

**DAIS China Secondary School
Operation Protocols**

Needs a cover page

Need a Table of Contents - - at the bottom of this page can you please include a note that states the following: "A special thanks to Nathan Burton, Bethany Cong, Michael Felker, Wang Kai, Emily Qiao, Eladio Rivera, Linna Tai, and Tiffany Wei for the work they did to create this document."

DRAFT

Message from the Head of School

Greetings from Dalian American International School campus! We are so looking forward to your return to school.

Since closing our doors on February 3, DAIS school leaders, staff and faculty have focussed their attention on ensuring that we are providing a rich and meaningful online learning environment for our students, while not losing sight of the ultimate goal of resuming onsite classes. Over the past several weeks our efforts to prepare to reopen school have accelerated. You should have all received a copy of a document called "DAIS Prepares to Open School" which contains the steps we have been taking to create the safest possible physical environment for our school community. Most of the measures relate to the deep cleaning of the campus, the purchase of infection protection and control products, cleaning supplies and temperature monitoring equipment, as well as the efforts made to ensure that students, staff and faculty returning to campus are healthy (attached as Appendix A).

We have now turned our attention to creating a set of procedures and protocols which will take effect once students return to campus and onsite classes. The guidelines contained in this document (the "Secondary School Operation Protocols") have been developed after a careful review of (i) relevant directives issued by government officials, (ii) information gathered from global institutions such as the World Health Organization and the American Centers for Disease Control and Prevention, and (iii) advice from other international schools, local public Chinese schools, ACAMIS, and medical professionals. We will update this guidance as needed and as additional information becomes available. Please note that since the Secondary School will be the first group of students allowed to return to class, we have started by creating the protocols and procedures for this division. Elementary School and Bilingual School Operation Protocols will be shared with the community as we get closer to the date of reopening these divisions.

Local government officials have successfully taken extreme measures over the past several months to prevent the introduction and spread of COVID-19 into our community. Schools, including DAIS, play an important role in this effort. The enclosed protocols are designed to implement measures in the Secondary School which, to the greatest extent possible, will prevent the introduction and spread of COVID-19 among our students, staff and faculty. At the same time, our goal is to minimize the disruption to teaching and learning and protect our community from social stigma and discrimination.

Along with these protocols, each division is preparing an educational package for students that you will receive by email several days prior to their return to class. We ask that you please review the materials with your children before they return to school so that they will be equipped with age-appropriate COVID-19 knowledge and skills relating primarily to proper personal hygiene and social distancing techniques. Once students are back in class, teachers will review these measures to reinforce their importance and answer any questions that the students might have.

In these difficult and uncertain times, I have witnessed tremendous demonstrations of generosity and kindness from our students, parents, teachers, and community. I want to thank you for partnering with us as we come together as a DAIS community to support one another.

If you have any questions, please feel free to contact me.

Blair Lee

DAILY PROTOCOLS

Throughout this document reference is made to “fever and/or other COVID-19 symptoms.” A “fever” is a body temperature above 37.3 degrees Celsius. “Other COVID-19 symptoms” primarily include dry cough and difficulty breathing in severe cases, but may also include a sore throat, fatigue, body aches, runny nose, diarrhea and/or nausea.

The following procedures and protocols will be in place until further notice:

DAILY MORNING ROUTINE

ALL STAFF AND FACULTY

On regular school days, all staff and faculty must:

- take their body temperature before they leave home in the morning
- arrive at school no later than 08:15 a.m.
- wear protective masks throughout the day (apart from lunch, and the exceptions noted below for music and PE teachers)
- upon arrival at the school, check in at the lobby of Building A2 and:
 - open the Dalian Health Pass App and present their current green status - screenshots of the Health Pass are not permitted – staff and faculty without a green Dalian Health Pass will not be permitted in school
 - have their temperature checked – anyone with a fever and/or other COVID-19 symptoms must go directly to the nurse’s office (see Nurse’s Office Protocols below)
-
- use hand sanitizer in the lobby of the building and, if possible, go to the bathroom and thoroughly wash their hands with soap and water before proceeding to their work areas
- open windows in their work areas including offices and classrooms as soon as they arrive and leave open all day, weather permitting. If it is too hot or cold outside or if the AQI is above 100, only leave the window open for 30 minutes. After closing the window, place air purifiers on high until PM2.5 reading is acceptable
- report to morning duty as required

ALL SECONDARY SCHOOL STUDENTS

On regular school days, all Secondary Students must:

