



## **BIS Campus Re-opening Procedures for 2020-21**

*The Campus Re-Opening Guide will be updated as new regulations from the government and Ministry of Education are released.*

# MORNING ROUTINES & PROCEDURES

## All Staff and Faculty

- Recommended to take body temperature before leaving home. Do not come to school when ill.
- Arrive at school no later than 8:00.
- Wear protective masks throughout the day
- Temperature checked at campus security check.
- Use hand sanitizer in the lobby or wash hands.
- Open windows between classes or during breaks and prep, & in work areas.

## All Students

- Body temperature upon arrival. Anyone with a fever over 37.1C will be sent home.
- Arrive at school no later than 8:25
- Students ages 5 and up are required to wear protective masks throughout the day (apart from lunch, PE, and other mask breaks).
- upon entering campus.
- Students are to go to their assigned morning location.

## Increased Washing of Hands

Throughout the school day, there will be scheduled times for students to wash their hands and use hand sanitizer.



## **Wearing a Mask**

The purpose of wearing a mask while at school is for two main reasons:

- 1) Prevent the spread of droplets
- 2) Reduce individuals touching their faces
- 3) Mask wearing at BIS:
  - BIS is aligning our mask policy with the QSI schools in our region and many of the international schools in Baku
  - All children ages 5 years old and up are requested to wear masks while in the classroom.
  - Children will have mask breaks during the day
  - Children will not need to wear masks while outside during recess or during PE
  - All bus riders must wear masks on the bus.

All individuals bring their own masks to school. Students will need 2 masks per day, one to use before lunch and a new one for after lunch.

## **Arrival and Dismissal Procedures**

In order to limit the number of people on campus, parents will not be allowed on campus at arrival or dismissal times (except 3yoc-5yoc). Parents must make an appointment to enter the campus.

### **Arrival Procedures Park and Drop**

- Parents or drivers should drop off students at security. Parents will not be allowed on campus without an appointment.
- Temperature will be checked upon entry. Please do not drive off campus until your child's temperature has been checked.
- If the students are too young (ages 3-5yoc) to enter the campus on their own, an adult may escort the students to class using the main gate at security.
- Preschool- 10yoc will enter at the main gate at security. Siblings may enter together at the main gate. All bus riders and students ages 11 yoc and up will enter at the middle gate.

### **Dismissal Protocols**

- Students will not gather or linger in common areas, such as the gym, library, or as they wait to get picked up.
- Bus students should go directly to their bus and sit in their assigned seat.
- Students being picked up should go immediately to cafeteria/auditorium (depending upon grade level) and sit at their assigned tables. Students will be called when their driver arrives.
- Students should not be staying on campus after school without prior approval from administration.



## TRANSPORTATION PROCEDURES

### **Transportation Services**

In order to maintain a safe and healthy environment for students who are taking the bus to school, our transportation services will do the following:

#### **The Bus Driver and Bus Monitor Must:**

- Wear protective masks.
- Check student temperatures before entering the bus.
- Clean and disinfect the bus after each use.
- Keep the bus windows open for proper ventilation (weather permitting).

#### **All Students Who Take the Bus**

- Do not come to school or get on the bus with fever and/or other COVID-19 symptoms.
- Temperatures will be taken before students are allowed on the bus.
- Wear protective mask before, during, and after the bus ride.
- Sit in their assigned seat and avoid touching.
- Hand sanitizer will be dispensed as students enter the bus.

#### **Arrival to Campus**

Once students arrive to the campus, they should wait patiently for students to exit the bus slowly, leaving a distance between the person exiting ahead. Students will be taken to the handwashing station and then to their assigned morning location.

#### **Departure from Campus**

Students will be dismissed from their homeroom or last class to collect their things and go straight to the bus. Once at the bus, they should find their seat and wait patiently for the bus to depart. If there is a line waiting to get on the bus, students should keep a distance of 1.5 meters.



# CLASSROOM PROCEDURES

## **Space Arrangement**

Classrooms and schedules will be set up to allow for as much social distancing as possible. Students will have individual tables/desks.

## **Precautionary Routine**

- When students arrive to class, they should go directly to their assigned seat.
- The cleaning staff will clean each classroom before school, during recess, during lunch and at the end of the day.
- The windows will be open periodically during the day to ensure for good air flow. Be sure your child has a sweatshirt or jacket they can wear in class.

## **Student School Items and Resources**

- Students must have their own personal, labeled water bottles and are not allowed to share them with others.
- Students should have a limited amount of personal school items and should not share them with other students.
- Teachers should limit the sharing of non-essential classroom resources.

## **School Schedule and Distance Learning Routines**

- An alternate day schedule may be used to ensure adequate social distancing.
- Students will be divided into groups and assigned to specific days of the week for on campus learning.
- Alternate day plan may be adjusted to accommodate pre-school and secondary schedules.
- Wednesdays will be reserved for school wide cleaning and disinfection. All classes will be online every Wednesdays.
- On the days the students work from home they should log into their class as they have done for distance learning and will receive the same live lesson as the students on campus.
- Distance learning will be available each day for students who cannot come on campus.
- Elementary students will stay in their classroom as much as possible, with specials teachers coming to them.

