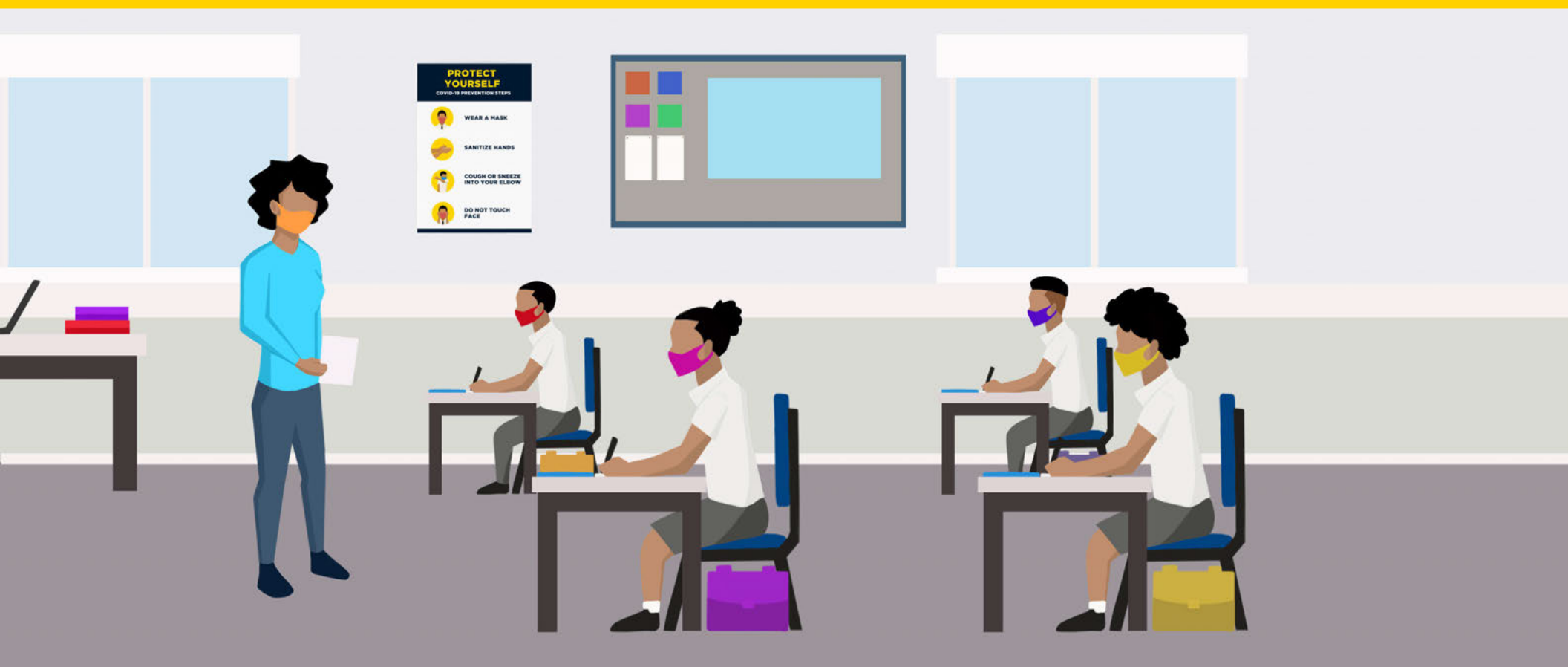


GUIDELINES FOR THE REOPENING OF PRIMARY AND SECONDARY SCHOOLS FOR THE SCHOOL YEAR 2020 – 2021



Government of St. Kitts and
Nevis Ministry of Education



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FROM THE AMERICAN PEOPLE



FOREWORD

This document was prepared to provide guidance to school-based administrators in the overall management of their schools during this period of crisis, the COVID-19 pandemic.

This document has four major components. **Part A** outlines the structure of the school year 2020 – 2021, **Part B** describes the logistical arrangements for school operations, **Part C** describes roles and responsibilities and **Part D** gives the health and safety protocols concerning the pandemic.

These guidelines will be reviewed at short notice as the situation in the Federation changes and in accordance with the regulations of the National COVID-19 Task Force.

A word of appreciation is extended to the various stakeholders who made an invaluable contribution to the compilation of the document.

A handwritten signature in black ink, appearing to read 'Jonel Powell', written over a horizontal dotted line.

Honourable Jonel Powell
Minister of Education, Youth, Sports and Culture
Ministry of Education

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PART A

STRUCTURE FOR THE ACADEMIC YEAR 2020 – 2021

- ▶ Inservice training for new teachers is suspended until further notice.
- ▶ Development sessions for new leaders will be held monthly.
- ▶ Curriculum writing will proceed on a flexible arrangement.
- ▶ NSTP courses with secondary school students will be suspended until further notice.
- ▶ No specific period is to be designated as “exam period” during this term. Continuous assessment will take place throughout the term.
- ▶ All assessments must be done during regular classroom sessions (e.g. particularly during double periods - high schools).
- ▶ Department test one is to be administered across departments. (Assessment Policy).
- ▶ Use of the Scantron Machine will come on stream during the academic year.
- ▶ The TAPS Programme in secondary schools is to be determined.

1.0 CRITICAL DATES FOR SCHOOLS

DATE	ACTIVITY
Monday, 7th September - Friday, 4th December, 2020	Instructional Period
<i>Schools will participate in the 37th Anniversary Celebrations of Independence activities as set out below.</i>	
September 9	Prime Minister Lecture Series
September 13	National State Service
September 16	National Heroes Day Observance
September 22	Elocution Contest Elimination
September 29	Elocution Contest Finals
October 4	Night of Choirs
October 17	Night of Instrumental Music
Monday, 30th November - Friday, 4th December	Education Officers will report to schools instead of reporting to their offices. All assigned schools must be visited daily (more than once if extremely necessary). This is to ensure that instruction continues throughout that period.
Friday, 4th December	Last day of classes for students
Monday, 7th December - Friday, 11th December	Teachers Report to Schools: Report Card Preparation and Record Keeping
Monday, 14th December	Report Card Distribution

TERM 1
Monday, 7th September
to Friday, 11th December,
2021

- No extra-curricular activities (external and internal) that will interrupt the flow of instruction will take place during the term.

