



## **QSI International School of Dushanbe Special Campus Procedures for 2020-21**

**The staff and administration are committed to offering face-to-face classes for all our students to the degree we safely can, because we believe that this is best for the education of our students. What follows are some of the things that will be different on campus this year, as we strive to provide a safe and healthy environment for students and staff.**



# MORNING ROUTINES & PROCEDURES



## All Staff and Faculty

- Recommended to take body temperature before leaving home
- All Staff on campus before 7:40 a.m.
- Temperature checked at campus security check upon arrival
- Use hand sanitizer in the classroom upon arrival and if possible, wash hands
- Use hand sanitizer every time you rotate to a new classroom
- Wear protective masks throughout the day
- Open windows between classes or during breaks and prep, & in work areas

## All Students

- Take body temperature upon arrival and recommended before leaving home
- Preschool students will be encouraged but not required to wear masks
- All other student will be required to wear protective masks throughout the day whenever social distancing is not possible. Exceptions will include lunch and snack, or other times identified by the teacher)
- Staggered recess times for primary; MS and secondary recess in assigned areas, avoid sitting in common areas

## Increased Washing of Hands

- Upon entering a new classroom (student transfer has been reduced as much as possible) all students must use hand sanitizer or wash their hands in the bathroom
- Before and after snack, and before and after lunch all students must use hand sanitizer or wash their hands in the bathroom
- At additional times designated by their classroom teacher, all students must use hand sanitizer or wash their hands in the bathroom



## 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

**Although the school does have a supply of emergency masks, ALL students should bring 10 cloth or disposable masks to school on the first day of class. Please send them in a container/bag that is clearly labeled with the student's name.**

## Arrival and Dismissal Procedures

A limited number of seats have been set up on both campuses where parents can wait when picking up their students.

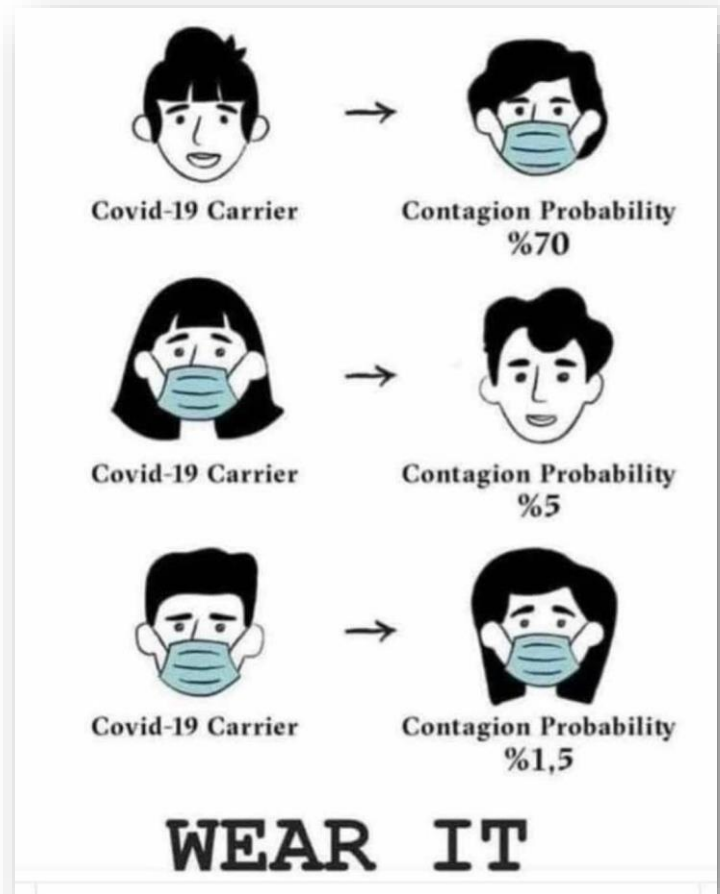
Make an appointment to visit campus at any other time, in order to limit the number of people on campus.

### Arrival Procedures

- **Park and Drop** - Parents or drivers parking off campus should drop off students at their designated gate
- **Preschool, 5, 6, 7, 8, 9, 12 and 13 year olds** will enter the campus through the front elementary gate. Temperature will be checked upon entry. If the students are too young (ages 2-5yoc) to enter the campus on their own, an adult may escort the students to class using the primary campus' main gate
- **10 and 11 year olds and all secondary students** will enter the campus through the main administrative gate. Temperature will be checked upon entry
- Bus monitors will accompany students to the appropriate entry gate

### Dismissal Protocols

- Students should not gather or linger in common areas while they wait to get on their bus or get picked up
- Students will be dismissed by their 8<sup>th</sup> period teacher as follows:



- Bus riders at 3:25 p.m. from Admin campus and at 3:30 from the Primary campus. All others dismissed at 3:32 p.m.
- Bus students should go directly to their bus and sit in their assigned seat
- No students should be staying on campus outside of normal class hours to use any facilities or equipment without prior permission from the Director



## 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:**

- Not ride/operate the bus if they have a fever and/or other COVID-19 symptoms
- Wear protective masks
- Clean and disinfect the bus after each use
- Keep the bus windows open for proper ventilation (weather and Air Quality permitting)

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

- Not ride the bus if they do have a fever and/or other COVID-19 symptoms
- Wear protective mask before, during, and after the bus ride
- Sit in their assigned seat and avoid touching
- Use the hand sanitizer dispensed as students enter the bus
- Wait patiently for other students to exit the bus, leaving a distance between the person exiting ahead of them

#### **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 will be set up to allow for as much social distancing as possible. In situations where space is limited, plexiglass dividers may be installed.

