



COVID 19 PREVENTION AND PLANNING GUIDELINES

Version 1.0

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Introduction

While returning to school in fall 2020 poses new challenges for schools, we at **Smart Innovations School (SIS)** remain committed to making a safe and effective start to the new school year.

With the primary goal of establishing a healthy and safe learning environment, we have developed a comprehensive, yet flexible, plan to ensure that all students have access to continued learning.

We have the steps and criteria outlined for a continuum of education models that includes comprehensive distance learning, hybrid and in-classrooms. These guidelines will evolve with changes in the current state of the COVID-19 pandemic.

Three (3) variations in the education models have been developed using three (3) scenarios described below in order to ensure fluidity in our evolving COVID-19 response plan(s):

- **Scenario 1**: School begins in a traditional format with in-person learning for all students. While social distancing will be practiced, all instructions will take place in the classroom five (5) days a week. Each classroom will contain a maximum of 10 (Ten) students. Students will remain with the same group of students throughout the day and week. The school will receive a deep clean/sanitize each evening and/or whenever required depending on the event in concern.
- **Scenario 2**: Our Hybrid model consists of strict social distancing and capacity limits. Each classroom will contain a maximum of 10 (Ten) students at a time to ensure that satisfactory-to-maximum social distancing of at least 6 (Six) feet between people is maintained. Students will remain with the same group of students throughout the day and from day to day. Each group of students will attend school two (2) days a week and participate in virtual / online learning the other three (3) days of the week. Virtual / online learning will take place using the Schoology Learning Management System.¹
- **Scenario 3**: Virtual / online learning only. This scenario will be utilized if the suspension of in-person learning is required. All learning will take place using the Schoology Learning Management System. As soon as it is safe to do so, students will transition back to in-person learning.

This plan is based on the following Guiding Principles:

- Follow the guidelines set by the World Health Organization (WHO) and Government of Bangladesh;
- Protect the health and safety of students, families, and staff;
- Provide students with routines for social, emotional, and academic learning; and

¹ <https://www.schoology.com/k-12/instructional-tools>

- Provide clear expectations for students, families, and staff.

Everyday Measures

To reduce transmission of and exposure to COVID-19, the following routine measures include:

1. **Physical distancing** — minimizing close contact and maintaining 6 (Six) feet of distance between each other whenever possible.
2. **Hand hygiene** — frequent washing with soap and water and/or using hand sanitizer.
3. **Cohorts** — conducting all activities in small groups that remain together over time with minimal mixing of groups.
4. **Protective equipment** — use of face coverings by everyone in the school, i.e. wearing masks/covers at all times as advised on the use of masks in the context of COVID-19 by WHO², use of cloth face coverings in school by CDC (Centers for Disease Control & Prevention)³. Gloves and eye protection will be used where appropriate.
5. **Environmental cleaning and disinfection** — frequent sanitizing of shared areas and flat surfaces.
6. **Screening** – checking body temperature, isolation of sick people, and quarantine of exposed people.

Physical Distancing

Arrival and Dismissal

- Arrival and dismissal procedures will take place outside in the school parking lot.
- Students will arrive at school no earlier than 7:50 am to avoid congregation.
- Students will go directly to their classroom immediately upon arrival.
- Students will enter their designated door and walk up the right side of the stairwell.
- Dismissal time will be staggered to control the congregation.

Classrooms

- Classroom size is limited to 10 (Ten) students.
- Classroom desks and tables will be arranged with students being seated a minimum of six (6) feet apart and facing forward.
- Students will always use a single assigned seat.

² <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

³ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/cloth-face-cover.html>

- Each classroom will have visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow, appropriate distancing, and assigned seating areas.
- Each classroom will limit sharing of community supplies when possible (e.g., scissors, pencils, etc.). If needed to share, these items will be cleaned between each use.

Hallways

- Hallways will have visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow and appropriate distancing.
- Hallways will be designated as one-way traffic.
- Students will walk in a line staying with their cohort.
- Teachers will monitor hallways and enforce hallway rules.

Bathrooms

- Classrooms will have assigned bathroom breaks to avoid congregation. Students will go in group sizes that allow for appropriate social distancing.
- Students will use the bathroom closest to their classroom.
- Bathrooms will have visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow and appropriate distancing.
- Students will be permitted to use the bathroom outside of their assigned time in emergency situations.

Hand Hygiene

- Hand sanitation stations will be placed at the main entrance, the top of each stairwell, and around the school.
- Hand sanitizer and tissues will be available for use by students and staff in every classroom.
- Each person entering the school must use hand sanitizer upon entrance.
- Students must wash hands after using the bathroom.
- Students will wash hands before eating morning snack and prior to lunch.
- Additional hand washing opportunities will be provided throughout the school day.
- Signage at each sink/hand washing station will remind students and staff of effective hand washing practices.

Cohorts

- Cohort refers to a stable group of students.
- Students will be assigned to a grade-level cohort.
- Students will stay in their cohort throughout the day and throughout the year.
- Students travel by cohort to the cafeteria for lunch.

- Students travel by cohort to specialist courses (Art, Music, Spanish). Each classroom will be cleaned between usage.

Protective equipment

- Face coverings must be worn by all students, staff, and visitors during school hours while in the school building.
- Face coverings can only be removed while eating and/or drinking.
- Face coverings should never prohibit or prevent access to instruction or activities.

Environmental cleaning and disinfection

- The school has installed an indoor air-quality monitoring system. The purpose of this system is to sterilize the environment, making sure that it remains free of pollutants, bacteria, and airborne viruses. The system comes with a mobile application enabling parents to monitor the air-quality from their phones.
- All frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) and shared objects (e.g., games, art supplies) will be cleaned between uses.
- Cafeteria tables will be cleaned between use by different cohort groups.
- All commonly used classroom tables, chairs and materials will be cleaned between use by different cohort groups.
- Ventilation systems will be checked and maintained monthly as specified by the manufacturer.
- Bathrooms will be cleaned throughout the day. A deep sanitation of the bathroom will happen each evening.
- Personal area cleaning is performed throughout the day by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair or any other items they use in performing their duties.

Screening

- A screening device will be used to take temperature, ensure face coverings are in place, and to take attendance.
- Screening devices will be set up at the entrance of the school. Each person entering the school will be screened.
- Students identified as potentially symptomatic will be directed to the health office where they will wait in a designated “quarantine space” until they can be picked up from school.
- Students entering or leaving the building at times other than arrival or dismissal will use the main building entrance.

- Staff are required to report to the school nurse/admin office when they may have been exposed to a COVID-19 patient.
- Staff are required to report to the school nurse when they have symptoms related to COVID-19.
- Staff members are not responsible for screening other staff members for symptoms.
- Anyone becoming sick will be isolated.
- Anyone exposed to someone with COVID-19 will be required to home quarantine for 14 days.

Visitors & Volunteers

Visitors and Volunteers will be unable to work in schools, or complete other volunteer activities that require in person interaction, at this time. Adults in schools are limited to essential personnel only.

Ongoing Monitoring and Review

With guidance from the World Health Organization and Bangladesh government, real-time efforts will be made to iterate, improve, and update our COVID-19 prevention and planning guidelines during the school year.