



2021-2022

AISK CAMPUS PROTOCOL

This document has been prepared to layout the AISK 2021-2022 Campus Protocol.

Safety for all AISK constituents, visitors and suppliers is paramount and is at the forefront of all decision making.

While we observe these new practices we acknowledge that it may be challenging and are mindful of the care, patience and understanding required to successfully navigate this time.

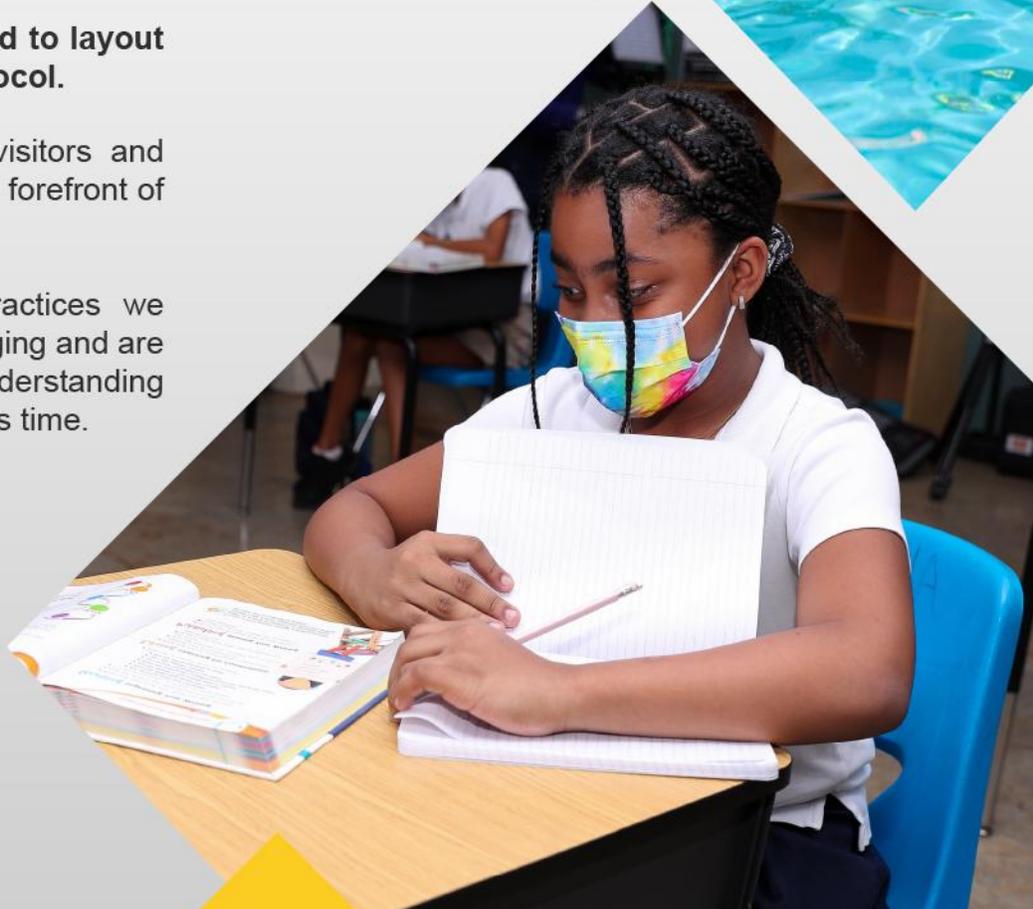




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INTRODUCTION



AISK Campus Protocol

The COVID-19 is the most challenging circumstance the AISK community has faced to date and the most serious public health issue for a century. The dedication, cooperation and expertise of this community along with our core value Integrity will be needed as we navigate these unprecedented times. The assistance of the Ministry of Health & Wellness, the Ministry of Education Youth and Information and the US State Department for their expertise and advice have been, and will be invaluable in the days to come and we are profoundly grateful for the guidance we have received so far.

Guiding Principles

The approaches used to devising the protocols and implementing systems and procedures is guided by 2 principles:



We sincerely hope that events nationally are as such that we are able to uphold these two principles and remain open with a normal school schedule through 2020-2021 and beyond. With that said we are affected by the national and global situation and this may see a mix of on-campus and remote learning as the situation dictates over the coming months.

VISION, MISSION AND CORE VALUES

As in every decision made at AISK, they are made through the lens of the School's Mission, Vision and Core Values, and what is best for students and our stakeholders.

OUR VISION

Our Students Shape the Future

OUR MISSION

Inspiring confident, critical thinkers to contribute and thrive in a diverse world

OUR CORE VALUES

Excellence

Respect

Integrity

Empowerment

Health & Safety

Safely reopening the AISK Campus during this time, the health and safety of our community is our main concern. As a result, the AISK Crisis Management Team (CMT) was formed to do the research and planning. The CMT has been in discussion with experts to develop protocols that guide how we safely open and implement as planned. These protocols were developed and reviewed by the US Embassy's Regional Security Office, the CDC, and the Ministry of Health & Wellness and the Ministry of Education Youth and Information.

Research

The AISK Crisis Management Team members have spent 100's of hours in multiple webinars on health and safely reopening schools. Met with fellow international school leaders as many have had experience in opening schools earlier in the year. The team met weekly to discuss and plan based on the many recommendations from reliable sources and sought feedback from the CDC, the US State Department and the Government of Jamaica.

AISK's approach to safety encompasses six main areas:

1. Physical Distancing
2. Campus Health Screening
3. Promotion of Hygiene
4. Cleaning & Disinfecting
5. Education & Training
6. Communication

AI SK CAMPUS CAPACITY PLAN



Resurgence Planning

The uncertainty of the COVID-19 pandemic, both globally and in Jamaica, means that there may be the possibility of AI SK closing campus and our students reverting to the Distance Learning Plan. There is no guarantee that we will be an open campus for the academic year. It will depend on the situation and AI SK will evaluate the risk, follow the advice and directives of the Government of Jamaica and respond based on the predetermined risk factors set out in the Risk Matrix. Please also note that as new information arrives, and new circumstances arise, there may be situations that need to be addressed that we have not thought of.

4' Physical Distance Classroom Capacities

The AI SK classroom has a capacity of 18-22 students. The capacity for academic year 2021-2022 is capped to accommodate the physical distances of 4' between students as per the ministry of health and Wellness and the Ministry of Education COVID -19 specifications:

Elementary:

Average per grade: 18 seats - 18 seats per class

Middle and High:

Average per grade: 18 seats - 18 seats per class

AISK DE-ESCALATION MATRIX



AISK has developed the Deescalation Matrix based on the best practices of safety and security in school environments, with advice from the Ministry of Health and Wellness, the WHO, the CDC, and other international schools. As we learn more of the current COVID-19 pandemic the matrix may shift.

PHASE 4 - HIGH RISK <i>Off-Campus</i>
Advice from the Jamaican authorities or under the direction of the AISK HoS and Board of Trustees to move to Distance Learning Plan
PHASE 3 - MEDIUM RISK <i>Students & Staff Only</i>
School reopened for face-to-face lessons by Jamaican authorities or by direction of the AISK HoS and Board of Trustees. Generalised cases of human transmission in Jamaica and the greater Kingston area still present.
PHASE 2 – MODERATE RISK <i>Some Restrictions</i>
Downward trend of confirmed cases of human transmission in Jamaica confirmed cases of human transmission continue in countries in the Caribbean region. Isolated quarantined cases in Jamaica including the greater Kingston area.
PHASE 1 – LOW RISK <i>Back to a form of normalcy</i>
The contagion is limited in geographic areas in Jamaica.

		PHASE 4	PHASE 3	PHASE 2	PHASE 1
ACCESS	Campus access	<i>Restricted access to school.</i>	<i>Enhanced restricted entry procedure for students. No parents on campus. No visitors on campus. Self-declaration protocol for all suppliers. Unannounced</i>	<i>Restricted entry procedure for members of the community with Sanitization. Self-declaration protocol for all visitors. External visitor access by appointment only.</i>	<i>Unrestricted entry for members of the community.</i>

			<p>visitors are only allowed subject to HoS Approval.</p> <p>Sanitization stations by school entrances and increased number of sanitization stations across the campus.</p> <p>Masks are required on campus</p>	<p>Sanitization stations by school entrances and Sanitization stations across the campuses</p> <p>Masks are required on campus</p>	
Program Management	Educational Delivery	<p>On-line provision via the AISK Distance Learning Plan for all or some Grade Levels.</p>	<p>Face-to-face teaching as per AISK's social distancing protocols.</p> <p>Learning made accessible to any quarantined or Self-excluded students via the AISK Home Learning Plan (HLP).</p>	<p>Normal teaching. Teachers share lesson plans of face-to-face lessons, via Schoology, with any quarantined students.</p>	<p>Normal teaching.</p>
Operations Management	Cafeteria	<p>Reduced service</p>	<p>Enhanced cleaning procedure.</p> <p>Sanitiser at the entrance to all classrooms</p> <p>Electronic ordering and payment of lunch</p> <p>Lunch in specified areas</p>	<p>Enhanced cleaning procedure</p> <p>Electronic ordering of lunch</p> <p>Lunch in specified areas.</p>	<p>Normal service</p>
	AISK Sports & Activities Program	<p>Approved online activities</p>	<p>Restricted activities program</p> <ul style="list-style-type: none"> - in classrooms with protocols - virtual <p>All off-campus based activities suspended</p> <p>AISK's involvement in competitive sports competitions is suspended</p>	<p>Scheduled after school activities allowed, subject to COVID-19 health and safety protocols.</p> <p>Campus-based and Local field trips and activities continue.</p> <p>Local Competitions by the discretion of the Crisis Management Team.</p> <p>International</p>	<p>Normal regularly scheduled activities</p>

			competition subject to the Crisis Management Team's approval	
Community & parent activities	No access to school	Large gatherings and events suspended, as per local authority guidelines No families on campus including weekends	Normal activities with health and safety protocols. At risk parents asked not to visit school No families on campus on weekends	Normal activities No parents on campus on weekends
Field Trips	Virtual Field Trips	Virtual Field Trips	Field trips within Kingston continue, subject to risk assessment and the Crisis Management Team's approval. International field trips are subject to risk assessment and the Crisis Management Team's approval. Transportation reflects the MOHW guidelines	Field trips allowed as per normal procedure. International field trips subject to risk assessment and the Crisis Management Team's approval.
Cleaning	Restricted access to school.	Enhanced cleaning routine	Enhanced cleaning routine	Continue enhanced clearing routines.
Other Operations	Suspended as needed	Information about handwashing and other safety precautions in Classrooms and other strategic locations. Strict observance to hand hygiene requirements by staff and students. Strict observance to hand hygiene requirements Students by staff and students. All activities or events involving external participants suspended	Enhanced cleaning routine Information about handwashing in Classrooms. Students encouraged by staff to wash hands regularly	Continue enhanced clearing routines. Information about handwashing in all bathrooms

