



Uruguayan
American
School



OPENING CAMPUS PROCEDURES & PROTOCOLS HANDBOOK

INTRODUCTION

This handbook contains the procedures and protocols that will be implemented for the re-opening of the UAS campus after being closed for the COVID-19 pandemic. They were developed after considering the mandates of the Uruguayan government, the Ministry of Education, ANEP, and the guidance offered from the Centers for Disease Control (CDC). In addition, the practices of other international and local schools were also consulted.

The procedures in this handbook are designed to facilitate an orderly return to campus that aims to protect the health and safety of the entire UAS community: students, teachers, staff and parents. The initial stage of campus re-opening involves gradual access to campus by grades and school divisions. The procedures for Elementary and Secondary School will have some differences due to the organization of their school day.

IN PLANNING THE RETURN TO CAMPUS, WE HAVE USED THE FOLLOWING GUIDING PRINCIPLES:

We understand that some of the protocols and procedures for the on-campus classes may cause some inconvenience for families and staff. Please recognize that these measures are necessary in order to ensure our health and safety and to optimize student learning.

We appreciate the community's continued understanding and cooperation as we navigate this unprecedented situation.

1 HEALTH AND SAFETY PRECEDES LEARNING.

UAS's procedures and protocols for in-person classes will comply with all of the requirements of the Uruguayan authorities. While it is not possible to completely eliminate the risk of COVID-19 infection, these measures have been determined to best mitigate that risk. We will constantly monitor the guidance issued by authorities and adjust our protocols as necessary. Revisions to UAS procedures and protocols will be communicated via email and posted on the website: www.uas.edu.uy.

2 OPTIMIZE STUDENT LEARNING.

A school's core objective is student learning. Even in the current health situation, we are driven by the question "How can we optimize student learning"? While the UAS distance learning program was extremely successful due to the efforts of teachers, students and parents, we recognize that in-person classes are preferable. Therefore, we aim to maximize in-person learning time while still respecting the required health and safety measures.

3 FLEXIBILITY IS KEY.

As a community we must be prepared to adapt according to the evolving health conditions in the country, the city and our community. It may become necessary to revert to distance learning or to modify the school schedules. We may in fact have to do this multiple times during the coming school year. The school will communicate any adjustments with as much advance notice as possible.

SCHEDULES FOR CLASSES

In the first phase of re-opening, the school will use a combination of in-person instruction and online, asynchronous instruction. All students will attend school on campus for four hours each day in the morning. In the afternoon, students will continue the school day virtually. Each division will send more information with details about the daily schedule and the afternoon sessions.

GRADES	MORNING SESSION (on campus)	BREAK	AFTERNOON SESSION (at home)
Nursery & Pre-Kinder	9:00 AM - 1:00 PM	1:00 PM - 2:15 PM	2:15 PM - 3:45 PM
Kinder - Grade 5	8:00 AM - 12 NOON	12:00 NOON - 1:30 PM	1:30 PM - 3:45 PM
Grade 6 - Grade 12	8:15 AM - 12:15 PM	12:15 PM - 1:30 PM	1:30 PM - 3:45 PM

DROP-OFF SCHEDULE AND ENTRY POINTS

In order to ensure an orderly health screening process and entry to school that maintains physical distancing requirements, people will enter at staggered times through different entrances.

The scheduled entry times and points are below.

ELEMENTARY SCHOOL

GROUP	TIME	CLASS START	ENTRY POINT
Students arriving by bus	7:45-7:55 AM		Auditorium doors
Grades 4 & 5	7:45 AM	8:00 AM	Auditorium doors
Grades 2 & 3	7:45 AM	8:00 AM	Auditorium doors
Grade 1 & Kinder	7:45 AM	8:00 AM	Main entrance

SECONDARY SCHOOL

GROUP	TIME	CLASS START	ENTRY POINT
Students arriving by bus	7:45-7:55 AM		Auditorium doors
Grades 6 & 7	8:00 AM	8:15 AM	Emergency exit first floor
Grade 8 & 9	8:00 AM	8:15 AM	Main entrance
Grade 10, 11 & 12	8:00 AM	8:15 AM	Auditorium doors

