



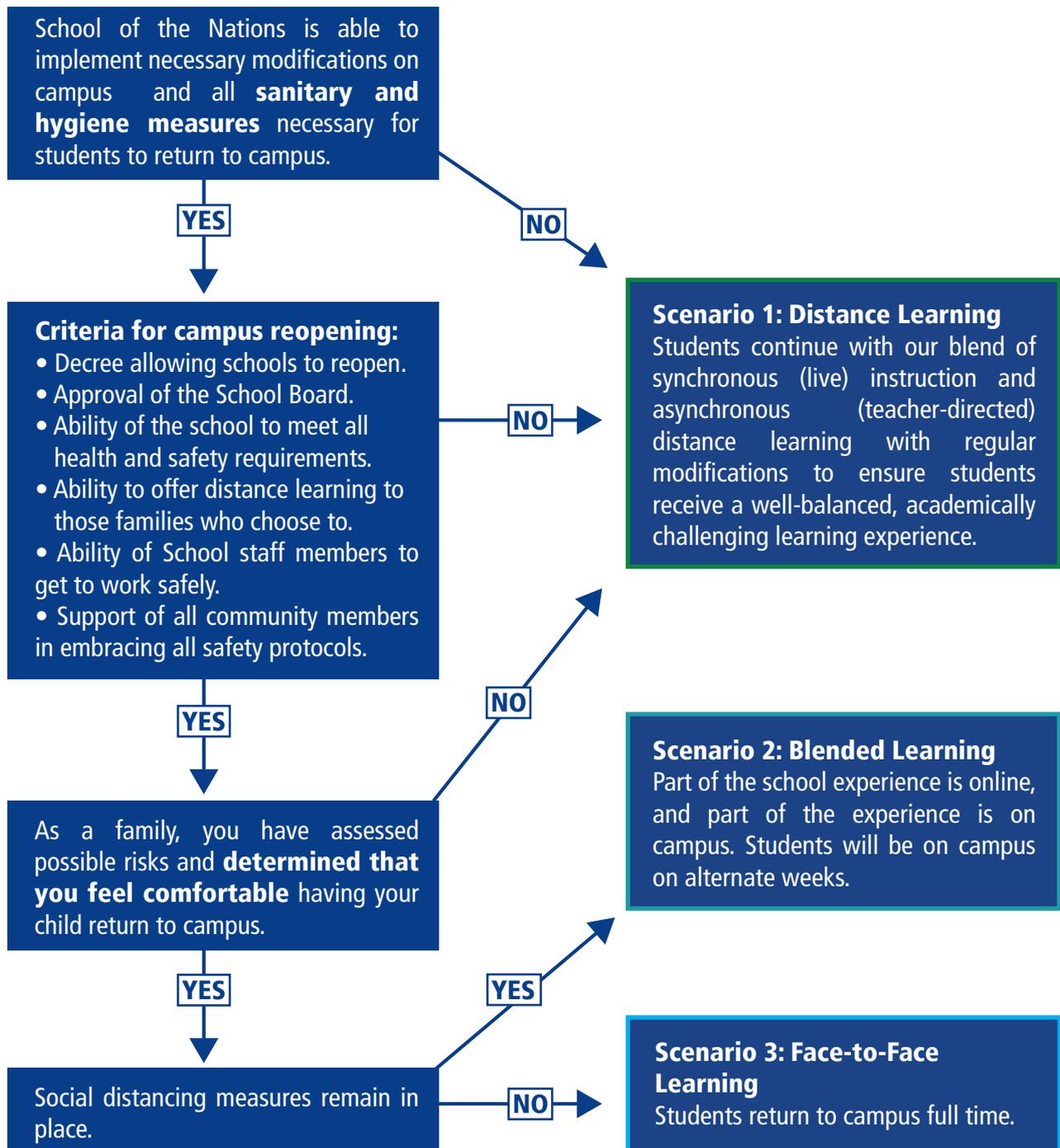
# School of the Nations' **Updated** Campus Reopening Manual



**Escola das Nações**  
School of the Nations

# Reopening Scenarios

It's been a while since we walked through the halls of School of the Nations. Since March, we have established new routines, built new infrastructure, implemented new health and safety protocols and modified how we teach and learn. To begin, let's review the three possible re-entry scenarios for reopening our campuses.



