

Reopening Procedures and Online Learning



**2021-2022
Covid-19
Operations
Procedures**

HEALTH AND SAFETY

Situational Overview

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

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

Update: The government of Thailand and local Phuket have reported that students will not be able to attend school face to face until August 31. Hopefully after August 31st pupils will resume full-day lessons for all age groups.

This document is meant to outline the health and safety protocols we will adopt as well as online procedures. As we understand that some government guidelines and health recommendations may change before August 31st, we will plan to share more specific details then.

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

HEALTH AND SAFETY CONSIDERATIONS

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

Facility Cleaning

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

Increased Hand Hygiene

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

Physical Distancing

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

Safety Equipment

QSIP will do temperature checks for anyone who is permitted to enter the campus. Most students, all teachers, and staff will wear masks.

Health and Wellness





QSIP is committed to monitoring and supporting the physical and mental health of our students, teachers, and staff in connection with the school's medical office and school counseling program.

Access to Campus

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

Online Learning

Over the past several months, QSI has given serious consideration to its obligations to provide online learning to the students enrolled in its schools worldwide. Toward that end QSI Headquarters organized a task force of teachers, administrators, curriculum writers, and IT professionals to determine best practices for delivering successful online learning to the greatest extent possible. The following online platforms will be used to support both online academic work and teacher/student/family collaboration to ensure a quality learning experience.

| | |
|---|--|
|  | <p>Office 365 Account</p> <p>All staff and students 12-years-old and older have school email accounts through the Office 365 Suite. Additionally, they have free access to the Office Suite of programs such as Word, Excel, and PowerPoint. This account will be used as supplement for the Seesaw and Teams learning platforms.</p> |
|  | <p>Seesaw</p> <p>Seesaw is a platform for student engagement that provides creative tools to take pictures, draw, record videos and more to capture learning in a portfolio. Teachers can find or create activities to share with students and parents. Seesaw will be the academic platform for PreK through 8-year-old students (9-10 year-old students will use both Seesaw and Office 365 as a transition between platforms). Students will be issued a learning code where they can access all their classes.</p> |
|  | <p>Microsoft Teams</p> <p>Teams will serve as the academic platform for 10 year through Secondary IV students (10-year-old students will use both Seesaw and Office 365 as a transition between platforms). Teachers will create channels for units and communications and ensure that students know where to find the necessary learning materials.</p> |
|  | <p>Zoom</p> <p>Zoom is a virtual classroom platform that may be used by all teachers. This is easy for students and parents to access, as the classroom teacher simply sends a link via email for individuals to join the meeting/class. Zoom will be used for synchronous (real-time) learning and communication for all ages.</p> |

****Alternative online Distance Learning Platforms being used by teachers will be noted individually.**

In addition to the above resources, we encourage faculty, students, and parents to contact TECH Support for any tech related question and to expect a response within 24 hours.

Pre-school Online Schedules

The goal of the Pre-school online program is to provide the academic basis for children preparing to enter academic level of elementary school. Children will be given limited online activities, and a large range of "offline" learning activities, games, and projects they can complete with their families. Classes will still meet digitally several times a week to reinforce social and linguistic development.

| <i>Pre-school (3 – 4-year-old) Online Schedule</i> | |
|--|--------------------------------------|
| 3-year-olds | 3 times per week for 15 - 20 minutes |
| 4-year-olds | 4 times per week for 15 - 20 minutes |
| Face to face Meetings | |
| Approximate time per day | Activity |
| 15-20 minutes | Literacy activities |
| 15-20 minutes | Mathematics activities |
| Home Enrichment | |
| Time determined by parent | Videos and home exploration |
| Video sent by teacher | Music, Movement, and Art |

Elementary Online Schedules

The following guidelines will be followed by all teachers in the elementary classes. Teachers and classes have the ability to adapt this schedule according to student needs.

- Students will receive pre-recorded or frontloaded instructions each day for each core class. This will enable children to re-watch instructions and have flexibility in what time they receive instruction.
- Teachers will host synchronous (real-time) lessons each day. These lessons may include:
 - Full class instruction and discussion
 - Small group or individual meetings with students
 - Open "office hours" for children to contact teachers with questions or feedback
 - Meetings may be scheduled at times to accommodate the time zones of the children in the class.

Elementary (5-10-year-olds) Online Schedule.

