

**INTERNATIONAL  
SCHOOL OF HAVANA**  
School Year 2021-2022



*Covid-19 Protocols & Procedures For Reopening  
Pre-Kinder to Grade 12  
Calle 18 & 22 Campuses*

**Important note:** ISH will heed all governmental regulations and mandates and will continually re-evaluate the protocols outlined in this document. The protocols are subject to change at any time.

# **ISH Guide For Campus Opening PreKinder - Grade 12**

## **Purpose and Commitment to Learning**

The top priority for ISH is to keep the health and safety of our community members at the forefront of all we do. A response to protect the health and safety of students and families often means the learning program either ceases or is altered to comply with regulations and protocols (which are inherently implemented to protect people in our community).

### ***Our reopening guide is grounded in the following principles:***

- a. Our school's mission will remain at the forefront of everything we do
- b. The health and safety of our community members take precedence
- c. ISH will heed all governmental regulations and mandates
- d. In-person learning is our preference and our objective

This guide has been written with the principles above as its backdrop. It is our hope that we provide enough information for our community to understand that we remain committed to delivering the learning under unpredictable circumstances.

## **Learning in an Unpredictable Environment**

### **Introduction:**

Considering the unpredictability of the virus and government regulations, which respond to it, ISH is prepared to deliver learning at any given notice and within any timeframe.

**Important note:** ISH will heed all governmental regulations and mandates and will continually re-evaluate the protocols outlined in this document. The protocols are subject to change at any time.

While in-person learning on the school campus is the most optimal for learning, ISH and its community must be flexible to respond to controls or regulations that are imposed. We view those impositions as “beyond the control” of ISH. There are three scenarios to ensure we continue to deliver learning to all of our ISH students. These three scenarios are now common among schools worldwide as they face uncertainties.

The three teaching & learning scenarios are:

- i. In-person learning (on-campus)
- ii. Hybrid learning (on-campus for students in Havana and a version of the DLP for students outside Havana)
- iii. Distance Learning Program (off-campus and online)

## Comparing the three teaching & learning scenarios:

In-person Learning	Hybrid Learning	Distance Learning Program
<p>A traditional learning model where students attend classes from Monday through Friday. Student learning happens on the ISH campuses.</p> <p>Depending on the health environment and government mandates, limitations may be necessary for campus access, extra-curricular activity options, on-campus movement.</p>	<p>The Hybrid Learning Programme (HLP) would be actioned if the campus is open and students return for face-to-face learning. This model may be offered when we need to have a controlled return to school owing to health and safety measures or owing to some students being unable to return to the country. Students unable to attend school would still be offered a version of the DLP.</p> <p>This programme may also consist of a combination of in-person learning on campus and DLP. The campuses may be partially open and students would have a combination of asynchronous and synchronous online classes being offered.</p>	<p>In this scenario (DLP), the campus is closed and teachers and students must engage in asynchronous and synchronous online learning.</p>

*\*All scenarios will require ISH Health & Safety Protocols be in place while students and adults are on campus.*

## **HEALTH AND SAFETY PROTOCOLS AND PROCEDURES**

### ***Daily Self-Assessment***

All parents are requested to do a Daily Home Screening of their child's health prior to leaving home in the morning. This includes taking their temperature and checking symptoms (sore throat, uncontrolled cough, vomiting, stomach pain, loss of smell or taste, etc.). Your child should not come to school if they are showing any of the symptoms on the Daily Home Screening, or have had close contact with a person who tested positive for Covid19. ISH expects everyone to follow the procedures listed below when on campus.

As a precautionary measure, ISH strongly recommends all students, who have not been fully vaccinated, undergo frequent Covid-19 testing if possible. This allows our community to be proactive in eliminating possible community spread. We are confident that all members of the ISH community recognize the importance of keeping our children and staff Covid-19 free, not only for their own health but to allow teaching and learning to continue on campus uninterrupted.

