



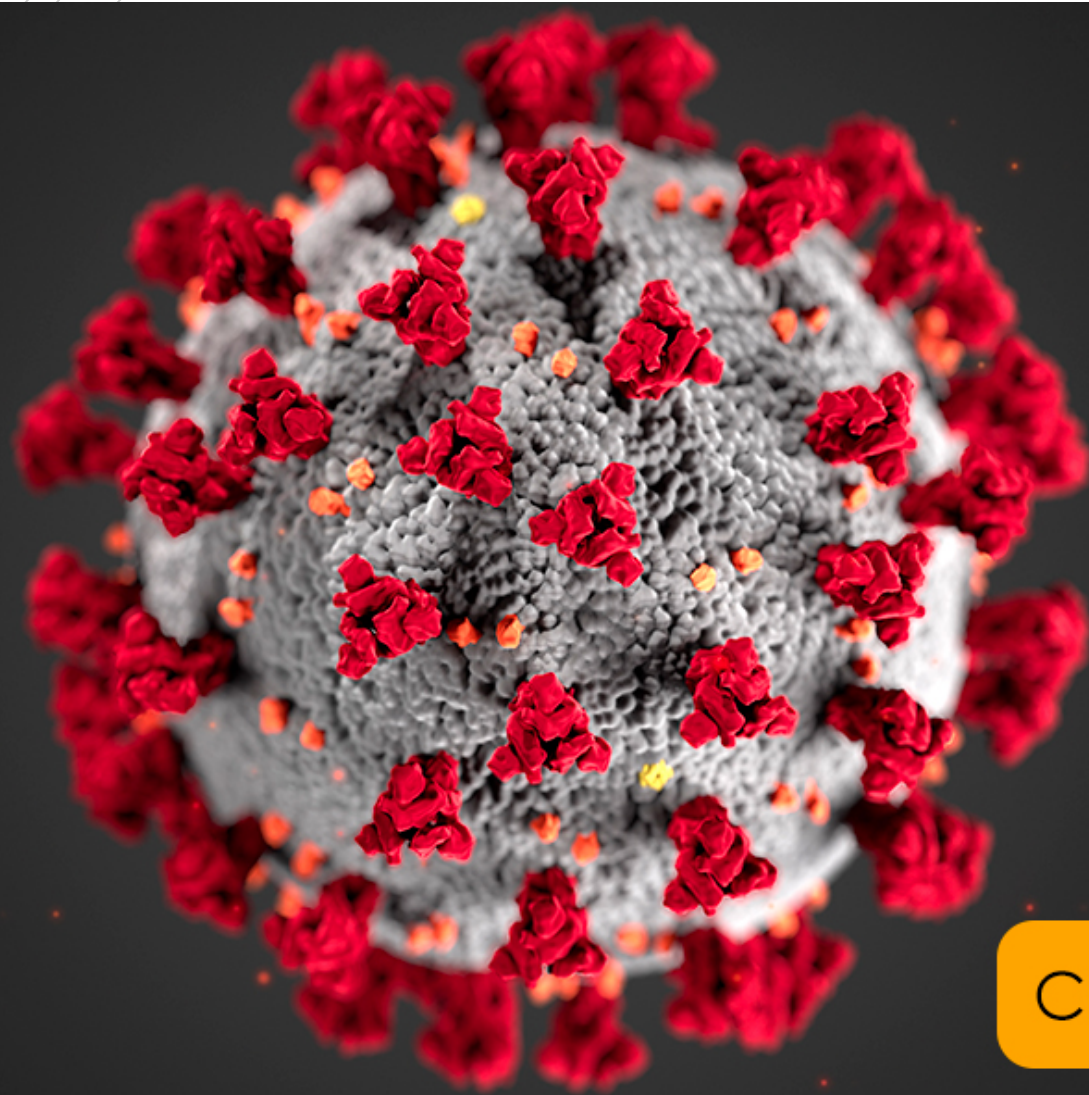
HIS Preparation Plan Summary for Campus Reopening

Faculty and Staff Training Program v.Mar, 2020

The background of the slide features a series of thin, curved lines in shades of gray, creating a sense of motion and depth. On the left side, there is a large green speech bubble with a tail pointing towards the bottom left. Inside the speech bubble, the text "Overview of Session" is written in white. To the right of the speech bubble, there is a list of topics, each preceded by a small green square bullet point.

Overview of Session

- Understanding the COVID-19 Virus
- Prevention and Control of COVID-19
- Personal Protection
- Disinfection Protocols
- Prior to Reopening
- Arriving to School after Reopening
- Emergency Situations
- During the School Day
- Departing from School
- Afterschool
- Q&A



[CDC.gov/COVID19](https://www.cdc.gov/COVID19)

Understanding the COVID-19 Virus

COVID-19 is a novel virus, meaning new or unknown.

