables have been made to accommodate for socially distanced movement and disinfecting time.

### 4.6 Distance Learning

During the Hybrid Learning Plan, students who are not on campus (Home Learning) will operate in a flipped classroom. Teachers will provide learning tasks for students to complete, asynchronously, at home to be prepared and expand on when on campus. Home learning may take various forms, utilizing a variety of instructional strategies, based on the learning targets for the unit.

Should we be required to close school, we will activate the Distance Learning program, of which students and parents are accustomed. The Lower School Distance Learning program consists of both synchronous and asynchronous learning plans posted to the Parent Portal. Students in PF-G2 will engage with the program through the Seesaw platform, supplemented with live, virtual meetings. Students in G3-6 will engage with the Distance Learning program through live, synchronous classes as well as some asynchronous Specialist tasks posted in Google Classroom.

As technology and resources become increasingly available, the Hybrid and Distance Learning programs will be expanded.

### 4.7 Cafeteria

- To ensure social distancing during lunchtime, students should keep 2 meters distance;
- Students are expected to bring lunch from home until further notice;
- Once the cafeteria opens it will serve pre-packaged takeaway lunches;
- Weather permitted Plan A will occur as follows; in the case of inclement weather, Plan B will occur:

- ✓ Plan A: Students to eat lunch outside by zone and location under supervision
- ✓ Plan B: Students to eat in designated classrooms, while supervised by previous period teachers. Supervising teachers will insure maximum ventilation in classrooms during lunch

## 4.8 Recess

Lower School recess is organized as usual with PF-G3 in one shift and G4-6 in another. Each grade is assigned a zone in which they may play. Zone assignments will alternate each day so students have the opportunity to play in different areas. Outside play equipment will be cleaned between use. Some recess play equipment, such as balls, will be offered for play. Personal toys are not permitted on campus at this time. LS Staff will supervise students.

## 4.9 Bathroom Policy

- Bathrooms are assigned by floor level for each group. To mitigate community spreading, students will not be permitted to use bathrooms on a different floor.
- A maximum of two students are permitted to be in a bathroom at any time

