

ASJA GIRLS' COLLEGE TUNAPUNA

SCHOOL POLICY TO ADDRESS SCHOOL REOPENING DURING COVID-19 PANDEMIC



Updated 20 July 2020*

****PLEASE NOTE: AS THE COVID-19 SITUATION IS ONGOING AND EVOLVING IN TRINIDAD AND TOBAGO, THIS POLICY WILL BE UPDATED TO REFLECT THE MOST UP-TO-DATE INFORMATION AND GUIDANCE FROM THE MINISTRY OF HEALTH, THE MINISTRY OF EDUCATION AND ANY CHANGE IN CIRCUMSTANCES AT THE SCHOOL. PARENTS PLEASE CHECK THE SCHOOL'S WEBSITE FOR ANY CHANGES TO THIS DOCUMENT WHICH WILL BE UPLOADED BY FRIDAY 28TH AUGUST AT 6 P.M.***

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Dear Parent/ Guardian

Assalaamu Alaikum / Peace be unto you

This is a difficult time for our country and the entire world. We are all faced with challenges which did not exist prior to the COVID-19 pandemic.

This School Policy is shared with you in the hope that it addresses many of the concerns which you and your daughter may have and thereby alleviate your anxieties about how school will function in the new Academic Year.

Should you have any queries, please utilise the many lines of communication which remain open to you, namely (WhatsApp message 662-3447; email us at asjagirlscollegetunapuna@gmail.com; or leave a message on our School's Website <http://asjagirlstunapuna.doomby.com/contact/contact-662-3447.html>; or call our school's landline at 662-3447 (during school hours). Please continue to check our Website's [Homepage](#) for important school updates.

Rest assured that we continue to work hard to maintain our high standards despite the challenges faced. We are committed to continuing our partnership with you to achieve the best outcomes for your daughter and seek your continued support and understanding.

We wish you and your family good health, safety and sustenance and pray for the protection and healing of all the citizens of Trinidad and Tobago and the world.

Best regards,

Principal- Mrs. Rabia Mohammed-Khan

Vice Principal Ag. - Ms. Aleeya Khan

&

Entire Staff of ASJA Girls' College Tunapuna

20-07-2020

PREAMBLE

Prior to the first case of Covid-19 on 12-03-2020 in Trinidad and Tobago, ASJA Girls' College Tunapuna had taken the following measures:

- Middle Management and Staff meetings were held to discuss how to deal with the pandemic should it become present in Trinidad and Tobago
- General Assemblies were conducted to sensitize students on what covid-19 was, how it was spread and how to prevent its spread. This included a video on proper hand-washing technique with students practicing along with the video. Students were taught proper cough/ sneeze technique
- A letter was sent to parents describing measures to be taken by the school
- Daily whole-school sanitization started. This was done by the night-time Security Officer who was paid a stipend for the additional duties. Sanitization involved the wiping down of surfaces (desks etc.) with a bleach solution as per WHO guidelines
- The school's website was updated and continues to be updated as required
<http://asjagirlstunapuna.doomby.com/>

After school closures, the following were done:

- Teachers began communication with classes/ parents via already established WhatsApp groups
- All End of Term Examination Papers were uploaded onto the Student Information Management System (SIMS) for access by students. Note: Teaching for Term II had concluded and students were about to start Exams when schools were closed in March
- Middle Management and Staff maintained communication via WhatsApp group chats and Zoom meetings
- Communication with PTA was maintained via WhatsApp group chat and Zoom
- Students and Teachers surveys were conducted via Google Forms and results analyzed (see appendix A)
- Teachers who already had Edmodo classes continued while others created virtual classroom spaces for students (most using Edmodo and a few using Google Classroom). Teachers who were able to conduct live classes did so via Zoom. A Google Document with the schedule for Zoom/ Live classes was maintained to help avoid clashes. Our school's efforts to ensure learning continued are described on our [Online Learning Page](#) . Our [online resources](#) page was also updated.
- Approximately 100 hampers distributed to those in need within the school community

- Major updates were issued via the school's website and via WhatsApp
- A Subject-Choice Survey was created for submission of Subject Choices for Form Three students
- Booklists were reviewed by teachers and shared with parents via WhatsApp. Booklists were also uploaded to the school's website <http://asjagirlstunapuna.doomby.com/pages/school-documents.html>
- Form 5 and Form 3 students (& parents) participated in online sessions conducted by Student Support Services Division (SSSD)
- This policy document was created with input/feedback from all members of staff, our PTA Executive and School Manager- Thank you!

RESEARCH ON COVID-19 (SARS-CoV-2): WHAT WE KNOW

	Question	Answer	Source	Reference
1.	What are the symptoms of Covid-19?	<p>Fever, body ache, dry cough, fatigue, chills, headache, sore throat, loss of appetite, and loss of smell (anosmia). In some people, COVID-19 causes more severe symptoms like high fever, severe cough, and shortness of breath</p> <p>Same as above, including congestion or runny nose, nausea or vomiting and/or Diarrhea</p>	<p>Harvard Medical School</p> <p>CDC</p>	<p>https://www.health.harvard.edu/diseases-and-conditions/covid-19-basics</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</p>
2.	Can children contract and spread Covid-19	Yes. Although children with Covid-19 are less likely to develop serious complications	WHO	https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-for-adolescents-and-youth-related-to-covid-19
3.	Who is considered high-risk for severe illness from COVID-19?	<p>People 65 years and older</p> <p>People of all ages with underlying medical conditions, particularly if not well controlled, including:</p> <p>People with chronic lung disease or moderate to severe asthma</p> <p>People who have serious heart conditions</p> <p>People who are immunocompromised (which can include those who received cancer treatment, smokers, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications)</p> <p>People with severe obesity (body mass index [BMI] of 40 or higher)</p> <p>People with diabetes</p> <p>People with chronic kidney disease undergoing dialysis</p> <p>People with liver disease</p>	CDC	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Funderlying-conditions.html

