



## CCE School Opening Plan - Academic Year 2021-2022

The intention of Ciboney Centre for Excellence is to open for the 2021-2022 academic year on Monday 6th September, 2021.

### **Campus Expansion Projects**

1. Secondary Pods - The campus has completed the construction of four 600 sq. ft. pods on the northern side of the property, situated below the lower building. Each pod accommodates 12 students with social distancing measures in place. These pods will accommodate our full complement of Secondary students which total 47.

There is also a shaded courtyard between the pods which will allow for outdoor classes to take place in the fresh air in addition to the interior spaces.



2. Additional Outdoor Classroom Spaces
  - a. The Early Childhood playground has four large 32x32x32 shade tarps erected to provide adequate protection from the sun for a breezy, spacious, and natural outdoor learning environment.



b. Art and Elective Area - Our upper silver container has been converted into an art studio where electives can also be taught. Shade tarps are erected off the back of the container for increased outdoor class spaces and protection from the sun.



C. Lower Building Outdoor Class Space - This covered space will provide an opportunity for outdoor classes in the fresh air, as well as a natural eating area for the elementary students.



## Campus Plan for Students

The plan is for a full return to campus. Our enrollment is 135 students that span from Early Childhood to Secondary School. Our campus is 3.6 acres. It would look as follows:

1. Upper Building and Playground Area - Early Childhood (Nursery to Kindergarten)  
This building has two large 1200 sq ft classrooms. Each classroom would hold 20 students and three staff members.  
Building Sq Footage - 4600  
Total Students - 40  
Total Staff - 6 in designated spaces, 1 floater = 7
2. Lower Building and Lower play Area - Elementary (Grade 1 - Grade 6)  
This building will house the 22 grade 1-2 students in its large 1200 sq. ft. room with three staff members.  
Grade 3-4 will be in the 400 sq ft class with 12 students and a teacher.  
Grade 5-6 will be in the another 400 sq ft class with 12 students and a teacher.  
The music room (600 sq ft) and the library/lab space (600 sq ft) will be used for additional classroom space or to reduce numbers if required.  
Building Sq Footage - 4600  
Total Students - 48  
Total Staff - 6
3. Secondary Area Pods - Grade 7-12  
These students will have classes in the pods. 47 students and 5 teachers.  
This area will also have outdoor shade sails erected to create a courtyard for outdoor lessons.

The goal is to keep students to their assigned buildings and areas so that as little movement happens as possible. Staff will move between areas, following all of the proper protocols in place. The formation of department bubbles is the ultimate goal.

All classes will also be making use of the outdoor spaces all around campus, including our large new Sports Field which will be in use for September, as well as the basketball court.

Any additional guidelines also stipulated by the Ministry of Education or Ministry of Health, will also be incorporated into the plan.

### **Ministry of Health Mandates**

In order for students to return to campus, several orders from the Ministry of Health (MOH) must be upheld and put into place:

- Rigorous disinfection of buildings, furniture, tools, etc.
- Effective hand washing strategies in place
- Social distancing of 3 - 6 ft
- Gathering of no more than 50 people at one time / space
- Wearing of face masks or shields

### **Ministry of Education Mandates**

Key Goals of this Trinity Term from Ministry of Education (MOE) Perspective:

- Establish E-learning hubs and classes...students MUST be educated
- Ensure food security for students in order to learn
- Increase psychosocial support for staff, parents, and students

### **Key Items to Get Campus Prepared If, and When, Students May Return**

- Source and plumb a sink outside each of the two buildings for hand washing - **complete**
- Deep clean of both buildings to be done - **complete**



- Outdoor shades erected in EC playground to facilitate outdoor play
- Roof on steel frame structure for additional outdoor classroom space - **complete**



- Cut all of the school yard - **complete**
- All measures previously put in place before lockdown would still stand (see measures below)
  - Increased procedures would be:

- Hand washing before entering buildings (staff and students) -  
**installed**



- Temperature checks for all entering property (temperature gun) -  
**purchased and on campus**