## 4.10 Special Considerations by Department (Pre-First- Grade 6)

### 4.10.1 Art

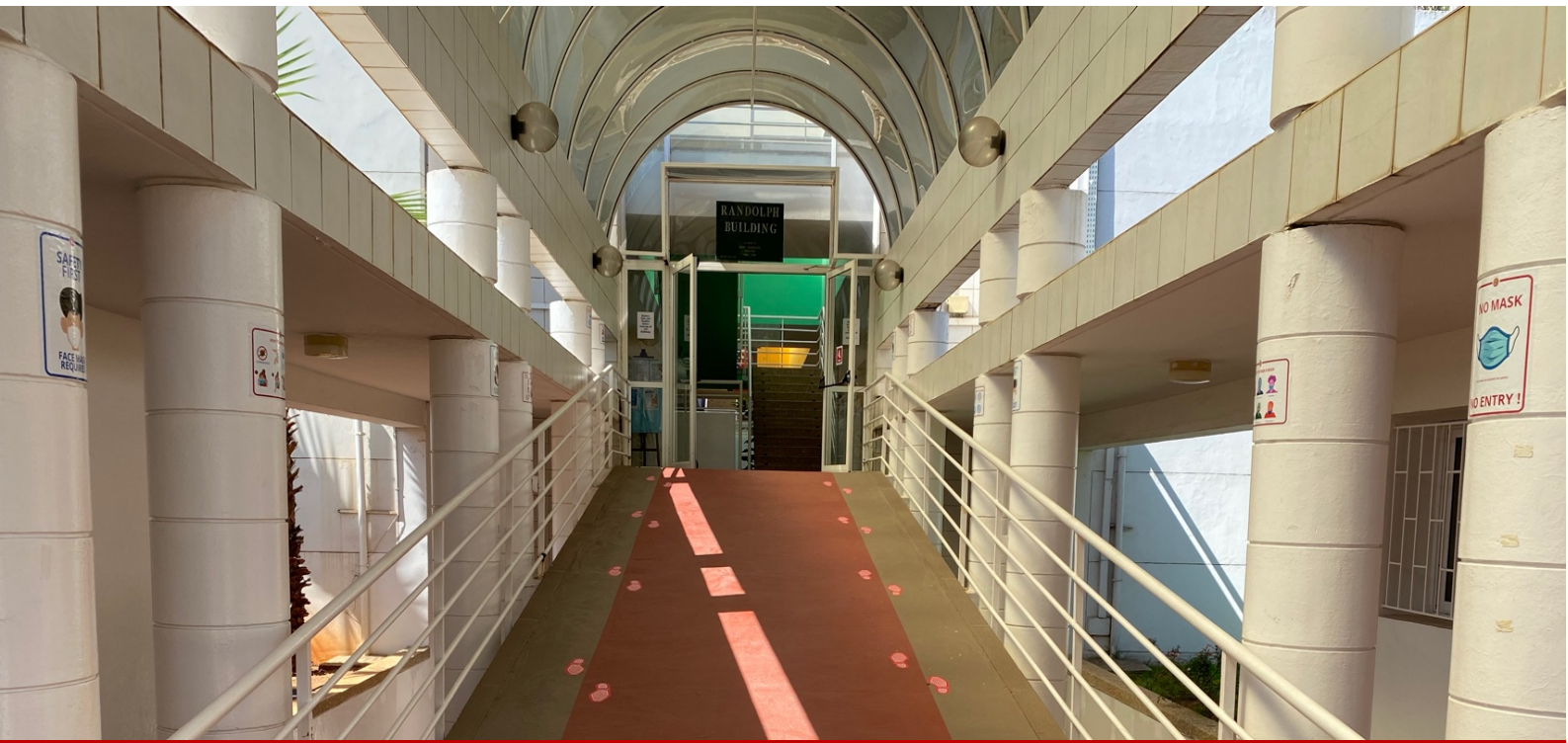
- Each student will be given their own set of materials to use for *THAT* day.
- Students will not share materials.
- Art Materials will not be used again on the same day.
- All materials will be cleaned/disinfected/sundried before being used again.

### 4.10.2 Music

- Each student will be given their own set of materials/musical instruments to use for *THAT* day.
- Students will not share materials or instruments.
- All Instruments must be disinfected after use.
- Instruments cannot be played unless they have been disinfected.
- Once an instrument has been used, it will be placed in a designated "dirty" area to be sanitized. Once students have exited the room, the instruments will be cleaned and moved to the "ready to be used" zone.
- Each student grade 3-6 will occasionally be asked to bring their chromebook and headphones.

### 4.10.3 Physical Education

- Each student will be given their own set of equipment to use for *THAT* class.
- Students will not share equipment.
- All equipment will be cleaned/disinfected/sundried before being used again.



## 5 | Upper School

In the year 2020-2021 under the challenges presented by COVID-19, the Upper School division at the Casablanca American School will use a hybrid model to interact with students.

### 5.1 Entry to School

All Upper School staff and students will enter the school via the front gate only.

Access will be granted only to:

- Students and staff members including support, administration, instruction and contract workers;
- Additional adults are politely asked to wait in the car;
- Visitors may enter the site only if they have a confirmed appointment.

### 5.2 Daily Temperature Checks

**Anyone exhibiting a temperature of 38 degrees Celsius and above will not be permitted to enter the school.**

- Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to departing for school.
- In case of exhibiting any symptom of Covid-19, the student should remain at home and is required by the ministry of health to call 141 and report symptoms. They must immediately report their symptoms to the school nurse in accordance with aforementioned instructions and not attempt to attend school. Our school nurse shall provide directions to parents/caregivers and students for reporting symptoms and absences.