	Question	Answer	Source	Reference
4.	What percentage of persons have severe or critical symptoms of Covid-19?	A study of >44,000 adults in China showed 81% had mild to moderate symptoms, 14% had severe symptoms and 5% had critical symptoms. In children 94% experienced mild to moderate symptoms, 4% were severe while <1% experienced critical disease	CDC	https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-guidance-management-patients.html#Asymptomatic
5.	Can someone have the virus with NO symptoms (asymptomatic)?	Yes. Some are “pre-symptomatic” i.e. start with no symptoms but test positive then after some time (>week) will then have symptoms. Some will continue to be asymptomatic. 5-80% can be pre-symptomatic or asymptomatic based on cases in several countries.	The Centre for Evidence-Based Medicine	https://www.cebm.net/covid-19/covid-19-what-proportion-are-asymptomatic/
6.	Can the virus be spread by someone who is asymptomatic?	Yes. “Risk of transmission is thought to be greatest when patients are symptomatic since viral shedding is greatest at the time of symptom onset and declines over the course of several days to weeks. However, the proportion of SARS-CoV-2 transmission in the population due to asymptomatic or pre-symptomatic infection compared to symptomatic infection is unclear.”	WHO CDC	https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-for-adolescents-and-youth-related-to-covid-19 https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-guidance-management-patients.html#Asymptomatic
7.	What is the incubation period and duration of the virus?	On average, the time from exposure to symptom onset (known as the incubation period) is about <u>five to six</u> days. However, studies have shown that symptoms could appear as soon as <u>three days</u> after exposure to <u>as long as 13 days later</u> . 2-14 days after exposure to the virus	Harvard Medical School CDC	https://www.health.harvard.edu/diseases-and-conditions/covid-19-basics https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

	Question	Answer	Source	Reference
8.	How does the virus spread?	The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing, sneezing or exhaling). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). Airborne transmission is possible in certain circumstances.	WHO	https://www.who.int/news-room/commentaries/detail/transmission-of-sars-cov-2-implications-for-infection-prevention-precautions
9.	How long does the Covid-19 virus live on surfaces?	72 hours on plastics, 48 hours on stainless steel, 24 hours on cardboard, and 4 hours on copper. It is also detectable in the air for three hours. *Note the virus can be killed by disinfection with a bleach solution https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html	New England Journal of Medicine	Van Doremalen, N., Bushmaker, T., Morris, D. H., Holbrook, M. G., Gamble, A., Williamson, B. N. Lloyd-Smith, J. O. (March 2020). Aerosol and surface stability of SARS-CoV-2 as compared with SARS-CoV-1. <i>New England Journal of Medicine</i> , 382(16), 1564-1567. https://hub.jhu.edu/2020/03/20/sars-cov-2-survive-on-surfaces/
10	How contagious is Covid-19 (R_0)?	The basic reproduction number (R_0) Covid-19 is 2-2.5 (which means that each infected person can pass the virus on to an average of 2 persons) <i>N.B. Changes per country</i>	WHO	https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-similarities-and-differences-covid-19-and-influenza
11	How deadly is Covid-19?	Currently estimated at 1% (may change) In comparison SARS- 9.6%, MERS- 34.4% Ebola av. 50% (range 25%-90%) Seasonal Flu 0.1%	Sources: WHO, CDC, MRC Centre for Global Infectious Disease Analysis	https://www.bloomberg.com/opinion/articles/2020-03-05/how-bad-is-the-coronavirus-let-s-compare-with-sars-ebola-flu

COMPARISON OF GUIDELINES

Measure	Ministry of Health T&T	WHO	CDC
Masks	<p>“Endorse and encourage proper mask etiquette within the establishment.”</p> <p>WHO guidelines referenced and endorsed on proper use of masks (how to wear & remove)</p>	<p>Wear when minimum social distance is not possible.</p> <p>https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks&publication=advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak</p>	<p>Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html</p> <p>Masks are not a substitute for physical distancing.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</p>
Physical/Social Distancing	<p>All persons must keep at least 6 feet away from each other</p>	<p>Maintain at least 1 metre/ (3 feet) distance between yourself and others.</p> <p>https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</p>	<p>Stay at least 6 feet (about 2 arms’ length) from other people.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html</p>
Ventilation	<p>Ensure proper ventilation systems using, preferably natural air in the first instance, and/or limited use of air condition.</p> <p><i>* Taken from Guidelines for places of Religious Worship</i></p>	<p>No guidance found.</p>	<p>Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html</p>
Washing hands	<p>Wash for 20 secs.</p> <p>Hand washing on entry & frequent hand washing.</p>	<p>“When hands are visibly dirty, they should be washed with soap and water for 40–60 seconds using the appropriate technique.”</p> <p>https://apps.who.int/iris/rest/bistreams/1279236/retrieve</p>	<p>Scrub hands for 20 secs; soap does not have to be anti-bacterial</p> <p>https://www.cdc.gov/handwashing/show-me-the-science-handwashing.html</p>