Students can expect to be engaged in both synchronous and asynchronous learning throughout each school day. Times below indicate an approximate amount of time each child should spend on each subject, both in synchronous and asynchronous learning systems. Not all students may be meeting with the teacher each day, but assignments will be provided that students know how to complete independently. Students moving from teacher instruction to independent work is a typical structure in an elementary school day. Additional time (below) is included to teach small groups of students.

| | |
|-----------------|---|
| 90 minutes | Reading or Writing |
| 45 Minutes | Mathematics |
| 45 Minutes | Cultural Studies/Science |
| 45 Minutes | Specials Rotation (Below) |
| Additional time | Individual Support/Small Group Support/Small group teaching |



Elementary Class Zoom Schedule (specials on 2nd page)

| Class | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|----------|----------|-----------|----------|----------|
| 2-3 yo Ms. Hope Meeting ID: 720 5963 8586 Passcode: apple | 10:00 am | 10:00 am | 10:00 am | 10:00 am | 10:00 am |

| | | | | | |
|--|--|--|--|---|---|
| 5/6 yo Mr. Mike Meeting ID: 827 840 9637 Passcode: PeterPan | 8:00 - 8:30 Math 8:52 – 9:38 Thai 9:58 – 10:40 Reading 10:40– 11:27Writing 1:00 – 1:45 Science & Cultural Studies | 8:00 - 8:30 Math 8:52 – 9:38 Thai 9:58 – 10:40Reading 10:40- 11:27Writing 12:15 – 1:00 Science & Cultural Studies | 8:00 - 8:30 Math 8:52 – 9:38 Thai 9:58 – 10:40 Reading 10:40– 11:27Writing 1:00 – 1:45 Science & Cultural Studies | 8:00 - 8:30 Math 8:52 – 9:38 Thai 9:58 – 10:40Reading 10:40- 11:27Writing 12:15 – 1:00 Science & Cultural Studies | 8:00 - 8:30 Math 8:52 – 9:38 Thai 9:58 – 10:40 Reading 10:40– 11:27Writing |
| 7/8 yo Mr. Nate Meeting ID: 319 977 8671 Passcode: Tiger | 0800-0830: 7 YO MTH 0845-0915: 8 YO MTH 0930-1000: 7 reading and writing 1015-1045: 8 reading and writing 1100-1130: 7 and 8 science / cultural studies 1330: Artur 1-on-1 or small group meetings as needed | 0800-0830: 7 YO MTH 0845-0915: 8 YO MTH 0930-1000: 7 reading and writing 1015-1045: 8 reading and writing 1100-1130: 7 and 8 science / cultural studies 1330: Artur 1-on-1 or small group meetings as needed | 0800-0830: 7 YO MTH 0845-0915: 8 YO MTH 0930-1000: 7 reading and writing 1015-1045: 8 reading and writing 1100-1130: 7 and 8 science / cultural studies 1330: Artur 1-on-1 or small group meetings as needed | 0800-0830: 7 YO MTH 0845-0915: 8 YO MTH 0930-1000: 7 reading and writing 1015-1045: 8 reading and writing 1100-1130: 7 and 8 science / cultural studies 1330: Artur 1-on-1 or small group meetings as needed | 0800-0830: 7 YO MTH 0845-0915: 8 YO MTH 0930-1000: 7 reading and writing 1015-1045: 8 reading and writing 1100-1130: 7 and 8 science / cultural studies 1330: Artur 1-on-1 or small group meetings as needed |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| 9/10/11 yo Ms. Malinda ID: 360 277 0822 Passcode: qsi | 7:45-8:00: social 8:00-8:40: 9 math 8:40-9:20 10 math 9:20-10:00 11 math 10:00-10:40 English 10:50-11:30 sci/CS 11:30-12:00 Questions and extra help | 7:45-8:00: social 8:00-8:40: 9 math 8:40-9:20 10 math 9:20-10:00 11 math 10:00-10:40 English 10:50-11:30 sci/CS 11:30-12:00 Questions and extra help | 7:45-8:00: social 8:00-8:40: 9 math 8:40-9:20 10 math 9:20-10:00 11 math 10:00-10:40 English 10:50-11:30 sci/CS 11:30-12:00 Questions and extra help | 7:45-8:00: social 8:00-8:40: 9 math 8:40-9:20 10 math 9:20-10:00 11 math 10:00-10:40 English 10:50-11:30 sci/CS 11:30-12:00 Questions and extra help | 7:45-8:00: social 8:00-8:40: 9 math 8:40-9:20 10 math 9:20-10:00 11 math 10:00-10:40 English 10:50-11:30 sci/CS 11:30-12:00 Questions and extra help |

Elementary Specials Schedule

| Class | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--------------------------------------|--|---|--|
| PE-Coach Pat ID: 884 456 6079 Passcode: California | 7/8 yo 12:15 – 1:00 9-11yo 1:00 - 1:45 | | 7/8 yo 12:15 – 1:00 9-11yo 1:00 -1:45 | | 7/8 yo 12:15 – 1:00 9-11yo 1:00 -1:45 |
| Music/Art-Mr. Simon ID:73794651907 Passcode: QSIP | 7/8 yo 1:00 – 1:45 M/A | 7/8yo 12:15- 1:00 M | 5/6yo 12:15 – 1:00 M | 7/8yo 12:15- 1:00 A 9-11 1:00 – 1:45 M | 9-11yo 1:45 – 2:00 M/A2-4 |

