



2021-2022 Covid-19 Operations Procedures 3.0

QSI International School of Atyrau



HEALTH AND SAFETY

Situational Overview

QSI International School of Atyrau (QSIA) is planning to resume high quality instruction (in-person / F2F) on August 26th and open our doors for a new school year. We look forward to seeing all returning students and families, while also welcoming new students and families into the QSIA community. Without any clear indication for how long we will need to adjust due to COVID-19, we may be moving through a variety of risk levels throughout the year. QSIA will continue to follow guidelines defined by the government which may include social distancing limitations or campus closure.

We will follow the government's assessment of the risk level, and we will respond to different health and safety scenarios. We also understand that within our school community, there are a wide range of perspectives and views concerning the seriousness of COVID-19, the practical precautionary methods, and the realistic procedures. QSIA will continue to follow the recommendations and guidelines published by the World Health Organization (WHO), the Center for Disease Control (CDC) in the United States, the QSI Headquarters Taskforce, and other professional organizations.

As of August 2021, all schools may resume Face-to-Face (F2F) instruction for all age groups. Schools will need to follow strict social distancing and hygiene regulations. If and when the situation improves, schools may be allowed to relax restrictions.

This document is meant to outline the health and safety protocols we will adopt as well as the educational model as they pertain to the currently known considerations. We recognize that we must remain flexible and that we may be in a situation requiring us to shift from one model to another. As we understand that some government guidelines and health recommendations may change before September, we will plan to share more specific details as we approach the start of school.

All plans outlined in this document will be reviewed on a bi-weekly basis. We will collect feedback from parents, students, and teachers to adjust and modify our approaches to better meet everyone's needs.

HEALTH AND SAFETY CONSIDERATIONS

Specific plans, decisions, and preparations will be finalized over the coming weeks as more information and updated public health guidelines are issued. Strategies in the following areas include:

Facility Cleaning

Facility cleaning and disinfection has increased, particularly in common areas, high-touch surfaces, and -traffic zones.

Increased Hand Hygiene

Hand washing and the use of hand sanitizer will be scheduled regularly throughout the day.

Physical Distancing

Physical and social distancing will be implemented with transportation, arrival and departure from the building, classroom arrangement, and movement throughout the school.

Safety Equipment

QSIA will do temperature checks for anyone who is permitted to enter the campus. Most students, all teachers, and staff will wear masks. **All adults over 18 years old must use the ASHYQ app to enter the building.**

Health and Wellness

QSIA is committed to monitoring and supporting the physical and mental health of our students, teachers, and staff in connection with the school's medical office and school counseling program. All staff at QSIA are fully vaccinated or take weekly polymerase chain reaction (PCR) tests.

Access to Campus

QSIA has a vibrant campus full of activities and classes. We may need to close off our facilities to some of the activities and opportunities. Access for parents and visitors will be carefully evaluated and likely limited to appointments and emergencies.

All adults must use the Ashyq App to enter campus.

FULL SCHOOL DAY

To start the 2021-2022 school year, our school will resume F2F instruction, QSIA will operate our regular daily schedule with increased health screening and social distancing practices. All students will be allowed on campus, but access to parents and visitors will be limited. In addition, the offering of After School Activities (ASAs) and school-wide events will be limited. We would follow the regular bell scheduled as outline below.

School Hours





- Preschool (3-4-Year-Old) Classes
 - Full-Day: 8:15 a.m. – **3:00 p.m.**
 - Part-Day: 8:15 a.m. – 12:00 p.m.
- Elementary (5-11-Year-Old) Classes 8:15 a.m. – **3:00 p.m.**
- 12-Year-Old through Secondary IV 8:15 a.m. – 3:45 p.m.

QSIA expects all children to attend school in person. Children who are not able to attend school in person will receive adaptive accommodations to ensure they do not miss important instruction.



Online Learning

It may be possible that specific classes or the whole school will be forced to shift to an online learning format this school year. The following online platforms will be used to support both online academic work and teacher/student/family collaboration to ensure a quality learning experience. Most classes and students will be using these platforms throughout the year (even during F2F lessons) to supplement and enrich our instruction.

