

Ashgabat International School Plan for Safe Opening 2020-21



AIS International School

2020-21 SCHOOL YEAR

| Health & Safety |



Ashgabat International School is planning to return to campus on **September 3rd** and open our doors for a new school year. We look forward to seeing all returning students and families, while also welcoming a number of new students and families into the AIS community.

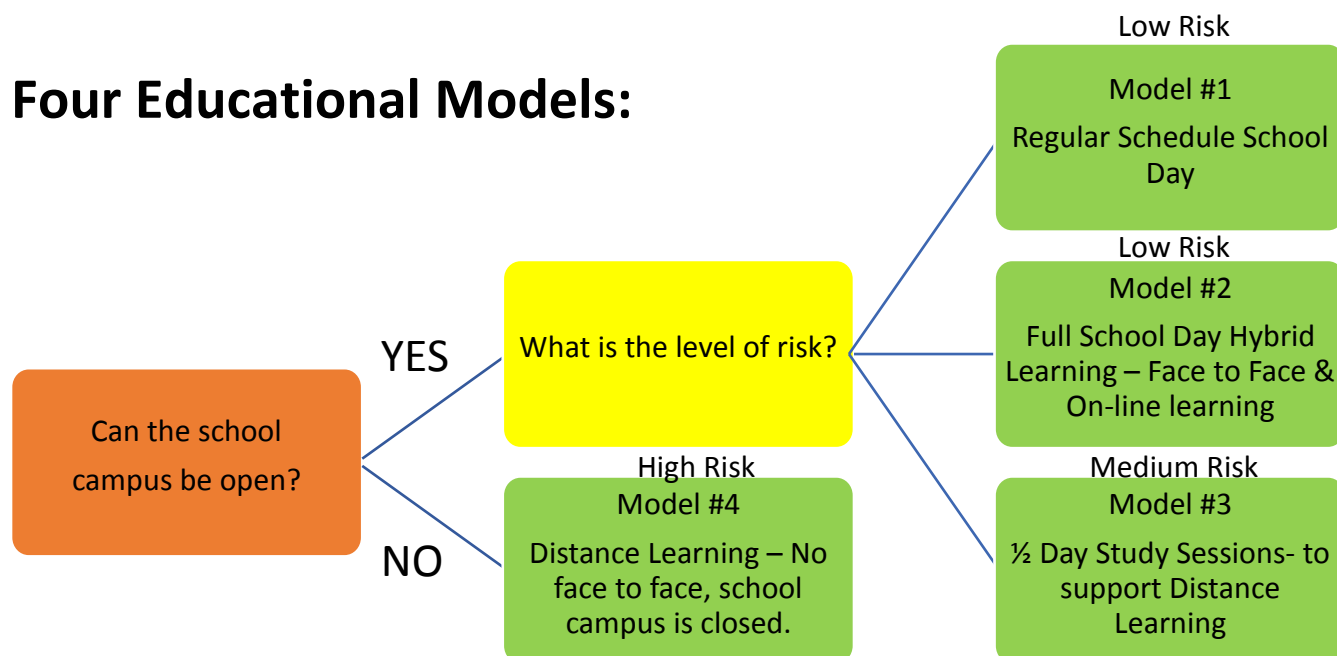
Without any clear indication for how the next school year is going to go and what kind of adjustments will need to be made, we will be prepared for different risk levels. AIS will continue to follow guidelines defined by the local government and QSI, which may include social distancing limitations or campus closure. We will make an assessment of the risk level, but AIS realizes we will need to respond to a number of different health and safety scenarios.

We also understand that within our large school community there are a wide range of perspectives and views concerning the current health concerns, practical precautionary methods, and realistic procedures. AIS will continue to follow the recommendations and guidelines published by the CDC and the WHO.

