




PMPS FACE TO FACE SCHOOL REOPENING MANAGEMENT PLAN

2020



This document provides information on the following areas:

- 1. Capacity of Property**
- 2. PMPS Protocols**
- 3. PMPS Hygiene Protocol**
- 4. Arrival and Dismissal Procedures**
- 5. Sanitization Procedures for Classrooms**
- 6. In Class Procedures**
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- 8. Health and Safety: Sick Students and Staff**





This plan identifies specific actions and best practices and requires students, staff and families to follow daily safety measures at home and at school in order to resume in- person instruction. While no plan can eliminate all the risks posed by COVID 19, we are committed to working together to ensure that our children are provided with the essential educational support they will need for the coming school term. Portmore Missionary Preparatory and Kindergarten School will provide updates to this plan as we continue to learn more about this pandemic and the best practices needed to mitigate the risks associated with it. This coming school term will be unlike any other and it is essential that our PMPS family commit to work together to build a culture of safety and care for one another as school reopens.

Capacity of Property

Portmore Missionary Preparatory and Kindergarten School (PMPS) with all covid-19 school protocols in place can facilitate up to four hundred and twenty-seven students ranging in age from three (3) to eleven (11) years old.

The PMPS classroom has a capacity of 10 - 27 students. The capacity for the academic year 2020-2021 has been adjusted to accommodate the physical distance of 3' between students inside each classroom.



The maximum expected classroom capacities for January 2021 are as follows;

Kinder 3 = 14	Grade 2 class A = 18	Grade 4 class A = 17
K4 class A = 12	Grade 2 class B = 18	Grade 4 class B = 17
K4 class B = 10	Grade 2 class C = 18	Grade 4 class C = 17
K5 class A = 20	Grade 2 class D = 18	Grade 5 class A = 17
K5 class B = 21	Grade 3 class A = 17	Grade 5 class B = 17
Grade 1 class A = 18	Grade 3 class B = 17	Grade 5 class C = 17
Grade 1 class B = 18	Grade 3 class C = 17	Grade 6 class A = 28
Grade 1 class C = 18	Grade 3 class D = 17	Grade 6 class B = 27
Grade 1 class D = 18		

PMPS Protocols

As we learn more about the COVID-19 virus the measures below are to ensure the safety of all members of the PMPS community. These protocols are subject to change as we learn more about the pandemic and with guidance from the Ministry of Health and Wellness (MOH).

Compound Access

All persons entering the school's compound must follow the sanitization procedures.

- **Parents:** Only parents of students in kindergarten to grade 1 are allowed entry to the school's compound without an appointment and will not be permitted to pass the blue gate (just before the canteen).

- **Visitors:** Visitors are allowed on the compound after 9am and must be directed to the school's office. Visitors will not be permitted to access classrooms, canteen, nor teachers' lounge.

Educational Delivery

- Face to Face teaching while observing the physical distancing protocol and other protocols stipulated by the Ministry of Health and Wellness. Homework, assignments and communication to parents will be accessible using ParentWeb and Google Classroom.
- Teaching materials will be made accessible to students who are either in quarantine or ill, via ParentWeb and Google Classroom

Operations Management

- **PMPS Extra-Curricular Activities:** All extracurricular activities are suspended until further notice.
- **Parenting and Community Activities:** Large gatherings such as parent teachers meeting, concerts, fun day will not be facilitated on the school's compound until further notice.
- **Tuck Shop:** Assembling in this area will not be allowed until further notice.
- **Field trips:** All field trips have been suspended until further notice.
- **Cleaning:** Interim cleaning of the facility will increase over the course of the day. The additional cleaning areas are the railings, classroom and office door knobs, light switches.

People Management

All Parents:

Parents are expected to leave his/her child at the school's gate each morning and pickup students from the designated pick-up gate. No parent will access the compound unless specifically authorized by the School's leaders.

One parent/guardian per students in Kindergarten 3 – grade 1 will be allowed on to the compound during the arrival time and **not** after 7:30 am to drop the student off at the door of the classroom.

Parents are not allowed in classrooms, bathroom nor tuck shop/canteen.

Parents are required to inform the Principal if his/her child has been confirmed as covid-19 positive.

Parents required to inform the Principal if he/she, a student or a household member have been in close contact within the last 14 days with someone confirmed to be COVID-19 positive.