	<p>Office 365 Account</p> <p>All staff and students 9-years-old and older have school email accounts through the Office 365 Suite. Additionally, they have free access to the Office Suite of programs such as Word, Excel, and PowerPoint. This account will be used as supplement for the Seesaw and Teams learning platforms.</p>
	<p>Seesaw</p> <p>Seesaw is a platform for student engagement that provides creative tools to take pictures, draw, record videos and more to capture learning in a portfolio. Teachers can find or create activities to share with students and parents. Seesaw will be the academic platform for PreK through 10-year-old students (10 year-old students will use both Seesaw and Office 365 as a transition between platforms). Students will be issued a learning code where they can access all their classes.</p>
	<p>Microsoft Teams</p> <p>Teams will serve as the academic platform for 10 year through Secondary IV students (10-year-old students will use both Seesaw and Office 365 as a transition between platforms). Teachers will create channels for units and communications and ensure that students know where to find the necessary learning materials.</p>
	<p>Zoom</p> <p>Zoom is a virtual classroom platform that may be used by all teachers. This is easy for students and parents to access, as the classroom teacher simply sends a link via email for individuals to join the meeting/class. Zoom will be used for synchronous (real-time) learning and communication for all ages.</p>

Specific Regulations

The following procedures will be enforced:

- Children will be allowed on campus daily from 8:15am - 3:45pm
 - 3 - 11-year-old students will be permitted on campus 8:15 - 3:00 during full-day
 - 12-year-old - Secondary 4 students will be permitted on campus 8:15 - 3:45 during full-day
- Only students and school staff are permitted on campus. Parents may not enter the school building without written permission from the school director.
- All individuals must have their temperature taken before entering the building. Individuals with temperatures over 37.5 degrees or showing signs of illness will not be permitted entry.
- Students or staff who show any signs of illness or have a fever will be denied access to the building.
- Children and staff over the age of 5 must wear masks at all times (except at outdoor recess, lunch/snack, and PE class). **Masks must fully cover the nose and mouth.**
- Masks are optional for children aged 3-5.
- All staff must be fully vaccinated against COVID-19 or have a negative weekly PCR test.
- Mandatory 14-day restricted access for any teacher or student arriving in Kazakhstan or traveling from a Red-Zone area within Kazakhstan. **The 14-day restriction is waived with a negative COVID-19 test result.**
- Scheduled air circulation in each classroom.
- Students will remain in a "pod" setting: One classroom, one set of teachers. Limited movement in the hallways.
- Schedule will limit students from interacting with other classes.
- The medical office is equipped with an isolation room in case of suspected illness.
- Children should bring their own reusable water bottles to school every day.
- Children are encouraged to bring an extra mask to change into after lunch. All masks should be stored in a sealable plastic bag.
- School supplies will not be shared between students.

Distance Learning Plan

QSI International School of Atyrau is committed to providing an alternative means of education in the form of Distance Learning if necessary. Distance Learning designates the experience students will have when school remains in session but when students are unable to physically attend school because of campus closure. While Distance Learning cannot replicate onsite learning, our teachers can deliver powerful instruction that allows students to meet expected standards in an online environment.

The success of our Distance Learning endeavor is a partnership and is dependent on careful planning by our dedicated faculty, appropriate student motivation and engagement, and strong parent support for this alternative mode of instruction. The result of such learning experiences will expand student academic progress and attend to student social and emotional well-being.

The purpose of this document is to outline how QSIA will continue to offer an effective education through Distance Learning in the event of school closure.

Roles and Responsibilities

Leadership Team:

- Develop divisional plans for distance learning.
- Communicate with faculty/staff and parents.
- Support faculty/staff and parents during Distance Learning.
- Ensure effective implementation of Distance Learning plan and accountability to student learning.
- Host monthly digital meetings with families
- Provide opportunities for families to learn about online instruction and provide additional tools and resources to make managing online learning successful.

Subject/Homeroom Teachers:

- Collaborate with colleagues to design Distance Learning experiences for students in accordance with grade level plans.
- Develop high-quality student learning experiences.
- Communicate with and provide timely feedback to students.
- Communicate with parents, as necessary.

AP Coordinator:

- Remain in contact with the College Board (AP).
- Communicate information from the College Board to teachers, parents and students, as it becomes available.

