

Cedar COVID-19 Protocols and Procedures for the 2021-22 Academic Year



CEDAR
INTERNATIONAL
SCHOOL
BRITISH VIRGIN ISLANDS

To comply with government guidelines regarding COVID-19 and minimize risk of transmission of viral infection, Cedar will utilize the protocols and procedures included in this document. These guidelines were originally informed by the Ministry of Education's "Framework for the Reopening of Schools for the Academic Year 2020-2021" and have been updated for the 2021-2022 academic year. They are intended to minimize risk of transmission by establishing a campus environment that adheres to physical distancing, minimizes student movement, and follows strict hygiene and sanitization protocols.

This document should be considered an official supplement to Cedar's staff and student handbooks for the 2021-22 academic year until such policies are no longer required by government authorities or deemed necessary by the school.

All parents are asked to read and sign the form at the end of this document acknowledging that you have read and understand the protocols and procedures outlined in this document and agree to abide by such.

Classroom Environment

1. Most individual grade level classes for PYP and MYP will be spread over two adjoining classroom spaces to reduce the number of students in any one classroom.
 - a. Exceptions are Grade 1, Grade 6, Grade 8, and Grade 9 which have classroom spaces large enough to accommodate the entire class with physical distancing.
2. Desks will be arranged in each classroom so that chairs are spaced a minimum of 3' apart to comply with physical distancing guidelines.
3. Students will remain in their classroom for all classes and will have an assigned desk and school supplies to minimize cross contamination of surfaces.
 - a. The only exception is PE, which will take place outdoors per usual, but will involve only those activities that can be done with appropriate safety.
 - b. Any specialty resources, such as music, art, or PE equipment which cannot be realistically individualized, will be sanitized between each class.
4. Hand sanitizer will be available in each classroom for student and staff use.
5. Teachers will rotate in and out of classrooms as necessary, washing or sanitizing hands before entering a new classroom.

6. Use of lockers and hooks will be kept at a minimum to minimize congestion in corridor. Students should bring a plastic bin that they can put on their desk or on the floor to keep materials organized.
7. Students in Grades 10, 11 and 12 will each have a home classroom where they will meet when their whole grade level is together as a group. They will also utilize designated breakout rooms for smaller groups when student schedules within each grade level diverge. When students utilize breakout rooms, they will sanitize their desks and chairs at the beginning and end of class.
8. For Early Years students (PreK-3, PreK-4, and K), we understand that physical distancing cannot look the same as it does in other classrooms, as children of this age operate best in a play-based environment and are not generally sat at desks. Guidance from other international schools recommends a “bubble” approach for the safe reopening of early childhood centres, and Cedar will likewise employ this approach. This means we take all safety measures described in this document to create a safe “bubble” in which early years students can operate in limited numbers. We then accept that there will be some level of interaction and touching of common surfaces and play equipment among the students within that bubble, but we have taken all action to ensure risk of transmission within that group is extremely low, and we have isolated them from all other groups and areas of campus to ensure any risk of transmission is limited to their immediate group.

Role of Technology to Facilitate Learning and Provide Contingency Plans

1. Though instruction will be in the classroom, cloud-based platforms, such as Google Apps for Education, SeeSaw and other appropriate platforms, will facilitate collaboration among students and teachers while preserving physical distancing. As these are apps our students are accustomed to using as part of their daily schooling, this does not represent a departure from our normal teaching model. Classrooms will continue to be interactive, but with appropriate distancing measures in place.
2. Where instruction takes place in adjoining classrooms, projectors in both classrooms will be connected so all students see the same material at the same time. Teachers and any educational assistants are able to move freely between the two connected spaces.
3. Students who are not comfortable attending classes on campus may livestream classes from home using a password protected account that the school will provide. Students must provide advance notice and receive parental permission for this service.
 - a. Note that this option shall be limited to those students who are subject to protracted absences due to COVID concerns or family emergencies. As it places an additional burden on teachers and requires lead time for set up and planning, it is not intended for normal absences nor to facilitate non-essential travel. In such cases, students will have access to normal channels for making up work.

4. A full remote learning option will be instituted should schools need to close due to community transmission.

Assembly and Lunch Areas

1. These areas cannot be used for their original purpose while physical distancing guidelines are in place as large gatherings are neither appropriate nor permissible.
2. They have therefore been repurposed as needed to expand instructional space for classroom learning.