Special learning arrangement will be made for students who are in quarantine.

All Students:

must remain at home and seek medical attention if displaying flu-like symptoms and notify the School.

must not report to school if they or a household member have been in close contact within the last 14 days with someone confirmed to be COVID-19 positive. Parents must notify the student's teacher and Principal using the communication channels.

will not be allowed back on the compound if they leave for an appointment until the next arrival time.

must wear his/her mask while on the compound. Each student is expected to have a face-shield at all levels and especially for the kindergarteners during class sessions.

Grades 1-6 students are required to take face-shields to be worn only when he/she is outside of class or needs a 15 minutes break from the mask.

All Staff:

entering the compound must have his/her temperature checked at the gate.

must remain home and seek medical advice if he or she is displaying flu-like symptoms after two days.

are required to inform the Principal and must not report to work if he/she has been confirmed as covid-19 positive and produce an authorized certificate stating that he/she no longer have the virus.


Are required to inform the Principal if he/she or a household member have been in close contact within the last 14 days with someone confirmed to be COVID-19 positive.

Teachers will be restricted to his/her classroom, limited staff room usage, main office and canteen.

Visitors:

During the school hours there will be restricted access to visitors. Unannounced visitors are only allowed subject to the approval of the school's administration. A covid-19 self-declaration form must be completed and access may be or may not be denied depending on:

- The responses from the form
- The temperature of the visitor



Authorized visitors will be guided and granted access to the main office only.

All commercial deliveries will be accommodated outside of school hours and on weekends.

Communication

PARENTS:

School wide communication:

- School's website
- Regular Email and SMS updates to parents with arrangements, guidelines, requests and any relevant information
- ParentWeb platform

Protocols and updated will be shared in written format



Class communication:

- ParentWeb platform
- Class WhatsApp group for classes with parent groups (teachers are not required to set up whatsapp groups to communicate with parents)

STAFF:

- Regular Emails and SMS
- Faculty and Admin whatsapp group

Regular updates regarding the COVID-10 pandemic and reiterating the protocols issued by MOH, WHO.



PMPS HYGIENE PROTOCOLS

Prior to the reopening of the PMPS compound;

- Compound will be power washed
- Physical distancing signs and markers installed
- Behaviour signs installed
- Three Additional handwashing stations installed
- Isolation room outfitted according to the MOH standards
- Sneeze guards installed in main office and designated classroom.

Train and Promote Healthy Hygiene practices


Activities include but are not limited to:

- Relevant training and sensitization exercises with staff and students:
 - Hand washing and covering of mouth while sneezing and coughing
 - How to handle face masks and shields
 - Face coverings are extremely important when physical distancing is not possible
 - Training of maintenance team on professional cleaning and disinfecting practices
 - Observing behavioural signs posted around the school
 - Handling a suspected case of COVID-19

Beginning of the day:

At the entrance all students will have their temperature checked

Children will bring all their belongings with them to the classroom



Before removing any items from their bags, children must wash and rinse their hands thoroughly or sanitize their hands with alcohol-based wipes/sanitizer.

Once their hands are cleaned, they enter the classroom placing their bag next to their seat

They are then ready to begin the day

During the day:



Students must wash their hands before entering the classroom; that is at the start of the day, after breaks, after lunch, after P.E, after using the bathroom any other time they enter the classroom

Students must sanitize their hands when they exit the classroom; this is at the end of the day, before going to breaks, before going to P.E and at any other time when leaving the classroom.

In addition to the permanent wash stations located at the bathrooms, additional temporary wash stations are set up. Each student is to have personal alcohol-based wipes to sanitize his/her hands before exiting the class

End of the day:

Students sanitize their hands before lining up to be escorted to the pickup areas.



General Expectations

Moving Around

- Everyone must sanitize/wash hands before moving to another class/section of the school
- Follow the arrows and observe the physical distancing reminders on the ground of the corridors when walking along
- Everyone must stay at least 3 steps apart when on the stairs
- Keep hands to ourselves
- Wash hands after using toilet

Physical Distancing

- Outside the classrooms 6' markers will be placed before the doors and on floors around the compound
- Students will be separated by 3' feet classroom seating arrangements and 6' separation when transitioning from one area to another of the school.
- Furniture inside the classrooms will have distance markers on the floor and will not be allowed to be moved and must remain where the marker indicates at all time.