### ***Teaching Your Children***

We recommend that parents discuss the precautions below with their children:

- Wash and sanitize hands more often (there are hand sanitizers outside every classroom on campus and washing stations throughout campus)
- Keep physical distance (1m-2m) from other students
- Wear a mask at all times when possible
- Avoid sharing objects with other students, including water bottles, eating utensils, devices, writing instruments, and books.

### **An overview of our adopted health measures in response to COVID-19:**

1. Academic & Extra-curricular Activity Modification
  - Certain aspects of the ISH educational program may be modified when necessary for health and safety reasons
2. Controlled entering and exiting campus (health screenings)
  - Entry and exit may be staggered in such a way as to maximize social distance
  - Entrance health screening regarding symptoms, potential contact with positive cases, and recent travel and quarantine history must be provided
3. Mask Mandate
  - Wearing masks on campus at all times by all students, faculty, staff, and visitors.
4. Cleaning & Sanitizing
  - Implementation of extra cleaning, sanitization, and hygiene protocols
  - When entering campus, all students, employees and visitors will sanitize their shoes with a chloride solution
5. Health & Safety Training & Communication
  - Communication and training relating to physical distancing
6. Physical Distancing & Movement on Campus
  - All members of the community including students, must maintain safe physical distancing at all times while on campus.
  - Physical distancing is facilitated by the placement of desks, markers and lines in the hallways and stairs, staggered break times, and ongoing training
  - All students and adults on campus are to follow directional markings
  - Congested areas that do not allow for physical distancing should be avoided
7. Vaccination Mandate for Adults on Campus
  - All employees of ISH will be fully vaccinated
  - There is no mandate for ISH students. However, we strongly encourage any child who is able to be vaccinated to do so.
  - All adult visitors and adults who want to enter campus must have proof of vaccination when requested
  - Adults who are unvaccinated or not fully vaccinated, but have recovered from Covid-19 within the last 3 months, may visit campus with proof of recovery and a negative Covid-19 test result. Proof of vaccination will be required if the adult was Covid-19 positive more than 3 months prior to their campus visit.
  - All adults who enter campus must complete a health screening document
  - Symptoms, potential contact with positive cases, and recent travel and quarantine history must be provided
8. On-Campus Meetings & Gatherings
  - Only necessary meetings will take place face-to-face
  - all other meetings, including teacher-parent, parent-administration or community meetings will be done virtually

### **COVID-19 SYMPTOMS & TESTING PROTOCOLS**

#### ***Covid-19 Symptom Protocols:***

If your child is experiencing Covid-19 symptoms, such as fever, sore throat, coughing, sneezing, a stuffy nose, malaise, loss of smell or taste, headache, diarrhea, or physical weakness:

1. The student must remain isolated at home
2. The student's parent/guardian must inform the school nurse immediately from home by telephone (53-7204-2549 / 53-7204-0773) and by email ([nurse@ish.co.cu](mailto:nurse@ish.co.cu))
3. No student (or family member) with Covid-19 symptoms should come to school for assessment
4. The family should notify their pediatrician if they have one, the local health authorities, and/or a medical clinic for further actions taken (i.e.: Siboney International Clinic or Camilo Cienfuegos Hospital)
5. If a student shows Covid-19 symptoms while on campus, they will be escorted by an ISH staff member to the ISH " Medical Isolation Room"
6. The nurse will contact parents or guardians and provide facilities to isolate him/her, observe and treat symptoms
7. Parents or guardians must pick up the student and be assessed by a health professional at a clinic of your choice
8. ISH transportation will not be used to transport children who show symptoms of Covid-19
9. Any family member or direct contact with a student, who has symptoms or has tested positive for Covid-19, must report this contact to the school nurse immediately by telephone (53-7204-2549 / 53-7204-0773) and by email ([nurse@ish.co.cu](mailto:nurse@ish.co.cu))