# Preventive Measures



Below is a summary of the health, safety, and preventive measures School of the Nations has implemented to help ensure the wellbeing of our school community as we reopen campuses.



Controlled access to campuses (for example, health screening and temperature taking)



Implementation of new cleaning, sanitizing, and hygiene protocols



Mandatory use of masks by staff and students while on campus



Communication and enforcement of social distancing measures



Modification of programs and events to limit crowd sizes and enforce social distancing measures



Continued use of online and virtual platforms in conjunction with on-campus instruction (blended learning) to keep in-person contact at recommended levels

# Use of Masks



Before coming to school, make sure your child feels alright. When packing the backpack for the school day, remember to bring only what is necessary for the day. Also, remember to pack a water bottle and a set of 4 extra cloth face masks to be changed throughout the day. Every student in Early Childhood will receive a super-fun face shield.

## Masks

- Students are expected to use masks at all times while on campus.
- Masks must not make breathing difficult.
- Masks should be made of cloth, double-faced, and breathable.
- Before coming to campus, students should make sure they have four clean masks for that day.
- Based on recommendations of Health Agencies, masks must be changed every three hours or whenever they get humid. If a student needs to replace his or her mask but does not have one available, his or her teacher will help.
- Students should bring two ziploc bags (one to store clean masks, and one to store dirty masks).
- Face shields are optional but do not substitute masks.

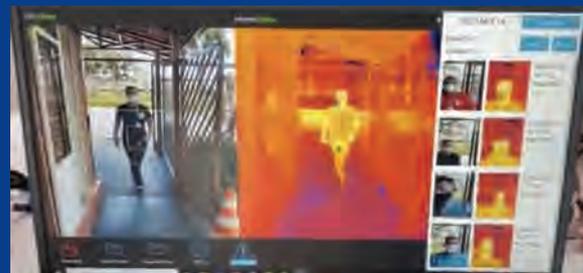
# Temperature Monitoring



## Temperature Monitoring

When entering the campus, everyone will have their temperature checked by one of the thermographic cameras the School has installed at every entrance. Temperature checking occurs automatically, and there is no need to stop or wait at the entrance. Remember to respect social distancing when entering campuses. Wait at the lines that are painted on the sidewalks.

A member of our infirmary team will be at every entrance to accompany temperature monitoring. If a nurse approaches a student, he or she should not worry. The nurse only wants to make sure the student's temperature is within the acceptable range to be on campus. If the nurse confirms that a student has a temperature above 37.8°C, she will walk the student to the infirmary and contact his or her parents. This is necessary to ensure the safety of everyone on campus.



# Around the Campus



## Walking Around Campus

We must do our very best to avoid having many people in one place at the same time. When walking around campus, students must go directly to where they need to go and return directly to their classroom when done. When going to the cafeteria, students will go with their classmates in a line and respect social distancing. When students are in a line, they must make sure they respect social distancing. Students should stretch out one arm forward and the other arm backward while their friends do the same. They should not be able to touch one another. When going to the cafeteria or other common area, students will go with their group, accompanied by an adult. They may greet their friends and teachers, from a distance, as shown below.

