

OneSchool Global North America Back to School Plan
All OSGNA Students

The following document was created in collaboration with OSGNA committees, various governments, health departments, pediatric associations, and feedback from parents and community members. The goal of OSGNA is to have our students and staff safely return to the classroom where an optimal educational experience can be provided.

The following mandates and guidelines are aligned to state/provincial/ministry guidelines and local regulations and are necessary for our students to return to the classroom during the pandemic. While this general plan is provided for OSGNA, mandates and guidelines may vary per campus building depending upon local requirements, facilities, enrollment, grade levels and staffing. Individual detailed campus building plans will be sent by the Campus Principal to the local community. This plan is currently a working document to allow for changes based on the current COVID-19 Risk Level Guidelines. Throughout the year adjustments will be made as needed.

The safety and well-being of our staff and students is a priority and this will guide the decisions that are made. The plan's implementation is specifically for the current pandemic. We are looking forward to a return to our campuses hopefully in the near future. Thank you to the entire school community for your support and patience throughout these times.

Kind Regards



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OneSchool Global North America 2020/21 Back to School Plan

OSGNA Campus Distinctions

- As we begin the school year, changes to the OSGNA and Campus plan may be required.
- Any necessary changes to the *Back to School* plan will be based on Risk Level Guidelines for the public as provided by the Province/State/Ministry on a weekly basis.
- The local campus plans will be followed at each campus.

Health Risks

- We will be offering families who are feeling uncomfortable about returning their student(s) back to school an option to do Zoom from home for current OSGNA students.
- **In an effort to assist us in understanding the numbers per campus we are asking that parents complete this form by August 14th, 2020.**
<https://app.smartsheet.com/b/form/f3eef2e909aa4044aeb21e8dc6777b70>

Zoom From Home

- If remote learning should occur the Zoom from home protocols for elementary and secondary will be in place.
- As a reminder, secondary students must attend all scheduled classes and elementary students will follow the schedule created by the elementary teacher.
- If you are Zooming from home masks are not needed unless you are at a home other than yours and you are in the same room as another person.

School Calendar for 2020-2021

- At this time, there are no changes to our calendar, but please be flexible for any potential changes in August and/or during the school year.
- As a reminder here is the live version:
<https://app.smartsheet.com/sheets/VR7X5M5h55WGXQvPwgF9jP7hfG7FcpJcg9CVj3m1?view=grid>

Attendance

- Our attendance procedures and policy has not changed.

Personal Protective Equipment

Masks

- **During the first quarter all students and staff will be in masks. At the end of the first quarter wearing masks will be determined by the local campus requirements.**
- We will not mandate a uniform mask, but the mask must abide by the school uniform standards (Team logos, wording, etc... will not be permitted)
- All masks must be worn properly and training will take place for students and staff.
- All masks must be marked with your full name to ensure that students and staff do not share masks.

- Anyone that is entering the building must have a mask and follow the safety protocols.
- We will provide spares in case a mask needs to be replaced.

STAFF

- Staff will be required to wear masks at all times unless they are alone in their classrooms.
- Staff must have a mask with them at all times.
- Face shields are not required. They may, however, be used under special circumstances due to their requirement to serve students, for example during a phonics lesson.

STUDENTS

- Students will be asked to bring their own masks, but each campus will provide spares for those that forget or do not bring one.
- Students must wear masks at all times when any vehicle has more than one family.
- Students must wear a mask when entering and exiting the building, in hallways, sitting at a desk, and when moving around the classroom. They must also wear a mask when in small groups or working 1:1 with a teacher. **This will only change when the local campus laws/requirements have been adjusted.**
- Students will be required to wear masks **at all times** other than those listed below:
 - Lunch
 - Breaks will be built in the schedule when allowed; for example if students and staff are outside and students are six feet apart, face coverings can be removed allowing for an additional break during the day. Specific instructions will be made available in the individual building plans.
- If a student continually refuses to wear a mask, the Campus Principal will work with the student and their family to address the issue.

Who does not need to wear a mask?

