



# **Government of St. Kitts and Nevis**

## **Ministry of Education**

### **Guidelines for the Re-opening of Early Childhood Centres, Primary and Secondary Schools, AVEC and NSTP**

**School Year 2021 – 2022**



**EFFECTIVE  
SCHOOLS SKN**  
REACH. GROW. DEVELOP

**1st September, 2021**

# FOREWORD


---

It has been a tremendous pleasure for me to serve as your Minister of Education and I look forward to the year ahead with even greater enthusiasm. I must admit that during this past school year I have developed a much greater appreciation for the vast expanse of work in the Ministry of Education in St. Kitts and Nevis.

Education as we know it, is about the development of our people especially our children. As cliché as it may sound the children are our future and they will one day take their rightful place in the community to continue to build our great nation. Therefore, it is the responsibility of the State to make provisions for our children to access quality education and training opportunities that would prepare them for nation building. Hence, the Ministry of Education continues to place its confidence in and pledge its support for our teachers and administrators as they make many personal sacrifices in the process of molding and inspiring young impressionable minds.

This document was prepared to provide guidance to school based administrators in the overall management of their schools. It has four major components. **Part A** outlines important days and dates for the school year 2021 – 2022, **Part B** describes the logistical arrangements for school operations, **Part C** describes school operations and **Part D** gives the health and safety protocols in light of the pandemic.

Best wishes for a productive and safe 2021-2022 school year!



.....  
Honourable Jonel Powell  
Minister of Education, Youth, Sports and Culture  
Ministry of Education

# TABLE OF CONTENTS

|                   | <u>Pg.</u>  |              |
|-------------------|---|--------------|
| <b>Part A</b>     | <b>Important Days &amp; Dates for the School Year 2021 – 2022</b>                             | <b>4</b>     |
| <b>Part B</b>     | <b>Logistical Arrangements for School Operations</b>  | <b>8</b>     |
|                   | <b>Instructional Models: Definitions and Requirements</b><br>Onsite, Hybrid & Remote Learning | <b>8-9</b>   |
|                   | <b>Return to In-Person Instruction (full time or shift)</b>                                   |              |
|                   | Cotton Thomas Comprehensive   | 10           |
|                   | Early Childhood   | 11           |
|                   | Primary   | 12           |
|                   | Secondary   | 15           |
|                   | AVEC & NSTP   | 16           |
|                   | <b>Emergency Levels</b>   |              |
|                   | Levels and Definition   | 17           |
|                   | Causes  | 18           |
|                   | Procedure   | 19           |
| <b>Part C</b>     | <b>School Operations</b>  |              |
|                   | <b>Attendance</b>   | <b>21</b>    |
|                   | <b>Responsibilities</b>   |              |
|                   | Principals  | 22           |
|                   | Management Team   | 23           |
|                   | Guidance Counsellors  | 23           |
|                   | Teachers  | 23           |
|                   | Auxiliary workers   | 24           |
|                   | Students  | 25           |
|                   | Parents   | 25           |
| <b>Part D</b>     | <b>Health and Safety Protocols</b>  |              |
|                   | Entry Protocol  | 26           |
|                   | Classrooms/ Sick Bay/Cafeteria/Playgrounds  | 27           |
|                   | Staffrooms  | 27           |
|                   | Assembly  | 27           |
|                   | Signage and Physical Spacing  | 27           |
|                   | Cleaning of Spaces  | 28           |
| <b>Appendices</b> |   | <b>30-41</b> |

## PART A

### IMPORTANT DATES FOR THE SCHOOL YEAR 2021 – 2022

#### Introduction

The Ministry of Education’s main focus during the 2021-2022 school year is to ensure that the instructional time is maximized and our students are continually assessed throughout the year. Therefore all internal and external extracurricular activities that will reduce instructional time **MUST NOT** be scheduled unless written approval is given by the office of the Chief Education Officer. It is also imperative that our teachers utilize a hybrid model of teaching which caters to a seamless transition to online teaching and learning, if and when necessary. To ensure the continuous professional development focused on the Enhanced Curriculum, early dismissal for all primary and secondary schools will be standardized. **Therefore as of this school year Early Dismissal day is scheduled on Thursday ONLY. Students will be released at 2:15 p.m. to facilitate a prompt 2:30 p.m. start of the professional development session or staff meeting.**

| TERM 1<br>Monday, 6 <sup>th</sup> September to Friday, 10 <sup>th</sup> December, 2021 |         |   |   |
|--|---------|---|---|
| MONTH  | DATE    | EVENT   |   |
| AUGUST,<br>2021  | 23      | Registration for virtual Summer Professional Development Sessions Opens                           |   |
|  | 23 – 27 | One-on-One Conferencing with Director and Public Supervisors                                      |   |
|  | 24      | New Leaders’ Orientation<br>Venue: Ministry of Education Conference Room                          |   |
|  | 25      | Registration for virtual Summer Professional Development Sessions Closes                          |   |
|  | 26      | Public and Private Principals’ Meeting at 9:00 am<br>Venue: Immaculate Conception Catholic School |   |
|  | 30      |   | <b>Virtual Opening Ceremony for the Commencement of the 2021-2022 School Year</b><br>Venue: Teachers MUST report to their respective schools for 8:00 am. |
|  |         |   | Education Officers, other Education Officials and other invited guests attend the ceremony at Antioch Baptist Church.                                     |
|  |         | Primary and Secondary school-wide MS Teams log on session.  |   |

|  |    |   |
|--|----|---|
|  |    | <b>Staff Meetings for Primary and Secondary Schools</b><br>Time: 1:00 pm – 3:30 p.m.  |
|  |    | <b>Early Childhood Administrative Meeting</b><br><b>Time: 1:30 p.m.</b><br>All Early childhood staff report to their respective schools for cleaning and preparation of centres |
|  | 31 | Virtual Summer Workshop begins.   |

| <b>TERM 1</b><br><b>Monday, 6<sup>th</sup> September to Friday, 10<sup>th</sup> December, 2021</b>   |             |   |
|--|-------------|---|
| <b>MONTH</b>   | <b>DATE</b> | <b>EVENT</b>  |
| <b>SEPTEMBER,<br/>2021</b>   | 1           | <b>Early Childhood Public Supervisors and Assistants' Meeting</b><br>Time: 8:30 a.m. – 3:00 p.m.  |
|  | 3           | Virtual Summer Workshop ends<br>Final Preparation of Early Childhood centres  |
|  | 6           | <b>Official start of the new term.</b><br><i>All teaching staff must report to their assigned schools.</i><br>Instructional Period: 8 <sup>th</sup> September – 3 <sup>rd</sup> December          |
|  |             | <b>All Early Childhood Public &amp; Private Centres Re-open</b><br>Visit to all public Early Childhood Centres by Resource Teachers<br><b>AVEC reopens.</b> <i>All staff must report to work.</i> |
|  | 7           | Teachers report to their respective schools to prepare all learning spaces.<br><b>AVEC: Professional Development Sessions</b>   |
|  | 8           | <b>1<sup>st</sup> Day of School for Students</b><br><b>ALL</b> students report to their respective schools and be oriented to the COVID-19 protocols.   |
| Back-to-School Assembly with all students & teachers in attendance. COVID-19 protocols <b>MUST</b> be observed. <i>(A Ministry Official will attend)</i> |             |   |

|  |         |  |
|--|---------|--|
|  |         | <b><i>Observance of International Literacy Day</i></b>   |
|  | 9 – 10  | Completion of student profiles & Assessment of prior learning<br><b>AVEC: Registration, Interview &amp; Orientation of new trainees begins</b> |
|  | 13 – 15 | Completion of student profiles & Assessment of prior learning<br><b>AVEC: Professional Development Sessions</b>                                |
|  | 16      | <b>National Heroes Day – All Schools Closed</b>  |
|  | 17      | Independence Patriotic Tributes & Treat  |
|  | 20      | <b>Independence Day Observed– All Schools Closed</b>   |
|  | 21      | <b>AVEC: All trainees return to school</b>   |
|  | 23      | Primary Schools Elocution Contest – Elimination by Zone<br>Time: 1:30 pm   |
|  | 30      | Primary Schools Elocution Contest – Finals<br>Venue: Antioch Baptist Church<br>Time: 5:00 pm   |

| <b>TERM 1</b><br><b>Monday, 6<sup>th</sup> September to Friday, 10<sup>th</sup> December, 2021</b> |             |  |
|--|-------------|--|
| <b>MONTH</b>   | <b>DATE</b> | <b>EVENT</b>   |
| <b>OCTOBER,<br/>2021</b>   | 2           | Independence Secondary Schools Night of the Arts<br>Venue: Carnival Village<br>Time: 7:00 pm |
|  | 5           | World Teachers' Day  |
|  | 12          | In-service Training for New Teacher Commences  |

