

**Back to School Information September 2020**  
**Covid-19 Safety Protocol**  
31/08/2020

Aquinas American School has prepared the following information and internal protocol for families, staff and students, adapted to the most recent official version approved by the Sanitary and Educational Authorities. Specifically,

- Regulations approved by the Ministry of Education on June 22 <sup>1</sup>
- Guidelines by the Community of Madrid on July 9 <sup>2</sup>
- Modification of the guidelines by the Community of Madrid, approved on August 28 at 10:35 p.m., and notified to schools on August 29 <sup>3</sup>

All measures and decisions adopted by AAS have been made based on these regulations and with the fundamental interest of reconciling the necessary return to academic activity with the greatest possible security and tranquility for families.

For any questions or concerns, please contact our designated Covid-19 Coordinator, our school nurse, Ms. Laura Ledesma.  
[nurse@aquinasmadrid.es](mailto:nurse@aquinasmadrid.es)

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<sup>[1]</sup> *Measures of prevention, hygiene and promotion of health against Covid-19 for education centers in the academic year 2020-21*

<sup>[2]</sup> *Resolution of vice-ministries of education policy and educational organization which states instructions on the organization measures of prevention, hygiene and promotion of health against Covid-19 for education centers in the academic year 2020-21*

<sup>[3]</sup> *Joint resolution of the vice-ministries of educational policy and educational organization by which the instructions of July 9, 2020 on organizational measures and prevention, hygiene and health promotion against Covid-19 for educational centers are modified in the academic year 2020-21*



## 1. Basic Aspects: Attendance, Ratios and Mask Use

### Pre-School

- Attendance will be 100% kept for all classes, at the usual time, maintaining stable groups of coexistence.
- The use of masks is not mandatory, however, families who wish to, may bring their children with a mask.
- The ratio of students per classroom will not exceed 20 students.
- Failure to attend school due to health risk situations: Families who, for health reasons and/or living with people at risk or highly vulnerable, do not wish their children to attend class, may do so. The school will maintain a website with updated contents to work from home, however will not provide a complete remote learning service. In these cases, attendance or non-attendance shall be established on a month to month basis. In case of not being able to attend, the school will not charge bus or cafeteria fees. Nonetheless, Tuition fees will be charged with a 50% discount.

Families must report non-attendance for any given month no later than the 20 day of the previous month. For the month of September, please let us know before September 3. (Please always communicate your preferences to Ms. Reyes Casanueva, at [covid19@aquinasmadrid.es](mailto:covid19@aquinasmadrid.es))

### Lower and Middle School (G1 to G8)

- The use of a mask is mandatory at all times, except in the dining room.
- The student ratio per classroom will not exceed 20 in G1 to G6, nor 23 in G7 and G8.
- **Hybrid Classes**

In order to combine the required academic achievement with the greatest possible peace of mind for families, the school has invested in the installation of cameras and microphones in the classrooms so that classes can be taught in a hybrid manner (with the simultaneous attendance of face-to-face students and students who attend from home through Google Meet).

This allows students who are in quarantine, or who cannot go to school for any reason, to attend class. We know that the result is not the same as the face-to-face attendance but it is an optimal solution. (The student will need to make an extra effort to pay attention, they may feel discouraged for not being able to share leisure time with their classmates, etc.)

- **Attendance Options:**

The installation of this camera system in the classrooms offers great flexibility and allows us to offer different alternatives, depending on the ages and schedules of the students:  
**Option 1:** 100% face-to-face attendance, with the usual school hours, including attendance lunch services.

**Option 2:** Virtual attendance. Families who, for health reasons and/or living with people at risk or highly vulnerable, do not wish their children to attend class, may do so and attend classes virtually. In these cases, attendance or non-attendance shall be established on a month to month basis. In case of not being able to attend, the school will not charge bus or cafeteria fees. Nonetheless, full tuition fees apply.

**Option 3:** Split day. Leaving school every day of the week, before lunch time.

What are we looking for with this option?

With this option, students avoid entering the dining room, a circumstance that worries some families and will also reduce the total number of students in the dining room.

The school dismissal is tiered, avoiding the crowds gathering at the same time.