PEOPLE MANAGEMENT	Visitors	<i>Restricted access to school</i>	<p><i>No visitors allowed on campus past the turnstile</i></p> <p><i>Unannounced visitors are only allowed subject to HoS approval and self-declaration form and may be denied entry if they answer yes to one or more of the questions.</i></p>	<p><i>All visitors will be required to fill-in a self-declaration form and may be denied entry if they answer yes to one or more of the questions.</i></p>	<p><i>No restrictions.</i></p>
	Student & Parents	<p><i>No access to school with exceptions through approval.</i></p>	<p><i>No parent access on campus, unless specifically pre-authorised by the Head of School. Students must remain at home and seek medical advice if displaying flu-like symptoms and notify the School.</i></p> <p><i>Students who are at-risk, due to underlying medical issues, and those with at-risk family members, should remain at home and follow the Home Learning Plan.</i></p> <p><i>Students are required to notify the school and self-exclude for 14 days if they or a family member have been in close contact within the last 14 days, with someone with a confirmed COVID-19 infection.</i></p> <p><i>Students must remain on campus for the entire school day unless there is a health concern. Students will not be allowed back on campus if they leave for a medical appointment.</i></p>	<p><i>Students and parents must remain at home and seek medical advice if displaying flu-like symptoms.</i></p> <p><i>At risk parents asked to self-exclude from visiting school.</i></p> <p><i>Students and parents are asked to self-exclude as per MoHW guidelines if in close contact with a COVID-19 case. Vaccinated individuals can remove themselves from isolation with a negative COVID Antigen test. Unvaccinated must isolate for 14 days.</i></p> <p><i>Students must remain on campus for the entire school day unless there is a health concern. Students will not be allowed back on campus if they leave for a medical appointment.</i></p>	<p><i>Remain at home and seek medical advice if displaying flu-like symptoms.</i></p>

COMMUNICATION	Parents	Regular updates to parents via Distance Learning Plan (DLP) communicate alerting them of the situation and recommending MoH&W and WHO guidelines.	De-escalation matrix shared with parents. Distance Learning Plan (DLP) communicate to parents with updated arrangements, travel guidelines, request to keep children at home if unwell or if exposed to high risk.	Website notification. Distance Learning Plan (DLP) communicate to parents with updated arrangements, travel guidelines, request to keep children at home if unwell.	Distance Learning Plan (DLP) communicate to parents
	Staff	Regular updates to staff regarding the situation and alerting them of the situation and recommending to follow advice from the Government of Jamaica. MoH&W and WHO guidelines of Jamaica. MoH&W and WHO guidelines.	De-escalation matrix shared with teachers. Regular email to staff with travel guidelines, requirement to stay at home if flu-like symptoms or exposed to high risk information about importance of handwashing & hygiene & social distancing.	Regular email to staff with travel guidelines, request to stay at home if unwell, information about importance of handwashing. Information about importance of handwashing & hygiene & social distancing	Email to staff

CAMPUS HYGIENE PROTOCOL MATRIX



ASK has developed the Campus Hygiene Protocol Matrix on the best practices of safety and security in school environments, with advice from the Ministry of Health and Wellness, the WHO, the CDC, and other international schools. As we learn more of the current COVID-19 pandemic the protocols may change.

Training: Students, Faculty & Administrative Staff, Maintenance Staff

The ASK Administration has established guidelines within which all must operate as a community for the mandated protocols to be successful. We recognize that we all come with personal views, convictions and tolerances about the COVID-19 pandemic and how it should be treated. With this in mind it is imperative that we are brought to one way of thinking and acting for the good and safety of all. The maintenance staff have been formally trained on hygiene cleaning practices and expectations, and the ASK Faculty and staff have also had professional development on hygiene cleaning practices, physical distancing measures and social/emotional management of the students in their care.

Definitions:

- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- **Disinfecting** works by using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.
- **On Rotation** Common areas are cleaned and disinfected twice daily with high-touch areas every 2 hours unless otherwise indicated by the MoHW.

Equipment		Offices: ES Office Student Support MS/HS Office MS/HS Assistant Mini-Conference Dir Teach & Learn IB Coordinator Office Front Office Canteen Office	Entrance Station: Pool Entrance Main Walk Bus Depot	Nurses Station & Isolation Room	Classrooms Elementary Building MS/HS Building Art Building Dance Studio Changing Rooms Media Center Pool Building Computer Lab (closed)	Common Areas: Piazza Stage Gazebo Playground MS/HS Rotundas MS/HS Balconies Elementary Stairwells Elementary Balustrades Staff Kitchen Staff Lounge Monitors	Canteen Kitchen Dining Gate House Ancillary x3 Pool Pump Room Store Room	Restrooms: ES Ground X 8 ES 1st Floor X3 MS Ground X 2 HS Ground X 2 MS/HS Staff X 2 Art Ground X 1 Art 1st Floor X 1 Pool Restrooms X 2 X6 stalls Pool Changing X 2 X 16 showers Canteen X 1 Front Office X 2
Classroom Caddy (50 Total)	Hand Sanitizer Alcohol Spray Paper Towel Hand Cream	7 ES Office X 1 MS/HS Office X 1 Mini-Conference X 1 Dir Teach & Learn X 1 IB Coordinator Off X 1 Front Office X 3 Canteen Office X 1	N/A	2 Nurse's X 1 Isolation X 1	38	2 Staff lounge X 1 Kitchen X 1	1	N/A
Fogger (4 Total)	Zone 1	ES Office Student Support Front Office	N/A	Nurses Station Isolation Station	ES Ground Floor	Stage Round Playground ES Orange Stairwell		ES Ground X 8 Art Ground X 1 Art 1st Floor X 1
	Zone 2		N/A		ES Top Floor Art Building Maker Space	ES Purple Stairwell	Kitchen Dining	ES 1st Floor X3 Canteen X 1 Front Office X 2
	Zone 3		N/A		Middle School Pool Building	Blue Benches Picnic Bench Area Rotundas Balconies Stairwells Staff Lounge		Pool Restrooms X 2 Pool Changing X 2 Pool Deck MS Ground X 2
	Zone 4	MS/HS, MS/HS Assistant Mini-Conference Dir Teach & Learn IB Coordinator Office	N/A		High School Media Center Dance Studio	Rotundas Balconies Stairwells Kitchen off Media Center Picnic Bench Area		HS Ground X 2
Thermometers (25 Total)		8 ES X 1 ES Assistant X 1 MS/HS, X 1 MS/HS Assistant X 1 Student Support X 1 Front Off X 2	3 Pool X 1 Main Walk X 1 Bus Depot X 1	2 Nurse's X 1 Isolation X 1		2 Playground X 1 Staff Lounge X 1	1 Canteen X 1	

		Canteen Office X 1						
Hand Sanitizer Stations (53 Total)		2 Front Office X 2	3 Pool X 1 Main Walk X 1 Bus Depot X 1	1 Nurse's Station X 1	42 Elementary Building X 16 MS/HS Building X 19 Art Building X 2 Dance Studio X 1 Changing Rooms X 1 Media Center x 2 Pool Building x 1	3 Elem Bldg X 2 MS/HS Building X 1	2 Canteen X 1 Pump Rm X 1	
Power Washer (2 Total)			Pool Entrance Main Walk Bus Depot	Pool Deck		Piazza Stage Gazebo Walkways		
Sneeze Guard (42 Total)		2 Front Office x 2			40 Science Labs X 40			
Hand Washing Stations (5 Total)			2 Main Walk x 1 Pool Entrance x 1		3 Entrance ES x 1 Exit MS/HS (to field) x 1 Art Building x 1			
PPE Equipment (16 Total)	Gown N95 Mask Shield Gloves			2 PPE Sets x 2 Disposable Masks (packs)	22 Teachers Shields x 12 Spare Shields x 10		14 PPE Sets X 14	
Shields (22 Total)								
Disinfecting TouchPoints		Front Office: Reception Area Reception Desk Reception Desk Shield Cupboard handles Stationary Cabinets handles Photocopy equipment Panels/switches Light switches Door handles remotes: A/C, Projector Monitors AC Units Telephones		Desk Chairs Bed Frames Mattresses	Chairs Desktops Whiteboard Markers Remotes: A/C, Projector Owl System Light Switches Audio/visual Cables AC Units Telephones Science Labs: Bench-tops Stools Biosafety cabinet and fume hood sashes working surfaces Faucets	Handrails Doorknobs Doors Door push plates Card readers	refrigerator/ freezer handles and their doors light switches Sinks	Door Handles/Push Plates Stall Handles/Push Plates Toilets Paper Rolls Faucets Sinks Benches Mirrors

					Equipment panels/switches Audio Visual Cables A/C Units Telephones			
Equipment		Offices: ES ES Assistant Student Support MS/HS, MS/HS Assistant Mini-Conference Dir Teach & Learn IB Coordinator Office Front Office Canteen Office	Entrance Stations: Pool Entrance Main Walk Bus Depot	Nurses Station & Isolation Room	Classrooms Elementary Building MS/HS Building Art Building Dance Studio Changing Rooms Media Center Pool Building Computer Lab (closed)	Common Areas: Piazza Stage Gazebo Playground MS/HS Rotundas MS/HS Balconies Elementary Stairwells Elementary Balustrades Staff Kitchen Staff Lounge Monitors	Canteen Kitchen Dining Gate House Ancillary x3 Pool Pump Room Store Room	Restrooms: ES Ground X 8 ES 1st Floor X3 MS Ground X 2 HS Ground X 2 MS/HS Staff X 2 Art Ground X 1 Art 1st Floor X 1 Pool Restrooms X 2 X6 stalls Pool Changing X 2 X 16 showers Canteen X 1 Front Office X 2
Sanitization Cleaning Schedule	Cleaning and Disinfection	End of the school day in preparation for the next day		Nurses Station Twice Daily Isolation Station: Remains locked and sanitized Decontaminated After use	End of the school day in preparation for the next day	On rotation every two hours	On rotation every two hours (attach canteen protocol here)	Hourly between cleans
	Cleaning: Wiping	Twice daily		Twice daily, when necessary.	Twice daily, when necessary. Morning and Evening.	Twice daily, when necessary.	On rotation every 2 hours	Four times daily
	Disinfect: Wiping	Twice daily		On rotation by Nurse	After seat change by faculty	On rotation every two hours	On rotation every two hours	Four times daily
	Sanitization Caddy	As needed			After seat change by faculty			
	Lined Trash Cans	Emptied twice daily Washed twice weekly	Emptied once daily	Emptied twice daily Washed daily	Emptied twice daily Washed twice weekly	Emptied once daily	Emptied once daily	Emptied twice daily Washed twice weekly
Behavioural Signage	 (3 Total)		3 Bus Depot X1 Main Walk X1 Pool Entrance X1					

