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HYGIENE PROCEDURAL HANDBOOK (for COVID-19)





Introduction

Dear LU Families and Colleagues,

As previously announced, going back to school on August 12, 2020 will require Learning Unlimited and our families and team to work together even more than before. The goal is to balance students' educational needs within a safe, supportive environment. We are implementing strict cleaning and sanitation standards that follow these guidelines below to ensure our facilities are clean and sanitized.

LU will be making changes to our policies and operations with several goals: support learning and providing important services to limit the virus that causes COVID-19. LU will begin school as normal as possible with enhanced daily safety precautions and protocols in place such as increased hand sanitizer availability, increased frequency of cleaning of high touch areas, infrared temperature scans, recommended mask-wearing, and limited visitation to campuses.

While it is the goal of Learning Unlimited Preparatory School to return to robust face-to-face instruction for all students, we have allowed the option for some families to choose a "Hybrid Option" of instruction, as previously explained in emails to families, and outlined again below at the end of this manual.

Thank you for your support as we navigate this pandemic together.

Sincerely,

Mr. Daunesh Alcott

Head of School





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1. Methodology

In drafting this handbook, LU utilized the recommendations of the Federal Institute for Health and Environment (*Rijksinstituut voor Volksgezondheid en Milieu (RIVM)*) and “*Sint Maarten’s Plan for Education Continuity- Amidst COVID-19 Pandemic*” across the board. In addition, extra measures were





implemented where such was deemed required. The RIVM has found that transmittance of COVID-19 by and among children is minimal. Nonetheless, LU will uphold the highest standards it can provide to eliminate the risk of transmission as much as possible while still offering a safe and fun learning and work environment.

2. RIVM research, findings, and measures

Research has shown that infection and transmittance among young children is minimal. However, the older the child, the higher the risk of infection and transmittal. In the RIVM report “*Children and COVID-19 reopening primary schools*”, several relevant test results were compared to investigate the spread of COVID-19 in schools. On an average percentage of 8.2% positive test results nationwide, the percentage of positive test results among employees in day care and primary education was only 2.5%. This is even below the benchmark of 3-12% positive rate for adequate testing as suggested by the World Health Organization (“WHO”). Even for this 2.5%, there was no evidence to assume that the virus was acquired in the workplace. RIVM has based its approach on the system applied by Denmark, where schools reopened on 15 April 2020 and where the average positive result is only 0.5%, while it is one of the countries that conducts the most tests in the world. It also names Iceland, Australia, and Ireland, where studies where infected children were traced in school but barely yielded any positive tests.

In addition, RIVM conducted a study among 54 families. Not one child under 12 years of age was the source of a virus outbreak. For 4 children between 12 and 18, the results of this were inconclusive. The Dutch Outbreak Management Team has even claimed that the social distancing rule could even be omitted because the risk of infection is minimal among minors and the negative effects of the current situation on children outweigh a possible spread of COVID. Distance must be maintained towards and between adults though. In any case, all these studies show that there is hardly any spread of COVID among minors.

LU has divided its students into **three (3) age groups**:

- I. Age **0 through 6**; Junior academy through Grade 1
- II. Age **7 through 12**; Grade 2 through Grade 7 (Elementary)
- III. Age **13 and up**; Grade 8 through 12 (Middle and Upper)

Applying the RIVM’s findings to LU, junior academy and the elementary school run the lowest risk of infection and transmittal. These also house the age groups that will not or barely practice social distancing, as they generally do not yet grasp the concept and necessity of it. Students will be kept as distant as possible from each other, but it will not be possible for strict social distancing due to the nature





of young children's actions. This means that the school cannot guarantee that social distancing rules will be applied to the students, and the school cannot be held responsible for any outcome that may arise as a consequence of this lack of social distancing.

The Middle and Upper School students generally have more understanding of COVID and from them, more sense of responsibility is expected in their conduct in school. More stringent measures will be applied in this last age group as well, considering the higher risk of infection and transmittal. This handbook will distinguish between the different age groups in accordance with the protocol of the RIVM.

3. LU's Extra Measures

LU will follow the recommendations of RIVM and the Ministry of Education (**ECYS**), but will also implement its own, more stringent measures where it feels that this is necessary and possible, despite that our school building is generally larger and less crowded than schools in The Netherlands and that due to our Sint Maarten climate our school building is also able to have better ventilation (open-air). To mitigate risks as much as possible and in order to provide a learning space in which the health and safety of the students can be safeguarded as much as possible, the following extra measures will be taken:

- Required face masks from Grade 8 and up;
- Where social distancing is applied, we impose 2 meters distance instead of 1.5 meters (RIVM);
- Ventilation of the building wherever and whenever possible (dress code is revisited);
- Disinfectant tunnel for entry of the school premises;
- Stop and drop/pickup procedures;
- The introduction of a hybrid lesson model for those students who are required be educated from home;
- A COVID Management Team (CMT) has been formed. The CMT consists of Mr. Harold Raxlen (LU School Board President), Dr. Pouneh Alcott (LU Founder and Executive Director), Ms. Amissa President (Head of LU Primary School), Mr. Danny Fleming (Head of LU Middle and Upper School and Dean of Students) and Mr. Daunesh Alcott (LU Head of School). The CMT will monitor adherence to this handbook closely. Any incidents or suspicions are to be reported to members of the CMT. They will serve as your contact persons for anything COVID-related.

4. Preparing the students at home

Before attending school, the students should be informed of the new way of teaching by their parents/guardians. They should know why different rules may apply to students from different age groups and even students from different schools. The information from this handbook can be used to educate them on this topic.





LU personnel are instructed to strictly enforce all measures as laid out in this handbook. However, the students themselves also have the right and duty to call out their fellow students for not adhering to our COVID protocol. A safe environment must remain in which students feel comfortable doing so without facing repercussions. Only through social control, the LU community can successfully remain COVIDfree. LU personnel will stimulate students to contribute, but we also ask the parents to talk with their children about this after school. Any experiences, either positive or negative, should be shared and relayed to LU if the parents/guardians deem this necessary.

5. Additional supplies and use of items

In addition to the habitual list of items, the following items will be mandatory for each student to bring until further notice:

- Clean face mask 🗑️ in case of disposables, the mask should be replaced every day. A manual on how to use the face mask is attached to this protocol as [Annex I](#);
- Liquid hand sanitizer containing at least 70% alcohol;
- Disinfectant wipes.

Students are responsible to bring their own items to class. There will be no exchange or borrowing of items. For example, students must use their own pens, note blocks, erasers, etc.

6. New education action models

Per updated 2020 School Board regulations, the following 3 school action plans will be in place for the 2020/2021 year:

6.1 COVID Responsible Traditional LU Attendance Plan

Learning Unlimited will begin school as normal as possible with enhanced daily safety precautions and protocols in place such as increased hand sanitizer availability, increased frequency of cleaning of high touch areas, infrared temperature scans, required face shields/mask-wearing, and limited visitation to our campus.

This plan corresponds with the ECYS Education Continuity Plan attachment 3, approach number 3 (scenario 1), in which no COVID cases are reported at LU.

