

SCHOOL YEAR
2020-21

QSI
INTERNATIONAL
SCHOOL OF
YEREVAN

REOPENING
PLAN &
PROCEDURES



WELCOME

QSI International School of Yerevan is preparing for the 2020-2021 school year.

We look forward to seeing all returning students and families, while also welcoming new students and families into the QSIY community. Without any clear indication for how long we will need to adjust instruction and procedures due to COVID-19, we may be in a situation where we are moving through a variety of risk levels and adaptations over the course of the school year.

QSIY will continue to follow guidelines defined by the local authorities and other national and international health organizations. We will follow the Armenian government's assessment of the risk level, but QSIY realizes that we will need to take numerous perspectives into consideration in order to respond effectively depending on the scenario.

We also understand that within our large school community there are a wide range of perspectives concerning COVID-19, the appropriateness of school operation, practical precautionary methods, and realistic procedures to follow. Our goal is to provide a safe and healthy environment for all students and staff each day.

This document is meant to outline different educational models as they pertain to the current known considerations. We recognize that the school and all QSIY community members must remain flexible and that we may need to shift from one model to another. We understand that with each model, we will need to share additional details. Finally, we understand that some guidelines or health recommendations may change at any time and we will share more specific details as we approach the start of school.

Thank you very much for your patience and time as we work to prepare to deliver a strong educational program for 2020-21.

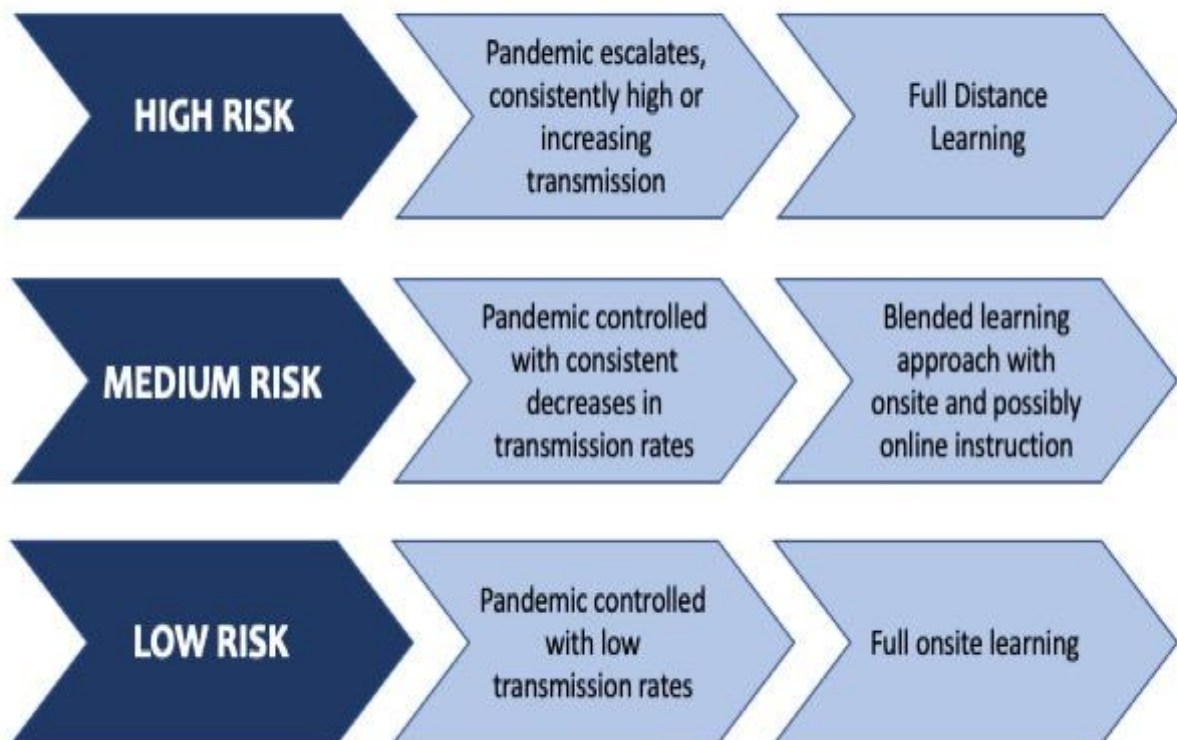
Jeremy Simms
Director



The school will use the chart below as a guide for assessing how to start and continue the school year.