 <p>NOTICE</p> <p>PLEASE SANITIZE HANDS BEFORE ENTERING</p> <p>(48 Total)</p>	<p>1</p> <p>Front Office x1</p>	<p>3</p> <p>Bus Depot X1 Main Walk X1 Pool Entrance X1</p>		<p>38</p> <p>Classroom Exit x38</p>	<p>6</p> <p>ES Building X1 MS/HS Building X1 Art Building X1 PE Building X1 Makerspace X1</p>		
 <p>NOTICE</p> <p>PLEASE SOCIAL DISTANCING</p> <p>(46 Total)</p>		<p>3</p> <p>Bus Depot X1 Main Walk X1 Pool Entrance X1</p>		<p>38</p> <p>Outside Exit x38</p>	<p>5</p> <p>ES building X1 MS/HS building X1 Art Building X1 PE Building X1 Makerspace X1</p>		
 <p>NOTICE</p> <p>COVER YOUR MOUTH AND NOSE WITH CORRECT MASK OR FACE COVERING</p> <p>(82 Total)</p>	<p>11</p> <p>Front Office x 11</p>	<p>NA</p>	<p>2</p> <p>Nurses Station x1 Isolation Room x1</p>	<p>38</p> <p>Classroom Exit x38</p>	<p>5</p> <p>ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1</p>	<p>3</p> <p>Canteen X 3</p>	<p>23</p> <p>ES Ground X 8 ES 1st Floor X3 MS Ground X 2 HS Ground X 2 MS/HS Staff X 2 Art Ground X 1 Art 1st Floor X 1 Pool Restrooms X 2 Pool Changing X 2</p>
 <p>NOTICE</p> <p>WASH HANDS AND SANITIZE HANDS FREQUENTLY</p> <p>(75 Total)</p>	<p>2</p> <p>Front Office x2</p>	<p>3</p> <p>Bus Depot X1 Main Walk X1 Pool Entrance X1</p>	<p>1</p> <p>Nurses Station x1</p>	<p>38</p> <p>Classroom Exit x38</p>	<p>7</p> <p>ES building x1 MS/HS building X1 Art Building x1 PE Building x1 Makerspace x1 Front Office x2</p>		<p>24</p> <p>All Restrooms x24</p>
 <p>NOTICE</p> <p>USE A FLOPPY MASK OR VISOR AT ALL TIMES WHILE AT SCHOOL</p> <p>(52 Total)</p>	<p>2</p> <p>Front Office x2</p>	<p>3</p> <p>Pool x 1 Main Walk x 1 Bus Depot x 1</p>	<p>1</p> <p>Nurses Station x1</p>	<p>38</p> <p>All Classrooms x 38</p>	<p>7</p> <p>ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1 Front Office x2</p>	<p>1</p> <p>Gate House x1</p>	<p>N/A</p>
 <p>NOTICE</p> <p>NO HUGGING, TOUCHING, KISSING OR SHAKING HANDS</p> <p>(45 Total)</p>	<p>2</p> <p>Front Office x2</p>			<p>38</p> <p>All Classrooms x 38</p>	<p>5</p> <p>ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1</p>		

	 <p>(43 Total)</p>	N/A	N/A	N/A	38 All Classrooms x38	5 ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1	N/A	N/A
	 <p>(3 Total)</p>				3 Picnic benches x2 Cafeteria x1			
	 <p>(3 Total)</p>							
								
	Symptoms sign 							
Social Distancing Cue Decals	Green Dot: Social Distancing Furniture Placement Distance marker Caution Tape Marker: 6' apart along walkways Floor Decal (12" Diameter): "Please Keep Your Distance - Wait Here" Floor Decal 4" Corners: Furniture Placement		Outdoor Walkways Indoor Walkways		All Classrooms All Classrooms	Outdoor Walkways Indoor Walkways		

Opening Preparations:
Prior to opening the AISK Campus:

- Campus will be professionally cleaned and decontaminated
- Physical distance decal markers installed
- Behavioural signage installed
- Hand sanitizing stations installed
- Additional hand washing stations Installed
- Isolation Room outfitted
- Sneeze guards Installed

Train and promote healthy hygiene practices

Professional Training of Maintenance Team, Staff & Students:

- Hand washing and covering mouth while coughing and sneezing.
- Use of masks among all staff and students:
 - Face coverings are most essential at times when social distancing is not possible.
 - Not to touch the face masks.
 - Proper use, removal and disposal of face coverings.
 - Avoid touching eyes, nose and mouth
- Training of Maintenance team on professional cleaning and disinfecting practices
- Behavioural signage posted around the school.

Beginning of the day:

- Parents will be reminded and instructed to keep children home when sick at the start of every day
- Children and parents are instructed to wash hands thoroughly before leaving the house.
- Thermal scanners on the entrances with anyone with a temperature above 37.8 Celsius will not be allowed on campus.
- All students are to come to school wearing a mask and with at least 3 additional masks in a ziplock bag and a packet of antiseptic wipes.
- Children will bring only a clean water bottle, lunch box and school bag with them to the classroom.
- Before removing anything from their bags, children must wash their hands for 20 seconds.
- Once their hands are washed, children will enter the classroom - they are then ready to begin the day.
- Students who come to school with siblings who start or finish earlier can go to the library or media center to begin their homework.

During the day:

- Students must wash their hands before they enter any classroom; this is also required at the beginning of the day, after break, after PE, before and after lunch, after using the toilet or any other time they enter the room, and when they leave the classroom.
- Classrooms will have tables separated 4' apart and not facing each other.
- Each child and staff member will have a sink and toilet assigned.

End of the day:

- Students wash their hands before lining up to be taken outside. Dismissal times will be staggered, beginning with the youngest students

GENERAL EXPECTATIONS

Moving Around

- Everyone washes or sanitizes hands before moving to another section of the school

- Move on the right when moving up and down the stairs and through the hallways
- Move up and down the stairs one step at a time
- Stay five steps apart on the stairs
- Keep hands and bodies to ourselves
- Use assigned toilet and sink
- One child at a time uses their assigned toilet
- Children must wash hands after using the toilet

Over one-meter or 4' distance

- Two-meter or 4' markers will be placed before doors and on floors
- Students will be separated by one meter or 4' throughout the school day both in the class
- Students will be separated by two meters or 6' and when transitioning around the campus
- Furniture in the classrooms will have distance markers on the floor and will not be allowed to be moved and must remain where marked at all times

USE OF MATERIALS

Classrooms and use of materials

- Teachers will maintain the sanitising of the classroom and materials.
- All school materials stay at school; no home materials are brought to school with the exception of a reusable water bottle and personal stationary and IT equipment.
- School will provide writing materials etc.
- Children cannot bring personal toys to school
- Soft toys and pillows/cushions/blankets will be removed
- iPads and laptops must not be shared and need to be wiped before and after use several times daily with antiseptic wipes - students must wash hands before and after use
- White boards and markers should be wiped down after use
- Class pencils/pens wiped down after use
- Scissors/glue sticks/rulers wiped down after use
- Other art materials i.e. pastels etc. used, should be cleaned and then packed away
- No play dough/plasticine/clay
- Once a child has read a book it is cleaned and packed away at the end of the day.
- Teachers have a box of books relevant for the day which they use, clean and pack away.
- Electronic reading resources will be used in preference to hard copy books.

Handwashing and hand sanitising

- Students will enter the campus through their entrance, one at a time, 6' or 2 meters apart
- Videos of the handwashing technique will be uploaded to the various monitors around the school and will be played on a continuous basis or until the practice is embedded
- Each child will have an assigned handwashing station and toilet
- Students will wash or sanitize their hands every two hours
- Students will wash or sanitize their hands at their assigned sink on their floor every time before entering the classroom
- There is a 'Home Learning Plan' in place to treat students who present with COVID-19 symptoms or underlying conditions, or have members of the household presenting with COVID-19 symptoms or underlying conditions, and the same is in line with the MoHW guidelines.

Adult Expectations

In addition to following the guidelines for moving around the building, the following guidelines will be in place:

- No parents allowed in school (except for EYP). Drop off and handover will happen at the assigned school entrances
- If parents need to come into school to collect a sick child, they will be temperature checked at the turnstile and must wear a mask and remain 2 metres/6' away from everyone except their own child. They will be restricted to the Front Office area.
- Staff will not stand or sit closer than 2 metres/6' from each other. All staff are mandated to wear masks
- Staff must wipe down their computer, iPad, mouse, etc. several times a day using antiseptic wipes.
- When working in the same room, all adhere to the over one meter/4' distance guidelines, spread out in meeting rooms and wash hands before entering the room and after leaving any room
- Use of staff rooms is allowed only if adults wash hands when entering and exiting the staff room and apply social distancing expectations.
- There is a 'Stay at Home' agreement in place to treat employees who present with COVID-19 symptoms and the same is in line with the MoHW guidelines.
- All visitors will be restricted and any allowed on campus must wear masks and have their temperature checked.
- Visitors to complete a form outlining travel history and symptoms at the gate before being allowed entry

Intensify cleaning, disinfection, and ventilation

Upon arrival to AISK there will be a sanitization station at the front of the walkway. All members of our community will be mandated to wash their hands before entering the campus.

The school will be equipped with following items that will be strategically placed around the school for easy access to all students and staff members.

- Portable Hand Washing Stations
- Hand Sanitizing Stations

Clean Disinfect and sanitize frequently touched surfaces twice daily:

- Door handles
- Light switches
- Railings
- Sink handles
- Air Conditioning remotes
- Desks
- Chairs
- Playground equipment
- Drinking fountains
- Toilets and sinks will be sanitised on a continuous basis throughout the day by the cleaners
- Fogging of bathrooms hourly

Classrooms Equipped Sanitizing Caddy

- Hand Sanitizer
- Alcohol Spray
- Disinfectant
- Paper Towel
- Hand Cream

ARRIVAL & DISMISSAL EXPECTATIONS



After each seat change teachers are mandated to wipe down each desk and chair and any other surface in their classrooms.

Garbage receptacles will be closed and emptied and cleaned daily. Where possible all plush toys, bean bags and carpets will be removed.

No items will be allowed to be applied to the walls. All classrooms will be cleaned and disinfected daily at the close of the school day.

Air conditioner filters will be cleaned once a week. We will increase circulation of outdoor air as much as possible by opening windows and doors.

The following expectations and procedures are in place to ensure the health, safety and hygiene standards are met.

In General:

- All movement around and within the campus is to happen with the expected 6' distance.
- Children and staff are not to be in school if they show any symptoms of illness and must be symptom-free and have 2 negative test results as per the Ministry of Health guidelines.
- Students are on campus only for the duration of the school day.
- Students may not enter the building before their arrival time.