6.2 LU Hybrid Plan

A hybrid option for students to continue their educational plan via distance learning with academic testing on-site will be available to those students who are unable to attend school.. For instance students in risk categories, students who have been in contact with or live with a COVID-infected person or being infected him or herself, or students and/or parents/guardians who do not feel comfortable with in-class





learning while the COVID threat remains, can apply. Any of these compelling reasons will be considered on a case-by-case basis in consultation with LU.

- All online students will participate in the learning of new material, continued standard pacing, interactive lessons, and assessments (testing) in real-time;
- All student work will be graded and all submission deadlines must be observed. All testing will take place on the LU campus with social distancing in place on Mondays and Fridays of each week from 9:00-12:00 a.m. for Middle & Upper students. A schedule for Elementary students will be communicated to the parents/guardians by the classroom teacher. This practice will serve to provide testing integrity;
- All LU Online students will receive virtual instruction five (5) days per week following the same schedule as their peers (all core and elective classes).

Testing Days for the LU Hybrid Plan, 9:00-12:00 a.m. are as follows:

Mondays: English, Math, Foreign Languages

Fridays: Science, Socials Studies and Electives

Families who choose this hybrid option must enroll quarterly and in advance of the commencement of that quarter. For example, a student who wants to begin the year online must let the school office know they have elected to choose this option prior to the start of this school year. If a student attends class in person for the first quarter and elects to change to the hybrid option for the second quarter, they must advise the school office before the onset of the 2nd quarter term. Students may not switch options during any quarter, as the school needs to plan effectively for all in-school and hybrid students collectively. The hybrid plan will also be applied to students with COVID-19 in case their symptoms do not prevent them from following classes online. In these cases, the quarterly commitment is waived.

For this hybrid plan, parents/guardians must consent to supervise the student during the classes and ensure that assignments are completed to minimize the risk of backlog in academic performance. A special application and consent form will be sent upon request and must be filled out, signed and returned before a student can start.

To facilitate distance learning, sufficient internet bandwidth and the mitigation of the digital divide among families are key to online success. On the application form, it must be indicated that the student will have adequate workspace and facilities at home.

Students who are enrolled in any other online educational platform other than LU's, for example, homeschooling services offered by third (unaffiliated) parties, will not be guaranteed re-enrollment to LU at a future date.





The hybrid plan may also be enforced for more students in case of sporadic COVID infections among LU-affiliated persons, as per the ECYS Education Continuity Plan attachment 3, approach number 1 and 2 (scenario 2 and 3).

6.3 LU Online Platform

We will resort to the full LU Online platform only if the school is officially closed by government decree, for example in case of a state of emergency. Per the previously successful implementation of the program, it will be available within one day of a total lockdown. Students will be expected to be online and daily attendance will be marked.

7. General Rules

The following table contains an overview of the general measures to be taken which apply to all LUaffiliated persons:

I	GENERAL RULES
General	<ol style="list-style-type: none"> 1. In principle, all students will follow on-site education. Only those students following the hybrid program are exempt from this rule. On exam days, these students will adhere to the protocol as applicable to their age group. 2. After school, students are not allowed to linger on the LU premises. They are to return home after the last class has ended. It is advised that the students limit out-of-house activities in their free time as much as possible. 3. Teachers and staff must wear face masks/shields at all times when 2 meters distance is not possible, and it is required to wear face masks/shields wherever possible for Grade 8 and up
Physical contact	<ol style="list-style-type: none"> 1. All students must keep 2 meters distance from all adults on the LU premises. 2. All adults on the LU premises must keep 2 meters distance from each other and the students. 3. LU personnel and parents/guardians are not allowed to shake hands. 4. Students from grade 8 and up shall avoid unnecessary bodily contact. Teachers are asked to try and enforce this for Grade 7 and below too, although we know this may prove difficult, so it is a best-efforts obligation. The same applies to the distance rule from and among the youngest age group. 5. Sneezing and coughing should be covered with the elbow or paper tissue, not the hand. 6. Touching the face should be limited.



Hygiene measures	<p>1. All teachers are responsible for the frequent cleaning of hands by the students while in their classrooms, in particular upon entry and exit.</p> <p>2. Hand cleaning should be done with soap for at least 20 seconds. A manual for cleaning your hands is attached to this handbook as <u>Annex II</u>.</p> <p>3. All teachers are responsible for disinfecting the frequently touched areas in their classrooms periodically with water and soap only. Disinfectant spray may only be used outdoors: as per the recommendations of the RIVM, water and soap shall suffice, and disinfectant spray has long-term negative effects on health.</p>
Hygiene for devices	<p>Educational devices used by multiple students consecutively must be cleaned with water and soap after each use. Special surface area disinfectant sprays will be provided by LU and should be used for electronics.</p>
Cleaning	<p>Daily intensive cleaning will be done by cleaning professionals. Trash bins will be emptied daily and the focus on intensive cleaning will be on toilets and frequent contact areas such as doorknobs, railings, light switches, and doorframes.</p>

8. Communication Methods

To stay updated on the most up-to-date information:

- Teachers, students, and parents must check their email often;
- Follow our social media platforms;
- Stay tuned to PowerSchool / Class Dojo application for updates from respective grade levels;
- The LU teachers' websites, PowerSchool portal and Class Dojo application along with teacher webpages will be updated daily to ensure students can follow the teachers' daily lesson plans if they are ill at home.



9. Outside: Arrival and Entry

Arrival and departure times from school will be staggered in order to avoid a crowd and consequently limited social distancing option for parents and staff. **The students must arrive at their allotted time and are picked up at their allotted time.** If you pick up your child from school, you must wait in the parking lot and maintain a 2 meters distance from all other parents and wearing a face mask/shield is recommended.

II	OUTSIDE AND ARRIVAL
Toddler academy Preschool Pre-K Kindergarten	Drop off time: 8 AM Where: the classroom. Parents are not allowed in the classroom but must wait outside.
Elementary School	Drop off time: 8 – 8:20 AM Where: in front of the LU premises. Parents are not allowed in! Students must wait in the lunchroom until they are collected by their teachers.
Middle and Upper School	Drop off time: 8AM Where: students must report directly to their homerooms

Students are to go to their destination inside LU directly, without any detours.

Parents: do not to stop your vehicle in front of the staircase. Instead, parents should either park their vehicles and walk their child to the front of the staircase or drop off anywhere near the main staircase, which must be kept clear at all times. Teachers and staff will be outside on the curb to direct traffic.

9.1 Disinfectant chamber

LU has installed a disinfectant chamber outside the main entrance. All students and staff must enter this chamber before entering the school building. Parents visiting the school (either to drop off or collect their children from Preschool, Pre-K or Kindergarten or on appointment) must enter this chamber too.