The chart represents a general framework for decision-making.

QSIY Risk and Reopening Plan



As the school year begins and continues into the autumn, QSIY will use, in communication with local authorities and the US Embassy, a variety of tools to determine risk level and the appropriate time to move between the programs listed above. Detailed information about these tools and procedures will be shared before the start of school.



SCHEDULE OPTIONS

Option #1: Regular Schedule

When the risk level is considered to be low, QSIY will operate our regular daily schedule with increased health, social distancing and screening practices. In this scenario, we would be able to have all students on campus at the same time.

Elementary Bell Schedule		Secondary Bell Schedule	
8:15 – 9:15	Period One	8:15 - 9:45	Period One
9:15-10:10	Period Two	9:45 - 11:15	Period Two
10:10-10:30	Recess	11:15-11:30	Break
10:30 – 11:20	Period Three	11:30 - 13:00	Period Three
11:20 - 12:10	Period Four	13:00 – 13:40	Lunch
12:10-12:50	Lunch	13:40 - 14:15	Flex Time
12:50 – 13:35	Period Five	14:15 - 15:45	Period Four
13:35 – 14:20	Period Six	15:45 – 16:30	ECAs
14:20 – 15:05	Period Seven		
15:05 - 15:45	Flex Time		
15:45 – 16:30	ECAs		



Option#2 – Adapted Schedules

It may be possible that QSIY will be able to open the campus but with stricter measures in place to limit student numbers in order to ensure social distancing. Such measures would help us keep on-site instruction for all students but would limit the amount of time each student would spend on campus.

Such arrangements might include:

- Alternating Days (A day and B days) for elementary and secondary
- Alternating Weeks
- Split classes with “satellite” classrooms on campus
- Split day (Half students in the morning and half in the afternoon)

Option #3: Distance Learning

If governmental authorities or the school's risk assessment determine that no on-site instruction is possible, instruction will take place via online platforms.

A large part of teacher orientation in August will consist of refining techniques and strategies used in the spring of 2020. More detailed training will also be available for parents and students to get more comfortable with the platforms.

We have made numerous changes from the distance learning program used in the previous spring based on feedback from parent and staff surveys.

For all distance learning, instructional time has been expanded. Teachers will have more time for each subject with their classes and the amount of for direct instruction or independent work will be determined by the teacher, period by period.

Preschool will meet each day. However, students will now have more dedicated time for instruction as well as for individual and small group instruction.

Preschool (3-4 year-olds)	
Guidelines for online learning in the QSIY preschool: Face to Face meetings	
<u>3/4 year-olds</u>	5 times per week
Approximate time per day	Face to face meetings
15-20 minutes	Literacy activities
15-20 minutes	Mathematics activities
15-20 minutes	Individual or Small Group Instruction
Approximate time per day	Home Enrichment
Time determined by parent	Videos and home exploration
Video lessons sent by teacher	Music and Physical Education



The elementary schedule will have set morning lessons for reading, writing, math and cultural studies/science before a long mid-day break.

The afternoon will include a period for specials and time set aside for individual support.

Elementary Distance LearningSchedule					
8:30-9:15	Reading or Writing				
9:30-10:15	Mathematics				
10:30-11:15	Cultural Studies/Science				
11:30-13:00	Lunch & Break				
13:00-13:50	Specials Rotation First Block				
13:45–14:15	Specials Rotation Second Block				
14:30-16:00	Individual Support/Small Group Support/Activities				
Elementary Specials Schedule					
Class	Monday	Tuesday	Wednesda y	Thursda y	Friday
13:00 – 13:30	5-6 PE	5-6 Music	5-6 Art	5-6 LOE	6 Library
	7 Library	7 PE	7 Music	7 Art	7 LOE
	8 Library	8 LOE	8 PE	8 Music	8 Art
	9 Art	9 LOE	9 Library	9 PE	9 Music
	10-11 Music	10-11 Art	10-11 LOE	10 Library	10-11 PE
13:45 – 14:15	5-6 LOE	5 Library	5-6 PE	5-6 Music	5-6 Art
	7 Art	7 LOE		7 PE	7 Music
	8 Music	8 Art		8 LOE	8 PE
	9 PE	9 Music	9 Art	9 LOE	
	11 Library	10-11 PE	10-11 Music	10-11 Art	10-11 LOE



The Middle School and Secondary program will follow the A/B schedule be a combination of a synchronous and asynchronous schedule. The mornings will be a synchronous, face-to-face, schedule which allows students with enough time to meet with teachers, receive instruction, discuss material, and work through a variety of assignments or projects in their class.

