



## LIBERTY ACADEMY AT THE PRIORY

# CAMPUS PROTOCOL GUIDE

2020 - 2021



### DOCUMENT OVERVIEW

This document has been prepared to layout the Liberty Academy 2020 - 2021 Campus Protocol Guidelines. Safety for all our Liberty Academy students, parents, staff members, tenants and visitors is paramount. While we observe these new practices we acknowledge that it may be challenging and are mindful of the care, patience and understanding required to successfully navigate this time.

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# CAMPUS DE-ESCALATION PLAN

Liberty Academy has developed the De-escalation Matrix based on the best practices of safety and security in school environments, with advice from the Ministry of Health & Wellness, the Ministry of Education, the WHO & the CDC. As we learn more of the current COVID-19 pandemic the matrix may shift.

## **PHASE 4 - HIGH RISK (OFF CAMPUS)**

Advise from the Jamaican authorities or under the direction of the Liberty Academy's Executive Director & School Board to move to Distance Learning Plan.

## **PHASE 3 - MEDIUM RISK (STUDENTS & STAFF ONLY)**

School re-opened for face-to-face lessons by Jamaican authorities or by direction of the Liberty Academy's Executive Director & School Board. Generalized cases of human transmission in Jamaica and the greater Kingston area still present.

## **PHASE 2 - MODERATE RISK (SOME RESTRICTIONS)**

Downward trend of confirmed cases of human transmission in Jamaica. Confirmed cases of human transmission continue in the Caribbean region. Isolated quarantined cases in Jamaica including greater Kingston area.

## **PHASE 1 - LOW RISK (BACK TO A FORM OF NORMALCY)**

The contagion is limited to geographic areas in Jamaica.



# CAMPUS DE-ESCALATION PLAN

## PHASE 4

DURING **PHASE 4** OF THE DE-ESCALATION MATRIX THE FOLLOWING RESTRICTIONS AND PROCEDURES WILL APPLY:

### **CAMPUS ACCESS**

Restricted access to the school compound

### **PROGRAMME MANAGEMENT**

**Educational Delivery** - Online provision via ZOOM, Google Classroom, RenWeb School Management System & other apps and websites applicable for Grade level and subject.

### **OPERATIONS MANAGEMENT**

**Canteen** - Service suspended

**Liberty Sports & Activities** - All activities suspended

**Community & Parent Activities** - No access to school

**Field Trips** - Trips suspended

**Cleaning** - As needed

**Other Operations** - Suspended

### **PEOPLE MANAGEMENT**

**Visitors** - Restricted access to school

**Student & Parents** - No access to school

### **COMMUNICATION**

**Parents** - E-mails, Whatsapp, Website & Social Media. Regular Updates to parents alerting them of the situation and recommending MoH&W and WHO guidelines.

**Staff** - E-mails, Whatsapp & Website. Regular updates to staff regarding situation and alerting them of the situation and recommending to follow advice from Government of Jamaica, MoH&W & WHO.



# CAMPUS DE-ESCALATION PLAN

## PHASE 3

DURING **PHASE 3** OF THE DE-ESCALATION MATRIX THE FOLLOWING RESTRICTIONS AND PROCEDURES WILL APPLY:

### **CAMPUS ACCESS**

Enhanced restricted entry procedure for students & staff. No parents on campus. No visitors on campus. Self-declaration protocol for anyone coming on campus. Unannounced visitors are only allowed subject to management approval. Sanitization stations by school entrances & increased number of sanitization stations across the campus. Masks are required on campus.

### **PROGRAMME MANAGEMENT**

**Educational Delivery** - Face-to-face teaching according to MOE social distancing protocols. A blended approach will be taken to have majority of days face-to-face and one or two days online (varies according to grade level). Learning made accessible to any quarantined or sick student via distance learning platforms.

### **OPERATIONS MANAGEMENT**

**Canteen** - Lunch & Snacks delivered to classrooms. Pre-ordering system only. Enhanced cleaning procedures.

**Liberty Sports & Activities** - All activities suspended. No involvement in competitive sports or competitions.

**Community & Parent Activities** - Large gatherings & events suspended as per local authority guidelines.

**Field Trips** - Trips suspended

**Cleaning** - Enhanced cleaning routine,

**Other Operations** - Information about hand-washing & other safety precautions posted across the entire campus & in classrooms.