If they choose this option, how many classes must they attend virtually from home?

G1 to G3 Students: 12 classes per week: Those corresponding to 4 afternoons, since the other 2 take place at Las Encinas (activity that will not take place)

G4 and G5 Students: 9 classes per week: Those corresponding to 3 afternoons, since the other 2 are assigned to Clubs or take place at Las Encinas (activity that will not take place)

G6 Students: 6 classes per week: Those corresponding to 3 afternoons, since the other 2 are assigned to Clubs or take place at Las Encinas (activity that will not take place)

G7 and G8 Students: 4 classes per week: Those corresponding to 2 afternoons, since the other 3 are assigned to Clubs, Sports or take place at Las Encinas (activity that will not take place)

The pick-up times for students choosing option 3 are:

G1, G2 and G3: 12.30 pm

G4 and G5: 1 pm

G6, G7 and G8: 1.50 pm

Students who have chosen mode 3 will not be charged for the lunch service and the bus fee will be charged for a one-way trip.

Families must report non-attendance for any given month no later than the 20 day of the previous month. For the month of September, please let us know before September 3. (Please always communicate your preferences to Ms. Reyes Casanueva, at [covid19@aquinasmadrid.es](mailto:covid19@aquinasmadrid.es))

### **High School (G9 to G12)**

- The use of a mask is mandatory at all times, except in the cafeteria.
- The student ratio per classroom will not exceed 23 students.
- Attendance: The Community of Madrid has established that students in these academic grades attend between 30% and 50% of their classes.  
The school will guarantee the maximum possible attendance percentage (50%). For this, the school has invested in the installation of cameras and microphones in the classrooms so that classes can be taught in a hybrid manner (with the simultaneous attendance of face-to-face students and students who attend from home through Google Meet).  
Students will be divided into two groups, which will alternate face-to-face and online attendance, on a weekly basis.  
All afternoon activities have been momentarily suspended, except for the Getafe International Madrid Football Academy team training sessions and classes with academic content to be held in the afternoons). The Clubs will be held online.  
Lunch hours have been modified so that each grade can access the cafeteria at a different time. The cafeteria will not provide any service outside the lunch schedule.
- Failure to attend school due to health risk situations:
  - Families who, for health reasons and/or living with people at risk or highly vulnerable, do not wish their children to attend class, may attend 100% of the classes virtually through Google Meet.
  - In these cases, attendance or non-attendance shall be established on a month to month basis. In case of not being able to attend, the school will not charge bus or cafeteria fees. Nonetheless, full Tuition fees apply.

Families must report non-attendance for any given month no later than the 20 day of the always communicate your preferences to Ms. Reves Casanueva. at [covid19@aquinasmadrid.es](mailto:covid19@aquinasmadrid.es))

## 2. Organizational Measures

### 1.a) Entering and Existing School Grounds PreK- 8 Campus Transversal Cuatro St.

There will be 4 different access gates, that will be named from A to D and Door K, giving access to Pre-School:

- Gate A: This is the door closest to the corner with Poniente St. Customarily utilized. Gives access, through the stairs, to the Gym.
- Gates B and C: The main access to the entrance hall, will be divided in two different accesses (B and C)
- Gate D: Car gate, usually closed, gives access to the pre-school courtyard.
- We will identify gate K as the door that gives direct access to the lower ground where all the pre-school classrooms are located.

During the entering and exiting of the building, everyone will need wear masks except for students under 6 <sup>4</sup>.

Gate Map:

We will establish an order of circulation for pedestrians in Transversal Cuatro street:

- While going towards the school, everyone will circulate on the sidewalk on the right (the one closest to the school)
- While going towards Poniente street, pedestrians will walk on the left sidewalk (the one farther from the school)

<sup>[4]</sup> *The mask will also not be mandatory for those who have respiratory issues that can be aggravated by the use of the mask or that, due to disability or situation, have no autonomy to remove the mask, or are conducting activities that make the use of the mask impossible.*



**Table 1 – ENTERING SCHOOL GROUNDS**

**PRE-SCHOOL - Gate D**

**Entrance from 8:20 to 8:40 am.** Students will enter the school grounds through Gate D and will go directly to the glass door that gives access to Pre-School (Gate K). There, they will wait to be picked up by the school staff who will bring them, to their class. They will need to wait outside of the building, in line and maintaining the security distance.