- Only those with a medical note that will be provided to the Campus Principal from a physician, nurse practitioner, or physician's assistant may be excluded from a mask. However, if this is the case the student will Zoom from home.

Keeping Students and Staff Safe: Safety Precautions

Daily Symptom Assessment

- All staff will be asked to assess their symptoms as indicated on the approved checklist prior to reporting for work each day. Campus Principals will be responsible for tracking this step making sure it is completed on a daily basis. Any staff that do not meet the checklist criteria cannot report to work and must remain home until they are healthy. If they are experiencing COVID symptoms they must receive clearance from a doctor to return to the campus.
- Families must assess their students' symptoms as indicated on the checklist each day prior to coming to school. Students who do not meet the checklist criteria cannot attend school and parents should call them off of school indicating that they do not meet the checklist criteria. Students will receive an excused absence from school and will require a doctor's note to return to school if they are experiencing COVID symptoms.
- If you have a family member that is having these symptoms please do not send your other children to the campus until the household is clear and please join via Zoom. Staff members will follow the same protocols. As a reminder please contact your Campus Principal.

Social Distancing

- Adults are required to stay at least six feet from one another and wear masks at all times unless they are alone in their room and/or their local requirements have decided this is no longer necessary. They must have a mask with them at all times when leaving a room.
- Student desks will be placed at least six feet apart and will be facing the same way and not in groups. The method of furniture placement will be part of each individual building plan.
- Due to our campuses being a school setting we can treat our students and staff as a “pod” allowing them to collaborate and work together with social distancing protocols in place.
- Students must maintain at least six feet distance in hallways. Hallways will be clearly marked with directional routes for students and staff. Spaces will be marked on the floor for elementary students to wait their turn to get into their lockers/cubbies.
- Campus Principals will provide a method of spacing students apart during student arrival and dismissal. This information will be located in each individual building plan.
- Students must be at least six feet apart while in cafeterias. There will be times where students will eat in their classrooms. Campus Principals and staff members should plan for food allergies and make accommodations. Specific information regarding cafeterias and food service will be a part of each individual building plan.
- Student restroom breaks will be staggered with monitoring and the number of students allowed in the restroom at one time will be posted.
- Staff will be present in their doorway during transitions to ensure proper distancing guidelines are being adhered.

What if a student or staff member becomes sick?

- If a student shows symptoms of COVID-19 they should remain home and parents must call in an excused absence. The student will not be able to return until they present a doctor’s note clearing them to return.
- If a student or staff member shows symptoms of COVID-19 or has a temperature above 100.4 F/38 C while at school, they will be separated from students and staff and will be taken to the campus sickroom and/or space where further contact with students and staff will not take place. Parents will be contacted to pick the student up as soon as possible. If it is a staff member and he/she can drive they will leave the building and go home or to the doctor.
- The Campus Principal will follow the procedures in contacting the local Health Department and will follow all of the procedures required by that department.
- The Campus Principal, with help from the Campus Administrator, will thoroughly sanitize after the student or staff member is isolated.
- For other student health issues outside of COVID-19, all procedures in place prior to COVID-19 will be utilized.
- Should there be an abundance of students and staff absence, the Campus and District Principal with guidance from the Educational Director could decide to close an individual school building.

Communications when a student/staff member has been diagnosed positive with COVID 19

- All communication will be developed in collaboration between the local campus, Educational Director, and the local health department the campus resides in. The reporting of COVID-19 cases will be handled with extreme care and the local health department will provide guidance on the next steps.
- If a student and/or staff member should be diagnosed with COVID-19 we will close the campus for at least 14 days and all students and staff will Zoom from home.

- The student and/or staff member that has COVID-19 can return to the campus after he/she has received clearance from the health provider.

Hygiene

- ALL teachers and students will have scheduled hand washing throughout the day.
- ALL student materials will be kept in lockers/cubbies and backpacks, not as shared resources.
- Hand sanitizing stations will be set up at entrances, hallways, LC, and classroom spaces.