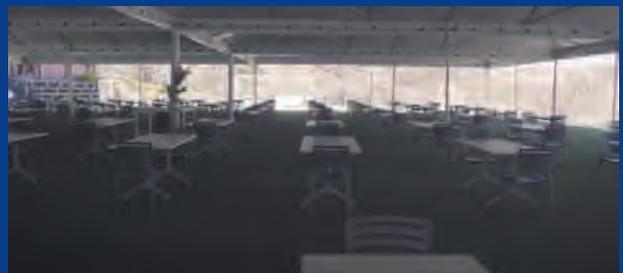


# Food Services



## Food Services

- Each cohort or pod will go together to the cafeteria and enter at the designated location.
- Students must respect social distancing while in line and sanitize their hands at one of the dispensers located at the entrance.
- If a student is participates in the food services program, he or she may choose what to eat from the food bar by pointing at the food he or she wants.
- For safety reasons, our cafeteria staff, using the appropriate safety equipment, will serve all students.
- At the end of the food bar, students will receive their plates, juice, and silverware, which will be wrapped individually in a plastic bag.
- If a student is not enrolled in the food services program, the School Nutritionist will help him or her with the meal.
- Students are not authorized to order food through apps such as iFood or Uber Eats.
- Students in Grades 2 and 3 must sit in the open area around the cafeteria to eat.
- Students in Grades 4 through 12 should sit in the food court we have set up on the soccer field for lunch.



# Food Services



## Expectations During Lunch Time

- During lunch time, students must wait to be seated at their table before taking off their masks.
- When students have finished eating, they must put on their masks before leaving the table.
- Students must bring their trays to one of the assigned drop off areas.
- For safety reasons, students will be assigned specific areas for recess and snack time. Teachers (or teacher assistants in Nursery-Grade 5) will tell students where they and their group can stay.
- Before returning to class, students must put on a clean mask
- Students will go in pairs to the bathroom to brush their teeth.



# Cleaning Procedures



## Bathrooms

- Signs have been installed in all rooms and enclosed spaces that show the maximum number of people who can be in the room or area while respecting social distancing.
- Only two people can be in a bathroom at the same time. If two people are already in the bathroom, wait outside until one leaves before entering.
- Bathrooms are sensitive areas for transmission, so personal hygiene is more important than ever. Thorough hand washing for at least twenty seconds after using the bathroom is essential.
- Extra precautions are helpful during this time. An alcohol gel dispenser is located inside and outside every bathroom. Remember to sanitize your hands frequently.



## Cleaning Procedures

- Our cleaning team is following strict cleaning and sanitation procedures and ensuring all classrooms, bathrooms, and common areas are cleaned frequently.



# Drop Off & Pick Up

## Drop Off at the Main Campus

- For safety reasons, guards are not allowed to open or close car doors. When approaching one of the entrances of the School, make sure everything is ready to get out of the car and enter the campus. Students are expected to open the door from inside and get their backpack themselves.
- Parents are allowed to park their cars and walk to the front entrance. Markings are painted along the entire sidewalk to remind everyone to respect social distancing.
- Hand-sanitizer dispensers are available at the entrance. Everyone entering the campus must sanitize their hands. Hand-sanitizing dispensers are also located in every classroom, hallway, and common area.
- Sanitary mats are placed at every entrance. Everyone entering the campus must walk across the mat to sanitize the soles of their shoes.
- All students in grades 6 to 12 must use the new entrance at the main campus.
- At this moment, parents' access to the campus is restricted.

## Pick Up at the Main Campus

- During blended learning, all After School activities are suspended. The campus will close for all academic activities at 3:30 p.m. to allow time for proper disinfection.
- All students are expected to be picked up no later than 3:30 p.m.
- Students from grades 2 through 5 will be directed to the covered patio at the entrance of the school. Middle and High School students should go to the court.
- All students are expected to remain seated and respect social distancing until their name is called over the speakers by the guards.
- Once called, students should go to the gate.