#### ***Covid-19 Testing Protocols:***

1. A student with Covid-19 symptoms must have a PCR test administered as soon as possible
2. If the PCR test is negative, the student may return to campus with a doctor's clearance note after being asymptomatic for at least 48 hours
3. The nurse will investigate any close contacts and report to the administration, staff, parents and local authorities about possible exposure
4. When necessary, the school will inform families / guardians of the "grade level bubble" of possible Covid-19 cases
5. On-campus classroom sessions may be paused for a necessary period of time, for any affected "bubble", if deemed necessary to reduce exposure or potential spread
6. Close contact with a potential positive case, must be isolated with parents/guardians ensuring quarantine
7. A PCR test will be required on the 5<sup>th</sup> day after the last contact, in coordination with local authorities, if deemed necessary
8. Any positive Covid-19 test will result in the student being away from campus for minimum of 10-14 days until cleared by medical professionals and the ISH administration
9. Receipt of a negative result, in conjunction with no symptoms for 48-72 hours after day 7, may allow a student to return to campus
10. An official medical certificate from the local authorities with the epidemiological clearance is required to return to campus

#### ***Close Contacts with Positive Covid-19 Cases:***

1. For precautionary reasons, any student or staff member in direct contact with a positive Covid-19 case within 14 days, will be required to be tested and receive a negative result before returning to campus

2. If a medical professional determines a test is not necessary or you choose not to have your child tested, the student must quarantine for 14 days before returning to school
3. A positive test within a “grade level bubble” may result in the pause of on-campus lessons until deemed safe to return.
4. Close Contacts of a positive case are those who had shared the same space at less than 6 feet for greater than an accumulative 15 minutes of exposure up to 48 hours before the index case developed symptoms or had a positive test if asymptomatic.
5. The student should remain isolated for 10-14 days and monitor symptoms, a PCR or rapid test should be done on day 5 after the last contact with the positive case
6. Quarantine can be reduced if the person remains asymptomatic and receives a negative PCR test after day 5 of the last contact with the positive case.
7. A negative result will allow the student to return to campus
8. Contacts of the contacts of positive cases do not require isolation or test. We suggest monitoring for symptoms and reporting to the school if any arise

### **Illness at home or at school:**

- If your child is unwell, having any respiratory symptoms such as coughing, sneezing, runny nose, or has a fever  $>37.5^{\circ}\text{C}$  do not send your child to school. Ensure your child is healthy and has been without a fever for at least 48 hours before sending him/her back to school
- If a child becomes unwell while in school, s/he will be escorted by an ISH staff member to the isolation unit where the nurse will observe the child’s condition and contact the family to come as soon as possible to pick up the child. The child’s health status will be monitored and if diagnosed with the COVID virus the school will follow the procedures set out by the government health authorities.
- If a child or caregiver has knowingly been in contact with a person showing COVID symptoms, **UNDER NO CIRCUMSTANCES** should s/he come to school

### **Specific Area Protocols**

All parents must complete and sign a health declaration form and a health pledge for their children. The forms must be returned to the school Nurse [kareli@ish.co.cu](mailto:kareli@ish.co.cu) prior to returning to the campus.

Parents are **not allowed** to enter the Calle 18 campus. Parents should conduct all business affairs at the Calle 22 campus and should only enter campus from the gate on 3rd Avenue.

### **2021-2022 CAMPUS OPENING INFORMATION**

A **hybrid program** will be offered for a specified period of time as follows:

- Students in Havana return to school for face-to-face learning.
- Students unable to return to campus will continue to be offered a version of the DLP

If a programme is necessary that will only allow small groups on campus at one time, a programme has been developed and scheduled to allow students to attend on-campus sessions while following health guidelines.

## **Entering and Exiting the Campus**

7:50 am- School buses arrive at school

8:00 am - The gates will be opened for students who get dropped off or who walk to school. Students should not arrive at school before 8:00 am in the interests of physical distancing while entering the campus.