Playground Use During the School Day

1. For Primary breaks and lunch, there will never be more than 3 classes on the playground at the same time. The playground will be divided into 3 clearly marked zones with each class being assigned a zone for the day so they can maintain their bubble. Each zone will include a mix of athletic and non-athletic play space to accommodate different types of activities and will also include some shade cover. Classes will rotate zones each day so they all get to play on different parts of the playground each week. Each class will have a flag of unique color which will be placed in their designated play zone each play period for clear identification.
 - a. Zone 1: Eastern half of pitch, primary play structure and shade cover
 - b. Zone 2: Western half of pitch, grassy area and PTA deck and shade cover
 - c. Zone 3: Basketball court, Michael Poole Reflection Space, and grassy area/handball courts
2. During morning drop off for primary, the playground will be divided into 6 zones to accommodate all grade levels (Grade 1, Grade 2J, Grade 2M, Grade 3, Grade 4, and Grade 5). Classes will rotate zones each day so they all get to play on different parts of the playground each week. As mentioned in Point 1 above, each class's flag of unique color will be placed in their designated play zone each morning for clear identification.
 - a. Zone A: Primary play structure and shade cover
 - b. Zone B: Eastern half of pitch
 - c. Zone C: Western half of pitch
 - d. Zone D: PTA deck area
 - e. Zone E: Eastern half of basketball court and handball courts
 - f. Zone F: Western half of basketball court, handball courts and Michael Poole Reflection Space
3. Please note the playground area beyond the handball courts (to include the Justice Amory Skate Park and seaside deck) will be off limits for play as DP classrooms will be set up on the skate park slab. The surrounding area, including the seaside deck will be available for DP students to utilize during break times.

4. Play on the Early Years playground will be staggered for breaks and lunch so that PreK-3 and PreK-4 play at the same time as they will be considered part of the same “bubble” while Kindergarten plays at a separate time. For morning play, the EY playground will be divided into two sections, the south section (play structure, house, and fire truck) for Kindergarten, and the north section (picnic table area, climbing structure, tires, sandbox and stage) for PreK-3 and PreK-4.
5. Sanitization of any shared equipment will occur between play times.
6. Students must wash or sanitize their hands before and after play

Lunch

1. To minimize movement and cross contamination of surfaces, students in most grades will eat lunch in their home classroom at their assigned desks.
 - a. PreK-3 and PreK-4 will eat lunch at assigned seats at the picnic tables adjacent to their classrooms.
 - b. Students in Grades 10, 11 and 12 may eat in their classroom but will also have the option of eating on the seaside deck or at picnic tables that will be placed near the tents, so long as students are spaced at least 3 ft from one another. At picnic tables, this means they can have no more than 3 people per table, at opposite corners (diagonally) from one another. Tables will be sanitized at the end of each lunch period.
2. Students may bring snacks and lunch from home or purchase food from the Lunch Box.
 - a. Each grade level will have access to a microwave in their classroom.
 - b. Lunches from the Lunch Box must be pre-ordered at least a day in advance.
3. Primary and Secondary lunches are already staggered from one another. They will be further staggered within each division, however, with half the group eating during the first half of the lunch period and playing during the second half, while the other half of the group plays first and eats second. Thus, the lunch schedule will look as follows:
 - a. 11:35 - 11:55: Grades 9, 10, 11 and 12 eat while Grades 6, 7, and 8 play
 - b. 11:55 - 12:15: Grades 6, 7, 8 eat while Grades 9, 10, 11, and 12 play
 - c. 11:30-12:30 PreK-3 and PreK-4 eat, followed by play in early years playground.
 - d. 12:15 - 1:15 Kindergarten eat, followed by play in the early years playground.
 - e. 12:15 - 12:35: Grades 1 and 2 eat while Grades 3, 4, and 5 play.
 - f. 12:35 - 12:55: Grades 3, 4, and 5 eat while Grades 1 and 2 play
4. Please note the Lunch Box will be open for coffee and breakfast in the morning for parents with social distancing marks set up to accommodate walk-in traffic.

Hygiene and Sanitization

1. Cedar will have 2 cleaners on site each day to handle the extra cleaning duties required by COVID-19.
2. Classrooms, including desks/tables, chairs, light switches and doorknobs will be sanitized at least twice per day.
3. Bathrooms will be cleaned and sanitized at least twice per day.
4. Exterior handrails, gates, water dispensers, and other common surfaces will be sanitized at least twice per day.
5. Sanitization kits will be available in each classroom for as needed use.
6. Students and staff will be required to wash or sanitize their hands often, including upon arrival to campus, before entering a classroom or office, before and after play, before and after eating, and after going to the bathroom. To facilitate this:
 - a. Hand sanitizing stations will be set up at all gates and in central areas. Each classroom will also have hand sanitizer available.
 - b. Sinks are located in all bathrooms, in the Front Office and Staff Room, on the Secondary Terrace on the upper floor, on the Picnic Table terrace on the ground floor, in most Primary and Secondary classrooms, and in all Early Years classrooms.
 - c. Age appropriate guidance regarding hand washing will be provided for students in all grade levels.
7. All students and staff must have a mask on campus. Face shields are acceptable for primary students or students of any age with documented respiratory issues.
 - a. Masks or face shields should be worn when arriving and departing from school, when walking through corridors, while in the classroom, and when visiting any office or the bathroom.
 - b. Masks and face shields do not need to be worn during PE class, while eating during lunch or break, or while playing on the playground, provided physical distance is being maintained. This will ensure students get regular mask breaks throughout the day.
 - c. Students and staff will be responsible for providing and storing their own mask or face shield in a safe way. We recommend a lanyard to keep the mask clipped around the neck and/or a paper or ziploc bag to store it in when not in use.
 - d. Cedar will have a limited supply of disposable masks to serve as stopgaps when needed. Families will be billed \$5 for each mask provided.
 - e. The appropriate wearing of masks or face shields when required is an expectation that all students and staff must follow and will be enforced in the same manner as any other part of the dress code.

