



COVID Action Plan, 2020-21 School Year

AAC has developed the following plan to guide the opening of the 2020-21 school year. We have researched best practices from the US and other countries, along with consulting the guidelines of the Moroccan Ministry of Education. We have designed this plan to ensure a healthy environment for our students and staff.

For the 1st quarter (Sept 7-Nov 5), parents have chosen whether they want their children to study on campus or online. The basic delivery of the curriculum will be similar in both methods, as much as is possible. The online classes will include a regular schedule of video lessons with teachers, and daily attendance is mandatory. The school will continue to monitor the situation, and we will revisit the plan for the beginning of quarter 2 (Nov. 9). Please feel free to contact the Head of School, Dave Flaschberger at dflaschberger@aac.ac.ma if you have any questions.

Guiding Principles:

- The safety of our students and staff is our top priority.
- Parents need consistency to keep their children focused, schedule childcare and keep life organized.
- Students need routines in their learning to build habits and academic success through regular patterns of instruction to ensure academic, social and emotional health.
- Teachers need clear expectations for schedules and pace for working with students so they can maximize instructional efficacy.
- Students and staff will have support available to help overcome struggles and obtain the help they need.
- While the COVID-19 situation is quite abnormal, we hope to create the most stable situation for all AAC community members.

1. Health & Safety

- a. Routine healthy hygiene practices are a foundational measure to protect against COVID-19 and other illnesses.
 - i. AAC hand washing guidelines indicate that students should wash hands for at least 20 seconds after blowing their nose, coughing, or sneezing before eating, and other times.
 - ii. Breaks will be provided for hand washing, as needed. If soap and water are not readily available, sanitizer that contains at least 60 percent alcohol will be provided.
 - iii. AAC will supply hand sanitizer and disinfectant for use by students and staff.
- b. Mask Policy
 - i. All students in grades 3 through 12 will be required to wear a face mask during the entire school day unless eating and/or drinking, including to and from school for students who take AAC transportation.
 1. Any parent with a student in grades Nursery to 2 who wishes for their child to wear a mask is welcome to send their child to school with a mask and/or face shield.

2. Parents are encouraged to send students with several masks to change throughout the day.
 3. Students without a mask (grades 3 through 12) will be refused entry to campus.
 - ii. All students will receive training on how to properly wear a mask.
 - iii. All staff are required to wear at least a face mask throughout the work day, including to and from school for staff who take school transportation.
 - iv. All visitors are required to wear a face mask while visiting the campus.
 - c. Arrival
 - i. There will be three entrances to the campus.
 1. First gate: Middle and high school students (8:30 am)
 - a. Middle School students will go directly to their homeroom class.
 - b. High School students will gather at assigned spots in the main courtyard.
 2. Second gate: ECE and primary students (8:15 am)
 - a. ECE students will go directly to their classroom.
 - b. Primary students will gather with their class in the yard.
 3. Back gate: Bussing students
 - ii. The drop off lane will be closed to allow students to line up for temperature screenings.
 - d. Dismissal
 - i. Students will be released on a staggered schedule.
 - ii. Students are not to linger on campus-pick up from families must be prompt.
 - e. Social Distancing
 - i. Signs will remind students to stand 2 meters apart throughout the campus.
 - ii. Classrooms will be reconfigured to maximize social distancing.
 - iii. Students will be placed in groups (grades nursery to 8) that do not mix with other groups throughout the day.
 - f. Shared Spaces
 - i. Physical distancing guidelines and mandatory use of face coverings will be enforced for all individuals while in the building.
 - ii. Appropriate signage (e.g., space markings and directional signs) will be used outdoors as needed, and will be visible upon entry and throughout school buildings, including entrances, exits, classrooms, offices, public assembly spaces and corridors.
 - iii. Signage, face coverings, and other forms of personal protective equipment (PPE) such as hand sanitizer, etc., will be posted throughout the campus.
 - iv. Hand sanitizing dispensers will be installed throughout high traffic areas.
 - v. Wellness barriers will be placed in the school.
 - vi. Cleaning staff will sanitize school buildings throughout the day and on a nightly basis. Cleaning and disinfection will include all high touch surfaces: classrooms, desks & chairs, conference tables, door handles and other areas.
 - g. Student Circulation
 - i. Elevator use will be strictly limited to individuals with special needs.
 - ii. Face coverings must be worn at all times except while eating or drinking.
 - iii. Appropriate signage, e.g., directional markers and physical distancing guidelines, will be displayed on walls and floors throughout all travel routes.
 - iv. Travel areas will be monitored to support students with physical distancing guidelines.
 - v. Teachers should travel from class to class, with students remaining in the same room throughout the day to the extent possible. If students have to travel, proper social distancing protocols will be followed.