This chamber will perform temperature checks, UV disinfectant light rays, disinfectant spray, and a hand sanitizing station. A disinfection chamber is an enclosed facility similar to a telephone booth in size where users can efficiently complete disinfection and sanitizing procedures in around 40 seconds. This machine offers state of the art non-contact triple disinfection and sanitization to help prevent the spread of germs and viruses. The unit comes equipped with an infrared sensor automatic spray that deploys 360-degree ultrasonic atomization disinfection. Intelligent hands-free temperature measurement, high-temperature alarm, and a contactless automatic alcohol hand gel dispenser complete the sanitization process. The disinfection channel uses a hypochlorous disinfectant and it is EPA List N-approved. This product is 100% natural. It is harmless to people, animals, and the environment. In addition,





hypochlorous is also 99.9999% effective in killing C. Diff, E Coli, Listeria, MERSA, Salmonella, Staph, Tuberculosis, Hepatitis C, H1N1 and HIV-1. It does not contain any chemicals and is LEED- and Green Seal Certified. The unit itself is a stainless-steel structure, corrosion-resistant, deformation-resistant and movable. Disinfection practices are important to reduce the potential for COVID-19 virus contamination in a school setting.

As per the ECYS requirements, at least one staff member will supervise the entry to the school. Staff will be informed of this schedule separately.

9.2 Parents/Guardians and Visitors

Visitors are only allowed in the school building by appointment or in exceptional circumstances. In addition, Parents/Guardians of Kindergarten students and below may enter the building. All visitors and parents/guardians entering the building must wear face masks/shields and perform the disinfectant routine in the disinfection chamber. Any parental appointments will need to be requested in writing at least 24 hours in advance in order to plan accordingly. You may make these requests at secretary@luschool.com.

Daily administrative functions including accounts receivable and collections will be handled in the office at the bottom left of the entrance stairs, and an office administrator (Mrs. Miranda or Ms. Rochelle) will be present from 8:00 AM - 9:00 AM and 2:30 PM -3:30 PM daily in that office. We ask parents to wear masks upon entering this office.

All parents of students in Grades 1-12 (with no children in younger classes) are not allowed in the building at any time without a previous appointment and must wait in the outside areas.



9 Inside: classrooms, hallways and other common spaces

III	CLASSROOMS
Through grade 1	As usual. Items must be cleaned with water and soap by the teacher after every use where possible. Children do not have to keep their distance from each other. It is recommended that the teachers keep a distance from the children whenever possible. We know this may prove difficult, so it is a best-efforts obligation.
Grade 2 through 7	Social distancing of 2 meters as much as possible. We know this may prove difficult in this age group, so it is a best-efforts obligation. Teachers must wear face masks as much as possible. Items must be cleaned with water and soap by the teacher after every use where possible.
Grade 8 and up	Social distancing as much as possible, teachers must wear face mask. Students are recommended/implored to wear a face mask. Items must be cleaned with water and soap by the teacher after every use where possible. Use of musical instruments or any object that requires oral contact, is forbidden. All tables must be cleaned with water and soap before and after use by the students.

All students must wear their usual school uniform, to be washed regularly.

All students throughout all grades must wash their hands upon entry of each classroom. From Elementary level upwards, all teachers must set the tables as far apart as possible while still accommodating all students present. This may not result in a full 2 meters distance, but any distance achievable is beneficial. Students must go to their personal desk/table immediately upon entering the classroom and may not linger at other tables. Leaving the table is only allowed with permission from the teacher. In reorganizing the classrooms, the teachers should start by placing the outer tables to the walls as much as possible and fill in the middle afterwards, as per the requirements of ECYS. All students' tables should face the same direction.

All teachers must wear face masks while in the classroom. From Grade 8 the face mask may only be removed if you are talking. As per the face mask manual (Annex I), face masks should only be touched by the ear loops or on the side, to avoid touching a possibly contaminated area on the front.

As per the requirements of ECYS, walking routes will be applied in the school building. Students are to follow the directions on the floor, keep right of any hallway (without dragging the arm against the walls) and keep moving. This was always a rule applied by LU, also pre-COVID, but now there will be indicators on the floors as well.



Wherever possible, Grade 8 and up will remain in the same classroom as much as possible so that only the teachers have to change rooms, thereby limiting movement. A schedule for this will be distributed and hung on the bulletin boards.

9.1 Personal Workspace/Classroom

The safety of our employees and students is paramount. Therefore, upon reopening, our school will be completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. Staff will be responsible to disinfect their personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. LU has water and soap throughout the workplace and in common areas. Special cleaning sprays and wipes are also available to clean and disinfect electronic surfaces such as telephones and keyboards. LU's Custodial Team will clean all workspaces at their designated cleaning time. LU has opted to clean all indoor surfaces and objects with water and soap, as high volumes of disinfectant spray has proven to cause long-term effects as per research from the RIVM and when water and soap are applied correctly, work just as well. An exception is made for outdoor cleaning and cleaning of electronic devices, for which a special disinfectant (with less damaging effects) will be made available in each room.

Windows in any room are to remain open at all times (weather permitting) while classes are given and preferably, for 30 minutes after the students have left for the day (to be closed by the teacher afterward). **Studies have shown that good ventilation is key to battling any COVID-19 aerosols lingering in the air. Doors should also remain open wherever possible, and only be closed in case of nuisance or if this is in violation of the fire safety protocol. This also means that all students should refrain from talking in the hallways when classes are ongoing.**

9.2 Lunch

A limited number of students from each grade will be scheduled to use the lunchrooms on a given day. The remaining students will have lunches in their classrooms. A schedule will be distributed and made available on the bulletin boards in school. Lunch break will be supervised: teachers will be informed separately of this schedule.

Lunchroom Policies and Canteen Protocols

In the lunchroom, LU has a strict policy of social distancing and sanitization. When utilizing this area, students will be asked to adhere to this policy:

- Wash hands upon entering at the sanitization station;
- Face masks on when not eating;
- 2 meters social distance;
- Wash hands upon exiting the cafeteria.





Classes will be staggered for meal periods in the canteen per the lunch schedule mentioned in the previous paragraph to allow sufficient space to social distance. Lunches must either be brought to school with the student in the morning, or ordered through the school canteen, which will undergo regular safety and cleansing measures multiple times a day. Lunches may not be ordered from any offsite suppliers, nor may lunches be delivered to school by any party until further notice. You may visit the school canteen daily in the morning to arrange any specific dietary requests, or they may also be contacted at +1(721) 588 88 88 and via email on info@arenabasecafe.com. Students are not allowed off the school premises during lunch break.

9.3 Gym classes

In consultation with the PE teachers, an adapted program will be implemented to limit the exercise of contact sports. PE classes will only take place outdoors. The PE hall, which is very large with high ceilings and open doors and windows, will only be used in case of rain or extremely humid and hot conditions which would make outdoor exercise irresponsible.

Students and teachers must wash their hands with water and soap before and after PE class. The students do not have to keep their 2 meters distance among each other, but this distance must be respected towards the teachers and vice versa. Teachers must maintain 2 meters distance among each other.

All devices and PE-tools must be cleaned by the students after use with disinfectant spray. The teachers will monitor the cleaning and do an extra check before the next class commences.

Students that are deemed high risk (see chapter 13.3) may be exempted from participating in PE classes as per the ECYS' recommendation.

9.4 Internships

Students are allowed to participate in internships if the company in which the student works complies with the guidelines set forth by the Ministry of Public Health, Social Development and Labor and if it is operational, as per the ECYS' requirements.