|                       |         |   |
|-----------------------|---------|---|
|                       | 20      | Developmental Session for New Leaders Commence  |
|                       | 25 – 29 | <b>Midterm Break – Schools Closed</b>   |
| <b>NOVEMBER, 2021</b> | 1       | All teaching staff and students return to school<br>Instruction resumes                     |
| <b>DECEMBER, 2021</b> | 3       | <b>Last day of school for students</b>  |
|                       | 6 – 9   | Marking, Registers & Report Card Preparation. <i>(Any other duty assigned by principal)</i> |
|                       | 10      | <b>Report Card Distribution &amp; School Closes</b>   |
|                       | 13-17   | <b>AVEC: Final reporting &amp; submission of marks online</b>                               |

| <b>TERM 2</b><br>Monday, 10 <sup>th</sup> January to Friday, 8 <sup>th</sup> April, 2022 |         |   |
|--|---------|---|
| MONTH  | DATE    | EVENT   |
| <b>JANUARY, 2022</b>   | 10      | <b>SCHOOL REOPENS</b><br><i>Instructional Period – 10<sup>th</sup> January – 1<sup>st</sup> April</i> |
| <b>APRIL, 2022</b>   | 1       | <b>Last Day of School for Students</b>  |
|  | 4-7     | Marking, Registers & Report Card Preparation. <i>(Any other duty assigned by principal)</i>           |
|  | 8       | <b>Report Card Distribution &amp; School Closes</b>   |
|  | 11 – 22 | <i>Easter Break</i>   |
| <b>TERM 3</b><br>Monday, 25 <sup>th</sup> April to Friday, 8 <sup>th</sup> July, 2022    |         |   |
| MONTH  | DATE    | EVENT   |
| <b>APRIL, 2022</b>   | 25      | <b>SCHOOL REOPENS</b><br><i>Instructional Period 25<sup>th</sup> April – 1<sup>st</sup> July</i>      |
| <b>JUNE, 2022</b>  | 30      | <b>Last Day of School for Students</b>  |
| <b>JULY, 2022</b>  | 4-7     | Marking, Registers & Report Card Preparation. <i>(Any other duty assigned by principal)</i>           |
|  | 8       | <b>Report Card Distribution &amp; School Closes</b>   |

## PART B

# LOGISTICAL ARRANGEMENTS FOR SCHOOL OPERATIONS

### Introduction

Part of the Ministry of Education's exigencies to mitigate the impact on instruction as a result of the COVID-19 protocols is the school day officially starting at 8:00 a.m. and ending at 4:00 p.m. which equates to a regular forty (40) hour work week.

- All public and private early childhood centres, primary and secondary schools may resume operation in September.
- All schools will be guided by NEOF's COVID-19 protocols.
- All public primary and secondary schools will reopen on a full-time basis **EXCEPT** Washington Archibald and Basseterre High Schools.
- The use of public school buildings for after school and weekend activities is not permissible without the approval from the office of the Chief Education Officer.

### Instructional Models: Definitions and Requirements





**ON-SITE:** Students Safely Learn in School. All students have access to face-to-face instruction in accordance to NEOC COVID- 19 protocols.

**Requirement:**

- Principals should monitor and regulate instructional time
- Principals should provide additional professional development opportunities to staff on modifying the curricula for online delivery, use of MS Teams, how to communicate with students and parents.
- Create schedules to be used during remote learning
- Meet regularly with school champions to assess staff readiness for remote learning

**HYBRID:** Students Safely Learn in School and Away From School. Students have access to face-to-face instruction but on shift. On-site instruction is supplemented using the MS Teams platform.

**Requirement:**

- All notes, resource material, activities and assessments must be placed in the school's designated channel.
- School Champions must create and maintain school's channels

**REMOTE:** Students Safely Learn Away from School. All students are engaged in learning utilizing the MS Teams platform and instructional packets. All instruction occurs remotely.

**Requirement:**

- Review the St. Kitts – Nevis Plan for the Continuity of Learning
- Learning packets must be created for students without devices and for those in K-2.
- Submit names of students who require school meals
- Create a plan to support students with academic, social and emotional needs

## Return to Face-to-Face Instruction

### COTTON THOMAS COMPREHENSIVE SCHOOL

Students will return to school on 8<sup>th</sup> September, 2021. The Cotton Thomas Comprehensive School will comply with the established COVID-19 protocols with regards to proper hygiene, temperature checks, social distancing, and data collection. The school will operate as outlined below.

- The infant department (Early Stimulation, Autistic, and Visually Impaired) along with the Skills Class will be at school all day, that is, from 8:30 a.m. to 2:30 p.m. These students will not wear a face mask.
- All other classes will be on a morning and afternoon shift. All students on the shift system (the older students) will be required to wear a face mask while on the school grounds.
  - The class ones (Pre-Readiness 1, Readiness 1, Pre-Vocational 1 and Vocational 1) will come to school from 8:30 a.m. to 11:45 a.m.
  - The class twos (Pre-Readiness 2, Readiness 2, Pre-Vocational 2 and Vocational 2) will come to school from 12:15 a.m. to 3:30 p.m.
- School meals will be in place for both the morning and afternoon shifts.
- The school bus will pick up students for the morning at the regular time. For the afternoon shift the bus will start to pick up students at 11:00 a.m.

# EARLY CHILDHOOD

**All Early Childhood public centres cleared by the Ministry of Health, will reopen on Monday, 6<sup>th</sup> September, 2021.** All registered private centres cleared by the Ministry of Health and approved by the NEOC team, may open their centres on a date designated by their board or proprietor. All centres must adhere to the COVID-19 protocols. Additionally all employees within the public centers are required to wear an apron and mask at all times.

## Entry Protocols

- Controlled access point to the Nursery or Preschool
- Encourage parents to make an appointment prior to visiting once outside drop off and pickup times.
- Stagger drop off times
- Temperature checks are mandatory (Any person showing signs of illness at arrival must be requested to seek medical clearance)
- All persons with the exception of children under the age of 3 must wear a face mask while in doors.
- All persons upon arrival must sanitize their hands prior to entry.

## Throughout the School

- Hand hygiene signs must be erected and highly visible
- Hand washing stations should be erected on the outside and inside of the center for ease of access. (Hand sanitizers stations can be used as an alternative)

## Preschool Classroom Settings

- Where possible classes should be held in a well-ventilated area or outside.
- Teachers must wear their mask as much as possible
- Teachers should be encouraged to move between classrooms rather than preschoolers.
- Spaces must be cleaned and sanitized a minimum of twice daily
- Social distancing is almost impossible for preschoolers so it is recommended that:
  - When laying down there is head to foot arrangement
  - Position preschoolers in a position that allows for some physical distancing
  - Limit the mixing of classes by creating bubbles
  - Limit the number in groups

## Playground

Encourage students to stay in their groups and stagger break where possible to discourage large gatherings.

## PRIMARY SCHOOLS

| TIME                 | ACTIVITY   |
|----------------------|--|
| <b>A.M. SESSION</b>  |  |
| <b>8:00 – 8:25</b>   | Arrival and Health Screening   |
| <b>8: 25 – 8:30</b>  | Registration (A.M.)  |
| <b>8:30 – 8:45</b>   | Devotions  |
| <b>8:50 – 9:30</b>   | Instructional Session  |
| <b>9:35 – 10:15</b>  | Instructional Session  |
| <b>10:15 – 10:30</b> | BREAK<br>(Supervised by teacher to ensure that students stay within their group)                                       |
| <b>10:35 – 11:15</b> | Instructional Session  |
| <b>11:20 – 12:00</b> | Instructional Session  |
| TIME                 | ACTIVITY   |
| <b>P.M. SESSION</b>  |  |
| <b>12:00 – 1:00</b>  | LUNCH<br>(Students must eat the lunch provided by the School Meals Programme or their packed lunch within their group) |
| <b>1:00 – 1:05</b>   | Registration (P.M.)  |
| <b>1:05 – 1:45</b>   | Instructional Session  |
| <b>1:50. – 2:30</b>  | Instructional Session  |
| <b>2:30 – 2:45</b>   | BREAK<br>(Supervised by teacher to ensure that students stay within their group)                                       |
| <b>2:50 – 3:30</b>   | Instructional Session  |
| <b>3:30 – 4:00</b>   | Clean-up and sanitisation of teaching & learning spaces and staggered dismissal.                                       |

- Seven (7) – Forty (40) minutes sessions of instruction
- Five (5) minutes transition between sessions can be used for hand sanitization, etc.
- Schools **MUST** clean-up and sanitise the teaching and learning spaces daily.
- Schools **MUST** stagger the arrival & dismissal of their students.
- Private schools may utilize their Board approved schedules.