The afternoon will be a time to organize one-on-one meetings, small group lessons, and other asynchronous activities connected to their regular school schedule.

Blended Learning Program

There may be a number of students who are not able to attend school, on campus, for a variety of reasons. In these situations, QSIY will do their best to accommodate how students may still connect or attend virtually.

MORNING - SYNCHRONOUS TIME	
8:30 – 9:20	Block 1
9:30 – 10:20	Block 2
10:30 – 11:20	Block 3
11:30 – 12:20	Block 4
AFTERNOON- ASYNCHRONOUS TIME	
13:30-15:35	Independent Work/Staff Office Hours



HEALTH & SAFETY

We all have a role to play and a responsibility to help keep our community safe. In this section we will address some of the health and safety measures necessary for a successful, on-site educational experience this year.

Keep in mind the following:

All staff and Faculty must:

- Take body temperature before leaving home
- Have temperature checked at the gate each morning
- Wear protective masks throughout the day
- Wash hands frequently and use hand sanitizer as needed

All Students must...

- Take body temperature before leaving home
- Have temperature checked at the gate each morning
- Immediately report any ill feelings to the school nurse
- Wear protective mask throughout the day
- Avoid sitting in common areas
- Obey all guidelines related to social distancing

Washing of Hands

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

Dispensers are located throughout the school and no-touch faucets are being installed on all sinks used by students



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Ventilation at School

School will be well ventilated at all times with windows open whenever possible

- Main building doors open at all times
- Classroom doors open whenever possible
- AQI consideration – Yerevan has a recent history of air pollution issues. As the school will circulate air with open windows and make use of outside classrooms whenever possible, school closure might be necessary if air pollution reaches measurements reach dangerous levels

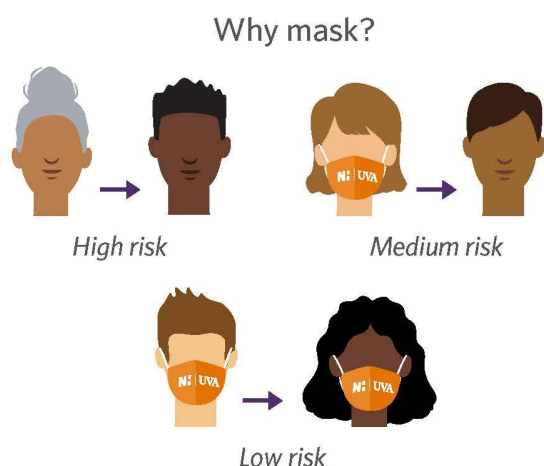
Wearing a Mask

Students, teachers, staff and everybody else on campus will be required to wear a mask.

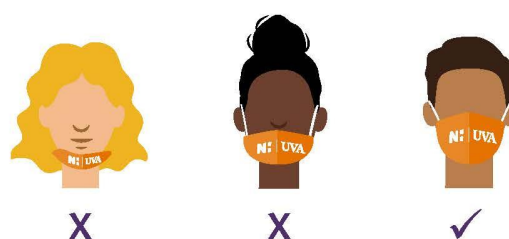
Specific guidance about masks for our youngest students (preschool and 5yoc) will be shared at a future date.

The school will have a supply of masks to provide to students if needed. However, we expect students to have their own masks with them at school.

Wear a mask. Slow the spread. Protect your neighbors.



How to properly wear a mask



Always cover your nose, mouth
and chin with your mask.

Important information about masks has also been posted at school and can be found here:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>



ARRIVAL AND DISMISSAL

Arrival Procedures

Upon opening and until further notice, only students and staff will be allowed on campus during instructional time. Parents, other caregivers, drivers and any other visitors will not be permitted to enter, in order to limit the number of people on campus.