PROTECT YOURSELF

COVID-19 PREVENTION STEPS



WEAR A MASK



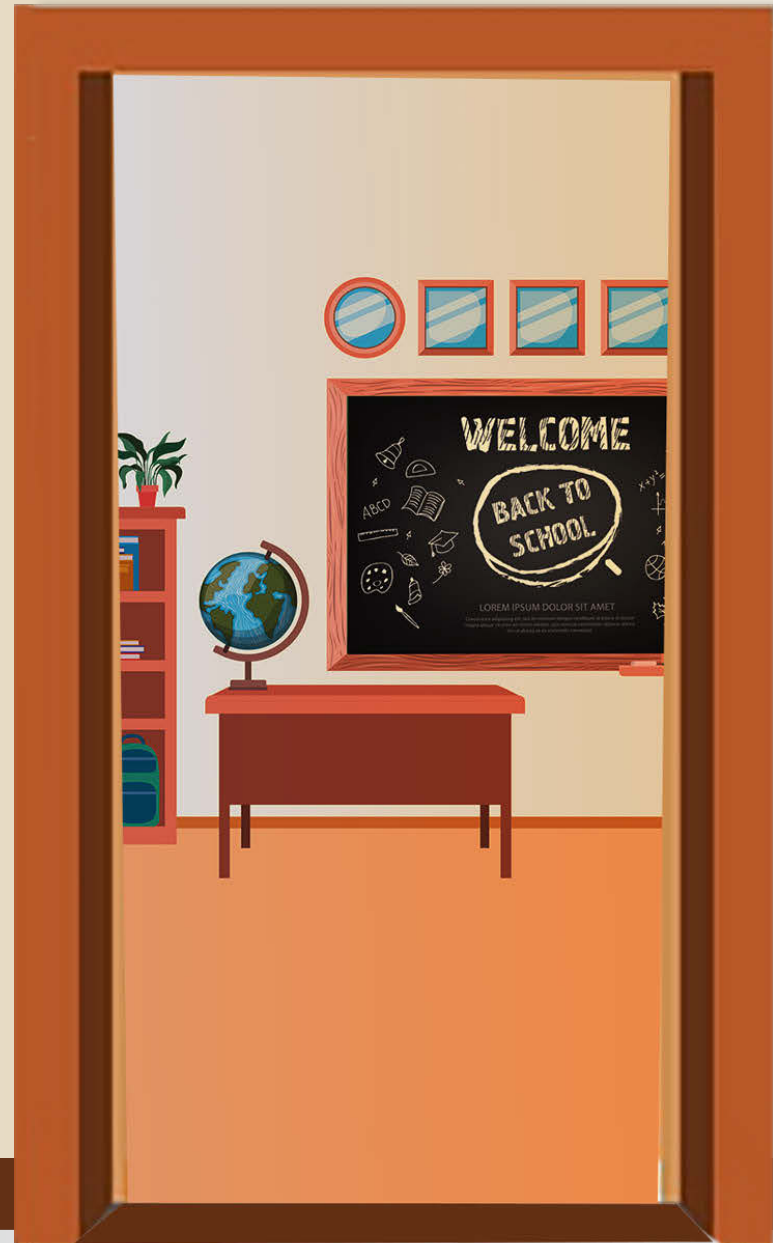
SANITIZE HANDS



**COUGH OR SNEEZE
INTO YOUR ELBOW**



**DO NOT TOUCH
FACE**



DATE	ACTIVITY
January 4th - March 26	Instructional Period
	Continuous assessment throughout the term
Friday, 26th March	Last day of classes for students
Monday, 29th March - Thursday, 1st April	Teachers Report to Schools: Report Card Preparation and Record Keeping
Tuesday, 6th April	Report Card Distribution

Athletic sporting events to take place in accordance with the regulations of the National COVID Task Force and the Sporting Regulations.

Schools will be permitted one fund raiser/fun activity, (not both) contingent on Ministry of Education approval.

TERM 2

**Monday, 4th January 2021
to Thursday, 1st April, 2021**

DATE	ACTIVITY
Monday, 19th April - Friday, 26th June	Instructional Period
May - June	Continuous assessment throughout the term
	National & Regional Assessments
Monday, 29th June - Friday, 3rd July	Report Card Preparation
Sunday, 5th July until	Graduation Ceremonies and Thanksgiving Services
Monday, 13th July	Report Card Distribution

Schools will be permitted one fund raiser/fun activity, (not both) contingent on Ministry of Education approval.

TERM 3

**Monday, 19th April 2021
- Friday, 9th July, 2021**

PART B

LOGISTICAL ARRANGEMENTS FOR SCHOOL OPERATIONS

- ▶ The use of school buildings for after school and weekend activities is not permissible without the approval of the National COVID Task Force.
- ▶ No extra-curricular activities (external and internal) that will interrupt the flow of instruction will take place during Term I.
- ▶ No fundraising activity should be organized unless approved by the Ministry of Education.

2.0 CRITICAL DATES FOR SCHOOLS

AUGUST 2020	
DATE	ACTIVITY
Monday, 17th	Thorough cleaning of schools (i.e. classrooms, yards, bathrooms, all spaces) begins.
Monday, 17th	Orientation of New Leaders (in person)
Monday, 17th - Friday, 4th September	BLOCK OUT DATES: NO APPROVED LEAVE for General Auxiliary Employees (GAE's).
Tuesday, 18th	Opening Principals Meeting (in person) –Training of Principals on Continuous Assessment to be led by Mrs. Lisa Pistana
Wednesday, 19th – Friday, 21st	Curriculum Piloting Training - Principals
Monday, 24th- Wednesday, 2nd September	Curriculum Piloting Training - Teachers Grades 4 & 6
Tuesday, 25th – Wednesday, 26th	Training for Online Teaching - School Champions
Thursday, 27th	Training for Online Teaching - Principals and Education Officers
Friday, 28th – Wednesday 2nd September	Training for Online Teaching - All teachers and staff
Friday, 28th	Early Childhood Meeting of Supervisors and Assistants
Monday, 31st & Wednesday, 2nd September	Curriculum Piloting Grades 4 & 6 - Training of Teachers
Monday, 24th – Friday, 11th September	BLOCK OUT DATES: NO APPROVED LEAVE for Professional Staff

SEPTEMBER 2020	
DATE	ACTIVITY
Friday, 4th	Selected staff report to their respective schools. (Senior Management, teachers new to the profession and to the school) and any other teachers required by the principal.)
Monday, 7th	8:00 a.m. - All teachers and all other staff report to their assigned schools.
	All staff are required to sign the Staff Time Register.
	9:00 a.m. - Virtual Opening Ceremony for the Commencement of the 2020-2021 school year. Teachers will log on at schools.
	Education Officers and other education officials and other invited guests attend ceremony at Antioch Baptist Church, Lime Kiln.
	11:00 a.m. - 3:30 p.m. - ALL SCHOOLS convene their staff meetings with one hour for lunch.
Tuesday, 8th	Observance of International Literacy Day
	8:00 a.m. All staff report to respective schools. Teachers complete assigned task listed for Monday, 7th, September.
	Preparation of classrooms to receive students.
Wednesday, 9th	Planning orientation for students in accordance with health and safety protocols.
	All staff are required to sign in and be ready for duty by 8:00 a.m. Students report according to planned schedule.
	Implementation of orientation (COVID-19) for students.
Thursday, 24th	Ministry of Education Officials in attendance at opening assembly at schools.
	New Leaders Development Session

3.0 HOURS OF OPERATION

Part of the Ministry of Education's exigencies to mitigate the impact on instruction as a result of the COVID-19 protocols is the school day officially starting at 8:00 a.m. and ending at 4:00 p.m. which equates to a regular forty (40) hour work week.

PRIMARY SCHOOLS	
The following primary schools will operate face to face on a full-time basis.	
SCHOOL	ENROLMENT
Bronte Welsh Primary	110
Cayon Primary	235
Cotton Thomas Comprehensive	135
Dean Glasford Primary	168
Dieppe Bay Primary	88
Edgar T. Morris Primary	58
Estridge Primary	32
Irish Town Primary	150
Joshua Obadiah Williams Primary	116
Newton Ground Primary	81
Saddlers Primary	93
St. Paul's Primary	152
Tyrrell Williams Primary	231
Violet Petty Primary	80

All students in Kindergarten, Grade 1 & Grade 2 in ALL public primary schools will attend school on a full-time basis. Students enrolled in Grades 3, 4, 5, and 6 attending schools operating on a shift system will attend school daily during their assigned shift.

The following primary schools will operate on a shift system for students of Grades 3, 4, 5 & 6:

- ➊ Beach Allen Primary
- ➋ Dr. William Connor Primary
- ➌ Sandy Point Primary
- ➍ Tucker Clarke Primary

- ▶ Half of each school's population will attend instructional class sessions in the morning from 8:50 a.m. to 12:00 p.m. The other half will attend instructional classes from 1:00 p.m. to 3:35 p.m. It is important to note students must arrive at school prior to the instructional start time. Students attending the morning sessions should arrive between 8:00 am – 8:25 a.m. Students attending the afternoon shift are required to report to their schools by 12:50 p.m.
- ▶ The number of students per room has been determined by EPD and the MoE Project Unit.

- ▶ Principals will be provided with guidelines for deciding which students will attend the a.m. session and the p.m. session. Guidelines to be prepared by the CEO.
- ▶ Primary schools where all students are in attendance full time will follow their regular timetable.
- ▶ Primary school students will not be allowed to leave during the lunch period except in the event of an emergency.
- ▶ Primary school students who do not wish to partake of 'school meals' will be required to bring packed lunches.
- ▶ All Kindergarten, Grade 1 and Grade 2 students will follow the regular timetable.
- ▶ Primary schools that are operating on a shift system will follow the timetable to be determined by the Curriculum Development Unit (CDU). See Appendices for School Timetables.

