ALMATY INTERNATIONAL SCHOOL

CAMPUS OPERATING PROCEDURES FOR COVID-19

UPDATED AUGUST 2020
The AIS leadership team has prepared for the reopening of school. We are eager to return to face to face learning, but the safety of our students, staff and families is our primary concern. This plan allows for flexibility and transparent operation throughout the 2020-2021 school year. We recognize that some students may not be able to return to the building due to serious underlying medical issues or health risks to family members. We will provide instruction to meet the needs of all students.

We will move between three phases of operation as local COVID-19 conditions fluctuate while maintaining compliance with the guidelines of the local government, and safeguarding the health and safety of our students, families and staff. All three of our operational options allow AIS to continue to offer students a high quality, child-centered learning experience, and give us the flexibility to respond to any unexpected infections within and outside of our own community. The COVID-19 situation is ever changing, and AIS will continue to review and revise this plan. We understand that some government guidelines and health recommendations may change before school begins and plan to share more specific details as we approach the start of school.
WE WILL OPERATE WITH THE HIGHEST DEDICATION TO THE HEALTH AND SAFETY OF OUR STUDENTS AND STAFF. YOU WILL SEE ENHANCED HYGIENE THROUGHOUT THE SCHOOL AND BUS SERVICE.

Our commitment to the school community

CLEANING & DISINFECTING
There will be an increase in the frequency of cleaning with a larger emphasis on commonly touched surfaces, shared spaces, and classrooms.

INCREASED HAND HYGIENE
Hand washing and the use of hand sanitizer will be scheduled regularly throughout the day.

PHYSICAL DISTANCING
Physical and social distancing may be implemented in regards to transportation to school, arrival and departure, classroom arrangement, movement throughout the school, waiting in lines, etc.

SAFETY EQUIPMENT
AIS will perform temperature checks for anyone who is permitted to enter the campus. It is likely that all students, teachers, and staff will need to wear masks for some or all of the day. Other protective equipment will be provided if necessary.

HEALTH & WELLNESS
AIS is committed to monitoring and supporting the physical and mental health and wellness of our students, teachers, and staff in connection with the school’s Health Center and School Counselor Program.

ACCESS TO THE CAMPUS
AIS has a vibrant campus full of activities and classes. We may need to close the facilities to some of these activities and areas. Access for parents and visitors will be carefully evaluated, limited, and monitored.

COVID-19 OPERATIONS PLAN
Daily School Procedures
- Take body temperature before leaving home; ensure body temperature is lower than 37.5 C.
- Bring and wear a clean protective mask throughout the day.
- Temperature checked at campus security entrance - not to exceed 37.5 C.
- Use hand sanitizer throughout campus and wash hands frequently.
- Open windows in work / classroom areas, weather permitting.

Handwashing 101
Source: World Health Organization

1. Wet your hands before applying soap
2. Rub soap all over your palms, the backs of your hands, and in between your fingers
3. Do this process for at least 20 seconds before rinsing
4. Wipe your hands with a clean towel or paper towel and avoid rubbing too vigorously

How to use a mask?
Source: World Health Organization

Before Putting on a Mask:
Clean hands with alcohol-based hand rub or soap and water.

While Wearing a Mask:
1. Cover your mouth and nose. Make sure there are no gaps between your face and the mask.
2. Avoid touching the mask. If you do, clean your hands with alcohol-based hand rub or soap and water.
3. Replace the mask with a new one as soon as it is damp or dirty. Do not re-use single-use masks.

To dispose of the mask:
1. Remove the mask from behind using the strings. Do not touch the front of mask.
2. Discard the mask immediately in a closed bin.
3. Clean hands with alcohol-based hand rub or soap and water.

Morning Student Drop Off
Registered vehicles may drive onto the campus to the student drop off point. Temperature checks will be done for students in the car before entering the campus. Adults may not get out of the car. School staff will be present to take younger students into the building.
- Until further notice, parents may not enter the campus buildings without an appointment.
Staggered Dismissal Times
Younger students will be dismissed first; older students will follow. Staff will walk younger students to their car or bus. All students must go directly to their vehicle and exit the campus.
- Students may not gather or linger in common areas, such as the student lounges, snack shack, gym, library, or on school grounds or play areas, as they wait to meet their bus or driver.