Classrooms and use of materials

- Teachers will maintain the sanitizing of the classroom and materials
- Tablets and stationery must not be shared and need to be wiped before use and after use daily. These items must be immediately packed away after use. Students must sanitize hands after use.
- White boards and markers should be wiped down after use

- Art materials should be cleaned after use and then packed away
- Once a child has read a book it is cleaned and packed away at the end of the day
- Electronic reading resources will be used in preference to hard copy books

Handwashing and Hand sanitizing

- Students will enter the compound have their temperature checked and guided by the 6' markers to their classrooms
- Students will wash/sanitize their hands before lunch and after lunch sessions
- In the event that a student is placed in isolation he/she will have access to lessons via ParentWeb/Google Classroom

Adult Expectations

- In addition to following the guidelines for moving around the school compound the following guidelines will be in place;
- No parent for grades 2 – 6 will be allowed on the school compound. Drop off and handover will happen at the assigned points
- If parents need to come into the school to collect a sick child, they will have their temperature checked at the gate and must wear a mask and remain 6' apart from everyone except their own child. They will be restricted to accessing only the Main Office area.
- Staff will not stand nor sit closer than 6' from each other. All staff are mandated to wear masks while on the school's compound
- Teachers must replace masks with face shields when teaching and maintain at least 3 feet distance inside the classroom.

- Once a teacher is providing individual instruction to any student the teacher must be wearing a face-shield and mask.
- All office staff must wear face-shield and mask when interfacing with the public
- Staff must wipe down their computer, mouse, tablet, etc. several times a day using antiseptic wipes
- Use of staff room is limited to restroom access and lunch preparation. While in use no more than 4 persons are permitted at any one time. Physical distance protocol must be observed.
- Teachers must eat inside of their own classrooms.
- All visitors will be restricted and if allowed onto the compound must follow all the protocols in place
- Visitors must complete a covid-19 declaration form at the gate before allowed to enter

Intensify cleaning, disinfection, and ventilation

Wash stations are located just outside the hall, at the quadrangle and upstairs by the computer lab/grade 5 classroom. All persons entering the school's compound will be mandated to sanitize their hands before entering the classroom or any room/office on the compound.

The school is equipped with the following items that will be strategically placed around the compound for easy access to all students and staff members:

- Hand wash stations
- Hand sanitizing dispensers

Clean, disinfect and sanitize frequently touched surfaces at four times daily;

- Door handles
- Railings
- Light switches
- Toilets bowl handle

Each classroom will be given a sanitizing kit

- Alcohol Spray
- Paper Towel
- Rag

Garbage receptacles will be emptied and cleaned after the lunch period and at the end of the school day, daily.

Air condition filters will be cleaned frequently. We will increase circulation of outdoor air as much as possible by opening and keeping all classroom windows and doors opened throughout the day.

After any seat change teachers are mandated to wipe down each desk and chair and any other surface in their classrooms

ARRIVAL AND DISMISSAL PROCEDURES

As of January 2021, there will be a daily routine to have temperature checked and recording at the entry points and hands sanitized before getting to the classrooms. This procedure will take an amount of time and as such the first session begins at 8:00am. This means each child is expected to be in class at 8:00am and considered tardy thereafter.

- **Kindergarten 3 – Grade 1:** 8:00 am – 1:00 pm
- **Grades 2 – 3:** 8:00 am – 1:30 pm
- **Grades 4 – 5:** 8:00 am – 2:00 pm
- **Grade 6:** 8:00 am – 2:00 pm *and an extended day with extra lesson ending at 3:00pm. More details can be provided by the class teacher.*

The following expectations and procedures are in place to ensure that the health and safety standards are met to keep us all safe.

In General:

- All movement around and within the school compound is to happen with the expected 6 feet distance between individuals.

- All persons on the school compound must be wearing a mask.
- Children and staff are not to be in school if displaying any symptoms of illness and must be symptom-free before returning to PMPS.
- Students are to be on campus only for the duration of the school day.
- Students may not enter the compound before **6:30 am**. And **must not** enter the classroom before the teacher/assistant teacher.

