



OPERATING PROCEDURES

2021-2022



QSI INTERNATIONAL
SCHOOL OF TBILISI



HEALTH & SAFETY

QSI International School of Tbilisi is planning on returning to campus on August 26th, opening our doors for a new school year. We look forward to seeing all returning students and families while also welcoming several new students and families into the QSIT community.

Without any clear indication for how long we will need to make adjustments due to COVID-19, we may be in a situation where we continue to move through a variety of risk levels during the fall and into the winter. QSIT will continue to follow guidelines defined by the Georgian Government, which may include social distancing limitations, mask usage, and continued cohorting of classes. We will follow the Government's assessment of the risk level, but QSIT realizes that we will need to respond to many different health and safety scenarios.

We also understand that within our large school community, there is a wide range of perspectives and views concerning the seriousness of COVID-19, vaccination introduction, practical precautionary methods, and realistic procedures. QSIT will continue to follow the recommendations and guidelines published by the CDC, WHO, NCDC and the Georgian Ministry of Health and Ministry of Education.

This document is meant to outline three the educational model and initial procedures we plan to implement for the start of the 2021-2022 school year. August may bring many changes to the epidemiological situation in Georgia. The introduction of increased vaccination possibilities in the country and the impact that will have on our student population will play an increased role in our response to managing the school. We understand that Covid-19 is not going away but the school's approach to the management of in-person instruction will need to shift to look at recommendations and the science surrounding the pandemic. QSIT will look to best practices as they pertain to the currently known situation. We recognize that we must remain flexible and that we may be in a situation requiring us to shift as the conditions change. We understand that with each development in the epidemiological situation, we will need to share many more relevant and specific details. As we realize that some government guidelines and health recommendations may change before the first day of school, we will plan to share more specific information as we approach the first day.

We expect that the situation will continue to be fluid and may change for the better throughout the school year.

The intention of the school is to start with face-to-face instruction starting from August 26th. The school will provide a detailed opening plan that reflects current conditions and guidelines by August 16th.

Health and Safety Considerations

QSIT may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home When Appropriate** Policy will be enforced that encourage sick employees and students to stay at home without fear of reprisal. Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.
- **Staff and Faculty Testing and Vaccinations** encourage staff and faculty to be vaccinated or be part of our weekly PCR testing regimen.
- **Hand Hygiene and Respiratory Etiquette** Teach/reinforce handwashing and encourage staff and students to cover coughs and sneezes with a tissue.
- **Face Mask** Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible and are essential in times when physical distancing is difficult. The school will continue to monitor and adapt to the appropriate use of face coverings.
- **Adequate Supplies** QSIT will support healthy hygiene behaviors by providing sufficient supplies, including soap, hand sanitizer (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, face coverings (as feasible) and no-touch trash cans.
- **Signs and Messaging** QSIT will post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs.
- **Cleaning and Disinfection** Cleaning and disinfecting frequently touched surfaces within the school and on school buses at least daily or between use as much as possible. The use of shared objects will be limited when possible or cleaned between use.
- **Modified Layouts** Spaced seating/desks the prescribed appropriate distance apart when feasible. Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- **Physical Barriers and Guides** Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart. Provide physical guides, such as tape on floors and signs on walls, to ensure that staff and children stay at least 6 feet apart in lines and at other times.
- **Communal Spaces and Food Service** Communal spaces will be opened back up where needed and follow guidelines for appropriate food preparation and disposal. Food service will start from the first day and the use of interior and exterior cafeteria spaces will be used.
- **Communication Systems** Notifying staff, families, and the public of school schedule changes and any restrictions in place to limit COVID-19 exposure. Provide a system that is consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their students have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
- **Staff Training** Train staff on all safety protocols.
- **Recognize Signs and Symptoms** Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students. Health checks should be conducted safely and respectfully and will be in accordance with any applicable privacy laws and regulations.
- **Isolate and Transport Those Who are Sick** School administration has identified an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. Establish procedures for safely transporting anyone who is sick to their home or a healthcare facility with appropriate parental permission and guidance.
- **Notify Health Officials and Close Contacts** In accordance with local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality.
- **Access to the Campus** QSIT has a vibrant campus full of activities and opportunities. The school intends need to keep open access to our facilities to all activities. Access for parents and visitors will be carefully evaluated and monitored.
- **Health and Wellness** QSIT is committed to monitoring and supporting the physical and mental health and wellness of our students, teachers, and staff in connection with the school's health service and the School Counselor program.