| | | | | | |
|--|---|---|---|---|---|
| Thai -Khun Ya Meeting ID: 4635003564 Passcode: QSIP | 5/6 yo 8:52 – 9:38 9-11yo 12:15 – 1:00 7/8yo 1:45 – 2:30 | 5/6 yo 8:52 – 9:38 9-11yo 12:15 – 1:00 7/8yo 1:45 – 2:30 | 5/6 yo 8:52 – 9:38 9-11yo 12:15 – 1:00 7/8yo 1:45 – 2:30 | 5/6 yo 8:52 – 9:38 9-11yo 12:15 – 1:00 7/8yo 1:45 – 2:30 | 5/6 yo 8:52 – 9:38 9-11yo 12:15 – 1:00 7/8yo 1:45 – 2:30 |
| Thai -Khun Pum Meeting ID: 5733523304 Passcode: QSIP | 5/6 yo 8:52 – 9:38 9-11yo 12:15 – 1:00 7/8yo 1:45 – 2:30 | 5/6 yo 8:52 – 9:38 9-11yo 12:15 – 1:00 7/8yo 1:45 – 2:30 | 5/6 yo 8:52 – 9:38 9-11yo 12:15 – 1:00 7/8yo 1:45 – 2:30 | 5/6 yo 8:52 – 9:38 9-11yo 12:15 – 1:00 7/8yo 1:45 – 2:30 | 5/6 yo 8:52 – 9:38 9-11yo 12:15 – 1:00 7/8yo 1:45 – 2:30 |
| Library- Ms. Maria ID 4963210639 Password 1234abcd | 2-4yo 8:52 – 9:38 | | 2-4yo 8:52 – 9:38 9-11yo 1:45-2:30 | 5/6yo 1:00 – 1:45 | 2-4yo 8:52 – 9:38 7/8 yo 1:00-1:45 |
| PE - Khun Nut Meeting ID: 675 005 7258 Passcode: qsi | 2-4yo 10:41 – 11:27 PE 5-6yo 12:15-1:00 Art 5-6yo 1:45-2:30 PE | 2-4yo 10:41 – 11:27 M | 2-4yo 10:41 – 11:27 PE 5-6yo 1:45-2:30 PE | 2-4yo 10:41 – 11:27 Art | 2-4yo 10:41 – 11:27 PE 5-6yo 12:15-1:00 Art 5-6yo 1:45-2:30 PE |

Middle and Secondary Online Schedules

The Middle School and Secondary program (12- year-old and up) will be a combination synchronous/asynchronous schedule. The synchronous, face-to-face sessions will allow

students time to meet with teachers, receive instruction, discuss material, and work through a variety of assignments or projects in classes. Asynchronous work time is for students to work independently on completing assignments and contacting teachers during available office hours.

- Students will receive a prerecorded and/or written instructions each day for each class.
- Teachers will host synchronous (real-time) lessons each day. These lessons may include:
 - Full class instruction and discussion
 - Small group or individual meetings with students
 - Open "office hours" for children to contact teachers with questions or feedback
 - ***It would be in the best interest of students to stick to the bell schedule and work on their classes at home like they are working on them at school, so they do not get behind.*** See bell schedule below.

School Hours – QSI Bell Schedule 2021 - 2022

| Bell Schedule | | Bell Schedule | |
|---------------|-------------|---------------|--------------|
| Period | (Secondary) | Period | (Elementary) |
| 1 | 8:00-8:50 | 1 | 8:00-8:50 |
| 2 | 8:52-9:38 | 2 | 8:52-9:38 |
| 3 | 9:40-10:26 | Break | 9:38-9:59 |
| Break | 10:26-10:41 | 3 | 9:59-10:44 |
| 4 | 10:41-11:27 | 4 | 10:44-11:29 |
| 5 | 11:29-12:15 | Lunch | 11:29-12:15 |
| Lunch | 12:15-12:51 | 5 | 12:15-1:00 |
| 6 | 12:53-1:39 | 6 | 1:00-1:45 |
| 7 | 1:41-2:27 | 7 | 1:45-2:30 |
| 8 | 2:29-3:15 | 8 | 2:30-3:15 |