- Upon arrival to campus, each US student and staff member will pass through an infrared thermal scan.
- As students and staff queue, social distance of at least one (1) meter must be maintained at all times.
- If a student or staff member exhibits a temperature of 38 degrees Celsius, they will be asked to stand aside for no more than five minutes before having their temperature scanned a second time.
- If the student or staff member fails twice to exhibit a temperature below 38 degrees Celsius they will be asked to return home.

## 5.3 Arrival & Dismissal

### 5.3.1 Morning Drop Off

Student Entry Outside Drop-off Times

- ✓ Arrival Time: 7:45 - 8:00am
- ✓ Pick up Time: 3:00pm

**All Upper School students will enter through the front gate only**

### 5.3.2 Afternoon Pick Up Times

Students will escort themselves out of the building following the RED foot pathway single direction through the front gate only.

## 5.4 Movement from/to Classrooms

Students will maintain a social distance of at least one (1) meter and follow the RED foot pathway single direction signs as designated. Teachers will supervise movements in the hallways.

## 5.5 Hybrid Learning Model

The Upper School Hybrid plan for grades 7-12 consists of alternating between on campus face-to-face learning and a synchronous online program. We aim to offer our learners the safest possible learning environment by hosting only 50% of the students per grade level per day on an alternating basis. This hybrid model will help CAS ensure that we are complying with the Moroccan governmental regulations as well as the established guidelines from the Centers for Disease Control and Prevention (CDC).

### 5.5.1 In Class Learning

- Due to the need for physical distancing in our classrooms and/or labs, the larger classroom spaces will be used to achieve the appropriate distancing.
- Students will not be using lockers to respect physical distancing and avoid crowding the hallways.
- In the Upper School building and all related spaces, students are strictly expected to follow the traffic signage.
- Classroom will be disinfected during transition time

### 5.5.2 On Campus Mandated Mask Policy and Consequences

- Students must wear a mask fully covering nose to chin at all times.
- The only exceptions are upon taking a drink of water (within reason) and during lunchtime while eating.
- At no time in the hallways or bathrooms should students remove or lower masks. This policy must be enforced with fidelity to ensure everyone's safety.

- Students need two masks per day, to be changed at four-hour intervals.
- Should a student fail to comply, the following consequences will be enacted:
  - **First offense - removal from class; sent home immediately documented in Renweb**
  - **Second offense - permanent virtual school/disciplinary hearing**

**This policy will be enforced with strictness and without exception to ensure the health and safety of all parties. Any students who decide not to respect those measures and put themselves or others at risk will be asked to leave the classroom IMMEDIATELY. They will be escorted to the Director’s office for their parents to pick them up.**

## 5.6 Distance Learning Model

Distance learning will be presented as follows: The adjusted schedule allows for enough time to logout, login and start a new course, in addition to shorter periods (45 min. sessions / 15 min. transition time). Detailed schedule is provided in section 5.7.2

### 5.6.1 Protocols for optimal learning during synchronous sessions

- Learners are expected to be in a quiet space for their remote classes at home. A good chair, proper lighting, comfortable room temperature, tools to maintain organization and tidy work area are important study area factors.
- Students should not be on their bed during class time
- Web cameras should be on all the time
- Parents should make sure that their Wi-Fi connection has large enough bandwidth to utilize Schoology and other virtual platforms simultaneously
- Students should be ready and logged into class in advance to class time and should have all necessary items for learning ready (i.e. charger, headphones, notebooks)
- We are expecting active engaged participation from all students.
- Students may be called upon at any moment to verify their attendance by camera and are always expected to be present for this roll call

## 5.7 Learning Schedules

### 5.7.1 Hybrid Schedule

A two week rotation of Group 1 & Group 2 in each grade level from 7th to 12th grade. This will allow CAS to respect the 50% capacity mandated by the MoE while simultaneously respecting their personal choice of each family. Students will have face-to-face and virtual synchronous sessions according to their schedules.

		Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	7 <sup>th</sup> - 12 <sup>th</sup> <b>Group 1</b>	Face-to-Face	Online	Face-to-Face	Online	Face-to-Face
	7 <sup>th</sup> -12 <sup>th</sup> <b>Group 2</b>	Online	Face-to-Face	Online	Face-to-Face	Online
<b>Week 2</b>	7 <sup>th</sup> - 12 <sup>th</sup> <b>Group 1</b>	Online	Face-to-Face	Online	Face-to-Face	Online
	7 <sup>th</sup> -12 <sup>th</sup> <b>Group 2</b>	Face-to-Face	Online	Face-to-Face	Online	Face-to-Face

## 5.7.2 Distance Learning Schedule

Distance learning will be presented as follows:

- ✓ All classes begin at the time indicated.
- ✓ Grade 7 through 12 will have 6 periods of 45 minutes each with a one hour lunch and 10-15 minutes of transition time between periods.

In addition to shorter periods (45 min. sessions / 10 to 15 min. independent study/transition times), the schedule allows for enough time to logout, login and start a new course. However, as things change and new information becomes available, CAS will make adjustments as necessary.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:45	Advisory	Period 1	Period 1	Period 1	Period 1
10 min Independent Study / Transition Time					
8:55 - 9:40	Period 2	Period 2	Period 2	Period 2	Period 2
10 min Independent Study / Transition Time					
9:50 - 10:35	Period 3	Period 3	Period 3	Period 3	Period 3
15 min Independent Study / Transition Time					
10:50 - 11:35	Period 4	Period 4	Advisory	Period 4	Period 4
11:35 - 12:35	Lunch Time				
10 min Transition Time					
12:45 - 1:30	Period 5	Period 5	Period 5	Period 5	Period 5
15 min Independent Study / Transition Time					
1:45 - 2:30	Period 6	Period 6	Period 6	Period 6	Period 6
30 minutes Social - Emotional / Advisory Activities to be Announced					

## 5.8 Cafeteria

- To ensure social distancing during lunchtime, students should keep 2 meters distance;
- Students are expected to bring lunch from home until further notice;
- Once the cafeteria opens it will serve pre-packaged takeaway lunches;
- Weather permitted Plan A will occur as follows; in the case of inclement weather, Plan B will occur:
  - ✓ Plan A: Students to eat lunch outside by zone and location under supervision
  - ✓ Plan B: Students to eat in designated classrooms, while supervised by previous period teachers. Supervising teachers will insure maximum ventilation in classrooms during lunch

## 5.9 Recess After Lunch (Lunch Break)

- There are assigned zones of recess time after lunch that are color coded.



- Once students are done with their lunches, they move to their respective recess zones of the same code color where they can stretch out and socialize, keeping their masks fully on and physically distancing themselves from their peers.
- No collective physical activity or physical contact is allowed. The use of sporting implements will be prohibited, including soccer balls or basketball.
- Lunch and break zones are supervised by teachers on duty.

## 5.10 Bathroom Policy

- Bathrooms are assigned by floor level for each group.
- To mitigate community spreading, students will not be permitted to use bathrooms on a different floor.
- A maximum of two students are permitted to be in a bathroom at any time

## 5.11 Lockers & Supplies

- Until further notice, lockers will not be provided
- Students will be responsible to bring their own supplies. No supplies will be provided nor shared with the exception of specific departmental guidelines enumerated below.