The number of sessions per subject for a full week of school operating on a regular schedule is listed below.

| <b>Subjects</b>      |                    |                              |                                 |                       |
|----------------------|--------------------|------------------------------|---------------------------------|-----------------------|
| <b>Language Arts</b> | <b>Mathematics</b> | <b>Health &amp; Wellness</b> | <b>Science &amp; Technology</b> | <b>Social Studies</b> |
| 7                    | 7                  | 6                            | 6                               | 6                     |

*See Appendices for timetable for primary schools operating on a regular schedule.*

## **SCHOOL SHIFT SYSTEM – PRIMARY LEVEL**

### **Morning Shift**

- Four (4) – Forty (40) minutes instructional sessions
- Five (5) minutes transition between sessions can be used for hand sanitizing, etc.

| <b>TIME</b>          | <b>ACTIVITY</b>   |
|----------------------|---|
| <b>A.M. SESSION</b>  |   |
| <b>8:00 – 8:25</b>   | Arrival and Health Screening  |
| <b>8:25 – 8:30</b>   | Registration (A.M.)   |
| <b>8:30 – 8:45</b>   | Devotions   |
| <b>8:50 – 9:30</b>   | Instructional Session   |
| <b>9:35 – 10:15</b>  | Instructional Session   |
| <b>10:15 – 10:30</b> | <b>BREAK</b><br>(Supervised by teacher to ensure that students stay within their group)                                     |
| <b>10:35 – 11:15</b> | Instructional Session   |
| <b>11:20 – 12:00</b> | Instructional Session   |
| <b>12:00</b>         | <b>LUNCH</b><br>(Students must eat the lunch provided by the school meals program or their packed lunch within their group) |

## **Afternoon Shift**

- Four (4) – Thirty-five (35) minutes instructional sessions
- Five (5) minutes transition between sessions can be used for hand sanitizing, etc.

| <b>TIME</b>         | <b>ACTIVITY</b>   |
|---------------------|---|
| <b>P.M. SESSION</b> |   |
| 12:15 – 12:50       | Arrival and Health Screening  |
| 12: 50 – 12:55      | Registration (A.M.)   |
| 1:00 – 1:10         | Devotions   |
| 1:10 – 1:45         | Instructional Session   |
| 1:50 – 2:25         | Instructional Session   |
| 2:25 – 2:40         | <b>BREAK</b><br>(Supervised by teacher to ensure that students stay within their group) |
| 2:40 – 3:15         | Instructional Session   |
| 3:20 – 3:55         | Instructional Session   |
| 4:00                | Clean-up and sanitization of teaching learning spaces; dismissal                        |

The number of sessions per subject for a full week of school operating on a shift schedule is listed below.

| <b>Subjects</b>      |                    |                              |                                 |                       |
|----------------------|--------------------|------------------------------|---------------------------------|-----------------------|
| <b>Language Arts</b> | <b>Mathematics</b> | <b>Health &amp; Wellness</b> | <b>Science &amp; Technology</b> | <b>Social Studies</b> |
| 5                    | 5                  | 3                            | 4                               | 4                     |

## SECONDARY SCHOOLS

**The following secondary schools will operate on a shift system:**

1. Basseterre High School
2. Washington Archibald High School

Each secondary school, in keeping with the operating hours and guidelines for schools, is responsible for developing its own proposal as it relates to:

- The accommodation of students with regards to the physical space.
- Timetabling arrangements to include arrangements for break and lunch
- Online modality and face to face instruction

Teachers are required to prepare work packets for students to be worked on when they are not attending face to face sessions.

### Sample timetable for a 5-day School Week

| <b>SECONDARY SCHOOLS</b> |  |
|--------------------------|--|
| TIME                     | ACTIVITY   |
| <b>A.M. SESSION</b>      |  |
| <b>8:00 – 8:25</b>       | Arrival and Health Screening   |
| <b>8: 25 – 8:30</b>      | Registration (A.M.)  |
| <b>8:30 – 8:45</b>       | Devotions  |
| <b>8:55 – 9:55</b>       | Instructional Session 1  |
| <b>10:00 – 11:00</b>     | Instructional Session 2  |
| <b>11:00 – 11:15</b>     | BREAK<br>(Supervised by teacher to ensure that students stay within their group)                                       |
| <b>11:15 – 12:15</b>     | Instructional Session 3  |
| TIME                     | ACTIVITY   |
| <b>P.M. SESSION</b>      |  |
| <b>12:15 – 1:20</b>      | LUNCH<br>(Students must eat the lunch provided by the School Meals Programme or their packed lunch within their group) |
|                          | Registration (P.M.)  |
| <b>1:25 – 2:25</b>       | Instructional Session 4  |
| <b>2:30. – 3:30</b>      | Instructional Session 5  |
| <b>3:30 – 4:00</b>       | Clean-up and Sanitization of teaching & learning spaces and staggered dismissal.                                       |

## AVEC & NSTP

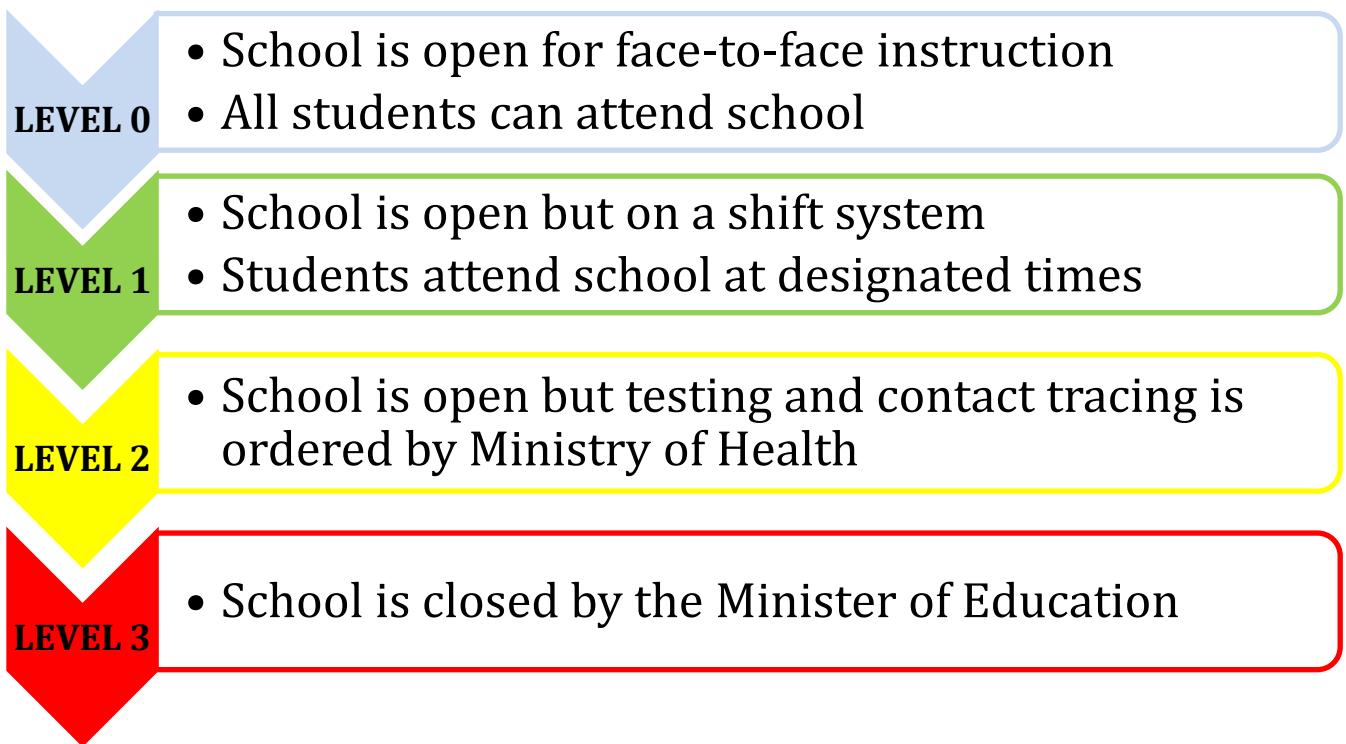
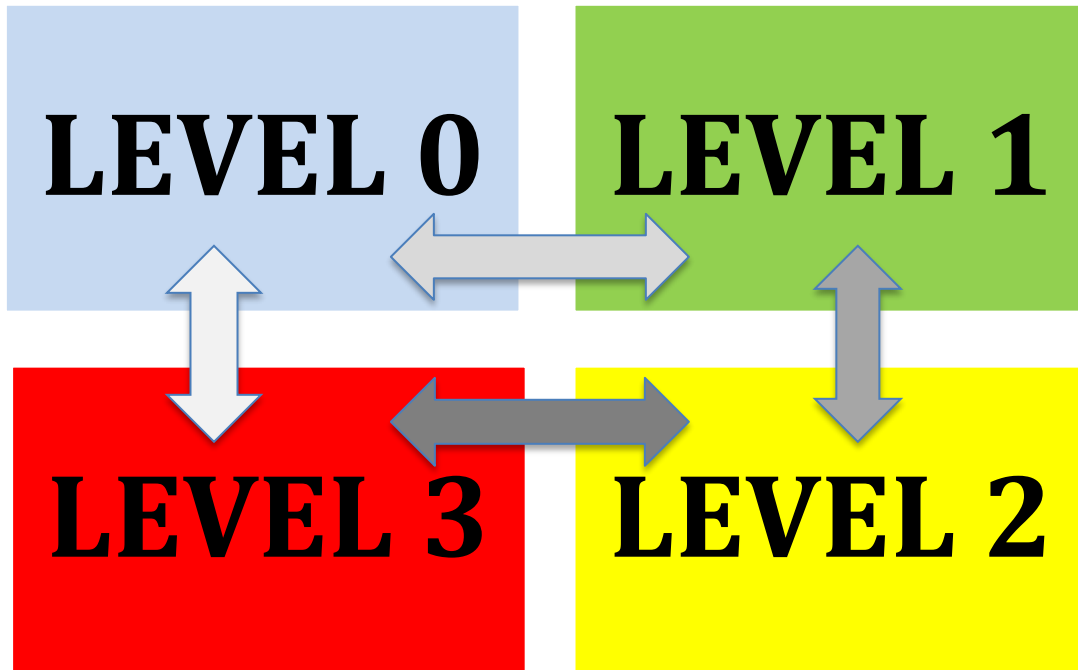
This provides information on the operational plan for the first term of the school year 2021- 2022 at the Advanced Vocational Education Centre (AVEC).

