



**THE CODRINGTON SCHOOL**  
THE INTERNATIONAL SCHOOL OF BARBADOS

## School Opening

Guidance for Parents and Guardians

## Introduction

The COVID 19 pandemic, quite possibly, represents one of the most challenging situations in Education, both globally and in Barbados, in recent times. As we experienced with our Term 3 distance learning model last year, the dedication, cooperation, patience and expertise of the whole community is essential and will be needed to ensure that we successfully and safely navigate the next stages of the pandemic. This will naturally be assisted by the Barbadian Government and related agencies.

As you view the news and read about how COVID 19 has impacted the world, particularly schooling throughout the globe, there are many examples of schools successfully opening for all students, others looking at a hybrid/blended models and others remaining completely online for the foreseeable future. There is no one correct model and much is reliant on the situation in individual regions/countries. In this we are fortunate as, I believe that Barbados has done a great job with regards to its handling of, monitoring and the suppression of COVID 19.

I think what is commonly understood and appreciated by all is the critical role that schools play in the life of its students and the community. While opening schools, like opening any building or facility, does pose a risk for the spread of COVID-19, there are many reasons why opening schools for in-person instruction is important and a goal we need to aim for. These include, but are not confined to, the critical provision of instruction and academic support; the positive social and emotional benefits students gain from being part of a class; the return to normalcy and structure; and the role of the school in the well-being of the community.

At The Codrington School, keeping our community safe is our primary focus as we return to school. We have established protocols to reduce the risk of virus transmission, and these are aimed at protecting the health, safety, and wellbeing of students, teachers, other school staff, their families, and other community members as we prepare for educating students this term.

This document is a repository of the COVID-19 protocols and procedures that apply to all community members of The Codrington School, including parents, students, teachers and staff. These protocols have been developed by the school leadership team, approved by our Board of Governors and guided by the Government of Barbados protocols, with particular attention to those protocols and procedures put forth by the Ministries of Education and Health & Wellness.

Please be aware that circumstances change; therefore, this document will be updated when needed and will also be placed on the school website so all may access it.

More details specific to each division (PYP, MYP or DP) will be provided by the respective Heads of Schools.

## Proposed Start Date

As per academic calendar:

1<sup>st</sup> September 2022 – DP Students

5<sup>th</sup> September 2022 – MYP and PYP Students

## School Opening format

The first few days back will allow all members of the community to systematically be exposed to and become reacquainted to, said procedures and protocols. The aim is to ensure that all community members are fully cognizant of their roles and the expectations upon them as we return to school. Please note that the protocols in place are the same as per Term 3 of last year and as such the vast majority of the students and parents will be aware and cognizant of the expectations upon them with regards to the school day.

Please note the situation will be continually monitored as we progress through the term, and I am sure governmental updates and possible tweaks will happen. We are confident that as a community we can maintain a safe and productive school environment but, if necessary, we have contingency plans in place that can include Blended Learning or Distance Learning models.

## The Start and End of the School day

### Start of the School Day – 8:00a.m.

Please note that students should not arrive on campus before 7:50 a.m.

Please also refer to arrival protocols and procedures outlined below

### End of the School Day – 3:00 p.m.

Please also refer to departure protocols and procedures outlined below

## Arriving to School

### Step 1 – Before leaving home

Before leaving home, parents need to check their children's temperatures and must ensure that they are not showing any COVID related symptoms.

If a student's temperature is above 37.5°C or showing COVID symptoms or feeling unwell, they should **NOT** come to school. It is essential that families play their part in this process. Arriving at the buses or school with fever or symptoms will mean that the student will not be allowed on the bus or in school and will potentially put others at risk.

#### **Step 2a – Students who are brought to school by their parents**

1. Upon ascertaining that your child/children is/are fit for school please proceed to school.
2. Parents should park in the car park or near the church (ensuring that you do not block the entrance gates for the buses or the roadway) and escort their children to the entrance point under the white tent. Parents will not be allowed on campus. Please note a family may have to queue as each student is processed, social distancing protocols will apply. Also be conscious not to hamper the flow of traffic.
3. Face masks should be worn at all times, by everyone.
4. All students will have their temperature taken and recorded.
5. Students who have temperatures below 37.5°C can proceed directly to class. Those who do not will be tested again after a few minutes and if they fail they will need to return home with their parents.
6. It is important that parents wait until their children have passed the entry screening for campus and do not just drop their children off.