Measure	Ministry of Health T&T	WHO	CDC
Drying hands*	Not mentioned Min. of Education Paper Towels and/ or hand driers	Not specifically mentioned. Paper towels mentioned in posters	Hand towel or air drying hands best https://www.cdc.gov/handwashin/g/show-me-the-science-handwashing.html
	<p>*Inconclusive. A research paper published by Gammon & Hunt (2019) reviewed 21 papers on handwashing. “This review found there to be little agreement regarding the most hygienic method of hand drying and the published evidence regarding whether hand drying methods vary in their efficacy or tendency to aerosolise and thus transmit microorganisms is inconsistent. A number of studies affirm that <u>paper towels are the most efficient method of hand drying</u> and that warm air dryers (including jet air dryers) are associated with amplified aerosolisation of microorganisms (Redway, 1994; Redway and Fawdar, 2008; Redway and Knight, 1998) compared to paper towels, <u>while others suggest there is no difference</u> (Ansari et al., 1991; Gustafson et al., 2000; Mathews and Newsom, 1987; Taylor et al., 2000).”</p> <p><i>Reference: Gammon, J., & Hunt, J. (2019). The neglected element of hand hygiene- significance of hand drying, efficiency of different methods and clinical implication: A review. Journal of infection prevention, 20(2), 66-74. Retrieved from https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6437338/</i></p>		
Hand sanitizer	Minimum 60% alcohol	An effective alcohol-based hand rub product should contain between 60% and 80% of alcohol	Must contain a minimum of 60% alcohol. Just as effective as hand washing.
Gloves	Not mentioned	General public should NOT wear gloves “The wearing of gloves may increase risk of infection, since it can lead to self-contamination or transmission to others when touching contaminated surfaces and then the face.” https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-on-covid-19-and-masks	CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. “Wearing gloves outside of these instances ... will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs” https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html

PROTOCOLS FOR ENTRY ONTO THE COMPOUND

1. **Masks must be worn by all visitors entering the compound**
2. **Hands must be washed at handwashing stations at the entrance**
3. **Shoes must be wiped in sanitizing mat (*if suitable mat can be obtained*)**
4. **Temperatures of all persons will be checked using a non-contact infrared thermometer. Guidelines in Appendix B will be followed.**
5. **No entry to sick persons- No entry to persons displaying symptoms of COVID-19**
6. **Students and staff members who are ill should remain at home and submit medical clearance *before* returning to school.**
7. **Social/ Physical distancing to be strictly adhered to throughout the compound**

Specific Guidelines regarding entry of visitors

- ALL visitors are to be screened (re: purpose of visit etc. by Security via intercom prior to entry)
- After temperature check by Security- Any visitor with a high temperature i.e. any reading above 38° will NOT be allowed onto the compound¹
- No solicitations/ marketing personnel/non-essential visitors will be allowed entry onto the compound. The Security Officer on duty will provide the school's contact number and/or email address to facilitate non-face-to-face contact
- Delivery personnel to the Cafeteria will be pre-scheduled by Cafeteria Operator. The Cafeteria Operator must notify the Security Officer on duty of any scheduled visits.
- No more than 1 visitor to the office will be allowed at a time. Masks MUST be worn while on the school's compound

Specific Guidelines regarding students

- Students who have flu-like symptoms (including allergies) within two weeks *prior* to the reopening of school; parent should submit a certificate of medical clearance from a doctor before the student begins attending school
- Students who display flu-like symptoms while on the school's compound will be required to wait in the quarantine/sick room until collected by parents (parents will be immediately contacted by the school). Medical clearance must be obtained and submitted to the school before the student is allowed to return.

¹ U.S. National Library of Medicine: MedlinePlus. (2019 February). Body Temperature Norms. <https://medlineplus.gov/ency/article/001982.htm>

SANITIZATION

General (See detailed Sanitization Plan in [Appendix E](#))

- **Addition of Handwashing stations throughout the school compound- at the front of the school (4 sinks with taps on each side of walkway), alongside the multipurpose court (4 taps only) and upstairs in lift area (3 sinks with taps), back entrance (1 sink with tap)**
- **Hand sanitizer dispensers are to be maintained in each classroom, Library, Computer Lab, Staffroom, Office. Students entering Science Labs and Art Room are to use available taps to wash hands upon entry.**
- **Commonly touched surfaces such as handrails, doorknobs, taps etc. are to be wiped throughout the day by Janitors**
- **Janitors are to ensure that Hand soap is adequately stocked in all handwashing stations at all times**
- **All Washrooms are to be sanitized regularly during the day by Janitors (A checklist with times checked and signature is to be implemented and monitored by Clerk III/Vice Principal/Principal)**
- **Clerk III, Vice Principal and Principal will conduct meetings with Janitors to review sanitation standards**
- **The entire school building is to be sanitized daily by night Security. A stipend is to be paid to this Officer monthly for the additional duties performed.**
- **Clerk III to ensure that Janitors and Night Security/Sanitation Officer has access to adequate cleaning supplies and Personal Protective Equipment (PPE)**
- **CDC Guidelines on Sanitization to be followed².**
- **The Maximum Room capacity number (as per social/ physical distancing guidelines) is to be clearly displayed outside and inside all rooms and classrooms. These numbers must be strictly adhered to by staff/students.**

