



## COVID-19 ADDENDUM TO 2020-2021 PARENT/STUDENT HANDBOOK

Following guidance from the Centers for Disease Control and the Puerto Rico Departments of Health and Education, The Robinson School has instituted the following policies and protocols for the health and safety of all members of the community in response to the Coronavirus (COVID-19) pandemic. The provision included here will supersede the policies, protocols and provisions listed in the 2020-2021 Parent/Student handbook where deemed applicable by The Robinson School. This Addendum will go into effect immediately upon reopening and will remain in place until otherwise specified. The School reserves the right to amend, modify, repeal, and interpret this Addendum.

### **Health & Safety**

#### **Symptoms of COVID-19:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. We will continue to provide you updates as received by CDC.

Daily Health screening will be conducted upon arrival to campus. Everyone is expected to undergo this screening.

- Temperature check – those with elevated temperature (above 100.4F/38c) will not be permitted entry.
- Daily standardized symptom question - If a student or employee responds affirmative to any of the questions, he or she will be asked to self- quarantine for 14 days.

If a student or staff member develops any symptoms of illness consistent with COVID-19, the following procedures will be followed.

- Parents and/or emergency contacts will be called and asked to pick-up their child immediately.
- The ill student or staff will be isolated in a separate room while they wait to be picked up or until they are able to leave the facility on their own.



- Parents of an ill child or ill staff member will be asked to visit a physician to be evaluated. If tested positive to COVID-19, he or she must remain in quarantine until a physician provides medical clearance.
- The school must be notified of any recommendation or concern provided by the physician.
- After the ill student or staff member leaves the facility, staff will disinfect areas where the staff or student were present.
- If a student or staff member is tested positive to COVID 19, the school will immediately notify local health officials and employ the CDC recommended Decision Tree as shared in the school's protocol (page 21).
- Contact tracing will be conducted in support of health officials and school assigned personnel.

### Handwashing

- Staff and students will follow proper handwashing procedures.
  - Soap and water for at least 20 seconds
  - Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available
- Handwashing takes place at the following times:
  - Upon staff and student's arrival and departure
  - Before and after preparing food or drinks
  - Before and after eating or handling food
  - Before and after administering medication
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - Before and after playing outdoors
  - Before and after transitioning to a new space
  - Throughout the day as a precautionary measure

### When will the Robinson School Community need to stay home:

- **Travel** – students and employee who have traveled are required to stay home and participate of virtual learning or instruction. He or she must contact their Division Head (students) or supervisor (employee) for further instructions. In the event that any family member has traveled, the employee or student must remain at home and contact the school immediately for further guidance and instruction.
- **Exposure** – students and employees exposed to COVID – 19 are required to contact their Division Head or supervisor immediately. He or she will be expected to participate of virtual learning/teaching.



- **Symptoms** – Students and employee who present any of the symptoms listed above, are required to self- quarantine and contact their health provider. Make sure to contact the school for further instructions.
- **Diagnosis** – Students and employee diagnosed with COVID – 19 will be required to contact their Division Head (students) or supervisor (employee) for further instructions.

### **Criteria for returning to School**

Any student or employee undergoing any of the criteria's mentioned above, must provide medical clearance and negative tests prior to returning to campus.

### **Masks**

Students (ages 2+) and staff members are required to wear a mask throughout the day. The shield is an additional protection. Teachers are expected to educate and help students understand the importance of protecting themselves and others.

### **Cleaning and Disinfecting**

- All areas of the building being used (classrooms, offices, gyms, cafeteria, common areas, etc.) are equipped with sanitizing products and sanitizing dispensers.
- Additional sinks have been installed around campus to promote handwashing. Faculty and staff must help and support student and peer handwashing.
- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and resources.
- Toys, materials and equipment will be cleaned and sanitized prior to being used by a new group of children.
- After toys and equipment have been used, they are to be set aside until they are cleaned and sanitized.

### **Materials/ Equipment**

Each student and staff member are to use their personal materials (pencils, pens, clothes, crayons, notebooks, etc..) to mitigate any possible spread.

Common use specialty equipment- all athletic, music, and art equipment will be sanitized by the teacher before and after each use. Students and staff are required to wash their hands before and after the use of shared equipment.

### **Student Drop Off and Pickup:**

#### **Arrival Windows**

Students must report directly to their Homeroom classroom. Students will not be permitted freely around campus prior to the start of the school day.

