



CRIA Re-Opening Plan

2020-2021 Academic Year
August 17, 2020 – June 10, 2021

Introduction

In keeping with the CRIA mission to serve the expatriate and the local community in the Santa Cruz Canton region, this School Health Policy for Pandemic Times (SHP) is intended to ensure that we minimize absences from schooling and maintain healthy and safe campus-based program. Therefore, the SHP policy has protocols focused on the campus-based program to maintain high academic standards and foster a love of learning. In addition, we are committed to teaching students to understand, respect and protect the most vulnerable within our community, whether in their home life or at school.

CRIA is acutely aware of our school's responsibility in providing critical infrastructure for the functioning of the local economy of the *Gold Coast* region; our families depend on CRIA to provide a safe learning environment for 170+ days a year. The childcare/supervisory aspect of having a campus-based school is required for most of our families to be able to work and make a living to support their families. During pandemic times where the government mandates campus shutdowns in our region, CRIA has implemented, and is continuously improving, a Remote Learning Program. We understand that the remote learning program puts undo pressure on the home life and business operations of our families. Therefore:

We are committed to only using the Remote Learning Program when there is a government-mandated shutdown of campus learning, or a *force majeure* (earthquake, fire, flood, etc.); it is our intention under these new SHP protocols to give comfort to our parents, students, staff and the Costa Rican authorities that we are well-prepared to safely handle a campus-based school community during pandemic times.

The action steps and policy/protocols herein are adapted from the United States CDC and Costa Rica Ministry of Health guidelines. These guidelines are an addition to the approved CRIA Health and Safety policies and procedures already in place.

Actions Steps to Prepare CRIA for Pandemic Times

Under our 7-year strategic plan, we have prioritized and added some action steps to address the immediate needs of school improvements for pandemic times. The following list of actions have been approved by the CRIA Board as priority for the August 2020-21 school year:

- **New School Entry Health Stations**

- Temperature check stations at entry
- Disinfectant stations at entry
- Handheld infrared thermometers in homerooms

- **Upgraded School Health Office**

- Required health self-declaration form submitted by all students prior to coming to campus
- Dedicated processing space for those presenting with symptoms strategically located in isolated Health Office
- Automated external defibrillator (AED)
- Basic diagnostic instruments (blood pressure monitor, thermometer, etc.)
- Partnership with Beachside Clinic for handling potential cases
- PPE equipment and masks for potential cases; mandatory use of a masks at all times, and limiting immediate health care giver's contact with the potential case until parent pick-up or case leaves campus

- **Health Curriculum Enhancements**

- Respectful physical distancing skills
- Self-directed health monitoring skills
- Visible hand-sanitizing stations placed strategically outdoors and inside classrooms for teacher-supervised usage by classes of students with minimal disruption to the daily schedule
- Respect for and protection of those community members most at risk
- Counseling for growth mindset to be mentally prepared for pandemic times
- Mandatory faculty health and safety training

- **New Physical Distancing Campus Protocols**

- Implementing smaller class sizes and face protection
- Faculty instructed to educate students on and help them maintain physical distance
- Only individual desks and chairs are used and are spaced to maintain physical distancing standards
- Limiting class movements; some specialist teachers float into homerooms for primary (e.g. CRSS teachers)
- Recess *Play Zones* for physical distancing between classes where single-class isolation is maintained

- Physical spaces are marked with appropriate physical distancing markers
- **Enhanced Cleaning/Disinfecting Protocols**
 - Quality assurance checks for effective daily disinfecting of campus
 - Two-day cleaning and disinfecting protocols for times when a confirmed case on campus is identified

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GENERAL PROCEDURES

Required Information Before Returning to Campus

- In early August, parents will receive a survey sent from CRIA. This survey must be completed by 6:00pm on Thursday 6th August confirming whether or not the child/children will be returning to school on Monday 17th of August.
- Parents will also be required to complete a self-declaration that confirms no one in the student's household has been exposed to a person infected with COVID-19 in the past 21 days or has travelled overseas in the past 14 days.
- Parents are expected to read all of the safety and procedural information listed below.

Campus Access

- Only students whose parents have completed the self-disclosure form and staff may enter the CRIA campus.
- All parents and other visitors will be by appointment only with separate self-disclosure, health and travel screening protocols.

Health Screening Before School

- Parents must take their children's temperatures before sending them to school. Students must be symptom free with a temperature below 37.5C, without the use of fever reducing medication, for at least 48 hours prior to attending school. (Please note, we will also be taking temperatures at school entrances and students with a temperature above 37.5°C will be taken to the isolation area for further screening).
- Bus monitors will also take the temperatures of students as they board the busses. Students must return home if they have a temperature of 37.5C or above.

- Children who are unwell must stay at home.

What to Bring and Wear to School

- All students must be in CRIA uniform.
- All students must bring and wear a mask/visor throughout their time on campus, including in hallways and in classrooms.
- All students must bring a water bottle labelled with their name.
- Students should not bring any toys to school.