# Drop Off & Pick Up

## Drop Off at the ECE Campus

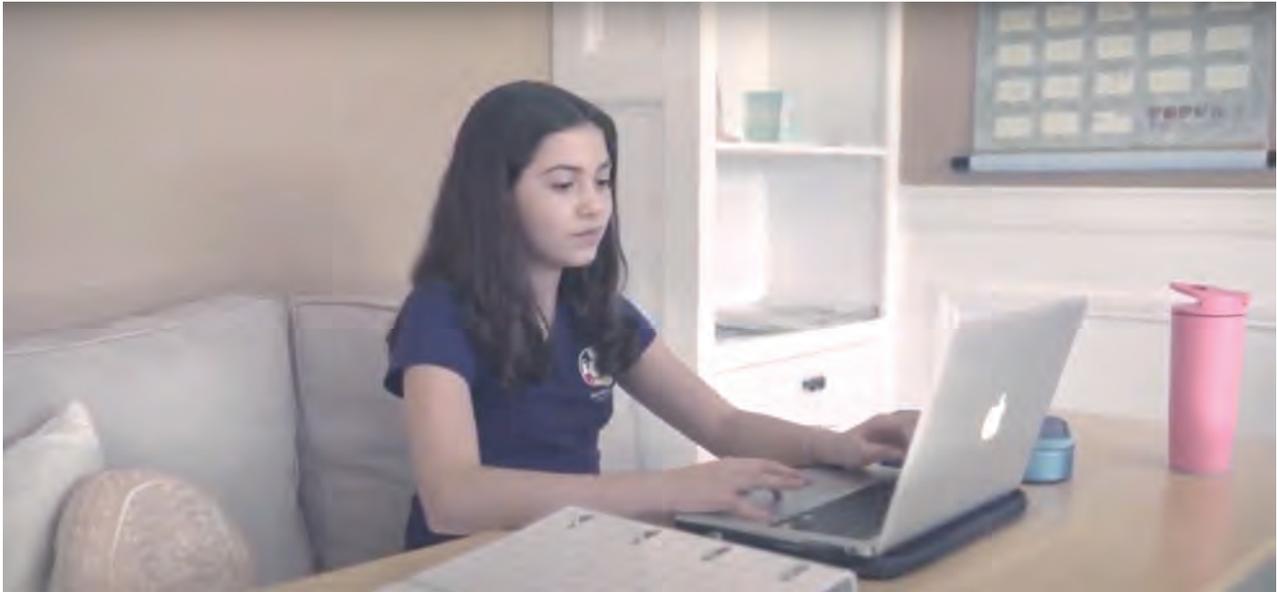
- Parents are allowed to park their cars and walk to the front entrance. Markings are painted along the entire sidewalk to remind everyone to respect social distancing.
- Parents who have children in Nursery can take them to their classroom one at a time wearing a mask. Pre-Kinder, Kinder, and Grade 1 parents can take their children to the gate while maintaining distancing.
- Hand-sanitizer dispensers are available at the entrance. Everyone entering the campus must sanitize their hands. Hand-sanitizer dispensers are also located in every classroom, hallway, and common area.
- Sanitary mats are placed at every entrance. Everyone entering the campus must walk across the mat to sanitize the soles of their shoes.
- At this moment, parents' access to the campus is restricted.

## Pick Up at the ECE Campus

- During blended learning, all After School activities are suspended. The campus will close for all academic activities at 3:30 p.m. to allow time for proper disinfection.
- All students are expected to be picked up no later than 3:30 p.m.
- Students will wait in their classrooms and one of our staff members will take them to the gate when their parent or guardian arrives.



# Power of Choice

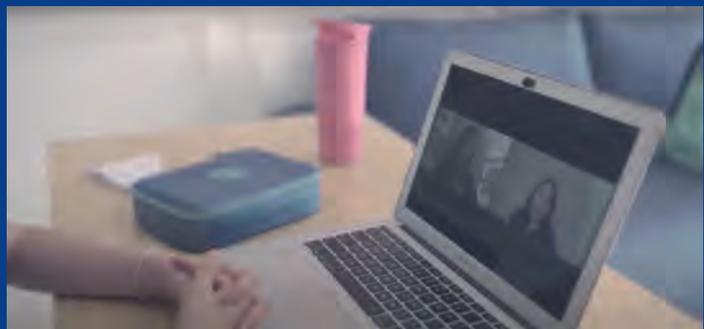


## Blended Learning at School of the Nations

Based on recommendations of local and international health and education authorities and advice from our epidemiologist, School of the Nations will implement its Blended Learning Program using alternate weeks. This means half of our students will learn at home one week while the other half learn on campus. The following week, the groups will switch.

