



# 2020-2021 Campus Reopening Plan

<b>Section 1: Organization and Management</b>	<b>5</b>
1.1 Executive Response Team	5
1.2 General Coordination - Superintendent	5
1.3 Community Education - Director of Administration	5
1.4 Student/Faculty Health and Wellness - Elementary Principal, Secondary Principal	6
1.5 Learning - Elementary Principal, Secondary Principal	6
1.6 Employee Policy Revision - Director of Administration	7
1.7 Campus Maintenance - Facilities Director	7
1.8 Community Relations/Information - Director of Administration, Superintendent	7
<b>Section 2: Prevention Measures (Before Campus Reopens)</b>	<b>8</b>
<b>General Coordination Timeline and Details</b>	<b>8</b>
2.1 Planning Phase (October - November)	8
2.2 Reopening Phase (November - Opening of School)	8
2.3 Monitoring Phase (Opening of school - June 2021)	8
<b>Section 3: Control Measures (Once Campus Reopens)</b>	<b>8</b>
<b>3.1 Setup Required Pre-Opening</b>	<b>8</b>
3.1.1 General Protocol	8
3.1.2 In Class Protocol	8
3.1.3 Transition Protocol	9
3.1.4 Outside of Classroom Protocol	9
3.1.5 Student Supplies Required	9
<b>3.2 Employee Policy Revision - Monitor and Ensure</b>	<b>9</b>
<b>3.3 Community Relations/Information - Communicate and clarify</b>	<b>9</b>
<b>Section 4: Monitoring Measures (once campus reopens)</b>	<b>10</b>
<b>4.1 On-Campus Health and Wellness General Protocol</b>	<b>10</b>
4.1.1 General Protocol	10
4.1.2 In Class General Protocol	11
4.1.3 Transition General Protocol	11
4.1.4 Outside of Classroom General Protocol	11
4.1.5 Emotional Health/Wellness Protocol	11
<b>4.2 Cases and Tracking</b>	<b>11</b>
4.2.1 Common Symptoms of COVID-19	11
4.2.2 Symptomatic cases emerge	12
4.2.3 Self-isolation/quarantine symptom tracker	13
4.2.4 Contact tracker	14
4.2.5 Community spread	14
4.2.6 School Response to Active Case	15
<b>4.3 Learning</b>	<b>16</b>

<b>4.4 Campus Maintenance</b>	<b>16</b>
<b>Section 5: Health and Safety Guidelines</b>	<b>16</b>
<b>5.1 Elementary Guidelines</b>	<b>16</b>
5.1.1 Student expectations for outdoor play	16
<b>5.2 Elementary Specific Procedures</b>	<b>16</b>
5.2.1 Arrival and Dismissal Expectations	16
5.2.2. General expectations	17
5.2.3 Expectations for children	17
5.2.4 Expectations for parents	17
5.2.5 Expectations for Staff	17
<b>5.3 Elementary Entering and Exiting the Classroom</b>	<b>18</b>
5.3.1 Beginning of the day	18
5.3.2 During the day	18
5.3.3 End of the day order	18
5.3.4 Expectations around use of materials	18
5.3.5 Lunch and Snack Procedures	18
5.3.6 Movement of all people in, out and throughout the building	19
<b>5.4 Secondary Guidelines</b>	<b>19</b>
5.4.1 Secondary Arrival and Dismissal Expectations	19
5.4.2. General expectations	19
5.4.3 Expectations for students	19
5.4.4 Expectations for parents	20
5.4.5 Expectations for Staff	20
5.4.6 On Campus Expectations	20
5.4.7 Class Size/Group Guidelines	20
5.4.8 Student and Teacher Support for Mental Health and Well-being	20
5.4.9 Lunch Procedures	20
<b>Section 6: Learning Formats - Hybrid - Blended / Full Online</b>	<b>21</b>
<b>6.1 Live / Hybrid - Blended Learning Expectations (all grades)</b>	<b>21</b>
6.1.1 General Expectations	21
6.1.2 Flexibility of learning	21
<b>6.1.3 Transitions in Learning Location &amp; Instructional Formats</b>	<b>21</b>
<b>6.1.4 Hybrid - Blended Learning</b>	<b>21</b>
<b>6.2 Elementary Online Learning Expectations</b>	<b>22</b>
6.2.1 Guidelines and expectations for teachers.	22
6.2.2 Guidelines and expectations for Parents	22
6.2.3 Guidelines and expectations for Students	22
<b>6.3 Secondary Online Learning Expectations</b>	<b>23</b>
6.3.1 General Expectations for Teachers	23



6.3.2 General Expectations for Students	24
<b>Section 7: Child Safety Protocols during Online Instruction</b>	<b>25</b>
7.1 Visibility	25
7.2 Accountability	25
7.3 Power	25
<b>Appendix</b>	<b>26</b>
Appendix 1 - Campus Signage and Movement Flow	26
Appendix 2 - General Signage guidelines	27
Appendix 3 - Resources	28

### *Introduction*

The goal of this plan is to create, refine, revise a reopening policy that will allow Mountainview to reopen with all possible speed while also maintaining the health and safety of our students.

## **Section 1: Organization and Management**

### **Roles and Responsibilities**

#### **1.1 Executive Response Team**

Goal: Create the COVID - 19 Reopening, Prevention, and Control task force

Leader: Superintendent

Members: Superintendent, Elementary Principal, Secondary School Principal, Director of Administration, Facilities Director, Dorm Administrator, and School Board Chair (advisor)

#### **1.2 General Coordination - Superintendent**

- *Main responsibilities:* be fully responsible for coordination, organization, and implementation of plans issued; issue formal notice, decision, and public information to Mountainview faculty, students, and staff; and communicate with related authorities such as education, government, ministry, and health departments, etc. for consultation, coordination, and reporting.
- *Communication Plans*
  - Communication with Parents
  - Communication with Local Government Departments
  - Faculty/Staff Communication

#### **1.3 Community Education - Director of Administration**

- *Consultation with:* Korean Family Liaison, Indo Family Liaison, Western Family Liaison, Staff member
- *Main responsibilities:* communicate to the school community regarding why decisions were made, educate the community on best practices, display best practices on school grounds.
- Ensure that campus-wide signage is helpful, relevant, and adequately addresses school policy and health best practices. Host meetings with the community to educate and field questions regarding school policy.
- Campus Displays
  - adequately displaying CDC and WHO best practices around the school campus.
  - ensuring that worn-out displays are replaced
  - adequately displaying school expectations surrounding recess, pickup, and drop off procedures.
- Community Meetings and FAQ's
  - Send out FAQ's to their relevant community (Western/Korean/Indonesian)
  - Host discussion forums (when necessary) to answer questions and host discussions regarding online learning and health/safety

