



## St Luke's Academy COVID-19 Policies & Procedures

Please be flexible and patient with us as we navigate the year ahead. These policies and procedures are subject to change, especially as new information and guidance from local, state, and national health officials become available. St Luke's Academy School reserves the right to change, modify, or adjust any of these procedures and policies at any time and without notice.

### **1. Spaces, Scheduling, and Activities**

#### **1.1 School Spaces**

- i. Seating/desks will be spaced no less than three feet apart but six feet apart when feasible. A physical distancing between students can be 3 feet rather than the standard 6 feet recommendations, particularly when face coverings are worn. Once students are 6 feet apart masks are not required.
- ii. Desks will face in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart.
- iii. Communal-use spaces such as picnic tables will only be used if adherence to social distancing and our mask policy takes place. Students are not required to wear masks while eating.
- iv. The use of shared indoor and outdoor equipment will be staggered and cleaned and disinfected between each use.
- v. To avoid sharing small spaces we have converted other areas to workspaces, rotating hours for workspaces as necessary
- vi. Everyone will be informed about social distancing in all spaces Signage posted stating the maximum number of persons at a time in each space and reminders to keep six feet apart.
- vii. We have eliminated high-risk areas such as coffee and water stations and encourage students to bring their own beverages instead. Students are not permitted to share any food or drinks.
- viii. Where possible, we have placed "spacing stickers" around campus to help increase social distancing. We have placed helpful wall reminders around campus.
- ix. We have allocated restrooms to be class-specific and limited the number of persons in the restrooms to two persons at a given time, except if a student requires assistance from an adult. Each class level has its own class-specific classroom and restroom. See Hygiene Practices section for more information on our Bathroom Policy.

## 1.2 Scheduling

- i. In-person learning is currently permitted, we are not offering a full time Online Learning Programme. However, in the event we are unable to offer our In-Person Learning Program, we will require that parents submit their ability to participate in remote learning. Please complete the Parent Survey. Should there be a short term school closure for any reason we will conduct online classes in the core subjects for the day.
- iii. If at any time a national shut down is implemented and we are required to move from In-person learning to Online Learning. We will give as much advance notice as possible if this happens. All students participating in online learning are required to have their own personal device with Zoom and Google Classroom capabilities.
- iv. We cannot offer individualized online instruction.
- v. When possible, we will use worksites (e.g. Skype, Zoom & Google Classroom) and flexible work hours (e.g. staggered shifts) for non-teaching personnel to help maintain social distancing between students.

## 1.3 Physical Barriers and Guides

- i. Even with masks, we will use physical barriers, such as face shields or sneeze guards along with a mask in areas where it is difficult for individuals to remain at least six feet apart.
- ii. We have provided physical guides, such as stickers on the ground and signage on walls, to ensure that students remain six feet apart at all times and to avoid them facing one another when lining up.
- iii. We will use physical barriers, such as flexible dividers, between desks, in the event that students cannot be at least six feet apart.

## 1.4 School Events and Extracurricular Activities

- i. We are fully restricting non-faculty access to all buildings except for essential adult personnel (St Luke's Academy Employees) or for any urgent matters.
- ii. We will pursue virtual group events, gatherings, or meetings.
- iii. We will pursue virtual activities and events in lieu of field trips, special performances, and school-wide parent meetings.
- iv. As of now, field trips will not be feasible during the upcoming school term or for the foreseeable school year. We will continue to monitor the situation and the logistics of the location of the intended trip.
- v. In the event any school activities are held either on or off school grounds with more than 6 persons present, the national COVID-19 protocols will be adhered to.