## Precautionary Routine

- When students arrive to class, they should go directly to their assigned seat.
- At the conclusion of each class, teachers will spray each student's desk/workstation with approved disinfectant. Students will wipe down their desk/workstation with wipes provided by the teacher and dispose of them in designated trash bin. At each dismissal or transfer, students must use hand sanitizer provided by the teacher or, if possible, go to the bathroom and wash hands thoroughly with soap and water before proceeding to their next class
- Elementary students will not need to wipe down their station between classes (subjects), unless the teacher feels this is necessary

**Student Supplies:** Students should bring the following items to school:

- 10 extra masks (for replacing masks that break or become soiled). These masks should be given to the homeroom teacher (preschool, elementary and middle school) or stored in the student's locker (secondary)
- Personal water bottle (clearly identified)
- Lunch box (clearly identified)
- Pencil case with basic items such as pencils and erasers (clearly identified and easy to clean)

## PE Class Protocols

- Teachers will plan outdoor activities whenever weather and Air Quality permit
- Teachers will avoid activities that require physical contact
- Sports equipment will be sprayed and wiped down with disinfectant after each class

### **Music Class Protocols**

- Teacher will rotate to homeroom classes, rather than students traveling to the Music class. The exception is the 8 & 9 year old class. Due to the size of the class, they will go to the music room for instruction
- Teacher will decide whether students will remove their masks depending on the activity. Students should not remove their mask unless instructed to do so by the teacher
- 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 (percussion instruments, guitars, pianos, etc.) with disinfectant after each class

### **Technology Class Protocols**

- Desktops, laptops and iPads have been distributed to classrooms, so that each student will use an assigned device. No sharing!
- Technology teacher will rotate to homeroom classes

### **Library**

- The library teacher will bring books to the classroom when offering Library to preschool and early elementary students (5 & 6 year olds)
- Students 7 and older will go to the Library at their designated time
- The library teacher will disinfect tables and other surfaces between class groups
- Middle School and Secondary students may go to the library accompanied by a teacher, or they may use the online Destiny system to request books for checkout

### **Art**

- The Art teacher will go to the classroom for all primary (preschool through 11 year olds)
- Middle School and Secondary students will go to the Art room for classes, following all disinfection procedures for changing classrooms.

### **World Languages**

- For 5 and 6 year olds, the teacher will come into the classroom
- Students 7 and older will go to their selected World Language classroom for classes, following all disinfection procedures for changing classrooms



## SCHOOL LUNCH PROCEDURES

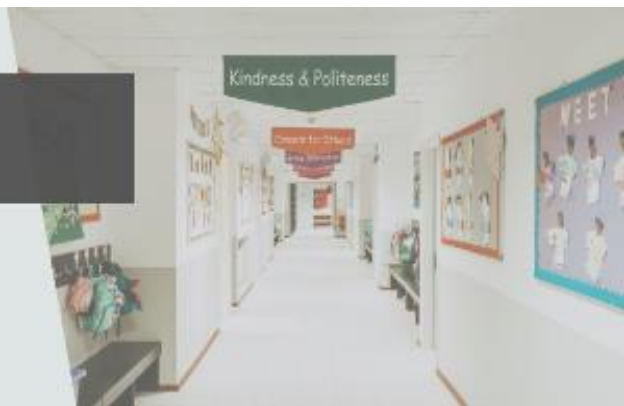


### Lunch Protocols

There will be no hot lunch program for the remainder of the 2020-2021 academic year.

- All students should bring lunch, which they will eat in their homeroom class or outside in a recess area, at the supervising teacher's discretion
- Before and after lunch, students must use hand sanitizer provided by the teacher or, if possible, go to the bathroom and wash hands thoroughly with soap and water

## 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
- **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, his/her lunch, and pencil case

**Parents and visitors** wishing to access the campus must have an appointment. In order to access the campus, one must:

- 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



## Doctor's Offices

- The school now has two medical rooms prepared
  - o Main doctor's office in the Administrative Building
  - o An isolation room in the Annex Building



### **Procedures for Temperature on Arrival**

- Any student or staff member with a temperature of 37.3 C° or higher arriving at the gate will not be admitted to classes
  - o Parents or drivers bringing their students to campus are encouraged to wait until the student is admitted, in case the student has a fever and needs to return home
  - o Students who walk to school will go to the isolation room and wait to be picked up by their parent/driver
  - o Students who ride the bus to school will be driven home by the bus driver

### **Procedures for Temperature during the day**

- If a student develops a fever during the day, they will go to the isolation room: the school doctor will contact the family to arrange for the student to be picked up
- That student's teacher and classmates will relocate temporarily to the Library while their classroom is disinfected

### **Returning to School**

- Reflecting the updated CDC guidelines, students and staff considered to have had level-one exposure will need to move to distance learning for a period of 10 days without a test if the person has reported no symptoms or 7 days with a negative test result if the person has reported no symptoms
- Students with a fever or other possible Covid-19 symptoms should not return to school until either they have a negative Covid test or they have been fever-free for at least 7 days

### **Technology Needs:**

If your student needs to borrow a device during a time when the school is temporarily in full distance learning, please inform your student's classroom teacher immediately. We have a limited number of portable devices, so they will be lent out on a first come, first served basis.

**TO HELP US MAINTAIN A SAFE ENVIRONMENT IN THESE CHALLENGING TIMES, PLEASE INFORM THE SCHOOL IMMEDIATELY IF YOUR STUDENT OR A FAMILY MEMBER TESTS POSITIVE FOR COVID-19**