#### **Step 2b – Students who use School buses**

1. Upon ascertaining that your child/children is/are fit for school please proceed to the Aquatic or Sandy Crest bus stops.
2. It is important that parents wait until their children have passed the entry screening at the bus stop and do not just drop their children off.
3. Face masks should be worn at all times (and are mandatory for the duration of the bus journey)
4. Each student will have their temperature taken before they are allowed to enter and ride on the school bus. Students who have temperatures below 37.5°C can proceed to enter the bus.
5. Students who have temperatures above 37.5°C will not be allowed to enter the bus. As a courtesy the temperature will be taken a second time to ensure there was no error in the initial reading. If a student does not meet the requirements that student will not be allowed on the bus and should not come to school. We suggest in such cases the parents follow the protocols set out by the Barbados Government with regards to monitoring that scenario.
6. The school urges your cooperation, patience and support with regards to the buses. It is a slower process than normal which will be made easier with everyone's support, assistance and positivity. In the unfortunate case where a child is not allowed on the bus, the school would ask that this decision is accepted in a respectful manner. The drivers have been informed that there can be no deviations from the protocol and any questions/concerns you have with this should be directed to the School.

### **Step 2c – Students who use Embassy or private buses**

With regards to Embassy and private buses, all protocols and procedures from Step 2b above will apply. These will be the responsibility of the Embassy and private bus companies.

## **Departing from School**

### **Students who are picked up by their parents**

1. Parents who are picking up students should look to arrive by 2:50 p.m.
2. Parents should wait in the area near the church. Parents will not be allowed on campus.
3. Students who we know are going with parents will be escorted or make their way to the entrance by the church (under the tents) and can be collected by parents.
4. Students should continue to wear face masks until they are in the vehicle.

### **Students who take the Aquatic/Holetown buses**

1. Students will be escorted or get on their respective buses as usual.
2. Only students who have signed up for the buses can travel on them.
3. Face masks will be worn at all times on the bus.
4. Parents need to be at the respective bus stops to collect their children when the bus arrives.

### **Students who take the Embassy buses**

1. As normal, students will make their way/ be escorted to the relevant Embassy buses
2. The Embassy bus drivers will take over from there and ensure all protocols are in place and adhered to.

## **Campus Access**

- Access to the School Campus will be limited to staff and students.
- Parents and other visitors may enter campus by appointment only.
- Any persons entering the campus must do so via the “church” entrance and will be subject to all health and screening protocols.

## **Physical distancing Guidelines**

- Whilst moving around campus, every effort must be made to maintain 3 feet of physical distance.
- We encourage everyone to stay on the right-hand side of all walkways and corridors.
- “Cohorting” and “Bubbles” will be apparent at breaks and lunch times.
- Physical contact should be avoided at all times.

## Classrooms

- Classroom layouts will be modified to increase the distancing between students.
- Desks will be turned to face in the same direction (rather than facing each other).
- Classes may, at times, use other areas such as non-routine classrooms, the hall, the multi-purpose room (MPR) and/or outdoor spaces for instruction/activities.
- Student movement within a classroom setting will be limited due to the protocols in place.
- Students need to ensure that laptops are fully charged overnight, as due to social distancing, avoiding contact with objects/surfaces and hygiene, they will not be able to do so on campus.

## Temperature Screening

Throughout this time, the school will partake in frequent and enhanced temperature monitoring. These will occur as follows:

- Parents should take their children's temperature at home each morning before setting off for school.
- For those students travelling on buses, temperatures will be taken before they get on the bus.
- Student's temperatures will be taken as they arrive on campus.
- Student temperatures may be taken at any time throughout the day.

If a student's temperature is above 37.5°C he/she will not be allowed to attend school. If that student is in school at the time, they will be immediately quarantined on campus and the parents will be called to pick them up as soon as possible. In either of the two above cases a student will need to be checked out by a medical professional and will not be allowed to return to school unless he/she has medical clearance.

## Enhanced Sanitization

### 1. Facilities cleaning prior to reopening

The school campus will undergo a deep cleaning and disinfecting before school reopens. This will also include an "[MPACT](#)" treatment by which the whole campus and all indoor and outdoors surfaces and equipment are professionally sprayed with a product that sanitizes said areas/surfaces for at least 30 days. This will be performed on a monthly basis.