The new structure for a primary school with a regular school day is as follows:

- ▶ Arrival and Health Screening
- ▶ Registration (a.m. and p.m.)
- ▶ Devotions/Assembly
- ▶ Break (a.m. and p.m.)
- ▶ Lunch
- ▶ Seven (7) – Forty (40) minutes sessions of instruction
- ▶ Five (5) minutes transition between sessions can be used for hand sanitization, etc.
- ▶ Clean-up and sanitisation of teaching and learning spaces
- ▶ Staggered Dismissal



Time	Activity
8:00 a.m. – 8:25 a.m.	Arrival and Health Screening
8:25 a.m. – 8:30 a.m.	Registration (A.M.)
8:30 a.m. – 8:45 a.m.	Devotions
8:50 a.m. – 9:30 a.m.	Instructional Session
9:35 a.m. – 10:15 a.m.	Instructional Session
10:15 a.m. – 10:30 a.m.	BREAK (Supervised by teacher to ensure that students stay within their group)
10:35 a.m. – 11:15 a.m.	Instructional Session
11:20 a.m. – 12:00 p.m.	Instructional Session
12:00 p.m. – 1:00 p.m.	LUNCH (Students must eat the lunch provided by the school meals program or their packed lunch within their group)
1:00 p.m. – 1:05 p.m.	Registration (P.M.)
1:05 p.m. – 1:45 p.m.	Instructional Session
1:50 p.m. – 2:30 p.m.	Instructional Session
2:30 p.m. – 2:45 p.m.	BREAK (Supervised by teacher to ensure that students stay within their group)
2:50 p.m. – 3:30 p.m.	Instructional Session
3:30 p.m. – 4:00 p.m.	Clean-up and sanitisation of teaching & learning spaces and staggered dismissal.

The number of sessions per subject for a full week of school operating on a regular schedule is listed below.

Subjects	Total Sessions
Language Arts	7
Mathematics	7
Health & Wellness	6
Science & Technology	6
Social Studies	6

See Appendix E for timetable for primary schools operating on a regular schedule.

4.0 SCHOOL SHIFT SYSTEM – PRIMARY LEVEL

The new structure for a primary school on a shift system is as follows:

4.1 MORNING SHIFT

- ▶ Arrival and Health Screening
- ▶ Registration
- ▶ Devotions/Assembly
- ▶ Break
- ▶ Lunch
- ▶ Four (4) – Forty (40) minutes instructional sessions
- ▶ Five (5) minutes transition between sessions can be used for hand sanitizing, etc.

Daily Morning School Schedule

Time	Activity
8:00 a.m. – 8:25 a.m.	Arrival and Health Screening
8:25 a.m. – 8:30 a.m.	Registration (A.M.)
8:30 a.m. – 8:45 a.m.	Devotions
8:50 a.m. – 9:30 a.m.	Instructional Session
9:35 a.m. – 10:15 a.m.	Instructional Session
10:15 a.m. – 10:30 a.m.	BREAK (Supervised by teacher to ensure that students stay within their group)
10:35 a.m. – 11:15 a.m.	Instructional Session
11:20 a.m. – 12:00 p.m.	Instructional Session
12:00 p.m.	LUNCH (Students must eat the lunch provided by the school meals program or their packed lunch within their group)

4.2 AFTERNOON SHIFT

- ▶ Arrival and Health Screening
- ▶ Registration
- ▶ Devotions/Assembly
- ▶ Break
- ▶ Four (4) – Thirty-five (35) minutes instructional sessions
- ▶ Five (5) minutes transition between sessions can be used for hand sanitizing, etc.

Daily Afternoon School Schedule

Time	Activity
12:15 p.m. – 12:50 p.m.	Arrival and Health Screening
12: 50 p.m. – 12:55 p.m.	Registration (A.M.)
1:00 p.m. – 1:10 p.m.	Devotions
1:10 p.m. – 1:45 p.m.	Instructional Session
1:50 p.m. – 2:25 a.m.	Instructional Session
2:25 p.m. – 2:40 p.m.	BREAK (Supervised by teacher to ensure that students stay within their group)
2:40 p.m. – 3:15 p.m.	Instructional Session
3:20 p.m. – 3:55 p.m.	Instructional Session
4:00 p.m.	Clean-up and sanitization of teaching learning spaces; dismissal

The number of sessions per subject for a full week of a *school operating on a shift schedule* is listed below.

Subjects	Total Sessions
Language Arts	5
Mathematics	5
Health & Wellness	3
Science & Technology	4
Social Studies	4

See Appendices F and G for sample timetable for primary schools operating on a shift schedule.

NB:

- ▶ Grades 4 and 6 must utilize the sample timetable (See Appendices) once schools return to full instruction.
- ▶ All other grades can still utilize the timetable with the Language Block.
- ▶ Please ensure that the school's timetable reflects the number of specified sessions per subject.

COTTON THOMAS COMPREHENSIVE SCHOOL

Students will return to school on 9th September 2020. The Cotton Thomas Comprehensive School will comply with the established COVID-19 protocols for all schools with regards to proper hygiene, temperature checks, social distancing, and data collection. The school will operate as outlined below.

- ▶ The infant department (Early Stimulation, Autistic, Visually Impaired) along with the Skills Class will be at school all day, that is from 8:30 a.m. to 2:30 p.m. These students will not wear a face mask.
- ▶ All the other classes will be on a morning and afternoon shift. All students on the shift system (the older students) will be required to wear a face mask while on the school grounds.
 - The class ones (Pre-Readiness 1, Readiness 1, Pre-Vocational 1 and Vocational 1) will come to school from 8:30 a.m. to 11:45 a.m.
 - The class twos (Pre-Readiness 2, Readiness 2, Pre-Vocational 2 and Vocational 2) will come to school from 12:15 a.m. to 3:30 p.m.
- ▶ School meals will be in place for both the morning and afternoon shifts.
- ▶ The school bus will pick up students for the morning at the regular time. For the afternoon shift the bus will start to pick up students at 11:00 a.m.

SECONDARY SCHOOLS

The following secondary schools will operate on a shift system:

- ➊ Basseterre High School
- ➋ Charles E. Mills Secondary
- ➌ Verchilds High School
- ➍ Washington Archibald High School

Each secondary school, in keeping with the operating hours and guidelines for schools, is responsible for developing its own proposal as it relates to:

- ▶ The accommodation of students with regards to the physical space.
- ▶ Timetabling arrangements to include arrangements for break and lunch
- ▶ Online modality and face-to-face instruction

Teachers are required to prepare work packets for students to be worked on when they are not attending face to face sessions.

| SCHOOL OPERATIONS – ROLES AND RESPONSIBILITIES

5.0 RESPONSIBILITIES OF PRINCIPALS

- ▶ Designate roles and responsibilities for administrative school staff with respect to remote learning, so that the following decisions and tasks are implemented effectively. This includes designating an administrator or teacher to be the remote learning lead, or primary point person to provide instructional and technical support of the school's remote learning plans.
- ▶ Establish consistent work expectations among teachers by implementing structures and protocols for checking in with the teachers and staff responsible for executing remote learning.
- ▶ Establish a mechanism for tracking student engagement and interaction, which also accounts for student attendance.
- ▶ Ensure that the school's remote learning program is communicated to students and parents.
- ▶ Ensure teachers maintain students' grades for assessments given and track students' participation in the remote learning program.
- ▶ Ensure that the school's remote learning program prioritizes the courses and exam preparation for students who need to write national or regional examinations.

- ▶ Ensure connection with their staff individually and collectively on a regular basis to support staff and provide updates on necessary information.
- ▶ Ensure regular communication with the school community through emails, social media and other platforms.
- ▶ Honour the process of learning remotely and highlight it in various ways throughout the week.
- ▶ Celebrate individual successes of staff and students and share the good news with the wider school community.
- ▶ Establish designated office time and staff meeting time.

5.1 MANAGEMENT TEAMS IN SCHOOLS

- ▶ Each management team within the respective schools should seek to revisit and adjust their various plans that have been put in place, to reflect the restrictions and constraints that must be considered.
- ▶ The school safety plan may need to have additional information to capture information as it relates to the COVID -19 pandemic.



Staff and students must be informed about the information that they must be guided by. This information can be shared during the morning assemblies.

