



COVID-19 Prevention Guidelines

Updated: 30 August 2020

Important Notices

This is a working document. Government regulations and edicts are subject to change, as are virus realities and specific situations at school. WAT may need or choose to update or alter these guidelines at any time. We will do our best to keep parents informed of substantive changes to our guidelines.

WAT is and will continue to take all reasonable and required steps to ensure the safety of students, teachers and community members. There is, however, an inherent risk of contagion involved with being together with others. By sending your children to school, you acknowledge and accept those risks.

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The School year 2020-21, will start on **Monday, 14th September**, in accordance with the latest Albanian Ministry of Education announcement “Udhezues per fillimin e vitit Shkollor 2020-2021” (Gusht 2020). In accordance with this document, WAT has elected to implement Option 1; the resumption of physical classes. The WAT COVID-19 Working Group has developed the following guidelines to support resumption of classes under Option 1.

In addition to starting the academic year on 14 September, WAT will also conduct a **Diploma Prerequisite Bootcamp** for Grade 11 and 12 students. This program will run from 9:00 to 12:30 everyday from Tuesday, September 1st to Friday, September 11th. Guidelines developed for the regular academic year will be followed during the bootcamp program.

Please note that all After School Activities (ASA) except for subject support are suspended until further notice.

September will be different and may require changes as the school year progresses. We ask for your continuous support, compromise and patience and let's work together to ensure that we have a safe learning environment.

See you in September.

Senior Management Team (SMT)

Guiding Principles

- Protect the health, safety and wellbeing of students, teachers, other school staff, and community.
- Ensure guidelines set by the Albanian Ministry of Education and Health are met with regards to protective measures and social distancing. This includes the recently released “Udhezues per fillimin e vitit Shkollor 2020-2021” (Gusht 2020).
- Provide students with familiarity of new school routines, including social / emotional support.
- Provide clear expectations for teachers and students during this adapted learning environment.

Bus Procedures

Busing will be available for all students at WAT and will adhere to the following guidelines:

- A temperature check before boarding the bus is mandatory and will be conducted by bus monitors upon entrance.
- Any student who exceeds a temperature of 37.5 C will not be allowed to board the bus.
- Guardians of children under the age of 12 must wait until the child has passed the temperature check and may not leave a child unattended at the bus stop (as per usual procedure)
- Parents of children 12 and under must sign a health declaration prior to their child boarding the bus. Students over the age of 12 may sign their own health declaration.
- Busses will be limited to 75% occupancy

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- All students must wear a face mask on the bus, to include children under the age of 9.
- If a child has a temperature over 37.5 at the end of the school day, he/she and his/her siblings will not be allowed to ride the bus. In this case, we ask that parents plan for an alternate pick up arrangement.

Entering and Exiting the Building

Start of the Day

- When students arrive at school, they will have their temperature taken by a staff or Doctor prior to entering the building.
- Students must wash/sanitize their hands upon entering the building.
- Upon entering the school, students will proceed straight to their classrooms at a distance of 2 meters apart. Students are not permitted to wait for friends in the halls, lobby, or other areas.
- Students are expected to sit at their desks until class begins at 8:30, maintaining 1.5 meters social distancing.

End of the Day

- Students are to maintain a 2 meters distance while exiting one of the assigned exit doors and are to report directly to their bus or ride home.
- Students are not permitted to wait for friends in the halls, lobby, or other areas.
- Grades **KG-G1**: parents may pick up their children between **2:55-3:05** and **G2-G5** between **3:05-3:15** at the front lawn of the building at the marked pick up area. Students in lower grade levels will exit first, followed by older siblings. Please wait outside at the drop off points until teachers exit with their classes. Children who are not picked up will return to the front lobby. Please call the infodesk if you will be late to pick up your child.
- Parents who pick up their children will wait at the designated times for teachers to exit at the front gate.
- Parents waiting for their children at pick up should adhere to the 1.5 meter rule and only stand in the designated areas. We ask parents to avoid remaining longer than necessary in the pick up areas.
- Parents who are late to pick up their child/children should call the Infodesk so we may coordinate exiting the building with an accompanying adult.

Lunch & Recess

- The cafeteria will be arranged to promote social distancing. Classes will be taken to the cafeteria on a staggered schedule and students will eat in the company of their homeroom teacher.
- Cafeteria seats will be clearly labeled for different grades to ensure distancing.
- When possible, students will be allowed to take their lunches outside and eat in the playground/lawn area.
- No food may be consumed in classrooms.