| MONTH                      | DATE    | ACTIVITY  |
|----------------------------|---------|---|
| <b>AUGUST,<br/>2021</b>    | 30      | Preparation of student handbook for trainees, specific to each department. Development of code of conduct and disciplinary policy for trainees<br>Preparation of spaces |
| <b>SEPTEMBER,<br/>2021</b> | 6       | School year begins<br>Staff meeting   |
|                            | 7-8     | Training in Microsoft teams   |
|                            | 9-10    | Registration, Interview and Orientation   |
|                            | 13-14   | Training in differentiated instruction  |
|                            | 15-17   | Completion of forms for the Registration of AVEC  |
|                            | 21      | All trainees return to school   |
|                            | 28      | Application for Centre Approval to offer NVQs Begins  |
| <b>OCTOBER,<br/>2021</b>   | 9       | Application for Centre Approval to offer NVQs Ends  |
|                            | 15      | End of late registration period   |
| <b>NOVEMBER,<br/>2021</b>  | 30      | Competency Based Summative Assessment Begins  |
| <b>DECEMBER,<br/>2021</b>  | 10      | Competency Based Summative Assessment Ends  |
|                            | 13 - 17 | Final reporting and submission of marks online  |
|                            | 17      | <b>AVEC Closes</b>  |



# EMERGENCY LEVELS

## LEVELS AND DEFINITION



## CAUSES

| LEVEL   | CAUSE   |
|---------|---|
| LEVEL 1 | <ul style="list-style-type: none"><li>• <b>Loss of learning spaces due to acts of nature or construction</b></li><li>• <b>Accommodate for physical distancing due to increase school population</b></li></ul>   |
| LEVEL 2 | <ul style="list-style-type: none"><li>• <b>A student or staff member has flu like symptoms or has been exposed to a positive Covid-19 case.</b></li><li>• <b>A student or staff member whose immediate family or a relative who they have had significant close contact is in quarantine.</b></li><li>• <b>A student or staff member who has tested positive for COVID-19</b></li></ul> |
| LEVEL 3 | <ul style="list-style-type: none"><li>• <b>Serious health issue (e.g. mould, COVID-19)</b></li><li>• <b>Serious physical plant issue (e.g. electrical, flood, fire, no water)</b></li><li>• <b>Federation is on curfew or total lockdown</b></li></ul>  |

## PROCEDURE

### LEVEL 1

**The principal must report ALL relevant information to the CEO's office for further action to be taken.**

### LEVEL 2

**IF A STUDENT OR STAFF MEMBER HAS FLU LIKE SYMPTOMS OR EXPOSED TO A POSITIVE COVID CASE**

#### **Prior to Arrival**

1. He/she is asked to report to a doctor.

#### **Upon Arrival**

1. Quarantine the individual in the sick bay.
2. Call parents in case of the staff call his or her emergency contact immediately.
3. Inform the Office of the Chief Education Officer, Ministry of Education about the sick child or staff member.
4. The Ministry of Health in collaboration with the Ministry of Education will determine the way forward.

#### **During the day**

1. Teacher or staff excuses the student(s) from the classroom. The student must wear a mask.
2. The designated staff member takes the student or staff to sick bay.
3. Quarantine the individual in the sick bay.
4. In the case of a child, call the parent. In case of the staff member, call his or her emergency contact immediately.
5. Relocate class, ventilate area and a few hours later clean and disinfect areas that ill student or staff occupied to reduce risk of infection.
6. Inform the office of the Chief Education Officer, Ministry of Education about the sick child or staff member.

7. The Ministry of Health in collaboration with the Ministry of Education will determine the way forward.
- ❖ If the staff or student tested negative for COVID-19, he / she should return to school with a letter/note giving clearance by the Ministry of Health.
  - ❖ If the staff or student tested positive for COVID-19, he or she must self-isolate. Then the school administrators begin to collect a list of those persons who were in close contact with the individual. This information should be communicated to the designated officer in the office of the Chief Education Officer. A copy will be forwarded by the CEO to the designated person in the Ministry of Health.

### **LEVEL 3**

**IF A SCHOOL IS CLOSED DUE TO COMMUNITY SPREAD OR  
THE FEDERATION IS PLACED ON CURFEW OR TOTAL  
LOCKDOWN**

**ALL schools close and refer to the St. Kitts - Nevis Continuity of Learning  
Plan**

**To report suspected case(s) of COVID-19 exposure contact:**

**St. Kitts**

**Chief Education Officer: 467-1515 (w) or 663-4944 (C)**

**Nevis**

**Principal Education Officer: 469-4651**

## PART C

# SCHOOL OPERATIONS

## INTRODUCTION

Educators play a critical role in helping to strengthen the quality of the educational experiences provided by the Ministry of Education. The quality of these experiences impact a student's ability to participate fully in the learning process and ultimately influence the students' learning outcome. However, educators cannot do it alone and rely heavily on students and parents to do their part. Therefore, the responsibilities of Principals, Deputy Principals, Teachers, Ancillary Staff, Students and Parents are clearly outlined below and should serve as a stakeholders' guide with the understanding that this list is not exhaustive. Whether in the on-site or remote setting, schools must keep a record of attendance. Any concerns about engagement or the welfare of a learner should be followed up immediately by the school.

## ATTENDANCE

### What code should be used?

| CODE  | MEANING  | CATEGORY                                     |
|---|--|--|
| /   | Attending school a.m.<br>(Red is used for lateness)        | Present                                      |
| \   | Attending school in the p.m.<br>(Red is used for lateness) | Present                                      |
| s   | Illness whether due to COVID-19 or any other illness       | Not required to attend<br>authorized absence |
| a   | Absent   | Authorized absence                           |
| a   | Absent   | Unauthorized absence                         |
| S   | Suspension   | School-directed absence                      |
| Closure for holiday or approved school activity                                 |  | Attendance is not required                   |
| Remote learning due to COVID-19 utilize the electronic register on the platform |  | Present on platform                          |

## **RESPONSIBILITIES**

### **RESPONSIBILITIES OF SUPERVISORS, PRINCIPALS & DEPUTY PRINCIPALS**

#### **Face –to-Face**

- Establish and communicate structures for the daily running of the school, ensuring that all stakeholders are apprised of their roles.
- Designate roles and responsibilities for administrative school staff with respect to face-to-face and remote learning, so that the following decisions and tasks are implemented effectively.
- Implementation of ALL COVID-19 protocols.
- Create a monitoring and supervision schedule which outlines individuals.
- Maintain a log of all persons accessing the school plant:name, address, phone #, temperature
- Establish consistent work expectations among teachers by implementing structures and protocols for checking in with the teachers and staff.
- Ensure continuous tracking of student engagement and interaction, which also accounts for student attendance.
- Ensure that the school’s remote learning programme is communicated to students and parents.
- Ensure teachers maintain students’ grades for assessments given and track students’ participation during face-to-face and remote learning.
- Celebrate individual successes of staff and students and share the good news with the wider school community.
- Establish designated office time and staff meeting time.
- Maintenance of stock which includes the provision for disposable masks in the event a student or staff member has displaced or lost his/her mask.

#### **Remote**

- Ensure that the school champion(s) maintain and populate the channels within MS Teams.
- Provide training opportunities for staff to improve their knowledge of the online platform.
- Create structures for the management and supervision of teachers and students in the online space.
- Ensure that the school’s remote learning programme prioritizes the courses and exam preparation for students who need to write national or regional examinations.
- Ensure connection with their staff individually and collectively on a regular basis to support and update staff of necessary information.
- Ensure regular communication with the school community through emails, social media platforms etc.
- Honour the process of learning remotely and highlight it in various ways throughout the week.
- Celebrate individual successes of staff and students and share the good news with the wider school community.
- Establish designated office time and staff meeting time.