Monitoring

1. Students and staff who are exhibiting symptoms of illness must not come to school. It is imperative that parents monitor their children and adhere to this.
2. Cedar has non-contact infrared thermometers available for checking student temperatures upon arrival and as needed throughout the day.
3. Anyone who develops an above-normal temperature [i.e. a temperature at above 38°C or 100.4°F according to the CDC] or any other symptoms while at school will be isolated in the sick bay for further monitoring or immediate pick up depending on the severity and context of their symptoms.
4. Students or staff who stay home or are sent home due to fever or other symptoms will need to be symptom free for at least 24 hours before returning to school. COVID testing could also be required depending on symptoms and status of transmission in the community to ensure negative results before re-entry.
5. If a confirmed case of COVID-19 has entered the school, Cedar will be guided by the procedures outlined by Environmental Health Division's "Public Health Guidance for Schools (K-12) and Childcare Centers (COVID-10)":
 - a. When the school learns of a COVID-19 case at the school, the school will immediately notify local health officials.
 - b. Cedar will communicate with staff, parents, and students to keep them informed while maintaining the confidentiality of the student or staff member.
 - c. Cedar will be guided by the Health Department and Ministry of Education about the scope and length of any closure required.
6. Even if there is not a confirmed case of COVID-19 at Cedar, the school reserves the right to temporarily close campus and move to remote learning to slow the spread of community transmission if it feels it will be in the best interest of the health of the members of our school community.
7. Psychosocial health will be monitored by classroom teachers with auxiliary support from the Solution Studio, including Cedar's school counselor, who will liaise with students and families as needed.
8. An internal health committee comprised of Cedar's regular Health and Safety committee plus representatives from the school community will meet at least once per month to give feedback and discuss the effectiveness of the protocols and procedures in this document.

Field Trips

1. Off-campus field trips will be limited to locations which can offer safe physical distancing, compliant with government guidelines, for the group visiting.

2. Transportation arrangements need to comply with government guidelines. The Cedar van can only accommodate a limited number of students, so additional arrangements will need to be provided by families and comply with the guidelines.
 - a. All volunteer drivers and chaperones must be fully vaccinated.
 - b. Students should wear masks at all times in the vehicles unless the vehicle contains only members from the same household.
3. Appropriate gear (face masks and hand sanitizer) should be taken on the field trip, along with normal safety items, such as First Aid kit, etc.

Arrival

1. Arrival is already staggered between primary and secondary.
2. Use of different gates for various grade levels will further reduce congestion.
 - a. Primary:
 - i. Early Years Gate (PK3, PK4, K) - parents can go in as far as the garden gate
 - ii. Main Gate (Grades 1, 4, 5)
 - iii. Lunch Box Gate (Grade 2, 3)
 - b. Secondary:
 - i. Main Gate (Grades 6, 7, 8)
 - ii. Lunch Box Gate (Grades 9, 10, 11, 12)
3. Parents of primary students must park in a designated spot and accompany student to the gate. Families with multiple children should go to the correct gate for each child.
4. Parent and student must be masked at entry.
5. Cedar staff or parent volunteers (also masked) will check temperatures at the gate. All volunteers will be fully vaccinated.
6. Students must maintain appropriate physical distancing while walking to classrooms or playground. Students can leave their bags outside their classroom and proceed to the playground until they are able to enter the classroom.
7. Parents may access the Front Office and the Lunch Box, but are not allowed further onto campus unless they have a scheduled appointment with a staff member. If they have an appointment, they must check in at the Front Office until the appropriate staff member comes to meet them.

