

# Roadmap for Return

ECA's Education, Health, and Safety  
Re-entry Plan during COVID-19



***In accordance with the requirements from the Spanish Government there will be 4 Scenarios that we must keep in mind as we reopen. The Spanish Ministry of Education will determine which scenario we need to operate under during the length of the 2020-2021 school year.***

## **Scenario #1**

In-person classes most days with occasional distance learning taking place to help prepare students should we need to transition to learning from home. Hygiene and safety measures have been put in place and are detailed in the supplement in order to ensure a healthy learning environment.

## **Scenario #2**

Due to our school size, specific adaptations will be made without a full-closure of our school.

## **Scenario #3**

Spanish government requires schools to close and we move to distance learning, ensuring a complete plan for all grade levels.

## **Scenario #4**

COVID-19 is under control and everything is back to normal!

# Scenario #1

*In this scenario, in-person classes will be held most days with occasional distance learning taking place to help prepare students should we need to transition to learning from home. Hygiene and safety measures have been put in place to ensure a healthy learning environment.*

**Our school will be following the regular 9:10am - 4:00pm schedule during this scenario.**



## Protective wear

In accordance with the Spanish law, all students will be required to wear a mask upon entering the campus. However, the Ministry of Education is not requiring masks in elementary classes provided that students are grouped in pods (smaller cohorts with restricted interactions between pods). Our ECA elementary school will be grouped into the following three pods: 1st grade, 2nd/3rd grade, and 4th/5th grade. Therefore, elementary students and their main teacher will not be required to wear a mask while in their classroom, although they may choose to do so if they desire. If anyone leaves their classroom at any time, including during recess, he or she must wear a mask.

For secondary students and teachers, masks must be worn at all times. Clear visors may be worn if chosen, but must also be accompanied by a mask. If a student has a medical issue preventing him/her from wearing a mask, please contact the school ([secretary@ecaspain.com](mailto:secretary@ecaspain.com)) for alternative solutions.



## Screenings

We ask that all parents take their child(ren)'s temperature before they leave the house. Any student who has a temperature above 100°F or 37.8°C must stay home. Temperatures of all students will also be taken at the gate upon arrival, so please do not drive away until you see your child has been given clearance to enter the school premises.



## Morning routines

Once students arrive on campus they should use the hand-sanitizer provided at the gate. Secondary students should report to the paved soccer court and elementary students should go to the elementary basketball court. Students can socialize with appropriate distancing, keeping their masks on at all times. Contact sports (like soccer) will not be allowed at this time. Students will be dismissed into the building on a staggered schedule to minimize the flow of traffic in the hallways. Instructions will be given to students on the first day of school.



## Schedule

The school day will start at 9:10am and finish at 4:00pm as usual. However, secondary students will use an adapted schedule to allow for longer breaks between classes for fresh air, classroom ventilation, and desk disinfection. Students will re-enter on a staggered schedule like they do in the mornings.



### **Movement within the building**

To minimize the number of students in hallways, teachers will dismiss their students on a staggered schedule between passing periods. Students will not be allowed to congregate in the hallways but must immediately go outside. Students will reenter according to grade level and be allowed to stop by their lockers before heading to class. Instructions will be given the first day of school.



### **Distance Learning Days**

The Spanish government is encouraging schools to schedule “distance learning days” in order to be more prepared in the event of another school closure. At ECA, we have scheduled occasional Fridays (once or twice a month) for distance learning. More details as well as the scheduled Fridays will be given at the beginning of the school year. Chromebooks may be checked out by families for their child(en) if they do not have a personal device to work on from home.



### **Student absences**

We understand that we will be encountering higher levels of individual student absenteeism due to COVID-19 symptoms, exposure or concerns. Due to limited staff and resources, we are unable to provide online teaching simultaneous to in-person teaching. Therefore, when a student is absent for 3 days or less while school is still in-person, they should to follow the regular make-up work policy as outlined in the Parent Student Handbook. Should the absence be longer than 3 days, please contact the secretary ([secretary@ecaspain.com](mailto:secretary@ecaspain.com)) to inform the school so an appropriate plan can be developed. Any COVID-19 related absences will not be counted toward the school day absence limit.



### **Restrooms**

Restrooms will be thoroughly disinfected several times a day. No more than 2 people may be in the restroom area at the same time. Students are to wash their hands carefully with soap and water according to health guidelines.



### **Water stations**

Drinking fountains may only be used to fill up water bottles. Students are encouraged to bring their own bottles to school and label it clearly with their name. Water bottles should not be shared.



### **Classes and furniture**

We are carefully analyzing each classroom to minimize the number of students in each room. No classroom will ever have more than 20 students, though most of the time, class size will be under 12 students. Desks will be spaced between students using the 1.5 meter guideline, or as best as each room layout allows. Classroom materials should not be shared (pencils, paper, notebooks...). Individual teachers will communicate with parents regarding any specific classroom needs.



### **Lunch**

Students are asked to bring a lunch that does not need to be kept in the refrigerator or be heated up in a microwave. Elementary students will eat in their classrooms. During the month of September, secondary students will all eat outside with limited seating at each table. Tables will be cleaned after each day. In case of rain, further instructions will be given to secondary students for eating locations.



### **Daily cleaning**

All door handles and railings will be sanitized twice daily. Desk surfaces will be disinfected and rooms aired out for 5 minutes after each class. Keyboards on computers and chromebooks will be disinfected after each use.