## **RESPONSIBILITIES OF MANAGEMENT TEAMS**

- Ensure that the School Improvement and Safety Plans are revised to reflect the restrictions and constraints that must be considered during the COVID -19 pandemic.
- Support principal and deputy principal in the following areas:
  - ❖ Monitoring and supervision of students and teachers
  - ❖ Communication with all stakeholders
  - ❖ Planning for the daily administration of the school.
  - ❖ Implementation of Effective School's initiatives such as their Positive Behaviour Management Plans.
  - ❖ Training and mentorship of new teachers

## **RESPONSIBILITIES OF GUIDANCE COUNSELLORS**

- Support the principal and the deputy principal in the following areas:
  - ❖ Provide support to students and families that have experienced loss.
  - ❖ Provide students with coping strategies and provide additional training in this area when needed
  - ❖ Train all staff members on how to engage students after a prolonged period of absence from the classroom.
  - ❖ Interact with each class within the first four (4) weeks of the new term to assist homeroom teachers as they orient students to the new school year.
  - ❖ Maintain and update their student files to capture any pertinent information. This should be done whether or not the student has been referred for counselling.
  - ❖ Report concerns to appropriate authorities.

## **RESPONSIBILITIES OF TEACHERS**

### **Face –to-Face**

- Prepare and deliver differentiated lessons
- Communicate expectations to students and families about the instructional plan for the term, including learning objectives, required activities, assignments, links to resources, and assessments, along with due dates
- Utilise a blended approach by:
  - ❖ Uploading all instructional material to the MS Teams platforms
  - ❖ Archiving lessons and other activities for students to access later
  - ❖ Creating soft copies of all lesson plans, formative and summative assessments.
- Maintain and submit accurate records which include mark books and registers
- Monitoring and supervision of students
- Punctual attendance to all classes

- Model the proper execution of the COVID-19 protocols such as wearing the mask, sanitising hands, and maintaining appropriate physical distancing
- Record attendance and report any students failing to attend school or class

### **Remote**

- Communicate expectations to students and families about the instructional plan for the term, including learning objectives, required activities, assignments, links to resources, and assessments, along with due dates.
- Designate time for possible interaction with students in real-time to deliver lessons, facilitate discussions, and lead other instructional activities.
- Archive lessons and other instructional activities for students to access later.
- To interact with groups of students and families, account for attendance, and respond to messages from students and families in a timely fashion by utilizing an agreed communication plan (Monday thru Friday during the contractual workday)
- Monitor students' participation in activities, grade assignments and assessments, and provide timely feedback on work submitted by students.
- Communicate with families about students' progress.
- Identify appropriate activities and assignments for students who need additional support or enrichment activities.
- Record attendance and report any student failing to attend class.

### ***RESPONSIBILITIES CLASSROOM / HOMEROOM TEACHERS***

- Record attendance and report truants
- Engaging students in active discussions, provide guidelines on adjusting to the school environment
- Ensure students are adhering to the COVID-19 protocols
- Refer students who display abnormal behaviour to the Guidance Counsellors.

### ***RESPONSIBILITIES LIBRARIANS & TEACHING ASSISTANTS***

- Teaching assistants are required to support teachers throughout the teaching learning process.
- Ensure all patrons of the library are adhering to the COVID-19 protocols
- Ensure there is periodic cleaning of resources between users
- Support the teaching learning progress of teachers and students

### **RESPONSIBILITIES OF AUXILIARY STAFF**

- Support principal and deputy principal in the following areas:
  - ❖ Security guards - Securing the facility, its contents and all persons on the premises
  - ❖ Cleaners – Ensuring that all assigned spaces are cleaned and disinfected
  - ❖ Grounds persons – Ensuring that the premises are clean, litter free and the foliage pruned



- ❖ Secretaries & receptionists – support the work of the school administrators, organize the office space, and manage the flow of persons in the office space
- ❖ Cafeteria/canteen/school meals – Maintain and sanitise the kitchen/meal serving spaces and ensure meals are distributed to students in a timely manner.

## **RESPONSIBILITIES OF STUDENTS**

- Students MUST adhere to the COVID-19 protocols by wearing their masks, sanitising their hands and keeping their physical distance
- Report any feeling of flu-like symptoms to the homeroom teacher and remain at home
- Be regular and punctual (in attendance) during either face-to-face or remote sessions.
- Actively participate in all class sessions
- Adequately prepare for classes
- Adequately prepare for all assessments and submit all assignments by given deadline
- Maintain a clean and organized learning space by properly disposing of trash and arranging furniture as instructed by the teacher
- Conduct him or herself in a respectful manner by adhering to the school rules as outlined in the student handbook
- Show respect to all school personnel

## **RESPONSIBILITIES OF PARENTS**

- Communicate regularly with the school representatives regarding his or her child/ ward.
- Attend school meetings and conferences
- Update school representative, if and when there is a change in emails and/or contact information
- Respond promptly to the school's requests, especially regarding collecting an ill child/ ward
- Ensure that his or her child/ward has a clean mask and hand sanitiser in his/her possession
- Encourage his or her child/ward to adhere to the COVID-19 protocols as outlined by the Ministry of Health and the National COVID-19 Task Force
- Encourage his or her child/ward to complete assignments and other activities before attending classes
- Inform the school of the student's illness and intention to be absent
- Encourage their child/ward to attend their virtual classes and inform teachers if their child/ward did access the class for a given day. An additional mask should be provided in the event one becomes dirty or lost
- Provide his or her child /ward with the necessary for school supplies
- Provide his or her child/ ward with snacks or water to be used during their break period
- Show respect to all school personnel

## **PART D**

### **HEALTH AND SAFETY PROTOCOLS**

#### **INTRODUCTION**

As Educational Institutions across the Federation of St Kitts and Nevis prepare for the reopening of their doors in September 2021, it is of paramount importance that guidelines are established to ensure that students return to a safe and healthy school environment.

While COVID-19 continues to be very much present in various parts of the world and in our nation, the protection of our children, educators, and educational facilities still remain our top priority. Precautions and/ or guidelines must be adhered to in order to prevent the potential spread of COVID -19 in our schools and by extension our Federation.

Therefore, these Health and Safety Protocols provide clear and actionable guidance for the safe operations within our schools and other educational facilities.

#### **ENTRY PROTOCOL**

At the entrance point of each school, the following should be observed:

- All persons seeking access to the school **MUST** wear a mask regardless of their vaccination status. **ONLY** persons wearing their masks correctly will be given access to the facility.
- Temperature check **MUST** be done upon entry using an infrared thermometer and recorded in a Temperature/Screening Record Book.
- Staff and students who show respiratory symptoms and have a high temperature will not be granted entry to the school compound. In the case of the staff, he or she will be immediately asked to return home and instructed to contact a healthcare provider. The student's parent will be notified about the child's illness and required to collect the child immediately. Both staff and students will be required to seek medical clearance in order to return to school.
- Physical distancing must be observed by following the markers that are placed on the floor. Persons must comply with the instructions given by security guards as well as the posters that are mounted at the entrance points.
- Hand sanitisation stations must be clearly marked so that persons can have hands sanitised. Security officers must ensure that all persons on entering the school's compound sanitize their hands.
- After all the screening has taken place, students' bags would be checked (High School).
- Visitors to the schools must observe the school's policy and the guidelines that have been put in place.

## **CLASSROOMS/SICK BAY/CAFETERIA/PLAYGROUND**

- Students and staff are required to wear their masks at all times.
- Sick bay which is an isolated designated area in the school must be kept clean and free of clutter.
- Classrooms and all learning spaces must be kept clean
- Map out play areas and stagger breaks to ensure use by smaller groups.
- Physical distancing must be observed in class and where students tend to congregate such as the cafeteria, washrooms, and principal's office and sanitisation stations.
- Clean and disinfect surfaces, items frequently touched before and after use.

## **STAFFROOMS**

### **For teachers:**

- Wear masks at all times covering nose and mouth when interacting with colleagues
- Practice physical distancing
- Must keep spaces sanitized, clean and free of clutter.
- Staffrooms must be outfitted with hand sanitizers
- Staffrooms must be cleaned and disinfected at least twice per day daily.

## **ASSEMBLY**

Due to the protocols that were established by the National COVID-19 Task Force in collaboration with the Ministry of Health, large gatherings are prohibited. However, the following alternatives can be considered:

- Schools with a large hall or auditorium can facilitate assemblies with the required protocol for physical distancing for their general sessions.
- Classroom assemblies should be held for the other days of the week.
- Morning assemblies should be held for at least fifteen minutes with prayer, a motivational talk, COVID -19 reminders and updates, preparation for teaching and learning.
- Attendance registers must be marked prior to school assemblies.

## **SIGNAGE & PHYSICAL SPACING**

- Physical distancing markers should be placed in strategic places such as in and outside the principals' offices, cafeteria, entrance to washrooms and auditoriums.
- Desks and chairs within the classrooms should be arranged so that it reflects the guidelines given by the Ministry of Health and the National COVID-19 Task Force – 3ft.

- Posters displaying COVID-19 protocols must be placed in highly visible and central areas on the school premises.

## CLEANING OF SPACES

In order to prevent the spread of COVID 19, it is important that there is regular cleaning, sanitizing and disinfecting of spaces in all of our schools – restrooms, offices, labs, classrooms, and specialist Rooms. Resources that are used by staff members and students should be sanitised regularly such as, phones, pens and whiteboard markers.