- Be an advocate for Mountainview's online/hybrid program.
- Bring questions from parents to the relevant administrator

#### **1.4 Student/Faculty Health and Wellness - Elementary Principal, Secondary Principal**

- *Consultation with:* elementary staff, secondary staff, Parents (Korean, Indonesian, Western).
- *Main responsibilities:* review and develop health and wellness practices within and around the classroom, around campus that take into account best practices re: COVID. This includes emotional support for all students and expectations surrounding sick students.
- Create policy and expectations surrounding in-class expectations and emotional health and safety. Create a system to track/log COVID cases within our local community.
- Faculty Health/Wellness
  - Attendance and "Sick days" expectations
  - Emotional health and wellness support
- Student Health/Wellness
  - Policies in compliance with Indonesian Educational Guidelines and CDC/WHO best practices.
    - Classroom Guidelines
    - Recess Guidelines
    - Arrival/Dismissal Guidelines
  - Emotional health and wellness support
- Tracking of Positive Cases
  - Create a system of tracking community members with positive COVID tests
  - Create a method of logging quarantine expectations
  - Collect and ensure that health log is followed

#### **1.5 Learning - Elementary Principal, Secondary Principal**

- Consultation with: Spiritual Formation Team, Veteran teachers
- *Main Responsibilities:* Review and develop learning approaches that take into account the possibility of full and/or hybrid online education. Creating communication and handouts to parents regarding educational options.
- Create learning plans for online learning, a transition procedure for on-campus learning (once allowed), hybrid learning for when campus reopens, and for ensuring that classroom and supplies are ready for distribution in the case of online learning.
  - Online learning plans
    - Philosophy statement
    - Schedule for all classes K-12
    - Plan for communication with parents and students
    - Plan for distribution of materials (digitally)
    - Attendance expectations and plans for those requiring "off hours" scheduling
    - Technology needed/purchased for online schooling
    - Teacher expectations and Requirements
    - Best practices video
  - Transition Plans

- Transition from partial classroom to full classroom
- Hybrid Learning expectations
  - Learning plans for families who
    - are not yet in-country
    - are not comfortable sending children to live classes
  - Plan must include
    - Digital posting of live classes
    - Regular support for families who cannot attend live classes.
    - An end date for online/hybrid support
- Training for all teaching staff
  - In-Service required for all staff
  - 1-2 days of training regarding Online learning best practices.

#### **1.6 Employee Policy Revision - Director of Administration**

- Consultation with: Superintendent, Facilities Director, Head of Security
- Main responsibilities: update policies so that they better define expectations surrounding: sick leave, “new normal” compliance, visitor screening, etc. Will also check for legal compliance and expectations surrounding policies and procedures.
- Update and revise campus and employee expectations to be in compliance with new normal policies.
- Employee Expectations
  - Sick Policy and Attendance
  - “New Normal” Policy Updates
    - Attire for working
    - Arrival policies
    - Work group policies
      - Security Staff
      - Maintenance Staff
      - Cleaning Staff

#### **1.7 Campus Maintenance - Facilities Director**

- *Main responsibilities:* develop policies surrounding cleaning, sanitation of classrooms, etc. that will adequately halt the spread of COVID-19.
- Update cleaning schedules, campus maintenance, and sanitation expectations to follow best practices as recommended by the CDC and WHO as well as ensuring that policies are in compliance with “New Normal” governmental policies.
- Campus wide maintenance expectations required
  - General Sanitation Expectations
  - Cleaning tracking logs
  - What to do in the case of a positive COVID case in the community

#### **1.8 Community Relations/Information - Director of Administration, Superintendent**

- Main responsibilities: To check in regularly with the local government, police department, and all other relevant agencies to ensure the school has up to date and appropriate information. This group will also be responsible for the tracking of any official community COVID cases.

- Update the Executive Response Team on a regular basis with any news/updates regarding COVID and educational updates as well as informing the Executive Response Team anytime there are immediate updates/changes or announcements.
- Review and communicate “New Normal” policies
  - “Check-in” expectations
    - Local Authorities
    - Edu Department

## **Section 2: Prevention Measures (Before Campus Reopens)**

### **General Coordination Timeline and Details**

#### *2.1 Planning Phase (October - November)*

- Assign the Executive Response and General Coordination Leaders
- Draft reopening protocol
- Communicate reopening plan to Staff, Families, and Authorities
- Ensure campus is prepared for reopening under “new normal” protocol.

#### *2.2 Reopening Phase (November - Opening of School)*

- Daily check-ins once school has been given notice of potential reopening
- Communicate revised “new normal” protocol for campus
- Weekly check-in with Coordination Leaders

#### *2.3 Monitoring Phase (Opening of school - June 2021)*

- Continued weekly meetings Coordination Leaders
- Continue to communicate weekly re: safety steps being taken/health expectations

## **Section 3: Control Measures (Once Campus Reopens)**

### **3.1 Setup Required Pre-Opening**

#### *3.1.1 General Protocol*

- Expectations for Entering Campus
  - Signage indicating how students are to enter campus (see Appendix 1)
  - Signage marking sections of a 1.5 M distance from the sinks shall be marked.
- Expectations while On Campus
  - Signage indicating health/wellness policy while on campus (see Appendix 1)
  - signage indicating the requirement of masks and sanitation will be placed in key locations (see Appendix 1)

#### *3.1.2 In Class Protocol*

- Maintain physical distance of at least 1.5 meters
- Masks and Sanitizer
  - Sanitizer will be filled with supply reserves replenished every week
  - Students should bring their own 3-layer cloth mask or disposable mask/surgical mask
  - Each class will have a small supply of disposable masks available for students, if necessary
- In between classes sanitation



- Signage indicating in between class sanitation expectations will be displayed in key sections (see Appendix 1)

### *3.1.3 Transition Protocol*

- Signage
  - Signage will be posted describing transition expectations at key locations (see Appendix 1) including directional arrows.
- Dividers
  - Dividers will be placed in key areas where students will potentially be exposed to each other during transitions (see Appendix 1)

### *3.1.4 Outside of Classroom Protocol*

- Recess
  - A revised schedule indicating staggered recess will be posted outside of every class
  - Recess locations will be indicated by signage so that classes know where they are able to congregate (see Appendix 1)
- Lunch
  - A staggered schedule with classes taking turns using the lunch room will be created and posted outside of classes.
- Chapel
  - Initially, chapel will be broadcast to classrooms using a digital platform.
  - When safety and health conditions improve, Chapel events may be held in person
    - Either Pavillion or Gymnasium are preferred locations
    - Student and staff seating should be separated by 1.5 meters
    - A staggered schedule with mixed chapel groups will be created to avoid the chapel from being full beyond capacity.