The weeks students are not on campus, they will learn as they do during Distance Learning. Families can choose whether their children take part in blended learning or stay at home at all times and continue in our distance learning program.

When health and safety conditions permit the easing of social distancing measures, we will begin a gradual return to face-to-face learning.



# Learning Scenarios



## Face-to-Face Learning - Open Campus

Learning in a brick-and-mortar school is what we have grown used to. This happens when all students and teachers are on campus.



## Blended Learning - Partially Open Campus

Blended Learning is what happens when part of the school experience is online, and the other part is on campus.



## Distance Learning - Closed Campus

Distance Learning is fully digital. Teaching is delivered through digital means, such as learning platforms, videos, shared documents, and others.

## Online Learning - The main online teaching methods used in Distance and Blended Learning and their benefits

### Asynchronous

- A student-centered learning method using online resources to facilitate learning.
- Can be completed through online courses, email, blogs, pre-recorded videos or webinars, and online discussion boards.
- Flexible study hours
- Learners finish work on their own time
- Students receive feedback after work is submitted, usually in written form.
- Opportunity to research answers

### Synchronous

- Learners and the instructor are online together at the same time.
- Can be done online through virtual classrooms, live streaming, chat, and webinars. Lectures and discussions take place at a specific time.
- Scheduled meeting hours
- Work in groups at scheduled times
- Instant feedback
- Real-time discussion and collaboration

# COVID-19 Response Protocol



## Quarantine/Isolation/Testing Protocols

All families, students, employees, and staff members of School of the Nations are legally bound to notify the School if he or she or a person who lives with him or her has symptoms consistent with COVID-19, is diagnosed with COVID-19, or has had contact with a person who has been diagnosed with COVID-19. Parents and Guardians must sign a Statement of Responsibility before students return to face-to-face classes on campus.

If a COVID-19 case is confirmed in any member of School of the Nations' community, all people who had close physical contact with the infected person for more than 15 minutes without personal protective equipment shall remain in self-quarantine at home for 14 days. The student group of the person diagnosed with COVID-19 will be closely monitored to identify anyone in the group who may develop symptoms. Students' temperature in this group will be monitored twice daily while at school for the remainder of their week on campus.

Any person who tests positive for COVID-19 shall be in isolation at home for 14 days from the date the first symptoms began. Any person who has had close contact (less than 1.5 meters) with a person who has tested positive for COVID-19 (for example, a family member) for more than 15 minutes without personal protective equipment should self-quarantine for 14 days from the last date he or she had contact with the person who tested positive. Students, employees, and staff members in isolation or quarantine shall remain at home for 14 days.

# COVID-19 Response Protocol

## Definitions

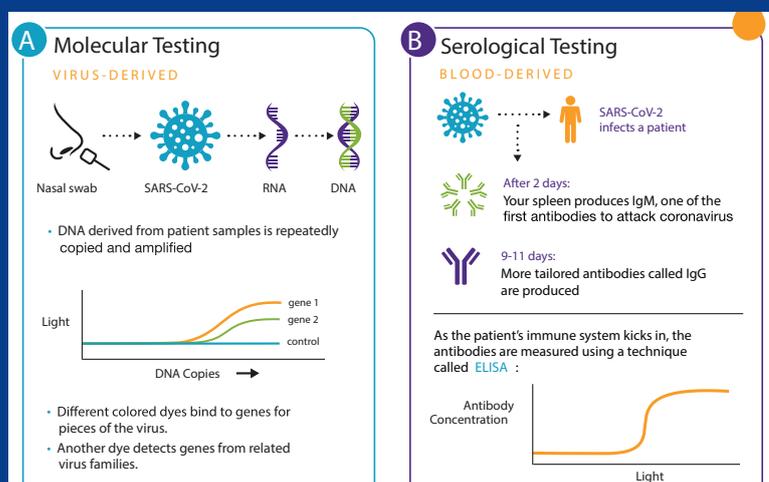
- Quarantine means restricting activities or separating people who are not ill themselves but may have been exposed to COVID-19. The goal is to prevent spread of the disease at the time when people just develop symptoms.
- Isolation means separating people who are ill with symptoms of COVID-19 and may be infectious to prevent the spread of the disease.
- Physical distancing means being physically apart. The World Health Organization recommends keeping at least 1-meter distance from others. This is a general measure that everyone should take even if they are well with no known exposure to COVID-19.