### **High/Frequently Touch Surfaces**

- Doors and Windows
- Handles
- Work surfaces
- Personal Computer Keyboards
- Touchscreen Personal Devices
- Counter Tops, as well as Kitchen and Food Prep Areas
- Bathroom Surfaces
- Toilets and Taps

### **Effective Cleaning Solutions**

- **Hands** - Antibacterial Soap and Alcohol at 70-90% concentration
- **Walls, floors, toilet bowls** - Detergent/disinfecting liquids such as:
  - Fabuloso, dettol, pinesol, chemtron.
  - **Bleach** (Sodium Hypochlorite Solution): should be used for all bathroom surfaces
    - Recommended Concentration = 0.1% or 1,000ppm
    - Equivalent to 1 part of 5% strength household bleach to 49 parts of water.
    - **Specifically**, use a half cup of bleach to 1 gallon of water; mix them in this way: measure the bleach and then throw it into the container, then add the water to bring it to the one gallon marker. (Using the one gallon water bottles is an easy and simple way to do this) Bleach solution should be stored in a dark area
- **High touch surfaces:**
  - ✓ Alcohol at 70-90% concentration
  - ✓ **Hydrogen peroxide:** is an alternative that can be used for wiping frequently touched spaces (door-knobs, handles, desk surfaces etc.) as it does not have the strong scent of bleach.

\*All disinfectant solutions should be freshly prepared each day and stored in opaque containers and in well ventilated, covered areas. Label bottles to indicate what solutions they contain

### **Effective Cleaning Strategy**

- Clean all surfaces with water and soap or a detergent **FIRST** to remove organic matter/dirt.
  - Disinfection then follows
  - Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area
  - Apply disinfectants using a cloth or wipe soaked in the solution. **NB.**
- *Disinfecting indoor spaces via spraying is NOT recommended for COVID-19.*
- Constant wiping is necessary with either hydrogen peroxide or the rubbing alcohol in closed spaces (spaces with AC units like computer labs, offices etc)
- Disposal disinfecting wipes (eg. Clorox wipes) can also be used and thrown in a garbage bin right after use.

### **Cleaning of Classroom Spaces**

- All surfaces and furniture should be cleaned (thoroughly wiped with a recommended cleaning solution) before and after use.
- Door handles should be wiped with a recommended solution (rubbing alcohol or hydrogen peroxide) or disinfectant wipe once touched.

### **Cleaning of Bathrooms**

- Bleach solution should be used to clean all bathroom surfaces
- Bathroom surfaces should be cleaned after each use

### **Personal Protective Equipment:**

- The minimum recommended PPE are rubber gloves, impermeable aprons and closed shoes.
- Eye protection and medical masks may also be needed to protect against chemicals in use or if there is a risk of splashing.

### **Personal Cleaning for all persons**

- Frequent hand washing and avoiding the touching of the face remain the main preventive actions to reduce any possible transmission of COVID 19.

## APPENDICES

### SUPERVISION AND MONITORING SCHEDULE TEMPLATE

\* Must be submitted to the office of the Chief Education Officer

| <b>DUTIES</b>  | <b>MONDAY</b> | <b>TUESDAY</b> | <b>WEDNESDAY</b> | <b>THURSDAY</b> | <b>FRIDAY</b> |
|--|---------------|----------------|------------------|-----------------|---------------|
| <b>Arrival and Health Screening</b>                              |               |                |                  |                 |               |
| <b>Registration (a.m. and p.m.)</b>                              |               |                |                  |                 |               |
| <b>Devotions/Assembly</b>  |               |                |                  |                 |               |
| <b>Break (a.m. and p.m.)</b>                                     |               |                |                  |                 |               |
| <b>Lunch</b>   |               |                |                  |                 |               |
| <b>Clean-up and sanitisation of teaching and learning spaces</b> |               |                |                  |                 |               |
| <b>Dismissal</b>   |               |                |                  |                 |               |

**COVID -19 HEALTH SCREENING RECORD BOOK - TEMPLATE**

| Date: _____<br>Form: _____ |                | Respiratory Symptoms |          |   |                          |   |       |   |                           |   |                       | Comments/<br>Referral<br>for<br>Admission |   |  |
|----------------------------|----------------|----------------------|----------|---|--------------------------|---|-------|---|---------------------------|---|-----------------------|---|---|--|
| No                         | Name           | Temp.<br>F/C         | Diarrhea |   | Nausea<br>or<br>vomiting |   | Cough |   | Shortness<br>of<br>breath |   | Fever<br>or<br>chills |   |   |  |
|                            |                |                      | Y        | N | Y                        | N | Y     | N | Y                         | N | Y                     |   | N |  |
| 1                          | Charlie Doe    | 104° F               |          |   |                          |   |       |   |                           |   |                       |   |   | <b>Parent contacted,<br/>child referred to<br/>the Medical Centre<br/>Returned on<br/>Thursday, 13<sup>th</sup><br/>August with a note<br/>from the doctor</b> |
| 2                          | Anne Paul      | 99° F                |          |   |                          |   |       |   |                           |   |                       |   |   |  |
| 3                          | San Davis      | 96° F                |          |   |                          |   |       |   |                           |   |                       |   |   |  |
| 4                          | Shan<br>Browne | 100.4° F             |          |   |                          |   |       |   |                           |   |                       |   |   | <b>Referred to doctor<br/>Returned on<br/>Monday, 17<sup>th</sup><br/>August with a note<br/>from the nurse at<br/>the Health Centre</b>                       |

## Primary Principals' Checklist

| DATE | ACTIVITIES   | STATUS |
|------|--|--------|
|      | <b>Principal /Deputy Principal/Third in Command Meeting</b>  |        |
|      | <ul style="list-style-type: none"> <li>● Check for staff changes and discuss staff needs/shifts</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Review and address issues of previous year</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Projections for the new school year (academic, athletic and other extracurricular activities)</li> </ul>  |        |
|      | <ul style="list-style-type: none"> <li>● School improvement plan and school safety plan</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Discuss and implement plans according to COVID-19 Protocols in accordance with Part C of Document.</li> </ul>                                     |        |
|      | <ul style="list-style-type: none"> <li>● Calendar of events</li> </ul>   |        |
|      | <b>Senior Management Meeting at school</b>   |        |
|      | <ul style="list-style-type: none"> <li>● Gather feedback on issues discussed in principal/deputy meeting.</li> <li>● Plan for return of students in light of COVID-19 protocols</li> </ul> |        |
|      | <ul style="list-style-type: none"> <li>● Discussion of Independence</li> </ul>   |        |
|      | <b>Orientation of teachers new to the profession and to the school (1:00 p.m. session).</b>  |        |
|      | <ul style="list-style-type: none"> <li>● Overview of expectations, physical spaces etc.</li> </ul>   |        |
|      | <b>Virtual Opening Ceremony</b>  |        |
|      | <ul style="list-style-type: none"> <li>● Remind teachers of the opening ceremony</li> </ul>  |        |
|      | <b>General Staff Meeting at schools</b>  |        |
|      | <ul style="list-style-type: none"> <li>● Welcome back staff</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Recognize and welcome new staff.</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Staff deployment, duties etc</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Give the names and/or present members of auxiliary staff and related duties</li> </ul>  |        |
|      | <ul style="list-style-type: none"> <li>● Outline chain of command</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Sensitization of school's culture (goals, mission, expectations)</li> </ul>   |        |



|  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"> <li>● Distribution of packages with MOE policies, school handbook, school rules, dress code</li> </ul>                         |  |
|  | <ul style="list-style-type: none"> <li>● Year in review – summary strengths and successes</li> </ul>  |  |
|  | <ul style="list-style-type: none"> <li>● Areas for improvements and remediation strategies to be implemented</li> </ul>   |  |
|  | <ul style="list-style-type: none"> <li>● Independence</li> </ul>  |  |
|  | <ul style="list-style-type: none"> <li>● Important dates e.g. PTA, progress tests etc</li> </ul>  |  |
|  | <b>General Staff Meeting Cont'd</b>   |  |
|  | <ul style="list-style-type: none"> <li>● Duties/responsibilities of class teachers, STEP/Temp workers, librarian.</li> </ul>                                      |  |
|  | <ul style="list-style-type: none"> <li>● Distribution of mark books. Discuss standardized format. (template suggested)</li> </ul>                                 |  |
|  | <ul style="list-style-type: none"> <li>● Discussion of registers (standardized protocols) and distribution of temporary registers (template suggested)</li> </ul> |  |
|  | <ul style="list-style-type: none"> <li>● Assessments (types &amp; frequency); homework protocol</li> </ul>  |  |
|  | <ul style="list-style-type: none"> <li>● Distribution of temporary timetables</li> </ul>  |  |
|  | <ul style="list-style-type: none"> <li>● Calendar of events</li> </ul>  |  |
|  | <b>Grade Level Meetings</b>   |  |
|  | <ul style="list-style-type: none"> <li>● Students' performance &amp; strategies for improvements</li> </ul>   |  |
|  | <ul style="list-style-type: none"> <li>● Distribution curriculum guides.</li> </ul>   |  |
|  | <ul style="list-style-type: none"> <li>● Unit of work/scheme of work amendments</li> </ul>  |  |
|  | <ul style="list-style-type: none"> <li>● Lesson planning for day one of school term</li> </ul>  |  |