Roles and Responsibilities (Students)

- Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher(s).
- Check appropriate online platforms for information on courses, assignments, resources daily.
- Identify a comfortable and quiet space to study/learn.
- Engage in all learning posted with academic honesty.
- Submit all assignments in accordance with provided timeline and/or due dates.
- Ensure own social and emotional balance by keeping healthy habits.

Roles and Responsibilities (Parents)

Support their child(ren) in their learning by:

- Providing an environment conducive to learning (access to technology, safe and quiet space during daytime hours).
- Engaging in conversations on posted materials and/or assignments.
- Monitoring time spent engaging in online and offline learning.
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play

The spring of 2020 brought with us many lessons for effective online instruction. We have found the number one indicator of successful distance learning is the partnership between parents and school to ensure students are being held accountable, being supported, and taught how to self-advocate.

GENERAL SAFETY PROCEDURES

All Staff and Faculty Should

- Be vaccinated against COVID-19 (or, if unable to vaccinate, take weekly PCR tests)
- Take body temperature before leaving home
- Arrive at school no later than 7:45
- Wear protective masks throughout the day, apart from lunch, PE, and any other exceptions.
- Have their temperature checked at the front door.
- Use Ashyq app when entering the building
- Use hand sanitizer in the lobby and, if possible, wash hands.
- Open windows in work areas whenever possible.

All Students Should

- Take body temperature before leaving home
- Wear protective masks throughout the day or for parts of the day.
- Avoid sitting in common areas.
- Have their temperature checked upon arrival at school

Hand Washing

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

Wearing Masks

Students, teachers, and staff will need to wear masks throughout some or all of the school day. Wearing masks while at school

- 1) Prevents the spread of droplets
- 2) Reduces individuals touching their faces

Though the school does have emergency masks in supply, we ask that all individuals bring their own masks. Children 5-years-old and younger may choose to not wear a mask.

Arrival and Dismissal Procedures

To limit the number of people on campus, parents will not be permitted to enter the building without an appointment.

Arrival

- Park and Drop - Parents or drivers parking off campus should drop off students at the front drop-off area. Temperature checks will be done at the front door of the school.
- For Preschool children - An adult may escort the student to the drop off point and then we kindly ask for them to leave the campus. The preschool zone for students will be completely closed off for all parents.
- Drop and Drive Through - Registered automobiles will need to drop off students at the front gate so they can walk through the screening area. Parents or drivers can drive through campus for traffic flow purposes to exit.

Dismissal

- Students should not linger in common areas, such as the Great Hall, gym, or field as they wait for their buses or drivers.
- Bus riders should go directly to their buses and sit in their assigned seats.
- Students should go immediately to their parents or drivers and exit the campus.
- Students are not allowed to remain on campus to use facilities.

CLASSROOM PROCEDURES

Wearing masks

- Students and teachers will wear face masks as much as possible, especially when in hallways or bathrooms or in proximity to students from other classes.
- Students will need to provide their own masks.

Washing hands frequently

- Students should wash their hands immediately **before**: leaving home, leaving the classroom, eating, touching shared objects, touching one's face, and leaving school
- Students should wash hands immediately **after**: arriving at school, entering classroom, finishing lunch, touching shared objects, using the bathroom, coughing, sneezing, and blowing one's nose, and arriving at home.
- Students will use hand sanitizer when washing hands is not possible.

Maximizing physical distancing to protect individuals

- To the greatest extent possible, individuals will be kept at least 1 meter apart.
- Large, lesser-used spaces in the school may serve as temporary classrooms (e.g., auditorium, cafeteria)
- Greetings such as hugs, handshakes, and high-fives will be replaced with smiles, waves, thumbs-ups, and other non-contact greetings.

Maximizing group distancing to slow transmission chains

- Class groups will be kept as distinct and separate as possible.
- Student movement between different classrooms will be limited.
- Large groups and gatherings will be avoided on campus.

Disinfecting objects between users

- Sharing school supplies will be limited. Students should have their own personal water bottle and personal school supplies. Teachers will provide a list of the necessary items.
- Teachers will limit the use of non-essential school resources. If shared resources are used, they will be disinfected between users.
- At the conclusion of each class, teachers assist students in disinfecting their desks/workstations.