ARRIVAL

All parents and students entering the school's compound will do so using the entrance located on Marlene Avenue (Gate 1) and exit the property using the gate located on Cecile Avenue (Gate 2)

Expectations for Children

- Students will be allowed on school premises at or after 6:30 am. They will be held in a holding area until 7:15 am if the classroom teacher is unable to receive them before that time.
- Kindergarten - grade 1 students enter the school premises **accompanied by one adult**
- Grades 2 to 6 students should enter the school premises **unaccompanied** by an adult

- Students must sanitize hands when entering the school premises. Alcohol-based sanitizer will be provided at the entrance for sanitization purposes. However, students can opt to use their own sanitization product on entry.
- Students must adhere to the 6 feet apart rule when entering and exiting the school premises.
- Students take only the minimum that is needed each day and take it all to the classroom.

Expectations for Parents/Guardians

- One parent/guardian of Kindergarten to grade 1 student will accompany his/her child/ward to his /her classroom door but not beyond the blue gates. Parents will not be permitted to enter the classrooms.
- Parents/Guardians of grades 2 to 6 students will drop off their children/wards at the school entrance.
 - Parents entering the school premises must sanitize their hands, on entry. Alcohol spray will be provided at the entrance for sanitization purposes. However, parents can opt to use their own sanitization product on entry.
 - Persons/Guardian who refuse to sanitize their hands and or wear a mask will be denied entry


Expectations for Staff

- Staff may enter through any of the two gates.
- Staff must sanitize hands when entering the school premises.
- Staff must be wearing a mask in order to enter.
- Staff need to use the 6' feet distancing protocol when entering the school premises and interacting with others

Temperature Checks

Every person (parent, teacher, learner or visitor) who enters the school will be subjected to having their temperature checked.

- All students and parents who are allowed entry unto the school premises **must** undergo a temperature check.
- A reading of 37.5 degrees Celsius or 99.5 degrees Fahrenheit and above indicates a possible fever and should be referred for further investigation, as per the Ministry of Health & Wellness COVID-19 protocols
- Visitors and staff with a fever are not permitted on the school grounds.
- Students with a second temperature reading of more than 37.5 degrees must be kept separate from others and isolated in the designated isolation space, equipped with a mask.
 - The isolated student(s) will undergo another temperature scan after being allowed a few minutes to rest and cool down as outlined in the Case Management Outline by the Ministry of Education Youth and Information. If the temperature, after the second scan, is still above the 37.5 degrees Celsius then the parent(s)/caregiver(s) will be notified to collect the student(s) for further investigation and encouraged to seek assistance from a healthcare professional.
 - **The Ministry of Education, Youth and Information's case management document.**





All staff/students who were out of work/school because of any illness must present a doctor's report granting him/her permission to return. This document must be submitted to the school's Principal.

DISMISSAL

Pickups at dismissal will be done at **Gate** (located on Marlene Avenue) or **Gate 2** (located on Cecile Avenue). Please look at the Dismissal Pickup Table Below. Use the assigned gates to access the relevant pickup zones. This will allow for a smoother process and avoid congestion.

Pick up must happen as promptly as possible. Pay attention to your pickup time.



DISMISSAL PICKUP TABLES

CLASSES	DISMISSAL TIME	ZONES	GATES
KINDER 3	1:00 PM	ZONE A	1
KINDER 4	1:00 PM	ZONE A	1
KINDER 4 B	1:00 PM	ZONE A	1
KINDER 5 A	1:00 PM	ZONE B	1
KINDER 5 B	1:00 PM	ZONE B	1
GRADE 1 Fagan	1:00 PM	ZONE C	2
GRADE 1 Bennett	1:00 PM	ZONE C	2
GRADE 1 Douglas	1:00 PM	ZONE C	2
GRADE 1 Thomas	1:00 PM	ZONE C	2

CLASSES	DISMISSAL TIME	ZONES	GATES
GRADE 2 Richards	1:30 PM	ZONE A	1
GRADE 2KClarke	1:30 PM	ZONE A	1
GRADE 2BClarke	1:30 PM	ZONE B	1
GRADE 2SClarke	1:30 PM	ZONE B	1
GRADE 3McLaughlin	1:30 PM	ZONE C	2
GRADE 3Porter	1:30 PM	ZONE C	2
GRADE 3Hunter	1:30 PM	ZONE C	2
GRADE 3 Green	1:30 PM	ZONE C	2