Physical Distancing Guidelines

- When moving around the campus every effort should be made to comply with the expected 2 meters physical distance guidelines.
- Foot traffic will be directed one-way.
- Physical contact should be avoided.
- Students each have individual desk and chair; no shared tables as workspaces; desks are spaced according to guidelines

Campus Entry

- All cars dropping students off must clearly display the CRIA vehicle pass.
- Only students may exit vehicles unless the parent has an appointment.
- Next, students will clean hands with school provided sanitizer and have their temperature taken. If the temperature scan is at or above 37.5°C, students, faculty or staff go to secondary screening in a separate isolation area.
- If there is a queue for the hand-sanitizer and temperature check upon entry to campus, students, faculty and staff will line up on the designated 1-2 meter spaced “Physical Distancing” markers at the entrances to maintain proper spacing. CRIA administration, staff, and security persons will be stationed in these areas to ensure proper queuing and spacing.
 1. Students in classrooms located in the north primary hallway (Grades Pre-K to 3) must enter and exit through the north ES entrance; students in classrooms located in the south primary hallway (Grades 4 and 5) must enter through the south entryway (next to main office entry).
 2. Toddler students will enter the Toddler House entrance.
 3. MS & HS students must enter through the entrances next classroom #16 or through the breezeway at the south side of the secondary campus.

ADDITIONAL PROCEDURES FOR EARLY YEARS, PRIMARY AND SECONDARY STUDENTS

Early Years and Procedures

- Students in classrooms located in the north primary hallway (Grades Pre-K to 3) must enter and exit through the north PS entrance; students in classrooms located in the south primary hallway (Grades 4 and 5) must enter through the south entryway (next to main office entry).
- Toddler students will enter at the Toddler House entrance.
- Primary staff will be available to assist.
- Students must maintain 1-2 m social distance as they move through the halls and exit campus.
- All students must proceed immediately to their bus or vehicle and make their way home.

Primary Years Procedures

- Students in classrooms located in the north primary hallway (Grades Pre-K to 3) must enter and exit through the north PS entrance; students in classrooms located in the south primary hallway (Grades 4 and 5) must enter through the south entryway (next to main office entry).
- Primary staff will be available to assist.
- Students must maintain 1-2 m social distance as they move through the halls and exit campus.
- All students must proceed immediately to their bus or vehicle and make their way home through the same entryway they entered campus.
- Students will remain in class groups as much as possible throughout the day, without mingling with students outside their classroom group

Secondary Years Procedures

- MS & HS students must enter through the entrances next classroom #16 or through the breezeway at the south side of the secondary campus.
- Students should go immediately to their first period classroom. Homeroom teachers will come to the Period 1 classroom.
- When classes are dismissed, teachers will ensure an orderly exit from the classroom maintaining physical distancing.
- Students may NOT use lockers (unless instructed to) and will carry their bags and supplies with them to their classroom(s).

- During free periods, SS students must sit according to physical distancing arrangements (minimum) 1- 2 meters.
- At dismissal time, MS & HS students must exit through the entrances next classroom #16 or through the breezeway at the south side of the secondary campus, using the same route they entered campus from.
- Students must maintain 1-2 m social distance as they move through the halls and exit campus.
- Students will remain in class groups as much as possible throughout the day, without mingling with students outside their classroom group.
- Where classes must mix beyond their homeroom groups, teachers will supervise the disinfecting of chairs and desks at the end of each class period
- All students must proceed immediately to their bus or vehicle and make their way home.

Modified Classes – Music, PE, CRSS, Art

- Physical Education classes will offer modified PE activities with 1-2m physical distancing or a health curriculum.
- For Music and CRSS classes – specialist teachers will come to the Primary classroom for instruction.
- Where classes must mix beyond their homeroom groups (Spanish, limited high school classes), teachers will supervise the disinfecting of chairs and desks at the end of each class period using approved disinfecting products available in each classroom.

Recess, Lunch and Breaktime

- Recess and lunch schedules have been created where students maintain their class groups and do not mix with other groups. See attached schedules.
- The cafeteria tables and chairs will be sanitized between groups by the cleaning staff.
- Common spaces have been marked to maintain physical distancing.
- Students must wash/sanitize hands before and after lunch, recesses, breaks

EXPECTATIONS FOR COMMUNITY MEMBERS

Expectations for Students

- Students must sanitize hands when entering the campus and wash their hands frequently while on campus, including before entering classrooms or other rooms, and before and after PE and art classes.
- Students must adhere to a 1-2 meters physical distance requirement.
- Students are to bring to school only the minimum supplies and materials that are needed. No sharing of materials.
- Students must wear a mask at all times.

Expectations for Parents

- Parents who need to drop off and pick up their children must arrive at the assigned start time and dismissal times for their children – it is very important to keep to these times to maintain physical distancing and avoid congestion.
- Parents should drop off and pick up their children at the same location where they were dropped.
- Parents may only enter the main campus area (temperatures will be checked at the front security gate) by appointment and must fill in the health self-declaration form.
- Parents with an appointment should proceed to the Main Office.
- Everyone must wear a mask at all times on campus.