- To the greatest extent possible, teachers will choose lesson plans and learning strategies that limit student contact.

Class-specific Protocols

PE

- Teachers should plan outdoor activities whenever possible.
- Students should not leave any personal items in the change rooms.
- Teachers will avoid activities that require physical contact.
- Sports equipment will be disinfected after each class.
- Depending on the activity and classroom space, teachers may decide to allow students to remove masks.

Music

- Students will not share equipment within a class period
- 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 equipment (percussion instruments, guitars, pianos, etc.) with disinfectant after each class.
- Depending on the activity and classroom space, teachers may decide to allow students to remove masks.

Technology

- Technology classes will still be hosted in the technology room.
- All computers, keyboards, mice, and surfaces will be disinfected between each class.
- Students will be seated at least 1 meter apart.

Recess

- Students will wash or sanitize hands before and after recess.
- Recess times will be staggered, or classes limited to particular outdoor area.

LUNCH PROCEDURES

Food Service Protocols

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

- Lunch Schedule will be changed to allow for fewer people in the lunchroom at a time.
- Lunches may be prepared for younger classes and delivered to their room.
- 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 Great Hall is also be set up to provide overflow seating.

SCHOOL MEDICAL OFFICE

This year additional staff will be added to our school medical office to assist with keeping students and staff safe. The school medical professionals will be responsible for the following measures.

Screening

- All students and staff will enter the building using the front door.
- Primary temperature checks will be done at the door. Secondary temperature checks will be done when necessary at the Health Center.
- General monitoring of student health by teachers
 - any students showing any symptoms should report to the health center for a health check and interview.

Recording: Health Data Collection

- The medical office will maintain student records related to health and illness conditions.
- All COVID-19 related symptoms will be documented.
- Any student sent home for isolation, will be documented and reported.
- Students who stay home and have any COVID-19 symptoms should inform the school for documentation.

Contact Tracing

Based on current knowledge, a close contact is someone who was within 6 feet (2 meters) of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. (<https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>)

Strategies to reduce the number of persons in contact with one another:

- Restricting student interactions to classroom cohorts
- Maintaining distance between individuals at any time
- Limiting gatherings of students and staff
- Organizing patterns of movement and one-way systems in hallways.
- Having specialist teachers come to classrooms

Identifying Cases

- If a student is showing symptoms of illness, they should report to the medical office for further evaluation.
- If COVID-19 is suspected, the student should remain in isolation until they can be sent home.
- The student should remain home until recovery is confirmed.
- The school should closely monitor individuals within the student's contact circle for similar symptoms.

Reporting

- If an individual is confirmed to have COVID-19, the school will inform everyone within the contact circle to warn contacts of their potential exposure, and assess their symptoms and risk.
- Refer those with symptoms to testing and care.

Isolation Room

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

COVID-19 ON CAMPUS

Community Responsibility

QSI International School of Atyrau wants to have students and teachers on campus as much as possible, but is also committed to providing a safe and healthy learning environment. We are all in this together and we want to have students and teachers on campus for as long as possible. This will take an intentional effort by all families, at all times, and in many different scenarios.

Responsibility at Home

- Please keep sick children home and monitor their symptoms closely.
- Inform the school if someone in your home has tested positive for COVID-19 and keep all students home for the isolation period or until a confirmed negative test.
- Follow the same recommended CDC and WHO safety procedures in your own personal lives and activities

Responsibility at School

- Monitor student and staff health throughout the day
- Adhere to the safety protocols outlined in our COVID-19 Campus Procedures
- Inform relevant parents in a timely manner concerning any COVID related issues or concerns.

Our Limitations & Fears

- QSIA cannot keep track of every family's personal health data, activities, or travel.
- We prefer not to be in a position where information is hearsay. This is to say that one individual reports to the school what they have heard about a different individual's health. Please encourage members of the community to communicate directly with the school.
- QSIA does not want anyone who may end up having COVID-19 to feel guilty, shame, or embarrassment. We are all in this together.
- Individuals will still get sick with many other illnesses.
- A person with COVID-19 may be contagious 48 hours before the onset of symptoms, making it very difficult to identify before spread.