Transportation Services
In order to maintain a safe and healthy environment for students who are taking the bus to school, our transportation services will include the following:
- The students, driver and bus monitor may only enter the bus if they do not have a fever and/or other COVID-19 symptoms.
- Adults will wear gloves and masks.
- Adults will check student temperatures before allowing them to enter.
- Students will use hand sanitizer in the bus upon entry.
- Students will wear a protective mask, at all times, while on the bus.
- Bus windows will be open for proper ventilation (weather permitting).
- Students will sit in their assigned seat and avoid touching others.
- During exit, students will remain seated and wait to ensure adequate social distancing.
- After exit, students use hand sanitizer in the school and wash hands.
- From the bus, students will proceed to designated temperature check stations at the school.
- The bus will be cleaned and disinfected after each trip.

Classroom Procedures
- Classrooms will be set up to allow for adequate social distancing.
- When students arrive at the classroom, they should go directly to their assigned seat.
- At the conclusion of each class, student desks and workstations will be sprayed with approved disinfectant solution. Students will wipe down their desk/workstation with paper towels/wipes provided by the teacher and dispose of the paper towel.
- At each dismissal, students must use hand sanitizer or wash hands thoroughly with soap and water.

When’s Lunch?
The cafeteria staff will comply with all necessary precautions and regulations concerning safe food handling and service. Lunch schedules and options will vary depending on the required phase of operation; #1 - No/Low Spread, #2 - Minimal/Moderate Spread, or #3 - Substantial Spread.
Library Class Protocols
- Library books will be returned to a box in the front of the library.
- Library classes will be held in all 3-11yo classrooms.
- Students will be able to check out books by request during the library class. Books will be delivered to the class later in the day.
- Students can access many terrific library materials from home.
  - Access DESTINY here.

PE Class Protocols
- Teachers will plan outdoor activities whenever possible.
- Students will not leave any personal items in the change rooms.
- Teachers will avoid activities that require physical contact.
- Sports equipment will be sprayed and wiped down with disinfectant after each class.
- The fitness center and the playground equipment will be closed for PE classes until further notice.

Music Class Protocols
- Teachers will decide whether students will remove their masks depending on the activity.
- Students should not share equipment.
- 5-8 yo music classes will take place in the homeroom classes.
- 9 yo and up will have music classes in The Annex.
- Teachers will spray music stands and any other surfaces touched by the students with disinfectant for students to wipe down at the end of each class.
- Teachers will spray and wipe down community equipment (percussion instruments, guitars, pianos, etc.) with disinfectant after each class.

Technology Class Protocols
- 3-8 yo technology classes will take place in homeroom classes.
- After each technology class, the teacher will disinfect the iPads, laptops or desktops.
- 9 yo and up classes will have their technology classes in the technology labs.

World Language Class Protocols
- Students will travel to their World Language classes.
- Teachers will disinfect tabletops after the conclusion of each class.

Elementary IE Classes
- 6-9 yo IE classes will be co-taught and IE teachers will collaborate with homeroom teachers.
- 10 yo and up classes will go to their respective IE teachers’ class.
- Teachers will disinfect tabletops after the conclusion of each class.
COVID-19 Positive Tests

- If a student or teacher tests positive for COVID-19 the class will have a 14-day quarantine at home and continue with distance learning.
- If additional classes are presumed at risk, they will also begin a 14-day at home quarantine.

PARENTS AND VISITORS

Parents and visitors wishing to access the campus must have an appointment. Interactions will be conducted by video interface when possible. To access the campus, you must:

- Call ahead and arrange an appointment
- Wear a mask
- Have temperature checked
- Receive a visitor’s badge
- Check in upon arrival
- When leaving, sign out and return the visitor’s badge
THREE PHASES OF OPERATION

Each of the three phases of operation are designed to allow us to continue seamless teaching and learning despite likely virus fluctuations throughout the year. Each of the operational scenarios falls within the Risk Assessment for Campus Opening graphic. Risk determination is based on guidance from public health officials, the CDC and WHO, local government requirements, QSI’s Task Force, and QSI Headquarters.