Expectations for Teachers and Teaching Assistants

- Complete self-disclosure statement.
- Teachers shall remain home if unwell or have a fever.
- Teachers must sanitize hands when entering the campus and wash their hands frequently while on campus, including before entering classrooms or other rooms.
- Teachers will maintain a seating arrangement for students in their classes and enforce it.
- Teachers must adhere to a 1-2m physical distance requirement when interacting with adults.
- Teachers will adhere to a 1-2m physical distance as much as possible when interacting with students.
- Supervise students to make sure physical distancing is adhered to along with hand washing and wearing masks.
- Wear a mask at all times.

- Ensure that students disinfect their desk and chair before leaving each classroom (Secondary, Spanish).
- Minimize the use of shared instructional materials where possible.
- Ensure that any shared instructional materials are disinfected after each use.

Expectations for Staff

- Complete self-disclosure statement.
- Staff shall remain home if unwell or have a fever.
- Staff must sanitize hands when entering the campus and wash their hands frequently while on campus, including before entering classrooms or other rooms.
- Staff must adhere to a 1-2m physical distance requirement.
- Wear a mask at all times.

TRANSPORTATION PROCEDURES

Bus Preparation

- All buses will be disinfected twice daily using disinfection cleaning guidelines and disinfection concentration recommendations for infectious disease outbreaks.
- Bus monitors have been trained in the use of the no-touch infrared temperature monitors and how to best and accurately take the temperature of the students.
- Middle seats in busses will remain empty.
- Students are assigned a seat and bus monitor enforces seating assignment.

Each bus will be equipped with the following supplies:

- No-Touch infrared temperature monitor.
- A bottle of hand sanitizer.
- Disinfectant wipes.

Bus Service Operation

- The bus service provided will be from home to school to home.
- Students are assigned a seat and bus monitor enforces seating assignment.
- All regular bus service recipients will receive an email from the Operations Office with pick up and drop off time information.
- Should you have any questions specific to transportation, please contact the transportation team at v.naranjo@criacademy.com

Boarding Process

- All CRIA bus riders (students, faculty, staff, drivers, and monitors) must wear a mask while riding the bus.
- Everyone who rides CRIA provided transportation should bring their own mask to wear.
- Bus monitors will take the temperature of all students as they board the buses. If the temperature scan is at or above 37.5°C, the students will be asked to remain at home.
- Students will sanitize hands with liquid hand gel before entering the bus.
- Students will sit with appropriate physical spacing.
- Students should sit in the assigned seat during both trips.

FACILITIES PROCEDURES AND PREPARATION

Facilities Use

All attempts will be made to open all facilities. Government regulations could restrict certain uses.

Facilities Disinfection Prior to Re-Opening

The campus will undergo a deep cleaning and disinfecting in preparation of re-opening.

Facilities Disinfecting After Re-Opening

1. Upon the re-opening of the campus, all facilities and classrooms will be disinfected nightly by our Operations staff using their disinfection cleaning guidelines and disinfection concentration recommendation for infectious disease outbreaks.
2. Cleaning staff will wipe and disinfect the following areas and surfaces throughout the day:
 - Doorknobs
 - Sanitizing dispensers
 - Bathrooms and sinks
3. All cleaning staff will wear face masks and gloves during their normal working hours.

4. Each individual classroom and all reception areas will have liquid hand sanitizer, masks, sanitizer wipes, and paper bags for storage of face masks while eating/drinking.
5. In addition, cleaning protocols for classroom materials will be followed daily.
6. Ensure that students disinfect their desk and chair before leaving each classroom with the school provided sanitizing products.

Physical Plant Description

CRIA’s purpose-built campus consists of 36 classrooms, 1 open-air cafeteria, 3 large green playfields, 1 PreK/K covered play structure, 1 open-air covered gym space, 1 x 5 lane 20 m pool, 1 large open covered play space, 1 large enclosed multi-purpose play space (formerly STEM lab) and numerous large open-air covered spaces for multi-purpose use. The total developed space for use is 18 acres and total campus space is 32 acres.

Classrooms in use for the 2020-21 academic year are as follows:

Grade/Class	Classroom #	Sqm of room	# students/room	SQ Meters / child
Toddler	Casa	86*	6	14.33
PreK-K	15	92*	16	5.75
1	13	88*	10	8.8
2A	11	88*	10	8.8
2B	12	88*	10	8.8
3	10	92*	15	6.13
4A	4	63	11	5.72
4B	2	63	11	5.72
5	3	63	12	5.25
6A	18	55	11	5.0
6B	19	97	11	8.82
7A	25	62	11	5.64
7B	24	62	10	6.2
8	22	97	16	6.06
9	17	62	11	5.64
10	21	62	9	6.89
11	16	62	9	6.89
12	20	62	12	5.17

*Indicates classroom has two sinks and 1 toilet *inside* the classroom.

Sanitary Facilities (toilets and sinks):

	Toilets	Sinks	Hand-sanitizer dispensers
Toddler House	3	4	42 hand-sanitizer dispensers; 1 per classrooms and numerous in shared spaces
Primary (facilities inside rooms)	1 per classroom	2 per classroom	
Primary (shared)	10	5	
Secondary (shared)	6	6	
Gym/field/pool	4	4	

Recess Schedules for Physical Spacing – no mixing of class groups.