### **PEOPLE MANAGEMENT**

**Visitors** - No visitors allowed on campus. Unannounced visitors are only allowed subject to management approval.



# CAMPUS DE-ESCALATION PLAN

## PHASE 3

### PEOPLE MANAGEMENT CONT'D

**Student & Parents** - No parent access, unless specifically pre-authorized by schools management, and by appointment only. Sick students & staff must remain at home. Students who are at risk due to underlying conditions should remain at home. Students must remain on campus for the entire school day unless there is a health concern. Students will not be allowed back on campus if they leave for an appointment.

### COMMUNICATION

**Parents** - De-escalation matrix shared with parents. E-mails, Whatsapp, Website & Social Media. Regular Updates to parents alerting them of the situation and recommending MoH&W and WHO guidelines.

**Staff** - De-escalation matrix shared with staff. E-mails, Whatsapp & Website. Regular updates to staff regarding situation and alerting them of the situation and recommending to follow advice from Government of Jamaica, MoH&W & WHO.



# CAMPUS DE-ESCALATION PLAN

## PHASE 2

DURING **PHASE 2** OF THE DE-ESCALATION MATRIX THE FOLLOWING RESTRICTIONS AND PROCEDURES WILL APPLY:

### **CAMPUS ACCESS**

Enhanced restricted entry procedure for members of the community with sanitization..  
Self-declaration protocol for all visitors. External visitors access by appointment only.  
Sanitization stations by school entrances and sanitization stations across the campus.

### **PROGRAMME MANAGEMENT**

**Educational Delivery** - Normal face-to-face teaching. Self quarantined students will get access via online portals.

### **OPERATIONS MANAGEMENT**

**Canteen** - Lunch in specified areas. Pre-ordering system only. Enhanced cleaning procedures.

**Liberty Sports & Activities** - Regularly scheduled activities allowed, subject to health & safety protocols.

**Community & Parent Activities** - Normal activities with health & safety protocols. At risk parents asked not to visit campus.

**Field Trips** - Trips within Kingston continue, subject to risk assessment and Schools Management approval.

**Cleaning** - Enhanced cleaning routine,

**Other Operations** - Information about hand-washing & other safety precautions posted across the entire campus & in classrooms. Students encouraged to wear masks, face shields, wash hands regularly and use hand sanitizer.

### **PEOPLE MANAGEMENT**

**Visitors** - All visitors will be required to fill-in a self declaration form and may be denied entry if answering "yes" to one or more of the questions.



# CAMPUS DE-ESCALATION PLAN

## PHASE 2

### PEOPLE MANAGEMENT CONT'D

**Student, Parents & Others** - Students, parents and others must remain at home and seek medical attention if displaying symptoms of illness and/or flu-like symptoms. At risk parents asked to self-exclude from visiting campus. Students are required to self-exclude for 14 days if he/she or a family member have been exposed to COVID-19.

### COMMUNICATION

**Parents** - E-mails, Whatsapp, Website & Social Media. Regular Updates to parents alerting them of the situation and recommending MoH&W and WHO guidelines.

**Staff** - E-mails, Whatsapp & Website. Regular updates to staff regarding situation and alerting them to follow advice from Government of Jamaica, MoH&W & WHO.





# CAMPUS DE-ESCALATION PLAN

## PHASE 1

DURING **PHASE 1** OF THE DE-ESCALATION MATRIX THE FOLLOWING RESTRICTIONS AND PROCEDURES WILL APPLY:

### **CAMPUS ACCESS**

No general restrictions. Restrictions related to security concerns only.

### **PROGRAMME MANAGEMENT**

**Educational Delivery** - Normal teaching 5 days of the week.

### **OPERATIONS MANAGEMENT**

**Canteen** - Normal service

**Liberty Sports & Activities** - Scheduled activities.

**Community & Parent Activities** - Normal activities.

**Field Trips** - Trips allowed as per normal protocol.

**Cleaning** - Enhanced cleaning routine continued.

**Other Operations** - Information about hand-washing & other safety precautions posted across the entire campus & in classrooms. Students encouraged to wash hands regularly.