2021-2022 Course Schedule

QSI International School of Tbilisi will begin the 2021-2022 school year with a full return to face-to-face on campus instruction. Distance Learning will not be an option unless specifically mandated by the Georgian government.

Course and class scheduling for Preschool, Elementary, Middle School and High School are listed below. The course name or class content for each identified period will change according to age identified curriculum needs and individual student selections.

Middle School (11YO/12YO/13YO) and High School Schedule

A Schedule - Monday / Wednesday		B Schedule - Tuesday / Thursday	
1 st Period	8:45-10:05	5 th Period	8:45-10:05
2 nd Period	10:10-11:30	6 th Period	10:10-11:30
Morning Break	11:30-11:45	Morning Break	11:30-11:45
3 rd Period	11:45-13:05	7 th Period	11:45-13:05
Lunch Break	13:05-13:45	Lunch Break	13:05-13:45
Activity Period	13:50-14:35	Activity Period	13:50-14:35
4 th Period	14:40-16:00	8 th Period	14:40-16:00

Alternating Week A/B Schedule - Friday	
1 st or 5 th Period	8:45-10:05
2 nd or 6 th Period	10:10-11:30
Morning Break	11:30-11:45
3 rd or 7 th Period	11:45-13:05
Lunch Break	13:05-13:45
Activity Period	13:50-14:35
4 th or 8 th Period	14:40-16:00

Preschool Schedule

(These times are adjusted by the classroom teacher to meet age level standards)

Period 1	8:45-9:30
Period 2	9:30-10:15
Morning Recess	10:15-10:35
Period 3	10:35-11:20
Period 4	11:20-12:05
Lunch Recess	12:05-12:50
Period 5	12:50-13:35
Period 6	13:35-14:20
Period 7	14:20-15:05

Elementary (5YO-10YO) Schedule
(The LOE and Specials courses are different per each grade level.
The schedule below represents a typical schedule)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:30	Reading	Reading	Reading	Reading	Reading
9:30-9:50	Writing	Writing	Writing	Writing	Writing
9:50-10:10	Recess	Recess	Recess	Recess	Recess
10:10-11:20	Math	Math	Math	Math	Math
11:20-12:05	Cultural Studies	Science	Cultural Studies	Science	Cultural Studies
12:05-12:50	Lunch	Lunch	Lunch	Lunch	Lunch
12:50-1:35	LOE	Library	LOE	EXT	MUSIC
1:35-2:20	KEEPING SAFE	TECH	EXT	ART	ART
2:20-3:05	PE	EXT	PE	GEO Culture	EXT

Preschool and Elementary

QSIT will continue to cohort students whenever possible. Preschool classes will remain cohorted to their age levels and continue to not cross their schedules. Each preschool age level will operate independently for recess and lunch. Elementary classes will operate as two distinct cohorts. Cohort #1 will contain the 5-year-old, 6-year-old, 7-year-old age groups. Cohort #2 will contain the 8-year-old, 9-year-old, 10-year-old age groups. These cohorts will be allowed to mix in LOE courses, lunch, and recess.

Middle School and High School

The Middle School and High School will be considered one complete cohort. The students at these age levels will have lunch and morning break as a combined group.

Distance Learning Platforms and Communication System at QSIT

QSI International School of Tbilisi fully plans to operate the school in a face-to-face in-person capacity for the 2021-2022 school year. As the epidemiological situation and Georgian government dictates there may be a mandated requirement to shift to distance learning. If that happens QSI Tbilisi will be ready to provide distance learning by continuing to keep open the online platforms utilized during the 2020-2021 school year. In the event that QSI Tbilisi is mandated to shift to remote learning the school will implement a synchronous schedule that matches the in-person daily schedule.