- ▶ The reintroduction of the prefect system would be a particularly good idea to help with the adherence to the rules and protocols that have been established by the schools in collaboration with the National Task Force and the Ministry of Health. Students must be rewarded for observing the rules and not only be disciplined when they have not obliged. The use of the mechanisms outlined by the Effective School initiative should be encouraged as much as possible in each school. Everyone will need continuous reminders of the protocols and they should be shared by each classroom or homeroom teacher as expectations for the new norm.
- ▶ Schools should have in stock additional disposable masks in the event a student or staff member has displaced or lost his/her masks.
- ▶ School Improvement Plans should be revisited to make necessary adjustments to include information with respect to the COVID-19 pandemic.
- ▶ A Discipline Plan should be put in place using the information given during the training by Effective School personnel.

5.2 ROLE OF GUIDANCE COUNSELLORS

- ▶ Many lives have been affected by this virus and families have had to deal with one crisis after another. Some families have experienced the loss of jobs which has negatively impacted their economic well-being. This can be incredibly stressful for everyone involved. Some students will be returning to school with the added stress of a parent that cannot supply their daily meal requirements. This can greatly impact the students' psychosocial status. The Guidance Counsellors should:
 - Provide the necessary support that these students will need.
 - Find out whose parents have lost jobs and make note of these students.
 - Pay close attention to such students. Engage them in one on one sessions. Determine the coping strategies of students and provide the necessary information and support for those who are lacking the basic coping skills.
- ▶ Guidance Counsellors should inform members of staff of strategies on how to engage students after a prolonged period of absence from the classroom. Some students have been alone at home for extended periods with limited educational engagement. Others have worked with parents as they been home schooled during the extended closure of

school. In both instances, students have spent a protracted period outside of the traditional school setting and may initially present with a short concentration span and have a need for reorientation sessions on how to interact with their teachers and fellow students.

- Guidance Counsellors must interact with each class in the school within the first two weeks of the new term. They should spend more time with the new students as they seek to orient them to the new school environment.



- ▶ Guidance Counsellors should keep a profile for each student at the beginning of the school year. This should be done whether or not the student has been referred for counselling.

5.3 RESPONSIBILITIES OF TEACHERS

- ▶ Communicate expectations to students and families about the instructional plan for the week, including learning objectives, required activities, assignments, links to resources, and assessments, along with due dates.
- ▶ Designate time for possible interaction with students in real-time to deliver lessons, facilitate discussion, and lead other instructional activities.
- ▶ Archive lessons and other instructional activities for students to access later.
- ▶ To interact with groups of students and families, account for attendance, and respond to messages from students and families in a timely fashion by utilizing an agreed communication plan (Monday thru Friday during the contractual work day).
- ▶ Monitor students' participation in activities, grade assignments and assessments, and provide timely feedback on work submitted by students.
- ▶ Communicate with families about students' progress.

- ▶ Identify appropriate activities and assignments for students who need additional support or enrichment activities.

5.3.1 Classroom/Homeroom Teachers

- ▶ During the homeroom sessions in the secondary schools, teachers should pay special attention to students by engaging them in active discussions and provide guidelines on adjusting to the school environment.
- ▶ Small groups can be used at the primary level where students can share what is on their minds and how they are coping.
- ▶ Class teachers should be very observant of students so that any student who displays abnormal behaviour can be referred to the Guidance Counsellors.

5.4 RESPONSIBILITIES OF STUDENTS

- ▶ Students must be encouraged to have in their possession a personal hand sanitizer or hand soap.
- ▶ Students will not be allowed on the school compound without a mask.
- ▶ The wearing of masks by students during school hours will be guided by the Ministry of Health.
- ▶ Students are required to practice proper personal hygiene before attending school.

- ▶ Washing of hands after the use of the bathroom must become habitual.
- ▶ Frequent cleaning of hands should be practiced by students.
- ▶ Students must be given the right to keep masks on especially when near their peers and teachers.
- ▶ Students who feel like they are experiencing flu-like symptoms, **MUST** inform parents and school and remain at home.
- ▶ Students should be encouraged to cough or sneeze into thier elbows or sleeves or in a tissue which should be discarded.
- ▶ Students should keep their masks on if they need to sneeze or cough.

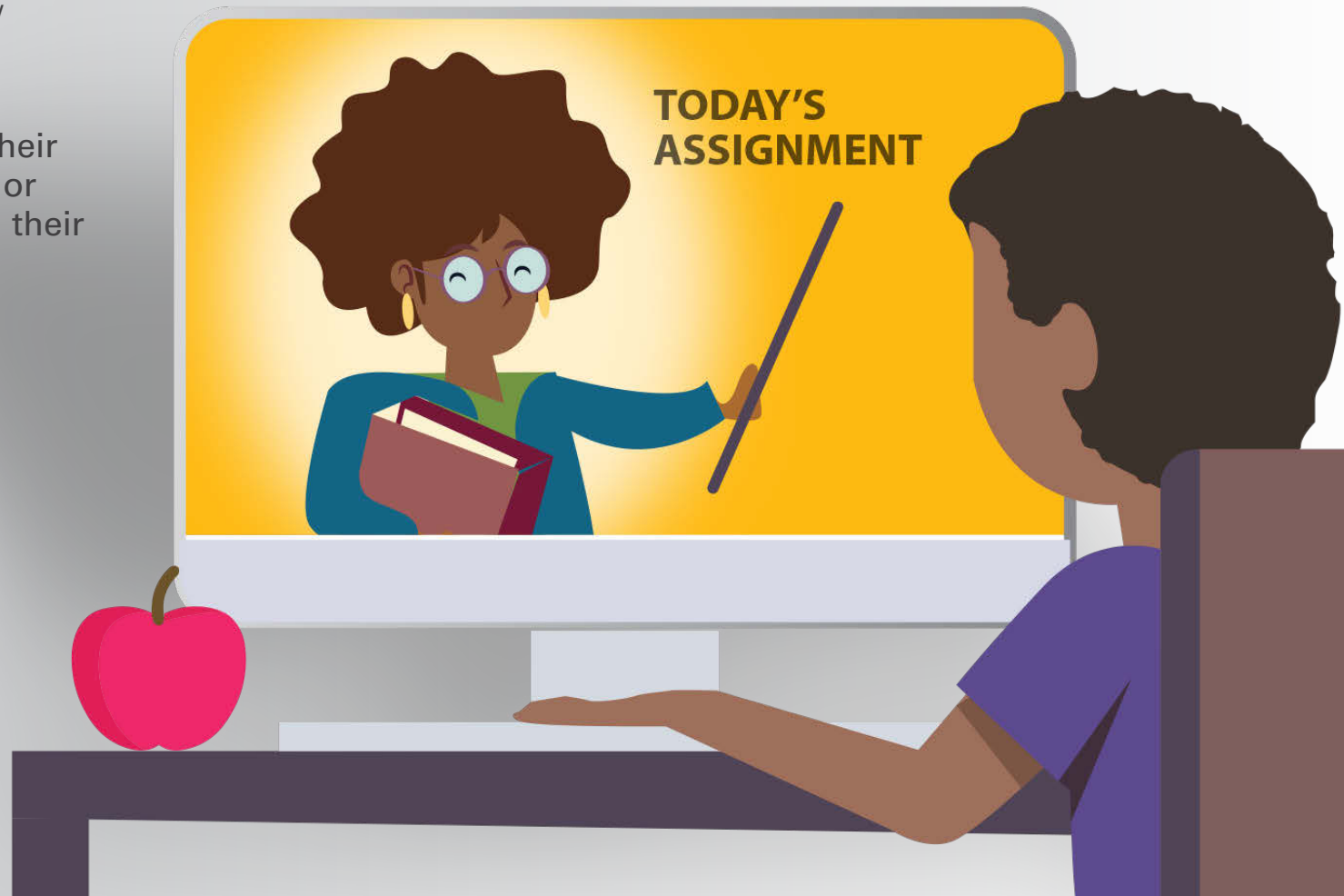


- ▶ Students should not share each other's masks.
- ▶ Students should have their names written in their mask in the event they have been displaced/lost.
- ▶ Students should respect each other and should refrain from name-calling in relation to the wearing of masks.
- ▶ Students should refrain from staging of pranks with their masks.