A virus is not a living organism but a protein molecule

COVID-19 is Sensitive

- High heat (25C+)
- Soap/washing
- Alcohol 65%+
- bleach
- UV light effective

SURFACES

- Fabric (3 hrs)
- wood/copper (4 hrs)
- cardboard (24 hrs)
- flat metal surfaces (42 hrs)
- plastic (72 hrs)

It is transmitted when the virus is passed from an infected person by contact to (touching eyes) or absorption by eyes, nose, mouth

There are no vaccines and no proven anti-viral drugs... yet

A green speech bubble graphic with a tail pointing towards the bottom left. It contains the text "COVID-19 Symptoms" in white.

COVID-19 Symptoms

- Dry Cough
- Fever over 37.3 Celsius
- Fatigue/Aching Body
- Runny/Stuffy Nose
- Sore/Scratchy Throat
- Shortness of Breath
- Diarrhea/Stomach Upset
- Other Possible Indicators (not confirmed)
 - Redness around eyes
 - Lack of smell, taste

Preventative and Control Measures

Quarantine Procedures

Interactions with Other People

Safety Procedures (Cover coughs, wash hands, keep distance, avoid touching faces, clean frequently touched surfaces, STAY HOME IF SICK)

Wearing Masks (mandatory for teachers and front office, optional, but recommended, for students)

Avoid Large Gatherings

Prior to Reopening

- Staggered return dates
- Staggered start times
 - Buses arrive at regular times
 - Students who arrive in bus may go to teachers' classroom early if arrival is early (will not start the school day)
- All rooms and common surfaces sanitized at least twice per day
- Prevention posters displayed
- AC filters and air filters cleaned/replaced
- Installation of UV lamps on ACs
- Stocking of hand sanitizer, masks, and PPE
- Establishing entry protocols
- Establishing schooling protocols

A green speech bubble graphic with a tail pointing towards the bottom left. The text "Disinfection Protocols" is written inside in white.

Disinfection Protocols

- Storage and notation of disinfection materials
- Regular disinfection routine of bathrooms, classrooms, surface areas at least twice per day
 - Bleach and alcohol-based sanitizers
- Documentation of disinfection in all areas of campus at least two times a day

Disinfection Protocols



Number of sinks per student



Hand Washing Procedures



Hand sanitizer at specific locations

Front gate
Every classroom doorway / room, and all stairways
Bathroom sinks



Students should wash hands / sanitize regularly upon transitions or re-entry to classroom



Mark and properly store disinfectant

Mr. Yuk is Green

Arriving to School after Reopening

- Everyone does 14-day quarantine before returning to school
- Quarantine includes any family member with symptoms or having travelled to risk areas (must have green code)
- Bus pick-up and entry to school
- Parents must take temperature of child(ren) and look for symptoms every school night and every school morning
- No non-employees or visitors without appointment
- Temperatures taken on intake and hands sanitized
- Masks worn where required
- Bikers arrive at front gate only regardless of arrival time

Arrival Procedures

- Staggered entry / exit times
- Parents not allowed on campus – drop off, pick up at gates

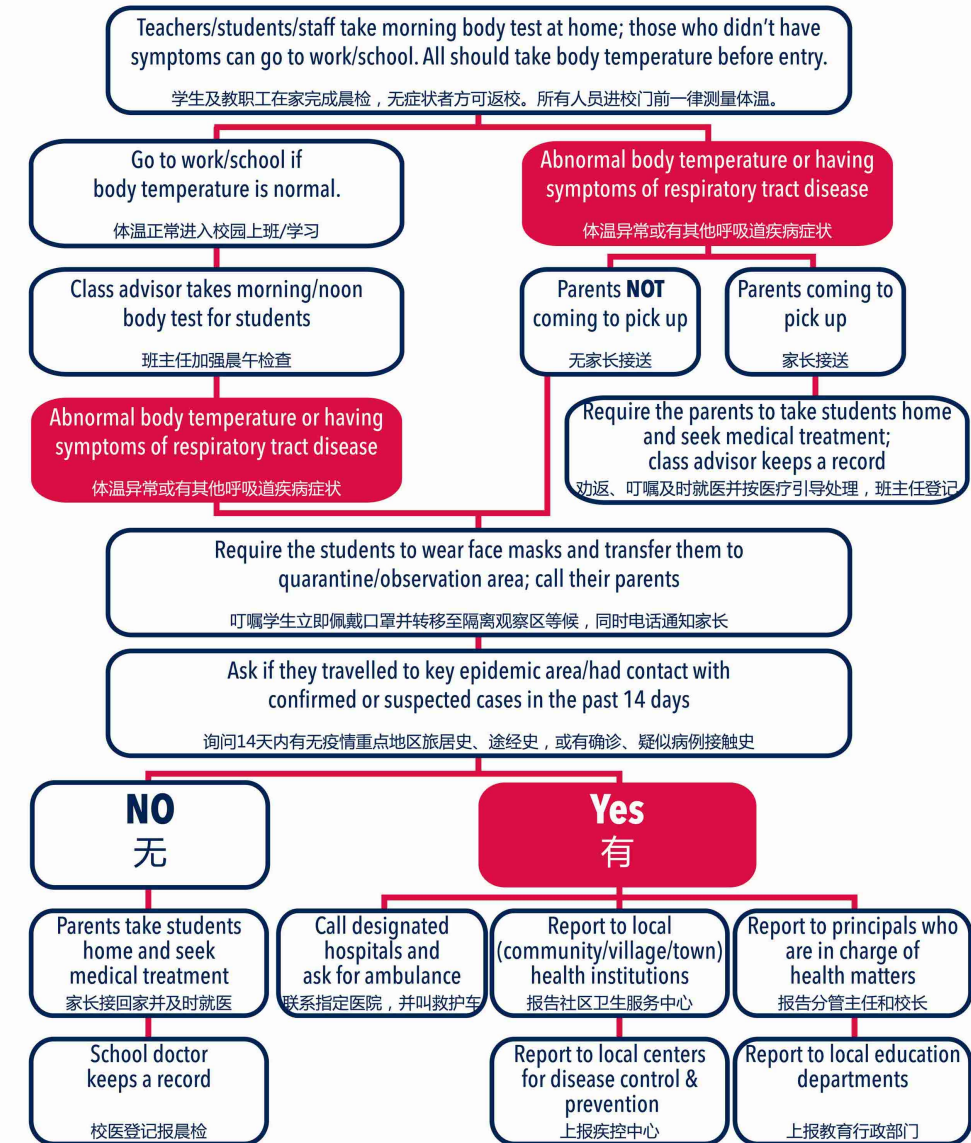
Gate	Grade Level	Arrival Time	Exit Time
Buses	All	Normal – by 8:00	By 3:30
Front Gate	Grades 3-5	8:00	3:00
Back Gate	Grades 6-12	8:00	3:00
Front Gate	Grades K-2	8:15	3:15
Back Gate	Grades EY-PK	8:15	3:15