The following Online Platforms support both Distance Learning and faculty/student/family collaboration to ensure a quality student learning experience when planning and learning remotely:

Office 365 – all staff have email accounts through Office 365, along with a variety of tools to communicate and collaborate. Some tools, such as TEAMS will be used with students who are also issued school email accounts (9YO-SEC4). The TEAMS video conference platform will be used as the tool for video conferencing in those age groups.

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 (PreK-8YO).

ZOOM – is a virtual video-conference platform that may be used by lower preschool and lower elementary teachers. This is very easy for students and parents to access, as the classroom teacher simply sends a link via email for individuals to join the meeting/class (PreK-8YO).

School Buddy – is a student management system used by QSI Tbilisi to communicate school information at all levels. All QSI students and parents will be provided with their access portal using a login and password.



QSI International School of Tbilisi will continue to use best practices in establishing procedures and routines. Procedures established related to sanitation and hygiene during the 2020-2021 school year will continue to be used. Below you will see some of the practices that the school will incorporate into the school year.

Staff and Faculty

- Take body temperature before leaving home
- Wear protective masks throughout the day
- Temperature checked at the campus security checkpoint.
- Use hand sanitizer upon entering school and, if possible, wash hands.
- Open windows in work areas.

All Students

- Take body temperature before leaving home
- Wear protective masks throughout the day as appropriate to the age.
- Upon arrival at the school, students will have their temperature checked.

Healthy Hand Hygiene Behavior

- All students, staff, and volunteers should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after eating or handling food
 - After using the toilet or helping with toileting
 - After playing outdoors
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers can be used if soap and water are not readily available.
- Students will be supervised when they use hand sanitizer
- Students will be assisted with handwashing, including those who cannot wash hands alone.
- Developmentally appropriate posters describing handwashing steps will be placed in prescribed areas.



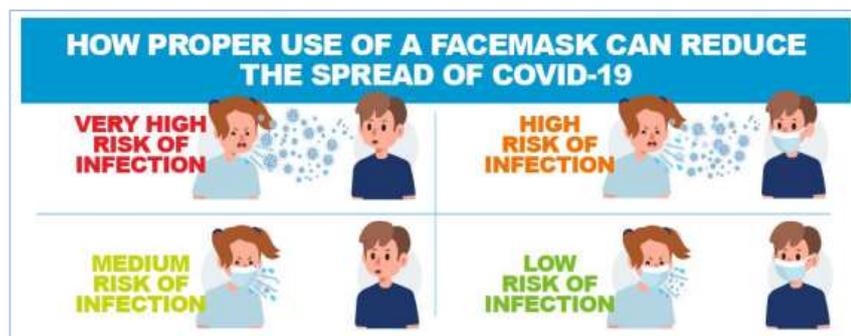
Wearing a Mask

The use of face mask at QSI Tbilisi will be determined in August. QSIT will assess the need for masks through review established guidelines set forth by the Georgian Ministry of Health and current best practices for the reduction of transmission for Covid-19.

QSI Tbilisi currently has students, teachers, and staff wear masks throughout the day both inside and outside. The purpose of wearing a mask while at school is for two main reasons:

- Prevent the spread of droplets
- Reduce individuals touching their faces

The school can supply cloth and disposable masks , but we ask that all individuals bring a mask that fits the requirements of your family's needs. The condition of wearing a mask is dependent on the age level of the student. Students six years old and up are currently required to wear a mask. The school will adapt to best practices for the 2021-2022 school year. Masks usage will consistently be reviewed for effectiveness.



Arrival and Dismissal Procedures

During the 2021-2022 school year parents will be permitted to enter the campus building.

Arrival Procedures

- Parents and drivers will be allowed to drive through the front gate and proceed to the right, dropping students off at the designated area then continuing to exit through the lower parking lot out through the lower gate onto Goderdzi Chokheli Street. Students will then walk to the (2) designated central entry locations by the track. Preschool parents will be allowed to park in the lower parking lot and escort their students to the designated classroom through the

patio entrance. All student will be escorted to the pickup zone on the track at the end of the school day.