9.5 Teachers' rooms

The teachers' rooms are remodeled to accommodate a 2 meters social distance. Teachers must sanitize their hands upon entry and exit and clean the table they occupied with water and soap after use. No dirty dishes may remain in the teachers' rooms: all dishes must be thoroughly cleaned straight after use and placed back in the cupboards.

9.6 Signage

Signage will be placed throughout the classrooms, offices, and school building to encourage the proper protocols to prevent COVID-19.





9.7 Lockers

As per the requirements of ECYS, use of the lockers is forbidden while this protocol is in effect. Therefore, the lockers used by the students in Elementary School and upwards are very close together. Therefore, students will only be allowed to use their lockers at set times. The schedule for this will be distributed and available on the message boards in school.

During the use of the lockers, students from grade 8 and up are recommended to wear their facemask. If anyone is already using a locker in proximity upon arrival, wait until this person is done before proceeding to your locker. Locker times may also be supervised to ensure there is social distancing.

9.8 Restrooms

LU will establish maximum capacity for the use of restrooms that allows for social distancing. This will be communicated through signs/placards on the doors of the restrooms. If all cubicles are occupied, students and personnel must wait outside until someone exits.

Only use the restroom for its intended purpose, not as a place for social gathering. Wash your hands according to protocol and leave the restroom immediately.

10 Departure

There will be a staggered dismissal schedule in order to avoid having large groups of students congregate at the exit of the school premises.

IV	DEPARTURE
Grade 1 through 5	2:40 PM
Grade 6 through 8	3:10 PM
Grade 9 and up	3:30 PM

Students must leave the school at the allotted time and may not linger on the premises after this time. Departure should be done efficiently and expediently. As with the arrival, parents/guardians are not allowed in the school and should wait outside and/or in their car.

11 Extracurricular

11.1 Parent-Teacher Conferences

All parent-teacher meetings and conferences will take place online for the time being. Please email your child's teacher to set up any appointments. Appointments on-site are an exception and will only take place with prior authorization from the school. Without authorization, the school and its personnel reserve the right to refuse entry.





11.2 *Excursions*

Due to COVID, there is a possibility that certain standard activities, such as Loterie Farm and beach trips, may not take place this year, or in an amended form. Nonetheless, LU will try its best to have these activities take place as usual.

For these activities off-premises, the rules and guidelines as set by the Government will apply. Where necessary, these will be communicated to the students and teachers before the excursion takes place.

11.3 *Meetings and consultations*

Meetings and consultations among staff will be done online as much as possible. This will be communicated to the staff for each meeting, and a secretary for each meeting will be appointed, who will oversee the meeting digitally and send the invitations to the participants.

12 Free time / leisure time

LU appeals to the responsibility and maturity of all personnel and parents. It is preferred not to go nightclubs, casino's and other social gatherings, as well as to limit restaurant visits, as the current COVID19 clusters all originate from the nightlife and entertainment industry.





13 Health

This chapter addresses how students and staff should cope with the appearance of symptoms as it regards their commitments to LU. Everyone should keep in mind that a healthy lifestyle is key to building resistance, in turn making you less susceptible to attract COVID-19. Eating healthy, daily exercising, sleeping well and unwinding at the end of the day all contribute to building this resistance.

13.1 Emergency Contact Information

Make sure your information is current at school, including emergency contacts and individuals authorized to pick up your child(ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, an alternate person must be elected. The CMT will maintain a copy of these records. Please report any sudden change in this information to the CMT so that they can act swiftly when necessary.

13.2 Students or staff with symptoms

The following symptoms have been identified as COVID-19 related by the RIVM:

- Common cold symptoms: rhinitis, runny nose, sneezing, sore throat, coughing;
- Elevated temperature or fever of > 38c;
- Difficulty breathing / shortness of breath;
- Sudden loss of sense of smell or taste (without rhinitis);
- Repeated shaking with chills;
- Muscle pain;
- Diarrhea;
- Headache.

Each of these symptoms separately could be an indication of COVID-19 even without a fever.

Therefore, the temperature is not leading in determining symptoms and the corresponding measures.

The CMT will keep a record of absenteeism. In case regular absenteeism rates are exceeded, the CMT will inform CPS to monitor possible cluster forming.

13.2.2 If your child is unwell or exhibits COVID-19 symptoms

Parents/guardians must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved. If you are unsure of your child's health condition or if they have COVID-19-like symptoms you must consult a physician. **Please do not send your child to school if they exhibit any kind of flu-like symptoms or have a temperature over 38 degrees Celsius. Any student who has a temperature over this number will not be allowed on campus this academic year.**





Annex III is a flowchart and questionnaire to assess whether a student aged 0 up and including 6 should remain home. Annex IV is a flowchart and questionnaire to assess whether a student aged 7 up and including 12 should remain home.

Students from the age of 13 with flu-like symptoms/common cold symptoms must remain home until they no longer experience symptoms for 24 hours.

13.2.3 If your child becomes unwell while at school

As per guidance from the RIVM and ECYS, any child exhibiting COVID-19-like symptoms will be moved to a secluded designated health isolation room, where they will be supervised and supported by staff until they are picked up by a parent/guardian. A small supply of medical masks will be kept for suspected cases. The person attending the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person. Parents/guardians will be notified and advised to pick-up their child as soon as possible. Please ensure that the school has current contact information, including emergency contact information, to ensure timely pick-up. Also, **please ensure that you are always available by phone during the school day if your child is attending school and be prepared to pick-up your children.** The siblings of the student in question will be notified and monitored for symptoms. The flowcharts of Annexes III and IV will be applied in this situation.

V	SYMPTOMS
Junior Academy & Elementary School 0 – 12 years (per the flow chart & questionnaire)	Rhinitis (runny nose) is permitted, unless: <ul style="list-style-type: none"> - this is combined with fever; - they have been in contact with a COVID-19 positive person; - they live with an adult who has COVID-19 symptoms. (use the flow charts per age group)
High School (13 years and up)	Stay home in case of COVID-19 symptoms (including rhinitis) of the student or adult they live with. Return 24 hours after symptoms have receded.

13.2.4 If personnel are unwell or exhibit COVID-19 symptoms

Please do not come to school if you exhibit any kind of flu symptoms or a temperature over 38 degrees Celsius. Any teacher who has a temperature over this number will not be allowed on campus this academic year. Personnel must report to the CMT the morning of the first illness before 7AM. If the symptoms do not recede after 2 days, you must make an effort to get tested for COVID-19 and keep the CMT apprised of any developments.





13.2.5 If personnel become unwell while at school

If personnel become ill at school, you must go to the designated health isolation room and inform the CMT by phone or by e-mail. A small supply of medical masks will be kept for suspected cases. In consultation with the CMT and/or the director, alternative supervision will be arranged for your class and you may only leave the school once this has been secured. You must go home immediately. If you are still showing symptoms the next day, you must report this to the CMT before 7AM. If the symptoms do not recede after 2 days, you must make an effort to get tested for COVID-19 and keep the CMT apprised of any developments.