- take their body temperature before they leave home in the morning
- wear a protective mask throughout the day (apart from lunch, and the exceptions noted below for music and PE teachers)
- avoid sitting or gathering in the common areas or Library during class transitions

ALL OFF-CAMPUS SECONDARY SCHOOL STUDENTS THAT TAKE THE BUS

In order to maintain a safe and healthy environment for students being transported to school, the bus company will comply with all applicable government regulations and adhere to the following protocols:

The bus driver and bus monitor must:

- not board the bus unless they are free of a fever and/or other COVID-19 symptoms and must always wear a protective mask and gloves
- clean and disinfect the bus in the morning and afternoon before pick up and after drop off
- weather permitting, keep the bus windows open for proper ventilation

Students must:

- line up at the bus stop, keeping a distance of 1.5 meters between each student in the queue
- always wear a protective mask before, during and after the bus ride
- open the Dalian Health Pass App and present their current green status to the bus monitor before being allowed on the bus - screenshots of the Health Pass are not permitted

When the bus arrives at a bus stop, the bus monitor will exit the bus and stand outside the bus door. The bus monitor will measure each student's body temperature using a digital forehead thermometer and check for other obvious COVID-19 symptoms.

<p>If a student does not have a fever or show other obvious COVID-19 symptoms:</p> <ul style="list-style-type: none">• the bus monitor will dispense hand sanitizer into the hands of the student and the student will be allowed to board the bus• students will be asked to sit in their assigned seats. Students will receive their assigned seats from the transportation coordinator in advance. Seating will allow for as much social distancing as possible and group family members together• students will remain seated at all times in their assigned seats and follow all normal bus rules – students are asked to remain facing forward and not turn around to visit with other passengers• students are not allowed to eat or drink on the bus• when the bus arrives at its destination, the bus monitor will exit the bus first and dispense sanitizer into students' hands• students must adhere to the 1.5-meter social distancing rule as they exit the bus• when the destination is the school campus, upon arrival, the students will:<ul style="list-style-type: none">○ walk directly from the bus stop to the building where their first class will take place○ one at a time, and when directed to do so, enter the lobby of the building and walk directly to class	<p>If a student has a fever or shows other obvious COVID-19 symptoms:</p> <ul style="list-style-type: none">• the student will be informed of their condition and will not be allowed to board the bus – if the student gets sick while on route the bus will stop and have the student disembark• the bus monitor/driver will keep the sick student at least 2 meters away from others outside of the bus• the bus monitor/driver will notify the student's parents and wait with the student until pick up arrangements are made with the parents• the bus monitor/driver will also notify the DAIS transportation coordinator who will, in turn, notify the Secondary School Office in consultation with the student's parents, the Secondary School Office will comply with the mandatory reporting requirements set by the authorities• students with a fever will not be permitted back to school until the school nurse receives a document from the fever clinic stating that the student has tested negative for COVID-19• students with other COVID-19 symptoms (and not a fever) will not be allowed back to school until the school nurse receives a note from a doctor stating that the student is healthy and can return to school
--	--

ALL OFF-CAMPUS SECONDARY SCHOOL STUDENTS THAT DO NOT TAKE THE BUS

On regular school days, all off-campus Secondary School students that do not take the bus must:

- arrive at campus no later than 08:30 a.m. and enter on foot via the North Gate – no private vehicles will be allowed on campus until further notice
- line up at the North Gate entrance, keeping a distance of 1.5 meters between each student in the queue
- one at a time, and when instructed to do so,:
 - show the North Gate guard their Student ID - students without a Student ID card will be moved to the end of the line and will not be permitted on campus until an administrator can verify their identification
 - open the Dalian Health Pass App and present their current green status to the guard - screenshots of the Health Pass are not permitted - students without a green Dalian Health Pass will not be permitted on campus
 - have their temperature checked - anyone with a fever and/or other COVID-19 symptoms must go directly to the nurse's office (see Nurse's Office Protocols below)
- walk directly to, and line up outside, the main door of the building that their first class will take place in (Building A2 or A5) maintaining a distance of 1.5 meters between each student in the queue
- one at a time, and when directed to do so, enter the lobby of the building and walk directly to class

ALL ON-CAMPUS SECONDARY SCHOOL STUDENTS

On regular school days, all on-campus Secondary School students must:

- arrive at, and line up outside, the main doors of the building that their first class will take place in (Building A2 or A5) no later than 08:30 a.m., maintaining a distance of 1.5 meters between each student in the queue
- one at a time, and when instructed to do so, enter the lobby of the building and:
 - open the Dalian Health Pass App and present their current green status - screenshots of the Health Pass are not permitted - students without a green Dalian Health Pass will not be permitted to attend class
 - have their body temperature taken – anyone with a fever and/or COVID-19 symptoms must go directly to the nurse's office (see Nurse's Office Protocols below)
- walk directly to class

CLASSROOM PROTOCOLS

Once the students arrive in their classroom, they must;

- go directly to their assigned seat – classrooms will be set up to allow for as much social distancing as possible
- not eat or drink in class

At the conclusion of each class, teachers will spray each student's desk/workstation with approved disinfectant solution (students must not touch the disinfectant bottle without a teacher directive). Students will wipe down their desk/workstation with paper towels/wipes provided by the teacher and dispose of the paper towel in designated trash bin. At each dismissal, students must use hand sanitizer provided by the teacher or, if possible, go to the bathroom and wash hands thoroughly with soap and water before proceeding to their next class.

PE Class/Athletics Protocols

PE teachers will use their discretion when determining if students should remove their protective masks depending on the level of aerobic or anaerobic activity. In addition to the general rules found above in Classroom Protocols, the following guidelines will be implemented in all Secondary PE classes:

- teachers will plan outdoor classes and activities whenever possible (weather permitting and following AQI protocols)
- students will not be allowed to leave their PE clothes and materials in the locker room
- personal water bottles are allowed and recommended but must not be shared at any time
- teachers will avoid activities that require physical contact between students
- teachers will refrain from having students exercise on wrestling, yoga and gymnastics mats
- when masks need to be removed in class, they will be slid under a student's chin and not taken off completely
- PE teachers will spray and wipe down sports equipment with disinfectant after each class
- the fitness center, the swimming pool, and elementary playground equipment will be off limit for PE classes until further notice

Music Class Protocols

Music teachers will use their discretion when determining if students should remove their protective masks depending on the activity. In addition to the general rules found above in Classroom Protocols, the following guidelines will be implemented in all Secondary music classes:

- students will have their own personal scores of music and will not be permitted to share
- when masks need to be removed to perform in class, they will be slid under a student's chin and not taken off completely
- teachers will spray music stands and any other surfaces touched by the students with disinfectant and students will wipe down the objects with paper towel given to them by the teacher at the end of each class
- teachers will spray and wipe down community equipment (percussion instruments, guitars, pianos, etc.) with disinfectant after each class

LUNCH PROTOCOLS

The Hungry Scholar Café will comply with all applicable government regulations with respect to food preparation and service and adhere to the following protocols. The Café produces and publishes a monthly Chinese and Western menu. For students wanting to order from the café, teachers will review the following day's menu with them during Advisory class. Students will place their orders with their Advisory teacher who will, in turn, provide the selections to the cafe.

At the assigned daily lunch time, Advisory teachers and their students (except for those students that live on campus and have signed out for lunch) will walk over to the Hungry Scholar café together.

Students must:

- maintain a distance of at least 1.5 meters between each other as they make their way over and line up in the café
- scan Student ID cards for payment and pick up their pre-ordered lunch and return to Building A2 with their Advisory teacher - body temperatures will be taken each time staff, faculty and students enter Building A2

- drop off their lunches in the Advisory classroom and use hand sanitizer or, if possible, go to the bathroom and wash hands thoroughly with soap and water
- eat lunch in Advisory classroom in assigned seats and all facing in the same direction
- when eating lunch, students will slide their masks under their chins and not take them off completely
- dispose of all lunchtime garbage in designated trash bin

Before dismissing the students from lunch, teachers will spray each student's desk/workstation with approved disinfectant solution (students must not touch the disinfectant bottle without a teacher directive). Students will wipe down their desk/workstation with paper towels/wipes provided by the teacher and dispose of the paper towel in designated closed trash bin. Students must use hand sanitizer provided by the teacher or, if possible, go to the bathroom and wash hands thoroughly with soap and water before proceeding to their Block 3 class.