² Centers for Disease Control and Prevention (CDC). (April 14, 2020). Disinfecting Your Facility. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Guidelines for specific areas

Staffroom

- Area is restricted to staff members only
- Staff must sanitize hands upon entry (especially after classes)
- As far as possible all surfaces/ desks are to be kept clear to facilitate sanitization
- Teachers to be seated maintaining a social/ physical distance of six feet.
- Keyboards and mouse of computers in Staffroom area must be wiped with sanitizing wipes prior to use by each teacher
- Plexiglass separators to be installed on desks (pending sufficient funding)

Classroom

- Physical distancing must be practiced in seating students. N.B. Since a typical classroom can only accommodate 10 students, each day will have a rotation of students according to Classes/Forms
- Seats and desks to be marked with students' names. No switching of seats allowed, unless authorized by a Form Teacher. Form Teacher to make arrangements with Janitors to ensure proper sanitization of chair and desk before allowing use by another student
- Teacher must use supply of sanitizing solution and J-cloth (issued by school) to wipe Teacher's desk and chair before use.
- No sharing of resources among students
- Ventilation in classrooms needs to be improved. More high speed fans have to be purchased

Cafeteria

- Operators must adhere to WHO Guidelines³
- Physical distancing markers to be placed on floor and monitored by Prefects
- Staggered lunch and breaks will be implemented

³ <https://www.who.int/publications/i/item/covid-19-and-food-safety-guidance-for-food-businesses>

Library

- Hands must be sanitized upon entry
- Limit entry to 15 students at a time (number to be finalized as per social distancing guidelines).
- Regular subject classes will not be held in the Library unless the number of students satisfy the social distancing guideline
- Library classes will be provided using a blended approach (a mix of online and face to face classes)
- No borrowing/lending of books. In-house reading only. Due to limited space, students will not be allowed into browse the shelves. Books/reference material will brought to the student. Books/reference material are to be returned to cart for re-shelving by Librarians *only*. Research assistance will be provided by Librarians
- Access to computers: As far as possible, preference will be given to Form 4/5 students for SBA work and students who do not own devices to access online classwork
- Hand sanitizing wipes to be provided by Library for wiping of computer keyboards and mouse by students prior to use.
- Photocopying services **MUST** be requested a minimum of two days in advance. All photocopying will be done by Librarians *only*
- No loitering will be permitted in the library

Computer labs

- Limit entry to 10 students at a time (number to be finalized as per social distancing guidelines)
- Students must sanitize hands upon entry
- Computer Science teacher must keep and monitor stock of sanitizing wipes as issued by Clerk III
- Keyboards and mouse must be sanitized by students using sanitizing wipes prior to use

Science labs

- Limit entry 12 students at a time (number to be finalized as per social distancing guidelines)
- Area remains out of bounds to students unless accompanied by a teacher
- Teacher and students must wash hands upon entry and before exit
- Equipment/ materials which must be shared must be sanitized/ washed (if possible) before use by different students

Art Room

- Limit entry 8-10 students at a time (number to be finalized as per social distancing guidelines)
- Teachers and students must wash hands upon entry
- As far as possible restrict sharing of materials

Prayer Room

- Limit 1 person at a time
- Wudu (ritual washing) must be performed prior to entry
- Students/ Teachers **must** bring own prayer mat from home
- No sharing or hijabs/ shawls
- Door should be kept ajar and fans should be kept on during use

Screening/ Quarantine/ Isolation Room

- Wash hands/ sanitize upon entry
- Masks **MUST** be worn at all times
- Entire room **MUST** be sanitized after use (all surfaces sanitized)
- Separate rooms to be utilized for students (if ill and waiting to be picked up by a parent) and members of staff (in an emergency)

AMENDMENTS TO SCHOOL RULES

- The ASJA Girls' College Tunapuna Perfect Attendance Award shall be suspended until further notice.
- No rags will be allowed as they are unhygienic and can spread viruses to and from surfaces
- Students must not share/ eat/ drink from the same meal/ vessel
- Ministry of Health Physical Distance guidelines MUST be maintained
- Changes in policy to be decided: Completion of homework when absent; Make-up exam for absent students
- Policy regarding illness to be amended to reflect medical clearance requirement
- Consequence of not adhering to public health guidelines (physical distancing etc.) to be decided

CURRICULUM & TEACHING

- September-December 2020 Term- This will be regarded as Term I of the new Academic Year (2020/21) as per Ministry of Education Guidelines. Present Form 1 to 4 students will be promoted respectively into higher forms. Therefore present Form 1 students will resume school on September 01 (pending confirmation from the Ministry of Education) as Form 2 students, Form 2 students will enter as Form 3 students etc. New Form 1 students will enter in October 2020. Form 3 Students will be notified of approved Subject Choices for Form 4 tentatively by August 07, 2020.
- Schemes of work will be adjusted to accommodate blended (in-person and online learning) and changes in timetabling
- Online classes (Edmodo etc.) will be maintained after reopening to cater for the new rotational timetable. Social distancing guidelines will require groups of students to remain at home and access online classes on specified days (See timetable on p. 7).
- Inequity regarding students' access to online learning must be addressed. Further assistance is needed in this area. Thus far four (4) laptops were received from the Dr. Pasha's Centre for Culture and Community Service. A list of twenty (20) students who do not have devices has been submitted to the Ministry of Education.