### **PE Class Protocols**

- Teachers will plan outdoor activities whenever possible.
- Teachers will avoid activities that require physical contact.
- Sports equipment will be sprayed and wiped down with disinfectant after each use.
- The fitness center and the playground equipment will be wiped down after each use.
- We will not be using the changing rooms at this time

### **Music Class Protocols**

- Teachers will decide whether students will remove their masks depending on the activity.
- Music stands, community equipment and surfaces touched by the students will be cleaned at the end of each class.
- Students will not share recorders or other personal instruments.

### **Library & Technology Class Protocols**

- Computer lab and library will be cleaned after every class.
- Technology classes may incorporate the use of iPad or student's own devices.
  - Antibacterial wipes/gel will be available in the library and computer lab.
  - While checking out books, students will maintain social distance.





## SCHOOL LUNCH PROCEDURES

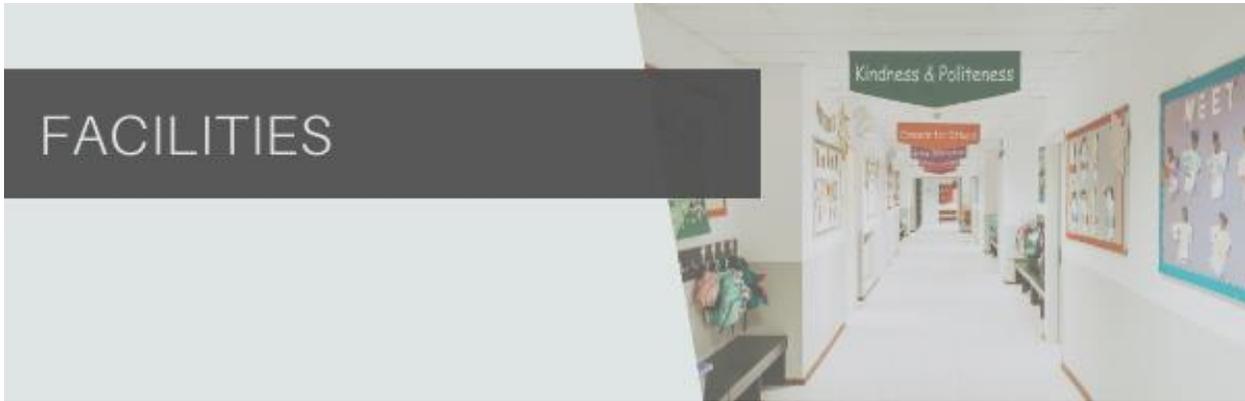
### **Lunch Protocols**

The cafeteria staff will comply with all necessary precautions and regulations concerning safe food preparation and serving.

- 3-5yoc students will eat at their assigned table in the cafeteria as space allows.
- Students ages 6-11 may also have lunch delivered to the classroom if necessary.
- 12yoc-S4 students will eat lunch in the cafeteria or at the tables outside the cafeteria.
- Student seating will be spread out and no more than 2 students to a table.
- Students lining up should keep their masks on and keep a distance until it is time to eat.
- Students lining up should keep a distance while waiting for their food.
- Ceramic mugs will not be available. Students need their own, labeled water bottle.

**Cleaning in between groups** – cleaning staff will disinfect tables and chairs between groups.

## FACILITIES



### Cleaning

- **Increased School Cleaning with Disinfectants** – the frequency of cleaning will be increased, and a larger emphasis will be placed on commonly touched surfaces, such as door handles, banisters, and shared classroom items. Classrooms will be cleaned before school, at recess, lunch and after school. The school will hire a professional disinfection company as needed.
- **Student Transitional Cleaning** - Middle School and Secondary students will also be asked to disinfect their workspaces before transitioning to a new classroom.

### Parents and Community Members

Parents are critical in keeping our school community safe and healthy. Please consider the following:

- Always check your child before they leave in the morning for fever and/or other COVID-19 symptoms.
- Never give your child medication that could mask or reduce a fever before sending them to school.
- If your child has a fever and/or other COVID-19 symptoms, please keep them at home and contact the school to tell them why your child will be absent.
- Make sure that your child has masks, his/her own water bottle and a hand sanitizer.
- Report positive COVID 19 cases in your family to the school.

**Parents and visitors** will not be allowed on campus, without an appointment, at this time. In order to access the campus, one must:

- Have an appointment
- Wear a mask
- Have temperature checked
- Receive a visitor's badge
- Check in upon arrival
- When leaving, sign out and return the visitor's badge

# BIS ILLNESS DECISION MAKING GUIDE

Use this flow chart as a guide to understand the steps BIS is taking to keep our community safe, and what you should do to help out if someone does not feel well.

**I don't feel well!**