Screening

- **All staff and students must complete the daily checklist before departing for the campus**
- ALL parents will check student temperatures before leaving the house each morning. Anyone with a temperature of 100.4 F/38 C or above will stay home.
- All staff will check temperature before leaving the house each morning. If above 100.4 F/38 C stay home.
- “No touch” thermometers will be available in the building and temperature checks will be conducted at school as deemed necessary by staff.
- Any staff or student exhibiting any respiratory or gastrointestinal symptoms will stay home until symptoms are gone for at least 24 hours.

Spacing and Access

- Where applicable, desks and tables will be moved six feet apart and facing in the same direction.
- At large tables, students will sit in every other seat to maintain spacing between them.
- Some tabletop partitions will be added to create spaces for safety/individual class sessions on large tables.
- To minimize the risk of infection, and provide the maximum protection for our staff and students, access to family members, volunteers and guests to the school buildings will be carefully controlled at campus level, based on the local guidelines and subject to campus screening and PPE requirements.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.

Recess

- Students may have limited access to certain pieces of playground equipment and will be restricted from activities that are “high touch” or difficult to maintain social distancing during recess. The Campus Principal while working with the health department will determine this. Structured activities during recess that limit students’ physical contact will be considered.
- Campus Principals will work with the CA Team to disinfect playground equipment daily.
- The number of students at recess or students in one area at one time will be based on the limits of the local jurisdiction.
- Students will thoroughly wash and/or sanitize their hands immediately after recess.

Limiting Exposure

- No visitors or volunteers will be allowed in the classrooms/buildings unless they are serving a role at the campus, but this will be limited until the local guidelines begin to loosen. All safety protocols will still be followed.
- All ILP meetings will continue to be virtual as no visitors will be allowed into buildings at this time.
- When possible plexiglass will be installed for secretaries at the front desk.
- Parents or other family members will not be able to drop food off for lunch or classroom parties/celebrations. No shared food will be allowed.
- No food deliveries from outside establishments will be allowed for staff or students.

- No in-person field trips or assemblies will be allowed until further notice. This will also include in-person events such as, Recognition of Excellence Ceremony, Track/Field/Sports Day, and Presentation Day. More information will be provided with how these will be conducted via Zoom.
- Students need to bring their own full water bottles with them each day due to the water fountains being areas of concern. The Campus Principal will check to see if water refill stations will be allowed per the Health department.
- Our Student Orientation day, parent teacher conferences, and vision presentations will be held virtually. More details will be provided by Campus Principals.
- If a parent or guardian must pick a student up during the school day, they must remain outside, and a building representative will bring the child to them.

Transportation

- Due to COVID-19 guidelines, several changes will be made to busing services for the 2020-2021 school year.
- In many cases students are brought to the campus in a personal vehicle and in those cases please abide by proper safety procedures.
- When possible, siblings must be seated together on the bus. Depending on the local guidelines we are recommending no more than two students per seat.
- Each student will have an assigned seat which cannot change and **masks will be required of every rider.**
- Each student must have a mask as they enter the bus each day. Extra masks will be available on the bus should your student not have one or forget theirs.
- Weather permitting, windows in the bus will be open at all times and roof vents will be open at all times when possible to improve air flow.
- Hand sanitizer will be available inside the bus and it must be used when entering and exiting the bus.
- Drivers will have a mask on at all times.
- Students with special needs will still be transported as required by law in each state/province/country.
- Depending on the bus, the seat behind the driver will remain empty at all times to allow for six feet of distance from students on the bus.
- Buses will be filled beginning at the rear. Younger students will be seated up front. **Our OSGNA separation policy between boys and girls will still be followed, but sitting with siblings will take priority.**
- In an effort to follow the social distancing guidelines, we do not recommend carpooling, but we understand the community needs and if there are no other options it will be permitted.
- Directions on school drop-off will be provided prior to the beginning of the 2020-2021 school year by the Campus Principal.