MORNING DROP-OFF		AFTERNOON PICK-UP	
Time	Main Walk	Time	Main Walk
7:25 am	Grade 12 , 11 & 8, 7	2:40 pm	Grades EYP, KG & 1
7:35 am	Grade 6, 9 & 10	2:50 pm	Grades 2 & 3
7:40 am		3:00 pm	Grades 4, 5 & 6
7:50 am	Grade 3, 4, 5	3:10 pm	Grade 7 & 8
8:00 am	KG, Grade 1 & 2	3:20 pm	Grade 9 & 10
8:10 am	EYP	3:30 pm	Grade 11 & 12

Drop-off & pick-up schedule is subject to change

HALF DAY - PICK UP		
Time	Area	Staging Area
11:15 pm	Main Entrance	EYP, Grades 1, 4 & 5
11:20 pm	Main Entrance	KC, Grades 2 & 3
11:30 pm	Main Entrance	Grades 6, 7 & 8
11:40 pm	Main Entrance	Grades 9 & 10
11:50 pm	Main Entrance	Grades 11 & 12

LATE START DROP OFF			
Time	Main Walk	Time	Main Walk
Middle and High School		Elementary School	
9:20 am	Grade 12 & 11 Grade 8 & 7		-
9:30 am	Grade 9 & 10 Grade 6	9:30 am	EYP Kindergarten-
		9:40 am	Grade 1 Grade 2
		9:50 am	Grade 3 Grade 4 Grade 5

Expectations for Children

- Children will be allowed on campus at the assigned start time.
- Children enter the campus without parents,
- Children must sanitize hands when entering the campus.
- Children must adhere to the 6' rule when entering and exiting the campus.
- Children bring only the minimum that is needed and take it all to the classroom.
- Children must wash hands before entering the classroom.
- In order for these arrangements to work well, it is really important for students and parents to stick to these times as much as possible.

Expectations for Parents

- Parents will arrive at the assigned staggered start time and dismissal times – it is very important to keep to these times to encourage social distancing.
- Parents drop off their children at the front of school.
- Parents are requested to allow their child to make the last part of the journey into school independently unless delivering a reluctant child.
- Parents are requested to deliver older students at the car drop off.
- Parents will pick up children at the entrances noted above.
- Families with multiple children in different grade levels will be accommodated with one drop-off and pick-up time, with staff supervision of students who arrive earlier than expected, or stay later than expected.

CAMPUS CHECKIN & CHECKOUT PROCEDURES



Expectations for Staff

- Staff enter through front entrance
- Staff must sanitize hands when entering the campus.
- Staff need to use 6' distancing when entering and leaving the campus.
- Staff and Elementary Teaching Assistants will take their classes to the dismissal areas.

Entrance

Entrance to the main campus is permitted only through the main walk using the Facial Recognition/Body Temperature Scanner Turnstile. All other entrances to the campus are closed at this time.

The scanner takes a full-body scan for temperature and mask-compliance. The turnstile will not open if the temperature reading is higher than 37.5 degrees Celsius or 99.5 degrees or a mask is not detected.

Longse



Campus Check-in Procedures

1. Please sanitize hands using the hand sanitizer provided before entering the turnstile.
2. Every person (parent, teacher, learner or visitor) that enters the campus must have their temperature assessed by passing through the turnstile at the front of the campus.
 - The reader scans for body temperature and mask compliance.
 - A reading of 37.5 degrees Celsius or 99.5 degrees Fahrenheit and above indicates a possible fever.
 - The person will be asked to wait 10 minutes and then scanned again. Anyone with a temperature of more than 37.5 degrees must be kept separate from others and isolated in the designated isolation room, equipped with a mask, and the parents/caregivers notified to collect the

student for further investigation by a health professional. The Kingston and St. Andrew Health Department must be informed if a COVID-19 infection is suspected.

- This information will be referred for further investigation, as per The Kingston and St. Andrew Health Department COVID-19 protocols.
- Visitors and staff with a fever are not permitted on the school grounds.
- Students must proceed directly to their designated homeroom.

Campus Check-out Procedures

1. Students and staff will sanitize hands prior to exiting instructional space.
2. Students and staff will leave the instructional site and immediately exit the campus after assigned instructional time has ended.

The Importance of Punctuality

In order to avoid congestion and allow for the 6' physical distancing measure at the beginning and end of the day, it is important that parents support the teachers and administration by adhering to the scheduled times for drop off and pick up. For families with multiple children, they are permitted to do one drop off and the children must proceed directly to their homeroom.

Every person (parent, teacher, learner or visitor) that enters a classroom should have their temperature assessed with a digital thermometer scanner as follows:

- Remove the protective scanner cap
- Switch the scanner on
- Scan the forehead of the person
- A reading of 37.5 degrees Celsius or 99.5 degrees Fahrenheit and above indicates a possible fever and should be referred for further investigation, as per The Kingston and St. Andrew Health Department COVID-19 protocols
- Visitors and staff with a fever are not permitted on the school grounds.
- Learners with a temperature of more than 37.5 degrees must be kept separate from others and isolated in the designated isolation space,

CAMPUS HYGIENE PROCEDURE FOR CLASSROOMS



equipped with a mask and the parents/caregivers notified to collect the child for further investigation by a health professional. The Principal or his/her designate. The Kingston and St. Andrew Health Department must be informed if a COVID-19 infection is suspected.

Campus Check-out Procedures

1. Students and staff will sanitize hands prior to exiting instructional space.
2. Students and staff will leave the instructional site and immediately exit the campus after assigned instructional time has ended.

Daily routines / could be done during recess

- Clean tabletops, door handles and other surfaces that are frequently touched by using disinfectant provided.
- Let the disinfection solution sit for 30 seconds and wipe the surface dry with paper towels if still wet.
- Keep a bit distance when spraying if possible, as the alcohol is strong and is easily inhaled.
- Keep windows open

Before and after lunch:

- Before the students may eat, the tabletop will be wiped with a damp cloth.
- Lunch is delivered to students.
- After lunch, food containers are stacked and picked up by maintenance.
- You wash the tabletop again with the damp cloth to remove food waste, followed by another round of spray disinfectant to remove virus/bacteria.
- Please place the food containers in a big plastic bag and the yellow cloth in a small bag.
- If there is a class change the desks and chair are disinfected by the teachers
- Please keep the spray bottles when empty, they are refillable.

Wipes are only for iPad and Macbooks and should be cleaned by the teacher. Please keep the spray bottles when empty, they are refillable. We have plenty of the liquids in 5-litre bottles.

Classrooms and the use of materials

- Teachers will maintain the sanitizing of the classroom and materials.
- All manipulatives must be washed twice daily. If they cannot be washed they must be packed away.
- All school materials stay at school; no home materials are brought to school with the exception of a pencil case which then stays at school.
- Students bring their own pencil cases from home.
- Children cannot bring personal toys to school.

Elementary: Toys and manipulatives

- All toys and manipulatives to be washed after school.
- Soft toys and pillows/cushions/blankets and carpets removed.

iPads, laptops and IT equipment

- Must not be shared.
- Need to be wiped before and after use several times daily with wipes.
- Students must wash hands before and after use.

Other materials

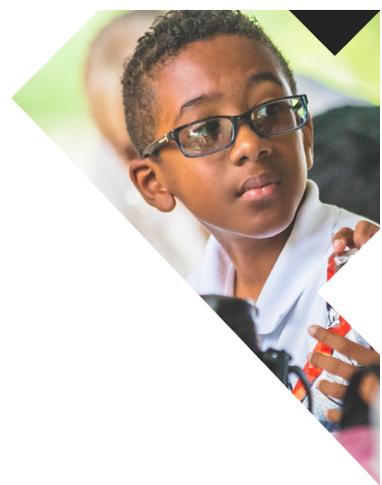
- Whiteboards and markers wiped down after use.
- Class pencils/pens wiped down after use.
- Scissors/glue sticks/rulers wiped down after use.
- Other art materials i.e. pastels etc. used, cleaned and then packed away.
- No playdough/plasticine/clay to be used.

Classroom libraries closed. Instead:

- EYP to Kindergarten: a small selection of books available daily. Once a child has read the book it is packed away and cleaned at the end of the day.
- Grades 1 to 5: students have their reading book/s which they keep with their other belongings. If it is finished it is then cleaned and packed away.
- Teachers have a box of books relevant for the day which they use, clean and pack away.
- Use the electronic reading library as much as possible.

HEALTH & SAFETY

SICK STUDENTS & STAFF



Staff or students who show signs of illness or have a temperature of 37.8 C (100 F) or higher should not come to school or if already at school go home immediately. You are considered sick when there are symptoms of illness, even with mild symptoms of illness. This means that in case of symptoms of illness you have to stay home from work.

Staff can return to school after he/she is no longer showing any symptoms of illness and presents a negative Rapid Test. This means that if you have symptoms of illness, you should stay home until you are well or when the quarantine order is lifted, as may be applicable.

If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the school must be informed of it in order to inform anyone with whom he/she has been a direct contact.

It is recommended that anyone with proven COVID-19 isolate themselves as much as possible in the home away from other family members and avoid all physical contact with anyone in the home.

Teacher is ill

When you show symptoms of an illness that could be communicable in nature, please inform your Division Administrative Assistant and the Nurse of a planned absence of three days, one day for the illness and two for the 48 hour period without symptoms. If you show any signs that are connected to COVID-19, you need to be tested. You are required to be tested by the Ministry of Health & Wellness or any MoHW approved facility.

Please communicate with the Division Administrative Assistant and the Nurse each subsequent day you experience symptoms, i.e. Monday you have the symptom so plan for Monday-Wednesday absence; Tuesday you still have symptoms, plan for Thursday, etc. This will allow divisional Administrative Assistants as much time as possible to organize for substitutes.

HOME LEARNING PLAN



When a family member is ill

When you suspect someone in your house has COVID-19, stay at home out of caution. Do your best to isolate yourself from the ill person. Contact your doctor and the Kingston and St. Andrew Health Department and ask to have the ill person tested as you are a key worker and need to return to work. If it is confirmed that it is not COVID-19, you should return to work.

If the family member who has a confirmed case of COVID-19 can **self-isolate** and the employee has no symptoms, the employee should return to work. The last action before leaving the house should be washing his/her hands.

We are very pleased to offer students not on-campus opportunities for Home Learning during this emergency learning situation. Students who remain home due to a significant health risk for themselves or members of their household will be able to access similar lessons and activities as their classmates who are on campus.

We are delighted to offer students who remain home due to quarantine or significant health risk for themselves or members of their household access to on-campus lessons and activities.

Qualifying for Home Learning Plan

The Home Learning Plan (HLP)* is for students that cannot attend school arising from the following circumstances and classified as follows:

HLP- Medical

During Phase 3 of the Risk Matrix, students with personal health issues or those of someone who lives with them will be on medical quarantine until the school returns to Phase 2 of the Risk Matrix. As classroom capacity is finite, a seat in the class will not be provided, during phase 3, however, guaranteed on return to Phase 2 of the Risk Matrix. AISK reserves the right to offer the seat to another student. Parents will be required to submit a medical certificate for the student who cannot participate in face-to-face learning for the above reasons.

HLP Quarantine

Students on quarantine because of travel by the student or a family member that lives with them, or COVID 19 exposure, will be on the Home Learning Plan for the duration of their quarantine period, a minimum of 15 days. Clearance by a doctor's certificate will be required to return to campus or negative Rapid Test..

- Please note the HLP is only available for absences of four days or more, for absences of 3 days or less students should keep up with any missed work via Schoology.

What does Home Learning look like?