Secondary Virtual Class Team and Zoom Meetings for QSIP Online Schooling

Teachers will be using Teams for Secondary meetings unless stated otherwise. *It would be in the best interest of students to stick to the bell schedule and work on their classes at home like they are working on them at school, so they do not get behind.*

| Teacher | Period 1 (8:00 – 8:45) | Period 2 (8:52 – 9:38 am) | Period 3 (10:00 - 10:40) | Period 4 (10:41- 11:27 am) | Period 5 (11:30 – 12:15) | Period 6 (12:53 – 1:39) | Period 7 (1:41 – 2:27) | Period 8 (2:29 – 3:15) |
|-------------------------|---------------------------|------------------------------|-----------------------------|-------------------------------|-----------------------------|----------------------------|---------------------------|---------------------------|
| Mr. Steve Hryniw | Prep | British Literature | American Literature | Literature 1 | Writing 1 | Literature II | Writing II | Prep |
| Mr. Jack Hooper | Prep | 12/13 Literature | 12/13 Writing | US History | Prep | 12/13 Cultural Studies | World Geography | Research |

| | | | | | | | | |
|---|------------|---------------------|-----------|-----------------|---|--|---|---------------------------|
| Mr. Joe Holland | Biology | Prep | Prep | Life Science | Government/Economics | Chemistry | 12/13 Tech W/F Study Skills M | Secondary Tech / Yearbook |
| Mr. Eric Maraon | 12/13 Math | Geometry | Prep | Advanced Math 2 | Prep | Algebra | Physics | Advanced Math 2 |
| PE - Coach Pat ID: 884 456 6079 Passcode: California | Wellness | PE-Advanced Fitness | Prep | PE | 7/8 PE M/W/F | 9/10/11 PE M/W/F | Athletic Coordinator/ASA | 12/13 PE |
| Drama/IE/Music/Math- Mr. Simon Meeting ID: 737946519 07 Passcode: QSIP | 11 yo Math | IE Help? | IE Help? | Prep | 7/8 Music Tues Art Thur. 5/6 Music Wed. | 7/8 art/music 9/10 Music Tue Art Thurs. | 12/13 Art Tuesday Study Skills - Monday 9-11 Art Friday | Secondary Drama |
| Thai Khun Ya Meeting ID: 463500356 4 Passcode: QSIP | Prep | 5/6 yo | Secondary | prep | 12/13 yo | Secondary 6 th 9/10/11 5 th period | 7/8 yo | Secondary |
| Thai Khun Pum Meeting ID: 573352330 4 Passcode: QSIP | Prep | 5/6 yo | Secondary | prep | 12/13 yo | Secondary 6 th 9/10/11 5 th period | 7/8 yo | Secondary |

Face-to-Face Classes

All children are permitted to attend face to face learning on Tuesday August 31st with parental permission unless the Thai government states otherwise.

The following procedures will be enforced:

- Only students and school staff are permitted on campus. Parents may not enter the school building without written permission from the school director.

- All individuals must have their temperature taken before entering the building. Individuals with temperatures over 37.5 degrees or showing signs of illness will not be permitted entry.
- Students or staff who show any signs of illness or have a fever will be denied access to the building.
- Children and staff of all ages must wear masks at all times.
- Mandatory 14-day restricted access for any teacher or student arriving into Phuket unless the individual has been fully vaccinated against COVID.
- Air circulation in each classroom.
- Schedule will limit students from interacting with other classes.
- The medical office is equipped with an isolation room in case of suspected illness.
- Children may bring a snack to eat mid-morning in their classroom.
- Children should bring their own reusable water bottles to school every day.
- Children should bring an extra mask to change into after lunch. All masks should be stored in a sealable plastic bag.
- School supplies will not be shared between students.
- Class sizes are limited to 20 students.

Distance Learning Plan

QSI International School of Phuket is committed to providing an alternative means of education in the form of Distance Learning during full or partial closing of the school. Distance Learning designates the experience students will have when school remains in session but when students are unable to physically attend school because of campus closure. While Distance Learning cannot replicate onsite learning, our teachers can deliver powerful instruction that allows students to meet expected standards in an online environment. The success of our Distance Learning endeavor is a partnership and is dependent on careful planning by our dedicated faculty, appropriate student motivation and engagement, and strong parent support for this alternative mode of instruction. The result of such learning experiences will expand student academic progress and attend to student social and emotional well-being.

While this is a time of uncertainty and challenge, it is also a time that provides us with unlimited opportunities to connect with ideas and with classmates who are scattered all over the world.

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

Roles and Responsibilities

Leadership Team:

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

Subject/Homeroom Teachers:

- Collaborate with colleagues to design Distance Learning experiences for students in accordance with grade level plans.
- Develop high-quality student learning experiences.
- **Provide timely feedback to students;** this is especially so in online learning environments when/where students are unable to ask questions as they normally would in classroom setting.
- Communicate clearly regarding where/how students should ask questions and seek clarification specific to learning targets, task requirements, and/or deadlines
- Active monitoring of your email for questions and communication from students/families.
- Communicate with parents, as necessary.
- Try to avoid requiring printing. Tasks must be completed on a device or uploaded.
- Consider including offline activities in your lessons such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, taking pictures, and/or making a video.

- **Deadlines:** Provide students ample time to complete assignments. *More time than you would usually provide in class may be necessary for some students.* Keep tasks simple and directions clear to make sure students understand what they are required to do.
- **Bandwidth:** Consider the size of the files to be downloaded by students; students' WIFI access may have limited bandwidth. If you embed videos, keep the size of the files small and avoid HD quality whenever possible.