EARLY CHILDHOOD

GROUP	TIME	ENTRY POINT
Nursery	9:00 AM	Main entrance
Pre-Kinder	9:00 AM	Main entrance

SCHOOL DROP OFF PROCEDURES AND ACCESS TO CAMPUS

PRIOR TO RETURNING TO CAMPUS

STUDENT HEALTH SURVEYS

Parents will be required to complete a health survey for each child attending UAS. The survey will be completed online; the link will be sent in an email.

The health screening questionnaire will assess if students:

1. have displayed any symptoms of the COVID-19 virus;
2. been in contact with anyone with the COVID-19 virus in the past 14 days;
3. if they, a family member or anyone living in or visiting their household have returned within the past 14 days from a trip outside of Uruguay;
4. if they have any of the risk factors that makes them part of the “vulnerable population” as identified by the government authorities

Any student experiencing fever, respiratory symptoms or feeling ill should be kept at home and parents should notify the nurse via email (epereira@uas.edu.uy) with a copy to the receptionist (hsoler@uas.edu.uy).

DROP-OFF PROCEDURES

PARKING LOT (refer to map included in the appendix of this handbook)

1. Only students will enter the building. Parents of Grade 2 - Grade 12 students should remain in the car.
2. Parents of Nursery - Grade 1 students may accompany their child to the front entrance. Parents must wear a face mask and park in a designated area of the parking lot.
3. Parents of Grade 2 - Grade 12 students should use the drop-off lanes to leave their child.
4. Staff members will be in the parking lot to direct or accompany students to the proper entrance and Daily Screening location.
5. The school buses will drop off students in the maintenance corridor to the school outside of the auditorium.

ENTERING SCHOOL

All teachers and Grade 1-12 students will use face masks while on campus. Nursery, Pre-Kinder and Kinder students must use face masks to enter the building and in common areas. They may use face masks in the classroom at their parents' discretion.

Upon entering the building, students will undergo a health screening. Once the screening is complete, students will be guided to their classrooms. Students will maintain the required physical distance while awaiting their screening. All students, teachers, staff and approved visitors will be administered the screening each day.

DAILY SCREENING

Students	Teachers/Staff	Approved Visitors
Wipe feet on disinfectant mat	Wipe feet on disinfectant mat	Wipe feet on disinfectant mat
Temperature Check	Temperature Check	Temperature Check
Check face mask is properly placed	Check face mask is properly placed	Complete health survey
Apply alcohol gel to hands	Use alcohol gel	Face mask is properly placed
Questions about health Do you feel well? Do you have a cold? Do you have a cough? Do you have a fever? Do you have aches?	Questions about health Do you feel well? Do you have a cold? Do you have a cough? Do you have a fever? Do you have aches?	Apply alcohol gel to hands
		Questions about health Do you feel well? Do you have a cold? Do you have a cough? Do you have a fever? Do you have aches?

If a student has a fever of 37.5 C or displays symptoms, a staff member will relocate the student to a designated area away from other students and staff. The student will remain under adult supervision. The Nurse will assess the student and contact the family. Parents will be called to pick up the student as soon as possible and seek medical advice.

Teachers or staff members that have a fever or display symptoms will return home and seek medical advice. Visitors that have a fever or display symptoms will not be permitted to enter campus.

Any student experiencing fever, respiratory symptoms or feeling ill should be kept at home and parents should notify the nurse via email (epereira@uas.edu.uy) with a copy to the receptionist (hsoler@uas.edu.uy).

ACCESSING CAMPUS DURING THE SCHOOL DAY

1. Parents will be permitted on campus only by appointment or if contacted by the Nurse to pick up their child.
2. Only approved visitors will be permitted to enter campus after passing a health screening at the front gate.