OPTION 1: NO/ LOW COMMUNITY SPREAD
Full On-Site Learning
All students return to campus for on-site classes.
The public health situation in Almaty continues to improve and is fully controlled (community spread contained). AIS returns to some pre-pandemic teaching and learning styles or routines. Our day-to-day program is enhanced by incorporating lessons learned from our previous distance learning program into our curriculum. The school will operate with enhanced hygiene measures.

OPTION 2: MINIMAL/MODERATE COMMUNITY SPREAD
AIS Blended Learning
On-site and distance learning occur simultaneously.
The public health situation in Almaty prevents a full return to on-campus lessons. Continued community spread in Almaty means that social distancing and enhanced hygiene measures at school are required, though there is significant control of virus infections.

OPTION 3: SUBSTANTIAL COMMUNITY SPREAD
All students follow the AIS Distance Learning Plan
The public health situation in Almaty prevents the gathering of students and staff in one location. The QSI Task Force, QSI Headquarters, AIS Advisory Board and the AIS Leadership Team will determine that on-campus learning is not possible. Local government authorities may determine the need for school closure. If the pandemic situation dictates that we cannot allow students or staff to enter the building, we will proceed with Option #3, Full Distance Learning.
Full On-Site Learning
All students return to campus for on-site classes.

Conditions = Low Risk
The public health situation in Almaty continues to improve and is fully controlled (community spread contained). AIS returns to some pre-pandemic teaching and learning styles or routines. Our day-to-day program is enhanced by incorporating lessons learned from our distance learning program into our curriculum. The school will operate with enhanced hygiene and safety measures.

Structure of School Day
We will return to some basic pre-pandemic structure of the school day, with possible modifications.

School Sports and Activities
School sports and activities, both during and after school will recommence, as safety permits, with enhanced hygiene and safety measures.
AIS Blended Learning

**On-site and Distance learning occur simultaneously.**

**Conditions = Medium Risk**

The public health situation in Almaty prevents a full return to on-campus lessons. Continued community spread in Almaty means that social distancing and enhanced hygiene measures at school are required, though there is significant control of virus infections.

**Structure of School Day**

AIS students may follow a blended program including on-site instruction and distance learning. The normal school schedule will likely be modified. Increased health and safety precautions include social distancing, facial coverings, and enhanced hygiene. Implementation of this model will look different in the elementary and secondary schools. If the pandemic conditions require us to decrease the number of students in the building, but still allow small groups of students to gather, the secondary school will proceed with Blended Learning. Students who cannot come to school for a period of time will have the opportunity to continue learning at home with synchronous and asynchronous activities.

**School Sports and Activities**

All school sports and activities are either cancelled or significantly modified to allow for social distancing. Some may continue in a virtual, online format.
Preschool & Elementary Learning
If AIS must abide by social distancing restrictions, or the school determines it is safer to maintain such restrictions, we anticipate opening our campus with stricter health measures. Specials course teachers will come to the classroom to work with students instead of students moving to different rooms for some age groups. Social distancing may also be implemented in classrooms.

Secondary Blended Learning
During Blended Learning, both on campus and distance learning methods are used simultaneously. Students will be given a schedule that reflects the chosen blended learning plan. As our older students are more independent, they can more easily navigate such a schedule and connect with the on-site class from home. If we are able to hold on campus classes, but must reduce number of students in each room, the following models are possible for Blended Learning Instruction:

- Each class may be divided into two groups. These halves will attend school on alternate days. Each two-week period would consist of one full week of Face-to-Face lessons and one full week of independent learning.
- Some students may attend on campus classes one week and learn from home the next week.
- Students may alternate between morning and afternoon sessions.

All lessons will be available on our online platforms, allowing at-home students to follow the learning taking place at school. Students who are unable to attend school for health and safety reasons will be able to participate virtually with their classes. All student are expected to be learning at home when they are not on campus.
All students follow the AIS Distance Learning Plan

**Conditions = High Risk**

The public health situation in Almaty prevents the gathering of students and staff in one location. The QSI Task Force, QSI Headquarters, AIS Advisory Board and the AIS Leadership Team will determine that on-campus learning is not possible. Local government authorities may determine the need for school closure. If the pandemic situation dictates that we cannot allow students or staff to enter the building, we will proceed with Option #3, Full Distance Learning.