## 5.12 Specialists

- Specialist teachers will rotate into grouped classroom settings whenever possible
- See further section 5.10: Special considerations by Department

## 5.13 Logistics / Movement Around the School

- All members of the Upper School will follow the RED foot pathways signs on the floor indicating a one way direction signs on the floors of the school building
- Cleaners
- Cleaners will disinfect each room at the end of the day
- Cleaners must disinfect each room at the entry and exit of students
- Cleaners will disinfect the tables of the Cafeteria and picnic tables before and after each group of students eats snacks/lunch

## 5.14 Special Considerations by Department

### 5.14.1 Physical Education

- All classes will have designated spots (marked by an X) on the ground where the activity is being conducted to maintain a distance of 2 meters in all directions from the adjacent spot
- For safety reasons, mask-wearing is not recommended for students who have difficulty breathing (e.g. students with asthma).
- Students are required to wear a face mask at all times while inside the gymnasium, including during exercise. If P.E. classes go outside, students who are exercising do not need to wear a mask as long as appropriate social distancing is maintained. These social distancing protocols will be enforced by the PE teacher and will include spacing out on fields
- Teachers will only arrange low intensity exercises for students

- When doing physical activities, students should be reminded to wear their masks and inform teachers immediately if they have difficulty breathing or if they are not feeling well.

#### 5.14.2 Music Instruction

- Music teachers develop plans to communicate with students regarding safety expectations during music classes
- Practice cohorting: rehearsals should be conducted in small groups of students with the same 5-10 students always rehearsing together
- Limit exchange (or sharing) of any instruments, parts, music sheets, or any other items using guidelines established by the CDC.
- Modify or adjust seating arrangements during music classes to allow for a minimum of six feet between students and music teachers. This may reduce the number of students that can fit in a performing arts classroom.
- Establish, where possible, physical barriers between staff and between staff and students. Use of strip curtains, plastic barriers, or similar materials to create impermeable dividers or partitions may also occur.
- Use of disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves; discard and clean properly after use.
- Consider using “bell covers” for the openings of brass instruments and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols.

#### 5.14.3 Performing Arts: Theater & Dance

- Limit, where possible, sharing of props, costumes, and wigs.
- Clean and disinfect dressing rooms, green rooms, and production areas using an EPA-registered household disinfectant
- Consider holding virtual or outdoor performances instead of indoor performances
- Reinforce social distancing and mask use for staff and students when students are not singing or playing an instrument that requires the use of their mouth (unless class is outdoors and distance can be maintained)

#### 5.14.4 Visual Arts

- Use of shared objects should be limited when possible, or cleaned between use
- Students should be responsible for their own consumable supplies
- Students must purchase a tool box to hold their supplies
- Develop a schedule for increased frequency of routine cleaning and disinfection
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas

# 6 | Procedures in case of Positive Covid-19 Case on Campus

## 6.1 Positive Covid-19 case on Campus

- The protocol to follow when an individual tests positive for COVID-19 includes the following main steps, in addition to the disinfection of the entire school.
- Inform regional directorate of education, local and health authorities as instructed by the MoH.
- A joint committee made of local, educational and health authorities will be assigned, In addition to representatives of the ministry of labor and professional integration.
- The school will be checked for compliance with Covid-19 protocol and preventative measures efficiency.
- If the school receives a positive compliance report, the school remains open.
- If the school receives a negative report, the whole school will close, and distance learning will be initiated for 14 days. The local authorities need to be informed.
- Specifying the affected individual: Teacher, Student, Administration Personnel.

## 6.2 In case a student tests positive for Covid-19

### 6.2.1 Step 1: Disinfection of Whole School

- Close the classroom of the affected positive student.
- Perform a test to the classmates of the affected positive student. These will be selected by the health authorities.
- If another student from the same classroom tests positive for Covid-19 and is found to be epidemiologically linked, the classroom will be closed and students will rely on distance learning for 14 days.
- If the two cases are not epidemiologically linked, the whole school will close and students will rely on distance learning for 14 days.

### 6.2.2 Step 2: Testing

- Perform a test to students outside the classroom of the affected student (they will be selected by the health authorities).
- If another student is found positive of COVID-19, the whole school will close and students will have distance learning for 14 days.
- If no student is found positive among the selected group, they will remain in school.

