



COVID 19 PREVENTION AND PLANNING GUIDELINES

Version 2.0

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Introduction

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

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

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

Everyday Measures

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

1. **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.
2. **Physical distancing** — minimizing close contact and maintaining a minimum of three (3) feet of distance between each other whenever possible.
3. **Hand hygiene** — frequent washing with soap and water and/or using hand sanitizer.
4. **Etiquette of sneezing – coughing:** Nose and mouth should be covered with elbow during sneezing and coughing. Hands should be washed frequently after sneezing and coughing. No one should be spitting anywhere.
5. **Cohorts** — conducting all activities in small groups that remain together over time with minimal mixing of groups.
6. **Environmental cleaning and disinfection** —frequent sanitizing of shared areas and flat surfaces.
7. **Screening** – checking body temperature, isolation of sick people, and quarantine of exposed people.

Safeguards and assistance for mental health of the students

In accordance with the Government’s regulations our school will ensure the following measures are in place:

- Planning to contact the students before reopening the school (Phone calls/letters from school, if possible home visit by the teachers or the school management committee)
- Planning of activities to make the learning environment enjoyable;
- Planning to prepare the updates regarding COVID-19 according to the ages of the students and to arrange the regular update with the help of the local health department (this is to avoid effect of rumors on the students)
- Planning to arrange special welcoming activities for the students on the first day of the reopening. So that, the students get encouraged to attend physical school regularly;
- Planning to emphasize more on the sports and extra-curricular activities rather than the academic curriculum for the first one/two weeks to remove the mental pressure of the students due to the closure of the school and planning to inform the teachers regarding this matter.
- Planning to include different physical and mental activities in the academic activities (sports, physical exercise, yoga) and to include teachers in motivating the students to practice at

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>

home too; examples include sports, meditation, yoga, music, drawing, gardening, & social service activities

- Planning to train the teachers for taking classes by considering the mental and physical conditions of the students due to the current situation; (the training can be done online before reopening the school)
- No formal exams or evaluation can be arranged within 2 months of reopening the school which may pressurize any student.
- Planning to ensure the arrangement of implementing hygiene in every activity of the school.

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 three (3) feet apart and facing forward.
- Students will always use a single assigned seat.
- 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 when possible.
- 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, Bengali). 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 must cover both mouth and nose.
- 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, light switches, sink handles, water stations) will be cleaned every two (2) hours
- 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.

Cleaning Protocol

A clean, well maintained school will help keep the facility healthy and safe for all students and staff. In order to ensure the school is cleaned properly, the cleaning staff will be trained to establish clear expectations, a school cleaning checklist will be used and marked off as completed, and a two-part cleaning strategy of cleaning and disinfecting will be utilized.

Prior to the first day of school, the entire school will be cleaned and disinfected.

A cleaning supply list has been created and will be maintained. The bleaching agent used will be 0.5 % sodium hypochlorite and have the expiry date. Cleaners will also use 70% Ethyl Alcohol. All cleaning supplies will be stored in a locked storage room on a high shelf.

Cleaning Schedule

This cleaning schedule will be followed using CDC guidelines:

Daily (Sunday - Thursday):

- Every two (2) hours:

- Clean and disinfect high-touch points: Door knobs, light switches, stairwell rails, elevator buttons
- Clean and disinfect bathrooms
- Clean and disinfect health clinic (between use by Nurse)
- Clean and disinfect cafeteria tables between use

- Once a day:
 - Clean and disinfect public areas: Lobbies, hallways, washrooms, conference rooms, library sitting areas, main stairwells
 - Clean and disinfect classrooms and library
 - Clean and disinfect offices
 - Clean and disinfect all playground equipment
 - Clean and disinfect reception and workroom equipment
 - Clean and disinfect dry kitchen
 - Clean and disinfect wet kitchen (complete by cooking staff)
 - Sweep and mop all floors
 - Vacuum carpets
 - Empty waste bins

Weekend (Friday - Saturday):

- Deep cleaning and disinfecting the entire school area: Walls, windows and window coverings, doors and handles, floors, classrooms, library, offices, kitchens, furniture, fixtures, lobby, meeting room, staff room, stairwells, built in washrooms, waste bins.

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.
- Families are required to report to the school Health Clinic when they have symptoms related to COVID-19 and keep their children at home until further testing
- 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.

Symptoms to Watch for

People with COVID-19 have had a wide range of symptoms ranging from mild symptoms to severe illness. If any COVID-19 symptoms are experienced, the school Health Clinic should be contacted immediately. The most common symptoms to watch for are:

Fever or chill

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Sickness

Anyone experiencing COVID-19 symptoms will not be permitted to enter the school facility. Employees and students should notify the school immediately if they become sick with, test positive for or are diagnosed with COVID-19, or have been in close contact with someone diagnosed with COVID-19.

Close contact is defined as follows:

“Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset.”

The following procedures will be followed:

- An employee or student who is in close contact with someone diagnosed with COVID-19 are required to self-quarantine for 14 days. To return to the school facility, the exposed child or employee must be asymptomatic for 10 days.
- If a family has multiple children at the school, siblings are not required to self-quarantine when a brother or sister is required to do so due to COVID-19 symptoms - if the siblings are not showing symptoms. Only if an individual in the household tests positive for or is diagnosed with COVID-19 will all siblings need to self-quarantine and join Online Learning.
- Employees or students who test positive for or are diagnosed with COVID-19 must self-quarantine for 14 days. To return to the school facility, they must be asymptomatic for 10 days.
- A negative COVID-19 test result within 72 hours is required to return to the building.
- Online Learning will be provided during the 14-day quarantine.
- If an employee or student tests positive for or is diagnosed with COVID-19, immediate contact tracing will begin, and families will be notified of any close contact exposure via email.
- If COVID-19 symptoms occur at school:
 - Immediate isolation in the Health Clinic.
 - Employee or student will be sent home.
 - Areas used by a sick person will be closed off and not used until cleaning and disinfecting has been completed.

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.