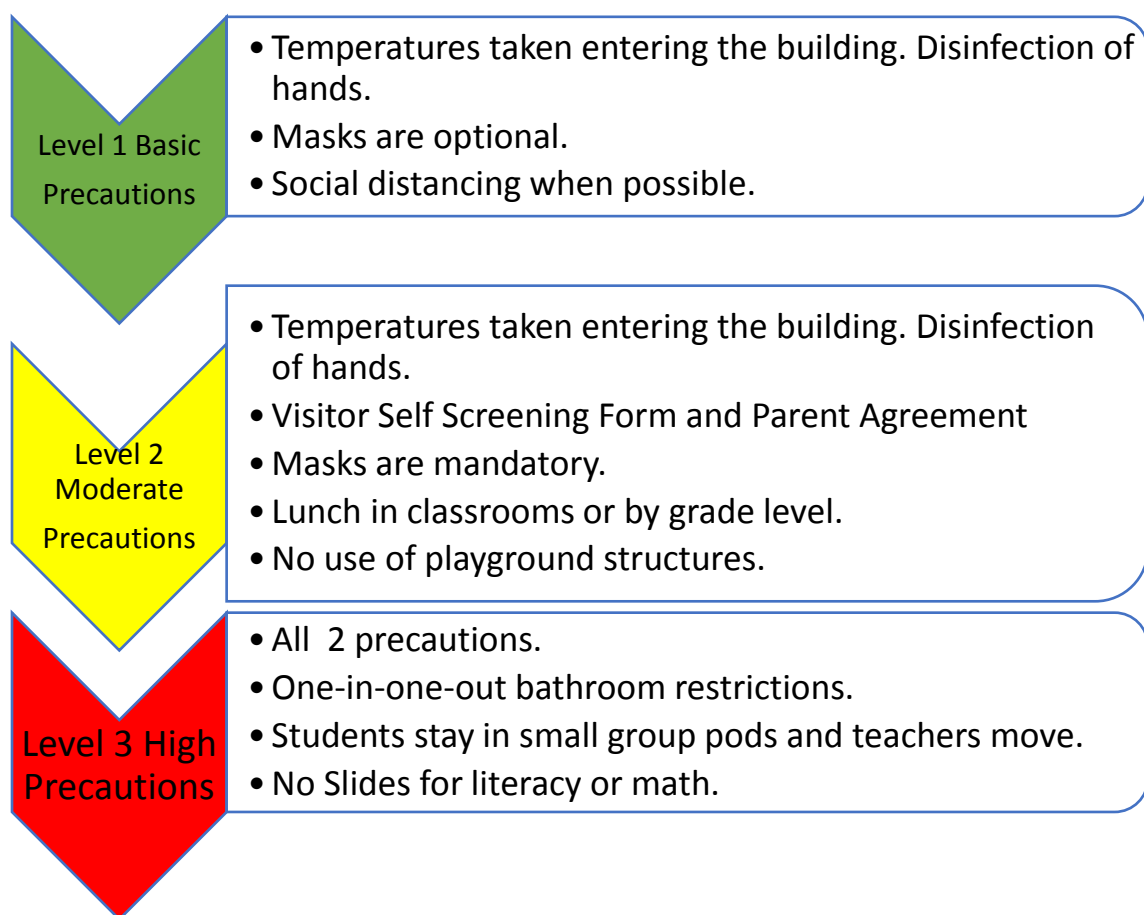
This document is meant to outline four potential educational models as they pertain to the current known circumstances. We recognize that we must remain flexible and we may be in a situation requiring us to shift from one model to another, at a moment's notice. We will plan to share more specific details as we approach the start of the school year.

We expect the situation will continue to be fluid and may change throughout the school year. The school will need to be prepared to possibly shift between the four educational models and three different levels of precautions, depending on the circumstances. Below are the Four Educational Models and Leveled Precautions.

Four Educational Models:



Levelled Precautions: With model 1, 2, and 3 we may be operating under one of three different levels of safety and health precautions.



Health and Safety Considerations



Cleaning & Disinfecting

There will be an increase in the frequency of cleaning with a larger emphasis on commonly touched surfaces, shared spaces, and classrooms



Increased Hand Hygiene

Hand washing and the use of hand sanitizer will be scheduled regularly throughout the day



Physical Distancing

Physical and social distancing may be implemented in regards to transportation to school, arrival and departure, classroom arrangement, movement through the school, queuing in lines, etc.



Safety Equipment

Temperature checks will be required to enter the campus. Masks may be required to be used throughout the day. Other protective equipment will be provided if necessary.



Health & Wellness

Our school will continue to monitor and support the physical and mental health and wellness of our students, teachers and staff in connection with the school health center and school counselor.



Access to the Campus

Our school has a vibrant campus full of activities and classes. We may need to close off our facilities to some of these activities and opportunities. Access for parents and visitors will be closely evaluated, limited, and monitored



Potential Educational Models

Potential Model #1: Regular Schedule School Day

When the risk level is considered to be low and local schools are in full operation, AIS will operate our regular daily schedule with leveled precautions. In this scenario, we would be able to have all students and teachers on campus at the same time.