**NOTE: Minutes for EACH meeting to be submitted to principals**

## Secondary Principals' Checklist

| DATE | ACTIVITIES   | STATUS |
|------|--|--------|
|      | <b>Distribution of SELF books</b>  |        |
|      | <b>Principal /Deputy Principal/Third in Command Meeting</b>  |        |
|      | <ul style="list-style-type: none"> <li>● Check for staff changes/needs/shifts</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Review and address issues of previous year</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Review projections for the new school year (academic, athletic and other extracurricular activities)</li> </ul>                                   |        |
|      | <ul style="list-style-type: none"> <li>● Review / revise school improvement plan and safety plan</li> </ul>  |        |
|      | <ul style="list-style-type: none"> <li>● Discuss and implement plans according to COVID-19 Protocols in accordance with Part C of Document.</li> </ul>                                     |        |
|      | <ul style="list-style-type: none"> <li>● Finalize school calendar inclusive of all activities</li> </ul>   |        |
|      | <b>Senior Management Meeting at schools</b>  |        |
|      | <ul style="list-style-type: none"> <li>● Gather feedback on issues discussed in principal/deputy meeting.</li> <li>● Plan for return of students in light of COVID-19 protocols</li> </ul> |        |
|      | <ul style="list-style-type: none"> <li>● Discuss plans for Independence Celebration</li> </ul>   |        |
|      | <b>HOD Meeting</b>   |        |
|      | <ul style="list-style-type: none"> <li>● Orientation of new teachers new</li> <li>● Overview of expectations and the physical spaces</li> </ul>  |        |
|      | <b>Virtual Opening Ceremony</b>  |        |
|      | <ul style="list-style-type: none"> <li>● Remind teachers of the opening ceremony</li> </ul>  |        |
|      | <b>Staff Meeting at schools</b>  |        |
|      | <ul style="list-style-type: none"> <li>● Welcome back staff</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Recognize and welcome new staff; staff changes</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Deployment of Staff (subject teachers, classroom assignments, form teachers and assistants)</li> </ul>  |        |
|      | <ul style="list-style-type: none"> <li>● Give the names and/or present members of auxiliary staff</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Outline chain of command</li> </ul>   |        |
|      | <ul style="list-style-type: none"> <li>● Sensitization of school's culture (goals, mission, expectations)</li> </ul>   |        |

|  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"> <li>● Distribution of packages with MOE policies, school handbook, school rules, dress code</li> </ul> |  |
|  | <ul style="list-style-type: none"> <li>● Year in review – strengths and successes</li> </ul>  |  |
|  | <ul style="list-style-type: none"> <li>● Brief internal and external exam overview</li> </ul>   |  |
|  | <ul style="list-style-type: none"> <li>● Areas for improvements and remediation strategies to be implemented</li> </ul>                   |  |
|  | <ul style="list-style-type: none"> <li>● Identify important dates e.g. marksheet, PTA,</li> </ul>   |  |
|  | <b>Department meetings led by HODs</b>  |  |
|  | <ul style="list-style-type: none"> <li>● Distribution of syllabuses, guides, curriculum</li> </ul>  |  |
|  | <ul style="list-style-type: none"> <li>● Distribution of temporary timetables</li> </ul>  |  |
|  | <ul style="list-style-type: none"> <li>● Brief overview of formative &amp; summative assessments</li> </ul>                               |  |
|  | <ul style="list-style-type: none"> <li>● Amendment to previous unit plans/scheme of work</li> </ul>                                       |  |
|  | <ul style="list-style-type: none"> <li>● Lesson planning for day one of school term</li> </ul>  |  |
|  | <ul style="list-style-type: none"> <li>● Principals and Deputy visit meetings in progress</li> </ul>                                      |  |
|  | <ul style="list-style-type: none"> <li>● Minutes to be submitted to principal the following day</li> </ul>                                |  |
|  | <b>Meeting of Year Heads/ Block Supervisors</b>   |  |
|  | <b>Meeting of Form Teachers and assistants</b>  |  |
|  | <ul style="list-style-type: none"> <li>● Distribution of temporary registers</li> </ul>   |  |
|  | <ul style="list-style-type: none"> <li>● Discussion on format for marking registers (template)</li> </ul>                                 |  |
|  | <ul style="list-style-type: none"> <li>● Discussions on duties/responsibilities of form teachers</li> </ul>                               |  |
|  | <b>General Staff meeting</b>  |  |
|  | <ul style="list-style-type: none"> <li>● Distribution of mark books. Discussion of mark book protocol (template suggested)</li> </ul>     |  |
|  | <ul style="list-style-type: none"> <li>● Discussion of subject registers</li> </ul>   |  |
|  | <ul style="list-style-type: none"> <li>● Assessments (types and frequency)</li> </ul>   |  |
|  | <ul style="list-style-type: none"> <li>● Homework protocol</li> </ul>   |  |
|  | <ul style="list-style-type: none"> <li>● Calendar of events</li> </ul>  |  |

**NOTE: Minutes for EACH meeting to be submitted to principals**

**MINISTRY OF EDUCATION  
PRIMARY AND SECONDARY SCHOOLS  
COVID-19 COMPLIANCE & ENFORCEMENT CHECKLIST**

**Date of Assessment:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

**No. of Children Presently Enrolled:** \_\_\_\_\_

**Name of Principal:** \_\_\_\_\_

**Principal's Contact Information: Cell:** \_\_\_\_\_ **Office:** \_\_\_\_\_

**Type of Service Provided: Primary** **Secondary School**

| No   | ACTIVITY  | YES | NO | N/A |
|--|---|-----|----|-----|
| <b>PHYSICAL DISTANCING</b>                         |   |     |    |     |
| 1  | Physical distancing of at least six feet (6ft) outside of the classroom   |     |    |     |
| 2  | Distance markers are at six feet (6ft) apart at check point or other line for adults dropping off or picking up students. |     |    |     |
| 3  | Timetables reflects activities done in small groups   |     |    |     |
| 4  | Chairs and desk are arranged at least two feet (2ft) apart  |     |    |     |
| 5  | Pictures/drawings are posted to indicate the number of children allowed in each classroom.                                |     |    |     |
| 6  | Limit large groups. No more than 1 class coming together for assembly   |     |    |     |
| 7  | Classrooms should be arranged to reflect physical distancing.   |     |    |     |
| 8  | Staffrooms should be arranged to reflect physical distancing.   |     |    |     |
| <b>MASK</b>  |   |     |    |     |
| 9  | Face mask must be worn by ALL parents and staff on the compound   |     |    |     |
|  | Face mask must be worn by students in Grades 3 to Grade 6 and all secondary students.                                     |     |    |     |
| <b>ARRIVAL &amp; DEPARTURE SCREENING PROTOCOLS</b> |   |     |    |     |
| 10   | Sanitizing stations available on entry  |     |    |     |
| 11   | Mandatory temperature checks upon arrival (students and staff)  |     |    |     |
| 12   | A Temperature Record Book is implemented  |     |    |     |
| 13   | Each school has a register system implemented recording all in attendance.  |     |    |     |

| <b>HYGIENE</b>          |   |  |  |  |
|-------------------------|---|--|--|--|
| 14                      | <p>Soap and water or liquid soap is readily available for hand washing throughout the day:</p> <ul style="list-style-type: none"> <li>● Before serving food, before and after eating, after using the toilet, where hands are dirty, after sneezing or coughing, before and after wearing gloves, when arriving or leaving the workplace, after changing tasks, after touching contaminated surfaces and if in contact with someone displaying any COVID-19 symptoms after blowing nose and using the bathrooms</li> </ul>                      |  |  |  |
| 15                      | Hand sanitizers & sanitizing wipes are available  |  |  |  |
| 16                      | <p>Ensure regular cleaning and sanitizing is done in the classroom throughout the day.</p> <ul style="list-style-type: none"> <li>● A written schedule for sanitizing frequently touched surfaces should be posted. Such as Classroom - chairs, tables, floors equipment, tabletops, door handles, handrails, bathrooms, staff rooms, libraries, computer labs, lunchrooms.</li> <li>● Cleaning schedules should outline who should be responsible for cleaning areas, time it should be done and what cleaning agents will be used.</li> </ul> |  |  |  |
| 17                      | <p>COVID -19 related signage and posters are posted in all classrooms.</p> <ul style="list-style-type: none"> <li>● Signs displaying steps for washing hands should be posted in all bathrooms and hand washing stations.</li> </ul>  |  |  |  |
| <b>HYGIENE PROTOCOL</b> |   |  |  |  |
| 18                      | Personalized items are labelled and stored in individual bags   |  |  |  |
| 19                      | Bathrooms are sanitized and toilets flushed after each use  |  |  |  |
| 20                      | Floors are mopped two (2) times daily (after lunch period and before closure of school).  |  |  |  |
| 21                      | Floors should be mopped at the change of shift  |  |  |  |
| 21                      | Hand sanitizers and soap are available for staff and children as well but kept out of reach for children  |  |  |  |
| 22                      | Soap dispensers and paper towels are in bathrooms and kitchen   |  |  |  |
| <b>SERVING OF MEALS</b> |   |  |  |  |
| 23                      | Food is stored in clean area  |  |  |  |
| 24                      | Utensils are adequate and sufficient  |  |  |  |
| 25                      | Utensils are in good condition  |  |  |  |
| 26                      | A written schedule posted showing:<br>All surfaces to be cleaned  |  |  |  |