REQUIRED SUPPLIES & GEAR FOR STUDENTS AND VISITORS

Below are the materials that students should bring to campus and the protective measures that approved visitors to campus will be required to take. In addition, there are other suggested measures regarding school clothing, footwear and personal effects. These measures will be in effect until further notice.

STUDENTS

1. Students bring only those materials that they will need during the school day. Please do not bring any extra bags or materials to school. The recommended items are one backpack and one laptop case (if applicable).

- Note: Secondary students will be able to go to their lockers on the first day back on campus to get any materials they will need. After the first day back, lockers will be inaccessible until further notice.

2. Two age-appropriate face masks (tapaboca)

- The face mask should be washed after each use.
- See guidelines for appropriate face masks in Appendix.

3. Water bottle (water fountains are closed, but water dispensers are available.)

4. Clothing, Footwear and Personal Items

- All clothes worn to school should be washed after returning home
- Footwear for school: Students should designate shoes and sneakers that will be used specifically at school and removed when they return home.
- Hair: Shoulder length hair should be placed in a ponytail, bun or a braid to hold it off the shoulder.
- Jewelry (rings, earrings, necklaces, etc.): It is strongly recommended not to wear any of these items to school.



CAMPUS LIFE

Students will receive instruction on the health and safety guidelines including handwashing, physical distancing norms and transition safety that is age appropriate.

All teachers, staff and students will wash or sanitize their hands as they enter campus, enter classrooms, before and after lunches, and before leaving campus.

Students will not be able to share materials, food or water bottles.

Elementary students will not leave any materials in the classrooms at the end of the school day. The classroom cubbies will not be available.

Secondary students will need to carry all their books and materials for the school day with them at all times. Students should not leave any materials in classrooms. Lockers will be inaccessible until further notice.

Transitions between classes for Secondary students will be done in a gradual, orderly manner to ensure that students do not congregate in groups and promote the required physical distance. Staff members will monitor the transition between classes.

CAFETERIA

The Cafeteria will be closed during the first phase of re-opening. Students and staff will need to bring their own snacks and lunch (if applicable).

RECESS

There will be a staggered recess schedule to limit the number of students outside at one time and to minimize the mixing of students from different classes. As usual, staff members will be on duty to monitor recess and breaks.

- The Elementary and Early Childhood playgrounds will be closed. Early Childhood students will have recess and breaks in the soccer field area.
- Ball play, including soccer, basketball and tether ball, will not be permitted during recess and breaks.
- Students must wear face masks during recess.

PHYSICAL EDUCATION CLASS *(Secondary students only)*

Students must wear face masks during Physical Education (PE) classes. When appropriate, the teacher may permit students to remove the masks for certain activities, while still respecting the physical distancing requirement. Weather permitting, PE classes will be held outside.

Secondary students will be permitted to enter the locker room on a rotating basis in order to respect physical distancing requirements while changing into and out of their PE uniforms.

The locker room showers will be closed.

DISMISSAL PROCEDURES

PARKING LOT (refer to map included in the appendix of this handbook)

1. Parents of Grade 2 - Grade 12 students should remain in their car.
2. Parents of Nursery - Grade 1 students may pick up their child at the front entrance. Parents must wear a face mask.
4. The school buses will load students outside the auditorium doors.

EARLY CHILDHOOD AND ELEMENTARY SCHOOL

1. Elementary School dismissal will begin at 11:55 AM and take place in 5 minute intervals.
2. Grade 2 - Grade 5 students being picked up by parents will be guided to the parking lot and will be accompanied by a staff member.
3. Nursery - Grade 1 students will be picked up by parents outside the main entrance.
4. Students taking the bus and students with siblings in Secondary will wait in the classrooms until the Secondary dismissal time.