**Early and late arrivals:** Students who arrive in the daycare time frame (8:00 am – 8:20 am), or who arrive late (after 8:40 am) will enter the school grounds through the main doors, that give access to the main hall (Gates B and C). From the frontdesk they will let their teachers know of their arrival and will proceed to come pick them up.

**LOWER SCHOOL - Gate B**

**Entrance from 8:20 to 8:30 am.** Parents will enter the building with their children where they will arrive to the Gym and deliver the students. They will sit in their reserved area for their class, without playing or mixing with other students.

Families will not be able to enter the Gym, nor will they be able to stand around chatting within the school grounds with other parents or teachers. As soon as the children have been delivered to the Gym, parents will leave the school grounds through Gate A.

**Early and late arrivals:** Students who arrive in the daycare time frame (8:00 am – 8:20 am), or who arrive late (after 8:40 am) will enter the school grounds through the main doors, that give access to the main hall (Gates B and C). Families will not be able to go past the main hall.

**MIDDLE SCHOOL - Gate C**

Students in Middle School will enter the school grounds alone, through Gate C and will go directly to their corresponding classes.

**SCHOOL BUS STUDENTS**

**Pre-School Students**

Will enter school grounds in line, guided by their monitors, through Gate D and will go directly to the glass door in Pre-School (Gate K), where school staff will pick them up and guide them to their classrooms.

**Lower School Students**

Will access school grounds in line, guided by their monitors through Gate B and will go towards the gym where school staff will be waiting for them.

**Middle School Students**

Will enter school grounds alone through Gate C and direct themselves towards their classrooms.

**Table 2 – EXITING SCHOOL GROUNDS**

**PRE-SCHOOL - Gate D**

From 4:15 pm

Students will be prepared in their classrooms. Parents will enter the school grounds through Gate D and will direct themselves to the glass door to Pre-School (Gate K) where they will wait in an orderly fashion, maintaining social distancing measures and without accessing the school building. Parents will then leave the school grounds through Gate D and will not stay around to chat with other parents.

Late Dismissal (from 4:45 pm to 5:00 pm): Parents will access the school grounds through Gate D.

From 5:00 pm, students will enter the daycare service. (Please remember this service entails additional fees). Families will access through Gate B to the main hall.

**LOWER SCHOOL - Gate A**

Parents will access the school grounds through Gate A, that will open at 4:30 pm. They will go down the stairs and go towards the gym. They will pick up their children and exit the gym by the marked door, in order to direct themselves to Gate B.

### **MIDDLE SCHOOL - Gate C**

Students in Middle School will leave through Gate C. They will not be able to hang around, play or chat in the common areas.

If any student needs to pick up their sibling from Lower School, they will exit the emergency doors in Middle School, near the Gym, and will follow the same procedure as parents, to enter the Gym and pick up their siblings.

### **SCHOOL BUS STUDENTS**

#### **Pre-School Students:**

Will exit the school building in line guided by their bus monitor through the glass door of Pre-School and will exit through Gate D towards their corresponding bus.

#### **Lower School Students:**

Going towards the Gym, they will remain in the covered basketball court, where school staff will accompany them to their buses. They will leave the school grounds through the small door that gives access to the bus area.

#### **Middle School Students:**

They will leave the building through the main entrance and will access their buses through Gate C.

### **High School Campus Poniente St.**

Entrance: Both students and teachers will enter through the main door.

Exit: Students and teachers will exit through the enabled emergency exits in the administration area.

### **2.b) Restricted Access to Families**

- We will limit as much as possible the access to anyone who is not a student, teacher or staff. We therefore ask families who need to make administrative arrangements at school to do so via phone or by scheduling an appointment. This will be especially important for the purchase of uniforms in September.
- All parent-teacher conferences will need to be done by conference call, preferable on Google Meet.
- In any case, the use of the mask will be strictly mandatory on school grounds.