- vi. Where possible, students should remain with the same group of students, in a cohort, throughout the day.
- vii. Each classroom (3rd grade and above) will have a seating chart as students will need to sit at the same desk throughout the day.
- h. School Supplies and Communal Classroom Items:
 - i. Sharing of items that are difficult to clean or disinfect is to be discouraged. Students will be required to label and maintain their own personal set of required classroom supplies.
 - ii. Electronic devices, toys, books, games or learning aids are not to be shared unless they can be cleaned or disinfected.
 - iii. Students should bring their own water bottle for use during the day.
 - iv. Whenever possible, and when developmentally appropriate, supplies/school materials should be placed directly into backpacks by students.
- i. Nurse visits
 - i. Teachers will limit well-child visits with minor problems (ex. Keep Band-aids on hand for minor cuts and abrasions and clothing for student bathroom accidents).
 - ii. Teachers/Staff will call a school nurse before sending a student to them to limit the number of students in the health room and limit exposure.
 - iii. The School Nurse will work closely with administrators in developing a plan to isolate sick children until a parent comes and gets them.
 - iv. The School Nurse will assess the student and take appropriate actions.
 - v. The School Nurse will sanitize and disinfect as needed.
- j. Bathroom Usage
 - i. Bathroom use will be limited throughout the day to support social distancing guidelines.
 - ii. Appropriate signage regarding hand washing and physical distancing will be displayed.
- k. Cafeteria
 - i. Physical distancing is practiced between and within cohorts and students are supervised.
 - ii. Ground markings may be used to encourage physical distancing.
 - iii. Maximize the use of outdoor space for multiple uses, including instruction where feasible and appropriate.
 - iv. Grades Nursery to Third will eat in their classroom then go outside on a rotating basis.
 - v. The school will not offer hot lunch. Students are encouraged to bring a healthy lunch from home. A sack lunch will be available to purchase on a weekly basis.
- l. Exterior Spaces
 - i. Physical distancing is practiced between and within cohorts and students are supervised.
 - ii. Ground markings may be used to encourage physical distancing.
 - iii. Maximize the use of outdoor space for multiple uses, including instruction where feasible and appropriate.
- 2. PPE/Face Coverings
 - a. The mandatory use of face coverings while on AAC property must be enforced for all individuals, including staff, students, and essential visitors.
 - b. Students who do not follow the mask expectation will be shifted to online learning.
- 3. Hygiene, Cleaning, and Disinfection
 - a. Routine cleaning is an important part of standard infection control practices. AAC will now perform enhanced cleaning procedures every day.

- b. Students will be expected to clean their hands repeatedly throughout the day, including but not limited to, between classes, before and after physical education, and before and after meals/snacks.

4. Visitors

- a. Minimizing opportunities for spread is a necessary component for maintaining health and safety. In an effort to limit the number of visitors at school at any given time AAC will address visitor and parent concerns by phone or virtually, when possible. When it is essential to hold an in-person meeting, all visitors are required to follow the visitor control protocols, including undergoing a temperature check and completing a health screening.

5. After school Programs

- a. Extracurricular activities and before or after school programs serve as a critical means to cultivate student voice, empower youth, and provide access to experiential opportunities and skill development to children who would not otherwise be afforded such opportunities.
- b. All extracurricular and after school activities will adhere to the guidelines and recommendations set for school opening, including all health and safety guidelines.

6. Monitoring

a. Screening

- i. Daily health screenings for students and school-based staff, including temperature checks, must be completed at home by families and by school-based staff.
- ii. Transportation is the second point on the screening continuum. Bus drivers, upon entrance to the bus, will visibly check for any symptoms or signs of COVID-19 or other visible illnesses. Students should not have a fever or COVID-19 symptoms if traveling on a school bus.
- iii. School-based staff and students cannot report to school if they have:
 - 1. Experienced any symptoms of COVID-19 (chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea), including a temperature of greater than 37.8°C, in the previous 14 days
 - 2. Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea);
 - 3. Tested positive through a diagnostic test for COVID-19 in the past 10 days.

b. Testing

- i. Face coverings and gloves will be worn continually by the designated staff taking temperatures.
 - 1. Any student with a temperature of more than 37.8°C from a temperature check cannot enter the campus; however there may be circumstances where the student, for safety purposes (e.g. the student arrived on a school bus and is of a young age), should enter the building.
 - 2. The student with an elevated temperature must be escorted to the Isolation Room to be evaluated by the nurse or health professional.

7. Containment

a. Symptomatic Student at School

- i. The predetermined isolation room is a designated location that is separate from the health room.

