



CARIBBEAN SCHOOL, INC.

Urb. La Rambla
1689 Calle Navarra
Ponce, PR 00730-4043
Tel: (787) 843-2048 Fax: (787) 844-5626

Tuesday, February 23, 2021

School Re-Opening

Dear Caribbean School Community (Parents, Teachers, Students) –

As you know, on February 26th the vast majority of our faculty and staff will receive their 2nd dose of the Covid-19 vaccine. We would like to thank Ponce Health Sciences University and our School Nurse – Gloria Santana, for coordinating our vaccination process. Gloria is our official "Health Authority"; Autoridad en Salud.

OPENING DATE TO BE ANNOUNCED: We have prepared our classrooms and instructional design to re-open our campus on March 1st in compliance of the Governor executive orders, but in the Health Department's Protocols published on Friday, Feb. 19, it is stated that all administrators and faculty are required to participate in a series of webinars before receiving permission to open our campus. As of today, the webinars have not been released, so our start date is on standby.

We are offering a blended model that will allow us to incorporate both on-campus and home-virtual learning into each class. Our logistical plans are based on the survey results of the number of students who selected to return to campus and the number of students who selected continuing virtual learning from home.

What does this mean for our students? Here are some highlights. Our CS COVID-19 Mitigation Protocol document, with further details, will be emailed later this week.

- **Use of AC or Ceiling/Floor fans in the classrooms is NOT permitted** by the PR Health Department.
 - We will rely on open windows for cross-ventilation.
 - We understand that this may be a reason for some parents to consider virtual learning for their students. We ask if that is the case to please inform us at learning@caribbeanschool.org.
- **Survey Selection:** because of the complex organizational logistics of preparing our school to receive students, we must reiterate that:
 - Any students who selected Home Virtual Learning may not change to On-Campus Learning for the rest of this semester.
 - Any students who selected On-Campus Learning may return to Virtual Learning but then must remain in Virtual Learning until the end of the semester.



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- **Safety First:** To maintain a safe and healthy environment for all our CS members, it is mandatory that all members practice the required COVID-19 protocols. EVERYONE IS EXPECTED TO DEMONSTRATE THEIR MOST RESPONSIBLE SELF AT ALL MOMENTS DURING THE DAY. Should any student have repeat infractions of these protocols, they will be required to return to the “home virtual” option for the rest of the school year. This is not a punishment, rather an acknowledgment that some students may have difficulty with compliance, and that our number one priority is the health, safety, and wellbeing of all our members.
- **General organization:**
 - **MODIFIED SCHEDULE:** The first day we re-open and begin our gradual return of students, ALL STUDENTS, no matter what grade, will change to a modified schedule. The classes of the day will be the same, but lunches are staggered, and room numbers are modified in order to meet COVID-19 mitigation requirements:
 - **Grades PK-9:** Students will remain in their Homeroom groups and teachers will rotate to the students.
 - **Grades 10-12:** because each class period is a different mix of students, these groups will travel between 2 sets of classrooms (odd-even).
 - While in odd classrooms, maintenance will disinfect the even classrooms, and vice-versa, throughout the day.
 - It is **important** that each student prepare a copy of their schedule with the rooms they will travel to for each class, as each class will have 2 different classrooms assigned (“odd and even”).
 - This process will be done in each students’ English class during the next few days.
- **Arrival:**
 - The school will open at 7:20.
 - The first class begins at 8:00 a.m.
 - No parents or tutors will be allowed out of the cars for any reason.
 - We will have controlled entry with temperature/symptoms check at each car.
 - Students will wait in their cars until their temperature is taken.
 - For complete details, please refer to the attached protocol document.
 - Students in grades PK-9 will report to their homeroom class.
 - Students in grades 10-12 will report to their first period assigned classroom.



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- **Walk-In Entrance:**
 - Any students entering the school on foot will need to enter through the Central Entrance where the stairs are located (not by the guard gate). A person will take each student's temperature and check for symptoms before allowing the student to enter the campus. Parents should accompany the students in case they are required to return home.

- **Breakfast:**
 - A link will be sent so parents/students can pre-order breakfast.
 - Students who order breakfast will go to the cafeteria window and receive a brown bag breakfast.
 - The students will then proceed to their classroom.

- **Break:**
 - Students will remain in controlled, supervised groups for break time.

- **Lunch:**
 - A link will be sent so parents/students can pre-order lunch.
 - The 2 covered Pavilions will serve as distanced, outdoor eating spaces.
 - Lunches will be handed out as students arrive at the assigned Pavilion.
 - Assigned lunchtimes will be staggered, 55 min. periods, to allow students to eat and have a break, before returning to classes.
 - Students will be escorted to the assigned Pavilion, where they will receive their lunch tray, eat, and spend some relaxing time before returning to the classroom.
 - The spaces will be disinfected between groups.

- **Circulation:**
 - Students will follow signage indicating correct circulation in the public spaces.
 - Restroom use will have controlled numbers.

- **Release home:**
 - Car entrance will be controlled. Parents/Tutors will not be allowed to get out of their cars.
 - PK and K students who do not have older siblings can begin to be dismissed at 2:30.
 - For the rest of the students, the school day will end at 2:45 and student dismissal will begin by FAMILIES.



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- Each family will receive an identification number and students will be released when the vehicle has received permission to enter the campus.
- Calls will be made to the classrooms and students will be released at that time.
- The campus should be cleared of staff and students by 3:30 so the maintenance staff can begin the end-of-the-day disinfecting protocol.

- **Distancing-masking-disinfecting:** All personnel and students will be required to
 - All personnel and students will be required to wear a mask at all times, except when eating.
 - All personnel and students will be required to maintain distance protocols at all times (in classrooms, circulating, outdoors).
 - Each classroom/office will have hand sanitizing dispensers and additional supplies to disinfect areas as needed throughout the day.
 - Extra handwashing stations are available on each level of both elementary and high school plazas for handwashing.
 - Classrooms have been prepared for 6 feet distances and individually assigned spaces.

- **Uniforms for On-Campus Students**
 - Uniform is not required.
 - Students will be allowed to use casual day clothes.
 - Bermuda shorts or light-weight pants (appropriate attire for school – refer to the handbook).
 - Panther Pride shirt, or t-shirt in white, blue, or yellow.
 - No flip flops.

- **Students continuing in Virtual Learning – expectations:**
 - Sitting and attentive (not laying on a couch or bed).
 - properly groomed and dressed in casual day attire.
 - have cameras on during the class.
 - full participation in all activities and assessments.
 - follow rules of the school and regular classroom setting to the extent possible.

- **COVID Symptoms or Positive Results** (you will receive more details in the Protocol that will be sent later this week)
 - We have an isolation room and protocol for attending any symptomatic cases until the person is retired from the school.



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- Travel: students will be required to return and quarantine for 14 days, presenting a negative test to receive permission to return.
- **Please keep an extra mask in your children's bookbag.**
- **Late Wednesday:**
 - Gate opens at 8:20
 - The first-period class will begin at 9:00 a.m.

We have worked arduously in preparation for our campus reopening. Please feel free to send a special thanks to your child/children's teachers who continue to step up to the plate to provide our students the very best, Panther-Style.

With warm regards,

Cindy Pieterick

Head of School