First Level Contacts- an individual who was in contact with an infected person within 2 m for at least 15 minutes starting from 48 hours before illness onset.

(<https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>)

Second Level Contacts- individuals who were in contact with a first level contact individual (someone who was within 1.5 m of an infect individual for at least 15 minutes).

Self-Isolation - required for any person who has had confirmed first level contact with an individual who is confirmed to have COVID-19.

SUSPECTED AND CONFIRMED CASES OF COVID-19 AT QSIA

(Students, staff, and family members)

Suspected COVID-19 case among students and staff

Once the symptoms are confirmed by the school nurse and it is deemed that the symptoms are concerning, the individual will be asked to wait in the Isolation Room. The school nurse should continue to check on the individual's symptoms during the time in the Isolation Room.

1. Contact the parents of the individual (if a student).
2. When the parent or caregiver arrives, the nurse will escort them to the isolation room.
3. QSIA School Nurse will inform the Director and Director of Instruction.
4. Administration will identify any first level contact individuals who may be at risk.
5. If the individual is recommended a COVID-19 test by a medical professional, the school will inform any first level contact families to monitor their health closely. The school will also minimize movement of the class.
6. The school will await the results of the COVID-19 test or medical professional's diagnosis.
7. The class of the individual will resume its normal routines once one of the following is received:
 - a. COVID-19 test result is negative
 - b. A medical certificate form a clinic or doctor provides a diagnosis other than COVID-19.
8. QSIA will keep parents of first level contact informed as the situation progresses.

Confirmed COVID-19 Cases and Contact Tracing

Student tests positive for COVID-19

Step 1 - The student's family will immediately inform QSIA office of the positive diagnosis. The individual will need to self-isolate and will not be permitted to enter the campus until fully recovered.

Step 2 - QSIA will immediately inform members of the student's cohort and any other first level contacts (students or staff). These individuals must begin a quarantine period lasting for 14 days. Any closed classrooms or spaces will be disinfected with deep and thorough cleaning.

Step 3 - Cohorts will shift to online learning during the 14-day isolation.

Step 4 - In order for individuals to return to campus, students must provide the QSIA office with documentation of a negative COVID-19 test. If students did not get a COVID-9 test, they will need to provide documentation from a doctor indicating the individual is symptom-free and may return to school.

Staff member tests positive for COVID-19

Step 1 - The QSIA staff member will immediately inform QSIA office of the positive diagnosis. The individual will need to self-isolate and will not be permitted to enter the campus until fully recovered.

Step 2 - QSIA will immediately inform first level contacts (students or staff). These individuals must begin a quarantine period lasting for 14 days. Any closed classrooms or spaces will be disinfected with deep and thorough cleaning.

Step 3 - Impacted students or classes will shift to online learning during the 14-day isolation.

Step 4 - In order for individuals to return to campus, students must provide the QSIA Health Office with documentation of a negative COVID-19 test. If students did not get a COVID-9 test, they will need to provide documentation from a doctor indicating the individual is symptom-free and may return to school.

A household member of a student or staff member is diagnosed with COVID-19

- Individuals may return to campus:
 - After 14 days from the time of the household member's diagnosis.
 - If they, themselves, have received a negative COVID-19 test result.
- The school will communicate with any first level and second level contacts.

Notifications From The School

- QSIA feels that it is important to be as transparent as possible with families concerning suspected and confirmed cases. However, we also feel it is important to keep specifics confidential.
- Parents will be notified that a student within their child's class/cohort has tested positive.
- The school will also remind/notify parents concerning the step-by-step procedures to follow.
- QSIA administration and teachers will keep in contact with parents throughout the entire process.

Actions Taken by the School When There Is a Confirmed Case

Confirmed case in one student	
Closure	The classroom/pod of the student will be closed and disinfected
Contact Tracing	Contact classmates, staff, and any student who ride the bus (if a bus student).
Quarantine & Return	The entire class and any other first level contacts will self-isolate for 14 days
Confirmed case in three and more students from different classes	
Closure	The school building will be closed.
Contact Tracing	Contact classmates, staff, and any student who ride the bus (if a bus student).
Quarantine & Return	The entire school and any other first level contacts will self-isolate for 14 days