- b. Symptomatic Staff Member at School
 - i. Should a staff member present with symptoms of COVID-19, the staff member will be directed to leave the building, seek immediate medical attention, and get tested for COVID-19. In either case, the area where the individual was showing symptoms must be cleaned and disinfected.
- c. Returning to School After Showing Symptoms
 - i. Any individual showing signs of COVID-19 can only return to school when all the following conditions are met:
 1. Received a positive COVID-19 test and isolated for 14 days
 2. Presents clearance from a healthcare provider
 3. The individual has been symptom free for 24 hours without the use of medication OR received a negative COVID-19 test
 4. Presents clearance from a healthcare provider AND the individual has been symptom-free for 24 hours without the use of medication.
 5. At least 10 days since symptoms started AND presents clearance from a healthcare provider AND the individual has been symptom-free for 24 hours without the use of medication.
- d. Positive COVID-19 Case
 - i. All students and teacher(s) in class(es) with a confirmed case are assumed to be “close contacts” and are instructed to quarantine for 14 days since their last exposure to that case. Those students will transfer to online learning during the quarantine.
 - ii. Where students travel between classes, the school will require quarantine for individuals in all classes attended by the confirmed case.
- e. Returning to School After COVID-19 Exposure
 - i. Learning continues remotely for students who are in quarantine.
 - ii. The school will communicate to all families and students in the class when a case is confirmed.

Cleaning and Disinfecting Procedures

- Measures will be implemented to ensure that common areas and equipment, and personal workspaces, are regularly cleaned and sanitized. We have adjusted our cleaning processes to better address current considerations. Our cleaning staff is using effective disinfectant and sanitizing products to clean our facilities every day. Along with these measures, we are taking the following steps to maximize our sanitizing efforts:
- Refreshed Cleaning Methods/Processes- AAC cleaning personnel will be sanitizing and disinfecting restrooms more frequently. Their cleaning protocol will include thoroughly disinfecting and sanitizing all surfaces, doors, toilets, handles, etc. and ensuring that all supplies are always fully stocked.
- Increased Cleaning to High-Touch Surfaces/Points- AAC cleaning crews will be sanitizing touch surfaces/points thoroughly (i.e., door handles, glass, elevators buttons, doors, tables, chairs, light switches). Daytime cleaning staff have been instructed to continuously disinfect and sanitize all touch points throughout the day. In addition, we will be increasing daytime custodian coverage where appropriate, depending on building occupancy.
- Water fountains will be disabled. Individual water bottles are encouraged.
- School leaders will conduct and document facility walkthroughs with the facility manager to ensure the classrooms, common spaces, and the exterior are prepared and safe for staff and students.

- Classroom teachers will remove and minimize the inclusion of cloth and other soft surfaces within the classroom environment.(rugs, beanbags, reading tents, etc...)
- Classroom teachers will educate students on best practices for self-care for themselves as well as others (hand-washing, limit sharing of personal items, sneezing in elbow, etc...).
- When feasible, desks, counters, and table surfaces should be cleaned during transition times.
- All efforts will be given to not send students to the nurses office for well visits and/or minor needs.
- First period or homeroom teachers will welcome students in their classroom upon arrival to school each day (MS).
- There will not be a common area for students to congregate, so special attention will need to be made to coordinate school arrival by bus transportation, car-riders and classroom teachers, who are required to be on campus 15 minutes prior to the start of school.
- Additional classroom procedures will be provided as needed.

Specific Instructional Program Considerations:

Generally, all instructional programs will adhere to the guidelines communicated above:

Nursery, Preschool, Kindergarten:

- Face shields or clear masks so children can see the teachers/ teaching assistants (TA) face for relationship development, language development and social emotional development.
- Individual materials (e.g, crayons, makers, scissors etc.) including a calming box

Library Program:

- Hand sanitizer and wipes or disinfectant made available at checkout station and used immediately after checking out books
- Self-checkout only for grades 3 – 12 and adults
 - Librarians should print library cards for students with their barcodes to avoid multiple students using the computer keyboard or number pad.
 - Adults shall use masks and sanitize or wash hands between classes.
- Books that are returned require 72 hours of isolation out of sight or without access by students and staff. Books do not need to be disinfected.

Physical Education (PE):

- Recommended social distancing during physical activity is 3 meters.
- Multiple classes in the gym must maintain social distancing requirements in each individual space
- Additional activity spaces to be used throughout the campus.

Supplies and Materials used for cleaning:

1. Hand sanitizer – automatic dispensing stands for entrances and high traffic areas. Additionally, one gallon pump bottles will be provided for every classroom.
2. Face masks/coverings – cloth face coverings or disposable masks will also be worn by all staff and students.
3. Face shields– for use by bus drivers/attendants.
4. Temporal thermometers – for use in school health rooms and busses.
5. Cleaning supplies – additional supplies will be provided to cleaning staff to use during routine and enhanced cleaning.

6. Spray bottles and paper towels – to be used with Virex cleaning solution during enhanced cleaning by custodians and, possibly, staff cleaning their individual workspaces.