Daily Health Status

- Faculty and staff indication of health
- Student temperature taken at home, on intake to bus and school, and then prior to lunch
- Documentation of Absence Protocol
 - If a student or staff is absent, secretary will check with student's parents from 9am each day and staff should call in normal
 - Explanation of illness (purpose of absence) – report to secretary of division for absence or leaving to home during school day
 - Doctor's note / community documentation for safe to return to school
 - The school is obliged to report to the Hangzhou Education Bureau it's faculty and student absence report every day

Suspected cases of COVID-19

- Emergency Isolation Tents at Entrances
- Emergency Protocol
- Everyone's Responsibility to recognize, support, and advise of potential cases



During the School Day

- No plans to have large gatherings
- No ASA's until further notice
- No use of air conditioning with students, ventilate with fresh air at least 3X per day for no less than 30mins each time
- Windows and doors may be open all day (weather permitting)
- Air filters may be turned on all day (they have pathogen filters in all in-ceiling and portable models)
- Yellow bins for disposal of masks
- Students sanitize hands after coughing or sneezing, before class, returning to class, after outdoor activity, before lunch, before/after all trips to toilet, after using sports equipment, during use of computers, before/after using shared instruments, before/after delivering items, after physical contact with others, and if hands are dirty
- During the school day, the nurses will be on duty and the clinic open

Cafeteria Disinfection Protocols

- Staggered entrance to Cafeteria, 3 food lanes each being able to safely distance about 6-7 students at a time (approx. 20 total)
- Students wash hands / sanitize hands upon entrance
- Age guidelines for eating in classroom / cafeteria / staggered entrance times
- 1-meter distancing in lines for hand washing, food pick-up and tray return. Stickers on floor will show students where to stand.
- Disinfection of tableware after each use
- Distancing within cafeteria. Each table will be divided into four eating areas with plastic dividers (reduces capacity 50% or 200 maximum students)
- There will be no salad bar, juice station, or sandwich station. The island will have prepackaged sandwiches and fruits

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Outdoor Play Protocols

- Students will be divided into smaller groups and more areas than usual for recess.
- In the Lower School this will involve some scheduling changes to facilitate the play areas being used by only one grade level at a time.
- Students must wash their hands or use alcohol gel after playing outside

Departing from School

- Students will need to leave immediately upon dismissal
- Parents will wait for students outside gate assigned to them
- Students remaining on campus will be issued a special pass
- Only certain clubs and activities will be permitted to run before, during, or after the school day during this time period
- Buses depart at 3:30 (and we want as few parents and students around front entrance)
- EY-PK students exit classroom to walk on the red running track next to field to exit campus

The background of the slide features several thin, curved lines in shades of gray, some solid and some dashed, creating a modern, abstract design. On the left side, there are two overlapping green shapes: a smaller rectangle on top and a larger speech bubble-like shape below it. The word "Afterschool" is written in white inside the larger green shape.

Afterschool

- **No ASAs until further notice**
- **Office Hours and Student Support Services (ESOL, ST, Counseling) are ok, but students must be issued afterschool pass**
- **Limited Varsity sports and Upper School Clubs by approval from DOS**

A green speech bubble graphic with a white outline, containing the text 'Q&A'. The bubble has a small tail pointing towards the bottom left.

Q&A

- Naturally there are plenty of questions that will not have answers. This is an extraordinary time and there are both internal and external influences in the decisions we make. We will take all questions, comments and suggestions into consideration.