Potential Model #2: Full Day Hybrid Learning

When local schools are open and teachers are abroad, AIS will operate on a full day schedule for all students. However, many classrooms may be combined to ensure teacher assistant coverage in all classrooms. Hybrid learning is a mixture of distance learning and face to face instruction. The daily schedule may change or shift to accommodate hybrid learning in the classroom. Leveled precautions will be in effect.

Potential Model #3: Half Day Study Sessions

If AIS must abide by social distancing restrictions, or the school determines it is safer to maintain such restrictions, we would be able to open our campus, but with stricter health measures. By placing students in small groups or pods, we will reduce the number of student exposures in classrooms and restrict the mixing of students across groups. Each session will use a hybrid model of learning to support distance learning.

Potential Model #4: Distance Learning

If it is determined that the school must close campus, AIS will provide distance learning educational services via online platforms and follow the determined online plan. There have been some updates concerning this plan explained below:

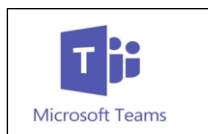
Expat Teachers: It is important for the AIS community to know we are constantly monitoring the in-coming flights and quarantine situation in Turkmenistan. The US embassy is also assisting us in getting our teachers in country as soon and as safely as possible.

Distance Learning Platforms and Communication System at AIS

The following *Online Platforms* support both Distance Learning and faculty/student/family collaboration to ensure a quality student learning experience when planning and delivering remotely:



OFFICE 365 – all staff have email accounts through Office 365 along with a variety of tools to communicate and collaborate. Some tools, such as **Teams** will be used with students who are also issued school email accounts (**5YO-Sec 4**).



Microsoft TEAMS – TEAMS will be used for all students 9YO-Sec 4, as the main learning platform. It is part of the Office 365 Suite. It will also be used as a video platform for all students who have a school email account.



SEESAW- is a platform for student engagement that provides creative tools to take pictures, draw, record videos and more to capture learning in a portfolio. Teachers can find or create activities to share with students and parents (**PreK-8YO**).



Zoom is a virtual classroom platform that may be used by all teachers. This is very easy for students and parents to access, as the classroom teacher simply sends a link via email for individuals to join the meeting/class (**PreK-S4**).

Preschool & Elementary

Preschool (2-4 year-olds)	
Guidelines for distance online learning in the AIS preschool: On-line Lessons	
4 year-olds	3 lessons on M, T, TH, F for Reading, Writing, Mathematics
3 year-olds	2 lessons on M, T, TH, F for Literacy and Mathematics
2 year-olds	1 lesson on M, T, W, TH, F for either Literacy or Mathematics
Approximate time per day	
5-15 minutes	
Face to Face Meetings:	
One per week	
Class Meeting	
One per week	
Approximate time per day	
5-15 minutes	
Home Enrichment	
Videos and home exploration	
Teacher Suggestions or ideas for Home	
Music and Movement or daily activity	

Elementary (5-11 year-olds)	
Guidelines for Distance online learning at AIS for Elementary :	
5YO	3 lessons on M, T, TH, F for Literacy, Mathematics, Cultural Studies OR Science
6YO-11YO	4 lessons on M, T, TH, F for Reading, Writing, Mathematics, Cultural Studies OR Science
5YO	3 Lessons on Wednesday (due the following Tues.) PE, Art, Music.
6YO-8YO	4 Lessons on Wednesday (due the following Tues.) PE, Art, Music, LOE
9YO-11YO	5 Lessons on Wednesday (due the following Tues.) PE, Art, Music, 2-LOE
Approximate time per day	40-90 minutes
Face to Face Meetings:	One per week
Class Meeting	One per week

Middle School & Secondary

The Middle School and Secondary program (12YO-Sec 4) will be a daily online program that is directed by the teacher. Students will be expected to do daily activities and lessons assigned by the teacher.

Core subjects (Literacy, Mathematics, Cultural Studies, Science, LOE) or classes that meet 5 days a week will receive one lesson every day on the following days of the week M, T, TH, F. Assignments assigned on one day are due the following day at midnight.

Specials (Art, Music, PE) or classes that meet 1, 2 or 3 days a week will receive assignments on Wednesday that will be due the following Tuesday at midnight.

Students are **expected** to have:

- One Weekly Meeting with each core subject teacher.
- Attend ALL class meetings either on TEAMS or Zoom, which can be 1 to 3 times a week.

Students are encouraged to follow the school schedule during the school day.

Blended Learning Program

There may be a number of students who are not able to attend school, on campus for a variety of reasons. In these situations, AIS will do their best to accommodate how students may still connect or attend virtually.