### *3.1.5 Student Supplies Required*

- A list of required health/safety supplies (and extra supplies for the classroom) will be sent to families within one week of reopening

## **3.2 Employee Policy Revision - Monitor and Ensure**

Once campus re-opens the employee policy revision leaders will monitor and enforce new health standards with all employees and national staff. This will include ensuring that staff follow the following specific policies

- Sick Policy and Attendance
- "New Normal" Policy Updates
  - Attire for working
  - Arrival policies

## **3.3 Community Relations/Information - Communicate and clarify**

Two weeks prior to reopening the community relations leaders will liaise with Edu Department and Governmental agencies to

- Ensure that the school has submitted all relevant paperwork reopening
- That the school has communicated all reopening procedures and expectations for reopening to the relevant departments
- That (if necessary) a visit is scheduled with the Edu Department for a formal review of policies and procedures

## **Section 4: Monitoring Measures (once campus reopens)**

The following health and wellness policies will be implemented immediately upon the start of school and will remain in effect until Salatiga has been designated a “Green Zone” for three consecutive months or until the Indonesian government allows for the relaxing of health expectations.

These policies will immediately go back into effect if 1) there is a reported case of a current student or a current staff member 2) The Indonesian government dictates that stricter measures are required.

### **4.1 On-Campus Health and Wellness General Protocol**

#### *4.1.1 General Protocol*

- Expectations for Entering Campus
  - General Policy
    - Everyone entering campus will be required to
      - Wear a Mask
      - Have their temperature checked
        - Anyone registering a temperature above 37.3 will not be allowed to enter campus.
  - Visitors will not be allowed on campus without a prior appointment.
  - Parents will only be allowed on campus when accompanying their child or if they have an appointment with their child’s teacher.
  - Students
    - Students will have strict arrival & dismissal times and will be required to follow their assigned arrival schedule to ensure a minimum number of arrivals at the same time.
  - Food Delivery Services
    - Food delivery drivers (e.g. Gojek, Grab, etc.) must be prepaid so that they are allowed to drop off purchased food with security.
    - Under no circumstances will food delivery drivers be allowed to enter campus.
    - Under no circumstances will students be allowed to leave campus to pick up food from food delivery drivers.
- Expectations while On Campus
  - A 3-layer cloth mask or disposable mask/ surgical mask must be worn at all times
  - A distance of 1.5M should be maintained between adults and adults with students.
  - Students
    - schedules and breaks will be adjusted to ensure classes do not commingle
    - Each grade will have a designated break space
    - All students will have an assigned classroom with teachers moving from class to class.
  - Parents will be allowed to move through campus while accompanying their student OR to attend a scheduled meeting with a teacher

- Visitors will only be allowed access to the central office unless they are accompanied by an administrator.

#### *4.1.2 In Class General Protocol*

- Wash their hands prior to entering
  - While waiting to wash hands they must maintain a 1.5M distance from each other
- Temperature Logs in building offices
  - Any student with a body temperature greater than 37.3 C will be documented and sent home using the “tracking protocol” (see below)
- Desk Setup and Distance
  - All Desks will be spaced a minimum of 1.5 meters apart. Desk locations will be marked on the floor.
- Masks and Sanitizer
  - All students will be required to wear a 3-layer cloth mask or disposable mask/surgical mask while in class
  - All students will wash their hands and/or apply hand sanitizer between every transition.
- In between classes sanitation
  - All desks, door handles, and frequently handled items will be sprayed down after every classroom transition
- Classroom doors and windows should be open to allow proper air flow

#### *4.1.3 Transition General Protocol*

- Students in transition will be required to maintain 1.5M distance from others.
- Students will be required, when necessary, to follow traffic patterns as marked.
  - This will only be in highly frequented locations (e.g. the elementary stairways)

#### *4.1.4 Outside of Classroom General Protocol*

- Recess - All students will have designated recess locations for each day of the week and will not be allowed to leave their designated area
- Lunch - Students will eat lunch in their classroom with each class having one day assigned each week to use the lunchroom or eat outside of their classroom
- Chapel - Chapel will be broadcast to classrooms using a digital platform.

#### *4.1.5 Emotional Health/Wellness Protocol*

- Elementary Teachers will report any emotional health concerns regarding the students in their classroom to parents and administrators
- Secondary students will be assigned a teacher who will be in charge of their emotional health and who will report any emotional health concerns to parents and administrators.

## **4.2 Cases and Tracking**

### *4.2..1 Common Symptoms of COVID-19*

- Fever (common)
- Dry Cough (common)
- Aches (common)
- Chills (common)
- Fatigue (common)
- Shortness of breath (common)
- Loss of smell or taste (common)

- Sore throat (sometimes)
- Headache (sometimes)
- Diarrhea/vomiting (sometimes)

## Symptoms of Covid-19, flu, and cold

People with Covid-19 can be infectious before they get sick — and some never get symptoms at all

	Covid-19	Flu	Cold
<b>Fever</b>	Common	Common	Rare
<b>Dry cough</b>	Common	Common	Sometimes
<b>Aches</b>	Common	Common	Sometimes
<b>Chills</b>	Common	Common	Rare
<b>Fatigue</b>	Common	Common	Sometimes
<b>Shortness of breath</b>	Common	Rare	No
<b>Loss of smell or taste</b>	Common	Rare	Rare
<b>Sore throat</b>	Sometimes	Sometimes	Common
<b>Sneezing</b>	No	Sometimes	Common
<b>Runny nose</b>	Rare	Sometimes	Common
<b>Headache</b>	Sometimes	Common	Rare
<b>Diarrhea/vomiting</b>	Sometimes	Sometimes	No
<b>Skin rash or inflamed toes</b>	Rare	No	No

Note: Consensus on Covid-19 symptoms is still evolving, and information in this chart is based on research current as of August 18, 2020.