**2. The following list is a small sampling of the topics on which these we have focused:**

- i. **Attendance** – any student who is absent for illness must be without a fever and off of all medications for 24 hours. They will be required to bring a doctor’s note to be permitted to return to school.
- ii. **Arrival procedures** Students are asked to not be on campus before 7am. All students will have their temperature taken and hands sanitised before entering their classroom, the school register will be used and our daily log in the event contact tracing is required.
- iii. **Departure procedures** students will remain on their respective verandas for pick up and all adults are asked to remain in their vehicles.
- iv. **Collection Times Infant Department** students not in after care are to be collected between 2:30pm-2:45pm. Montessori Students in after school activities are to be collected at 3:30pm and students in aftercare are to be collected at 4pm.
- v. **Collection Times Primary Department** Primary Students not in any activities after school are to be collected between 3:00pm-3:20pm. Those in afterschool activities and or aftercare are to be collected at 4pm sharp. Please familiarise yourself with the late fee policy in the handbook.
- vi. **Adults on Campus** are asked to not gather in the car park and chat for extended periods of time. Parents/ Guardians may not walk around school grounds and may only assemble at the designated pick up point observing social distancing and wearing a mask. Primary students may be permitted to walk to their respective cars, as such the person collecting them may remain in their respective vehicle. Please do not come very early as we are limiting persons on campus at any given time. Parents/guardians are asked to not get out of your vehicle or stand and congregate at the collection point until the 2:30pm bell rings for Montessori students or the 3:00pm bell rings for Primary students.
- vii. **How students will move through campus:** primary students will wear masks when mobilising on property while observing social distancing. Infant Department students are not required to wear a mask, but will observe social distancing.
- viii. **Sanitation and cleanliness protocols** Infant Department & Primary Department classrooms is cleaned and sanitised daily. Primary students are required to have a small hand sanitiser, 2 masks and a pack of antibacterial wipes to be used on their personal desk and chair at the end of each school day.
- ix. **Restroom precautions** each class is allocated a bathroom/block. Only 2 students are permitted in a bathroom at any given time.
- x. **Specials classes and lunch:** Science & gardening masks will be required when less than 6 feet apart. With regards to the use of science equipment gloves will be issued to be worn by students. Art and IT Classes; shared laptops and utensils for art will be wiped with antibacterial wipes after each use and students’ hands sanitised before and after use. Cooking classes, if carried out at all are demonstrative and there will be no sampling. PE and swimming classes are carried out with social distancing and without the requirement of a mask. Lunch, students are staggered and spaced at lunch time. While at play the Primary students will be required to wear a mask if under 3 feet apart.
- xi. **Birthdays** – We are not permitting students to share food. We cannot permit cupcakes in a crate, boxes of loose cookies or large cakes to cut and share. All items shared for birthdays must be brought individually wrapped from the manufacturer.
- xii. **Use of outdoor spaces and recess** we have zones where students are wearing masks when playing less than 3 feet apart
- xiii. **Required Personal Protective Equipment (PPE) for staff and students** we are requiring masks be worn and in some instances gloves.
- xiv. **Adaptations that the daily schedule might need** please note that as we are navigating uncharted waters, we are asking for parents understanding and flexibility as we implement and update policies.

### 3. COVID-19 Admissions PROTOCOLS

All international students enrolling at St. Luke's Academy will be required to follow the full admissions process as well as follow the following Covid-19 protocols

- i. It is our policy that students may not attend school until having 2 negative COVID-19 tests. With the second test being after 14 days after the arrival date.
- ii. Proof of residency in Barbados in the form of a work Visa or the "Welcome Stamp" visa for both of the parents/ guardians in the household as is applicable.
- iii. In the event the parent/guardian is employed locally and has a work permit, we will require a supporting letter from their employer verifying employment and as a surety for the parent.
- iv. We require the following documents in hard copy for all new students: immunisations records, student visa / student visa waiver / welcome stamp, a copy birth certificate, Passport, two COVID-19 negative tests (with the second one being in the form of an email forwarded from the issuing Barbadian institution) , a copy of their travel itinerary to prove arrival date and route to Barbados, the medical admissions form completed by the pediatrician most familiar with the student in question, the medical clearance form completed by a local licensed doctor in Barbados. We will also ask for the most recent reports going back one academic year to be submitted electronically and for the contact email address for the Principal of the most recent school formerly attended.
- v. Both Parents/Guardians must provide proof of their work visa, an email address to their current local employer (if applicable), a photo ID in the form of National ID card or Passport to be copied for our files, two COVID-19 negative tests (with the second one being in the form of an email forwarded from the issuing Barbadian institution), a copy of their travel itinerary to prove arrival date and route to Barbados.

### 4. Hygiene Practices

#### 4.1 Temperature Taking & Logging Persons on School Grounds

- i. Every person / student getting out of their vehicle will be required to have their temperature read. Persons unknown to the school for whom we do not have contact information for will need to log in with security.
- ii. Students arriving late are asked to log in with the security guard.
- iii. Every student will have their temperature read a second time at midday before they go out to play.
- iv. Students may not attend school on fever reducing medication, breach of this policy could result in the termination of contract at the school's discretion.

## 4.2 Masks (cloth/disposable facemasks) and Face shields

*“A face mask is for the protection of your neighbor. A face shield is for your protection.”*