- Bus riders will be dropped off at the roundabout next to the main entry point adjacent to the track. Temperature checks will be done at all entry points.
- Students dropped off outside the front gate will enter through the main school entrance and proceed to the central entry point. Temperature checks will be done at all entry points.

Dismissal Procedures

- Students should not gather or linger in common areas, such as cafeteria, gym, library, or outside on school grounds, as they wait to get on their bus or get picked up.
- Staff will escort elementary and preschool students directly to the bus **and load** to their assigned seats. Middle and Secondary students will report directly to their bus and sit in assigned seats. Buses will be lined up within the roundabout.
- Parents or drivers will be allowed to start lining by parking in the lower parking lot at 3:45. All car riders will be released and report to the upper field at 4:00, where cohorts will remain together as staff supports the release of individual students to parents. Car riders will exit out the track gate and cars will exit campus onto Goderdzi Chokheli Street.
- No one should be staying on campus to use any unapproved facilities or equipment.
- If approved activities are being held after school, those students will report immediately to the designated area.



Transportation Services

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 the bus unless they do not have a fever and/or other COVID-19 symptoms.
- Wear a protective mask and gloves.
- Check student temperatures before entering the bus.
- Clean and disinfect the bus after each use to prepare for the next pickup.
- Keep the bus windows open for proper ventilation (weather permitting).
- Communicate to the school and parents immediately upon recognition of symptoms or temperature of any student before entering the bus.

All Students Who Take the Bus Must:

- Not ride the bus unless they do not have a fever and/or other COVID-19 symptoms.
- Wear a protective mask before, during, and after the bus ride.
- Sit in the assigned seat and avoid touching.
- Hand sanitizer will be dispensed as students enter the bus.

Arrival to Campus

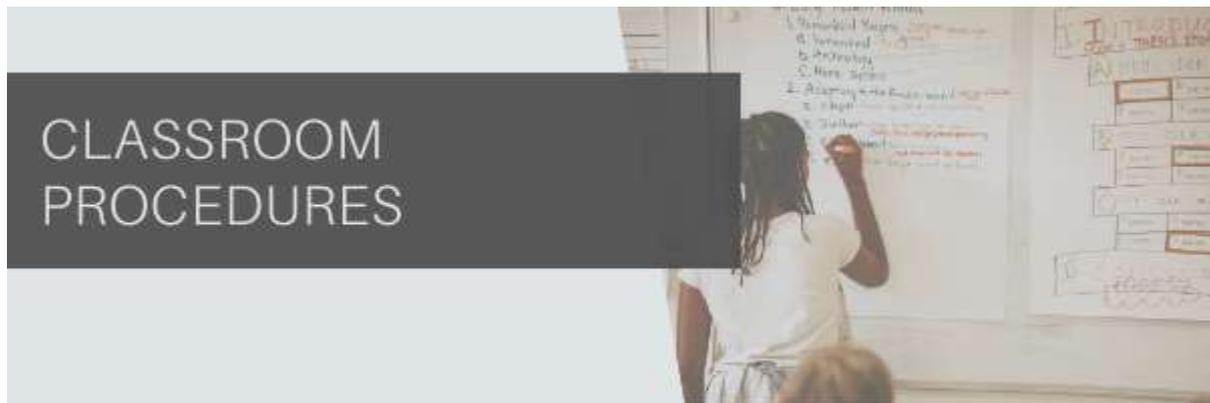
Once students arrive on the campus, we ask them to wait for students to exit the bus slowly and leaving a distance between the person exiting ahead.

Departure from Campus

Students will be dismissed from their homeroom or last class to collect their things and go straight to the bus. Once on the bus, they should find their assigned seat and wait patiently for the bus to depart. If there is a line waiting to get on the bus, students should keep an appropriate distance apart. Siblings will be allowed to sit with each other in adjoining seats as part of assigned seating.

Bus Routes

An alternate and doubled bus program will be implemented to account for the increase in routes to maintain acceptable social distance inside each vehicle. Parents and guardians will be informed of pickup and drop-off times in advance and be provided with the bus monitor's phone number.



Space Arrangement

Classrooms will be set up to allow for as much social distancing as possible. Plexiglass dividers will be implemented where social distance accommodations cannot be met.