EXAMINATIONS

- No formal End of Term Examinations (Form 1, 2, 4) (Sept to Dec in the first instance)
- Exams will be online or project-based as far as possible to allow for completion by students even if school is suddenly closed or student misses the scheduled exam due to a bona fide reason.
- Group assignments will not be given unless absolutely necessary e.g. SBAs
- An assessment will be administered to students after the second week of returning to school to determine and address any gaps in knowledge
- Students Reports will be issued via SIMS (Student Information Management System) No printed reports is recommended (to be decided)

TIMETABLE

- The timetable will follow a rotational format to allow for social distancing. Therefore the timetable will indicate which classes/ forms are required to be in school on specified days.
- The Timetabling Committee under leadership of Ms. A. Khan (Vice Principal Ag.) is working on the re-structuring of the timetable to accommodate social/ physical distancing measures. Timetables will be posted to the school's website at least one week prior to the reopening of school

GATHERINGS

GENERAL RULES

- The Ministry of Health's guidelines MUST be followed and as a result, these rules may be amended as the situation changes
- No whole-school assemblies until further notice
- Daily assembly done via PA on Mondays, Wednesdays (House) and Fridays. Tuesdays and Thursdays remain as in-class assemblies

Parents Days/ PTA/ staff/meetings

- To be conducted via Zoom until further notice

Form 1 Registration

- Parents to collect packages from Security. Registration will be done online via SIMS (Student Information Management System)
- Video Messages will be created in lieu of face-to-face registration messages
- Parents will be notified (via [School's Website](#)) to come in as per MOH guidelines to sign registration document. Dates and times will be scheduled according to Surnames with approximately 10 persons per group.

Field trips

- Physical field trips are postponed until further notice
- Virtual field trips are encouraged

Miscellaneous

- Communal use items such as water cooler, pens, waiting room magazines etc. will be removed. Staff and students are encouraged to bring and take home personal utensils etc.

MENTAL HEALTH

Along with physical well-being, looking after the mental health of members of our school community is a high priority.

Student Support Services Division (SSSD)

The Student Support Services Division (SSSD) has provided the following support via scheduled online sessions:

1. Sessions for Form 5 students prior to the start of CSEC Examinations
2. Sessions for Form 3 students and parents (

In addition, orientation sessions will be provided to each group of students upon their return to school.

Our Guidance Officer Mrs. Leslie-Ann Farfan-Cooper and School Social Worker continue to provide assistance to students and their parents. SSSD Virtual Support Groups (which includes a Parents Support Group) are also available on topics such as Self-Harm, Suicide Ideation, Grief and Loss and Social Media. Please check the [Ministry of Education's Website](#) for more information. *Should you or your daughter need urgent counselling at this time, please use the [Hotline](#) created by the Ministry of Education. For St. George East, the contact person is Ms. Kimberley Salvary (Senior School Social Worker) at 749-5853 (call or WhatsApp).*

Resources

Resources which you may find useful:

1. The UWI COVID-19 Task Force and the Barbados Society of Psychology videos
 - Learning to relax during the COVID-19 pandemic https://youtu.be/fq_ssu6ns9w
 - Managing anxiety <https://youtu.be/eBqw2ypJwKs>
2. Doing what matters in times of stress: An Illustrated Guide (WHO)
https://www.who.int/publications/i/item/9789240003927?gclid=EAlaIQobChMluZS5xYLe6glVFK_ICh1CEwNNEAAYASAAEgJfWPD_BwE

Support for Staff

The Employee Assistance Programme (662-6594) continues to provide assistance to staff members when needed.

PROCEDURE TO FOLLOW BY SCHOOL IF THERE IS A MEMBER OF STAFF OR STUDENT SUSPECTED OF HAVING COVID-19

- Advise that she/he must remain at home under quarantine conditions for a duration as guided by Ministry of Health/ Ministry of Education). She/ he must produce a letter of medical clearance before returning to school.
- Advise that she/he contacts the Ministry of Health at 877-WELL or 800-WELL (9355). N.B. The Tunapuna Health Centre Contact number is 663-4617

PROCEDURE TO FOLLOW BY SCHOOL IF THERE IS A COVID-19 POSITIVE CASE AMONG A MEMBER OF STAFF OR STUDENT

- The Principal/ Vice Principal will:
 - Step 1.** Alert the School Supervisor III (District Office: 645-7516/ Mrs. Joy Griffith (SSIII) 766-2406/ Mrs. Karen Cournand 779-4521 *immediately*
 - AND
 - Step 2.** Alert the Ministry of Health via Chief Medical Officer of Health (St. George East) Dr. Osafo Fraser 667-5273 (phone & fax), 667-3693, 667-6688. Email cmoheast@gmail.com, cmoheast@hotmail.com, osafo.fraser@health.gov.tt
- Immediate Dismissal (as per Ministry of Education protocol- notify staff, fax/email Early Dismissal Notice to District Office letters to parents, police informed, log entry made) and Closure
- Sanitization, Public Health Clearance before reopening. Parents updated via school's website.