### **2.c) Signaling and Distribution of Spaces in the Courtyards**

- All hallways will be marked with a red line on the floor to separate the circulation direction. Everyone will need to walk on the Right side of the line and it cannot be crossed.



- Students in K1 through G5 will have assigned areas in the courtyard in order to stay with their designated group and class, without being able to mix with other groups.
- Middle and High School students, will not have designated areas, but will have to maintain social distancing and wear the mask at all times (except in the cafeteria when eating).

#### **2.d) School Bus**

- Every student and teacher will apply hydro alcoholic gel before entering the school bus.
- In all school buses, and according to paragraph 67 in the *Orden 668/2020 de 19 de junio de la Consejería de Sanidad*, the use of the mask will be mandatory for anyone over 6, including monitors and drivers.
- In the bus students will occupy the totality of the seats, trying, when the level of occupation allows for it, to keep the maximum separation between users.
- There will be two buses exclusive for teachers: one for PreK-8 Campus (Transversal Cuatro) and one for the High School Campus (Poniente). No student will be allowed on this bus.
- Both drivers and monitors will pass a Covid-19 detection test every month.

#### **2.e) Cafeteria**

- In both Campuses, the schedule for lunch will be modified, starting earlier in order to extend the timeframe of the cafeteria hours and regulate the flow of students.
- In the PreK-8 Campus (Transversal Cuatro), the attendance to the cafeteria grounds will be organized respecting the stable coexistence groups established. The distance in the cafeteria, between different groups will be of 1.5 meters divided by plastic partition screens.
- Bread and cutlery will be served in individually sealed packages, and individual water bottles.
- All of the self-service area will be protected by partition screens.
- We will follow a strict hygiene protocol in the cafeteria and kitchens, and will ensure that the security and hygiene measures are followed by our kitchen staff.

#### **2.f) Sports and Las Encinas**

- Students in K1-G8 will do their PE or Gross Motor Skills in their classes in order to do their physical education exercise. The days when they have P.E. they will need to come with their school tracksuit, to avoid changing in school.
- At least during the months of September and October, they will have P.E. within their class group, rather than mixing with the students, whether they have chosen soccer, basketball or multisport.
- For the moment being, the start of municipal competitions will be scheduled for November. The school, in October, will assess the convenience to participate in these competitions.
- For now, students will not attend sports activities in Las Encinas. In this manner, we will avoid bus travels and, hence, mixing students from different groups, change of clothes and mixing with other students outside their coexistence groups.
- In High School, only the training sessions for Getafe International AMdrid Football Academy will take place following its own designated Health Protocol.



## **2.g) Provisional Suspension of Other Activities: Mass, Field Trips, Clubs**

- For the moment being, there will be no field trips, no weekly mass in the PreK-8 Campus - Transversal Cuatro St. and clubs in G3-G8 will not be held, although they will do these extracurricular activities with their class group. We will also postpone, at least until November, activities for the Music Academy.
- High School Clubs will be held online
- We will also postpone, for the time being, the celebration of Family Day.
- This year we will not organize the ski trip.
- The First Holy Communion that corresponds to the 2019-2020 school year will be celebrated in the Spring of 2020-21.

## **4.h) Lost and Found**

It is necessary that all students mark their clothes and personal belongings. All garments that have been marked with the name of the student, will be returned to the family. Any clothes, or material that has no name and that have been found in the school will be destroyed periodically.

## **3. HYGIENE-SANITARY MEASURES**

### **3.a) Washing Hands Protocols**

- We will give students information on how to wash their hands through Health lectures given by our nurse, informative signs and constant reminders by the school staff and faculty. Avoid touching nose, mouth and eyes, since these facilitate transmission.
- Help will be provided to Pre-School students to wash their hands frequently and correctly, or have them use hydro alcoholic gel to save time.
- There will be hydro alcoholic gel available at the entrance of the school, in the hallways, classrooms, bathrooms and other common areas.
- Before entering the dining room, before boarding and leaving the buses, students will be requested to apply hydro alcoholic gel, provided by the school.

