

Bermuda Institute's Protocols to Reduce the Spread of COVID-19 for the 2020-21 School year

Bermuda Institute administration wants to reassure parents, students, teachers, and the community that our campus has been and is being adequately maintained as a safe place to learn. Below are protocols that are put in place to ensure the safety of all during this global coronavirus pandemic.

- Adults and students 10 year and older must wear a face mask upon entering the school.
 - While in class, students may wear a face mask, as tolerated
 - Students and teachers are encouraged to use face shields
 - Face masks must be worn in common areas and especially when physical distancing cannot be maintained
- All who are entering the school (including teachers, staff, students and parents) must have their body temperature checked at the gate by school staff using a touchless thermometer.
 - *Parents/guardians should check their child/ren's temperature daily before sending them to school.*
 - *A normal temperature reading is 37 degrees Celsius or 98.6 (97-99 Fahrenheit); a fever is considered to be above 37.5 degrees Celsius (100 Fahrenheit) or higher.*
 - *Anyone with a fever will not be allowed to enter the school, will need to return home, and is advised to seek medical attention as soon as possible.*
 - If a student, teacher or staff member has a concern about their temperature during the school day, they are to report to the school's main office where their temperature will be checked.
- If a faculty, staff, or student is sick, he/she must:
 - *Not come to work/school and should take a sick day.*
 - *Wear a mask to prevent further spread.*
 - *Consult a doctor or get medical attention as necessary.*
 - *If showing the symptoms of coronavirus (**fever, cough, muscle aches and tiredness, difficulty breathing, sore throat, headache, diarrhea, loss of smell and taste**) then, they must get immediate medical attention, report it to the school, and will require a health certificate before returning to school.*
- The health of students will be monitored daily;



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- Teachers will mark absences in FACTS (Renweb)*
- Absences due to sickness should be reported directly to the school*
- Hand sanitizer will be readily available for use at all entrances and in all classrooms. Hand sanitizer dispensers will be mounted on the wall.
 - All persons entering the building should sanitize their hands.*
 - All students, teachers, and staff will practice good hand hygiene frequently washing hands (soap and water for 20 seconds when possible, otherwise alcohol hand rub) and avoid touching mouth, nose and eyes.*
 - Hand washing routines will be reinforced. Students must wash their hands before and after lunch and whenever necessary to do so.*
 - Teachers, staff, and students should be washing hands or use hand sanitizer when entering or leaving classrooms or other spaces in the school buildings.*
 - Educate everyone on the importance of avoiding touching their faces and washing their hands when they do.
 - Students will not be allowed to share food, water bottles, writing utensils, or classroom supplies or personal items and belongings.
 - Students will bring their own face mask and shield to school. In the event it becomes damaged, they can purchase or get one from the office and later be charged to their account.
 - Students must bring their own refillable water bottles.
 - Avoid using community supplies. If shared supplies are necessary, these should be cleaned frequently.
- Physical Distancing of 6-feet is recommended.
 - Students will have lunch in their own classrooms, keeping their distance from each other while eating. Thus, avoid sitting face to face. The Balcony will be off limits for having lunch.
 - Students will remain in one classroom with limited movement throughout the day. Teachers will move to the classrooms instead of students rotating.
 - All desks are turned to face the same direction to reduce transmission caused from virus containing droplets (coughing, talking, and sneezing)



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- Visual aids to illustrate traffic flow and appropriate spacing to support physical distancing (tape, stickers).
- Every other stall and sink in each bathroom will be open for use
- Weather permitting, Physical Education and Music classes will be held outside for students to spread out.
- School campus cleanings will be increased and deepened, with close attention to:
 - Daily cleaning in every classroom, learning space, and office workspace.
 - Bathrooms will be thoroughly cleaned and sanitized periodically throughout the day.
 - All soap and sanitizer dispenser will be topped and monitored regularly throughout the day.
 - Frequent cleaning and disinfecting of high-touch surfaces such as doorknobs and handrails in common areas will be done throughout the day. Each cleaning staff person will be assigned a specified area of responsibility.
 - Windows will be opened to allow better circulation of air.
 - Drinking fountain will be closed; only the refilling section for water bottles will be available.

Our goal is to reduce the number of people entering the campus. Visitors to the school will be limited to essential personnel, for example deliveries, pickup/drop off of students. Where possible, the school will arrange to stagger dismissal for different grades to avoid large gatherings at the same location within the same time period.

- Drop off and pick up will have to be efficient avoiding large gatherings of people. Some specifics include:
 - Pick up arrival 15 minutes before dismissal—everyone must be social distancing during this time.
 - Entrance into the school building will be restricted to teachers, staff and students.



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- For the most part, pick up times and locations will remain as normal.
- If students require lunch or other items brought to the school, deliveries will be accepted ONLY at the Gate. Lunch must be packaged and covered. Parents or visitors dropping off these items must wear a mask. A member of staff will come to the gate to collect the items.
- Loitering by any persons on the school premises will NOT be allowed.
- Mixing (Mingling) of students outside the classroom will be avoided.
 - Students will eat their recess snacks and lunch in their classrooms.
 - Large gatherings including assemblies, field trips, and others will be cancelled.
 - Students will not be allowed to congregate at the lockers. They should have all their textbooks with them in the
 - Playground use will be staggered rather than allowing multiple classes to play together.
 - Electives where multiple classes interact will be limited.
 - Cleaning of high touch areas on play structures between groups will be done.

LIMIT INTERACTIONS OUTSIDE OF SCHOOL

- Interactions outside of school will be limited.
 - Restrict nonessential visitors to the school.
 - Move parent/teacher conferences or meetings to a virtual format (zoom)
 - Use virtual format for chapels, Week of Prayers, and BI Days.
 - Promote the importance of maintaining social distancing both in and outside of school.
 - Provide reminders of the importance of not sharing food and drinks.



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The school will have additional supplies of face masks and face shields, in the event a student may need or lose his/hers.

HEALTH MONITORING AND MANAGEMENT

- If a student, teacher or staff member has a concern about their temperature during the school day, they are to report to the school's main office where their temperature will be checked.
- All students (ages 10 and above), teachers, and staff, will wear face masks throughout the school day, in all workspaces and classrooms.