### **PEOPLE MANAGEMENT**

**Visitors** - No general restrictions. Restrictions related to security concerns only.

**Student & Parents** - Students & parents must remain at home and seek medical attention if displaying flu-like symptoms, or any other symptom of illness.

### **COMMUNICATION**

**Parents** - E-mails, Whatsapp, Social Media & Website. Regular updates to parents.

**Staff** - Regular staff meetings and communication resume. E-mails, Whatsapp & Website. Regular updates to staff regarding situation and alerting them of the situation and Government recommendations.



# CAMPUS HYGIENE PROTOCOLS

Liberty Academy has developed the Campus Hygiene Protocols on the best practices of safety and security in school environments, with advice from the Ministry of Health & Wellness, the WHO & the CDC. As we learn more of the current COVID-19 pandemic the protocols may change.

## **Training: Students & All staff members.**

The Liberty Academy Administration has established guidelines with which all must operate as a community for the mandated protocols to be successful. We understand that everyone has his own views about COVID-19, however, as an organization we must approach the management of this disease in a unified manner. Our staff have therefore been trained in correct, hygienic cleaning practices and expectations, social distancing measures & the social/emotional management of students in their care.

## **Opening Preparations:**

Prior to opening to offer face-to-face teaching & learning on the Liberty Academy Campus:

- Campus will be cleaned and decontaminated.
- Physical distance markers installed.
- Behavioural signage installed.
- Hand sanitizing stations installed.
- Additional hand washing stations installed.
- Isolation Room & Sick Bays outfitted.

## **Train & Promote Healthy Hygiene Practices:**

- Handwashing & covering of mouth while coughing or sneezing.
- Use of face masks &/or face shields among all staff members, students and visitors.
- Avoid touching eyes, nose and mouth.
- Behavioural Signage posted around campus.

## **Beginning of the day:**

- Parents will be required to keep sick children at home.
- Parents, Children & Visitors body temperatures will be checked using thermal scanners on the entrances to the school. Persons with a temperatures over 37.8 Celsius will not be allowed on campus.
- All students are to come to school wearing their face mask & shield. An extra pair must also be carried daily in a zip-lock bag/closable bag for safe storage.
- Children should bring only a water bottle, lunch bag and school bag to school.



# CAMPUS HYGIENE PROTOCOLS

## **During the day:**

- Students must sanitize their hands at the beginning of the day, after break, after PE, before and after lunch, after using the toilet, and upon entering and leaving the classroom.
- Classrooms will have tables/desks separated 3-6 feet apart and facing in one direction only.

## **End of the day:**

- Students will wash their hands/sanitize before being taken outside.

## **GENERAL EXPECTATIONS:**

### **Moving Around**

- Everyone to wash or sanitize hands before moving to another section of the campus.
- Move around campus according to directional signage posted.
- Move up and down staircase in one direction at a time.
- Stay five steps apart on the stairs.
- No touching of other persons allowed.
- Use assigned bathrooms as directed.

### **Two meter or 6' distance**

- Two meter or 6' markers will be placed before doors and on the floors.
- Students will be separated by a distance of two meters or 6' throughout the school day both in the class and when transitioning around the campus.
- Positions for furniture will be marked and should not be adjusted.

## **USE OF MATERIALS**

### **Classrooms & Use of materials**

- Each student should have their own storage container placed at their desk with all their learning resources & books.
- All school materials stay at school.
- No items should be brought to school with the exception of a reusable water bottle, lunch bag, school bag and IT Equipment (Eg. Tablet).
- Children are **not allowed** to carry toys to school.
- Soft toys, pillows and blankets will be removed.
- Nothing will be shared.



# CAMPUS HYGIENE PROTOCOLS

## **Handwashing & Hand Sanitizing**

- Students & staff will be required to sanitize upon entry and exit of the campus.
- Students & staff will be required to wash hands regularly though out the day.
- The school will provide hand soap, sanitizer & hand towel for cleaning and hygiene purposes.
- Students and staff will be encouraged to also carry their own hand sanitizer (70% alcohol based minimum) to use during the day.