### **All Students Health Reminders**

- Masks must be worn at all times by students and accompanying adults
- While waiting to drop off/pick up, physical distancing is mandatory both outside and inside the school gates
- Temperature checks of students will be taken and recorded at the gate for those students not riding the bus
- Students will be required to sanitize their hands and walk on a disinfected mat (handwashing and/or sanitizing stations will be available at all entrances)

### **Pre-K 1 students**

- Masks must be worn at all times by students and accompanying adults
- While waiting to drop off/pick up, physical distancing is mandatory both outside and inside the school gates
- All ISH staff must wear masks at all time
- Pre-K 1 students will enter by the large double gates on Calle 16 (right hand side as you face the building).
- Temperature checks of students and care-givers will be taken and recorded at the gate
- Students and care-givers will be required to clean their hands with alcohol solution and walk on a disinfected mat
- Pre-K 1 students and parents progress in a straight line to the barrier of the Pre-K 1 entrance keeping a social distance from others of at least 1.5 m
- Parents and care-givers must stop at the barrier and CANNOT ENTER the building
- A small play area will be set-up on the patio of the first Pre-K 1 classroom. \*Students who are reluctant to separate from care-givers may play in the area in sight of their caregivers.
- Students who separate easily will progress through the gate and into the outside learning area

### **Pre-K 2 students**

- Masks must be worn at all times by students and accompanying adults
- While waiting to drop off/pick up physical distancing is mandatory both outside and inside the school gates
- All ISH staff must wear masks at all times
- Pre-K 2 students will enter by the small gate on Calle 16
- Temperature checks of students and care-givers will be taken and recorded at the gate
- Students and care-givers will be required to clean their hands with alcohol solution and walk on a disinfected mat
- Pre-K 2 students and parents progress in a straight line to the barrier of the Pre-K 2 entrance keeping a social distance from others of at least 1.5 m

- Parents and care-givers must stop at the barrier and CANNOT cross the barrier into the building
- A small play area will be set-up on the porch outside the Pre-K 2 entrance. \*Students who are reluctant to separate from care-givers may play in the area in sight of their caregivers.
- Students who separate easily will progress through the front door following a marked route along the hallway to the outside learning area

### **Kindergarten Students**

- Masks must be worn at all times by students and accompanying adults
- While waiting to drop off/pick up, physical distancing is mandatory both outside and inside the school gates
- All ISH staff must wear masks at all time
- Kindergarten students will enter by the large double gates on Calle 16 (left hand side as you face the building).
- Temperature checks of students will be taken and recorded at the gate
- Students will be required to clean their hands with alcohol solution and walk on a disinfected mat
- Kindergarten students enter straight into the Kindergarten playground keeping a social distance from others of at least 1.5 m
- Parents and care-givers must stop at the gate and CANNOT ENTER the campus

**Grade 1-5 students** will enter campus via the Calle 18 double gates. The students will then walk through the parking area (which will be cleared) and into the playground and straight to their classroom.

- **Grade 1** students will enter their classroom from the playground area
- **Grade 2 and 3** students will enter the building via the metal stairway to the Primary wing
- **Grade 4** students will enter their classroom on the ground floor from the playground area
- **Grade 5** students will enter their classroom on the second floor via the stairway beside the library

**Middle School Students** will enter the Calle 18 campus via the single-wide gate. They will enter through the front of the building. They will use the following staircases to access their classrooms in the morning, and when moving around campus throughout the day:

- **Grades 6 and 7** students will use the stairway closest to the school entrance upon entering the building in the morning
- **Grade 6** students will continue to use the stairway closest to the school entrance during break and lunchtimes
- **Grade 7** students will use the stairway closest to the MPR during break and lunchtimes
- **Grade 8** students will use the stairway at the back of the football court

**High School** students will enter the campus via the gate on Calle 22. They will proceed to their designated homeroom classrooms in Building B (Grades 9 and 10) and Building D (Grades 11/12).