Departure

1. Dismissal at the end of the day will be staggered according to the following schedule to reduce congestion.
 - a. 3:00 to 3:10
 - i. PreK-3, PreK-4 (Early Years Gate - parents can go in to the garden gate)
 - ii. Grades 1, 5 (Main Gate)

- iii. Grades 2M, 2J (Lunch Box Gate)
 - b. 3:10 to 3:20
 - i. Kindergarten (Early Years Gate - parents can go in to the garden gate)
 - ii. Grade 4 (Main Gate)
 - iii. Grade 3 (Lunch Box Gate)
 - c. 3:15 and later - all secondary grades. See Point 4 below.
 - d. NOTE: Any siblings can leave on the schedule of their youngest sibling, but should be collected at their appropriate gate.
2. Parents of primary students should park their car and go to the appropriate gate to collect their child.
3. Primary students will wait in the areas listed below to be collected. A staff member will be posted on duty at each gate to call children and release to their parents once their parent has arrived.
 - a. Early Years Gate - Early Years playground
 - b. Main Gate - benches in the Atrium corridors (Students should be spaced at least 3' apart and wearing masks while waiting)
 - c. Lunch Box Gate - picnic tables in front of Solution Studio and under awning (Students should be spaced at least 3' apart and wearing masks while waiting)
4. Dismissal of secondary students will look as follows:
 - a. Students may wait in designated areas of campus, so long as they are maintaining appropriate physical distance from one another. Designated areas will be defined for each grade level by school leadership and communicated to secondary students and their parents.
 - b. Their parents should call or text them when they arrive for collection.
 - c. Students should exit either the Main Gate or the Lunch Box Gate, whichever is closer to their parents' car.
5. To reduce congestion, it is important that parents stick to their time windows as much as possible and do not linger in the car park for any longer than necessary. No cars should be left unattended while they are obstructing traffic flow or blocking anyone in.

Bathrooms and PE

1. Students will be allowed to use the bathroom as needed during regular classes to minimize congestion during break times.
2. No more than 3 students at a time should be in each bathroom.
3. Students must wear masks while in the bathroom to protect themselves and others.
4. Primary students should come dressed in their PE uniform on days when they have PE and should wear the PE uniform for the full day to alleviate the need for changing.

5. Secondary students may also wear their PE uniform for the full day on days when they have PE. With no more than 3 students at a time being permitted in the bathrooms, changing and showering will not always be practical.

Transportation of Virgin Gorda students

1. Cedar will continue to provide transportation for Virgin Gorda students between the ferry dock and the school.
2. Should it prove necessary, an additional taxi service, with a fully vaccinated driver, may be utilised in addition to the Cedar Van. In such case, the taxi and the school van will always depart simultaneously so that all students arrive and depart at the same time and none are left unattended.

Clubs and AfterSchool Care

1. Clubs and AfterSchool Care will run on their normal schedule with special modifications to adhere to COVID guidelines.
2. Only those clubs that can comply with physical distancing and hygiene guidelines, including sanitization of any shared resources, will be approved to operate.
3. All club advisors and coaches must be fully vaccinated.
4. Enrolment for each club will be limited to the number of students who can safely occupy the intended space while conducting the intended activity and maintaining physical distancing.
5. While physical distancing and hygiene measures will all be in place, Clubs and AfterSchool care will involve mixed age groups. Parents who sign up for these services acknowledge and accept the additional risk of such groupings.
6. As clubs will introduce new groups of students to classroom spaces, the classrooms will be sanitized before the club enters the space.
7. Guidance for the wearing of masks during clubs and afterschool care remain the same as during the regular school day.
8. All clubs will dismiss through the Main Gate.

Acknowledgement of protocols and procedures and agreement to abide by such and hold harmless in case of illness.

As the parent(s) or legal guardian(s) of _____, the undersigned agree to the following terms as a condition of enrolment at Cedar International School for the 2021-2022 school year.

1. I have read and understand all the procedures and protocols listed above and agree to abide by them.
2. I also acknowledge that, though Cedar is taking steps to minimize risk of transmission of COVID-19 and other illnesses, risk of transmission still exists. In enrolling my child at Cedar, I agree to assume that risk and will not hold Cedar or any of its employees responsible should my child or any member of my household become ill.
3. If my child has a fever [i.e. a temperature at above 38°C or 100.4°F according to the CDC] or displays symptoms of illness outside of school hours, I will notify the school and will not send my child to school until he or she has been free of symptoms for at least 24 hours or cleared by a medical professional as the school may direct.
4. If my child develops a fever or displays symptoms of illness while at school, I will make arrangements to pick him or her up promptly once notified by the school and will not send my child back to school until he or she has been free of symptoms for at least 24 hours or cleared by a medical professional as the school may direct.

Signed on the _____ day of _____, 2021 by:

Parent 1 (signature)

Parent 2 (signature)

Parent 1 (print name)

Parent 2 (print name)