5.5 RESPONSIBILITIES OF PARENTS

- ▶ Parents should be encouraged to stay abreast of all that the school is doing with regards to their child/ward.
- ▶ Emails and contact information should be updated especially at the start of the new academic year.
- ▶ Parents should seek to attend to the schools' telephone calls and act promptly especially if it is regarding their child/ward feeling sick.
- ▶ Parents are to ensure that their child/ward has a clean mask and hand sanitizer in his/her possession.
- ▶ Parents should encourage their children to keep the protocols and guidelines as have been outlined by the Ministry of Health and the National COVID Task Force.

- ▶ Parents should encourage their child/ward to complete assignments and other activities before attending classes.
- ▶ Parents should encourage their child/ward to attend their virtual classes and inform teachers if their child/ward didn't access the class for a given day.
- ▶ Parents should make sure that their child/ward is provided with the necessary for supplies needed for his/her learning.
- ▶ Parents should supply their child/ward with snacks or water to be used during their break period.



6.0 INTRODUCTION

As educational institutions across the Federation of St. Kitts and Nevis prepare for the reopening of their doors in September 2020, it is of paramount importance that guidelines are established to ensure that students return to a safe and healthy school environment.

While COVID-19 continues to be very much present in various parts of the world and in our nation, the protection of our children, educators and educational facilities remains our top priority. Precautions and or guidelines must be adhered to to prevent the potential spread of COVID-19 in our schools and by extension our Federation.

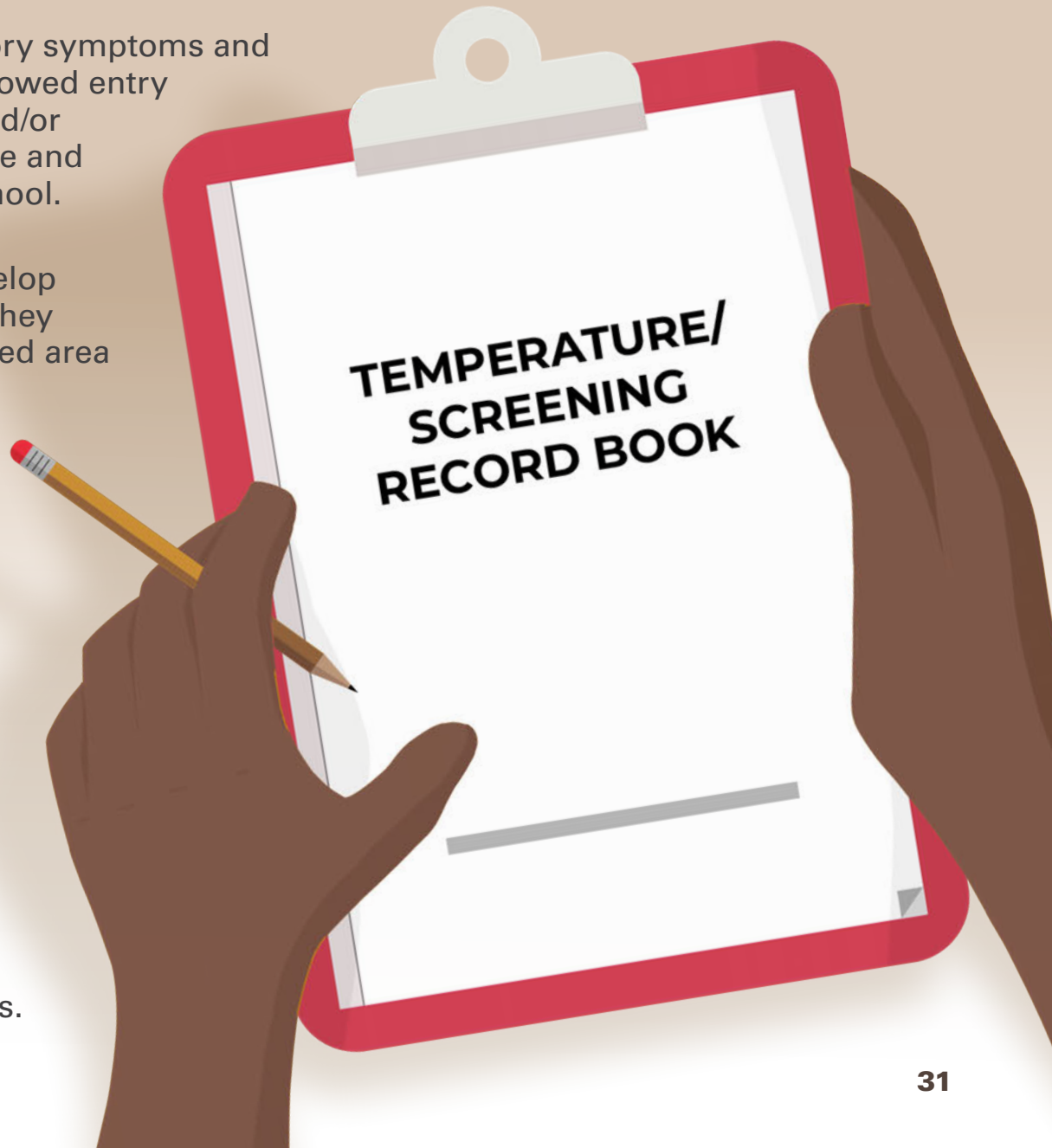
The purpose of this document is to provide clear and actionable guidance for safe operations within our schools and other educational facilities.

6.1 ENTRY PROTOCOL

At the entrance point of each school, there should be an arrival process. The following should be observed:

- ▶ All persons must wear masks.
- ▶ Temperature would be checked using an infrared thermometer.

- ▶ A Temperature/Screening Record Book will be implemented to record staff and students' temperature daily on entry.
- ▶ Staff and students who show respiratory symptoms and have a high temperature will not be allowed entry to the school compound. Such staff and/or students will be advised to return home and seek medical clearance to return to school.
- ▶ Should a staff member or student develop flu-like symptoms while on premises, they should be taken to the school designated area labelled "sick bay".
- ▶ Parents must be called.
- ▶ Parents have one hour in which to collect their child/ward.
- ▶ If parents have not responded within the given timeline an alternate contact will be sort.
- ▶ Physical distancing must be observed by following the markers that are placed on the floor. Persons must comply with the instructions given by security guards as well as the posters that are mounted at the entrance points.



Physical distancing must be observed where students tend to congregate such as cafeteria, washrooms, and principal's office and sanitization stations.

- ▶ Hand sanitization stations must be clearly marked so that persons can have hands sanitised. Security officers must ensure that all persons on entering the school's compound sanitize their hands.
- ▶ After all the screening has taken place, students' bags would be checked.
- ▶ If there is need for the wearing of wrist bands, these would be provided for the students.
- ▶ Visitors to the schools must observe the school's policy and the guidelines that have been put in place.

6.1.1 Steps to follow if a student or staff member has flu-like symptoms

- Should a staff member or student develop flu-like symptoms while on premises, they should be taken to the school designated area labelled "sick bay".
- Parents must be called.
- Parents have one hour in which their child/ward must be collected.
- Inform the Office of the Chief Education Officer, Ministry of Education

- If the individual was reported as COVID-19 free, he/she should return to school with a letter/note giving clearance by a medical doctor or district health nurse.
- In the event a member of staff or student is tested positive for COVID-19, this information will be communicated to the Ministry of Education via the Ministry of Health.
- The Ministry of Health in collaboration with the Ministry of Education will determine the way forward.

6.2 GUIDELINES FOR ASSEMBLY

Due to the protocols that were established by the National COVID-19 Task Force in collaboration with the Ministry of Health, large gatherings are prohibited. However, the following alternatives can be considered:

- ▶ Schools with a large hall or auditorium can facilitate assemblies with the required protocol for physical distancing for their general sessions.
- ▶ Classroom assemblies should be held for the other days of the week.
- ▶ Morning assemblies should be held for at least fifteen minutes with prayer, a motivational talk, COVID-19 reminders and updates and preparation for teaching and learning.
- ▶ Attendance registers must be marked prior to school assemblies.