CLASSES	DISMISSAL TIME	ZONES	GATE
GRADE 4 Elliott	2:00 PM	ZONE A	1
GRADE 4 Clarke	2:00 PM	ZONE A	1
GRADE 4 Monrow	2:00 PM	ZONE A	1
GRADE 5 Myers	2:00 PM	ZONE C	2
GRADE 5 Stanton	2:00 PM	ZONE C	2
GRADE 5 Campbell	2:00 PM	ZONE C	2
GRADE 6 Richards	<i>2:00 PM – extra lessons will take dismissal to 3pm</i>	CLASSROOM	1
GRADE 6 Small	<i>2:00 PM extra lessons will take dismissal to 3pm</i>	CLASSROOM	1

- Teachers will take their classes to the designated Pick-up zones after dismissal.
- All students are expected to be picked-up within 30 minutes of their assigned dismissal time.
- Students who are not picked up within the 30 minutes of their assigned dismissal time will be taken back to their classrooms to wait there, under supervision, until 2 pm.

- Families with multiple children in different grade levels will be accommodated with one pick-up time, with staff supervision of students who have to wait on older siblings to be dismissed except for students in grade 6. Pick up for these students (kinder-grade 5) should be no later than 2pm.
- Parent, students and staff need to use the 6' distancing when leaving the school premises.

In order for these arrangements to work well, it is really important for students and parents to stick to these times as much as possible.

In Class Procedures

Teacher Expectations

- Teachers are expected to wear face shields only during instructional time and when more than 3' away from students
- Teachers are expected to wear face shield and mask when providing one on one assistance to students
- Teachers are expected to wear masks in all other scenarios

Student Expectations

- Students are expected to wear mask inside of the classroom
- Kindergarten students are expected to wear face shield when inside the classroom

- Students are expected to have at minimum two masks and at 1 face-shield per day
- Students with respiratory conditions are expected to wear a face-shield during instructional time. A doctor's certificate is expected.

Lunchtime Procedures

- The Lunch hour starts at 10:30 am and ends at 11:30 am from Monday to Friday. We are moving our lunch purchasing online where all parents are expected to purchase the day's lunch in advance.
- Lunch will be brought to each class and served by the class teacher.
- During this time students will be wearing face-shield adjusted to eat.
- We encourage all students to take lunches from home where possible.


Health and Safety: Sick Students and Staff

Staff or students who show signs of illness or have a temperature of 37.8 C (100 F) or higher should not come to school. If a student is found to have an elevated temperature of 37.8 C (100 F) or higher, he/she will be kept in an isolated area, monitored by the school nurse, while his/her parent(s) are contacted and requested to collect the student **immediately**. If students or staff are experiencing flu-like symptoms you have to stay home.


Staff can return to school 48 hours after he/she is no longer showing any symptoms of illness. This means that if you have symptoms of illness, you should stay home until you are well.

If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the school must be informed of it in order to inform anyone with whom he/she has been in close contact. The guidelines as stipulated by the Ministry of Health will be adhered to. It is recommended that anyone confirmed to have contracted COVID-19 isolate him/herself as much as possible in the home away from other family members and avoid all physical contact with anyone in the home. If you show any signs that are connected to COVID-19, you are required to be tested by the Ministry of Health & Wellness. When you suspect someone in your house has COVID-19, stay at home out of caution. Do your best to isolate yourself from the ill person. Contact your doctor and the Ministry of Health and Wellness and ask to have the ill person tested. If it is confirmed that it is not COVID-19, you should return to school.

If students have to be quarantined because they were close to someone who has been confirmed to have COVID-19 then the class teacher will provide online support for that student via Google Classroom and ParentWeb where he/she will access content taught.



Should a PMPS student or teacher at a class level present with covid-19 symptoms during the school day the plan of action is:

- The nurse is notified and the suspected individual will be taken to the nurse's station wearing both mask and face shield
 - Temperature is checked
 - The other students at the class level will remain in their classroom without contact with individuals from other classes (to mitigate against any emotional effects teaching and learning will continue until all students of the class are picked up)
 - All parents/guardians of the class will be contacted immediately to arrange prompt pickup.
 - During such an event educational delivery will move to online for next 5-days.
 - Students and teacher(s) are expected to return to the compound on the 6th day only if they are not displaying/experiencing covid-19 symptoms or are covid-19 negative.
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