Students will be engaged in a variety of ways, including live streaming into the classrooms using a camera conferencing system and interacting with classmates and teachers and joining in the discussion. Students will also receive relevant access to the apps and learning platforms. They will also receive books and learning packets as needed. Home learning will not look like Distance Learning when the campus was closed; there are no daily Schoology videos. Teachers will post in Schoology to the Grade Level page, so all students have access to lesson plans and documentation. Students will be able to 1:1 conference with teachers when necessary, as is standard practice at AISK.

Synchronous Subjects:

HLP students will participate in all subject areas using the live conferencing feed.

Will my child's homeroom teacher interact with him or her during home learning?

The conferencing system allows students at home to interact with their teachers and the other students in the classroom. They can observe and interact with the teacher while they are delivering a topic on the whiteboard and take part in classroom discussion as well as alert the teacher if they have an issue.

Who should parents contact if they have questions about Home Learning?

Please contact the divisional Principals if you have any questions. We are happy to help.

Teacher Responsibilities

- Meet with the students & families virtually to introduce their course and expectations
- Share a Curriculum or Course Outline with families
- Provide texts and resources for students
- Ensure lessons are placed on Schoology for the week
- Provide regular and timely feedback to student & parent questions
- Provide regular and timely feedback to student work

- Meet with students and/or parents once per week on Google Hangouts to check the progress
- Respond to family emails within 24 hours
- Have high expectations of all students
- Communicate with parents when there are concerns
- Honor and uphold the expectations of the Acceptable Use Policy
- Embrace AISK's core values

Student Responsibilities

- Meet with teacher at the beginning of the academic year
- Be on time to all conferences
- Embrace AISK's core values
- Read and review Course Outline and expectations
- Read and check Schoology at the beginning of the week
- Check-in every day with your teachers during class time
- Use electronic devices responsibly
- Tell my teacher or another adult if I have concerns
- Always work to the best of my ability
- Ask questions whenever unclear
- Submit work via Schoology by the due date
- Meet with the teacher virtually once per week
- Communicate regularly with the teacher
- Create and commit to a daily academic routine
- Honor and uphold the expectations of the Acceptable Use Policy

Parent Responsibilities

- Meet with the teacher and student at the beginning of of the school year
- Read and review all course materials
- Provide a working environment in the home (see preparations below)
- Provide adequate internet and devices
- Respond to teacher emails within 24 hours
- Check-in with your child for social and emotional needs weekly or as needed
- Encourage students to work to potential
- Embrace AISK's core values
- Honor and uphold the expectations of the Acceptable Use Policy

Preparations

This mode of learning will require preparations and a disciplined approach to ensure success.

- **Students Work Area**

A designated space in the home and depending on the duration of the students participating in this program (over one quarter) it is highly recommended the workspace include:

1. Screen
2. Mouse
3. Keyboard

- **Student Dress**

Even though at home, the student will be operating under the parameters of the Student Handbook and will, therefore, be required to dress in school uniform to attend class.

Process for Home Learning Plan Admission:

The HLP admissions process is three school days. Parents and Students are to sign the Home Learning Plan Agreement and the Acceptable Use Policy.

- Elementary School

1. Submit the HLP Application Form
2. Medical letter sent to the [School Nurse](#)
3. HLP Agreement Contract submitted to [Administrative Assistant](#)
4. HLP Orientation by the classroom teacher

- Middle and High School

1. Submit the HLP Application Form
2. Medical letter sent to the [School Nurse](#)
3. HLP Agreement Contract submitted to [Administrative Assistant](#)
4. HLP Orientation by the MS/HS Principal

HOME QUARANTINE PROTOCOL



For families who have members traveling and returning to the household, please know that AISK will abide by the following:

- 10-day quarantine for COVID non-vaccinated travelers
- no quarantine for COVID vaccinated travelers upon receipt of a negative PCR COVID test, with proof of payment, acknowledging date of test; or 8-day quarantine without the COVID test.

These stipulations are in line with the mandates of the CDC and will continue to be updated as necessary.

For AISK students to continue to come into school and learn face-to-face, it is important to plan and think through this scenario intentionally and carefully, setting up a situation at home that allows for quarantine isolation from others in the house or at another location after travel.

For in-home isolation this includes, but is not limited to:

- the household having no common domestic staff that will mix between the traveler and the family
- the traveler is able to self-isolate to a separate guest suite with its own en-suite bathroom
- the traveler being able to collect food at the door without personal contact, using disposable plates, cups and cutlery
- the household is able to isolate traveler's laundry from the rest of the family

As long as the AISK student does not show any flu-like symptoms (during the quarantine period) and is healthy to come to school, the student would be allowed to do so. If at any point in time the student shows symptoms, AISK will request a negative Rapid Antigen COVID test in order to return to school.

ELEMENTARY SCHOOL DISTANCE LEARNING PLAN



INTRODUCTION

Over the past year many parents will have experienced the Distance Learning Plan and understand the challenges and successes of learning remotely. At AISK we appreciate and understand the hard work and dedication shown by many of our families. Our teachers have become more experienced with remote teaching and distance learning. They too understand the challenges young learners and parents face.

With this in mind, we have redesigned our Distance Learning Plan (DLP). We have considered different distance learning models and the needs of our AISK community, both in terms of our students and working families. As an Elementary School we feel confident in offering a new style Elementary Distance Learning Plan, which includes a similar schedule and a unified approach across the Elementary School - ensuring easier access and improved levels of organization and presentation.

ORGANIZATION

Being prepared

Working at home is challenging for most students and families. Our experience shows that it is best if a child and their family build up their online skills and confidence first, rather than being overwhelmed by work tasks, technology, and

schedules. To meet this challenge all our students would have practiced regularly at school, ensuring they can access their DLP, with their teachers.

Teachers will initially phase in work, giving time for families to adjust their home schedules and feel supported rather than overwhelmed. As the class and grade level gains confidence in the DLP, more live lessons will be introduced. We will ensure that students will be sent all the necessary materials and work packets that will allow them to follow these lessons and continue studying at home.

Organization

Schoology is an online and home communication platform.

Here is where your child can access their learning tasks, schedules and post their work. It also serves as the portal your child can use to access other online tools like *See-saw* and *Google Doc*.

The homeroom teachers page will have folders for each unit/subject and specialist tasks, making it clear for students and parents to follow. Older tasks or folders will be archived but can still be accessed. Keeping everything on Schoology will make it easier for the IT department to support teachers and parents whilst we continue to upgrade the system.

Daily live lessons

From EYP to Grade 5 there will be daily live lessons on the four-day rotation. Students will have classes with the homeroom teachers as well as their specials; Art, Music, P.E., Drama/ Performing Arts and Spanish, based on their class DLP schedule. There will be daily virtual conferences for the whole class and during the week individual times for learning review and assessment to support students in their learning. Additionally, there will be activities designed to promote social awareness and

well-being, with emphasis on staying fit and healthy by looking after ourselves and each other.

Learning Support and EAL will also continue in the DLP.

Weekday		Type of activity as appropriate to age
Monday to Friday EYP to G5	8:00AM-9:00AM TBD EAL & Support: Individual support and/or small groups Times TBD	<p>Start of the Day (see Homeroom Teacher’s Newsletter and/or Schoology page)</p> <p>Specials (see Special Schedule below)</p> <p>Daily Meeting (see Homeroom Teacher’s Newsletter and/or Schoology page)</p>
	Live lesson 1	<p>Literacy activities – from KG to Grade 5 includes: games and challenges focused on language development, comprehension, vocabulary and early phonetic awareness with younger children. We have two online reading schemes, RAZ Kids and MYON, which most students know how to access. Much of our writing is based on Language frameworks, in particular, 6+ 1 traits of writing, and using graphic organizers to initiate thinking. For older students, there is a program we use called ‘Word-work’ that helps enrich students’ vocabulary and ability to spell.</p>
	Live Lesson 2	<p>Math activities – from KG to Grade 5 includes: games and challenges focused on mathematical development. The activities chosen may come from our ‘Go Maths’ scheme or from investigations set by the homeroom teacher. These activities and investigations include: counting, sorting, identifying simple shapes, number sequences, patterns and arrays, units of measure distance, volume, weight and time (metric & US), graphs and collecting statistics, simple algebra, and problem-solving. As the child gets older the investigations get more challenging and complex.</p>
	Live lesson 3	<p>Social Studies - Across elementary social studies is a critical school subject that allows students to gain knowledge, skills and understandings that will enable them to better understand the world as it was and currently is. It provides students with the opportunity and tools to become critical and creative thinkers that can solve complex world problems now and in the future.</p> <p>Science/STEM - Our Next Generation Science Standards curriculum states that students should examine what scientists do to investigate the natural world and what engineers do to design and build systems. STEM expands the “inquiry” in science and through a range of processes (which can be done online) encourages students to engage in practices to build, deepen, and apply their knowledge of core ideas in Science, Maths, and Technology whilst developing cross-cutting transdisciplinary skills such as Thinking, Social, Communication, Self-Management and Research skills.</p>
	Individual	<p>Learning review & planning the next steps in learning</p> <p>Neurophysiological studies show that one of the most important components of learning is repetition or practice, which helps to stimulate and strengthen the connections of the wiring in the brain. Revisiting key concepts helps to retain information and reinforces connections in learning. It helps to remind students of what they learned and develops a concrete base for their future learning.</p>

		In particular, it is very important in distance learning as knowledge, skills, and understanding can be reinforced in this way. It also provides teachers with an opportunity to assess students in their learning from the previous week.
Monday to Friday	<p>Specials</p> <p>4-Day Rotation</p> <p>Times determined by Master Schedule and based on traditional ES schedule</p>	<p>PE, Spanish, Art, Drama, Performing Arts, and Music</p> <ul style="list-style-type: none"> • Live mini-lessons • At-home work <p>Specials will follow specified curriculum with modified learning activities and lessons adapted to virtual learning.</p> <p>2021-2022 Link to the Specials DLP Schedule</p>
Monday to Friday	<p>Learning support & EAL</p> <p>Times will vary</p>	<p>EAL - students enrolled in EAL will engage in a variety of activities based on the grade and proficiency levels of the students to develop their skills in speaking, listening, reading and writing in the English language. The EAL teacher will schedule the class meeting times for each grade level.</p> <p>The learning support sessions are developed specifically for each individual child to provide the scaffolding or remediation they need to support their academic development. Face-to-face conferences are scheduled by the learning support teacher with each student based on their intervention plans.</p>
Monday to Friday	End of Day	<p>K- G5 Approximately 1:30 PM</p> <p>EYP Approximately 11 AM</p>
Monday to Friday 1:30-3:00PM	Teacher Planning, Parent-Teacher Conferences, Individual/Small Group Student Support	All ES Teaching Staff

ATTENDANCE

- 1.) **All students are expected to participate in the Distance Learning Plan.**
- 2.) Connecting virtually – students must communicate on a daily basis to their homeroom or specialist teacher (attendance in live specialist lessons will be recorded.)
- 3.) Students must be dressed appropriately in school uniform/PE kit
- 4.) Attendance will be based on these measures:
 - i. Daily attendance is taken during the daily meeting /class conference period, at the start of all four days. Students’ attendance in these sessions will be checked on PowerSchool and a record kept.
 - ii. Weekly completion of classwork or proof of engagement with the learning as requested by the teacher*.