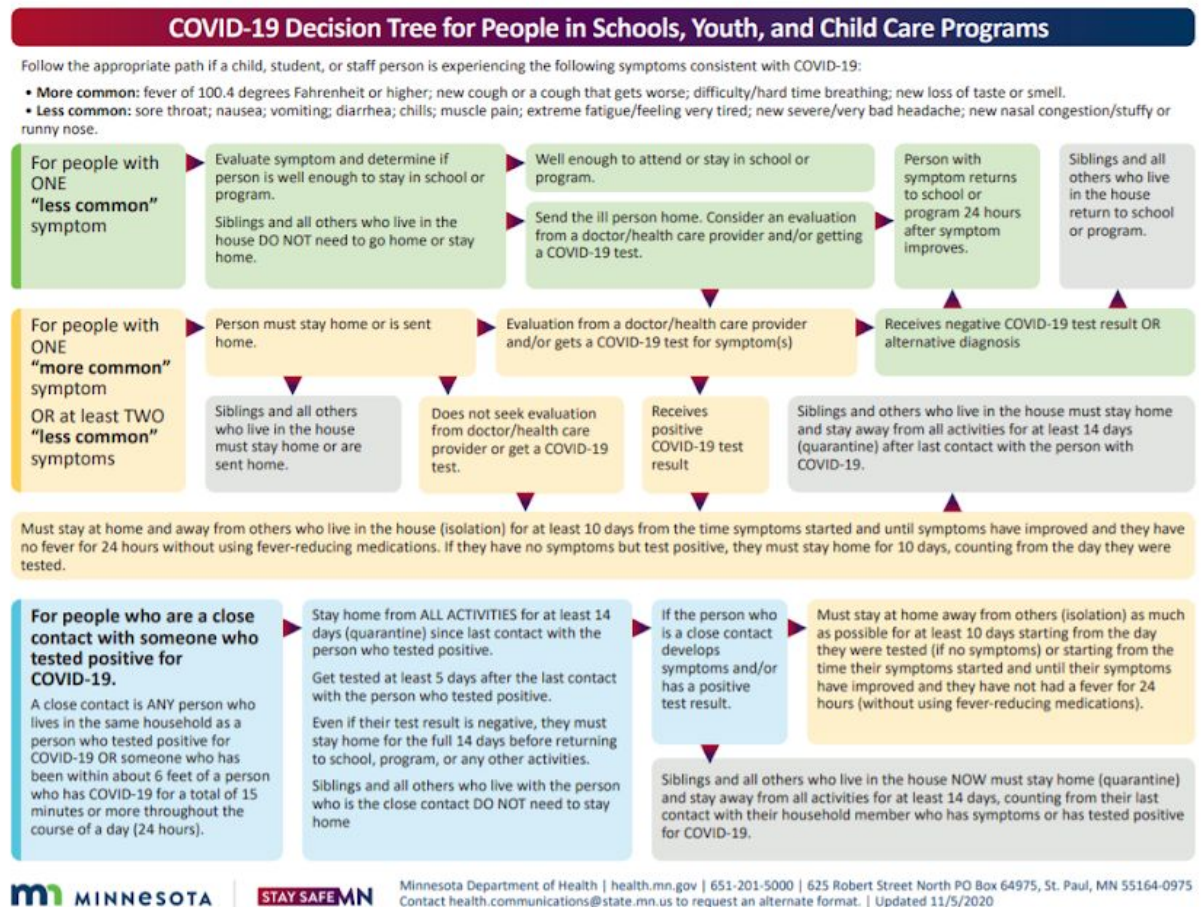
Sources: CDC; WHO; Children's Hospital Minnesota; Andrew Chan, professor of medicine at Harvard Medical School

**Vox**

### 4.2.2 Symptomatic cases emerge

- Students and faculty/staff are required to report that they have symptoms to their Administrator, Supervisor (if faculty/staff), and the Health Team.
- The health team will keep track of all sick students and faculty/staff and will contact them regularly for updates.
- Faculty/Staff will be required to get tested for COVID-19 once recommended by a health professional
  - If the test is negative they will need to remain at home until they are free of symptoms

- **If the test is positive** they should get the medical care that is required. They are allowed to return back to campus when they have been free of symptoms for at least 7 consecutive days and have two negative COVID-19 (PCR) tests.
- Students will be advised to get tested for COVID-19 and will be allowed back on campus if they are 10 days past the first symptoms and free of symptoms for 48 hours, whichever is later.



#### 4.2.3 Self-isolation/quarantine symptom tracker

- The template below is an example of what will be used for patients to monitor their daily symptom progression during their time in self-isolation after they have been tested positive. This allows us to gain a better insight into how the symptoms have progressed and we can verify that the student or staff member has been free of symptoms for the required 7 days.



SELF-ISOLATION AND QUARANTINE MONITORING LOG			
PATIENT INFORMATION			MEDICAL SUPPLY RECEIVED
Name	Last:	First:	<input type="checkbox"/> Thermometer
WHO	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other _____		<input type="checkbox"/> Mask
CAMPUS	<input type="checkbox"/> PEL <input type="checkbox"/> PIE <input type="checkbox"/> MS <input type="checkbox"/> HS		<input type="checkbox"/> Gloves
HOME CARE/QUARANTINE ADDRESS:			<input type="checkbox"/> Other PPE: _____
CONTACT INFORMATION	MOBILE	EMAIL:	
TRAVEL HISTORY (List country traveled in past 14 days)			
7 Day Self-Isolation START DATE (mm/dd/yyyy)	__/__/____		

DAILY CHECK-IN FOR THOSE WHO ARE ILL, UNTIL RECOVERED. MARK DATE WHEN CLEARED FROM ISOLATION AND RETURN TO WORK														
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
AM Temperature (in °C or °F)														
at Time:														
PM Temperature (in °C or °F)														
at Time:														
Cough (yes/no)														
Shortness of breath (yes/no)														
Other Symptoms (i.e. confusion, decreased UOP, etc.)														
Co-morbid conditions (Asthma, CAD, Age, DM, etc.)														
Medication advised														
Referral to														
Follow-up														