- Mailbox set up outside for tuition, correspondence drops –  
**complete**



## **General Rules and Procedures for Campus/School**

- Students will have to arrive to school by walking or parents, bus transport limited with social distancing
- ONLY staff and students will be permitted past the main gate. No one else may enter campus.
- Upon arrival, students will remain in cars until called by the teacher conducting sign in for the morning
- All students entering campus will be checked in by a teacher at the gate, and his/her temperature will be taken. If temperature is above 38 degrees Celsius, the student will not be admitted on campus.
- Campus is open from 8am to 4pm only. Staff work both before and after these time to conduct increased sanitization measures both before and after school.
- Students will eat lunch on property. They will not be permitted to leave.
- Students will have staff members assist them with the cold storage of foods so that only staff are permitted in the kitchen area.
- Assemblies will be conducted within departments in order to limit numbers and maintain bubbles
- Breaks will be staggered to allow for less socialization
- Students will space out on playground areas which is easily done with the space provided
- Increase in Psycho-social support for staff and students - Lynne Hawkins from VG Crisis Intervention Team

## **Areas on Ciboney Campus and Numbers Permitted (based on 36 sq. ft / person)**

### Upper Building

- Nursery / Preschool Room - 1200 sq. ft. = 33 people (would not admit that many)
- PreK/K - 1200 sq. ft = 33 people (would not admit that many)

### Lower Building

- Grade 1/2 Room - 1200 sq ft = 33 people (would not admit that many)
- Grade 3-4 - 400 sq ft = 12 people
- Grade 5-6 - 400 sq ft = 12 people
- Library - 600 sq ft = 16 people (extra space)
- Music Room - 600 sq ft = 16 people (extra space)

### Pod Area

- Each pod is 600 sq ft = 16 people    x 4

\*\*Bathroom spaces will allow a maximum of 4 people at a time.

There is extensive space on the school property to facilitate appropriate distancing measures for students and staff.



**COVID-19 READINESS CHECKLIST FOR SCHOOLS**  
**Ciboney Centre for Excellence**

**Measures to Maintain Safe Learning Spaces**

- Arrange desks to be at least six-feet apart and to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).

Not Started    In Progress    **Completed**



- Consider using visual aids (e.g. tape, stickers, etc.) to illustrate traffic flow and appropriate spacing to support social distancing

Not Started    In Progress    **Completed**



- Review the feasibility of using distance learning methods in the classroom

Not Started    In Progress    **Completed**

- Copies of this plan have been sent to students

Not Started    In Progress    **Completed**



## Measures to Improve Sanitation

- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.

Not Started    In Progress    **Completed**

- Have hand sanitizer and tissues readily available for use by students and staff.

Not Started    In Progress    **Completed**



- Reinforce the importance of handwashing routines. Ask staff and students to wash hands upon entering and leaving classroom or other spaces in the school building.

Not Started    In Progress    **Completed**

- Educate students on the importance of avoiding touching their faces throughout the day, and washing their hands when they do

Not Started    In Progress    **Completed**

## Signages and Posters

- Provide signages at designated campus entrance points to inform people that they should: avoid entering the facility if they have a cough or fever; maintain a minimum 6feet distance from one another; and not shake hands or engage in any unnecessary physical contact.

Not Started    In Progress    **Completed**



- Post a copy of the Social Distancing Protocol at the designated entrance points

Not Started    In Progress    **Completed**



- Display posters within the school promoting proper hand washing  
Not Started    In Progress    **Completed**



- Consider engaging the school community in developing communications or creative strategies to limit the spread of the virus  
Not Started    In Progress    **Completed**
- Send digital versions of the posters via e-mail  
Not Started    In Progress    **Completed**

## **Measures to Protect Students outside the Classroom**

- Consider staggering up arrival/dismissal times and dividing up student entry points rather than funneling all students through the same entry space  
Not Started    In Progress    [Completed](#)
- Consider transitioning field trips to free virtual opportunities  
Not Started    In Progress    [Completed](#)
- For child care or pre-school settings, consider staggering playground use rather than allowing multiple classes to play together. Limit other activities where multiple classes interact.  
Not Started    In Progress    [Completed](#)
- Consider cleaning high touch areas of the play structure between groups  
Not Started    In Progress    [Completed](#)
- Limit nonessential visitors  
Not Started    In Progress    [Completed](#)
- Provide reminders about the importance of not sharing food or drinks during breaks  
Not Started    In Progress    [Completed](#)