AP Coordinator:

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

Roles and Responsibilities (Students)

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

Roles and Responsibilities (Parents)

Support their child(ren) in their learning by:

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

Distance Learning Elementary School Overview

Schooling is always a partnership. In an online Distance Learning environment, especially so at the elementary level, this partnership becomes the champion of learning. Over the course

of this Distance Learning time period, our faculty will partner with parents to engage students in experiences that stretch their understanding and expand how they approach new learning. Teachers will continue to carry forward their instrumental role in guiding, supporting, and challenging students to take on new responsibilities and to become excited about new learning. Our families will have options and sources for flexibility that will give them choice and ownership as the Distance Learning experience progresses. Teachers will communicate with parents through Seesaw, along with other online subscriptions, to engage students in rich learning tasks.

Role of Parents

As Elementary School students are still developing their independence, a teacher-parent partnership is necessary for students to engage in Distance Learning tasks and to access on- line resources. The designed learning tasks and activities will provide direction and support to families with the understanding that task completion depends on each individual families' circumstances. We recognize that parents may have more than one child to guide, therefore we have framed the support for the learning experience within one day not exceed one hour of computer time; time that will both inform and help prepare the student to engage in the learning tasks that the teacher has designed on that given day.

- Read the updates from your child's teachers.
- Increase your familiarity with Seesaw as our primary instructional tool: Seesaw and google classroom are our primary platform for home learning during the campus closure. The Seesaw Class app and the Seesaw Family app are two platform applications our students and their families will rely on and will learn to appreciate. Your child's homeroom teacher will provide detailed instructions regarding how students/parents can access the Seesaw app.
- Read home learning tasks and activities posted on Seesaw with your child.
- Designate a place in your home or where you are temporarily located so your child can work independently on his/her assigned tasks and complete independent reading each day.
- Email your child's classroom teacher if you or your child has questions and/or if your child needs extra help and support. Expect responses in a timely manner.

Secondary School Distance Learning Plan

Content and Timing:

The Distance Learning Plan in Secondary School will include engaging experiences for each scheduled class students have on their regular school schedule for that day. Students will have multiple activities within the timeframe of a regular class. Teachers will provide guidance specific to the amount of time activities/assignments might require. This will include time spent on accessing content, as well as completing work. Students may also have off-screen tasks that are designed to engage the secondary school learner.

Interaction Types:

- Teachers will communicate student learning expectations, provide resources, collect assignments, and provide feedback through Office 365.
- Students will have daily Learning Target(s) in each subject area for their scheduled day.
- Lesson updates will be ready for access by 8:00 am the day of the lesson and will include:
 - A brief update referencing the daily learning target(s) for the lesson and directing students to the materials page to access resources/assignments, etc. This brief update will ensure:
 - students know what learning they need to accomplish for that day.
 - continuity of learning that is clearly connected to their learning in the prior class and will connect to the learning in the upcoming class.
 - An explanation is given in written and/or recorded video/screencast format to introduce, explain tasks, or provide instruction for each lesson.
 - A method of interaction such as:
 - Discussion module
 - Office 365 tools to provide feedback on student work
 - 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.
- Teachers will respond to student and parent e-mails/questions within 24 hours.
- No sites requiring VPN will be used as a resource.

Assessment Types:

- Students will participate in one short, non-graded formative assessment per subject and lesson as a check for understanding.
- Students will participate in no more than one graded assessment per subject per week. These may include, but are not limited to:
 - Office 365 docs or forms - quizzes, tests, or assignments
 - Any department or collaborative team specific assessment platform
 - A performance task illustrating mastery of concepts

Distance Learning Secondary School Overview

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.

AP Specific Information:

All members of our secondary school community connected with externally-assessed courses are aware of the additional pressures related to this unexpected transformation of in-school instructional time to distance learning.

Content and Timing:

- Students will be provided with a clear daily learning target for each class to ensure they know what learning they need to accomplish each day. The daily learning target will ensure continuity of learning that is clearly connected to their learning in prior classes and the classes following.
- For courses with multiple sections, students will have the same Daily Learning Target and comparable learning experiences as students who have other teachers.
- Total time for engagement in learning for each class, including reading, homework, and work towards long term assignments, should not exceed 75 minutes for non-AP courses.

Interaction Types:

- Daily learning targets, lessons, and materials will be posted by 8:00 am
- Teachers will design learning in multiple tasks that complement each other in the development of understanding. Students should not engage in the same task for 75- 100 minutes continuously.
- Teachers will provide an estimated duration for all learning activities.
- Students may be expected to participate in discussion posts, but not in live chats.
- Deadlines will be flexible to accommodate student location and travel.
- Resources needed will not require the use of VPN or streaming/download of files that are excessively large.
- 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 Types:

- 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 in OneNote Class Notebooks.