## **Adult Expectations**

- Drop off , pick-up and handover will happen at the beginning of the day at the assigned school entrances between 7:30am - 8:30am and between 1:30pm - 3:00pm daily.
- If parents come to collect a sick child they must wear a mask, have their temperature checked, hands sanitized and maintain social distance. They will be restricted to the office for pick-up.
- All staff are mandated to wear face masks &/or shield given the distance between themselves and another person,
- All staff are to maintain social distance protocols of 6ft apart when speaking or moving around the campus.
- All staff must sanitize hands when entering or exiting the staffroom.
- A stay-at-home policy is in place for person suffering from or exposed to COVID-19.

## **CLEANING, DISINFECTING & VENTILATION**

- Hand washing stations & sanitization stations will be placed strategically around the campus.
- All classrooms will be equipped with hand sanitizer/alcohol spray, Disinfectant, Hand Towels & garbage bins.
- All bathrooms will be outfitted with hand soap, toilet paper, hand towel and garbage bins.
- All classrooms will be cleaned and disinfected twice daily according to assigned cleaning schedule.
- High touch surfaces will be disinfected 3-4 times daily to include: door handles, light & fan switches, desks & chairs, railings, & playground equipment when in use.
- Classrooms will remain well ventilated.



# CAMPUS HYGIENE PROTOCOLS

## EQUIPMENT, LOCATION, & QUANTITY

### **THERMOMETERS** (QTY = 10)

Locations - Entrances x3, Offices x4, Sick Rooms x3

### **Classroom Caddy:** to include Hand Sanitizer, Alcohol Spray & Hand Towel (QTY = 33)

Locations - All classrooms in Prep, High & Special Ed Departments

### **External Hand Sanitizing Stations** (QTY 6)

Locations: Prep x2, High x2 & Special Ed x2

### **Wall Mounted Hand Sanitizing Stations** (QTY 6)

Locations: Front Office x1, Prep Office x1, Staff Room x1, Sick Rooms x3

### **Fogger/Mist Blower (QTY 1)**

Location: Stored in Ancillary Store Room

### **External Hand Washing Stations** (QTY 9)

Locations: Prep x4, High x3, Special Ed x2

### **PPE Equipment:** to include Gowns, N95 Masks, Face Shield & Gloves (QTY 6)

Location: Sick Bays & Offices

### **Face Shields for staff** (QTY 50)

All teachers, admin and ancillary staff

### **Wall Mounted Hand Soap Dispensers** (QTY 25)

Locations: All Bathrooms & External Wash Stations

### **Wall Mounted Hand Towel Dispensers** (QTY 9)

Locations: High x2, Prep x2, Kinder x3, Special Ed x2

### **Wall Mounted Jumbo Toilet Paper Dispensers** (QTY 9)

Locations: High x2, Prep x2, Kinder x3, Special Ed x2

### **Cleaning Chemicals**

Bleach (50 gallon Drum)

Disinfectant (50 gallon Drum)

Hand Soap (50 gallon Drum)



# PROPOSED CAMPUS SIGNAGE

These proposed signs will be placed at strategic points around the entire school campus to include but not limited to: Entrance Gates, Bathrooms, Classrooms, Offices & Playground area and in the classrooms.



# ARRIVAL & DISMISSAL EXPECTATIONS

**There will be three (3) assigned points of entry and exit which are as follows:**

- Main Entrance by 32 Hope Road
- Main Entrance by 1 Devon Road
- Side Entrance by Queensway Ave **(TO BE CONFIRMED - PREP ONLY)**

**In general:**

Arrival time will be between 7:30am - 8:30am for all students.

- Dismissal time will be between 1:30pm - 3:00pm for all students.
- Prep students will be marshaled once cleared at the checkpoints to and from classrooms for arrival and pick-up.
- There will be no aftercare.
- Students are only allowed on campus for the duration of the school day.
- Students may not enter the compound before their arrival time.
- Parents will not be allowed past the check points.

**Upon Entry all persons will be required to complete the following:**

- Temperature check
- Sanitizing of hands
- Complete self-declaration questionnaire.