### **Hand sanitation**

Hand sanitizer stations will be located in each hallway. Each classroom will also have a sanitizer pump. Students are also encouraged to wash their hands frequently throughout the day.



### **Large group gatherings**

In compliance with Spanish guidelines, we will limit the number of people in designated spaces and use our outdoor options as much as possible. Certain traditional events may be cancelled or moved to a later time, if necessary.



### **P.E. and Choir**

To ensure maximum health and safety, specific guidelines for these particular classes will be available the first week of school. Due to COVID-19 restrictions and staff shortages, P.E. will not be offered at the high school level this year. An alternative for high school students will be provided to earn P.E. credit. Details will be provided during the first week of school.



### **After-school clubs**

No after-school clubs will be offered during the month of September. All students must therefore be off campus by 4:20pm each day. If the situation allows, we will consider beginning clubs and after-school activities the first week of October. Please look for further communication in the Note Home.



### **Signage**

Various signs around the school will encourage proper health and hygiene practices.



### **Parents and visitors**

Parents and visitors are not allowed in the school building unless they make a previous appointment and inform the secretary ([secretary@ecaspain.com](mailto:secretary@ecaspain.com)).



### **After-school routine**

While we recognize that socializing with fellow parents is an important and appreciated part of our school community, unfortunately, this year will look different. Parents should leave with their students as quickly as possible. Secondary parents should wait outside the gate and have their child(ren) go directly to the car. Elementary parents should park, come inside the gate and pick up their child(ren).



### **Student Life**

Focusing on each student will still remain a high priority at ECA. Some student events will continue in traditional ways with appropriate safety measures while others may look completely new and different. We are excited to see the creativity in building new memories, focusing on what can be done instead of what can't be done.

## **Scenario #2**

*This scenario would take place in the event of a worsening of COVID-19 cases, requiring extra vigilance, but not leading to governmental quarantine nor full-school closure. For Spanish public schools, many of the measures include dividing classes in half and limiting the number to 20 students per classroom. Due to being a smaller school, we will be able to continue in-person instruction with the following additional guidelines.*



### **Recess and breaks**

Elementary recess will be staggered and only one pod (1st, 2nd/3rd, 4th/5th) will be able to play on the playground at a time. As in scenario 1, students will continue to wear their masks.

At the secondary level, students will only socialize within high school or middle school, minimizing the contact between levels.



### **Clubs**

Clubs and student activities (class meetings, StuCo events, etc...) will be cancelled.



### **Increase in Distance Learning Days**

We may have to resort to more distance learning days during this scenario.

Elementary will be given priority to continue in-person learning if at all possible.

## Scenario #3

*This scenario would take place if the situation worsens to the point that school closure is deemed necessary by either the Spanish Government or the ECA Leadership.*



### **Communication**

In the event of a school closure, the Director will communicate with ECA families regarding specific instructions for the transition to our distance learning plan. We will send out a schedule for picking up student books and materials.



### **Digital platforms**

Purposeful learning from home will continue during this scenario. ECA faculty will be receiving further training in digital tools and platforms during staff orientation in August. Google G-Suite will be used as much as possible to ensure consistency in presentation and navigation for all families. Elementary students will be trained in these tools during the first month of school, with an additional focus in their technology class to be more prepared for distance learning.



### **Synchronous learning priority**

Research shows that students perform better when in a synchronous learning environment (learning that occurs through online channels with real-time interaction, such as through Zoom or Google Meet) than with asynchronous learning. For this reason, our distance learning plan will prioritize synchronous learning when possible. We encourage all students to have a computer or laptop that can be used during the school day from home.

## Scenario #4

*This scenario would take place in the case of COVID-19 disappearing or deemed under control by the Spanish Government. In this case, our desire would be to return to what school was like before COVID-19. We will celebrate and you will receive further information from the Director.*



### **Questions**

Should you have any questions or concerns about any of these scenarios or information in this packet, please contact Sarie Anderson at [director@ecaspain.com](mailto:director@ecaspain.com)

# What do I do if my child is sick?

Your child and family's safety and health is one of our top priorities. In order to protect each other in the ECA community, we ask that you please follow the following procedures carefully. It is critical that parents work in partnership with the school to ensure that sick children are kept home.

**Any person who has traveled outside the European Union will not be allowed to enter the building before completing a 7-day self-quarantine with no symptoms appearing prior to returning to school.**

When your child should **STAY HOME**:

- If your child has a **fever** over 100° F or 37.8°C.
- If your child exhibits any one of the following other symptoms:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Body aches
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- If someone in a child's household tests positive for COVID-19.
- If the child was in close contact (less than 2 meters for more than 15 minutes in the same room & without a mask) with someone who tested positive for COVID-19. In this case, he/she must quarantine for 14 days.

When your child may **RETURN** to school:

- If your child had a fever, they must be **fever-free for 72 hours** (three whole days).
- If your child demonstrated one of the other above symptoms, these must have improved or dissipated for at least 24 hours. If the symptoms do not improve within 48 hours, we will ask that you would contact your local doctor before returning to ECA.
- If your child tests positive for COVID-19 or was strongly suspected of having COVID-19, they may return to campus if it has been **at least 10 days** since the child first had symptoms.
- If your child has tested negative for COVID-19.

Please communicate with the school immediately if someone from your family tests positive for COVID-19. If cases should arise within the ECA community, ECA will communicate with the proper health services (Servicio de Prevención de Riesgos Laborales and the Área de Salud Pública) to determine the proper protocols to take and inform ECA families of the implications that will affect our school.