- Preschool – 7:40 – 8:00am School
- Elementary (1<sup>st</sup>-6<sup>th</sup> grade) – 7:30 – 7:50am



- Middle School Students - 7:40 – 8:00am
- Upper School Students - 7:40 – 8:00am

#### **Dismissal Windows:**

- PPK-Kinder South Entrance Placid Court – 2:30pm
- Elementary (1<sup>st</sup>-3<sup>rd</sup> grade) South Entrance Placid Court – 2:55pm
- Upper Elementary (4<sup>th</sup> – 6<sup>th</sup>) Nairn Street 2:55pm
- Middle and Upper School Students (7<sup>th</sup> – 12<sup>th</sup>) Front and Rear entrance 3:25pm

#### **Attendance**

All Robinson students, whether in a virtual or on-campus learning setting, are responsible for maintaining a consistent record of attendance in order to comply with expectations of grade level. Students who miss school for any reason must monitor CANVAS and communicate with teachers and division Head office to ensure they are complying with make-up of work and assessments. Any school absence must be accompanied by the appropriate written authorization from parent and/or physician as required in the Student/Parents Handbook.

#### **Curriculum and Assessment**

Robinson School ensures access to and the continuity of its academic program of excellence during the period impacted by COVID-19. The school reserves the right to modify its curricular program, assessments and grade reporting, and days of contact, as necessary.

#### **Use of Libraries**

Access to school libraries and library print resources is strictly limited. Occupancy of the libraries is limited and borrowing of print materials is on hold, unless otherwise authorized by a school librarian or administration. In the event a student or staff member is authorized to borrow a print resource, the resource will be removed from circulation and undergo a mandatory process of disinfection prior to return to circulation. Instructional team members and students are encouraged to take advantage of the libraries access to digital tools and plan accordingly.

#### **Virtual Learning Expectations**

- Use an appropriate study space conducive to learning where distractions are non-existent or kept to a minimum.
- Avoid working from their bed, as the at-home study space should mirror the classroom setting as much as your space permits.
- Be on time, as with regular on campus classes. Attendance will be taken at the start of each class.
- Have access to a personal device with video and audio capability for the duration of the school day.
- Have a reliable internet connection, as there will be live sessions in all divisions.



- Enable the camera during live sessions and be clearly visible at all times, unless otherwise instructed by the teacher.
- Follow the class schedule as to when to log in to each live class.
- Have materials readily available and schoolwork prepared for the start of each class to avoid interruptions to the teaching/learning process.
- Monitor Teams and Outlook for on-going communications.
- Access Canvas daily for announcements and assignments/assessments. It is imperative that preschool and elementary school parents check Canvas daily for updates, assignments and other communications.
- Comply with due dates for assignments and projects.
- Place microphone on mute when not actively speaking during video classes.
- Engage in all learning activities with academic honesty.
- Be kind, respectful and considerate at all times.
- Refrain from disrupting the class with inappropriate behavior and/or distractions to peers.
- Adhere to the Student/Parent Handbook norms and policies and to classroom Essential Agreements.
- Do their own work. Parents/Guardians must refrain from helping students respond to questions during class sessions, as the teacher will be evaluating ongoing student understanding.
- Inform the teacher and Division Head office of any student absence due to illness, etc. Consistent attendance is important, even in a virtual setting.

### **Technology – CANVAS & TEAMS**

Canvas LMS and Microsoft Teams are the primary tools of instruction for Robinson School. Students and Parents are responsible for engaging daily with all necessary digital learning resources in a manner consistent with the Robinson School Mission, Values, Honor Code and IB Learner Profile.

### **Authorized Use Notification**

Content developed by the teachers and delivered during online instruction is property of the school. Students, parents, guardians or family members are prohibited from recording, reproducing distributing, photographing, creating screenshots, or anyway reproducing, distributing, or sharing images, videos recordings, or photographs of content delivered by Robinson through virtual platforms without the school's written authorization.

Faculty and staff are not to record or photograph any meeting or class without the consent of the presenter(s).

### **Extracurricular Activities**

Until it is safe to do so, all extra-curricular activities will be placed on hold.



### **Parents and Visitors**

Until it is safe to do so, and as a precautionary measure for our students and staff, parents and visitors will not be allowed on campus.

### **Disciplinary Policies and Procedures**

The policies concerning discipline apply with equal force in the distance learning environment.

### **Parent-Student-Teacher Conferences**

In order to maintain the safety and well-being of our students and staff, all conferences and meetings will be conducted virtually for parents. Staff who request a meeting or conference, must contact their supervisor. Parents/Guardians will request conferences to the Division Head Office.

### **After-School Day Care Program – “Cuido”**

No “cuido” or afterschool activities will be conducted until further notice. Once it is safe to do so, students and employee will be expected to follow the protocol of hygiene, handwashing/disinfecting, maintaining areas cleaned and disinfected, disciplinary and following the school’s handbook (Student/Parent & Employee) and COVID protocols.