Students who live in Campus Village and want to go home for lunch must:

- sign out at the Secondary School Office
- attend Advisory class
- return to 3rd Block on time
- not invite any guests to their home for lunch
- after lunch walk back to Building A2 and have their body temperature taken and sign back in at the Secondary School Office

DAILY AFTERNOON ROUTINE

After lunch, students and teachers will:

- walk directly to their Block 3 classroom or work area, maintaining a distance of 1.5 meter between each other as much as possible
- follow the Classroom Protocols described above for the remainder of the day
- replace their masks, where appropriate and dispose of their used masks in the designated trash bin

Teachers will open the windows in their work areas including offices and classrooms after lunch if the windows have not been left open all day. If it is too hot or cold outside or if the AQI is above 100, they will only leave the window open for 30 minutes. After closing the window, place air purifiers on high until PM2.5 reading is acceptable

DISMISSAL PROTOCOLS

At the end of the school day:

- students will not congregate together or loiter in common areas such as the café, gym, library, or outside on school grounds
- students that are signed up for an ASA or have tutoring after school must go directly to the designated classroom
- all off campus students that do not take the bus will exit campus on foot using the North Gate
- those students taking the bus must line up at the designated bus stop area maintaining a distance of at least 1.5 meters between each other in the queue and follow the Bus Protocols listed above
- teachers will report to afternoon duty post then attend ASA classes, meetings, tutor, or work in their classrooms or offices

SECONDARY SCHOOL HEALTH AND SAFETY EXPECTATIONS AND PRACTICES

NURSE’S OFFICE PROTOCOLS

In order to maintain a safe and healthy environment the nurse will comply with all applicable government regulations and follow the protocols set out below.

Every teacher will be provided with two types of sick passes, namely a green sick pass and a red sick pass, which they will use themselves, or issue to a student depending on the situation as described below. Individuals will not be permitted to enter the nurse’s office without one of these sick passes.

<p>If a student, staff or faculty has a fever or shows other obvious COVID-19 symptoms while at school:</p> <ul style="list-style-type: none"> • the individual will be provided with a red sick pass and instructed to go directly to the nurse’s office, ensuring that their mask is on properly, they are maintaining a distance of at least 2 meters between them and others they encounter and they are not touching any surfaces • if the individual is a teacher, they must contact the Secondary School Office and ask for classroom coverage before walking directly to the nurse’s office • In the case of a student, the school personnel involved with the individual will immediately report the case to the Secondary School Office • the Secondary School Office will notify the nurse and contact the student’s parents or, in the case of staff and faculty, the individual’s designated contact person • when the individual arrives at the nurse’s office, the individual must display their red sick pass through the window and wait for the nurse to open the door • the nurse may only receive one individual at a time and be wearing a clean set of protective personal gear including mask, goggles, gloves and gown for each individual she sees • if more than one individual needs to be seen by the nurse for a fever and/or other COVID-19 symptoms, the individuals will be kept separate from each other and the rest of the individuals in the building • the nurse will complete a full assessment on the individual and follow applicable government protocols to determine if she suspects a case of COVID-19 • at the direction of the Secondary School administration, all individuals that were in the same class or in close proximity to the sick individual will be directed to ‘stay in place’ until the nurse is able to complete a full risk assessment 	<p>If a student, staff or faculty has a medical issue other than a fever and/or other COVID-19 symptoms (such as a scrape, cut, sprained ankle, migraine, etc.) while at school:</p> <ul style="list-style-type: none"> • the individual will be provided with a green sick pass and instructed to go to the nurse’s office • if the nurse is attending to another individual or not in her office, the student will wait in the Secondary School Office • the Secondary School Office staff will ensure that the nurse is available before sending the individual to the nurse’s office
<p>If the nurse suspects that an individual may have COVID-19, she will:</p>	<p>If the nurse does not suspect that an individual has COVID-</p>

<ul style="list-style-type: none"> • review the individual’s medical alerts in PowerSchool • notify the Secondary School administration who will contact the parents or designated contact person • notify the fever clinic • move individual to the isolation room until arrangements are made to transport individual to fever clinic <p>Protocols at this point will be dictated by local authorities and will likely include initiatives such as public reporting, contact tracing, quarantine and/or isolation procedures, deep cleaning, disinfecting and ventilation of facilities.</p>	<p>19 (and only when the individual does not have a fever) she will:</p> <ul style="list-style-type: none"> • notify the Secondary School administration • determine whether the individual needs to be sent home or back to class <p>The Secondary School administrators will allow those that were in the same class or in close proximity to the individual that was not feeling well, and instructed to “stay in place,” to move about freely.</p>	
---	---	--

After each student, staff or faculty visits the nurse’s office, the nurse will:

- disinfect all surfaces touched by the individual
- properly dispose of disinfectant wipes and protective gear
- wash her hands thoroughly with soap and water
- put on a clean set of protective personal gear including mask, goggles, gloves and gown

The school nurse will complete a daily report of office visits and submit report to the Secondary School Office.