Precautionary Routine

- After each class, teachers will clean each student's desk/workstation with an approved disinfectant solution. Students will be provided direct instruction on how to disinfect their desks/workstation.
- Elementary students will not need to wipe down their stations unless this seems necessary between classes.

Student School Items and Resources

To reduce the amount of sharing items, we ask that students:

- Have their water bottles
- Use their school items
- Teachers should limit the sharing of non-essential classroom resources.

PE Class Protocols

Teachers should plan outdoor activities whenever possible. Students will be divided into smaller cohorts when using the locker room for changing to reduce the number of students per room. 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.

Music Class Protocols

Singing and instruments that require deep breathing/exhaling have been shown to have an additional increased risk for the spread of COVID-19. The determination as the year progresses will be made as to the use of wind instruments. 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 (percussion instruments, guitars, pianos, etc.) with disinfectant after each class.

Technology Class Protocols

Technology classes will be offered in the technology lab or be provided to smaller cohorts for laptop usage. Teachers will disinfect after each use.

Library Class Protocols

Our library will use a 48-hour rotation system to 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. Classroom delivery of checked out books or mobile library options may be utilized to decrease traffic in common area spaces.



Food Service Protocols

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

- Lunch Schedule will allow for students to eat in the cafeteria and outside on the patio..
- Lunches will be prepared for 5-year-old and preschool classes. Lunch will be **delivered** to their rooms.
- Student seating in the cafeteria and patio area will be socially distanced and utilize timing for cohorts.
- Please notify the school by calling first if your student did not arrive with their home lunch and will have it delivered during the day.
- Students lining up should keep an appropriate social distance while waiting for their food.

Seating for Students

Student seating in the cafeteria will be arranged to provide more space between all students. The outdoor patio will also be utilized for appropriate seating (weather permitting).

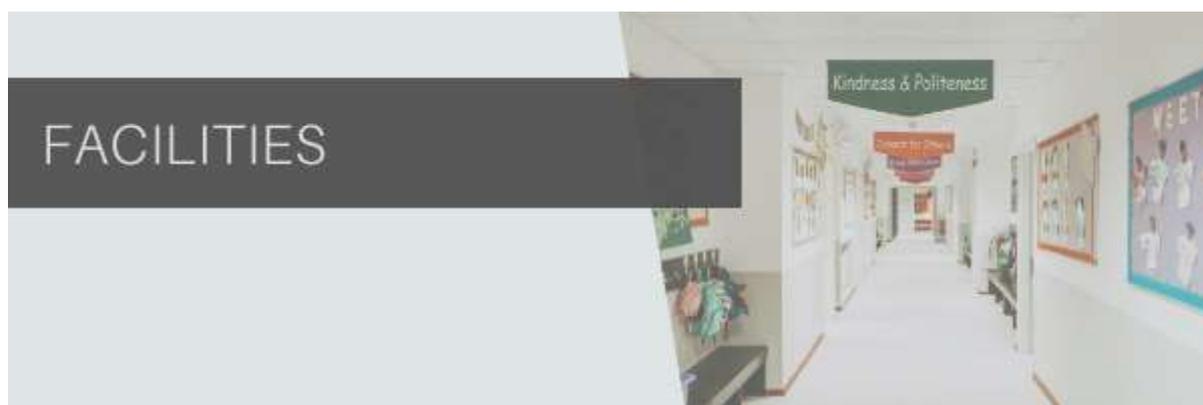
Lunch Schedule

TIME	Group or Age Level
11:50	Preschool Lunch Delivery (Classroom) / Recess
11:55-12:20	5YO Delivered Lunch from Cafeteria (Classroom) / Recess
12:05-12:27	6YO/ 7YO Lunch in Cafeteria – 8YO / 9YO / 10YO Recess
12:27-12:50	8YO / 9YO / 10YO Lunch in Cafeteria – 6YO / 7YO/ Recess
13:00-13:35	12YO / 13YO Lunch in Cafeteria
13:05-13:40	Secondary Lunch in Cafeteria

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

Recess snacks for elementary classes will be delivered based on the daily choice order provided to the cafeteria by 9:00 from the homeroom teacher.