### 2. Facilities cleaning after reopening

- Upon the reopening of school, all classrooms and facilities will be cleaned and disinfected on a regular basis by our Building and Grounds staff.

- Cleaning staff will wipe and disinfect the following surfaces and areas regularly throughout the day - desks, chairs, doorknobs, handrails, bathrooms and sinks.
- All cleaning staff will wear face masks and/or face shields during normal working hours.
- Each individual classroom will have hand cleaner and extra face masks available.

### **3. Hand sanitizing/washing**

- All students will sanitize as they enter the school campus.
- Students will be encouraged to wash their hands regularly throughout the day.
- Students will be required to also bring small, personal hand sanitizing bottles.

### **4. Face masks**

- Face masks are mandatory in all public places.
- Face masks must be worn on school buses.
- Face masks must be worn in school unless instructed by a faculty member.
- Face masks must comply with current regulations.
- Masks MUST fit the student's face properly.
- Regular masks breaks will be utilized throughout the school day

### **5. Respiratory Etiquette**

Staff and students must cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

### **6. Classrooms**

- Each student will have an assigned seat/working area to limit contact with others.
- There will be a minimum of three feet in Secondary School and Primary School between desks.
- Teaching and learning will be designed with physical distancing measures of six feet in mind.
- Learning resources such as pencils, pens, laptops, calculators cannot be shared.
- Classrooms will be cleaned and disinfected on a regular basis throughout the school day.

### **7. Bathrooms**

- Bathrooms will be cleaned and disinfected on a regular basis.
- The number of students using bathrooms at a given time will be restricted.

### **8. Students personal sanitizing equipment**

- All students must come to school with two face masks.

- Also students must ensure they have personal sanitizing items with them (disposable tissues, small hand sanitizer, spare mask, etc.)
- Students should also bring a water bottle to school.

## Café

The school café will be *open* from the start of term 1 this year.

Sign up forms have been emailed to the community, but any questions please contact Rain and the café team at [thecodringtoncafe@codrington.edu.bb](mailto:thecodringtoncafe@codrington.edu.bb) .

## Swimming

Swimming will run as normal this year. Starting on the 12<sup>th</sup> September for PYP 3 to MYP 2

## Enrichments

Enrichments will run as normal this year, starting October 3<sup>rd</sup> .

## After School Tutoring (Secondary School)

After School tutoring will be held in the first term for secondary school students only. More information on this with regards to format will be sent to you via Ms. Angie.

## Expectations of Community Members

### 1. Students

- Students must sanitize hands when entering the school campus and wash their hands frequently while on campus.
- Students must adhere to the social distancing protocols in place.
- Students are to bring to school only the minimal supplies and materials that are needed.
- Students must wear face masks except when instructed by a teacher that they may remove them

### 2. Parents

- Parents who drop off and pick up their children should do so from the barriers at the school entrance near the church.
- Parents should not enter campus without an appointment or without permission from the Leadership Team.



- All parents entering the campus are subject to the same procedures and protocols as students and faculty.
- Parents must wear a face mask on campus at all times.
- Parents must check their children's temperature before school. Students must be symptom free, with a temperature below 37.5°C (without the use of fever reducing medication) to be able to attend school. Children who do not meet both these criteria or are unwell must stay at home.
- If parents are contacted throughout the school day to come and collect their children, we respectfully you to do so in a timely manner.
- If any member of your family is identified as positive with regards to COVID 19, you need to notify the school immediately

### 3. Faculty and Staff

- Must sanitize their hands when entering campus and wash their hands frequently while on campus.
- Must adhere to the physical distancing requirements when interacting with adults.
- Must adhere to the physical distancing requirements when interacting with students.
- Wear a face mask/shield at all times except in circumstances outlined in the Government-issued school protocols.
- Encourage and ensure students follow the school protocols with regards to hygiene.
- If any member of your family is identified as positive with regards to COVID 19, you need to notify the school immediately

## Overseas Travel

Due to the unique nature of our community, many members may travel throughout the school year. The Government of Barbados has updated their travel protocols to reflect vaccinated/unvaccinated travelers. These guidelines continue to be in place. As such the school the school will continue with their policy as in Term 3 of last year.