### **3.b) Use of Mask:**

- Pre-School: Students under the age of 6 will not need to wear masks. Families who wish to bring their children with masks, may do so.
- G1-G12: Students over the age of 6 will use the mask at all times except in the cafeteria and during sports time.
- Faculty and Staff:
  - Pre-School & Lower School: In class they will wear protective shields and in all other common areas, they will wear a mask.
  - Middle & High School: The use of masks will be mandatory at all times in all areas, except in the cafeteria.
- School Buses: the use of masks will be mandatory at all times for children over the age of 6.

All students will need to bring their own mask, labeled with their name to be able to locate it in case of losing it, and in a bag in order to store it when not in use. In the event that a

student arrives to school without a mask, the school will be able to provide a single-use mask for them to use.

### **3.c) School Material**

- There will be no back-pack use in Pre-School.
- This year there will be no paper agendas, we will use an electronic version (ClassDojo)
- The school will provide an individual pencil case with basic materials for Pre-School and Lower School.
- Students in Pre-School without back-pack will have:
  - An individual cubby with door where they will store their water glass / bottle and their pencil case. The glasses / bottles will never be together on a common tray.
  - In another wardrobe with individual partitions and doors, beds for napping will be stored with their personal bedsheets.
  - They will use exclusive shoes that will be only used in school and will be stored in another cubby for every student/teacher placed in the classroom.
- For the time being, Pcs and tablets will not be used in school in order to avoid sharing materials.
- In the event that the Authorities allow the usage of the slide, swings, etc., each teacher in Pre-School will monitor their students to make sure the social distancing is being followed and the correct cleaning of the items is ensured.
- There will be no carpet in Pre-School.
- In Middle and High School, all materials will need to be stored in their personal lockers.

### **3.d) Hygiene and Disinfection Protocols**

- The school will increase the cleaning staff with two more employees, fulltime, who will specifically clean the bathrooms and common spaces during the school day.
- Cleaning and disinfecting will occur at least once a day, reinforcing the spaces that need it due to frequent use (For example bathrooms, which will be disinfected several times a day).
- There will be special attention paid to common spaces and surfaces of common contact like door knobs, tables, furniture, phones, handrails, floors, hangers and other items with similar characteristics.
- Dust accumulated will be cleaned with water and soap and not with dry cloths.
- Dry sweeping will be limited to avoid kicking up dust from the floor.
- Disinfectants such as bleach solutions (1:50) freshly prepared or any disinfectants with anti-bacterial properties approved by the Ministry of Health will be used.
- The waste bins will be closely monitored, so that they will remain clean and tidy, as to avoid accidental contact.

### **3.e) Ventilation Protocol**

- There will be regular ventilation tasks in the school facilities. Between classes, during 5 minutes. At the end of the school day, at least for 30 minutes.
- The High School Campus has a permanent renewal ventilation system, that extracts inside air and substitutes it with air from the outside.
- When the weather and the building allows for it, windows will remain open as long as possible.
- If it's possible, and it does not entail distractions, the classroom door will be maintained open.

### **3.f) Measures in the Eventuality of Possible Infection of Covid-19**

- The school will enable a room next to the nurse for confinement of students and staff who show symptoms compatible with those of the infection for Covid-19.
- The school will test all staff members at the end of August, and once a month after that.
- Students, teachers and staff who have compatible symptoms with those of Covid-19, as well as those who have been quarantined, have been diagnosed with Covid-19, or have been in contact with someone infected by Covid-19, will not come to the school facilities. The return to the school grounds, will be done after careful evaluation by the patient's doctor.
- If symptoms present themselves during the school day<sup>5</sup>:
  - If it's a student, the family will be notified so that he/she can be picked up, and the family will need to contact their doctor/pediatrician (preferably by phone); in case of presenting severe signs of breathing difficulties, parents will need to call 112.
  - If it's a staff member or teacher, they will abandon their place of work until their medical situation has been evaluated by a sanitary professional.
- There will be a fluent and effective coordination between the school and the sanitary services of the Community of Madrid, in order to organize adequate assistance of possible cases, as well as in the follow-up and quarantines of possible cases.
- We ask all families to maintain a direct line of communication of communication with the school nurse in case any symptoms compatible with Covid-19 appear.

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[5] There is a specific protocol for the medical assistance in the case of possible infections for Covid-19