### 6.2.3 Step 3: Treatment

- Appropriate treatment will be prescribed either at the hospital or prescribed to be taken at home depending on the affected individual's health status.
- Once the student is recovered he/she needs to have additional lab testing.
- If the results are positive, appropriate treatment will be prescribed again either at the hospital or prescribed to be taken at home depending on the affected individual health status.
- If the results are negative, students can resume school.

## 6.3 In the case of a Teacher testing positive for Covid-19

### 6.3.1 Step 1: Disinfection of the Entire Campus

- Close off the teacher's classroom where the teacher teaches.
- The health authorities will be responsible for selecting the students of the affected teacher that will be tested.
- If no student is found to be positive, students will resume face to face instruction at school after 14 days of confinement.
- If a student tests positive for Covid-19, and is found to have an epidemiological link between the two cases, the classroom will be closed and students will rely on distance learning for 14 days.
- If there is no epidemiological link between the two cases the whole school will close and students will rely on distance learning for 14 days.

### 6.3.2 Second Step: Testing

- The health authorities will select the teachers that will be tested.
- If another teacher tests positive the whole school will be closed and long distance learning will be initiated for 14 days.
- If none of the teachers selected test positive the school will remain open.

### 6.3.3 Third Step: Contact Tracing and Treatment

- The health authorities will select the administration department personnel that will be selected to be tested.
- If one of the administration personnel tests positive the whole school will close and distance learning will be initiated for 14 days.
- If none of the administration personnel test positive the school will remain open
- Appropriate treatment will be prescribed either at the hospital or prescribed to be taken at home depending on the affected individual's health status.
- Once the teacher has recovered he/she needs to perform additional lab testing.
- If the results are positive, appropriate treatment will be prescribed again either at the hospital or prescribed to be taken at home depending on the affected individual health status.
- If the results are negative, the teacher can attend school.

## 6.4 In the case an Administration Personnel Testing Positive for Covid-19

### 6.4.1 Step 1: Disinfection of Whole School

- The health authorities will select the administration personnel that will be selected to be tested
- If another administration personnel tests positive the whole school will be closed and distance learning will be initiated for 14 days.
- If none of the administration personnel selected tests positive the school will remain open.

### 6.4.2 Step 2: Testing

- The health authorities will select the teachers that will be selected to be tested.

- If a teacher tests positive for Covid-19 the whole school will close and distance learning will be initiated for 14 days.
- If none of the teachers selected test positive, the school will remain open.

### 6.4.3 Step 3: Contact Tracing and Treatment

- The health authorities will select the students that will be selected to be tested.
- If one of the students test positive, the whole school will be closed and distance learning will be initiated for 14 days.
- If none of the selected students test positive the school will remain open.
- Appropriate treatment will be prescribed either at the hospital or prescribed to be taken at home depending on the affected individual's health status.
- Once the affected personnel have recovered additional lab tests need to be performed.
- If the lab test results are positive, appropriate treatment will be prescribed again either at the hospital or prescribed to be taken at home depending on the affected individuals' health status.
- If the lab test results are negative, the affected personnel can resume school attendance.

# 7 | Procedures in the case of Positive Covid-19 Case in the home setting

## 7.1 Symptomatic Family Member Home Guidelines

- All family members should remain at home and return to work when the family members have shown no symptoms for 72 hours and have not been exposed to a positive Covid-19 case. We required a doctor's medical note approving a safe return to school.

## 7.2 Positive Result Home Guidelines

- If a household member tests positive, the student/and siblings should remain at home. They may return to school ONLY once all household members, including the student/and sibling, have obtained two negative test results:
  - First Test is performed once you find out that you have a positive case in your home setting
  - Second Test is performed after 14 days of confinement.
- School staff and Parents must inform about the result and contact the principal and nurse office via phone call/email immediately after receiving the result.
- Students and Staff must report who they have been in direct contact with if it involves the school community.
- Staff and Students must respect confinement procedures directed by physician/hospital and finish treatment as directed. Then he/she needs to get tested at the end of the treatment and send a medical report of negative covid-19 results to school principal/s and nurse before returning to campus.