If this applies to your family then you will need to satisfy the following criteria before returning to school:

Whilst persons arriving in Barbados from certain countries and regions will need to adhere to and satisfy the rules and regulations ([Barbados Travel Protocols](#)) set out by the Barbadian Government with regards to testing, monitoring and quarantining.

#### 1. Fully vaccinated travelers

If a fully vaccinated person arrives on island, they would adhere to the current guidelines in effect in Barbados. This would mean that no quarantine or PCR is necessary, and they are good to go about their general business.

## 2. Unvaccinated travelers

If an unvaccinated person (parent, student, visitor) arrives on island with a negative PCR, they must follow the guidelines set out by the Barbados authorities and must:

- quarantine for 3 days (not counting the day of your arrival)
- have a second PCR test after the 4<sup>th</sup> day
- On receipt of a negative result, then they are deemed OK to go about their general business.

Thus, if parents or students travel or a family has guests who are unvaccinated the students will not be able to return to school for a period of seven (7) days from the date on which the parent, student or visitor lands on island. Also, if parents/students come into contact with an unvaccinated person arriving on island who has not gone through the above procedure the student will not be able to return to school for a period of seven (7) days This applies to ALL countries.

Please note that these policies are for the safety of the whole community. We ask that you support and strictly adhere to the above.

## Absent Students

If a student is unable to return to school when the rest of his/her class is due to OR has to be absent due to the above COVID related policies, the following arrangements will be made:

**Primary Students** – PYP teachers will issue a weekly plan of class work for those students absent from campus but will not be available for face-to-face Zoom sessions due to their class commitments. They will however, be able to follow-up via email to students in this situation.

**Secondary Students** - Ms. Angie will liaise with the family. Secondary School will approach student absence like it did prior to "lockdown", in that it will do all that it can to share resources & tasks via ManageBac and this may well be able to be accompanied by one-to-one support from teachers too. Please note that the approach it took when it had to work completely online, with bespoke daily class emails showing all lesson plans and all that went with those, will no longer be in effect, as normal school will have resumed. However please be assured that the Secondary School will do all it can to minimize

the impact of interrupted attendance due to a student having to remain away from school for a period of days following travel or travel of (a) family member(s).

### School Response to a Confirmed Case of COVID 19

The following outlines the process should the School receive notice of a positive COVID-19 case involving a student, faculty/staff member, or parent/family member.

Scenario	Action to be taken by School
If a student is exhibit COVID like symptoms in school	<ol style="list-style-type: none"> <li>1. Will be assessed by the School nurse</li> <li>2. Said student is isolated immediately</li> <li>3. Student will need to be picked up by parents immediately</li> <li>4. Student will not be able to return to school until a PCR test is undertaken and the negative certificate is shared with the school</li> </ol>
A student is identified as COVID 19 positive at school	<ol style="list-style-type: none"> <li>1. Said student is isolated immediately</li> <li>2. Students' class (close contacts) are isolated immediately</li> <li>3. Parents of said class will be communicated with immediately</li> <li>4. Student and classmates are sent home immediately</li> <li>5. Positive students and families would need to isolate according to Barbados' public health regulations and will not be able to return to school until all protocols are complete.</li> <li>6. Classmates/Close contacts will need to stay home for two days and can return on the 3<sup>rd</sup> day with a negative Rapid or PCR test result. Note this negative certificate would need to be shared with the school beforehand and permission to return granted.</li> <li>7. Any other persons who are deemed to be casual contacts of the student will be advised to monitor their situation</li> <li>8. Classmates of siblings (of the student who is positive) will be informed and encouraged to monitor their situation</li> <li>9. During time out of physical schooling, instruction for the class will follow from the respective Head of School</li> <li>10. The above will apply to any teacher with whom it is deemed to have been a "close" or "casual" contact of the positive student.</li> <li>11. The campus is deep cleaned and sanitized</li> <li>12. The Ministry of Health will be informed.</li> </ol>
A student is identified as COVID 19 positive outside of school	<ol style="list-style-type: none"> <li>1. Parents should inform the School and Ministry of Health immediately</li> <li>2. The student and all family members should follow Barbadian public health protocols for such</li> <li>3. The student and siblings should NOT come to school,</li> </ol>