Morning Routines & Procedures

All Staff and Faculty

- Take body temperature before leaving home.
- Arrive at school no later than 7:45.
- Wear protective masks throughout the day (apart from lunch, music, PE, and any other exceptions) as deemed necessary by the school.
- Temperature checked at the gate. Anyone with a temperature of 38.0C or above will be sent home and not allowed at school.
- Use hand sanitizer at the security building.
- Open windows, if possible, in work areas.

All Students

- Take body temperature before leaving home.
- Wear protective gear as deemed necessary by the school.
- Avoid sitting in common areas.
- Have their temperature checked upon arrival to school.

Increased Washing of Hands

Throughout the school day, there will be scheduled times for students to wash their hands and use hand sanitizer.

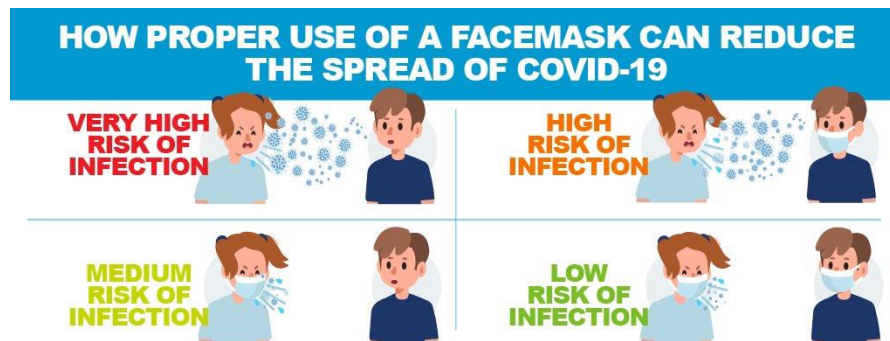


Wearing a Mask

It may be likely that students, teachers, and staff may need to wear masks throughout the day, or through parts of the day. The purpose of wearing a mask while at school is for two main reasons:

- 1) Prevent the spread of droplets
- 2) Reduce individuals touching their faces

Though the school does have emergency masks in supply, we ask that all individuals bring their own masks. The requirement of wearing a mask may be dependent on a student's age level.



Arrival and Dismissal Procedures

Until further notice, parents will not be permitted to enter the campus building in order to limit the number of people on campus.

Arrival Procedures

- **Drop off** - Parents or drivers should drop off students at the front or back gate. Temperature checks will be done at the security building before entering the campus.
- **For Preschool children, an adult may escort the student to the drop off point, and then we kindly ask for them to leave the campus.**

Dismissal Protocols

- Students should not gather or linger in common areas, such as the café, gym, library, or outside on school grounds, as they wait to get on their bus or get picked up.
 - o Bus students should go directly to their bus and sit in their assigned seat.
 - o Students being picked up should go immediately to the drop off and pick up zone.
 - o No one should be staying on campus to use any unapproved facilities or equipment.



| Transportation Procedures |

Transportation Services

In order to maintain a safe and healthy environment for students who are taking the bus to school, our transportation services will do the following:

The Bus Driver Must:

- May only drive if they are symptom free.
- Wear protective mask and gloves as deemed necessary by the school.
- Check student temperatures before entering the bus.
- Clean and disinfect the bus after each use to prepare for the next pick-up.
- Keep the bus windows open for proper ventilation (weather permitting).

All Students Who Take The Bus Must:

- May only ride the bus if they are symptom free.
- Wear protective mask before, during, and after the bus ride as deemed necessary by the school.
- Sit in assigned seat and avoid touching others.
- Use hand sanitizer as they enter the bus.

Arrival to Campus

Once students arrive at the campus, we ask them to wait patiently for other students to exit the bus slowly and leave a distance between the person exiting ahead.

Departure from Campus

Students will be dismissed from their homeroom or last class to collect their belongings and go straight to the bus. Once at the bus, they should find their seat and wait patiently for the bus to depart. If there is a line waiting to get on the bus, students should keep a distance more than 1 meter.



| Classroom Procedures |

Space Arrangement

Classrooms will be set up to allow for as much social distancing as possible.

Precautionary Routine

- At the conclusion of each class, teachers will spray each student's desk/workstation with approved disinfectant solution for students to disinfect their desk/workstation.
- Elementary students will not need to wipe down their station unless this seems necessary between classes.

Student School Items and Resources

- In order to reduce the amount of sharing items, we ask that students:
 - o Have their own personal water bottles
 - o Use their own personal school items
- Teachers should limit the sharing of non-essential classroom resources.