|    |  |  |  |  |
|----|--|--|--|--|
|    | The frequency of cleaning  |  |  |  |
|    | The materials used for cleaning  |  |  |  |
|    | The staff responsible for cleaning   |  |  |  |
| 27 | Sign is placed in kitchen: Wash hands before and after serving meals   |  |  |  |
|    |  |  |  |  |
|    | <b>HEALTH AND SAFETY PROTOCOL</b>  |  |  |  |
| 28 | Screening of adults and students are done daily.   |  |  |  |
| 29 | Staff and students who are sick are at home.   |  |  |  |
| 30 | Students or adults are sent home immediately should coughing, sneezing, blowing of nose or any signs of a cold manifest. An area or room is identified if staff or child becomes sick <ul style="list-style-type: none"> <li>• Close off areas used by the person who is sick.</li> <li>• Clean and disinfect all areas used by the person who is sick</li> <li>• Once area has been appropriately disinfected, it can be opened for use.</li> </ul> |  |  |  |
| 31 | Staff and parents of children inform Principal about any illnesses   |  |  |  |
| 32 | Paper towels are used to dry hands and must be properly disposed of in bins.   |  |  |  |
| 33 | Cleaning materials are safe for use in classroom and properly stored out of children's reach at all times; a cleaning schedule should be posted  |  |  |  |
| 34 | Proper measurement of cleaning agents are observed   |  |  |  |
| 35 | Garbage bins are covered, emptied and sanitized daily.   |  |  |  |
| 36 | Hand washing done after using gloves   |  |  |  |
| 37 | All windows and doors are opened daily and classrooms are properly ventilated.   |  |  |  |
| 38 | Parents and staff are aware of the COVID-19 measures in place for safe reopening of Primary and Secondary schools  |  |  |  |

**Names of Assessors:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SAMPLE TIME TABLE FOR A PRIMARY SCHOOL ON NEW OPERATING HOURS (8:00 A.M. – 4:00 P.M.)**

| <b>Time</b>        | <b>Monday</b>                        | <b>Tuesday</b>                       | <b>Wednesday</b>                     | <b>Thursday</b>                      | <b>Friday</b>                        |
|--------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| 8:00 – 8:25 a.m.   | Arrival and Health Screening         | Arrival and Health Screening         | Arrival and Health Screening         | Arrival and Health Screening         | Arrival and Health Screening         |
| 8: 25 – 8:30 a.m.  | Registration                         | Registration                         | Registration                         | Registration                         | Registration                         |
| 8:30 – 8:45 a.m.   | Devotions/Assembly                   | Devotions/Assembly                   | Devotions/Assembly                   | Devotions/Assembly                   | Devotions/Assembly                   |
| 8:50 – 9:30 a.m.   | Lang. Arts                           | Sci. & Tech.                         | H & W (H)                            | Soc. Studies                         | Mathematics                          |
| 9:35 – 10:15 a.m.  | Lang. Arts                           | Sci. & Tech                          | H & W (F)                            | Soc. Studies                         | Mathematics                          |
| 10:15– 10:30 a.m.  | <b>B</b>                             | <b>R</b>                             | <b>E</b>                             | <b>A</b>                             | <b>K</b>                             |
| 10:35 – 11:15 a.m. | Soc. Studies                         | Mathematics                          | Lang. Arts                           | Sci. & Tech.                         | H & W (H)                            |
| 11:20 – 12:00 noon | Soc. Studies                         | Mathematics                          | Lang. Arts                           | Sci. & Tech                          | H & W (P)                            |
| 12:00 – 1:00 p.m.  | <b>L</b>                             | <b>U</b>                             | <b>N</b>                             | <b>C</b>                             | <b>H</b>                             |
| 1:05 – 1:45 p.m.   | Mathematics                          | Lang. Arts                           | Soc. Studies                         | Mathematics                          | Lang. Arts                           |
| 1:50 – 2:30 p.m.   | H & W (P)                            | Lang. Arts                           | Sci. & Tech.                         | Extra                                | Sci. & Tech.                         |
| 2:30 – 2:45 p.m.   | <b>B</b>                             | <b>R</b>                             | <b>E</b>                             | <b>A</b>                             | <b>K</b>                             |
| 2:50 – 3:30 p.m.   | Extra                                | Soc. Studies                         | Mathematics                          | H & W (P)                            | Extra                                |
| 3:30 – 4:00 p.m.   | Clean-up, sanitization and departure | Clean-up, sanitization and departure | Clean-up, sanitization and departure | Clean-up, sanitization and departure | Clean-up, sanitization and departure |

**SAMPLE TIME TABLE FOR A PRIMARY SCHOOL DAY ON A SHIFT SYSTEM (MORNING SHIFT)**

| <b>Time</b>             | <b>Monday</b>                        | <b>Tuesday</b>                       | <b>Wednesday</b>                     | <b>Thursday</b>                      | <b>Friday</b>                        |
|-------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| 8:00 a.m. – 8:25 a.m.   | Arrival and Health Screening         | Arrival and Health Screening         | Arrival and Health Screening         | Arrival and Health Screening         | Arrival and Health Screening         |
| 8: 25 a.m. – 8:30 a.m.  | Registration                         | Registration                         | Registration                         | Registration                         | Registration                         |
| 8:30 a.m. – 8:45 a.m.   | Devotions/Assembly                   | Devotions/Assembly                   | Devotions/Assembly                   | Devotions/Assembly                   | Devotions/Assembly                   |
| 8:45 a.m. – 9:25 a.m.   | Lang. Arts                           | Soc. Studies                         | Sci. & Tech                          | Mathematics                          | Lang. Arts                           |
| 9:30 a.m. – 10:10 a.m.  | Lang. Arts                           | H & W (H)                            | Soc. Studies                         | Sci. & Tech                          | Mathematics                          |
| 10:10 a.m. – 10:25 a.m. | <b>B</b>                             | <b>R</b>                             | <b>E</b>                             | <b>A</b>                             | <b>K</b>                             |
| 10:25 a.m. – 11:05 a.m. | Sci. & Tech                          | Mathematics                          | Lang. Arts                           | Soc. Studies                         | H & W (F)                            |
| 11:10 a.m. – 11:50 a.m. | Mathematics                          | Mathematics                          | Lang. Arts                           | Soc. Studies                         | H & W (P)                            |
| 11:50 a.m.              | <b>L</b>                             | <b>U</b>                             | <b>N</b>                             | <b>C</b>                             | <b>H</b>                             |
|                         | Clean-up, sanitization and departure | Clean-up, sanitization and departure | Clean-up, sanitization and departure | Clean-up, sanitization and departure | Clean-up, sanitization and departure |



**SAMPLE TIME TABLE FOR A PRIMARY SCHOOL DAY ON A SHIFT SYSTEM (AFTERNOON SHIFT)**

| <b>Time</b>         | <b>Monday</b>                        | <b>Tuesday</b>                       | <b>Wednesday</b>                     | <b>Thursday</b>                      | <b>Friday</b>                        |
|---------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| 12:15 – 12:50 p.m.  | Arrival and Health Screening         | Arrival and Health Screening         | Arrival and Health Screening         | Arrival and Health Screening         | Arrival and Health Screening         |
| 12: 50 – 12:55 p.m. | Registration                         | Registration                         | Registration                         | Registration                         | Registration                         |
| 1:00 – 1:10 p.m.    | Devotions/Assembly                   | Devotions/Assembly                   | Devotions/Assembly                   | Devotions/Assembly                   | Devotions/Assembly                   |
| 1:10 – 1:45 p.m.    | Lang. Arts                           | Soc. Studies                         | Sci. & Tech                          | Mathematics                          | Lang. Arts                           |
| 1:50 – 2:25 p.m.    | Lang. Arts                           | H & W (H)                            | Soc. Studies                         | Sci. & Tech                          | Mathematics                          |
| 2:25 – 2:40 p.m.    | <b>B</b>                             | <b>R</b>                             | <b>E</b>                             | <b>A</b>                             | <b>K</b>                             |
| 2:40 – 3:15 p.m.    | Sci. & Tech                          | Mathematics                          | Lang. Arts                           | Soc. Studies                         | H & W (F)                            |
| 3:20 – 3:55 p.m.    | Mathematics                          | Mathematics                          | Lang. Arts                           | Soc. Studies                         | H & W (P)                            |
| 4:00 p.m.           | Clean-up, sanitization and departure | Clean-up, sanitization and departure | Clean-up, sanitization and departure | Clean-up, sanitization and departure | Clean-up, sanitization and departure |