- Students must complete assigned graded assessments (no more than once each week per class) to measure progress against learning targets. These may include (but are not limited to) electronic portfolios, electronic quizzes/tests, writing assignments.
- Clear instructions on where/how to turn in assignments will be provided to students.

Role of Parents

As a parent of Secondary School students, we ask you for the following support:

- Monitor updates and be sure to check in with your child daily about the distance learning tasks and activities they are working on.
- Designate a place where your child will work independently on his/her assigned tasks.
- Ask your child to provide a brief summary of the learning he/she is engaging in for each class to ensure their understanding of the content and of the process they are being asked to engage in to demonstrate their learning.
- Remind your child to email his/her teachers if your child or you have questions or if you need extra help and support. Our faculty will be on hand to help and support within 24 hours.

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



สำนักงานสาธารณสุขจังหวัดภูเก็ต
Phuket Provincial Public Health Office

PHUKET COVID MEASUREMENT

UPDATED 14 MAY 2021

Red & Orange Provinces Steps to visit Phuket:

1. DOWNLOAD **MOR-CHANA** APPLICATION AND REGISTER AT **WWW.GOPHUGET.COM** OR INFORM TO EOC.
2. Allowed for those who have received **two vaccinations**.
3. Allowed for those who have a Covid-Free Certificate within **72 hours**.
4. Those who do not have documents in item 1 and 2 are required to do an **"Antigen Rapid Test"** 500 baht for a foreigner (wait 15 minutes for the result).

At the airport: everyone is required to do the test
At Tha Chat Chai Checkpoint: only people from red zone are required to do the test.

Order Of Phuket Province No.2284/2564
dated 28 April, 2021



Phuket Direct flights
Start on 1st July 2021

Collaboration to remain inside their residence

from
22.00 p.m. to 04.00 a.m.

The Announcement of the Committee of Communicable Disease of Phuket
No. 1/2564 dated 3 May, 2021



Always wear the face mask in public at all times

The violators will be fined of up to **THB 20,000.**

Temporary closure

- All types of educational institutes
- Entertainment venues, pubs, bars, karaoke shops
- Massage parlors (except : medical treatment message for rehabilitation)
- Chicken fighting rings, fish fighting rings, Boxing stadium, Boxing training gyms
- Billiards, pool & snooker tables
- Computer gaming centers / Internet cafes
- Premises for tattooing or piercing of skin or any part of the body — Amulet and Buddha statue trading markets and centers
- Fishing or shrimp catching lagoon
- Business of traveling, sea excursions, scuba diving and snorkeling activities
- Walking streets
- Private nurseries except those are permitted
- Cinemas, entertainment venues, water parks, amusement parks -Gymnasium, fitness centers, badminton courts/ arenas

Open with conditions

- Restaurants, allow to dine in until 21.00 hrs., which no more than 4 persons on the same table
- Department stores, open until 21.00 hrs., with no promotion activities - Convenience stores, markets and supermarkets are allowed to open during 04.00 hrs. - 23.00 hrs.
- Outdoor sport arenas, open until 21.00 hrs. No encounter activities, no more than 3 persons per one team
- Golf driving range allowed to open without any audience
- Beauty salons (to be opened for skin and body NOT the facial part)
- Beauty salons and barber shops (to be opened only for shampooing, layering and service users waiting for service in shops are not allowed)
- Animal spas & animal care centers, service users waiting for service in shops are not allowed

Not Permitted

- More than 30 persons group activities / group gathering
- Group party with alcohol drinking in public spaces
- Film recording / movie making consisting of more than 50 persons
- No alcoholic beverages are sold in the restaurants, including those in hotels
- No parties of any kind allowed. Only those of ritual ceremonies such as wedding, ordinations and funeral services that cannot be postponed.
- No house party, no friends gathering in the residence. (If they are not the family members who already live together in the same house - NOT allowed)

In effect from
13 May until 31 May, 2021

Order Of Phuket Province No.2553/2564
dated 12 May, 2021

Source: <https://www.facebook.com/prphuket2018/>





มาตรการควบคุมโควิด จังหวัดภูเก็ต

อัปเดต วันที่ 14 พฤษภาคม 2564

มาตรการคัดกรองผู้ที่จะเดินทางเข้าจังหวัดภูเก็ต

1. ทุกคนต้องดาวน์โหลด "หมอชนะ" และลงทะเบียนผ่าน WWW.GOPHUGET.COM หรือแจ้งศูนย์ EOC ตำบลเพื่อประโยชน์ในการติดตามตัวในขณะที่อยู่ในพื้นที่
2. อนุญาตให้ผู้ที่ได้รับการฉีดวัคซีนครบ 2 เข็ม มีเอกสารรับรอง สามารถเข้ามาได้
3. อนุญาตให้ผู้ที่มีผลตรวจเชื้อ covid-19 ภายใน 72 ชั่วโมงก่อนการเดินทาง (Covid-Free Certificate) สามารถเข้ามาได้
4. ผู้ที่ไม่มีเอกสารข้อ 1 หรือข้อ 2 จะต้องเข้ารับการตรวจแบบรวดเร็ว (ตรวจ Rapid Antigen Test)