PARENTAL RESPONSIBILITY

- Keep your daughter at home if she is ill.
- Provide the school with updated contact information
- Check the [Homepage](#) on the School's Website regularly for updates
- Ensure your daughter is *not* dropped off to school *before* 7 a.m. and that she is picked up from school in a timely manner after dismissal. Arrangements must be made to collect your daughter as soon as possible if contacted by the school.
- Attend all parents sessions and meetings as far as possible
- Obtain and submit Certificate(s) of Medical Clearance for your daughter as needed or requested by the school.
- Provide your daughter with a clean mask daily and a personal supply of hand sanitizer & paper towels or tissues if possible.
- Encourage your daughter to follow the guidelines set out in this document and the other rules of the school.
- Supervise her participation in online classes at home. Please notify the school as soon as possible if your daughter does not have a device (*either* a smartphone or laptop or tablet) and you are unable to obtain a device for her use.
- Please keep your daughter at home and give the Principal a courtesy call to notify if your daughter, or a member of the household, has tested positive for COVID-19. This commendable act will help to protect the rest of the school community from exposure to the virus. Your personal details will not be shared with members of the school community.
- Engage the services offered by [Student Support Services Division](#) or request the intervention of the School Social Worker or Guidance Officer if you believe your daughter is in need of counselling.

RESOURCES NEEDED LIST

- Hand sinks and taps (*MOE – 4, Parent Donation- 3*)
- Signage (*already sourced and installed*)
- Floor decals to mark social distancing points (*Donated by Bermudez, more expected from X-tra Foods*)
- Hand sanitizer dispensers (*additional 8 required*)
- Hand sanitizer (monthly supply) (*initial stock received from MOE*)
- Hand soap (monthly supply) (*initial stock received from MOE*)
- Paper Towels (monthly supply) (*initial stock received from MOE*)
- PPE- Janitors, Security Officers, Staff masks
- J-Cloths (monthly supply)
- Sanitizing wipes for computer keyboards (monthly supply)
- Sanitizing equipment (fogger or mist blower) for sanitizing entire school daily (funding needed)
- Sanitizing liquid for equipment (monthly supply)
- Bleach (monthly supply)
- Non-contact infrared thermometer (*2 donated by parent, 1 AA Laquis*)
- Installation of Plexiglass Social distancing separators/ Sneeze Guards in staffroom, security desk, office, library (funding needed)
- Sanitizing mat(s) (funding needed)
- Creation of a 2nd screening/ isolation/quarantine room
- High-powered fans for classrooms etc. (*sponsorship needed*)

Parents/ Well-wishers are asked to send an email to asjagirlscollegetunapuna@gmail.com or WhatsApp message 662-3447 if you would like to help with sourcing/ donating any of the above

REFERENCES

- American Enterprise Institute (May 2020). A Blueprint for Back to School. Retrieved from <https://www.aei.org/wp-content/uploads/2020/05/A-Blueprint-for-Back-to-School.pdf>
- American Medical Association: Pre-visit screening script template. Retrieved from <https://www.ama-assn.org/system/files/2020-06/physican-guide-reopening-practices-covid-19.pdf>
- Centers for Disease Control and Prevention (CDC). (May 19, 2020). Interim Guidance for schools. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- Centers for Disease Control and Prevention (CDC). (April 14, 2020). Disinfecting Your Facility. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
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- Ministry of Education (09 July, 2020). Guidelines for the Reopening of Schools
- Occupational Safety and Health Authority (OSHA). Returning to work guidelines “The New Normal”.
- Pan American Health Organisation (PAHO). Reopening Schools in the context of COVID-19
- UNICEF. Framework for reopening schools.
- World Health Organisation (WHO). Considerations for school-related public health measures in the context of COVID-19. [file:///C:/Users/Teacher/Downloads/WHO-2019-nCoV-Adjusting PH measures-Schools-2020.1-eng%20\(1\).pdf](file:///C:/Users/Teacher/Downloads/WHO-2019-nCoV-Adjusting_PH_measures-Schools-2020.1-eng%20(1).pdf)

APPENDIX A

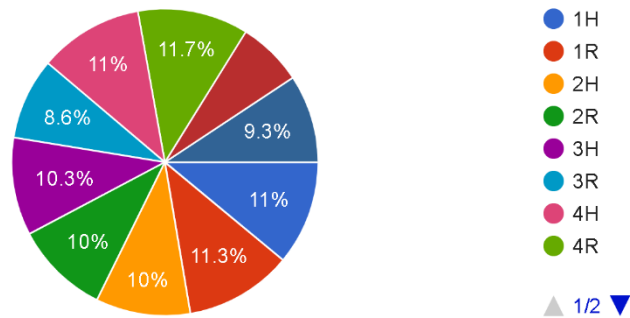
Student Survey Results- Access to Technology

Responses: 292 out of 350 students (83%)

1. Pie Chart showing the number of respondents to the survey per class

Form

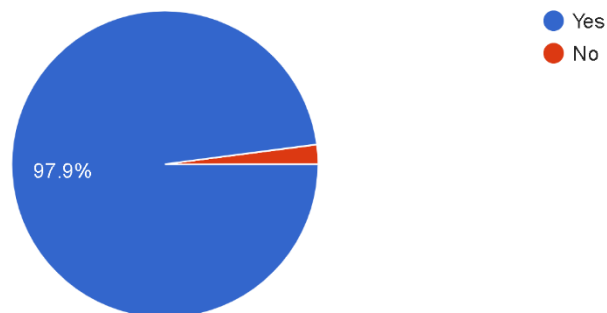
291 responses



Number of responses per class: 1H-32, 1R-33, 2H-29, 2R-29, 3H-30, 3R-25, 4H-32, 4R-34, 5H-20, 5R-27

Do you have internet access at home ?

