



INTRODUCTION

This document includes updates to the protocols published in August 2021 in regards to quarantines and vaccinations.

It is imperative to state that **our Maya model is based on community trust and a commitment to staying safe**. Our model's effectiveness is based on our designated safety protocols and behavioral changes for everyone.

All persons on campus are required to follow the protocols established to keep the community safe.

GENERAL PROCEDURES

Students

1. Any student absence should be reported to the Division secretary (pvassaux@cm.edu.gt for Elementary and pdavila@cm.edu.gt for secondary) before 7:50 a.m. If the child is remaining home due to illness, please copy the Health Office (doctor@cm.edu.gt)
2. Students will arrive on campus with a mask on, covering their nose, mouth and chin. Masks may be surgical KN95, KF94 or N95 and must be a minimum of 3 ply and have no valve.
3. **Masks are required at all times indoors**. Masks are optional outdoors in settings where there is sufficient distancing (1.5 meters). Group work or crowded settings require a mask.
4. Students should eat when permitted in designated areas and at designated times as determined by each division principal. **Food service will start on September 6th**.
5. Students must be masked and should wait in designated areas for car pick-up or to ride buses (PAFA, steps, gym, tennis courts). These areas will be supervised by adults at all times.
6. **No passes will be given after 10 am**. Passes must be requested via the School Aid app. **No passes are allowed for buses**. No exceptions will be permitted.
7. Although the school has emergency supplies available, **every student should bring an extra mask and a water bottle**.
8. Students should maintain 1.5 meter distancing.

Parents and Guardians

1. Parents should not be on campus other than for drop-off or pick-up or for scheduled meetings and events.
2. **Parents should remain in their cars during student drop-off and pick-up to ensure a quick process**.
3. **No deliveries of forgotten items** such as lunches, homework, and clothing will be allowed. Contact the section secretary for questions.
4. While on campus, parents should follow all instructions from Colegio Maya personnel.



Drivers/Maids/Personnel

1. Personnel should not be on campus other than for drop-off or pick-up or to pick up a sick child.
2. Personnel should remain in their cars.
3. No deliveries of forgotten items / lunches / clothing will be allowed for any reason.
4. **No personal security will be allowed to remain on campus.**

Visitors

1. Visitors who are not parents should be approved prior to arrival.
2. Authorized visitors on campus will need to wear masks, distance and hand wash as described above.

Reporting issues or concerns

1. Any concerns should be reported to responsible faculty or staff at school or the bus monitor.
2. Any recurring concerns will be sent to the division principal.

SAFETY AND HEALTH MEASURES

To ensure the health and safety of all community members, the following actions have been taken:

1. Creation of protocols
2. Installation of ceiling fans in all classrooms to promote ventilation and air circulation.
3. Installation of outdoor pedal operated sinks around campus.
4. Installation of touchless soap dispensers by sinks.
5. Installation of touchless hand sanitizer dispensers around campus.
6. Installation of touchless sinks.
7. Stocks of supplies of hand sanitizer, soap, disinfectant and cleaning supplies, extra masks, and other PPE as needed.
8. Daily cleaning and disinfecting of areas and supplies as well as weekly in depth sanitization of the campus.

ILLNESS PROTOCOL

Student and Staff Health Services Preparation

- Students, faculty and staff will be educated on how to identify symptoms of COVID-19 infection.
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Muscle aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea



- If a student, faculty or staff member experiences these symptoms before arriving on campus they should inform the division principal and the school doctor and remain at home.
- If a student, faculty or staff member experiences these symptoms on campus they are instructed to inform the school doctor and/or division principal.
- **Students, faculty and staff who are sick should remain home to recover. They may return to campus when they have been symptomless without medication for 24 hours.**

Individual Testing Positive

- The student or adult should remain home for **10 days after the positive result** or starting symptoms. Alternatively they may present a **negative antigen test** taken on **day 7** or later to return sooner.
- Students and adults who are close contacts will be notified. The parent or faculty or staff member may choose to quarantine and remain home or attend school.

Notification Protocol

- Doctor calls and notifies the Administration of any positive cases.
 - Administration will create and send a standardized letter to the family of the student or staff or faculty member and the close contacts.

Definitions

- Quarantine: The individual will not be allowed on the campus of Colegio Maya, on any school bus or vehicle or at any off campus school-sponsored activity..
- Isolation: The individual should remain separate from other members of their household. Care should be taken to avoid or minimize contact and appropriate PPE should be utilized by anyone in contact with the individual.
- Days after contact: Days are counted with day one being the day after the final contact with a confirmed or suspected case.
- Close contact: A close contact of a suspected or confirmed positive case is an individual who has been in close proximity of a confirmed positive case (less than 1.5 meters) and without one or both parties wearing a mask.