การตรวจ ณ ท่าอากาศยาน ตรวจทุกคนที่เดินทางมา
การตรวจ ณ ด่านท่าฉัตรไชย ตรวจเฉพาะผู้เดินทางพื้นที่ควบคุมสูงสุดสีแดง

คำสั่งจังหวัดภูเก็ต เลขที่ 2284/2564
ลงวันที่ 28 เมษายน 2564



เที่ยวบินตรงสู่จังหวัดภูเก็ต
เริ่มวันที่ 1 กรกฎาคม 2564



SINGAPORE AIRLINES



EL AL

ขอความร่วมมือประชาชนจังหวัดภูเก็ต
งดออกจากเคสสถาน

ตั้งแต่เวลา
22.00 p.m. to 04.00 a.m.

ประกาศคณะกรรมการโรคติดต่อจังหวัดภูเก็ตที่ 1/2564
ที่ 1/2564 ลงวันที่ 3 พฤษภาคม 2564



สวมใส่หน้ากาก ตลอดเวลา
เมื่ออยู่ในที่สาธารณะ

หากไม่ปฏิบัติตาม
มีโทษปรับสูงสุด

20,000 บาท

ปิด

- ปิด โรงเรียนทั้งหมด
- ปิด ผับ บาร์ คาราโอเกะ สถานบันเทิง
- ปิด อับ อบ นวด นวดแผนโบราณ
- ปิด ยกเว้นเป็นการนวดเพื่อการรักษา
- ปิด สนามชนไก่ สนามปลากัด สนามแข่งรถสนามแข่งไก่ สนามมวย โรงเรียนสอนมวย
- ปิด โต๊ะสนุกเกอร์ บิลเลียด หรือโต๊ะพูล
- ปิด ร้านเกมคอมพิวเตอร์
- ปิด สถานที่รับสักผิวหนัง เจาะร่างกาย สถานที่ดูดวง สะเดาะเคราะห์
- ปิด ศูนย์พระเครื่องพระบูชาแม่พระ
- ปิด บ่อนตกกุ้ง หรือบ่อนตกปลา
- ปิด ธุรกิจน้ำดื่ม และธุรกิจเกี่ยวเนื่อง
- ปิด ตลาดถนนคนเดิน
- ปิด สถานที่เลี้ยงเด็กเอกชนทุกแห่ง ยกเว้นที่ได้รับอนุญาต
- ปิด โรงภาพยนตร์ โรงมหรสพ สวนน้ำ สระว่ายน้ำ รวมถึงสระว่ายน้ำที่มีเครื่องเล่นให้บริการ
- ปิด โรงยิม ฟิตเนส แบดมินตัน

เปิด แบบมีเงื่อนไข

- ร้านอาหาร เปิดได้ไม่เกิน 21:00 น. โดยนั่งได้โต๊ะละไม่เกิน 4 คน
- ห้องสรรพสินค้า เปิดได้ไม่เกิน 21:00 น. โดยห้ามจัดกิจกรรมส่งเสริมการขาย
- ร้านสะดวกซื้อ ซูเปอร์มาร์เก็ต เปิดได้ระหว่างเวลา 04:00 น.-23:00 น.
- สถานออกกำลังกายกลางแจ้ง เปิดได้ไม่เกินเวลา 21:00 น. ห้ามเล่นกีฬาที่มีการปะทะและมีผู้เล่นต่อทีมเกิน 3 คน
- สนามกอล์ฟ และ ฟิสิกซ์กอล์ฟ เปิดให้บริการได้โดยห้ามมีผู้ชม
- คลินิกเสริมความงาม และสถาบันความงามเปิดทำการได้เฉพาะการเสริมความงามเรือนร่าง และผิวพรรณ ยกเว้นบริเวณใบหน้า
- ร้านเสริมสวย ร้านตัดผม เปิดได้เฉพาะสระตัด ชอยผม แต่งผม โดยห้ามมีผู้นั่งรอภายในร้าน
- สถานที่ให้บริการดูแลสัตว์ สปา อบน้ำ รับเลี้ยง รับฝากเลี้ยง ห้ามมีการจัดพื้นที่สำหรับเจ้าของนั่งรอ