13.2.6 COVID confirmed

In case COVID-19 has been confirmed with an LU-affiliated person, the CMT will go through a process of contact tracing to identify other LU-affiliated persons who may have come in contact with the infected person. These persons will be ordered to stay home from school and self-quarantine for 7 days while COVID is not confirmed with them. CPS will also be notified, as per the ECYS requirements. Insofar as a student's health allows for it, the student will be obligated to participate in the hybrid model while quarantined.

If a COVID confirmed person happens to be on the LU premises, which is a highly unlikely scenario, the flowchart and questionnaire in Annex V applies (Scenario A based on ECYS' schedule).

Persons with confirmed COVID will receive instructions from CPS or other health care institutions. These instructions must be followed strictly. As far as LU is currently aware, the current policy is to quarantine for 10 days as of the day of the test result and 24 hours after the last symptoms have disappeared. Hence, this quarantine period is a minimum of 10 days but could be longer, depending on the presence of symptoms. Employees returning to work from an approved COVID-19 leave will be asked to submit a healthcare provider's note before returning to work. In case of confirmation, Scenario B as based on ECYS' schedule and attached to this protocol as Annex VI will apply.

13.3 *Risk groups*

The following groups are identified by LU as high-risk:

- Persons of 60 years of age and up;
- Persons with asthma, COPD or other respiratory disease;
- Cancer patients;
- Chronic kidney disease;
- Autoimmune disease; - Serious heart disease; - Diabetes.

Please note that this is not a limitative list. If you suffer from a condition that should be considered high risk, please notify the CMT. Students and teachers alike can apply for the hybrid plan of education. With





a doctor's note, temporary illness in principle warrants sick leave with continued payment of salary, provided that the person affected remains available to perform work, modified/custom if necessary.

Any person who is considered "At-Risk" or has "Pre-Existing Conditions", are urged to wear gloves, masks/shields, and sanitize their tables and desks on a regular basis. These persons are to enter the school before "rush hour", being between 7:45 AM and 8:00 AM, and leave either before or after the scheduled departure time of the students to avoid masses. These persons should also avoid the cafeteria during lunch hours for the same reason.

Students who are deemed high risk may be exempted from participating in PE classes as per the ECYS' recommendation.

13.4 *Daily Self-Assessments*

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees before school reopens, we will be requiring employees to complete a detailed self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms as described above.

Teachers will also be expected to perform daily temperature checks on themselves and all students. All screening information will be kept confidential by the LU Human Resource department. The school has a supply of rapid COVID-19 tests on hand to also supplement the teaching staff. **LU staff is required to keep a daily logbook in which the names of all persons whom they came in close contact with, should be listed.** This will help the school and CPS in their contact tracing in case of an outbreak.

13.5 *First aid*

Administering minor first aid is recommended to be done with face mask. Intensive first aid must be administered with gloves too. These are the requirements of the ECYS: the RIVM does not require a face mask. On this point, LU thus applies more strict measures. As is customary, LU will have sufficient first aid facilities on hand.

13.6 *General school guidelines and policy for COVID-19 cases*

- a. If a student tests positive, his/her sibling must quarantine at home and adhere to CPS guidelines until they can return.
- b. If a family member tests positive (but not the student), the student needs to quarantine at home and follow CPS guidelines.





- c. When one person tests positive in a classroom, parents of that class are informed. The students who wish to stay home will be allowed online but are not required to. Classes will remain taught on-campus.

- d. If two (or more) persons in a grade level are concurrently tested positive at any time, then the entire class will be placed in quarantine. All classes will be taught online until the class is cleared to resume in-person.

- e. When a student reasonably believes that they have been exposed to COVID-19, all siblings attending LU must also remain home until a negative test has been received. Students in this situation will be allowed to participate in the Hybrid program until test results have been received.

- f. For any parents choosing to voluntarily keep their children at home the following must be adhered to:

The LUPS Hybrid Form needs to be submitted for each successive quarter.

Note: The submission of the Hybrid Form is necessary in order for students to remain online and not to jump in and out of school as they desire on a daily basis. Inconsistent attendance creates a climate of confusion as it affects the teachers' daily planning. Once a hybrid form is completed, the student needs to remain at home for the balance of the quarter the hybrid form covers, unless granted an exemption by administration.

Students who are unable to be in school because of general sickness will not receive a Zoom invite and fall under the regular sickness policy per our student handbook. All missing assignments, tests and quizzes can be dealt with upon their return to school.

Additionally, please note that if a parent/student wishes to take advantage of the hybrid program in mid quarter, the student will remain off campus and in the Hybrid program for the remainder of the quarter.

Please note any changes in your student's status will take two full business days to enter and clear the system.

14 General Recommended Disinfection Measures

VI	AREA	FREQUENCY
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily. Buttons after each use by user
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use





General Used Objects	Handles, light switches, sinks, restrooms	At least 3 times a day. Restroom cleaning schedule will be hung on the wall in the restrooms.
School Bus	Bus seats, handles/railing, belts, window controls	At the end of each use
Common Areas	Cafeteria, conference rooms, gyms, hallways	Between groups and at the end of each use/day.

The air-conditioning units will be run with special disinfectant distributor spray every morning and evening and will be cleaned twice as frequent as before.

Preventative Sanitization Supplies

There will be an adequate supply of running water (where possible, otherwise restrooms with running water facilities are easily accessible), soap, special disinfection spray, hand sanitizer, paper towels, spare face masks and tissues available in each room.

Teachers are to monitor the supply in their own classrooms. Once the supply is exhausted, it is the teacher's responsibility to replenish by notifying the CMT. LU will maintain a supply of gloves and other protective gear. Touchless thermometers will remain on-site for employee and student screening.

15 Confidentiality

CPS and other health care institutions and professionals uphold strict confidentiality when it comes to the identity of the persons infected with COVID-19. LU will do the same and expects the LU community to respect this code of confidence as well. Being a school, LU is aware that news will spread rapidly.

However, we apply on everyone's integrity and loyalty to do their part in keeping this COVID-related information contained.

16 List of Annexes

- Annex I Face mask manual
- Annex II Hand washing manual
- Annex III Flow chart and questionnaire for symptoms age 0-6
- Annex IV Flow chart and questionnaire for symptoms age 7 through 12
- Annex V Flow chart and questionnaire for COVID-confirmed cases at school (Scenario A)
- Annex VI Flow chart and questionnaire for COVID-confirmed cases at home (Scenario B)



ANNEX I - HOW TO MAKE YOUR OWN NON-MEDICAL FACE MASK



Instruction

You can purchase a face mask or make your own at home. You don't wear this for your own protection, but for the protection of people around you. Please note that this is not a medical tool or personal method of protection.

How to make your own non-medical face mask?