*Students not completing work or providing proof of engagement each week, as requested by the teacher, will be marked absent for any periods during the week in which the student was expected to be working independently.

- 5.) In the case of student illness, please follow the regular procedure by communicating this to the [Elementary Administration Assistant](#) Katie Edwards. Students are expected to catch up on missed work upon return to the DLP.
- 6.) In cases where a student has limited or no internet connectivity a parent must contact the [Elementary Administration Assistant](#), Katie Edwards, or [Dr.Badynee](#) who will inform the teachers, and students must catch up on work missed when connectivity returns.

Ms Edwards: Tel 876-355-4860

Dr. Badynee: Tel 876- 702-2070 Ext. 12001

ELEMENTARY CONTENT AND PARENTAL INVOLVEMENT

- Teachers will communicate student learning expectations, provide resources, collect assignments, and provide feedback through Schoology with links to Google Docs (if used).
- Schoology pages will be updated daily and lesson updates will be ready for access by 8:00 a.m. (Jamaica time) and include the lesson template. This will include
 - a written guide of the work tasks for each lesson.
 - A link to any digital/scanned resources and other sources.
- Teachers will respond to student and parent emails/questions within 24 hours on weekdays.
- No sites requiring VPN will be used as a resource and no large files will be used.
- **Parental Involvement**
 - Parents are a child's first and most important teacher. Research shows that family engagement is one of the best tools to help a student succeed in school and distance learning programs.
 - Our AISK feedback shows that ES students who succeeded in the DLP had parental supervision every day. Those students who had no adult supervision struggled to access the DLP.
 - Therefore, all ES learners will require a parental or adult supervisor, who reminds children to complete tasks, collect learning resources, set up breaks and give them support to post work and upload video clips.

Please be responsible.

ASSESSMENT

It is very important for teachers to be able to assess students' abilities and plan the next steps in their learning. Generally, this is part of a continuous process with teachers in the homeroom making judgments through listening and marking work, on the student's comprehension and mastery of skills throughout the day. In the DLP this can be tricky, so we have built-in times throughout the week when teachers can make these judgments and give feedback to students.

Assessment will be carried out by listening to a child's oral contributions in conferences, tracking a child's progress on checklists, setting presentation tasks for students, examining their work, and checking through regular tests and summative assessment tasks. We are anticipating that live sessions will allow teachers to gather more assessment data on individual students. Teachers will plan ahead for assessment.

During the week, there will be daily virtual conferences for the whole class and individual times for checking students' understanding, giving feedback on work tasks, and reviewing work to support students in the next steps of their learning.

ONLINE CONTENT & SAFETY

Parents please be aware that many sites and web tools are for children aged 13+. This includes Goggle, Facebook, Tik-Tok, Zoom and What's App (hence why we use Schoology.) Most require adult permission and an adult to be present when using. Most images and work online is protected by copyright. All students are expected to adhere to AISK's Acceptable Use Policy and rules and expectations for behavior in class.

In the event students are behaving inappropriately, the school will follow the protocol below:

- 1.) The teacher will communicate with the student directly to inform them of the inappropriate behavior and ask them to stop.
- 2.) If the behavior does not improve, the teacher will again contact the student and copy the Divisional Principal, who will then contact the student.
- 3.) Should the inappropriate behavior continue, the student will be told to exit the class and the Principal will inform the parents. The student will be considered absent from the class and expected to make up any work missed.

In addition:

- Teachers can, at their discretion, contact the Principal right away should the misbehavior warrant immediate intervention.
- The school reserves the right to block students from accessing our online platforms if they are not used appropriately and therefore suspend the student from participating in Distance Learning.

The school reserves the right to apply further disciplinary sanctions when normal school resumes

STAY SAFE

Please find a link below to a student guide with tips to stay safe on the internet. Please read and follow the advice.: [Stay Safe on the Internet](#)

Elementary School: Approximate Time frames for learning

SPECIALIST SUBJECTS - All Elementary Students	
<p>General Specials approximately 20 minutes.</p> <p>PE twice weekly approx. 20 minutes a session</p>	<p>Art, Music, Drama, Spanish teachers will provide a range of activities and virtual experiences that continue to support the current ES program.</p> <p>Specialist teachers will post for students video clips or photos on their specialist subject page or as directed by the homeroom teacher.</p> <p>PE The teacher will focus on two main aspects; keeping active and healthy, and using sport for enjoyment, challenge, self-expression and socializing.</p> <p>The teacher will post a demonstration video or conference call with a physical exercise activity/activities - giving students the possibility to extend or repeat.</p> <p>Completed tasks can be shared on the homeroom teacher's page.</p>
For those students who have EAL and Learning Support	
<p>30 minutes per class twice a week</p>	<p>EAL classes will continue to focus on developing the student's proficiency in the English language through a variety of activities. The EAL teacher will hold regular conferences with students to assist them in their learning and may provide activities to be completed independently.</p>
<p>30 - 40 minute sessions 3 times per week</p>	<p>During learning support the focus is on achieving the individual child's learning targets based on their identified learning needs. Teaching will take place through individual conferences and may include activities to be completed independently.</p>
<p>School counseling</p>	<p>Marie Reynolds, School Counselor, will offer support for students with social and emotional needs, which may include discussing strategies with parents to help their children navigate the distance learning programme. The Counselor can also provide opportunities for individual or group sessions or friendship groups to chat i.e. helping overseas students to connect socially to their classmates.</p>

IT TECHNICAL SUPPORT

The AISK IT Department staff are available for remote support during normal school hours 7:45am - 1:30pm.

Schoology If you have an issue or problem, especially with loading or operating *Schoology* and require technical support please contact the IT help desk helpdesk@aisk.com

MIDDLE SCHOOL DISTANCE LEARNING PLAN



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 Mr. Jared Rogers (jrogers@aisk.com)

As educators, we know that learning occurs in many different forms and can take place in many different settings. Distance Learning at AISK is a type of educational experience that our Middle School students are prepared to embrace and to grow from in several ways: independently, with their peers, and with their families.

Over the course of a campus closure, students will continue to engage in learning experiences that will stretch their thinking and will encourage new ways of doing in each of their classes, even though they will not be physically present on campus. Each of these learning experiences may be followed up with appropriate homework or a formative/summative assessment to confirm that the students have engaged appropriately with the content and that their understanding of the content supports their progress towards identified target standards. The goal of distance learning is to achieve an educational experience analogous to the students' experiences during a typical day at school: to interact, to engage, to grow, and, ultimately, to learn.

TIMING

Mon, Tues, Thur, Fri.		Wednesday	
Day 1-4		TEACHER AND STUDENT WORK DAY	
40 min classes 5 min transition 1 x 15 min break + 1 x 40 min lunch, additional IB classes 40 min, MS & HS Clinics 40 min		8:30-9:00	Bi- Weekly Special Events (e.g assemblies, extended advisory)
8:00 - 8:40	F	STUDENT WORK DAY & TEACHER WORK DAY	
8:40-8:50	Advisory (Daily Attendance)		
8:50 - 9:30	A		
9:30 - 9:45	BREAK		
9:45 - 10:25	E		
10:30 - 11:10	B		
11:10 - 11:50	LUNCH		
11:50 - 12:30	C		
12:35 - 1:15	D		

1:25-2:05	IB Additional Classes	
	HS Clinic (Day 2 & 4)	
	MS Clinic (Day 1 & 3)	
2:20-3:00	IB Additional Classes	
	HS Clinic (Day 2 & 4)	
	MS Clinic (Day 1 & 3)	

Distance Learning will follow the Day 1 to Day 4 rotation as per the schedule published for this academic year. Classes will be 40 minutes long and scheduled classes for Grades 6 to 10 will operate from 8:00am-1:15pm (Jamaica time) with one fifteen minute break and one forty minute lunch break. For students in Gr 11 and 12 there will be two additional classes in the afternoon with an extra ten minute and an extra fifteen minute break. Therefore, scheduled classes for Gr 11 & 12 will run from 8:00am-3:00pm . Period 1 will commence at 8.00am for all students.

Please note that Wednesday will be a designated asynchronous work day for students and a planning and meeting day for teachers. There is also a bi-weekly special event scheduled on Wednesday mornings and these will be communicated in the daily advisory sessions and posted in schoology. These events will be designed around student social and emotional wellbeing and promoting community.

On Mon, Tues, Thurs and Friday when Gr 11 & 12 students have classes. For Gr 6 to 10 students there will be designated times in the afternoon, called clinics, during which subject teachers will be available online to answer questions and provide extra support. A detailed schedule of the clinic and subjects available will be provided when we enter into our DLP. For the most part clinics will be optional, although in some cases where students are identified as needing extra help these will be compulsory

Scheduled Classes

During regular on campus school each class meets three times every Day 1 to Day 4 rotation. For distance learning it is not a requirement for all subjects and courses to meet three times out of four, although each class must have at least one scheduled whole class instruction per week. Subject teachers will communicate clearly with students at the start of each week which periods they are expected to attend online and the work they are expected to be doing during non-contact class periods that are scheduled for Days 1 to 4. Periods on Day 1 to Day 4 not scheduled for whole class time online are to be used by students for completing and working on any assignments/activities set by the teacher and for collaborative work. Teachers will also use this time to schedule small groups or

one-to-one instruction online to help with differentiated learning and improve feedback to students on their progress. Students will be provided with clear instructions in Schoology at the start of the week of the classes they are expected to attend on Days 1-4. All Wednesdays are scheduled for independent work.

Students must go to Schoology at the start any scheduled whole class instruction to find the lesson template which will outline:

- the lesson aims and objectives,
- activities and links to resources required for the class,
- any assessments required, and
- procedures for checking out of class and demonstration of work.

Total time for engagement in learning for each class, including reading, homework, and work towards long term assignments, should not exceed 60 minutes.

ATTENDANCE

- 1.) Attendance will be based on three measures:
 - i. Daily attendance taken during the advisory period, all students must check in with their advisory teacher everyday.
 - ii. Attendance taken during any scheduled whole class, small group or one-to-one instruction.
 - iii. Weekly completion of class work or proof of engagement with learning as requested by the teacher*.

*Students not completing work or providing proof of engagement each week, as requested by the teacher, will be marked absent for any periods during the week which the student was expected to be working independently.
- 2.) In the case of student illness, please follow the regular procedure by communicating this to the MS/HS Admin Asst. (dcampbell@aisk.com). Students are expected to catch up on missed work upon return.
- 3.) In cases where a student has limited or no internet connectivity a parent should contact Ms. Campbell or Mr. Walker (cwalker@aisk.com). They will inform the teachers, and students should catch up on work missed when connectivity returns.