Recess snack for Middle School and Secondary will be handed out in the cafeteria and outside on the patio.



Typically, QSIT has a vibrant campus full of activities and classes for students, teachers, and parents. QSI will continue to look to fully open up the campus facilities for appropriate use during and after school.

Cleaning

- Increased School Cleaning with Disinfectants – QSIT will increase the frequency of cleaning and place a more significant emphasis on commonly touched surfaces, such as door handles, rails, 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.
- All classrooms will have spray bottles and wipes for disinfecting desks and workstations.

Waste Management

QSIT will use open waste containers and remove waste regularly from school areas throughout the day.

QSIT Nurse Center

1. Screening

- Primary temperature checks will be done at the front two interior entrances to the campus. All staff will enter through the back-staff entrance and will have temperature checked before entering the building. Secondary temperature checks will be done when necessary at the Nurse Center.
- General monitoring of student health by teachers – any students showing any symptoms should report to the Nurse center for a health check and interview.

2. Recording - Health Data Collection

- The Nurse center maintains student records that are designed by age level or cohort.
- All COVID-19 related symptoms will be documented.
- Any student sent home for isolation until confirmation should be documented and reported.
- Students who stay home but have any COVID-19 symptoms should inform the school for documentation. The school will continue to adapt the isolation and departure policy for students that are sick.

3. Contact Tracing - Based on our current information, 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. (<https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>). The school administration will be responsible for contact tracing.

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

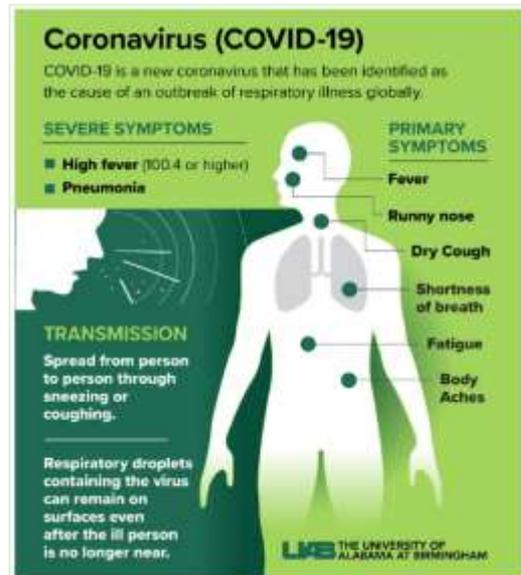
- Classroom Cohorts with isolated interactions
- Social Distancing
- Organize patterns of movement and one-way systems in hallways.
- Tracking Student Movement
- Use of the student's schedule to inform contacts

PARENT & COMMUNITY
MEMBERS



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 Director to tell them why your child will be absent.
- Make sure that your child has masks, their water bottle, and any other personal protective equipment you deem necessary as a parent.



Parents or visitors wishing to access the campus must have an appointment and will need to:

- Wear a mask
- Have temperature checked
- Receive a visitor's badge or present parent identification badge
- Check-in at the front desk staff when arrive and wait to be escorted to the appropriate meeting location.
- When leaving, make sure to sign out and return the visitor's badge.

All visitations or appointments can be scheduled by emailing the school receptionist, Tamo Kapandze, at tamo-kapanadze@tbilisi.qsi.org or by calling the school phone number at +995 322 53 76 70. The school director will confirm all campus visitations.

Contact information for school nurse: Maia Kumladze

maia-kumladze@tbilisi.qsi.org

+995 322 53 76 70

Response and Communication

QSI Tbilisi will continue to monitor and adapt our isolation, quarantine request, and contact protocols to match the current epidemiological situation in the country and NCDC requirements. Protocols will be adapted to meet best science practices and Ministry of Health requirements.

- If a student is showing symptoms, they should report to the Nurse center to interview for possible COVID-19.
- If COVID-19 is suspected, the student should remain in isolation until they can be sent home. The isolation room in QSIT is in designated as the nurse's office
- The student should remain home until recovery is confirmed or has tested negative. Please review the return from the exclusion guidelines listed below.
- The school will monitor any individuals within their contact circle for similar symptoms very carefully.
- Upon the identification of a confirmed case, the school will notify the school community. Based on Georgian government guidelines, the school will determine the need for isolation or request for quarantine. The school's emergency response team will be immediately be convened to prepare for school closure and transition to distance learning if an in-school transmission is detected.