**Structure of School Day**

AIS students will follow our Distance Learning Plan. This program has been significantly modified from our distance learning curriculum used last year. We will continue modify and improve this program to ensure maximum learning and student wellbeing.

**School Sports and Activities**

All school sports and activities cancelled (some may continue online where possible).

**Online Learning at AIS**

AIS is committed to providing an excellent, alternative means of education in the form of distance learning during full or partial closing of the school. Distance learning designates the experience students will have when school remains in session and students are unable to physically enter the building due to campus closure. While distance learning cannot replicate onsite learning, our teachers will deliver powerful instruction that allows students to meet expected standards in an online environment.
Approaches to Teaching and Learning
The AIS distance learning program model blends the three learning approaches of synchronous, asynchronous, and flex-connect to ensure that all students access and achieve the curricular standards for all subjects in order to optimize their learning experience.

Synchronous Learning
Students attend real-time classes for direct instruction, task and assessment opportunities, and feedback and support sessions led by a teacher, cooperating teacher and/or Intensive English teacher. These sessions will be conducted through Zoom or Teams in whole class, small group and/or one-to-one formats.

Asynchronous Learning
Students work independently on pre-recorded (video or written) lessons, tasks and projects as provided by teachers at their own pace via Seesaw or Teams.

Flex-Connect
Teachers schedule individual and small group sessions to provide support and feedback to students.

DISTANCE LEARNING & COMMUNICATION PLATFORMS

### Office 365
All staff have email accounts through Office 365 along with a variety of tools to communicate and collaborate. Some tools, such as Teams may be used with students who are also issued school email accounts. (10 yo-S4).

### Zoom
A virtual classroom video platform that may be used by all teachers. This is very easy for students and parents to access, as the classroom teacher simply sends a link via email for individuals to join the meeting/class. (PreK-S4).

### Seesaw
A platform for student engagement that provides creative tools to take pictures, draw, record videos and more to capture learning in a portfolio. Teachers can find or create activities to share with students and parents. (PreK-9yo).

### Teams
A virtual learning management system for many secondary teachers to deliver lessons and connect with students and parents (Secondary).
Schooling is always a partnership. In an online distance learning environment, especially so at the elementary level, this partnership becomes the champion of learning. Over the course of this distance learning time period, our faculty will partner with parents to engage students in experiences that stretch their understanding and expand how they approach new learning. Our families will have options and sources for flexibility that will give them choice and ownership as the distance learning experience progresses.

**Role of Parents**

As elementary school students are still developing their independence, a teacher-parent partnership is necessary for students to engage in distance learning tasks and to access online resources. The designed learning tasks and activities will provide direction and support to families with the understanding that task completion depends on each individual families’ circumstances.

**Elementary School Plan**

The elementary school program at AIS has been designed using research about how students in this developmental age learn best. The program is designed to facilitate student learning around a clear and well-articulated curriculum. In addition, developing the whole child as related to social emotional learning is essential. Our distance learning program for elementary students seeks to replicate aspects of best practice by offering online lessons offered both synchronously and asynchronously with opportunities to interact and collaborate with classmates and engage in activities. The learning is further supported through recorded videos and activities posted in both Seesaw and Teams.

**Preschool Classes**

These are guidelines for learning in our 3-4 yo class programs:

- Students will have the opportunity to meet with teachers four times per week.
- There will be literacy and mathematics activities for 15-20 minutes day.
- Preschool teachers will also use Seesaw to record lessons so that parents can return with their child to watch at any time.
- There will be daily music and movement activities sent to families for students to do at home.
• Literacy, Math, Science, and Cultural Studies will be conducted both synchronously and asynchronously depending on the lesson objectives.
• Art, music, and technology will be offered once a week per class, days to be determined.
• Students who are not physically located in Almaty will have the opportunity to connect with their teachers at various times that will be determined based on geographical location of the students.
Due to the unpredictable nature of the COVID-19 pandemic, AIS recommends that 12 YO – S4 students have their own technology device to use at school and at home this year. Laptops, Tablets, Notebooks and iPads can successfully handle most file types and required tasks. A cell phone is not an adequate technology device for completion of schoolwork. Our technology department does have a small number of devices that can be checked out to students if needed.