	<p>should quarantine/ isolate as per governmental protocols. The student and siblings would only be able to return to school after all COVID protocols have been successfully completed.</p> <ol style="list-style-type: none"> <li>4. The parents of the student who tests positive should inform the school of any “close contacts” within the school community so the school can follow up with these parents/students</li> <li>5. The parents of classmates will be informed and encouraged to monitor their situation.</li> <li>6. During time out of physical schooling, instruction for the class will follow from the respective Head of School</li> <li>7. The campus is deep cleaned and sanitized</li> <li>8. The Ministry of Health will be informed.</li> </ol>
<p>A faculty member is identified as COVID 19 positive at school</p>	<ol style="list-style-type: none"> <li>1. Said faculty member is isolated immediately</li> <li>2. Any persons whom the faculty member has been in close contact with are isolated immediately and sent home</li> <li>3. Any persons whom the faculty member has been in close contact with will need to stay home for two days and can return on the 3<sup>rd</sup> day with a negative Rapid or PCR test result. Note this negative certificate would need to be shared with the school beforehand and permission to return granted.</li> <li>4. Positive faculty members would need to quarantine/isolate according to Barbados’ public health protocols</li> <li>5. Any other persons who are deemed to be casual contacts will be informed and encouraged to monitor their situation</li> <li>6. If needed, the class may switch to online learning for a period of time, or a substitute teacher utilized.</li> <li>7. The campus is deep cleaned and sanitized</li> <li>8. The Ministry of Health will be informed.</li> </ol>
<p>A faculty member is identified as COVID 19 positive outside of school</p>	<ol style="list-style-type: none"> <li>1. The faculty member should inform the School and Ministry of Health immediately</li> <li>2. The faculty member should follow Barbados’ public health protocols for such</li> <li>3. Positive faculty members would need to quarantine/isolate according to Barbados’ public health protocols</li> <li>4. Parents of that class will be informed and encouraged to monitor their situation</li> <li>5. Class (if possible) will revert to online, or a substitute teacher utilized</li> <li>6. The campus is deep cleaned and sanitized</li> <li>7. Ministry of Health will be informed</li> </ol>

When a family member/student travels or they have visitors staying	The procedures and protocols for “Overseas travel” (on page 9) will need to be followed and adhered to before a student can return to school
A student/faculty member is deemed a close contact with someone, outside of school, who has tested positive for Covid	<ol style="list-style-type: none"> <li>1. The school should be informed immediately</li> <li>2. Student/faculty member should isolate.</li> <li>3. Student/faculty member will need to stay home for two days and will need to be tested on day 3. Said can then return on the 3<sup>rd</sup> day with a negative Rapid or the 4<sup>th</sup> day with a negative PCR test result. Note this negative certificate would need to be shared with the school beforehand and permission to return granted.</li> </ol>
The Barbadian Government decrees that schools need to close for a period of time.	<ol style="list-style-type: none"> <li>1. School closes immediately</li> <li>2. Instruction will revert to online learning</li> <li>3. School will reopen when decreed by the Authorities.</li> </ol>

Please be aware that the timeframes set out above will be contingent on Ministry of Health approval and guidelines, which is likely to be determined on a case-by-case basis.

A few definitions to clarify the above

“close contact” – persons who have been in contact with the person who has tested positive for a prolonged period of time.

“casual contact” – persons who have been in contact with the person who has tested positive for a short period of time.

Also, please note that particular circumstances may call upon us to decide that whole classes or sections of the school need to self-isolate and/or get tested. Moreover, there may be a possibility that the whole school reverts to a distance learning model.

**Valuable Resources**

**1. Barbados Government resources**

[GIS](#)

[Ministry of Education](#)

**2. Pandemic and medical information**

[PAHO](#)

[CDC](#)

[World Health Organization Coronavirus](#)

[Boston Children's Hospital](#)

**3. Resources to help children understand the pandemic**

[Brainpop: Coronavirus](#)

[Child Mind Institute: Talking to Kids about the Coronavirus Crisis](#)

[PBS: How to talk to your kids about coronavirus](#)

**4. Wellness resources**

[Blog by Play Therapy Oberursel](#)

[CDC: Coping with Stress](#)

[PBS: How you and your kids can de-stress during coronavirus](#)

[NYT: Handling your kid's disappointment when everything is cancelled](#)

[Understanding the Mental Health and Social Impact of the Coronavirus](#)

[UNICEF Parenting Tips - Talking about COVID 19](#)

[Vibrant Emotional Health](#) (for teens)