PE Class Protocols

- Teachers should plan outdoor activities whenever possible.
- Teachers will avoid activities that require physical contact
- Sports equipment will be disinfected after each class.

Music Class Protocols

Teachers will decide whether students will remove their masks depending on the activity.

- Students should not share equipment.
- Teachers will spray music stands and any other surfaces touched by the students with disinfectant for students to wipe down at the end of each class.
- teachers will spray and wipe down community equipment (percussion instruments, guitars, pianos, etc.) with disinfectant after each class.

Technology Class Protocols

- Technology classes will be disinfected before and after each use.

Library Class Protocols

- Our library will use a 48-hour rotation system to naturally disinfect books before they are placed back into circulation. This will be done using daily bins that are rotated and stored until the appropriate time.



| School Lunch Procedures |

Food Service Protocols

We will comply with all necessary precautions and regulations concerning safe food preparation and serving.

- Lunches will be prepared for 5-7 year-old classes and delivered to their room.
- Student seating will be spread out.
- Students lining up should keep their masks on until it is time to eat as deemed necessary by the school.
- Students lining up should keep a distance of 1 meter while waiting for their food.

Seating for Students

Student seating in the cafeteria will be arranged to provide more space between all students. The balcony will also be temporarily set up to provide overflow seating.

Cleaning in between groups – cleaning staff will clean and disinfect tables and chairs between student groups.



AIS Facilities

Normally, AIS has a vibrant campus full of activities and classes for students, teachers, and parents. We recognize that during this time, we may need to close off our facilities to some of these activities and opportunities.

Cleaning

- **Increased School Cleaning with Disinfectants** – AIS will increase the frequency of cleaning and place a larger emphasis on commonly touched surfaces, such as door handles, banisters, and shared classroom items.

- **Student Transitional Cleaning** - Middle School and Secondary students will also be asked to disinfect their work-spaces before transitioning to a new classroom.
- **All classrooms will have spray bottles and wipes for disinfecting desks and work-stations.**

Waste Management

- AIS will use open waste containers and remove waste regularly from school areas throughout the day.

AIS Health Center

1. Screening

- Primary temperature checks will be done at the security gate. Supplemental temperature checks will be done when necessary at the Health Center.
- General monitoring of student health by teachers – any students showing any symptoms of sickness (coughing, sneezing, fever, runny nose, conjunctivitis, sore throat, diarrhea or vomiting) should report to the health center for a health check and interview.

2. Recording - Health Data Collection

- The health center maintains student records that are designed by age level.
- All sicknesses should be documented.
- Any student sent home for isolation, should be documented and reported.
- Students who stay home, should be documented.

3. Contact Tracing “Based on our current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.” (<https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>)

- Possible strategies to reduce the number of persons in contact with one another:
 - Classroom pods with isolated interactions
 - Social Distancing
 - Limitations on gathering areas
 - Organize patterns of movement and one-way systems in hallways
 - Have specialist teachers come to classrooms
 - Avoid the mixing of students for students outside of the pods
- Tracking Student Movement
 - Use of the student’s schedule to inform contacts

4. Identifying Cases

- If a student is showing symptoms of sickness they should report to the health unit to be checked.
- If sickness is suspected, the student should remain in isolation until they can be sent home.
- The student should remain home until recovery is confirmed.
- The school should monitor very closely any individuals within their contact circle for similar symptoms.

5. Reporting

- a. If an individual is confirmed to be sick, and not just the symptoms, the school will inform everyone within the contact circle to warn contacts of their exposure and assess their symptoms and risk.
- b. Refer those with symptoms to care.

Isolation Room

The Health Center will have a room/space identified for the use of isolating anyone showing symptoms while waiting to be sent home.

Parents & Community Members

What are the symptoms?



Fever



Cough



Fatigue



Sore throat



Shortness
of breath

Parents are critical in keeping our school community safe. Please, consider the following:

- Always check your child for symptoms of being sick, before sending them to school.
- Never give your child medication that could mask/reduce a fever before sending them to school.
- If your child has a fever and/or other symptoms, please keep them at home and contact the school to tell them why your child will be absent.
- Make sure that your child has masks if needed, their own water bottle, and possibly come with their own individual hand sanitizer.

Parents or visitors wishing to access the campus must have an appointment and will need to:

- Wear a mask as deemed necessary by the school.
- Have your temperature checked upon arrival at the school.
- Receive a visitor's badge.
- Check in with the front desk staff when you arrive at the school.
- When leaving, make sure to sign out and return the visitor's badge.

Thank you for the support of keeping our community as safe as possible.