6.3 PHYSICAL INFRASTRUCTURE

- ▶ The Ministry of Education's Project Unit was deployed in schools to assess physical spaces and measure classrooms. This was done to ensure that schools would effectively adhere to the protocols for physical distancing that should be observed within the classroom per the COVID-9 protocols for schools as articulated herein.
- ▶ The Ministry of Education Internal COVID-19 Task Force continues to visit education institutions to ensure that all are adhering to the guidelines and protocols outlined by the Ministry of Health in collaboration with the National COVID-19 Task Force.
- ▶ Maintenance began in some of our schools during the summer break and will continue throughout the course of the academic year.
- ▶ The markers for physical distancing should be placed in strategic places around the school compound, especially in the principals' offices, cafeteria, entrance to washrooms and auditoriums.
- ▶ Desks and chairs within the classrooms should be arranged so that it reflects the guidelines given by the Ministry of Health and the National COVID-19 Task Force.
- ▶ Posters that display ways in which to protect and prevent oneself from contracting the virus must be placed in key areas where students and staff can see them readily.
- ▶ Resources that are used by staff members and students should be sanitised regularly such as phones, pens and whiteboard markers.

7.0 CLEANING OF SPACES

To help to prevent the spread of COVID-19, it is important that there is regular cleaning, sanitizing, and disinfecting of spaces in all of our schools. Disinfection practices are important to reduce the potential for COVID-19 virus contamination in offices, classrooms, and specialist rooms.

Frequent hand washing and avoiding the touching of the face remain the main preventive actions to reduce any possible transmission.

7.1 CLEANING SETTINGS IN RESPONSE TO COVID-19

High/frequently touch surfaces in Schools should be identified and disinfected on a regular basis. Such surfaces include:

- ▶ Doors and windows
- ▶ Handles
- ▶ Work Surfaces



- ▶ Personal Computer Keyboards
- ▶ Touchscreen Personal Devices
- ▶ Counter Tops, as well as Kitchen and Food Prep Areas
- ▶ Bathroom Surfaces
- ▶ Toilets and Taps

7.2 EFFECTIVE CLEANING SOLUTIONS

- ▶ Schools may continue to use the cleaning agents that they indicated are already in use:
- ▶ **Soap and water** should be used for frequent handwashing
- ▶ Water and a detergent/disinfecting liquid (Fabuloso, Dettol, Pinesol, Chemtron etc.) can be used for cleaning floors, walls and toilet bowls.
- ▶ **Alcohol** at 70-90% concentration is to be used for spraying of hands and wiping of frequently touched surfaces.
- ▶ **Bleach** (Sodium Hypochlorite Solution): should be used for all bathroom surfaces
 - Recommended Concentration = 0.1% or 1,000ppm
 - Equivalent to 1 part of 5% strength household bleach to 49 parts of water.

- Specifically, use a half cup of bleach to 1 gallon of water; mixed as follows: measure the bleach and then pour it into a container, then add the water to bring it to the one gallon marker. (Using the one-gallon water bottles is an easy and simple way to do this.)
- Bleach solution should be stored in a dark area.
- ▶ **Hydrogen peroxide:** is an alternative that can be used for wiping frequently touched spaces (doorknobs, handles, desk surfaces etc.) as it does not have the strong scent of bleach.
- ▶ All disinfectant solutions should be freshly prepared each day and stored in opaque containers and in well ventilated, covered areas. Label bottles to indicate what solutions they contain.

7.3 EFFECTIVE CLEANING STRATEGY

- ▶ Clean all surfaces with water and soap or a detergent **FIRST** to remove organic matter/dirt.
 - Disinfection then follows.
 - Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area.
 - Apply disinfectants using a cloth or wipe soaked in the solution. **NB.**
- ▶ *Disinfecting indoor spaces via spraying is NOT recommended for COVID-19.*

- ▶ Constant wiping is necessary with either hydrogen peroxide or rubbing alcohol in closed spaces (e.g. spaces with AC units like computer labs, offices etc).
- ▶ Disposable disinfecting wipes (e.g. Clorox wipes) can also be used and thrown in a garbage bin right after use.

7.4 CLEANING OF CLASSROOM SPACES:

- ▶ All surfaces and furniture should be cleaned (thoroughly wiped with a recommended cleaning solution) before and after use.
- ▶ Door handles should be wiped with a recommended solution (rubbing alcohol or hydrogen peroxide) or disinfectant wipe once touched.



7.5 CLEANING OF BATHROOMS:

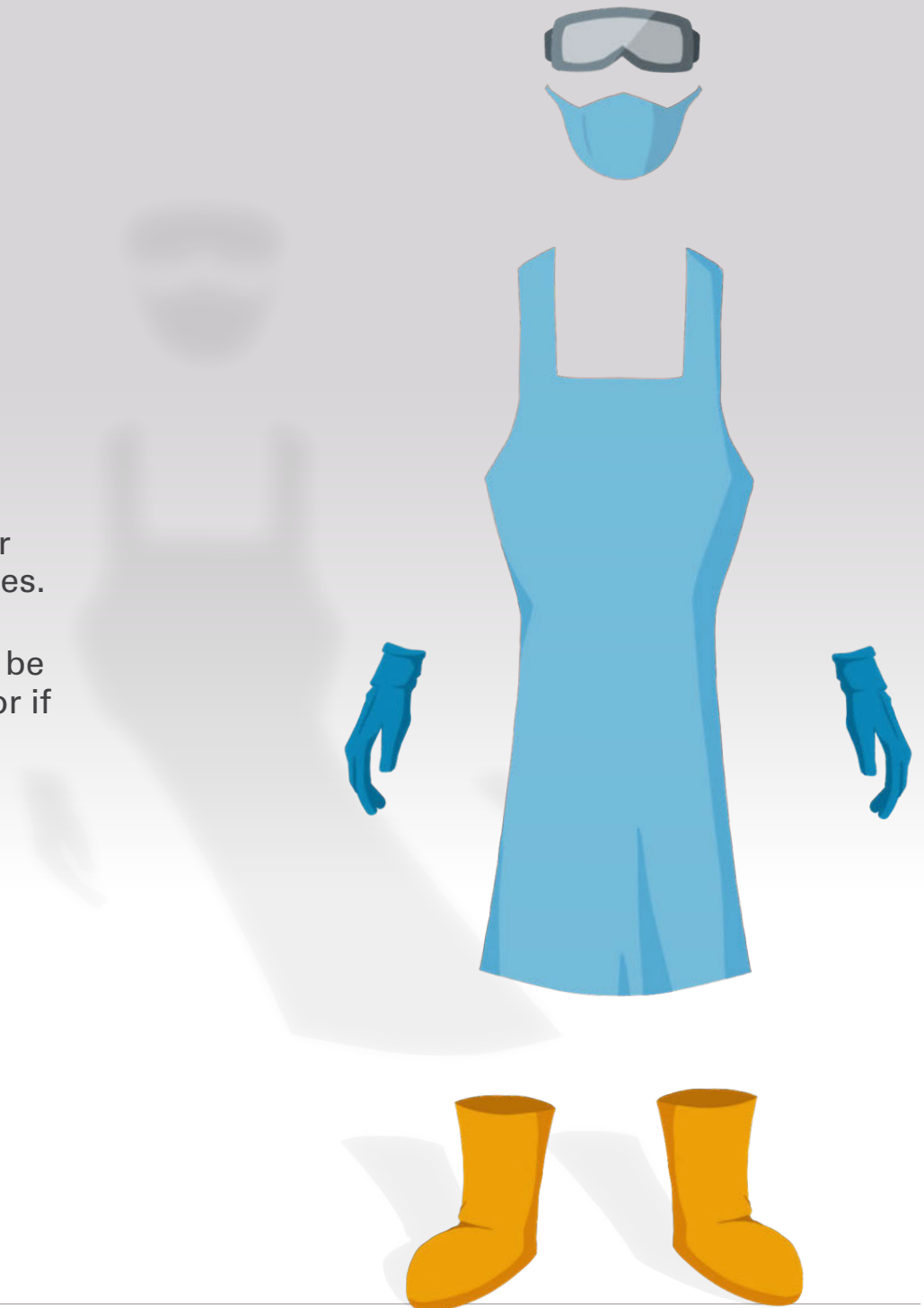
- ▶ Bleach solution should be used to clean all bathroom surfaces
- ▶ Bathroom surfaces should be cleaned after each use.