### **Transport**

A limited bus service will be available during Phase 1 of the campus reopening. Transportation requests to be made to the admissions office.





**Bus protocols:**

- Bus monitors will check each student's temperature before they enter the bus
- Any student with a temperature  $\Rightarrow 37.5^{\circ}\text{C}$  will not be allowed to enter the bus
- Students will be seated with safe physical distancing
- Masks must be worn at all times on the buses

**Classrooms**

- Students will be given designated seats following physical distancing guidelines
- Students will wash/sanitize hands multiple times throughout the day
- Student belongings will be positioned a safe physical distance apart
- Only manipulatives, toys, and resources that can be easily sanitized will be offered to the students
- In Primary school, students will be given their own personal stationery supplies. Students also have the option of bringing their own to school. Secondary students will be given notebooks as per usual, but should come prepared with their own pens/pencils/etc.
- Secondary students will keep their belongings with them in their classrooms, and will not use lockers.
- All floors, surfaces and educational resources will be thoroughly cleaned multiple times throughout the day

**Specialist/Subject Classes*****EYP***

- All specialist classes (music, PE and IT) will take part in the large spaces of the Pre-K - Kindergarten area
- The students will not be able to visit the library during the first phase of the reopening of PreK - Kindergarten

***Primary***

- All specialist classes will take place in the homeroom classrooms apart from PE, EAL and language groupings
- The students will not be able to visit the library during the first phase of the reopening

***Middle School***

- Students will remain in their homeroom classes apart from PE, EAL, additional languages, drama, music and ICT. Science classes will be held in the lab on an as-needed basis
- The students will not be able to visit the library during the first phase of the reopening

***High School***

- Students will remain in their homeroom classes apart from PE, EAL, additional languages, Music, Art, Drama, and Science
- The students will not be able to visit the library during the first phase of the reopening unless they have a class scheduled there

### **Play Areas/ Common Areas**

- Pre-K - Kindergarten students will have designated outside learning times to enable safe distancing
- Students will have staggered recess times to enable safe physical distancing
- Students will be trained to wear masks and how to keep a safe distance while playing/moving around campus
- Hands will be washed thoroughly after outdoor learning sessions and recess

### **Lunch, Snacks and Eating**

- The school cafeteria may offer limited service during phase 1 of reopening. More information will follow. Families should prepare to send their students to school with snacks and lunches from home at least for the first few weeks.
- Students will eat lunch in their homerooms. Eating and recess times may be alternated to reduce the number of students in the play areas at any given time
- Hands will be washed/sanitized thoroughly before and after eating
- Parents may not enter the campus to deliver food during the school day
- Food from outside suppliers may not be delivered to school
- All students must bring a personal water bottle clearly identified with the student's name
- Water bottles should be sterilized at home each day

### **Bathrooms and Hygiene**

- Students will only be allowed to visit the bathroom one at a time and will stand at a safe distance when waiting to wash hands after toilet use
- All students must bring 3 clean masks from home each day. If they are cloth recyclable masks, a plastic bag should be sent to put dirty masks in. Masks should be taken home and washed every day
- Students will be trained in how to put on and take off their masks safely
- For students wearing disposable masks, the masks will be safely disposed of in specifically designated trash cans

### **Physical Education, Sports, and Co-curricular Activities**

- Students will use hand sanitizer or wash hands at the start and conclusion of each class
- Classes will be outdoor whenever possible
- Only sports activities that maintain safe physical distancing guidelines will be practiced
- PE equipment will be limited to items which can be easily cleaned
- Any equipment used will be sanitized after each class/activity

### **Music Classes**

- All equipment used will be regularly sanitized throughout the school day
- Woodwinds and brass instruments will not be played
- In the Primary School, large musical instruments will not be able to be transported to every homeroom for music lessons. A more limited music program will thus be offered

Selected Extra-curricular Programs may be offered when campus opens.

Assemblies, concerts or other large gatherings on campus will be limited when campus opens.