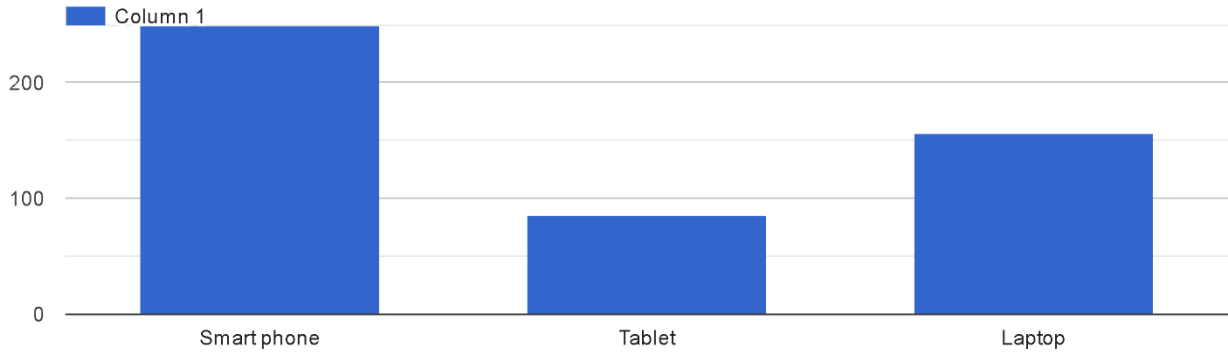
292 responses



Yes – 286 students

No – 6 students

Which of the following devices do you have ? (Select all that apply to you).



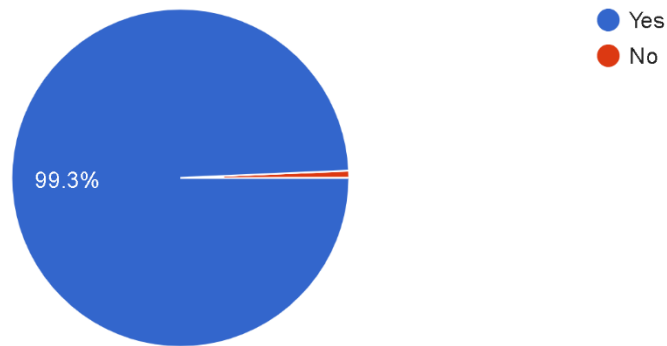
Smartphone – 250 students

Tablet – 85 students

Laptop – 157

Are you willing to do online learning ?

292 responses



Yes – 290 students

No – 2 students

APPENDIX B

Temperature Check Students

- Due to the limitations of the device (margin of error), a student who displays a reading of 38°C* or above will be asked to wait in a cool area and her temperature will be re-checked after five minutes.
- After a second high reading, the student will be escorted to the quarantine/ sick room and a [screening questionnaire](#) will be administered (Appendix C) to determine if the student has a high risk for contracting Covid-19 or has further symptoms.
- Parent will be contacted to collect student if temperature remains high and screening reveals potential exposure.

Temperature Check Staff

- Temperature checks of ALL Staff to be conducted by Security. Security Officers to conduct same on new Security Officer prior to handing over of duty
- Any staff member with a high reading of 38°C* or above will be asked to await in a cool areas and her/his temperature will be tested again after five minutes
- The Screening Questionnaire (Appendix C) will be administered
- After a second high reading high and a screening that reveals potential exposure, the staff member will be asked to return home and provide medical clearance before resuming duties

Temperature Check Visitors

- No entry to any visitor who displays a reading of 38°C or above. Communication will be facilitated via email or telephone instead of face-to-face.

APPENDIX C- SCREENING QUESTIONNAIRE

Question Details	Yes	No	Comment
Have you or a member of your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever, temperature at or greater than 100 degrees Fahrenheit/ 37.7° Celsius? (If yes, obtain information about who had the symptoms, what the symptoms were, when the symptoms started, when the symptoms stopped.)			
Have you or a member of your household been tested for COVID-19? (If yes, ask the date of test, results of the test, whether the person is currently in quarantine and the status of the person's symptoms.)			
Have you or a member of your household been advised to be tested for COVID-19 by government officials or healthcare providers? (If yes, obtain information about why the recommendation was made, when the recommendation was made, whether the testing occurred, when any symptoms started and stopped and the current health status of the person who was advised.)			
Have you or a member of your household visited or received treatment for Covid-19 in a hospital or other health care facility in the past 30 days?			
Are you or a member of your household healthcare providers or emergency responders? (If yes, find out what type of work the person does and whether the person is still working.			
Do you have any reason to believe you or a member of your household has been exposed to or acquired COVID-19? (If yes, obtain information about the believed source of the potential exposure and any signs that the person acquired the virus.)			
To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19? (What the contact was, how long was the contact and when did the diagnosis occur- if known)			
Have you or a member of your household traveled outside of Trinidad and Tobago in the past 30 days?			
To the best of your knowledge, have you been in contact with someone who traveled outside of Trinidad and Tobago in the past 30 days?			