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General Expectations for Students

- Students are expected to know and adhere to the safety guidelines which are likely to change from time to time based on government regulations. WAT will work through teachers to inform students of the guidelines and any changes in guidelines that apply to schools and students.
- Students who do not adhere to WAT's safety and health procedures will be sent home.
- Students will regularly wash their hands throughout the day, including sanitizing each time they enter and leave a classroom. Students are expected to bring their own hand sanitizer.
- Students will maintain a distance of 2 meters during arrival and dispersal.
- During class transitions, students will remain a 2 meter distance.
- There will only be 1 student per desk.
- Students above the age of 9 are expected to wear masks at all times, except when eating or drinking, to include when entering the building, in class, when transitioning between classes, or traveling to and from the cafeteria. Touching one's mask should be avoided. If touching occurs, hands should be sanitized or washed.
- Students should bring at least 2 masks each day (one for the morning and one for the afternoon). Masks with valves are not permitted as they do not properly protect others.
- Students should **only** use the bathroom closest to their classroom. Students will be individually escorted to restrooms.
- Students cannot leave and reenter the school campus on the same day
- Students will not be allowed to linger or congregate in the hallways.
- Lockers will not be used until further notice. Students will carry their materials for the day in their backpack and keep it in their homeroom class.
- Students should dispose of their used masks only in the marked bins.

Additional Expectations for Primary Students

- Students under the age of 9 are encouraged, but not required, to wear masks during class lessons. However, all students, regardless of age, must wear masks on bus transportation, and all areas within the school premises outside of classrooms with the exception of while in the cafeteria eating.
- Students riding the bus will wait in the classrooms with co-teachers and will be taken to their respective buses at 3:15.

Additional Expectations for Secondary Students

- To ease congestion at the beginning and end of the school day, DP students will have an open campus. DP students will not be required to arrive on campus until the start of their first class. Likewise, DP students will be allowed to leave campus after their last class of the day is completed. DP students are not allowed to re-enter the campus once they have left.

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- Secondary students will sign a health declaration form prior to boarding the WAT school bus or entering the school building (if arrival is not by school bus).
- Dismissal will be based on a staggered schedule to avoid congregation in the hallways.

General Expectations for Parents

- Parents are required to ensure their child has at least two clean masks everyday and their own supply of hand sanitizer.
- Parents are to check their children's temperature and general health each morning before leaving home.
- Students who show symptoms consistent with Covid-19-infection, such as body temperature over 37.5°C, headache, cough, fatigue, diarrhea, sore throat, nausea, etc., should be kept at home and may not attend school. Please report your child's illness immediately to your General Practice Doctor.
- Siblings of children showing COVID consistent symptoms should also not attend school. Please consult your child's General Practice Doctor for further guidance.
- Students showing signs of illness at school, as well as any siblings, will be sent home immediately. Please ensure your contact information is up to date, and your children can be picked up. The child and his/her siblings will not be able to return to school until they have medical clearance. Students should not return to school until symptom-free for 24 hours. Students who miss three or more days of school require a doctor's health certificate to return to campus.
- If a child arrives at school with any symptoms of illness, or becomes ill at school, parents must pick up the child and his/her siblings immediately.
- Parents are encouraged to talk to their children about safety expectations at school in order to ensure student understanding.
- Parents should practice wearing a mask with your child to get them accustomed to this school-wide routine.

Additional Expectations for Primary Parents

- Please notify the school if your child stays home with a communicable illness by sending an email to their Homeroom teacher, info@wat.al, and arlinda.polo@wat.al.
- Parents of primary students will have to sign a health declaration form confirming their child is fit to attend lessons each morning prior to the child boarding the WAT school bus or before entering the school building (for students that do not use bus transportation)

Additional Expectations for Secondary Parents

- Please notify the school if your child stays home with a communicable illness by updating ManageBac using the Attendance Excusal option and emailing arlinda.polo@wat.al

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General Expectations for Teachers/School Staff

- All WAT employees and pre-approved visitors must adhere to the safety norms for entering the school building established by the school and the cognizant Albanian Authorities.
- Teachers will wear a face mask covering the mouth and nose for the duration of classes and while on school transportation. Teachers should bring at least 2 masks each day (one for the morning and one for the afternoon). Masks with valves are not permitted as they do not properly protect others. Touching one's mask should be avoided. If touching occurs, hands should be sanitized or washed.
- Teachers are also permitted, but not required to wear a visor in addition to a mask.
- Teachers are not allowed to exit the campus after arrival in the morning; teachers are not permitted to leave the campus until the end of the school day.
- Teachers will not come to school if they have a temperature greater than 37.5. Teachers showing other symptoms of COVID should consult the school doctor upon arrival at school prior to the start of classes for a determination of fitness to conduct physical lessons.
- Teachers will self declare any symptoms of illness and must follow any Ministry of Health guidelines and subsequent amendments for the cases of a sick employee in a workplace.
- Teachers must wash/sanitize their hands upon entering the building.
- Teachers must maintain the 1.5 meter distance rule with any other adult and should avoid, as much as is possible, physical contact with students.
- Teachers will ensure that students comply with necessary hygiene measures. More specifically, they will encourage frequent hand sanitation and enforce distancing regulations.
- Teachers will ensure that classroom windows will be kept open, when possible, for at least 10 minutes at the end of each class.
- As per the recommendations, children will spend as much time as possible in spaces which are ventilated and, whenever possible, use outdoor spaces.
- Teacher/student meetings should be done virtually if possible
- Teachers should only bring items necessary for conducting lessons and performing school administrative functions; unnecessary personal items should not be brought to school
- Homeroom teachers should monitor the well-being of their students and forward any students having difficulties coping with the situation to the school psychologist
- Activity-based classes (PHE, arts, dance, etc) should be limited to no more than 10 students and maintain distancing of 1.5 meters