Ms. Campbell: Tel 876-355-4860

Mr. Walker: Tel 876- 553-3494

CONTENT AND INTERACTION

- 1.) Teachers will communicate student learning expectations, provide resources, collect assignments, and provide feedback through Schoology and Google.
- 2.) Schoology pages will be updated for every scheduled whole class lesson. Lesson updates will be ready for access by 8:00 a.m. (Jamaica time) and include the lesson template. This will include
 - A written explanation and/or conference call to introduce, explain tasks or provide instruction for each lesson.
 - A method of interaction such as discussion forums, Google Meet or Hangout, PowerSchool or Schoology to provide feedback on student work.
 - Digital/scanned resources, assignments, links to resources, and other sources.
- 3.) If students are required to engage in a project or extended application of learning, the project will be broken down into smaller actions/outcomes with deliverables/check-ins for each lesson.
- 4.) Teachers will respond to student and parent emails/questions within 24 hours on weekdays.
- 5.) No sites requiring VPN will be used as a resource and no large files will be used.

ASSESSMENT

- 1.) For each class, students must complete assigned non-graded assessments that provide a check for understanding. These may include (but are not limited to) discussions, forms, polls, reflections, and online quizzes.
- 2.) Students must complete summative assessments to measure progress against learning targets as assigned by the teachers. These may include (but are not limited to) electronic portfolios, electronic quizzes/tests, writing assignments.
- 3.) Clear instructions on where/how to turn in assignments will be provided to students and posted in Schoology

ONLINE CONTENT AND SAFETY

All students are expected to adhere to AISK's Acceptable Use Policy rules and expectations for behavior in class (please refer to [MS/HS Handbook](#)).

In the event students are behaving inappropriately, the school will follow the protocol below:

- 1.) The teacher will communicate with the student directly to inform them of the inappropriate behavior and ask them to stop.
- 2.) If the behavior does not improve, the teacher will again contact the student and copy the Divisional Principal, who will then contact the student.
- 3.) Should the inappropriate behavior continue, the student will be told to exit the class and the Principal will inform the parents. The student will be considered absent from the class and expected to make up any work missed.

In addition:

- Teachers can, at their discretion, contact the Principal right away should the misbehavior warrant immediate intervention.
- The school reserves the right to block students from accessing our online platforms if they are not used appropriately and therefore suspend the student from participating in Distance Learning.
- The school reserves the right to apply further disciplinary sanctions when normal school resumes.

STAY SAFE

Please find a link below to a student guide with tips to stay safe on the internet. Please read and follow the advice: **[Stay Safe on the Internet](#)**

HIGH SCHOOL DISTANCE LEARNING PLAN



During campus closure, students will participate in meaningful learning experiences in each of their classes, even though they will not be physically present on campus.

- The primary tools for communication between teachers and families are Schoology and their AISK Gmail.
- Teachers will use Schoology as the main means of communicating and sharing lesson content.
- Learning experiences are designed to be completed independently or in collaboration with other students. Tutoring should only occur at the recommendation of the teacher. Parents and guardians are asked to be aware of their level of involvement.
- Resources vary by class and lesson, but will include links to videos, graphic organizers or close reading passages, scanned material to read and engage with, independent research material, and the use of our e-text books already assigned to classes.
- Students are encouraged to be proactive in reaching out to teachers when they have questions or if assignments are unclear.

Counselors and advisors are available to support students with academic, social, or emotional needs.

IB SPECIFIC INFORMATION

AISK is keenly aware of the additional pressures that this unexpected transition to distance learning will have on our IB community. Please know that we, like many other IB schools globally, are in regular contact with the International Baccalaureate Organisation (IBO). We will keep the community updated as information from IBO becomes available. In the meantime, our IB teachers will prioritize student learning that is critical to preparing our students for their externally assessed exams and assessments.

Mon, Tues, Thur, Fri.		Wednesday	
Day 1-4		TEACHER AND STUDENT WORK DAY	
<i>40 min classes 5 min transition 1 x 15 min break + 1 x 40 min lunch, additional IB classes 40 min, MS & HS Clinics 40 min</i>		8:30-9:00	Bi- Weekly Special Events (e.g assemblies, extended advisory)
8:00 - 8:40	F	STUDENT WORK DAY & TEACHER WORK DAY	
8:40-8:50	Advisory (Daily Attendance)		
8:50 - 9:30	A		
9:30 - 9:45	BREAK		
9:45 - 10:25	E		
10:30 - 11:10	B		
11:10 - 11:50	LUNCH		
11:50 - 12:30	C		
12:35 - 1:15	D		
1:15 - 1:25	BREAK		
1:25-2:05	IB Additional Classes		
	HS Clinic (Day 2 & 4)		
	MS Clinic (Day 1 & 3)		
2:05-2:20	BREAK		
2:20-3:00	IB Additional Classes		
	HS Clinic (Day 2 & 4)		
	MS Clinic (Day 1 & 3)		

Distance Learning will follow the Day 1 to Day 4 rotation as per the schedule published for this academic year. Classes will be 40 minutes long and scheduled classes for Grades 6 to 10 will operate from 8:00am-1:15pm (Jamaica time) with one fifteen minute break and one forty minute lunch break. For students in Gr 11 and 12 there will be two additional classes in the afternoon with an extra ten minute and an extra fifteen minute break. Therefore, scheduled classes for Gr 11 & 12 will run from 8:00am-3:00pm . Period 1 will commence at 8.00am for all students.

Please note that Wednesday will be a designated asynchronous work day for students and a planning and meeting day for teachers. There also is a bi-weekly special event scheduled on Wednesday mornings and these will be communicated in the daily advisory sessions and posted in

schooling. These events will be designed around student social and emotional wellbeing and promoting community.

On Mon, Tues, Thurs and Friday when Gr 11 & 12 students have classes. For Gr 6 to 10 students there will be designated times in the afternoon, called clinics, during which subject teachers will be available online to answer questions and provide extra support. A detailed schedule of the clinic and subjects available will be provided when we enter into our DLP. For the most part clinics will be optional, although in some cases where students are identified as needing extra help these will be compulsory.

Scheduled Classes

During regular on campus school each class meets three times every Day 1 to Day 4 rotation. For distance learning it is not a requirement for all subjects and courses to meet three times out of four, although each class must have at least one scheduled whole class instruction per week. Subject teachers will communicate clearly with students at the start of each week which periods they are expected to attend online and the work they are expected to be doing during non-contact class periods that are scheduled for Days 1 to 4. Periods on Day 1 to Day 4 not scheduled for whole class time online are to be used by students for completing and working on any assignments/activities set by the teacher and for collaborative work. Teachers will also use this time to schedule small groups or one-to-one instruction online to help with differentiated learning and improve feedback to students on their progress. Students will be provided with clear instructions in schooling at the start of the week of the classes they are expected to attend on Days 1-4. All Wednesdays are scheduled for independent work.

Students must go to Schoology at the start any scheduled whole class instruction to find the lesson template which will outline:

- the lesson aims and objectives,
- activities and links to resources required for the class,
- any assessments required, and
- procedures for checking out of class and demonstration of work.

Total time for engagement in learning for each class, including reading, homework, and work towards long term assignments, should not exceed 90 minutes for college level classes (IB) and 70 mins for high school classes.

ATTENDANCE

- 1) Attendance will be based on three measures:
 - i. Daily attendance taken during the advisory period, all students must check in with their

advisory teacher everyday.

- ii. Attendance taken during any scheduled whole class, small group or one-to-one instruction.
- iii. Weekly completion of class work or proof of engagement with learning as requested by the teacher*.

*Students not completing work or providing proof of engagement each week, as requested by the teacher, will be marked absent for any periods during the week which the student was expected to be working independently.

- 2) In the case of illness, please follow existing procedures and notify the MS/HS Admin Asst., Ms. Campbell (dcampbell@aisk.com).
- 3) In cases where a student has limited or no internet connectivity, a parent should contact Ms. Campbell or Mr. Walker (cwalker@aisk.com). They will inform the teachers, and students should catch up on work missed when the connectivity returns.

Ms. Campbell: Tel 876-355-4860

Mr. Walker: Tel 876-553-3494

CONTENT AND INTERACTION

1. Teachers will communicate student learning expectations, provide resources, collect assignments, and provide feedback through Schoology and Google communication tools.
2. Schoology pages will be updated for every scheduled whole class lesson. Lesson updates will be ready for access by 8:00 a.m. (Jamaica time) the day of the lesson.
3. Teachers will design learning in multiple tasks that complement each other in the development of understanding.
4. Teachers will provide an estimated duration for all learning activities.
5. Resources needed will not require the use of VPN or streaming/download of files that are excessively large.
6. Teachers will clarify in advance how students should contact them if they need assistance, and will respond within 24 hours to all student inquiries on weekdays.

ASSESSMENT

1. Students must complete assigned non-graded assessments that provide a check for understanding. These may include (but are not limited to) discussions, forms, polls, reflections, and online quizzes.
2. Students must complete summative assessments to measure progress against learning targets as assigned by the teachers. These may include (but are not limited to) electronic portfolios, electronic quizzes/tests, and writing assignments.
3. Clear instructions on where/how to turn in assignments will be provided to students and

posted in Schoology.

4. Special arrangements may be made for specific types of assessments (e.g. oral exams, performance assessments, IB internal assessments, various aspects of course selection). Students will be informed if they must participate in such an assessment.

ONLINE CONTENT AND SAFETY

All students are expected to adhere to AISK's Acceptable Use Policy rules and expectations for behavior in class (please refer to [MS/HS Handbook](#)).

In the event students are behaving inappropriately, the school will follow the protocol below:

1. The teacher will communicate with the student directly to inform them of the inappropriate behavior and ask them to stop.
2. If the behavior does not improve, the teacher will again contact the student and copy the Divisional Principal, who will then contact the student.
3. Should the inappropriate behavior continue, the student will be told to exit the class and the Principal will inform the parents. The student will be considered absent from the class and expected to make up any work missed.

In addition:

- Teachers can, at their discretion, contact the Principal straight away should the misbehavior warrant immediate intervention.
- The school reserves the right to block students from accessing our online platforms if they are not used appropriately and therefore suspend the student from participating in Distance Learning.
- The school reserves the right to apply further disciplinary sanctions when normal school resumes.

STAY SAFE

Please find a link below to a student guide with tips to stay safe on the internet. Please read and follow the advice.

[Stay Safe on the Internet](#)

CANTEEN SERVICE



AISK CANTEEN COVID-19 OPERATIONS

BEGINNING OF THE SCHOOL YEAR STAFF TRAINING

- How to avoid COVID 19
- Hand washing
- Hand sanitizing
- Use of masks and face shield
- Cleaning and disinfection requirements

BEHAVIOURAL SIGNAGE

Posted where appropriate:

- Handwashing
- Wearing of masks
- Use of hand sanitizer
- Sneezing etiquette

CANTEEN STAFF RESTROOMS

The restroom is cleaned at the beginning and end of the shift. In addition, it is disinfected throughout the day as per restroom cleaning protocols.