Source: Adapted from the American Medical Association Screening Questionnaire

APPENDIX D- MISCELLANEOUS RESOURCES

SUMMARY OF SCHOOL-BASED CONTROL MEASURES

1. STAY HOME WHEN SICK
All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.

2. HAND HYGIENE
Everyone should wash their hands more often!
Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.

3. RESPIRATORY AND PERSONAL HYGIENE
Cover your coughs.
Do not touch your face.
No sharing of food, drinks, or personal items.

4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT
Spread children out to different areas.
Take them outside more often.
Stagger lunch times. Incorporate individual activities.
Remind children, "Hands to Yourself!".

5. CLEANING AND DISINFECTION
Clean and disinfect frequently touched surfaces at least twice a day.
General cleaning of the centre should occur at least once a day.
Use common cleaning and disinfectant products.

Source: COVID-19 Public Health Guidance for K-12 School Settings British Columbia Ministry of Health

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
IF STUDENT DEVELOPS SYMPTOMS AT HOME:	IF STAFF DEVELOPS SYMPTOMS AT HOME:
<p>Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>	<p>Staff must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>
IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:	IF STAFF DEVELOPS SYMPTOMS AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student's parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas). 8. Contact the local public health unit to notify them of a potential case and seek further input. <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas). 5. If concerned, contact the local public health unit to seek further input.
<p>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</p>	

Source: COVID-19 Public Health Guidance for K-12 School Settings British Columbia Ministry of Health

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"> • When they arrive at school and before they go home. • Before and after any breaks (e.g., recess, lunch). • Between different learning environments (e.g., outdoor-indoor transitions, from the lab to the classroom). • Before and after eating and drinking. • After using the toilet. • After handling common resources/equipment/supplies or pets. • After sneezing or coughing into hands. • Whenever hands are visibly dirty. 	<ul style="list-style-type: none"> • When they arrive at school and before they go home. • Before and after any breaks (e.g. recess, lunch). • Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom). • Before and after eating and drinking. • Before and after handling food or assisting students with eating. • Before and after giving medication to self. • After using the toilet. • After contact with body fluids (i.e., runny noses, spit, vomit, blood). • After cleaning tasks. • After removing gloves. • After handling garbage. • Whenever hands are visibly dirty.

COVID-19 Public Health Guidance for K-12 School Settings British Columbia Ministry of Health

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>



Appendix E

ASJA GIRLS' COLLEGE TUNAPUNA

CLEANING AND SANITIZING PLAN

What is being cleaned and/or sanitized?	How it will be cleaned and/or sanitized?	When will it be cleaned and/or sanitized?	Who will be cleaning and/or sanitizing it?
Desks & Chairs (entire compound)	Desks and chairs are sanitized by wiping/ misting with bleach and water mixture	Daily	Night Security Officer
Washrooms	Taps, sinks wiped with bleach and water mixture. Toilet seats sprayed with bleach and water mixture and wiped with toilet paper (which is then flushed)	7:30 a.m. - before school starts 9:30 a.m. - before break 11:00 a.m.- after break 1:00 p.m. - after lunch 2:30 p.m. - after school	Janitors
Floors	Sweeping of floors and mopping with a bleach and water solution.	Daily sweeping all areas High traffic areas- Mopping at least 2 times/ week other areas once weekly	Janitors
Handrails, doorknobs, dispensers	Wiping of surfaces with a bleach and water solution	Hourly	Janitors
Handwash stations	Wiping of taps, cleaning of sinks	Every 2 hours	Janitors
Stairs, Corridors, Multipurpose Court & Walkways	Washed with a bleach and water solution	Weekly	Security/ Groundsman
Sick Room	All surfaces to be wiped with bleach and water solution	After use	Janitors

What is being cleaned and/or sanitized?	How it will be cleaned and/or sanitized?	When will it be cleaned and/or sanitized?	Who will be cleaning and/or sanitizing it?
Office	Desks wiped with Lysol/ bleach and water solution. Room misted with bleach and water sanitising solution	Before use Nightly	Office staff wipe personal desk area Night Security Officer
Staffroom	Desks wiped with Lysol/ bleach and water solution Room misted with sanitising solution Room misted with sanitising solution	Before use Nightly	Teachers wipe personal desk area Night Security Officer
Laboratory	Desks wiped with bleach and water solution		
Library	Desks wiped with Lysol/ bleach and water solution	Before use	Librarians wipe personal desk area and students desks prior to use
Garbage disposal	Daily garbage disposal. All bins are flip-type lids. Garbage in all areas will be collected by janitors and Security Officers on duty will assist in placing all garbage collected into designated garbage room until pick-up by garbage truck	Daily	Janitors & Security Officers

Notes:

- Daily checklists (conducted on rotation by Clerk III, Vice Principal and Principal) will be used to monitor cleaning schedule.
- Clerk III to ensure Personal Protective Equipment (PPE) is issued to Janitors and Groundsman
- Clerk III to issue adequate cleaning and sanitizing materials as needed
- Janitors to check and top-up supplies of hand soap, paper towels and handsanitiser during daily cleaning routine
- Cover and Flush toilet signage for students and staff washrooms
- As per CDC Guidelines bleach and water mixture will be mixed as follows: 1/3 cup (5 tablespoons) of bleach added to 1 gallon of room temperature water **or** 4 teaspoons bleach per quart of water. Solution is to be left for a minimum of 1 minute before wiping off. Bleach must contain at least 5-6% sodium hypochlorite AND MUST NOT be expired. Reference:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