SAFETY EXPECTATIONS AND PRACTICES

STUDENT, STAFF AND FACULTY SAFETY EXPECTATIONS AND PRACTICES

Throughout this document, there is reference to specific personal hygiene and social distancing expectations that apply to students, staff and faculty during this COVID-19 outbreak. Many of these habits represent best practices even in normal times. To emphasize the importance of complying with these expectations and for ease of reference, we have compiled the essential expectations below. We ask that everyone in the school community adhere to these expectations until further notice.

- Wash your hands with soap and water for at least 20 seconds as often as possible, but always:
 - before and after using the toilet
 - before touching your eyes, nose or mouth
 - before and after eating
 - after sneezing, coughing or using a tissue
 - after contact with garbage or high exposure areas such as a door handle, bannister, and elevator buttons
 - after touching an animal
 - before leaving for school and as soon as you get home from school
 - between classes

- If you do not have access to soap and water, use hand sanitizer with at least 60% alcohol content.
- Ensure that you are using the proper technique when handling and wearing a protective mask. When masks need to be removed, they will be slid under an individual's chin and not taken off completely. When they are taken off completely, they should be disposed of in the designated trash can
- Come to school with at least two protective masks per day.
- Do not share food or drinks – always have a personal water bottle that is cleaned thoroughly each day with soap and water.
- Use disposable alcohol wipes to clean your cell phones and laptops.
- Cover your mouth and nose with a tissue if you need to cough or sneeze.
- Mouth and nose secretions should be wrapped with tissue and discarded in a designated garbage can.
- If you do not have a tissue, use the inside of your elbow to block secretions from your mouth and nose.
- Avoid use of the elevator in Building A2 as much as possible.
- No spitting within the school building or grounds.
- As much as possible, always maintain a distance of 1.5 meters between you and the people around you.

PARENT SAFETY EXPECTATIONS AND PRACTICES

Parents will also play a critical role in keeping our school community safe and healthy. The following are the expectations that the school is asking you to adhere to:

- Always check your child before they leave in the morning for fever and/or other COVID-19 symptoms.
- Never give your child medication that could mask or reduce a fever.
- If your child has a fever and/or other COVID-19 symptoms, please keep them at home and contact the Secondary School Office to tell them why your child will be absent
 - students with a fever will not be permitted back to school until the school nurse receives a document from the fever clinic stating that the student has tested negative for COVID-19
 - students with other COVID-19 symptoms (and not a fever) will not be allowed back to school until the school nurse receives a note from a doctor stating that the student is healthy and can return to school.
- Ensure that your child has at least 2 masks per day – the Secondary School Office will have an emergency supply but we ask that you supply your child's masks.
- If possible, send a bottle of hand sanitizer with your child to school.
- Ensure that your children have their own water bottles that are washed thoroughly every day.
- Discourage your children from gathering or socializing in large groups after the school day is finished at places like a friend's house, a restaurant, or shopping center.
- Visitors, including parents, are not permitted on campus without prior approval and an appointment. If you do have approval and an appointment, you must:
 - enter campus on foot through the North Gate and present the guard with your ID
 - wear protective masks and present a green Dalian Health Pass
 - have your temperature checked before entry to campus
 - receive a visitor's badge and report directly to the appropriate building and not roam campus
 - check in with the front desk staff when you arrive at an assigned building
 - after appointment, sign out and leave campus - ID cards will be returned once you exit campus

SECONDARY SCHOOL ADMINISTRATION SAFETY EXPECTATIONS AND PRACTICES

The Secondary School Administration and Office will:

- Produce daily attendance report for students, staff and faculty.
- Contact parents/guardians for each student absence.
- Review nurse's daily report of office visits.
- Communicate daily with transportation coordinator and receive bus personnel and student health report.
- Review weekly absentee report paying particular attention to repeated visits to the nurse's office by any individual.
- Cancel field trips, assemblies, athletic events, special performances and other large gatherings.
- Maintain e-learning contingency plans in the event that the school must close again temporarily.
- Ensure that the janitorial staff complies with all applicable government regulations with respect to the cleaning, disinfecting and ventilation of all Secondary School facilities.

DRAFT

Appendix A

Insert DAIS Prepares to Reopen School document

DRAFT

Appendix B

Campus Map