Cleaning/Disinfecting and Hand-Washing

- The Campus Principal and Campus Administrator will be responsible for the cleaning and disinfecting of buildings after the school day. Specific information will be provided in the individual building plans.
- Frequently touched surfaces (doorknobs, toilet & faucet handles, light switches, remotes) will be disinfected each day at lunchtime and end of day by student and staff teams.
- Students will Clorox their desktop/table and room remote before leaving, students will be limited on rotation into other classrooms.
- Students and staff will use hand sanitizer/wash hands when transitioning between rooms/spaces.
- The building will be further cleaned on a weekly or bi-weekly basis.
- Desks will be disinfected during lunch, teacher plan periods, and after school at all campuses.

- The Campus Principal and Campus Administrator will ensure that hand sanitizer and soap dispensers are stocked in every elementary classroom, restroom and at entry ways.
- Shared supplies will be suspended until further notice.
- Staff and students should wash their hands (following CDC handwashing procedures) or use sanitizer at the following times:
 - When arriving and leaving home
 - Arriving at and leaving school
 - After playing outside
 - After having close contact with others
 - After using shared surfaces or tools
 - Before and after using restroom
 - After blowing nose/coughing/sneezing
 - Before and after eating or preparing foods

Food Service and Gathering

- Hot Lunch programs are halted until a campus has received guidance from the local health department that it is approved.
- For separation and hygiene purposes, there is limited access to microwaves, toasters, or ovens at lunch.
- For separation, elementary students eat lunch in the elementary classrooms or outside - weather permitting. Elementary students are spaced in the elementary classroom spaces for lunch.
- Secondary students eat lunch in their grade level classrooms or outside - weather permitting.
- In cases where students are able to eat in their lunchroom, each student will have an assigned seat that may not be changed. Allergies will always be taken into consideration.
- To maintain mask requirements and hygiene, students and staff only eat in designated areas at the designated lunchtime.
- Regional and local announcements held separately in the elementary and secondary.
- As always, students may pack and bring their own breakfast or lunch.
- Water fountains will only be used to fill up water containers and at no point can they be shared. Water bottles must be brought already filled from home.

Physical Education

- PE held on site if the campus is open and the weather is favorable.
- Physical Education held locally, outside, weather permitting, with activities allowing social distancing such as; softball, kickball, practice skills and physical fitness programs.
- All equipment must be disinfected before and after use.
- If weather conditions are not favorable to go outside during P.E. time, the administration will determine the best options based on OSG safety requirements. (These may include options such as SDL study time, going home, Zoom time with P.E. teacher monitoring, etc.)

Facilities Before Reopening

- Deep cleaning will happen in mid-August.
- CAs and CP will conduct walkthroughs and confirm protocols prior to school reopening.
- HVAC systems checked and air filters changed regularly, on schedule.
- Audit of all supplies required to reopen and procure cleaning supplies and PPE for distribution.
- CP will create a plan for student/staff cleaning rotations daily.
- CAs and CS will coordinate weekly and biweekly cleaning.

Travel

- While our campuses are under social distancing restrictions all travel will be halted unless it is an emergency.
- If family travel must take place, we are strongly encouraging staff, students, and families to reconsider a trip to a hotspot.
- Please note, depending on the area travel was taken place it could result with the student/staff partaking in a quarantine period designated by the local health department.
- The Campus Principal will work in collaboration with the local health department regarding any questions related to staff or students, and family travel and attendance at school.
- Below are some resources to use prior to making any travel plans:
 1. **Kaiser US Map** --- [This](#) is a US map from Kaiser which utilizes a 5% threshold to designate states as “hotspots”
 2. **Canada province updates** --- <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
 3. **Travel guidelines for the Caribbean** --- <https://www.caribbeantravel.com/includes/images/Travel-advisories.pdf>
 4. **CDC Travel** --- [CDC's Travel Guidance link](#) This should be utilized to make any travel determinations outside of your country.
 5. **World Health Organization** --- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
 6. **School opening reference for US States** --- <https://equityschoolplus.jhu.edu/reopening-policy-tracker/>