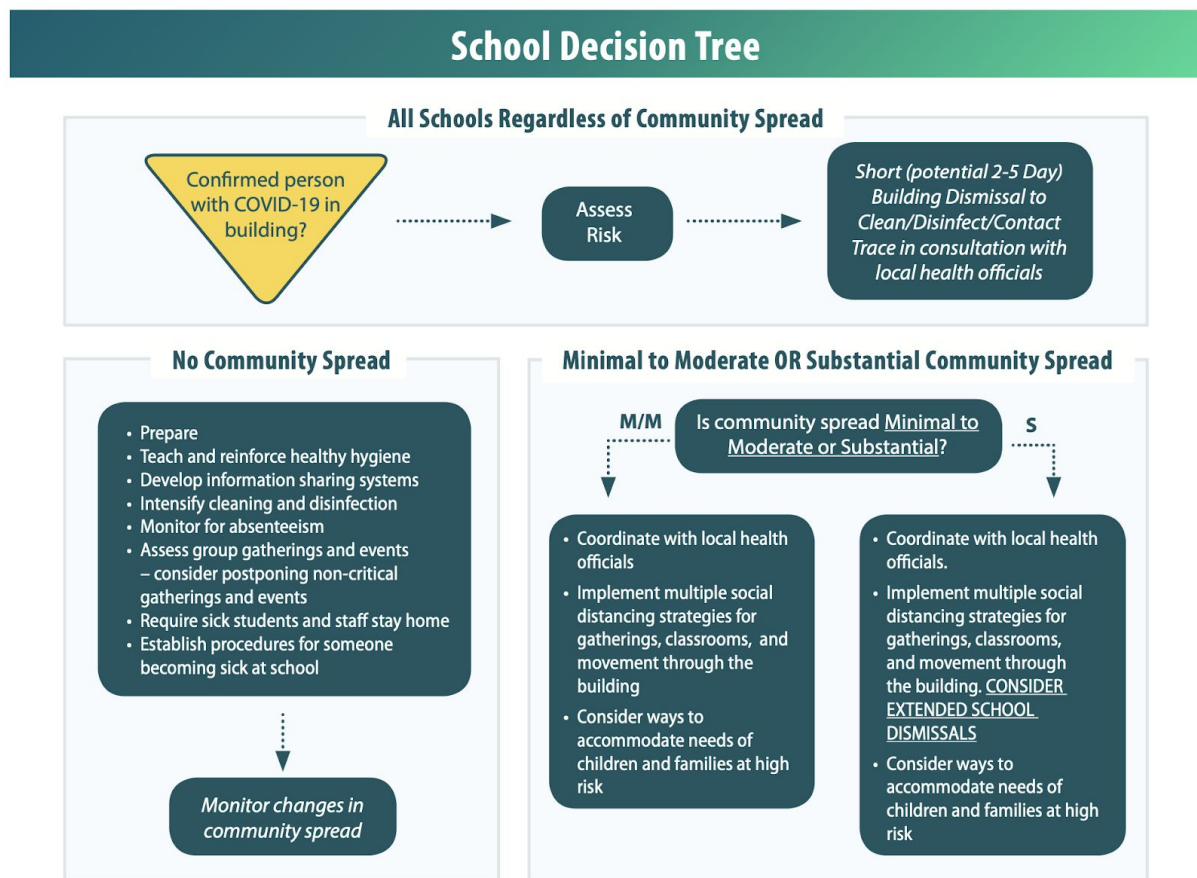
#### 4.2.4 Contact tracker

- The figure below is an example of the template that will be used for contact tracking of suspected COVID-19 patients. Each person that has symptoms or that has been tested positive for COVID-19 will be required to fill out this form in order to track all persons on campus that he/she has been in contact with.

CONTACT TRACKER											
No.	Name	Section	Phone	Email	When/Dates of Exposure	Place of Exposure	Duration of Exposure	Exposure Details	Any Symptoms?	Advice	Nurse Initial
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											

#### 4.2.5 Community spread

- In the case of a verified COVID-19 patient, the school will use the following CDC (2020) flowchart to make decisions regarding the correct course of action.



#### 4.2.6 School Response to Active Case

- The Executive Response Team will meet to discuss possible options for closing and re-opening
  - *Step 1: Contact Tracking*
    - The individual who tested positive will be required to fill out a contact tracking sheet
    - [In accordance with CDC guidelines](#) tracing will be for those who were within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.
    - The health and safety team will review community exposure. If greater than 25% of staff have been directly exposed school will remain closed for two weeks and all staff will be tested.
  - *Step 2: School Closure*
    - The school building will be closed for 2-3 days with maintenance crews doing a complete cleaning of campus and/or infected areas.
    - If an elementary student is confirmed positive, only the elementary school will be closed.
    - If a secondary student is confirmed positive, only the secondary school will be closed
  - *Step 3: Distance Learning*
    - If school has reopened it will transition to 1-2 weeks of distance learning while the school is cleaned.
  - *Step 4: Reopening*

- After the requisite length of school closure has been met, campus will reopen for teachers (if online) or students (if in-person teaching has resumed)

#### 4.3 Learning

- Building Principals will continue to assess the efficacy of our learning model on at least a monthly basis.
- Surveys will be distributed to students, faculty, and parents to gather data and respond on at least a semesterly basis.
- A full description of learning options and expectations can be found in Appendix 3

#### 4.4 Campus Maintenance

- Ensure the campus is sanitized every day between classes
- Teacher spray bottles and sanitation devices are replenished daily
- Signage and displays are installed
- Be on call through the first month of reopening of school to ensure that any urgent needs are met.
- In order to ensure appropriate disinfection, the maintenance team will be using [CDC disinfection guidelines](#).

### Section 5: Health and Safety Guidelines

#### 5.1 Elementary Guidelines

##### 5.1.1 Student expectations for outdoor play

- Students are expected to follow the school rules and cooperate when instructed and directed.
- Students are expected to adhere to all new procedures so the school can follow the guidelines for health and safety.
- Students must play only with their designated classmates.
- Students who struggle to meet the new expectations will not be permitted on the playground.
- Students must maintain a one to two-meter distance when playing.
- Soccer, basketball, or any ball play is not permitted during this time.
- Children WILL be able to play on the playground equipment.
- Classes will be assigned designated locations for each recess time with staggered release times to ensure minimal interaction with other classes.
- A revised recess schedule will be created to provide increased outdoor playtime for all students and limit the number of students on the playground at one time. This could involve a staggered schedule.