ห้าม

- ห้าม จัดกิจกรรมเกิน 30 คน
- ห้าม รวมกลุ่มดื่มสุราในพื้นที่สาธารณะ
- ห้าม กองถ่ายทำที่มีจำนวนคนเกินกว่า 50 คน
- ห้าม จำหน่าย และรับประทานสุรา หรือแอลกอฮอล์ในร้านอาหาร
- ห้าม จัดกิจกรรมทางสังคมที่เป็นงานสังสรรค์ งานเลี้ยง ยกเว้นการจัดงานตามประเพณี เช่น งานศพ งานบวช งานแต่งงาน ที่ไม่สามารถเลื่อนออกไป
- ห้าม บุคคลภายนอกครอบครัวดื่มสุรา หรือรับประทานอาหารหรือกิจกรรมสังสรรค์ภายในครอบครัว ในบ้าน หรือสถานที่พัก

มีผลตั้งแต่
13 พฤษภาคม ถึง 31 พฤษภาคม 2564

คำสั่งจังหวัดภูเก็ต เลขที่ 2553/2564
ลงวันที่ 12 พฤษภาคม 2564

GENERAL SAFETY PROCEDURES

When students return to the school campus (Model 1 and 2):

All Staff and Faculty Should

- Take body temperature before leaving home
- Arrive at school no later than 7:45
- Wear protective masks throughout the day, apart from lunch, and any other exceptions.
- Have their temperature checked at the front door.
- Use hand sanitizer in the lobby and, if possible, wash hands.
- Open windows in work areas whenever possible.

All Students Should

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

Hand Washing

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

Wearing Masks

It is likely that students, teachers, and staff will need to wear masks throughout some or all of the school day. Wearing masks while at school

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



Though the school does have emergency masks in supply, we ask that all individuals bring their own masks. The requirement of wearing a mask may be dependent on a students' age level.

Arrival and Dismissal Procedures

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

Arrival

- Park and Drop - Parents or drivers should drop off students at the designated drop off point.
- Temperature checks will be done at the front door of the school.
- For Preschool children - An adult may escort the student to the drop off point and then we kindly ask for them to leave the campus.

Dismissal

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

CLASSROOM PROCEDURES

When school is allowed on campus, we will maintain the following protocols in each classroom.

Wearing masks

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

Washing hands frequently

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

Maximizing physical distancing to protect individuals

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

Maximizing group distancing to slow transmission chains

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

Disinfecting objects between users

- Sharing school supplies will be limited. Students should have their own personal water bottle and personal school supplies. Teachers will provide a list of the necessary items.
- Teachers will limit the use of non-essential school resources. If shared resources are used, they will be disinfected between users.

- At the conclusion of each class, teachers assist students in disinfecting their desks/workstations.
- To the greatest extent possible, teachers will choose lesson plans and learning strategies that limit student contact.

Class-specific Protocols

PE

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

Music

- Students will not share equipment within a class period
- Teachers will spray music stands and any other surfaces touched by the students with disinfectant for students to wipe down at the end of each class.
- Teachers will spray and wipe down equipment (percussion instruments, guitars, pianos, etc.) with disinfectant after each class.

Technology

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

Recess

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

LUNCH PROCEDURES

Food Service Protocols

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

- Lunch area arranged to allow for social distancing.
- Students lining up should keep their masks on until it is time to eat.
- Students lining up should keep a distance of 1 meter while waiting for their food.

Seating for Students



SCHOOL OFFICE AND MEDICAL

Screening

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

Recording: Health Data Collection

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

Contact Tracing

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

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

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

Identifying Cases

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

Reporting

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

Isolation Room

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

COVID-19 on campus

Community Responsibility

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

Responsibility at Home

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

Responsibility at School

- Monitor student and staff health throughout the day
- Adhere to the safety protocols outlined in our COVID-19 Campus Procedures
- Inform relevant parents in a timely manner concerning any COVID related issues or concerns.
- QSIP will organize to have staff members tested for COVID-19 when necessary.

Our Limitations & Fears

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

First Level Contacts- an individual who was in contact with an infected person within 1.5 m for at least 15 minutes starting from 48 hours before illness onset.

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

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

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

SUSPECTED AND CONFIRMED CASES OF COVID-19 AT QSIP

(students, staff and family members)

Suspected COVID-19 case among students and staff

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

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

Confirmed COVID-19 Cases and Contact Tracing

Student tests positive for COVID-19

Step 1 - The student's family will immediately inform QSIP office of the positive diagnosis.

The individual will need to self-isolate until fully recovered, and tests negative. The student may only return to campus with written documentation from their doctor.

Step 2 - QSIP will immediately inform members of the student's cohort and any other first level contacts (students or staff). These individuals must begin a quarantine period

lasting for 14 days. Any closed classrooms or spaces will be disinfected with deep and thorough cleaning.

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

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

Staff member tests positive for COVID-19

Step 1 - The QSIP staff member will immediately inform QSIP office of the positive diagnosis. The individual will need to self-isolate until fully recovered, and tests negative. The staff member may only return to campus with written documentation from their doctor.

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

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

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

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

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

Notifications From the School

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

Actions Taken By The School When There Is A Confirmed Case

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