**Upon Exit all persons must sanitize their hands.**



## **Non Covid-19 related Illnesses**

Staff or students who are generally ill should not come to school. They can return 48 hours after he/she no longer shows symptoms of illness.

When a staff member show symptoms of a communicable illness, management should be informed of his/her absence. The school nurse will be subsequently notified. Should the illness exceed three (3) days a doctor's certificate will advise of leave required.

## **Showing Covid-19 Symptoms, Direct Contact &/or Positive Covid-19 Test Results**

- Do not come to school & stay at home
- Notify the schools administration
- Quarantine and/or self isolate according to MoH&W protocols (minimum 14 days)
- Must show negative COVID-19 Test result to return to campus

## **Possible Exposure to someone with Covid-19**

- Do not come to school & stay at home
- Notify the schools administration
- Quarantine and/or self isolate according to MoH&W protocols (minimum 14 days)
- A negative Covid-19 test result is not required upon completion of a 14 day quarantine period to return to campus.

## **Persons who have travelled internationally**

- Anyone who has travelled outside of Jamaica must adhere to all current MoH&W Covid-19 guidelines before returning to campus.
- The school must be notified of any arrangements made to travel outside of Jamaica.





# CANTEEN SERVICE

Canteen service will only be offered when face-to-face operations are in process.

initially, it will be operated on a pre-order basis only and meals will be delivered to the classrooms.

Weekly/Monthly menus will be provided for pre-ordering at least 24 hours in advance.

Canteen staff will be required to follow and maintain all protocols outlined by the Ministry of Health & Wellness.

Staff will be required to wear masks, practice social distancing, wash hands regularly and follow enhanced cleaning protocols.

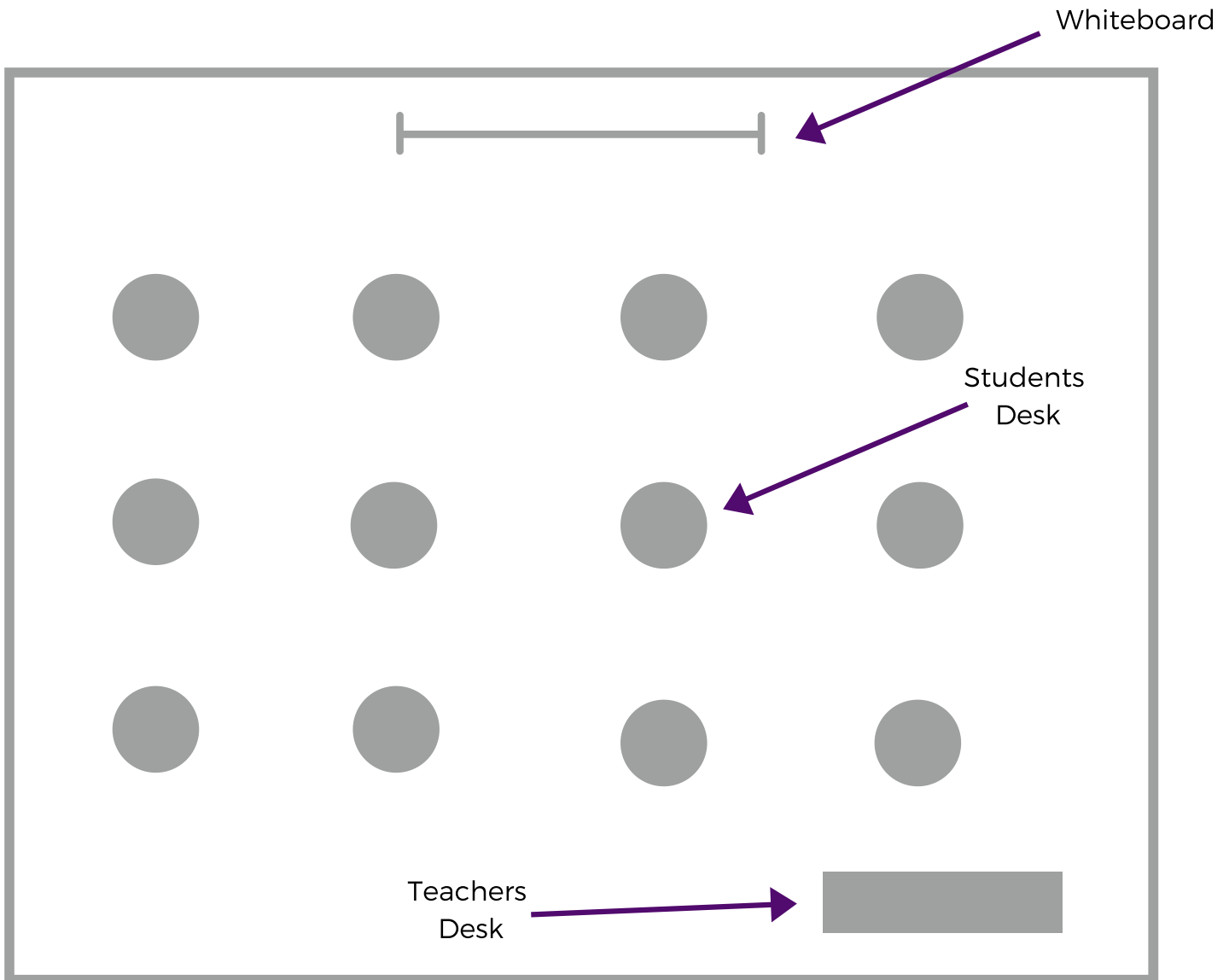
Purchase and delivery of goods will only be granted to approved suppliers who have passed the entry requirements to come on campus at any given time.