#### 5.2 Elementary Specific Procedures

##### 5.2.1 Arrival and Dismissal Expectations

The following expectations and procedures would be in place to ensure the health safety and hygiene standards are met.



### *5.2.2. General expectations*

- Students arrive either by car, bicycle, or on foot.
- All movement around and within the building is to happen with the expected one to two meter distance.
- Maintain physical distance of at least 1.5 meters
- Children and staff are not to be in school if they show any symptoms of illness and must be symptom-free 7 days before returning to school
- Students are on campus only for the duration of the school day. (Families may sign up for campus access using the Signup Genius app - Elementary students must be supervised by an adult at all times while on MCS campus.)
- Students may not enter the building before 7:40 am. All teachers need to be in their classrooms by 7:30 a.m. to be ready to receive the students at 7:40 a.m. School still begins at 7:45 a.m.
- Students go directly from their mode of transportation to the classrooms.
- Temperatures will be taken when entering the school premises.
- A 3-layer cloth mask or disposable mask/ surgical mask must be worn when in the same room as another person
- Dismissal times and procedures will be evaluated.

### *5.2.3 Expectations for children*

- Children enter the building via their classroom assigned door without parents.
- Children must wash hands or use hand sanitizer upon entering the classroom.
- Children must adhere to the one to two-meter rule when entering and exiting the classroom.
- A 3-layer cloth mask or disposable mask/ surgical mask must be worn at all times
- Children bring only the minimum supplies that are needed and take it all to the classroom.

### *5.2.4 Expectations for parents*

- Only essential staff are permitted on campus. Parents may not enter the building without prior arrangements but must remain in cars when dropping off children.
- Parents allowed to enter campus must:
  - wash hands or use hand sanitizer upon entering campus.
  - have their temperature taken prior to entry.
  - wear A 3-layer cloth mask or disposable mask/ surgical mask at all times.
  - Parents drop off their children outside of the building.
  - Parents are encouraged to deliver older students at the car drop off.

### *5.2.5 Expectations for Staff*

- Staff must sanitize hands when entering the building.
- Staff must wear A 3-layer cloth mask or disposable mask/ surgical mask unless working alone in their classroom.
- Staff need to use the one to two-meter distancing when entering and leaving the building.
- Staff will take their classes to the dismissal areas.

### **5.3 Elementary Entering and Exiting the Classroom**

#### *5.3.1 Beginning of the day*

- Children will bring all their belongings with them to the classroom, including their hats and bags.
- Once their hands are washed, they enter the classroom placing their clothing (i.e. jackets) on the classroom hook outside the classroom or on the back of their chair, and their bag(s) on their classroom hook outside the classroom.
- They are then ready to begin the day.

#### *5.3.2 During the day*

- Students must wash their hands or use hand sanitizer before they enter the classroom; this is at the beginning of the day, after recess, after PE, after using the toilet, or any other time they enter the room.
- Students must wash their hands or use hand sanitizer when they exit the classroom; this is at the end of the day, before going to recess, before going to PE, before going to the toilet, or any other time they leave the room.

#### *5.3.3 End of the day order*

- Students will put their bags on their shoulders before washing their hands.
- Students wash or sanitize their hands before walking out of the door

#### *5.3.4 Expectations around use of materials*

Students must use their own school materials, including textbooks and school supplies, and not share them.

- Students bring their own pencil cases from home (with pencils, eraser, glue, scissors, colored pencils/crayons, etc.)
- Children cannot bring personal toys to school

Teachers will maintain the sanitizing of the classroom and materials. All toys must be washed daily. If they cannot be washed they must be packed away. Teachers will have cleaning equipment for individual manipulative use.

- Soft toys and pillows/cushions/blankets removed.
- No playdough/plasticine/clay.
- Toys, manipulatives, or electronic devices must not be shared while using.
- Need to be wiped before and after use several times daily with wipes.
- Students must wash hands before and after use.
- White boards and markers wiped down after use.
- Art materials i.e. pastels etc. used, cleaned, and then packed away.

#### *5.3.5 Lunch and Snack Procedures*

All children would eat snacks and lunch in their designated classroom according to the following guidelines.

Guidelines:

- All students and staff wash their hands before eating snacks or lunch.
- All students and staff wash their hands after eating snacks and lunch.

- Students sit in their designated spot in class for lunch. This spot should be at a one to two meter distance from others in the classroom.
- Snacks and lunch are supervised by the classroom teacher's assistant.
- Staff use the provided disinfectant and paper towels to thoroughly clean the tables after students have eaten.

#### *5.3.6 Movement of all people in, out and throughout the building*

All movement of students around and within the building is to be supervised by an adult and adhere to the expected one to two meters distance. When students are moving around the building, they need to be taught the following expectations. These expectations must then be reinforced consistently by all teachers.

Expectations include:

- Everyone washes or sanitizes their hands before moving to another section of the school.
- Move according to the grade-level markers/signs when moving up and down the stairs and through the hallways.
- Keep hands and bodies to him/herself.
- Children must wash hands after using the toilet.

### **5.4 Secondary Guidelines**

#### *5.4.1 Secondary Arrival and Dismissal Expectations*

The following expectations and procedures would be in place to ensure the health safety and hygiene standards are met.

#### *5.4.2. General expectations*

- Students arrive either by car, bicycle, or on foot.
- All movement around and within the building is to happen with the expected one to two meter distance.
- Maintain physical distance of at least 1.5 meters
- Students and staff are not to be in school if they show any symptoms of illness and must be symptom-free 7 days before returning to school
- Students are on campus only for the duration of the school day. To be re-evaluated after each quarter. (Families may sign up for campus access using the Signup Genius app - Secondary students may sign up for use of a location according to the campus access protocol.)
- Students may not enter campus before 7:25 am. All teachers need to be in their classrooms by 7:15 a.m. to be ready to receive the students at 7:25 a.m. School still begins at 7:45 a.m.
- Students go directly from their mode of transportation to the sinks in the courtyard to wash their hands. They should then proceed directly to their classrooms.
- Temperatures will be taken when entering the school premises.
- Dismissal times and procedures will be evaluated.

#### *5.4.3 Expectations for students*

- Students must wash hands or use hand sanitizer before entering the classroom.
- Students must adhere to the one to two-meter rule when entering and exiting the classroom.