Arrival Procedures

Park and Drop - Parents or drivers parking off campus should drop off students at the inside the front gate or just outside the back gate.

Arrivals on Foot - Students should enter the back gate and proceed directly to class, not linger near the gate or outside

Temperature checks will be completed and both entry points. For preschool and younger students, an adult may escort the student to the gate though we ask all parents to avoid any groups near the gates

Dismissal Procedures

Students will be expected to leave campus as soon as possible after the end of the final period, or after ECA time.

Students will not be permitted to gather or linger in common areas, such as the cafeteria, multipurpose room, weight room, library, or outside on school grounds.

Bus students should go directly to their bus and sit in their assigned seat.

Students being picked up should go immediately to their parent or driver to exit the campus.

No one should be staying on campus to use any unapproved facilities or equipment.



TRANSPORT

Transportation services (school bus) will only be offered if the number of riders permits proper social distancing on each trip on each bus.

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:

- Only ride the bus if they do not have a fever and/or other COVID-19 symptoms.
- Wear protective mask and gloves.
- Check student temperatures before entering the bus
- Clean and disinfect the bus after each use to prepare for the next pick-up.
- Keep the bus windows open for proper ventilation (weather permitting).

All Students Who Take The Bus Must:

Only ride the bus if they do not have a fever and/or other COVID-19 symptoms

Wear protective mask at all times - before, during, and after the bus ride.

Sit in assigned seat and avoid touching

Use the provided hand sanitizer upon entering and leaving the bus

Arrival to Campus

Once students arrive to the campus, we ask them to wait patiently for students to exit the bus slowly and leaving a distance between the person exiting ahead.

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 1.2 meters as indicated by markers on the pavement.



CLASS PLANNING

Physical Space

Classrooms will be set up to allow for as much social distancing as possible.

- Larger classes have been split into smaller sections to ensure a maximum of ten students in each class.
- For some smaller classrooms, student numbers have been capped at a smaller number.
- In each classroom, students will be seated 1.5 meters apart in their seating arrangements.
- To limit exposure as much as possible, there will be no field trips, no multi-age ECAs, no assemblies, no outside vendors for ECAs, no guest speakers and no parent meetings during school hours
- Students will have staggered transition time between classes
- Outdoor teaching areas have been set up to support more distance and more ventilation

Precautionary Routine

At the conclusion of each class, teachers will spray each student's desk/workstation with approved disinfectant solution for students to disinfect their desk/workstation.

Student School Items and Resources

In order to reduce the amount of sharing items we ask that students do not share personal items. In the elementary, students will be provided with school supplies though students should bring their own pencil case or pouch. A case or pouch will be provided to students who do not have one. Students should bring their own water bottle. No touch water dispensers will provide safe drinking water both inside and outside the school building. Paper cups will be provided for one-time use



PE Class Protocols

Teachers will plan outdoor activities whenever possible. Students will not use changerooms and should come to school dressed for PE on days where PE is scheduled. Teachers will avoid activities that require physical contact. Sports equipment will be disinfected after each class.

Music Class Protocols

Students should not share equipment. Teachers will spray music stands and any other surfaces touched by the students with disinfectant for students to wipe down at the end of each class. Teachers will spray and wipe down community equipment with disinfectant after each class.

Technology Class Protocols

Elementary technology classes are all completed in the classroom. The computers in the computer room will be spaced out to allow proper social distancing and all computer equipment will be disinfected after each class.

Library Class Protocols

Library classes are always completed class by class and the library will not be used by two groups at once. Our library will use a 48-hour rotation system to naturally disinfect books before they are placed back into circulation. This will be done using daily bins that are rotated and stored until the appropriate time.

The Fitness Room

The fitness room will not be used by classes at this time.

Extra Curricular Activities

Our special event and activity offerings will be very limited for the foreseeable future. There will be no field trips, no multi-age ECAs, no assemblies, No spirit events, No concerts and no school wide parent meetings.



FOOD SERVICE

The start of the school's food service will take place at least one week after the start of school.

Our food service staff will comply with all necessary precautions and regulations concerning safe food preparation and serving.