Source: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses>

In the event a student, staff, or faculty member has tested positive for COVID-19, the following guidelines should be followed.

01. The student's parent or guardian shall contact the Section Secretary to alert the school of a positive diagnosis so that contact tracing may begin. The Section Secretary will inform the Infirmary.
02. Faculty and staff members shall notify Human Resources so the school can conduct contact tracing of possible contacts and inform those students, faculty, and staff with whom the sick individual has been in close proximity.
03. The COVID-19 positive person shall remain in isolation for 14 days (the 14-day isolation begins from the date symptoms first began).

Any person who tests positive for COVID-19 may return to campus only after providing clinical and laboratory evidence from his or her doctor in writing that affirm he or she does not represent a risk to the school community. Laboratory evidence recognized by the Ministry of Health shall be accepted and must be given to the School infirmary.



# COVID-19 Response Protocol



The school shall immediately conduct contact tracing and notify members of the student's pod or cohort and all teachers and staff with whom the person who tested positive has been in contact. These individuals shall self-quarantine for up to 14 days.

Any person who shows symptoms during quarantine should take an RT-PCR test for COVID-19 preferably between 3 to 7 days after experiencing symptoms.

Before returning to campus after quarantine, pod or cohort members, faculty, and staff must submit written documentation from his or her doctor, affirming that he or she can return to regular school activities without risk to others.

## **Household Members**

In the event a household member of a student, faculty member, or staff member is diagnosed with COVID-19, the student, faculty, or staff member may return to school only:

- after self-quarantine of 14 days, beginning from the date the student, faculty member, or staff member had contact with the household member; and
- if he or she has no COVID-19-related symptoms; and
- If written documentation from his or her doctor has been provided to the School, affirming that he or she can return to regular school activities without risk to others.

# Suspected COVID Case Students



If a student presents even one respiratory symptom while at School, the following protocol shall be followed:

1. Teachers must send the student to the infirmary.
2. School nurses shall contact parents to pick up the student as soon as possible.
3. The family must schedule an appointment with a doctor of their choice to:
  - a. establish a medical diagnosis;
  - b. receive proper treatment; and
  - c. receive a medical certificate authorizing a return to Campus or stating the number of days the student should remain at home.
4. The family must present the medical certificate and the Medical Assessment Report to the School's Infirmary. Once they receive the two documents, the Infirmary will notify the Educational Coordination about the student's return to Campus.

If a student presents flu-like symptoms (see the list of symptoms at the end of this text) while at School, the following protocol shall be followed:

1. Teachers must send the student to the infirmary to be isolated.
2. School nurses shall contact the student's parents to pick the student up as soon as possible and begin an epidemiological investigation to characterize the case and identify others who had contact with the student.
3. If physical contact is necessary, nurses shall use the recommended personal protective equipment (disposable gloves, cap, and lab coat).
4. The student shall remain in isolation for ten days from the day that symptoms began; this period can be abbreviated if infection by COVID-19 is ruled out.
  - a. If the student has siblings in the School, they also must remain at home in quarantine for 14 days for health monitoring; the quarantine shall be suspended if the case is ruled out.

# Suspected COVID Case Students



See the two possible situations below:

<b>If infection by COVID-19 is confirmed:</b>	<b>If infection by COVID-19 is ruled out:</b>
The student should return to Campus only after the minimum period of isolation (14 days and 24 hours without a fever and with an improvement of respiratory symptoms). If fever or respiratory symptoms persist beyond ten days, continue isolation until 24 hours afebrile (without the use of antipyretics) and with an improvement of respiratory symptoms.	In cases in which the student tests negative for Covid-19, the student should return to Campus only after the end of the period registered in the medical certificate.  Families must present medical authorization for the student to return to Campus.