EARLY CHILDHOOD AND ELEMENTARY DISMISSAL SCHEDULE

GROUP	TIME	EXIT POINT
Grades 4 & 5	11:55 AM	Auditorium Doors
Grades 2 & 3	12:00 PM	Auditorium Doors
Kinder & Grade 1	12:05 PM	Main entrance
Nursery & Pre-K	1:00 PM	Main entrance

SECONDARY SCHOOL

1. Secondary School students will dismiss and exit the building according to the schedule below.

SECONDARY DISMISSAL SCHEDULE

GROUP	TIME	EXIT POINT
Bus students	12:15 PM	Auditorium
First Floor Classrooms	12:15 PM	Emergency exit first floor
Second floor classrooms	12:15 PM	Main entrance
All other classrooms	12:15 PM	Main entrance



SCHOOL TRANSPORTATION PROTOCOLS

VEHICLES AND DRIVERS

1. Each driver and driver assistant will complete and submit a health survey provided by the school. If the survey indicates that the driver or assistant cannot attend to his/her duties, the company will provide a replacement who complies with all local transportation regulations.
2. All buses will be disinfected before and after each trip.
3. The driver and assistant will wear face masks and gloves during the entire trip.
4. All buses will be equipped with an alcohol gel bottle and sanitary mats.

STUDENTS

1. Before boarding the bus, students' temperature will be taken using an infrared thermometer. If a child registers 37.5 C temperature, the student will not be permitted to board the bus.
 - If this occurs during pick-up, the student will be left at home.
 - If this occurs on the return trip, the student will be moved to a designated area away from other students and staff. The school will contact the family to pick up the student.
2. Students will sanitize their hands with alcohol gel and wipe their shoes on the sanitary mat.

DURING THE TRIP

1. Weather permitting, windows will remain open for ventilation during the trip.
2. Students should not exchange games, food or toys during the trip.

Note: There will be no After School Activities buses until further notice.

PREPARATION OF THE FACILITY & HYGIENE PROCEDURE

PRIOR TO RE-OPENING CAMPUS

Before re-opening campus, the school will take the following sanitary and hygienic measures to protect the health and safety of students, teachers and staff:

1. The entire facility--including all classrooms, common areas, offices, storage areas, maintenance areas, etc.-- will be disinfected prior to re-opening using products recommended by the World Health Organization. The school will schedule regular disinfection treatments until further notice. These treatments are in addition to the daily cleaning routines.
2. All filters in the school's heating system will be cleaned and disinfected prior to re-opening of campus and on a regular basis according to protocols and recommendations.

3. Sanitary rugs containing a disinfectant solution will be installed at entrances to the school.

4. Hand sanitizer dispensers will be installed in common areas throughout the school.

5. Classroom preparation

- All classrooms will be re-configured to create the physical distance between students as mandated by the government protocol. In cases where classrooms do not accommodate all students, the class will be re-assigned to another room or split into two classrooms.
- Desks or tables will be arranged with 1.5 meters physical distance between them.
- Each classroom will be supplied with alcohol gel dispensers, tissues and a covered wastebasket.

6. Secondary School Flex Spaces

- Furniture will be removed or re-configured to create the necessary physical distance between students as mandated by the government protocol.

CLEANING & HYGIENE PROCEDURES DURING THE SCHOOL DAY

1. The school's cleaning staff will thoroughly clean and disinfect all classrooms and classroom surfaces each morning and afternoon.

2. Common areas and high-contact surfaces, such as door handles, railings, keyboards, and light switches, will be cleaned repeatedly throughout the day.

3. Bathrooms, computer labs, art classrooms and the music room will be cleaned after each class period.

4. Classrooms and common areas will be ventilated regularly throughout the day.

CLOSED AREAS OF CAMPUS

The following areas of campus will remain closed until further notice:

1. Elementary Playground

2. Early Childhood Playground

3. Gym Weight Room

4. Maker Space

5. Secondary School Lockers

- On their first day back on campus, students may access their locker in an orderly fashion respecting physical distancing requirements. After the first day, there will be no access to lockers until further notice.

6. Elementary School cubbies will not be used until further notice.

7. Library

- The library will be closed for Elementary class visits. The librarian will visit Elementary classes in their respective classrooms.