Materials:

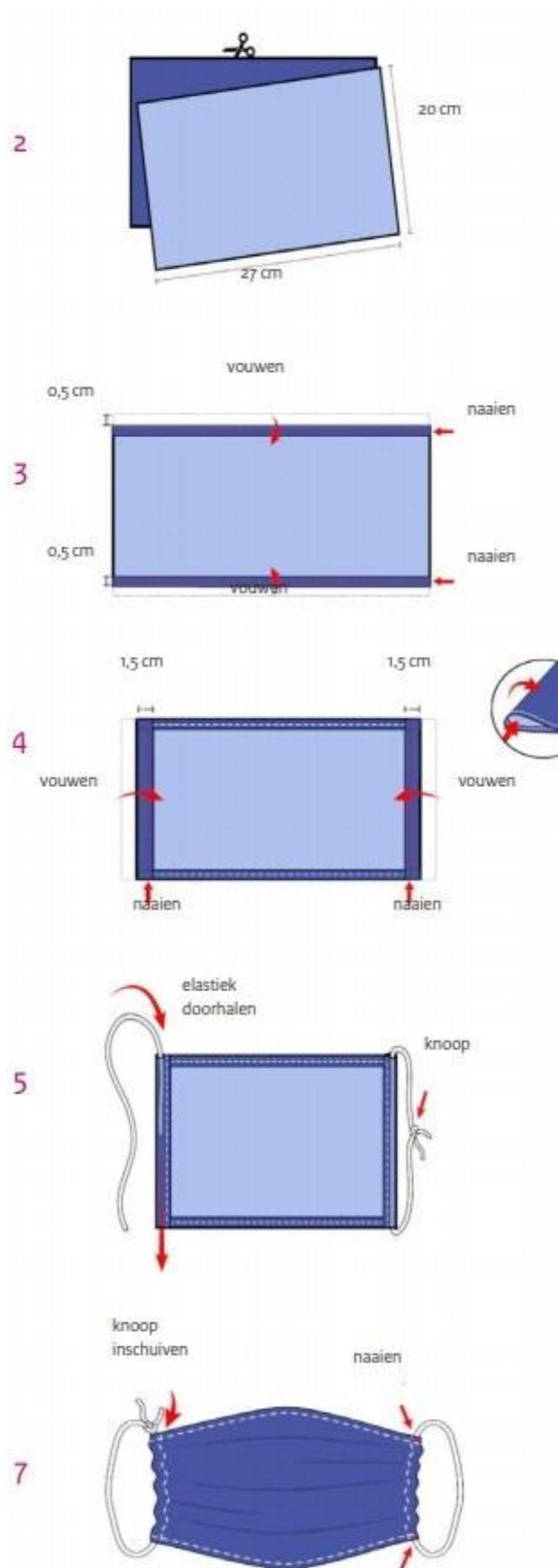
fabric, elastic, scissors, needle and thread or sewing machine.

1. Wash the fabric at 60 degrees Celsius.
2. Cut 2 parts fabric of 20 by 27 centimeters and take 2 elastic bands of 18 centimeters long.
3. Lay the two parts of fabric on each other. Fold along the sides 0.5 and sew them to each other.
4. Fold the short ends at least 1.5 centimeters inwards and sew them to each other.
5. Pull the elastic bands through them and make a knot in them.
6. Make sure that the face mask adjusts well to the face. You can adjust the elastic bands for this.
7. Slide the button in the seam and wrinkle the fabric so that the face mask covers your mouth, nose and chin and sew the elastic band to the fabric.

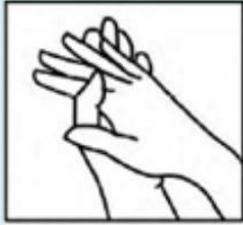
How to use your own non-medical face mask?

- Wash your hands at least 20 seconds with water and soap before and after using the facemask.
- Only touch the elastic when using the face mask.
- Make sure that the nose, mouth and chin are covered and don't touch the mask after that.
- Don't wear the face mask for longer than 3 hours at a time.
- Keep clean and used face masks apart from each other in a sealed bag or basket.
- Wash the face mask after each use at 60 degrees Celsius on a complete wash program. Only use laundry detergent, **no fabric softener**.
- Wash your hands after you have placed the facemask in the laundry machine.
- Don't use face masks if you are younger than 3 years old.

ANNEX II - WASHING YOUR HANDS



The 6 Steps of Hand Washing



Palm to palm



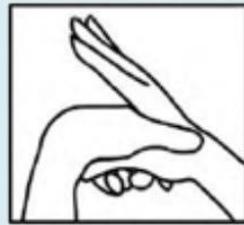
The back of the hands



In between the fingers



The back of the fingers



The thumbs



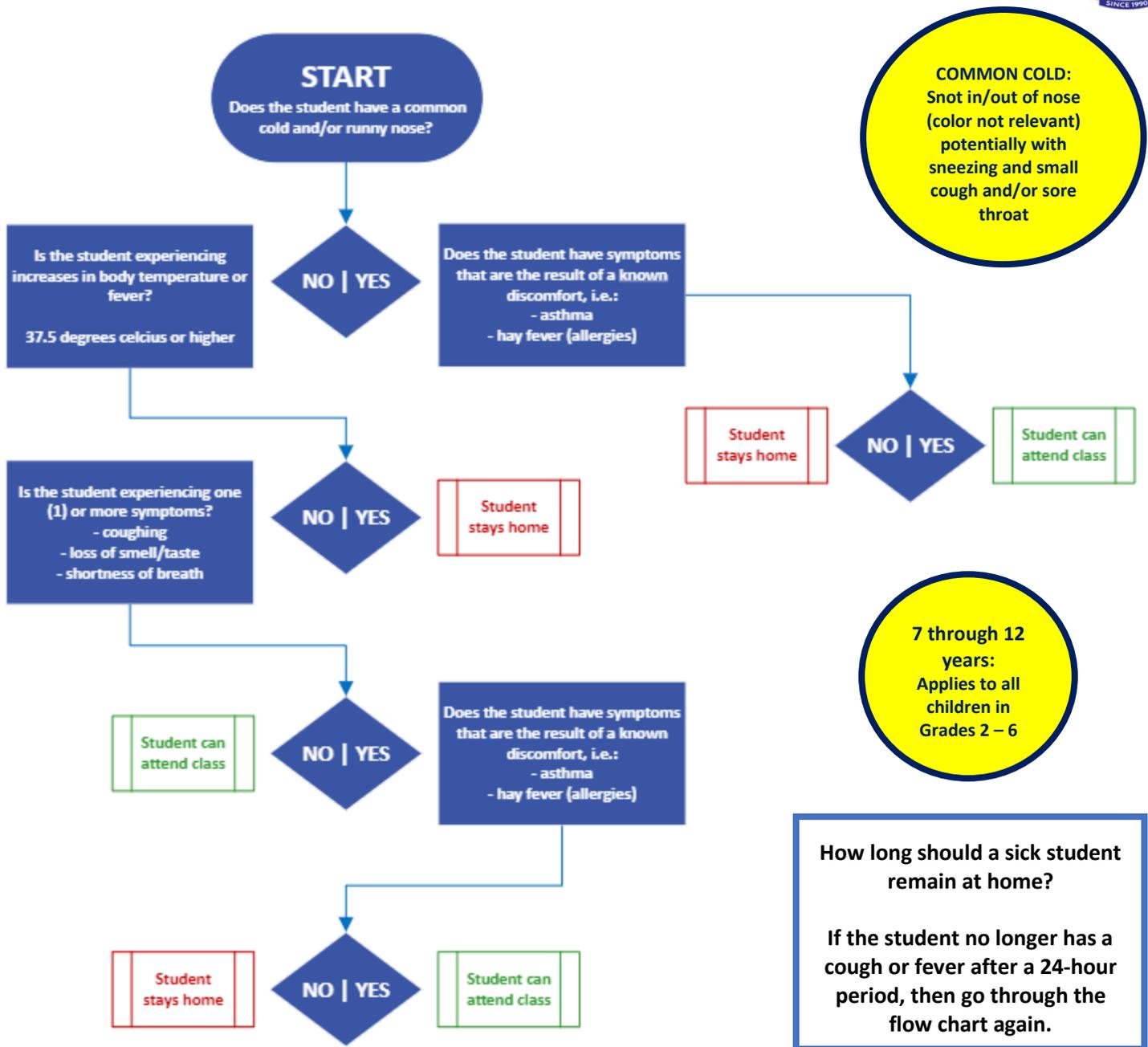
The tips of the fingers

**WASH YOUR HANDS FOR A MINIMUM OF
20 SECONDS**

ANNEX IV

**Flowchart: 7 through 12 years
Common Cold for Elementary
School**

Learning Unlimited



Notes:

In the event that a child has had contact with a person (inside or outside the household) who has coronavirus or if someone within the household is experiencing fever or shortness of breath, the student should remain at home.
 In the event that a child is tested for Covid-19 and is not infected (results are negative), then the child may attend school and aftercare, even if all symptoms have not disappeared.
 The results of this document do not apply automatically for siblings. The flow chart must be applied to each child individually.

Source:

On June 17, 2020, the RIVM established guidelines for children with common cold symptoms. Based on the guidelines children with common cold symptoms may attend schools and daycare facilities under certain conditions. This decision-making document is derived from the RIVM guidelines and serves as the guide document for persons working at Learning Unlimited. With the flow chart, one can decide whether a child/student may attend school and aftercare with common cold symptoms. There is a separate flowchart for children between the ages of 0 and 6.

Questionnaire Runny Nose/Common Cold 7-12 years old Learning Unlimited

COMMON COLD:
Snot in/out of nose
(color not relevant)
potentially with
sneezing and small
cough and/or sore
throat

1. Does the Student have a runny nose or common cold symptoms?
Yes → continue with question 2 No → continue
with question 4
2. Can the symptoms be explained with **known** discomforts such as asthma or hay fever?
 - Yes → continue with question 3
 - No → **Student stays home** (end of questionnaire)
3. Did the Student have contact with someone within the past 2 weeks (in or outside the household) who turned out to have Corona?
Or
Is there someone within the household who has a fever ($\geq 38^{\circ}\text{C}$) and/or shortness of breath?
 - Yes → **Student stays home** (end of questionnaire)
 - No → continue with question 4
4. Does the Student have a slightly elevated temperature or fever $\geq 37.5^{\circ}\text{C}$
 - Yes → **Student stays home** (end of questionnaire)
 - No → continue with question 5
5. Does the Student experience symptoms like coughing **or** loss of smell and/or taste **or** shortness of breath?
 - Yes → continue with question 6
 - No → **Student can attend school** (end of questionnaire)
6. Can the symptoms be explained with **known** discomforts such as asthma or hay fever?
 - Yes → **Student can attend school** (end of questionnaire)
 - No → **Student stays home** (end of questionnaire)

ANNEX III

Flowchart: 0 through 6 years Common Cold for Junior Academy and Elementary School Learning Unlimited



COMMON COLD:
Snot in/out of nose
(color not relevant)
potentially with
sneezing and small
cough and/or sore
throat

Notes:

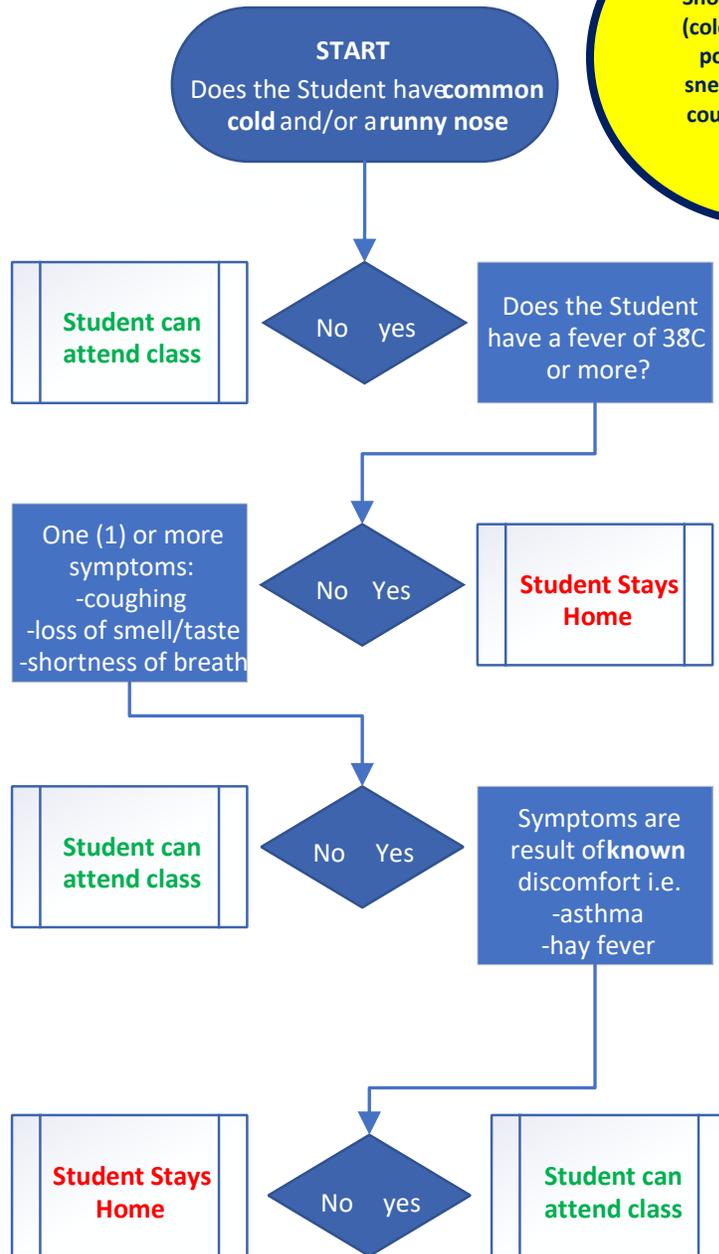
In the event that a child has had contact with a person (inside or outside the household) who has coronavirus or if someone within the household is experiencing fever or shortness of breath, the student should remain at home.

In the event that a child is tested for Covid -19 and is not infected (results are negative), then the child may attend school and aftercare, even if all symptoms have not disappeared.

The results of this document do not apply automatically for siblings. The flow chart must be applied to each child individually.

Source:

On June 17, 2020, the RIVM established guidelines for children with common cold symptoms. Based on the guidelines children with common cold symptoms may attend schools and daycare facilities under certain conditions. This decision-making document is derived from the RIVM guidelines and serves as the guide document for persons working at Learning Unlimited. With the flow chart, one can decide whether a child/student may attend school and aftercare with common cold symptoms. There is a separate flowchart for children between the ages of 7 and 12.