- Children bring only the minimum that is needed and take it all to the classroom.
- No lockers may be used to store student materials.

#### *5.4.4 Expectations for parents*

- Only essential staff are permitted on campus. Parents may not enter the building without prior arrangements.
- Parents allowed to enter campus must:
  - wash hands or use hand sanitizer upon entering campus.
  - have their temperature taken prior to entry.
  - wear a 3-layer cloth mask or disposable mask/ surgical mask.
- Parents drop off their children outside of the building.

#### *5.4.5 Expectations for Staff*

- Staff must sanitize hands when entering the building.
- Staff must wear A 3-layer cloth mask or disposable mask/ surgical mask unless working alone in their classroom.
- Staff need to use the one to two-meter distancing when entering and leaving the building.

#### *5.4.6 On Campus Expectations*

##### *Class Schedule / Timetable:*

- Regular 2020-21 secondary schedule as normally planned

#### *5.4.7 Class Size/Group Guidelines*

Balancing safety--reducing social contact by putting students in the smallest groups possible

- Creating class size and group guidelines
- Social distancing students by creating more space and fewer students in each class
- Grades will be assigned to specific classes to ensure minimal movement and interactions

#### *5.4.8 Student and Teacher Support for Mental Health and Well-being*

- Homeroom Teachers will encourage daily "check-in" and journal writing
- Considering the stresses students, families and teachers have faced and the disruption
- Social, emotional, and practical help for kids
- Celebrating teachers work and success and providing more opportunities for well-being
- Preparing for higher levels of student needs
- Homeroom Teachers checking-in with students and parents

#### *5.4.9 Lunch Procedures*

Lunchroom cohort seating protocol will adhere to social distancing and health and safety guidelines.

- Social distancing (1,5 m) needs to be maintained during lunch break
- students and staff need to wash their hands before and after lunch

## **Section 6: Learning Formats - Hybrid - Blended / Full Online**

### **6.1 Live / Hybrid - Blended Learning Expectations (all grades)**

#### *6.1.1 General Expectations*

Classes will take place as expected with restrictions on class sizes in order to ensure appropriate social distancing.

#### *6.1.2 Flexibility of learning*

Mountainview understands that for any number of reasons a student may not be able or willing to attend school once campus is open. As a school we commit to engaging with students virtually until they are able to join us live, on campus.

It should be noted that a decision to join live learning on campus or to continue distance learning is not a decision that can be transitioned between fluidly or indefinitely.

While teachers present classes live and in person, students who are unable to attend due to health concerns or are not currently in Salatiga will be able to participate via Zoom and/or access recorded versions of live classes via Google Classroom

Teachers will provide all assignments and resources via Google Classroom.

#### *6.1.3 Transitions in Learning Location & Instructional Formats*

Once we are allowed to have students return to campus for face-to-face instruction, Mountainview will take a gradual approach in returning to more typical routines.

Within the first weeks of approved face-to-face instruction, Mountainview will invite students to continue their online learning via computer while on campus during school hours. During this time, Mountainview will provide supervision and instructional support for students to complete their school work. While instruction will not yet be completely face-to-face, students will have access to meet with their teachers and ask questions of instructional staff. During this transition, teachers will continue to provide online instruction via Google Classroom.

#### *6.1.4 Hybrid - Blended Learning*

Mountainview anticipates a season when we must maintain a reduced capacity of students on campus. During this season, some students will participate in instruction on campus, while others will work on school-assigned activities via Google Classroom.

Best hybrid instruction allows students to interact with content and engage in learning activities before, during, and after the face-to-face class.

Some common features include:

- Students will do some work on their own outside of an in-person experience.
- Students will experience learning in a face-to-face setting with a smaller cohort of classmates.

- Classes are carefully designed for the teacher to present the content in both virtual and in-person experiences.

## 6.2 Elementary Online Learning Expectations

To ensure clarity for both parents and teachers, MCS has a few guidelines that will be followed through this semester's online sessions.

### 6.2.1 Guidelines and expectations for teachers.

- Develop age/grade-appropriate remote lessons and learning activities.
- Be accessible to communicate and interact with students and parents from 8:00am-3:00pm.
- Provide timely feedback on student work.
- Teachers are encouraged to check in with students and or parents regularly through email, Zoom, Google Classroom, or other authorized modes of communication to ensure student participation and engagement.

### 6.2.2 Guidelines and expectations for Parents

It takes a village to educate a child. Parental supervision and guidance through the online process is vital for the online program to be a success. Here are a few tips for you as parents as we begin online learning once again.

- Frequently check on your child--at least every 15-20 minutes.
- Prepare a designated workspace for your child.
- Communicate with your child's teacher as you have questions and/or concerns.
- Remind your child to take movement breaks away from technology.
- Help your child eat healthy each day and get enough sleep each night. (About 10-11 hours each night)
- Set limits on technology use for games, videos, entertainment, chatting with friends, etc. so that technology is only used for school activities during school hours.
- Consider installing a filter such as Covenant Eyes on your personal computer and setting your browser to "safe search" to filter inappropriate images and content. Remember, filters are not perfect--parent supervision is still important.

### 6.2.3 Guidelines and expectations for Students

- Check their teacher's Google Classroom daily for announcements or new assignments.
- Students should have a computer available and be focused on their direct instruction and scheduled class activities from 8:00am-12:00pm and from 1:00-3:00pm focused on their group meetings, tutoring, and/or independent work time every weekday.
- Students should be proactive to communicate with their teachers when they need help through school authorized methods such as email, Google Chat, or commenting directly in Google Classroom. (Teachers are not permitted to reply to students using WhatsApp messages or other social media.)
- Students should complete all assignments and turn them in on-time either through Google Classroom or by dropping off hard copy assignments each Friday according to their teachers' instructions.
- Students should complete online assessments individually without help from others (parents, classmates, websites, etc.).