PROTOCOLS FOR A SUSPECTED CASE OF COVID-19 DURING SCHOOL

DURING SCHOOL HOURS

This protocol applies to any student, teacher or staff member who is suspected of having the COVID-19 virus during school hours.

The following clinical criteria established by the Uruguayan Ministry of Public Health will be used during the school day to determine if a person has a suspected case of COVID-19:

- Fever
- Cough
- Sore throat
- Abrupt loss of smell or taste
- Earache
- Elevated respiratory frequency
- Dyspnea--breathing difficulty

IF A STUDENT PRESENTS SYMPTOMS

1. In case a teacher suspects or observes any of the above-mentioned symptoms, she/he will relocate the student to the hallway and contact the Nurse.

- 2.** The Nurse will escort the student to a designated area away from other students and staff. The student will remain under adult supervision.
- 3.** The Nurse will assess the student and contact the family.
 - Note: School personnel will not administer medication, such as ibuprofen or paracetamol, to manage fever situations.
- 4.** Parents will be called to pick up the student as soon as possible and be counseled to seek medical attention.
- 5.** In the meantime, the teacher and students will collect their materials and move to an alternate classroom. Cleaning staff will disinfect the evacuated room.

The Nurse will monitor the evolution of the student with the family and inform the local authorities if necessary under the Ministry of Public Health protocols.

IF A TEACHER OR STAFF MEMBER PRESENTS SYMPTOMS

- 1.** The teacher or staff member must notify the Nurse via phone or instruct another coworker to contact the Nurse.
- 2.** The person will proceed to the designated area away from students and staff.
- 3.** The Nurse will assess the person.
- 4.** In the meantime, the teacher and students will collect their materials and move to an alternate classroom. Cleaning staff will disinfect the evacuated room.

The person will leave campus to seek medical attention or contact a person to pick him/her up from school.

RE-ENTERING SCHOOL AFTER A SUSPECTED CASE OF COVID-19

Any student, teacher or staff member who presents symptoms of COVID-19 during school hours and sent home will need a written medical clearance to return to school.

REPORTING A CONFIRMED CASE OF COVID-19

If a student, teacher or staff member is diagnosed with a confirmed case of COVID-19, the school will follow the notification protocols established by the Ministry of Public Health.

The school is required to inform the Division of Medical Services, Prevention and Occupational Health at ANEP. In addition, UAS is required to provide a list of all students and staff that were in close contact with the positive case and any other information the Ministry of Education deems necessary.

The school will also notify staff members and the parents of students that have been in close contact with a positive case.

The Ministry of Public Health will determine whether the school must be closed.



APPENDICES

MAP OF PARKING LOT AND ENTRY POINTS

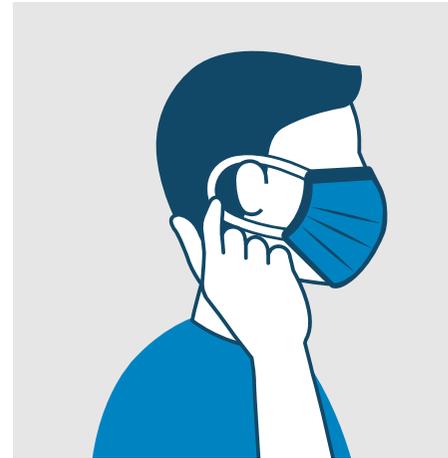


FACE MASKS

All teachers and Grade 1-12 students will use face masks while on campus. Nursery, Pre-Kinder and Kinder students must use face masks to enter the building and in common areas; they may use face masks in the classroom at their parents' discretion.

The face masks should have the following characteristics:

- Cover the nose and mouth as shown below
- Comfortably adjust to the face with earloops or ties
- Include at least two layers of cloth
- Permit respiration without restrictions



HANDWASHING PROCEDURES

Please see the videos below that demonstrate the proper handwashing technique.

Hand washing video for adults

<https://www.youtube.com/watch?v=3PmVJQUCm4E>

Hand washing video for students

<https://www.youtube.com/watch?v=S9VjeIWLnEg>

THANK YOU