## **Measures to Protect School Staff**

- Arrange faculty desks to be at least six-feet apart and to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing)  
Not Started    In Progress    [Completed](#)
- Hold staff meetings virtually or in a large enough space to accommodate social distancing  
Not Started    In Progress    [Completed](#)
- Facilitate professional development trainings virtually whenever possible  
Not Started    In Progress    [Completed](#)
- Explore opportunities for staff who cannot be at school due to their own high risk conditions or those of their family members to complete work utilizing alternate spaces (e.g., telecommute)  
Not Started    In Progress    [Completed](#)
- Identify staff who cannot be at school due to their own high-risk conditions and consult with them if they can provide distance learning instruction to those students who are also unable to attend  
Not Started    In Progress    [Completed](#)
- Copies of this plan have been sent to school staff  
Not Started    In Progress    [Completed](#)

## Describe other measures

### 1. Maintaining Safe Classroom Spaces

- Music teacher will rotate through classes, or hold louder ones outside in covered space.
- All PE classes will be held outside on the lower school field or basketball court.
- All classes will have their own sanitizing solution and cloth in spray bottle for frequent disinfection of surfaces.
- All classes have been outfitted with new state of the art Haiku fans and air filtration system to allow for cleaner water and water, as well as UV light on the fans to assist with sterilization



- If students require extra consideration and protection, Perspex dividers will be applied to the desk for heightened screening.



### 2. Promote a Safe Workplace for School Staff

- All staff meetings and professional development will be held virtually or in a space conducive to social distancing.
- Tissues and sanitizing solutions will be available in each class space.
- Staff will be permitted to wear masks throughout the day, and will have their own designated toilet facilities that students will not have access to.

### 3. Avoid Student Mixing Outside the Classroom

- Each building will have one entry point and a separate exit point for all traffic. Halls will have the appropriate directions for navigating traffic.
- Playground use, and break times, will be on a staggered schedule to allow for proper distancing.
- Playground structures will be cleaned frequently by staff throughout the day.
- Bathrooms will only permit four people at a time, with middle sinks being banned from use.

### 4. Promote Health Checks

- Temperature checks will be done on students and staff daily at the entrance gate.
- Continue to dialog with parents about monitoring for symptoms whilst at home.

### 5. Limit Interactions Outside School

- No volunteers or non-essential people will be permitted on the school campus.
- All parent meetings will happen virtually.
- Provide reminders about the importance of not sharing water, drinks, or snacks with other

### 6. Unwell Student

Should your child become unwell on campus the following steps are taken:

- You will be called to collect them
- They will wash hands in the sink nearest to them
- They will be escorted to an isolation area on the school campus
- They will be monitored until collection
- We will advise you to monitor your child and contact the Medical Hotline should any further concerns arise
- If the child displayed any signs/symptoms of COVID-19, they may require a negative COVID test to return to campus

### Contact Person

You may contact the following person with any questions or comments about this plan.

Laura Fox (Principal) 541-3397 [lfox@ciboneycentre.vg](mailto:lfox@ciboneycentre.vg)

## **Plan for Potential School Closure/Home Learning**

If the move is made for schools to close in the BVI, as it has happened already in parts of the world, the school has plans to move to a digital platform of education for the period of quarantine/distancing. Students will carry home the necessary books and supplies and teachers will execute lessons and projects through digital media. For students in our younger classrooms, activities will be sent as well as a variety of ideas for continuing to stimulate our youngest students whilst home. In both circumstances, parental support and involvement in the learning platform will be essential to ensure that all students return having completed the work assigned so that they are on the same page as their classmates when school reopens.

As always, we encourage everyone to stay calm, but to be extra alert and vigilant. Some things that all members of school family can do to prepare:

1. Make a sanitizing solution for use at home.
2. Ensure you have adequate supplies if the need arises to be home.
3. Continue to enforce safe health practices and some social distancing.
4. Limit, if not avoid, travelling to affected countries for the next 30 days to start.
5. Stay updated on the Government's page for accurate information being shared.
6. If you begin to show any signs or symptoms, call the hotline set up by the government to be guided accordingly on how to proceed.
7. Ensure you have at home things like art supplies, gardening supplies, or other materials that you have accessible, to do fun things together as a family.

Please note that the situation is evolving daily, and as a school, we are closely monitoring all changes. As further information becomes available, our plans also will change to suit. The important thing to remember is that if schools do close, it is imperative that the rules of quarantine/social distancing are followed. Otherwise, it will defeat the purpose in working to contain any spreading of the disease.

We appreciate all of your support and understanding in this matter as we work to do the best possible for our staff and students. We must all do what we can to ensure we stay healthy during this time.