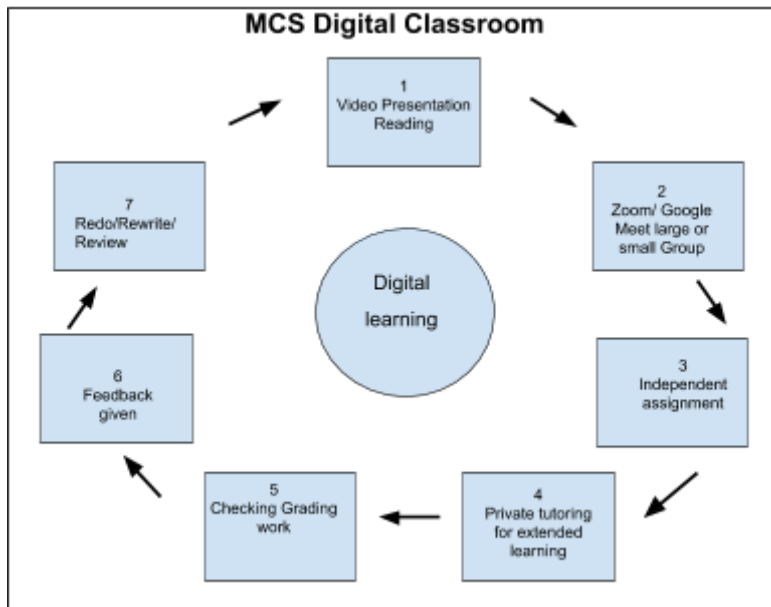
- Students should join all live Zoom sessions with their computer video and audio on and ready to participate.

### 6.3 Secondary Online Learning Expectations

#### 6.3.1 General Expectations for Teachers

- Make Christ the priority in all that you do and do all you can to keep Him at the forefront of the classroom via Biblical integration.
- Be on campus for Instructional hours from 7:15 AM-12:05 PM. From 12:45 PM- 3:15 PM teachers should be engaged in planning, preparing, grading, and reflecting on students' learning in the place of their choice.
- Follow guidelines for managing your course in the document provided.
- Monitor assignment submissions, and communicate and remind students of missed and/or upcoming deadlines. You can help ensure a successful learning experience by practicing proactive course management strategies.
- Give clear concise directions on assignments.
- Spend time in the first two weeks of school building a class culture and walking students through online classroom procedures. Part of this orientation should include a "help desk" option.
- Follow the schedule provided for scheduling class time and assignments. Teachers must offer at least two live sessions per class per week. These live sessions should be recorded and uploaded to the Google Classroom. See Live session expectations/ideas [here](#).
- Provide feedback to students questions as soon as possible but at the latest within one school day.
- Communicate with the principal if you are sick or are going to be out. You will also need to find a substitute (approved MCS staff member) and make arrangements with your students.
- Provide meaningful feedback on student work using clear and concise language. When providing feedback on student work, you have an ideal "teachable moment"! Simply telling a student "good job" or "needs work" doesn't give them the information they need to succeed. They need (and want!) more specifics. What needs work and how can they improve? (Specifically!)
- Grade all assignments within 3 days of completion. Grading is an important part of student feedback. Keep Renweb and Google Classroom up to date.
- Collaborate within your department and with others to make the best learning experience possible for our students and yourself. Part of this collaboration should include how 21st-century skills can and will be taught in the digital classroom.
- Continue to update Curriculum Trak with Biblical integration and the new ESO's.
- Lesson plans should be turned Monday mornings by 8 AM to this [folder](#).
- Always have your phone active and with you during the school day.
- Not engage in one to one chats via social media with students. All communications must be via email, Google Classroom, Zoom, or in a group chat. All child safety policies must be followed.





### 6.3.2 General Expectations for Students

- Are ready with materials and properly dressed for Zoom class meetings.
  - Prepare before class. Watch or read the information your teacher has posted before you come to class.
  - Properly dressed means
    - Hair combed and presentable
    - Shirt with sleeves and no stains or rips
    - NO pajamas
  - Video on but microphone off till it is your turn to speak.
  - NO phone distractions
  - Stay in front of your computer
- Read through the material carefully and when they are unsure they ask 3 before the teacher.
  - Which three can I ask for help when I do not understand?
    - Ask a friend
    - Ask a sibling
    - Google it
    - Ask your advisor
    - And of course, if you are still not sure, ask your teacher
- Meet with their academic advisor if they have been assigned one.
- Review their work after a teacher has graded it and makes corrections when needed so that they can learn.
- Treats others with respect and care.
- Turns in assignments on time and understands that late work will receive a loss of points.
- Contacts Ibu Hendri when they will be absent for the day and emails their teachers to let them know.
- Seeks to do their best and respect others at all times.
- **Students should not contact teachers via social media in a one to one chat.**



## **Section 7: Child Safety Protocols during Online Instruction**

In any settings where employees and volunteers interact with children (in person or digitally), employees and volunteers should implement as many of the safeguards as possible, with a minimum of at least one of the following safeguards.

### **7.1 Visibility**

When interacting with children the adult positions themselves in a place that is visible to other unrelated adults. Digital communication via social media should remain on public forums rather than private chat OR include multiple students. Teachers should be at school or in a more public area of their home and dressed professionally when video calling.

### **7.2 Accountability**

Prior to any one-on-one interaction or online communication with a child, teachers will notify the child's parent or an unrelated employee in the vicinity. Adults will be accountable to other adults regarding their interactions with youth or children. This can be accomplished by giving students a way to request a meeting time rather than just calling directly, and informing parents of upcoming calls via email.

### **7.3 Power**

Adults, by virtue of their age, size, strength, and authority, exert control over children. Balancing control enhances child safety. This can be accomplished by including more than one child in calls or messages or using a group forum to communicate when possible.

## School Map

## Appendix 2 - General Signage guidelines

Location	Signage
Bathrooms	CDC Health Guidelines
Classrooms	CDC Health Guidelines Mountainview Social Distancing Guidelines
Maintenance & Cleaners Area	CDC Sanitation Guidelines CDC Sanitation Guidelines Mountainview Social Distancing Guidelines

## Sample Signage



### Appendix 3 - Resources

1. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf>
2. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
3. [https://learningpolicyinstitute.org/sites/default/files/product-files/Reopening\\_Schools\\_COVID-19\\_Summary\\_Health\\_Safety\\_Practices\\_TABLE.pdf](https://learningpolicyinstitute.org/sites/default/files/product-files/Reopening_Schools_COVID-19_Summary_Health_Safety_Practices_TABLE.pdf)
4. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
5. JIS International School [Reopening Protocol](#)
6. CORE Solutions Indonesia
  - a. Knowledge management expert
7. Stay Safe Website <https://mn.gov/covid19/stay-safe/overview/index.jsp>