All families must report to the Pedagogical Coordination situations that suggest possible contamination by COVID-19. If any of the situations mentioned below occur, students shall be sent home and parents should seek a medical exam.

1. The student presented symptoms of COVID-19 outside school grounds.
2. The student had contact within the past 14 days with infected (or suspected of infection) people and without recommended sanitary protection (this student must be quarantined).
3. The student was in an agglomeration within the last 14 days without practicing social distancing or using recommended sanitary protection.

List of symptoms that make up a suspected case of COVID-19: Fever (including reported fever) plus at least two of the following acute respiratory symptoms: cough, dyspnea, rhinorrhea, sore throat, runny nose, nasal obstruction in children.

# Suspected COVID Case Staff Member



If a staff member presents even one respiratory symptom or any flu-like symptom, the following protocol shall be followed:

1. If the staff member is not on campus, the protocol must be followed beginning with step 7.
2. If the staff member is on campus when experiencing symptoms, he or she shall inform their immediate supervisor and seek help from the infirmary before leaving Campus, avoiding contact with other people.
  - a. If the staff member is giving class, the teacher shall wait for the arrival of their supervisor, who will substitute him or her or appoint someone to substitute before the staff member goes to the infirmary.
3. The staff member shall notify his/her direct supervisor, who will find the appropriate substitute to cover the staff member in his or her functions.
4. All students and staff members who had contact with the symptomatic individual shall wash their hands immediately and have their temperatures taken twice a day.
5. The cleaning staff shall sanitize the work area that was used by the symptomatic individual.
6. School nurses shall begin an epidemiological investigation to characterize the case and identify others who had contact with the individual.
7. The staff member shall contact Human Resources, who will appoint an occupational medical professional of the School for a clinical diagnosis and prescribe a RT-PCR test.
8. The staff member shall remain off campus while waiting for the RT-PCR exam results. In some cases, after approval from the principal/coordinator, the employee can work remotely.
  - a. The RT-PCR test will be covered by the School's health insurance and its co-participation costs will be paid by the school.
  - b. If the staff member has children studying at school, they must be off campus for the same time recommended by the employee's doctor.

# Suspected COVID Case Staff Member



See the two possible situations below:

<b>If infection by COVID-19 is confirmed:</b>	<b>If infection by COVID-19 is ruled out:</b>
<p>The employee may return to on-campus activities only after the end of the minimum period of isolation (14 days and 24 hours without fever and with improvement of respiratory symptoms) and medical release. The employee will be referred by the Human Resources department to a doctor for medical consultation prior to returning to campus.</p> <p>If fever or respiratory symptoms persist for more than 14 days, the employee should remain in isolation until reaching a period of 24 hours without a fever (without the use of antipyretics), with improved respiratory function.</p> <p>If the employee continued to work remotely while waiting for the results of the RT-PCR test, the days worked will be added to the minimum isolation period.</p>	<p>In the event of a negative result with persistent fever or respiratory symptoms, the employee will be referred by the Human Resources department to a doctor for medical consultation prior to returning to campus.</p> <p>In case of a negative result without fever and with improvement in respiratory function, the employee can return to on-campus activities immediately.</p> <p>If the employee has not worked remotely while waiting for the results of the RT-PCR test, the days not worked will be deducted from his bank of hours or compensated later.</p>

# Suspected COVID Case Staff Member



The staff member shall report to the Human Resources Department situations that suggest possible contamination of Covid-19. If any of the situations of contagion risk, listed below, occur, staff members shall be sent home and sent for medical assessment.

1. The staff member who has had contact within the past 14 days with infected people and without recommended sanitary protection shall be quarantined.
2. The staff member who was in an agglomeration within the last 14 days without practicing social distancing or using recommended sanitary protection.

List of symptoms that make up a suspected case of Covid-19:

Flu-like Syndrome: Fever (including reported fever) plus at least two of the following acute respiratory symptoms: cough, dyspnea, rhinorrhea, sore throat, runny nose, nasal obstruction in children.