- All reporting of cases to the school need to be directed by the parent or guardian immediately to the Director. The Director will inform the Nurse center.
- **Health Protocols for Exclusion** - The QSIT school community needs to work together to prevent the introduction and spread of COVID-19 in the school environment and the community while still providing a quality education program. QSI International School of Tbilisi reserves the right to exclude students who have a contagious disease such as Covid-19. The school will work with the Georgian Ministry of Health and local health officials to determine the best course of action of a presented case.
- Return to School After Exclusion - Once a student or employee is excluded from the QSIT school environment, they may return if they satisfy the recommendations of the Georgian Ministry of Health. Currently, those guidelines are:
 1. **Untested.** Persons who have not received a test proving or disproving the presence of COVID-19, but experience symptoms may return if the following three conditions are met:
 - a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers); and
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. At least seven (7) calendar days have passed since your symptoms first appeared.
 2. **Tested.** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:
 - a. They no longer have a fever (without the use medicine that reduces fevers); and
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. They have received two negative tests in a row, at least 24 hours apart.
- 3. **Tested with no symptoms.** Persons who have not had symptoms but test positive for COVID19 may return when they have gone seven (7) calendar days without symptoms and have been released by a health care provider.
- Students may also return if they are approved to do so in writing by the student's health care provider.
- Siblings or Other Students in the Household - If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will be reviewed. If they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine.
- Self-Quarantine - If a student or QSIT employee has recently had close contact with a person with COVID-19 symptoms or diagnosed with COVID-19 the school may exclude the student or employee from the school building and recommend that they self-quarantine for 12 calendar days. ***This policy will be under constant scrutiny to make sure that student's education is not compromised due to isolation for first level contact status.***
- Separation While in School - QSI, Tbilisi has a room designated as the Nurse's office where students or employees who may have COVID-19 or another contagious disease will wait to be evaluated or for pickup. Students will be given a mask to wear. Only essential staff, Director, and Nurse will enter the room. Strict social distancing will be required, and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents by being allowed onto campus to the back entrance for pickup or provided the appropriate transportation to the home or health facility.
- Confirmed Case of COVID-19 In the School Building - When there is confirmation that a person infected with COVID-19 was in a school building, the Director will contact the local health department immediately. Unless extenuating circumstances exist, the Director will consult the QSIT Advisory Board and work with the local health department to assess factors

such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine how the school will manage any approach. ***The goal is to always keep the students in the classroom.***

- The QSIT Director will contact parents/students and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively determined for contact tracing by the local health agency.

Communication Plan

- Active and ongoing communication is a critical component before, during, and after any school crisis. QSIT, by implementing specific communication procedures and protocols, will allow staff, students, families, and the community to safely re-engage in the education process.
- Effective communications procedure for QSIT:
 - The Director will be the central point of contact and communication for QSIT
 - Messages from the Director will have a directed focus on the health and safety of the students and staff.
 - The QSIT Director will determine when the information will be shared. There will be a consistent schedule for releasing information, and school employees will work directly with the appointed age level supervisor, Director of Instruction, for the essential need for communication with outside stakeholders.
 - All primary communication will be directed via email from the Director's office using the email parent list. If communication needs to be individualized for age levels, QSIT will initiate the emergency phone tree. All information will be reposted in the central parental portal. The weekly Director's newsletter will be the consistent weekly update for all communication. All emergency-related information will be communicated and transmitted in English and Georgian. The school will work with local community agencies and attached Embassy's to communicate planning items and receive feedback on local conditions. All communication regarding COVID-19 will be carefully designed to counter discrimination against or stigmatizing any person.
 - Students, parents, and employees will be able to contact the Director after regular business hours via phone or email if they have symptoms of or have been exposed to Covid-19.
 - Director Phone: +995 599097662 Email: jason-martin@qsi.org

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