7.6 PERSONAL PROTECTIVE EQUIPMENT:

- ▶ The minimum recommended PPE are rubber gloves, impermeable aprons and closed shoes.
- ▶ Eye protection and medical masks may also be needed to protect against chemicals in use or if there is a risk of splashing.

7.7 PERSONAL CLEANING FOR ALL PERSONS:

- ▶ Frequent hand washing and avoiding the touching of the face remain the main preventive actions to reduce any possible transmission of COVID-19.



APPENDICES

APPENDIX A:

TEMPERATURE/SCREENING RECORD BOOK - TEMPLATE

No	Name	Monday, 10th August, 2020								
		Body Temperature	Respiratory Symptoms						Comments	Referral for Admission
			Consistent Sneezing		Consistent Coughing		Shortness of Breath			
			Yes	No	Yes	No	Yes	No		
1	Charlie Doe	104° F							Parent contacted; child referred to the Medical Centre	Returned on Thursday, 13th August with a note from the doctor
2	Anne Paul	99° F								
3	San Davis	96° F								
4	Shan Browne	100.4° F							Referred to doctor	Returned on Monday, 17th August with a note from the nurse at the Health Centre

APPENDIX B:

PRIMARY PRINCIPALS' CHECKLIST

DATE	ACTIVITIES	STATUS ✓
Friday, 4th September, 2020	Principal/Deputy Principal/Third in Command Meeting	
	• Check for staff changes and discuss staff needs/shifts	
	• Review and address issues of previous year	
	• Projections for the new school year (academic, athletic, and other extracurricular activities)	
	• School improvement plan and school safety plan	
	• Discuss and implement plans according to COVID-19 Protocols in accordance with Part C of Document	
	• Calendar of events	
	Senior Management Meeting at school (9:00 a.m.)	
	• Gather feedback on issues discussed in principal/deputy meeting	
	• Plan for return of students considering COVID-19 protocols	
Monday, 7th September, 2020	• Discussion of Independence	
	Orientation of teachers new to the profession and to the school (1:00 p.m. session)	
	• Overview of expectations, physical spaces etc.	
	Virtual Opening Ceremony (9:00 a.m. - 10:30 a.m.)	
	• Remind teachers of the opening ceremony	
	General Staff Meeting at schools (11:00 a.m.)	
	• Welcome back staff	
	• Recognize and welcome new staff	
	• Staff deployment, duties etc.	
	• Give the names and/or present members of auxiliary staff and related duties	
	• Outline chain of command	

DATE	ACTIVITIES	STATUS ✓
	• Sensitization of school's culture (goals, mission, expectations	
	• Distribution of packages with MOE policies, school handbook, school rules, dress code	
	• Year in review – summary strengths and successes	
	• Areas for improvements and remediation strategies to be implemented	
	• Independence	
	• Important dates e.g. PTA, progress tests etc.	
	General Staff Meeting Cont'd (9:00 a.m.)	
Tuesday, 8th September, 2020	• Duties/responsibilities of class teachers, STEP/Temp workers, librarian	
	• Distribution of mark books. Discuss standardized format. (template suggested)	
	• Discussion of registers (standardized protocols) and distribution of temporary registers (template suggested)	
	• Assessments (types & frequency); homework protocol	
	• Distribution of temporary timetables	
	• Calendar of events	
	Grade Level Meetings (1:00 p.m.)	
	• Students' performance & strategies for improvements	
	• Distribution curriculum guides	
	• Unit of work/scheme of work amendments	
	• Lesson planning for day one of school term	

NOTE: Minutes for EACH meeting to be submitted to principals

APPENDIX C:

SECONDARY PRINCIPALS' CHECKLIST

DATE	ACTIVITIES	STATUS ✓
Friday, 4th September, 2020	Distribution of SELF books	
	Principal/Deputy Principal/Third in Command Meeting	
	• Check for staff changes/needs/shifts	
	• Review and address issues of previous year	
	• Review projections for the new school year (academic, athletic, and other extracurricular activities)	
	• Review/revise school improvement plan and safety plan	
	• Discuss and implement plans according to COVID-19 Protocols in accordance with Part C of Document	
	• Finalize school calendar inclusive of all activities / functions with proposed dates	
	Senior Management Meeting at schools (9:00 a.m.)	
	• Gather feedback on issues discussed in principal/deputy meeting	
	• Plan for return of students considering COVID-19 protocols	
	• Discuss plans for Independence Celebration	
	HOD Meeting (10:30 a.m.)	
	• Orientation of teachers new to the profession and to the school (11:00 a.m.)	
	• Overview of expectations and the physical spaces	
Monday, 7th September, 2020	Virtual Opening Ceremony (9:00-10:30)	
	• Remind teachers of the opening ceremony	
	Staff Meeting at schools (11:00 a.m.)	
	• Welcome back staff	
	• Recognize and welcome new staff; staff changes	
	• Deployment of Staff (subject teachers, classroom assignments, form teachers and assistants)	
	• Give the names and/or present members of auxiliary staff and related duties	
	• Outline chain of command	

DATE	ACTIVITIES	STATUS ✓
	• Sensitization of school's culture (goals, mission, expectations)	
	• Distribution of packages with MOE policies, school handbook, school rules, dress code	
	• Year in review – strengths and successes	
	• Brief internal and external exam overview	
	• Areas for improvements and remediation strategies to be implemented	
	• Identify important dates e.g. marksheet, PTA, CXC reg. etc	
Tuesday, 8th September, 2020	Department meetings led by HODs (9:00 a.m.)	
	• Distribution of syllabuses, guides, curriculum	
	• Distribution of temporary timetables	
	• Suggested changes to timetable noted	
	• Brief overview of exams external and internal and suggested strategies for improvement.	
	• Amendment to previous unit plans/scheme of work	
	• Lesson planning for day one of school term	
	• Principals and Deputy visit meetings in progress	
	• Minutes to be submitted to principal the following day	
	Meeting of Year Heads/ Block Supervisors (11:00 a.m.)	
	Meeting of Form Teachers and assistants (one meeting led by Year Heads) 1:00 p.m.	
	• Distribution of temporary registers	
	• Discussion on format for marking registers (template)	
	• Discussions on duties/responsibilities of form teachers	
	General Staff meeting 2:30 p.m.	
	• Distribution of mark books. Discussion of mark book protocol (template suggested)	
	• Discussion of subject registers	
	• Assessments (types and frequency)	
	• Homework protocol	
	• Calendar of events	

NOTE: Minutes for EACH meeting to be submitted to principals

| APPENDIX D:

CHECKLIST FOR SCHOOL ADMINISTRATORS / SCHOOL SAFETY TEAM

Date of Assessment: _____

Name of School: _____

No. of Children Presently Enrolled: _____

Name of Principal: _____

Principal's Contact Information: Cell: _____ Office: _____

Type of Service Provided: Primary ☐

Secondary School ☐

No	ACTIVITY	YES	NO	N/A
PHYSICAL DISTANCING				
1	Physical distancing of at least six feet (6ft) outside of the classroom			
2	Distance markers are at six feet (6ft) apart at check point or other line for adults dropping off or picking up students			
3	Timetables reflects activities done in small groups			
4	Chairs and desk are arranged at least two feet (2ft) apart			
5	Pictures/drawings are posted to indicate the number of children allowed in each classroom.			
6	Limit large groups. No more than 1 class coming together for assembly			
7	Classrooms should be arranged to reflect physical distancing			
8	Staffrooms should be arranged to reflect physical distancing			
MASK				
9	Face mask must be worn by ALL parents and staff on the compound			
	Face mask must be worn by students in Grades 3 to Grade 6 and all secondary students.			
ARRIVAL & DEPARTURE SCREENING PROTOCOLS				
10	Sanitizing stations available on entry			
11	Mandatory temperature checks upon arrival (students and staff)			
12	A Temperature Record Book is implemented			
13	Each school has a register system implemented recording all in attendance			