Additional Expectations for Primary Teachers

- All manipulatives, toys and shared materials will be sanitized daily
- Children will be assigned classroom materials in order to minimize multiple contact

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Expectations for School Leadership

WAT has assembled a COVID-19 Working Group consisting of the following individuals: Head of School, Director of Administration, Dean of Faculty and Students, Secondary Principal, Primary Principal, MYP Coordinator, School Doctor, and School Psychologist. It will be the responsibility of this group to:

- Continuously monitor the COVID-19 pandemic and amend rules and regulations based upon ministry requirements and current realities.
- Monitor compliance with COVID-19 regulations.
- Communicate with the WAT community, as well as relevant local ministries and authorities.

Expectations for School Doctor:

- Conduct coordination between school and local health authorities.
- Track the status of students showing COVID-19 consistent symptoms.
- Train additional school staff to take temperature and assist in the arrival of students.

School Disinfection and Cleanliness

- Classrooms will be sanitized by the school cleaning crew at the end of each day.
- Communal areas will undergo a deep cleaning two times a week.
- Bathrooms will be sanitized every 30 minutes.
- Other areas such as banisters, light switches, door handles, and other areas where students touch materials or surfaces will be cleaned frequently.
- Outdoor equipment will be sanitized daily.

Hygiene and Distancing

- Students will be required to maintain hygiene and social distancing; reminders will be posted around school.
- Classroom desks will be separated to ensure at a least 1.5 meter distance between students.
- Classroom windows will be kept open whenever possible to increase air circulation, and always opened for the last 10 minutes of a class period.

Visitor Procedures

- Visitors must remain outside the front gate until given permission by the guard to enter.
- Visitors are required to wear either a surgical mask or a reusable cloth mask.
- Parents are required to sign a declaration of understanding of COVID regulations prior to entering the building.
- Face-to-face meetings must be scheduled in advance.

Expectations for School Security Personnel

- Security personnel will wear masks and gloves at all time.

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- Security personnel will only allow students and other identified personnel access to the facilities.
- If need be, security personnel will coordinate with the information desk to determine eligibility for others to access the facilities.

If a Student Develops Covid-19 Compatible Symptoms

If a student exhibits Covid-19 compatible symptoms while at school:

- The students will be immediately sent/brought to the doctor's office.
- School Doctor will notify health authorities of suspicious cases.
- Parents will be called and asked to immediately pick up their child; if the student has siblings in other classes, they must also return home with parents.
- Parents will be encouraged to immediately contact their child's general doctor.
- The school will identify all students who were in close contact with the potentially Covid-19-infected student and follow guidelines of the local health authorities.

If a Teacher Develops Covid-19 Compatible Symptoms

If a teacher exhibits Covid-19 compatible symptoms while at school:

- The teacher will immediately go to the doctor's office.
- School Doctor will notify the health authorities of suspicious cases..
- The School Doctor, in coordination with local health officials, will make a determination if the teacher should be put on a waiting list for a COVID test.
- The school will identify all students/teachers who were in close contact with the potentially Covid-19-infected teacher during the last 2 days.
 - These may include students/teachers who shared the same classroom or teacher area and were at adjoining desks (less than 2 meters), student/teachers who have shared the same table for lunch break, students/teachers who have practiced contact sports with him/her, and students/teachers who have been sitting in the school bus at less than 2 meters' distance from him/her.
- WAT will comply with courses of action as established by local health authorities.
- The teacher showing signs of COVID or testing positive for COVID will be available for online classes unless health conditions do not allow it.

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Staff Declaration of Understanding/Agreement

I _____ have read and understood the COVID-19 Prevention Guidelines developed by the World Academy of Tirana. I understand that if I fail to comply with these guidelines I may be sent home during the work day or prevented from accessing the school campus.

Printed Name

Signature

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Parent Declaration of Understanding/Agreement

I _____ have read, understood and will comply with the COVID-19 Prevention Guidelines developed by the World Academy of Tirana. I understand that if my child fails to comply with these guidelines he/she may be sent home during the school day or prevented from accessing the school campus.

Printed Name

Signature