- The lunch schedule is changed to allow for fewer people in the lunchroom at one time.
- Lunches may be prepared for 3/4YOC, 5YOC and 6YOC for students to eat in the classroom

- Students will use one-time use individual, biodegradable utensils
- Student seating will be spread out.
- Students lining up should keep their masks on until it is time to eat.
- Students lining up should keep a distance of 1 meter while waiting for their food.
- Seating for Students Student seating in the cafeteria will be arranged to provide more space between all students.
- The outside balcony will also be used as a primary seating area during lunch as long as weather permits.

Lunch Schedule	
Time	Age Level
11:50 – 12:10	Preschool Lunch
12:10 – 12:30	Lower Elementary Lunch
12:30 – 12:50	Upper Elementary Lunch
13:00 – 13:20	Middle School Lunch
13:20 – 13:40	Secondary Lunch

CLEANING

Additional cleaning staff will be used this school year to meet the current demands for cleaning and disinfecting.

Cleaning With Disinfectants – QSIY will increase the frequency of cleaning and place a larger emphasis on commonly touched surfaces, such as door handles, banisters, and shared classroom items.

Cleaning in between groups – cleaning staff will clean and disinfect tables and chairs between student groups. Student

Transitional Cleaning - Middle School and Secondary students will also be asked to disinfect their work spaces and desks before transitioning to a new classroom. All classrooms have spray bottles and wipes for disinfecting desks and work stations.

Waste Management - QSIY will remove waste from rubbish bins on a regular basis throughout the day



HEALTH SERVICES

Upon reopening, the school nurse will lead efforts to carefully monitor, record and communicate all health matters. The school will complete the following procedures:

Screening

- Primary temperature checks will be done at the front and back gate. Secondary temperature checks will be done when necessary at the Health Center.
- General monitoring of student health by teachers – any students showing any symptoms must report to the health center for a health check and interview.

Recording - Health Data Collection

The health center maintains student records that are designed by age level or cohort. All COVID-19 symptoms will be documented.

- Any student sent home for isolation until confirmation, will be documented and reported.
- The nurse will follow up with parents about any student sent home.

- Students who stay home, but do not have any COVID-19 symptoms should inform the school for documentation.
- The nurse and school office will follow up on any and all absences not reported directly by parents.

Isolation Room

The school will have a room/space identified for the use of isolating anyone showing symptoms while waiting to be sent home.

Contact Tracing

Based on our current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated."

Due to the very infectious nature of the disease, the school will follow a strict contact tracing protocol in order to ensure that any potential exposure is swiftly dealt with.



Contact Tracing (cont'd)

When a coronavirus case is confirmed, the school will start its contact tracing procedures.

An interview, as well as an examination of the student (or staff) schedule, will be used to determine any possible interactions with other students or staff that might lead to exposure.

Any students or staff with likely exposures will be asked to quarantine for 14 days.



The school will have in place a Contact Tracing and Quarantine Committee. Members of the school administration and staff will follow up with all quarantined community members and detailed documentation will be collected.

At a minimum, in confirmed contact cases, all members of the contact circle will be expected to quarantine for 14 days

It is not sufficient to provide a negative test result in lieu of complete 14 day quarantine

Isolation Room

The school will have a room/space identified for the use of isolating anyone showing symptoms while waiting to be sent home.

COVID 19
CORONAVIRUS DISEASE

CORONAVIRUS DISEASE 2019 (COVID-19)

Patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms can include

- Fever
- Cough
- Shortness of breath

* Symptoms may appear 2–14 days after exposure. Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

www.cdc.gov/covid19-symptoms



INFO FOR PARENTS

Any parents or visitors wishing to access the campus must have an appointment outside of instructional hours and must:

- Wear a mask
- Have your temperature checked
- Receive a visitor's badge
- Check in with the front desk staff escorted by security
- When leaving, make sure to sign out and return the visitor's badge.

Parents are critical in keeping our school community safe.

Please, consider the following:

- Always check your child for COVID-19 symptoms, before sending them to school.
- Never give your child medication that could mask/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, their own water bottle, and possibly come with their own individual hand sanitizer.

**QSI International School of Yerevan
thanks you for your support and
efforts to reduce risk and keep our
school community safe.**