No	ACTIVITY	YES	NO	N/A
HYGIENE				
14	Soap and water or liquid soap is readily available for hand washing throughout the day: <ul style="list-style-type: none"> • Before serving food, before and after eating, after using the toilet, where hands are dirty, after sneezing or coughing, before and after wearing gloves, when arriving or leaving the workplace, after changing tasks, after touching contaminated surfaces and if in contact with someone displaying any COVID-19 symptoms after blowing nose and using the bathrooms 			
15	Hand sanitizers & sanitizing wipes are available			
16	Ensure regular cleaning and sanitizing is done in the classroom throughout the day. <ul style="list-style-type: none"> • A written schedule for sanitizing frequently touched surfaces should be posted. Such as Classroom - chairs, tables, floors equipment, tabletops, door handles, handrails, bathrooms, staff rooms, libraries, computer labs, lunchrooms • Cleaning schedules should outline who should be responsible for cleaning areas, time it should be done and what cleaning agents will be used 			
17	COVID -19 related signage and posters are posted in all classrooms <ul style="list-style-type: none"> • Signs displaying steps for washing hands should be posted in all bathrooms and hand washing stations 			
HYGIENE PROTOCOL				
18	Personalized items are labelled and stored in individual bags			
19	Bathrooms are sanitized and toilets flushed after each use			
20	Floors are mopped two (2) times daily (after lunch period and before closure of school).			
	Floors should be mopped at the change of shift			
21	Hand sanitizers and soap are available for staff and children as well but kept out of reach for children			
22	Soap dispensers and paper towels are in bathrooms and kitchen			

No	ACTIVITY	YES	NO	N/A
SERVING OF MEALS				
23	Food is stored in clean area			
24	Utensils are adequate and sufficient			
25	Utensils are in good condition			
26	A written schedule posted showing:			
	All surfaces to be cleaned			
	The frequency of cleaning			
	The materials used for cleaning			
	The staff responsible for cleaning			
27	Sign is placed in kitchen: Wash hands before and after serving meals			
HEALTH AND SAFETY PROTOCOL				
28	Screening of adults and students are done daily			
29	Staff and students who are sick are at home			
30	Students or adults are sent home immediately should coughing, sneezing, blowing of nose or any signs of a cold manifest. An area or room is identified if staff or child becomes sick <ul style="list-style-type: none"> • Close off areas used by the person who is sick • Clean and disinfect all areas used by the person who is sick • Once area has been appropriately disinfected, it can be opened for use 			
31	Staff and parents of children inform Principal about any illnesses			
32	Paper towels are used to dry hands and must be properly disposed of in bins			

No	ACTIVITY	YES	NO	N/A
33	Cleaning materials are always safe for use in classroom and safely stored out of children's reach; a cleaning schedule should be posted			
34	Proper measurement of cleaning agents is observed			
35	Garbage bins are covered, emptied, and sanitized daily			
36	Hand washing done after using gloves			
37	All windows and doors are opened daily, and classrooms are properly ventilated.			
38	Parents and staff are aware of the COVID-19 measures in place for safe reopening of primary and secondary schools			

Names of Assessors: _____

APPENDIX E:

SAMPLE TIMETABLE FOR A PRIMARY SCHOOL ON NEW OPERATING HOURS (8:00 AM – 4:00 PM)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m. – 8:25 a.m.	Arrival and Health Screening	Arrival and Health Screening	Arrival and Health Screening	Arrival and Health Screening	Arrival and Health Screening
8: 25 a.m. – 8:30 a.m.	Registration	Registration	Registration	Registration	Registration
8:30 a.m. – 8:45 a.m.	Devotions/Assembly	Devotions/Assembly	Devotions/Assembly	Devotions/Assembly	Devotions/Assembly
8:50 a.m. – 9:30 a.m.	Lang. Arts	Sci. & Tech.	H & W (H)	Soc. Studies	Mathematics
9:35 a.m. – 10:15 a.m.	Lang. Arts	Sci. & Tech	H & W (F)	Soc. Studies	Mathematics
10:15 a.m. – 10:30 a.m.	B	R	E	A	K
10:35 a.m. – 11:15 a.m.	Soc. Studies	Mathematics	Lang. Arts	Sci. & Tech.	H & W (H)
11:20 a.m. – 12:00 noon	Soc. Studies	Mathematics	Lang. Arts	Sci. & Tech	H & W (P)
12:00 noon – 1:00 p.m.	L	U	N	C	H
1:05 p.m. – 1:45 p.m.	Mathematics	Lang. Arts	Soc. Studies	Mathematics	Lang. Arts
1:50 p.m. – 2:30 p.m.	H & W (P)	Lang. Arts	Sci. & Tech.	Extra	Sci. & Tech.
2:30 p.m. – 2:45 p.m.	B	R	E	A	K
2:50 p.m. – 3:30 p.m.	Extra	Soc. Studies	Mathematics	H & W (P)	Extra
3:30 p.m. – 4:00 p.m.	Clean-up, sanitization, and departure	Clean-up, sanitization, and departure	Clean-up, sanitization, and departure	Clean-up, sanitization and departure	Clean-up, sanitization and departure

APPENDIX F:

SAMPLE TIMETABLE FOR A PRIMARY SCHOOL DAY ON A SHIFT SYSTEM (MORNING SHIFT)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m. – 8:25 a.m.	Arrival and Health Screening	Arrival and Health Screening	Arrival and Health Screening	Arrival and Health Screening	Arrival and Health Screening
8: 25 a.m. – 8:30 a.m.	Registration	Registration	Registration	Registration	Registration
8:30 a.m. – 8:45 a.m.	Devotions/Assembly	Devotions/Assembly	Devotions/Assembly	Devotions/Assembly	Devotions/Assembly
8:45 a.m. – 9:25 a.m.	Lang. Arts	Soc. Studies	Sci. & Tech	Mathematics	Lang. Arts
9:30 a.m. – 10:10 a.m.	Lang. Arts	H & W (H)	Soc. Studies	Sci. & Tech	Mathematics
10:10 a.m. – 10:25 a.m.	B	R	E	A	K
10:25 a.m. – 11:05 a.m.	Sci. & Tech	Mathematics	Lang. Arts	Soc. Studies	H & W (F)
11:10 a.m. – 11:50 a.m.	Mathematics	Mathematics	Lang. Arts	Soc. Studies	H & W (P)
11:50 a.m.	L	U	N	C	H
	Clean-up, sanitization and departure	Clean-up, sanitization and departure	Clean-up, sanitization and departure	Clean-up, sanitization and departure	Clean-up, sanitization and departure

APPENDIX G:

SAMPLE TIMETABLE FOR A PRIMARY SCHOOL DAY ON A SHIFT SYSTEM (AFTERNOON SHIFT)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12:15 p.m. – 12:50 p.m.	Arrival and Health Screening	Arrival and Health Screening	Arrival and Health Screening	Arrival and Health Screening	Arrival and Health Screening
12: 50 p.m. – 12:55 p.m.	Registration	Registration	Registration	Registration	Registration
1:00 p.m. – 1:10 p.m.	Devotions/Assembly	Devotions/Assembly	Devotions/Assembly	Devotions/Assembly	Devotions/Assembly
1:10 p.m. – 1:45 p.m.	Lang. Arts	Soc. Studies	Sci. & Tech	Mathematics	Lang. Arts
1:50 p.m. – 2:25 p.m.	Lang. Arts	H & W (H)	Soc. Studies	Sci. & Tech	Mathematics
2:25 p.m. – 2:40 p.m.	B	R	E	A	K
2:40 p.m. – 3:15 a.m.	Sci. & Tech	Mathematics	Lang. Arts	Soc. Studies	H & W (F)
3:20 a.m. – 3:55 p.m.	Mathematics	Mathematics	Lang. Arts	Soc. Studies	H & W (P)
4:00 p.m.	Clean-up, sanitization and departure	Clean-up, sanitization and departure	Clean-up, sanitization and departure	Clean-up, sanitization and departure	Clean-up, sanitization and departure