0 through 6 years for:
Junior academy & kindergarten (also applies for older children in kindergarten)

How long should a sick student remain at home?

If the student no longer has a cough or fever after a 24-hour period, then go through the flow chart again.

Questionnaire Runny Nose/Common Cold 0-6 years old Learning Unlimited

COMMON COLD:
Snot in/out of nose
(color not relevant)
potentially with
sneezing and small
cough and/or sore
throat

1. Does the Student have a runny nose or common cold symptoms?
Yes → continue with question 2 No →
continue with question 2

2. Did the Student have contact with someone within the past 2 weeks (in or outside the household) who turned out to have Corona?
Or
Is there someone within the household who has a fever ($\geq 38^{\circ}\text{C}$) and/or shortness of breath?
 Yes → **Student stays home** (end of questionnaire) No →
continue with question 3

3. Does the Student have a fever of 38°C or higher (\geq)
 Yes → **Student stays home** (end of questionnaire)
 No → continue with question 4 (normal or slightly elevated temp. of $\leq 37.9^{\circ}\text{C}$)

4. Does the Student experience symptoms like coughing **or** loss of smell and/or taste **or** shortness of breath?
 Yes → continue with question 4
 No → **Student can attend school** (end of questionnaire)

5. Can the symptoms be explained with **known** discomforts such as asthma or hay fever?
 Yes → **Student can attend school** (end of questionnaire) No →
Student stays home (end of questionnaire)



Scenario A

The KNOWN Infected Person is Present at School

In the unlikely event that an infected person is present at school (becomes aware at the school of their COVID status), or the infected person was not transparent or honest about their positive COVID results, the following measures will be taken:

A1

- If a person under the age of 18 is affected, Learning Unlimited's leadership team will immediately inform his or her parents and/or guardians.

A2

- Learning Unlimited will immediately inform the student's general practitioner and contact the local health authorities (CPS).

A3

- Immediately afterwards, Learning Unlimited will inform the Division of Inspection OCJS.

A4

- Until the public health officer has arrived or further instructions are received from the local health authority, the suspected person will be isolated in a separate room. In order to minimize risk, no one will be allowed to leave the school building until the public health officer has arrived.

A5

- Further steps are explored in conjunction with the local health authorities (CPS) or public health officer. Testing and similar measures will be performed based on protocols of the RIVM & health authority. The health authorities will advise and assist LU which further investigations to be carried out. Learning Unlimited's Covid Management Team (CMT) can request assistance from the authorities in implementing the measures.

A6

- Learning Unlimited must document which students are or have been in contact with the affected person and the type of contact (e.g. using class lists, staff lists, timetables and room plans)

A7

- Learning Unlimited will document the decisions and measures taken (and the times at which they were done) and will retain them for file purposes.

A8

- If a case is confirmed, further measures will be taken (e.g. quarantine of students, disinfection, etc.) in accordance with RIVM guidelines and local health authority advice.

In order to avoid this scenario, students ages 13+ with common cold symptoms should remain at home.

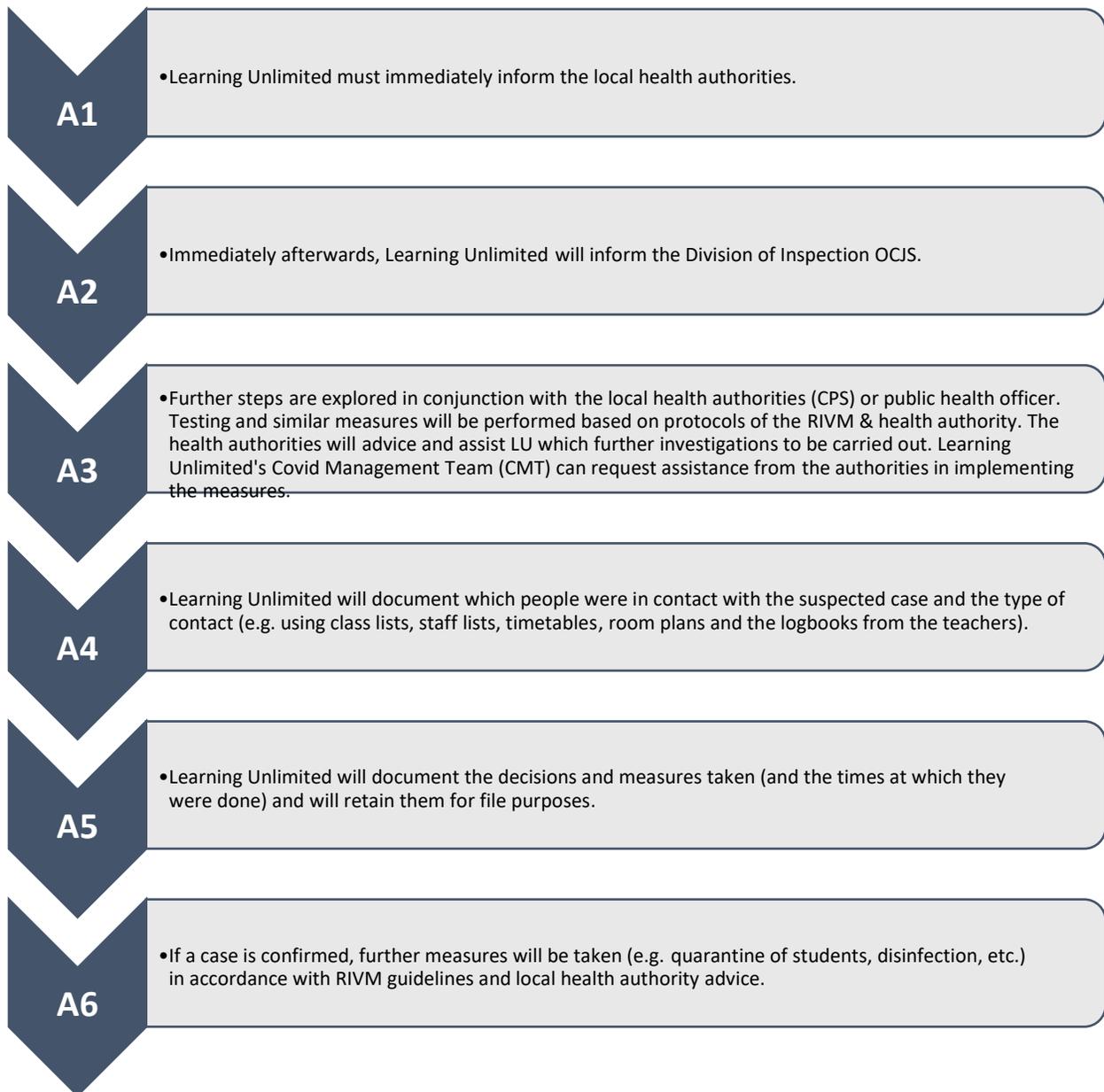


Learning Unlimited

Scenario B

The Infected Person is Not Present at School

In the event that a suspected person is awaiting COVID results or becomes aware of positive COVID results at home, the following measures will be taken:



*This form was derived and modified from the Education Continuity Plan established by the Ministry of Education, Culture, Youth and Sport (MECYS).