- i. A securely fitting mask will be required for all persons once on school grounds, whether inside or outside any school buildings. The only exception to this rule is when students are sitting at their desk 6 feet apart. Once they stand they are required to put on a mask.
- ii. Noting students are to have 2 clean masks a day to change at lunch.
- iii. The neck gaiter style of face mask is not permitted for students.
- iv. If a student cannot wear a mask due to medical reasons, the family can submit to the school a doctor’s note, and the school will address such instances on a case-by-case basis.
- v. Mask Design: students will be asked to wear a mask that is solid in colour or with a sober pattern, either plaid, stripes, their name or our school crest. The colours permitted are solid blue, green, pink, purple or red matching the school shirt colour being worn or plain black, white, grey or khaki will also be permitted. Essentially, students must have a mask that complements the uniform and does not cause distraction to the wearer or those around them. Disposable masks in blue, green, white or pink are permitted. Please note **Masks with sequins, glitter, wording (other than the student’s name), pictures or logos (other than the school crest) or with a camouflage pattern will not be allowed.**
- vi. The pattern nor design should not cause disruption. If it does, the school reserves the right to require a less disruptive mask.
- vii. Students will be frequently reminded not to touch the mask and to wash their hands often. They will also be reminded how to remove a mask safely.
- viii. Cloth masks should be regularly cleaned.
- ix. Masks should not be placed on students in the infant department, on anyone who has trouble breathing/is unconscious, or anyone incapacitated or otherwise unable to remove the mask without assistance.
- x. Except for students under five years, non-students and non-employees of St Luke’s Academy that enter our campus are always required to securely wear masks, even when outside and social distancing.
- xi. As a general rule, we will require St Luke’s Academy Employees to securely wear masks and face shields even when outside and socially distancing to build the habit. In addition, we will require all adults on campus to wear cloth face masks.
- xii. St Luke’s Academy will have an ample supply of various styles of masks and face shields available in case persons entering campus forget to bring a mask or face shield.
- xiii. Masks may be removed during lunch if the individual is outside and actively eating and drinking.
- xiv. Masks must be worn when being transported on the bus to and from swimming and while walking around the pool grounds.
- xv. The St Luke’s Academy School reserves the right to update this policy at any time and with short notice.

## 4.3 Sanitising

- i. Each student and visitor must sanitise their hands before entering any building or classroom.
- ii. Students will also be required to sanitise their hands after break and lunch play on their way to and from the bathroom.

#### 4.4 Personal Hygiene

- i. We will teach and reinforce handwashing for at least 20 seconds with soap and water and increase monitoring to ensure adherence among students and St Luke's Academy employees.
- ii. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for St Luke's Academy employees and older students who can safely use hand sanitizer).
- iii. We require that St Luke's Academy Employees and students cover coughs and sneezes with the crook of their arm, in lieu of a tissue when not wearing a face covering. We will also teach and encourage the replacement of soiled masks with a clean one.

#### 4.5 Cleaning and Disinfection

- i. The school has purchased additional cleaning and disinfection supplies. We have implemented a comprehensive cleaning schedule.
- ii. We will clean and disinfect frequently commonly touched surfaces (e.g. playground equipment, door handles, sink handles, water coolers) within the school at least daily and between uses.
- iii. We will significantly limit the use of shared objects (e.g., physical education equipment, art supplies, toys, games) when possible and will clean them between uses.
- iv. The school has increased our routine cleaning and disinfection of frequently touched surfaces.
- v. We will ensure the safe and correct use and storage of cleaning and disinfection products, including storing products securely away from students.
- vi. Cleaning products should not be used near students, St Luke's Academy employees should ensure that there is adequate ventilation when using these products to prevent students or themselves from inhaling cleaning product fumes.

## 4.6 Health Screenings

- i. St Luke's Academy requires health screenings (e.g., temperature and COVID-19 symptom checking) of anyone who intends to be on school grounds outside of their vehicle. St Luke's Academy students will participate in these health screenings during morning drop off and around midday.
- ii. Some individuals infected with COVID-19 will not exhibit any symptoms, and thus temperature screening likely will not prevent all individuals who transmit the disease from entering the campus. We reserve the right to request a COVID-19 test of any student at any time.
- iii. Every morning during morning carpool we will screen all students for fevers of more than 100 degrees Fahrenheit or 37.8 degrees Celsius. If the temperature reads 100 degrees Fahrenheit or 37.8 degrees Celsius or above, then no students in the car or household will be allowed on campus that day. To be allowed back on campus, the student must be fever-free for 24 hours without medication such as Tylenol, Advil, Motrin, etc. and be accompanied with a doctor's note clearing them to return.
- iv. Any health screenings will be conducted safely and respectfully and in accordance with privacy laws and regulations.

## 4.7 Bathroom Policy

Bathrooms will be sanitized every two hours by a dedicated St Luke's Academy employee. Below are the steps each student must take when using the restroom.