All equipment used will be cleaned and sanitized consistently throughout the day.



# CLASSROOM SAMPLE LAYOUT

## SAMPLE CLASSROOM LAYOUT



- ALL DESKS WILL BE PLACED 3-6 FT APART
- MAXIMUM NUMBER OF STUDENTS IS 15 DEPENDING ON CLASSROOM SIZE.
- ALL DESKS WILL FACE IN THE SAME DIRECTION.
- ALL CLASSROOMS WILL BE FITTED WITH SANITIZER AND/OR ALCOHOL SPRAY.



# CHECKPOINT & ENTRY LOCATIONS

GOOGLE MAPS CHECKPOINT AND GATE LOCATIONS MAP



CHECKPOINT LOCATIONS



MAIN ENTRANCES TO CAMPUS



SECONDARY ENTRANCE TO CAMPUS (PREP DEPT. ONLY) VIA QUEENSWAY



WIFI & NETWORK MAIN LOCATION



# WASH STATION & BATHROOM LOCATIONS

## **EXTERNAL WASH STATIONS**

External Hand Washing Stations (QTY 9)  
Locations: Prep x4, High x3, Special Ed x2

## **BATHROOMS**

### **HIGH SCHOOL BATHROOMS:**

BOYS BATHROOM (4 STALLS & 4 WASH STATIONS, & URINAL)  
GIRLS BATHROOM (4 STALLS & 3 WASH STATIONS)  
STAFF BATHROOM (2 STALLS & 2 WASH STATIONS)

### **PREP SCHOOL:**

BOYS BATHROOMS (3 STALLS, 1 URINAL, 2 WASH STATIONS)  
GIRLS BATHROOM (4 STALLS & 1 WASH STATION)  
KINDERGARTEN (EACH CLASSROOMS HAS THEIR OWN BATHROOM AND WASH STATION)  
STAFF BATHROOM ( 3 STALLS & 2 WASH STATION)

### **SPECIAL ED. DEPT:**

BOYS BATHROOM ( 3 STALLS, URINAL & 2 WASH STATIONS)  
GIRLS BATHROOM (3 STALLS & 3 WASH STATIONS)  
STAFF BATHROOM (1 STALL & 1 WASH STATION)

### **MAIN STAFF BATHROOM:**

MALE (1 STALL & 1 WASH STATION)  
FEMALW (1 STALL & 1 WASH STATION)

### **FOWLER HALL BATHROOMS:**

FEMALE (4 STALLS AND 4 WASH STATIONS)  
MALE ( 4 STALLS & 4 WASH STATIONS & 4 URINALS)



# THANK YOU!

## **GOT QUESTIONS?**

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