During this phase the middle and secondary programs will use a combination of synchronous and asynchronous schedules. The afternoons will be a time for classes. Students may receive instruction, discuss material, and work through a variety of assignments or projects in their class. The mornings will be a time to organize one-on-one meetings, small group lessons, and other asynchronous activities connected to their regular school courses. Synchronous periods will rotate period A-D, and periods E-I, on alternate days. Online student attendance will be taken.

### Content and Timing

The distance learning plan in Secondary School will include engaging experiences for each course that students have on their regular school schedule for that day. Students will have multiple activities within the timeframe of a regular class. Teachers will provide guidance specific to the amount of time activities/assignments might require. This will include time spent on accessing content, as well as completing work. Students may also have off-screen tasks that are designed to engage the secondary school learner.
Assessment Types

- Students will participate in at least one short, non-graded formative assessment per subject and lesson, as a check for understanding.
- Students will also participate in graded assessments, as requested by the teacher. These may include, but are not limited to:
  - Office 365 docs or forms quizzes, tests, or assignments
  - Any department or collaborative team specific assessment platform
  - A performance task illustrating mastery of concepts
- Students must complete assigned graded assessments to measure progress against learning targets. These may include (but are not limited to) electronic portfolios, electronic quizzes/tests, and writing assignments.
- Clear instructions on where/how to turn in assignments will be provided to students.

Role of Secondary Parents

As a parent of a middle or secondary student, we ask you for the following support:

- Watch for email updates from the teacher and be sure to check in with your child daily about the distance learning tasks and activities they are working on.
- Designate a place where your child will work independently on his/her assigned tasks.
- Ask your child to provide a brief summary of the learning he/she is engaging in for each class to ensure their understanding of the content and of the process they are being asked to engage in to demonstrate their learning.
- Remind your child to email his/her teachers if you or your child have questions or if you need extra help and support. Our faculty will be on hand to help and support you.
Almaty International School thanks you for your support and efforts to reduce risks and keep our school community safe.

FAQ'S

When will we know if school is starting on campus or with distance learning?

We are in communication with the Ministries of Education and Health regarding the reopening recommendations and requirements. We will notify the community as soon as we are officially informed.

What happens if our arrival to Almaty is delayed?

Students will be able to take full advantage of our world class education through our online learning platforms. All enrolled students will be able to start school on-time and work with their classes. They will receive the same level of education as our students in Almaty through Synchronous and Asynchronous lessons and activities.

How can you make sure younger students adhere to social distancing regulations?

The AIS faculty and staff are prepared to ensure that social distancing expectations are clear and reinforced with all students. Our students’ health and well-being are our top priority. We will make mask wearing a part of the routine and teach good practices for all ages in which it is recommended. Students of all ages around the world have been asked to wear masks in their classrooms. We believe this is manageable and will reinforce this habit in a positive and productive manner.

How should I prepare my child for school before arriving on campus each day?

- Always check your child for Covid-19 symptoms before sending them to school.
- Never give your child any medication that could mask/reduce a fever before sending them to school.
- If your child has a fever or other Covid-19 symptoms, please keep them home and contact the school to tell them why your child will be absent.
- Make sure that your child has a mask, their own water bottle, and possibly come with their own personal hand sanitizer.

How many students will be in one classroom for Elementary and Secondary classes?

We will be using standard social distancing regulations in our classrooms and throughout campus. Room capacity will be determined for each area, and number of allowed students will be based on this calculation.

How will you take care of students’ social-emotional wellbeing upon returning or transferring to AIS?

At AIS, we believe that learning will be limited unless the social-emotional needs of the students (and adults) are supported. Our focus when reopening the school will include providing effective social-emotional support and learning strategies for staff and students. Our counseling department and health center will be there to support our AIS community.