- i. We will ensure only 2 students at a time use the bathroom.
- ii. Wearing a mask in the restroom will be required.
- iii. Students must hand sanitize before leaving the classroom for the restroom.
- iv. Signs will be visible reminding of handwashing, especially near the bathroom and in hallways.
- v. Students must wash hands with water and soap for at least 20 seconds after using the bathroom.
- vi. Sanitizer pumps are available in every classroom (or near the doorway) and the teacher must witness students sanitize their hands upon returning to the classroom.
- vii. Montessori will follow the same protocols as outlined above with adult supervision

## 5. Sickness and Community Interaction

### 5.1 Navigating Sickness in the School Community

- i. It should be reported to the school immediately in the event any employees, any enrolled students or the respective families of enrolled students become sick with COVID-19 symptoms, tests positive for COVID-19, or have been exposed to someone with COVID-19 symptoms whether it be a confirmed or suspected case.
- ii. Failure to report any confirmed cases of COVID-19, whether it be the enrolled student, students' family members or any person residing and sharing a home with an enrolled student, is grounds for immediate termination of contract.
- iii. St. Luke's Academy employees and or students are not permitted on school grounds or to attend any school events once they exhibit any illness or symptoms of COVID-19, and should notify the school immediately.
- iv. We will immediately isolate employees and students with COVID-19 symptoms (such as fever, cough, or shortness of breath, loss of taste and smell etc.) at school in the sick bay in the Admin building.
- v. Individuals who are sick should go home or to a healthcare facility immediately depending on how severe their symptoms are and follow medical guidance for caring for oneself and others who are sick.
- vi. We will close off areas used by a sick person and will not use that area until cleaning and disinfecting has been completed.
- vii. In accordance with state and local laws and regulations, we will immediately notify local health officials, all St Luke's Academy employees, and families if any exposure to a confirmed case of COVID-19 while maintaining confidentiality
- viii. St Luke's Academy will contact the Barbados Covid Management Unit to assist with contact tracing within the school in the event we learn of a positive test for COVID-19.
- ix. If St Luke's Academy learns that a student has tested positive for COVID-19, then we will immediately begin contact tracing and then notify the families of close contact exposure with the student in question via email. Close contact is defined as "**Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.**"
- x. If an employee or student has close contact with someone who has a positive case of COVID-19 within the last 48-hours, please contact the office immediately and your healthcare provider to navigate the proper next steps.
- xi. All exposed students and teachers are required to self-quarantine for 14 days and present a negative COVID-19 test. In order to return to school, the exposed student and teachers must be asymptomatic for seven days.
- xii. We require employees and students who are diagnosed with COVID-19 to self-quarantine for 14 days. To return to school, they must present a negative COVID-19 test.

### 5.2 Visitor Policy

- i. We are fully restricting adult access to all buildings except for essential adult personnel (St Luke's Academy employees) or any urgent matters until further notice. The St Luke's Academy School may also choose not to allow other persons onto the campus to avoid the risk of other potential exposures to COVID-19 by the community and to avoid the necessity of training, supervising, and managing third parties. If community spread and prevalence of COVID-19 in the Barbados population significantly changes, then this may be revisited.



- ii. In addition, all persons are required to maintain social distancing, wear a mask, if they are working with food or assisting in other ways (such as taking a temperature).

## 6. Communications, Coping, and Resilience

### 6.1 Communications

- i. **Teacher to Family:** A strong parent-teacher relationship is an important link in your child's education. St Luke's Academy Teachers communicate regularly with families both individually and through whole-class communications. On Fridays, class updates are sent via email all school divisions. Teachers are available by email and meetings for individual communication. Please allow twenty-four hours for teachers to respond to non-emergency queries as they are focused on instruction during the school day. At the midpoint of each term, Primary students receive a progress report. At the end of each term, all students receive a report card that parents can access via email. Twice a year, we will hold virtual parent-teacher conferences for all students. Your child's teacher will announce when sign-up for conferences will be available.
- ii. **School to Family:** The office will keep families abreast with all relevant information as needed. We ask that all families read the St Luke's Academy Policy handbook and all policies to coordinate all institutional needs. Please also familiarise yourself with the school's website.
- iii. **School to Community:** The school's weekly emails, blog posts, and Annual Report share a high-level view of what The St Luke's Academy School is currently working on with our broader community of family and friends. Don't forget our students' community outreach programme.
- iv. **Families to School:** Families must submit any feedback or questions through email. The more St Luke's Academy can streamline any concerns or questions that many parents share, the more St Luke's Academy's time can free up to best manage, plan for, and adjust to unforeseen complexities. The school will do its best to respond to requests within two business days. Please adhere to all policies and guidelines.

### 6.2 Supporting Coping and Resilience

- i. We encourage employees and St Luke's Academy Families to take breaks from watching, reading, or listening to news stories about COVID-19, including social media, if they are feeling overwhelmed or distressed.
- ii. We urge employees and families to eat healthfully, exercise, get enough sleep, and find time to unwind.
- iii. We encourage employees and families to talk with people they trust about their concerns and how they are feeling.
- iv. St Luke's Academy's approach to Leadership Development through emotional intelligence will naturally build and enhance their coping mechanisms and resiliency.
- v. We encourage all St Luke's Academy Family members to demonstrate grace and patience to the school

and to one another during this pandemic, especially as we navigate the unknown together and implement paths forward.