HANDWASHING GUIDELINES

Employees hand washing every 20 minutes or per as needed under the Ministry of Health and Wellness Guidelines. Hand sinks stocked with antibacterial soap, disposable paper towels and nail brush. Key times to wash hands include:

- Before and after work shifts
- Before and after work breaks
- After using the restroom
- After cleaning duties
- Before and after eating and drinking
- Before putting on and after taking off disposable gloves when preparing food
- After touching objects with bare hands which have been handled by other staff, customers or visitors, such as tables, trays, carts, racks, dishes, cups, utensils, bags, coolers, totes, and trash
- After blowing your nose, coughing, or sneezing
- After putting on, touching, or removing cloth face coverings
- After handling or preparing raw food
- After handling waste/trash

Employees must change into clean and proper attire including enclosed-toe shoes before the start of their shift. Each employee will have a hook where their street clothes will be hung.

- Hands washed after changing clothes
- No jewelry worn during working hours
- Fingernails short, unpolished and clean (no artificial nails)
- Effective hair restraints must be properly worn

Aprons should be worn during work hours. Each employee is allocated two cloth aprons and these must be changed daily. Disposable aprons are available if needed.

Cloth masks and/or face shields worn if social distancing is not possible. Each employee will be provided two masks per day which will be colour coded. Disposable masks will be available as needed. All employees will be issued with face shields

Hand Sanitizer 62-70% alcohol is used throughout the day, but is NOT used in place of handwashing.

The use of Food Handling Gloves is strongly discouraged. If they are to be used, their use must be strictly monitored. Hand washing at all appropriate times is required, . Each employee must have a valid food handlers' permit issued by the Ministry of Health.

CLEANING

Cleaning Solutions

- Soap to remove dirt
- Rinse clear with water
- Sanitizer – Bleach mixture of 1/3 cup bleach to 1 gallon of water as recommended by CDC for non-food surfaces
- Food Grade Sanitizers as per manufacturer guidelines for food surfaces

All nonfood surfaces (serving counters, dining hall tables, door handles, carts, trays, etc.) are cleaned and sanitized at the beginning and end of each day and after each break and lunch session.

All equipment is cleaned and sanitized extensively at the end of day, but are also cleaned & sanitized as needed:

- Stainless steel counters are cleaned and sanitized before and after use
- All utensils, cutting boards etc. are washed and sanitized after each use.
- Hot water is available for use for cleaning, hand washing and washing utensils.
- The three compartment sink is set up and clearly identified for proper washing, rinsing and sanitizing

KITCHEN TOWELS

Clean reusable towels are used only for cleaning and sanitizing equipment and surfaces and not for drying hands, utensils or floors.

- Towels will be kept in a bowl of sanitizing solution and washed and air dried at the end of the day.
- The sanitizing process is different from the cleaning process.
 - Surfaces are cleaned of dirt and grease,
 - Sanitized with a separate towel to kill any bacteria on the surfaces.

Floors are swept and mopped each morning and end of shift as well as throughout the day as required. Exhaust hoods and filters are cleaned regularly as per AISK maintenance schedule.

PURCHASES/DELIVERY

- All purchases are made from reliable professional vendors.
- A list of all vendors will be provided to AISK.
- All vendors are required to provide a copy of their sanitizing procedures.
- Prepared food being delivered to the canteen (eg patties and sushi) will be pre-packed, and these packages will delivered in sanitized delivery containers
- Deliveries are staggered and very rarely will there be two deliveries at the same time.
- All deliveries will be made through the gate at the rear of the canteen.

PHYSICAL DISTANCING

Social distancing Implementation:

- A distance of 6 ft. should be maintained between employees, students, teachers and staff.
- Ropes and stanchion used to demarcate flow of patrons
- Kitchen work stations spaced at 6 ft.

Distancing Decals:

- at cash registers
- queues

ORDER, PAYMENT & DELIVERY

Pre-ordering online using a combined online ordering and paying gateway system on www.aisk.com on the students and parent portals. Orders are made and paid for a week in advance.

- Breakfast,
- Break
- Lunch items

DELIVERY OF ORDERS

De-escalation Matrix: Phase 3

Elementary, Middle and High School

Lunch will be pre ordered and packaged for delivery to the classroom. Students will eat in the classroom.

De-escalation Matrix: Phase 2

Elementary School

Lunch will be pre ordered and packaged for delivery to the classroom. Students will eat in the classroom.

Middle & High School

- The pre-orders will be picked up in the canteen using line control ropes and stanchions and physical distancing markers supervised by faculty and teaching assistants on lunch duty
- Eating in specified location

De-escalation Matrix: Phase 1

Normal service.

POOL PROTOCOL



Desmond Blades Aquatic Center

United States Centre for Disease Control:

"There is no evidence that Covid-19 can be spread through the water in pools, hot tubs or water playgrounds. Additionally, the proper operation of these aquatic venues and disinfection of the water (with chlorine or bromine) should inactivate the virus."

Measures

- Distancing - swimmers and staff
- Sanitization - pool deck, pool building, frequently touched surfaces, equipment etc.
- Hand Sanitizers - pool deck, Building entrance
- Barrier Devices - for staff members masks and face shields
- General safety of swimmers
- Monitoring of pool chemical levels - proper maintenance

Factors in Relation to Teaching

- Distancing - between teachers and swimmers
- Barrier devices - ability to hear instructions through devices
- Number of students in a class
- Time used to change

Changing Rooms

- Students use individual cubicles
- Students are assigned use of the same cubicle and should be used for swimming and PE Gear.
- Classrooms and bathrooms must be disinfected after each class
 - Sanitizing of stalls, handles, doors that do not have handles to be wiped
- Utilization of Showers inside the changing room is not allowed - shower on deck only before and after swimming class. Deck shower handle to be wiped after each class
- No lost and found box to be available
- water bottles, towels and goggles to be kept by students
- Wash hands before leaving changing areas - after changing, after using the bathroom
- Sanitize hands upon entrance and exit to the building
- Leave as soon as class is over
 - no waiting on classmates
 - promote social distancing

Pool Entrance/Pool Deck

- Line is established, enter one at a time at 6' spacers

CONTACT TRACING PROTOCOL



- Swimmers place their belongings on the bleachers/towel rack with appropriate distancing - bleachers will be sanitised after class .
- Emergency Gate to be utilized – the concern with the main entrance is that it cannot remain open.
- Shower on the pool deck to be used, before and after class. While research suggests you do not have to wash off after class due to the sanitizing effects of the chlorine, it may be an irritant to some bathers' skin.
- Markers and signs are to be utilized and enforce social distancing measures
- A small container with diluted disinfectant in case of bodily fluid accidents on deck.

Equipment

- Minimal equipment usage at the initial stages.
- If equipment is used, they are to be cleaned in a solution – a container with water and disinfectant is made available on deck for students to dip equipment and it be left to dry in the sun. Once dried, it can be placed in the storage container.
- No sharing of equipment between swimmers, everyone is to bring their own equipment. This includes caps, goggles and water bottles.
- Two separate sets of equipment will be alternated between lessons; while one is being used, the other can be disinfected.

Water Fountains

- Water fountain refill station to be used only. Drinking spouts to be disabled.

Testing of Chemicals

- Increase testing of the pool water for pH and chlorine levels from 3 to 4 or 5 times per day or as seen fit by lifeguard
- Monthly tests by the Scientific Research Council continue - to check bacteria etc levels.
- Daily inspection of pool area

Upon return to campus, AISK will have in place hygienic procedures and symptomatic checks upon arrival.

If during the day, students show flu-like symptoms, the following protocol will take place:

1. Staff will notify the Nurse and the Nurse will come to the student to check symptoms

PARKING LOT DISTANCING PLAN

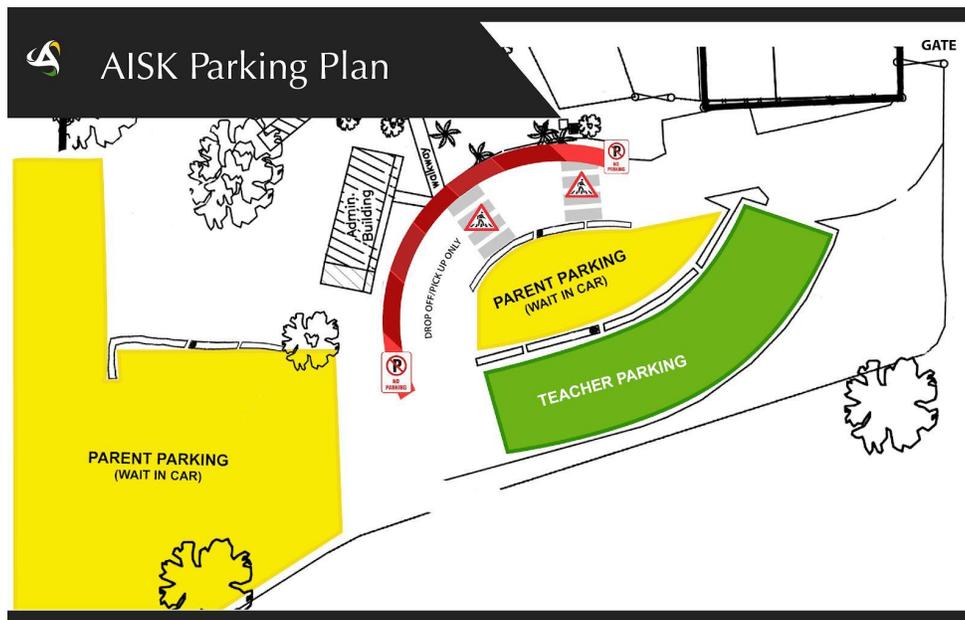


2. If deemed necessary, students will be transferred to the Isolation Room.
3. Parents of the student will be notified and requested to collect the student from campus
4. The family will then have the student checked through the JAMCOVID-19 App and the Ministry of Health & Wellness.

Contract tracing will occur on campus by collecting:

- List of classroom students in contact with the symptomatic student.
- List of students who use the same bathroom facility will be collated.
- Contacts will be checked for symptoms and sent home at the end of the day for 14 days.
- All contacts will be requested to work from home through the Home Learning Plan until the health status of the student is verified.
- The classroom, bathroom and common areas will be thoroughly cleaned and decontaminated.
- Contacts, upon return to school, will be checked for symptoms three times per day for 14 days.

VACCINATION GUIDELINES



1. The drop off times, by class, have been designed to allow for a spaced flow of students to alleviate congestion at the turnstile.
2. If you are early for your drop off time please wait in the areas designated for parking and waiting.
3. The drop-off area in front of the school can accommodate 8 cars at a time, please pull up to the next available designated drop off point. Please be cautious and courteous as you manoeuvre in and out of the passing lane.
4. There is strictly no parking at the beginning or end of the drop off zone.
5. Parents/Drivers, please stay in your cars.
6. Please follow the directives of the parking lot attendants they are there to ensure a smooth flow of traffic.

Parking Signage:



AIK encourages all eligible stakeholders to get vaccinated. This gives a higher degree of safety for the AIK community while face-to-face on campus.

The international travel and quarantine guidelines are stipulated by the Ministry of Health and Wellness of Jamaica and it mandates the reentering of travelers to the community after international travel as follows:

- Non-vaccinated** students, faculty and parents: 10-day self-quarantine
- Fully Vaccinated (two weeks after last dose)** students, faculty, and parents: Negative PCR COVID test or 8-day self-quarantine