



**Dorado Academy**

"An Advanced Learning Community"

**Blended Learning**

**QUICK GUIDE**



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As required by the Health Department, the designated **School Health Authority** at Dorado Academy is our School Nurse, **Mrs. Mileni Ciuró Marrero, RN/BSN**. You can contact her at [firstaid@doradoacademy.org](mailto:firstaid@doradoacademy.org).

#### IMPORTANT CLARIFICATION

Keep in mind that this plan is what we anticipate and have outlined for August 2020 and on, but it will be an active document that will feed on the input of the entire school community (Parents, Students, and Staff) and the experiences we will live during the teaching and learning process.

Despite any protocol established by the institution, and all we can aim to foresee and prevent, the possibility of contagion or going through an atmospheric event is beyond our control.

#### Image credits

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# Dorado Academy

## School Continuanance Plan

This guide has been created in response to the COVID-19 pandemic in 2020. As an academic institution, understanding that each emergency scenario is different, we strive to provide a framework with guidelines that can be implemented in a variety of circumstances. Possible circumstances can be atmospheric and health events like hurricanes, earthquakes, flu, mycoplasma, and other disease outbreaks.

Therefore, Dorado Academy has designed a new educational alternative where students can continue in a learning environment even when a situation requires the school to close its campus for an extended period.

As a learning community, our main purpose continues to be providing an exceptional education for every child, improving their academic skills, and now creating opportunities for them to continue their educational process whether on campus or through Distance Learning.

If Dorado Academy's campus is closed and this protocol is implemented, the Headmaster will send email communications to both parents/guardians and faculty/staff making this announcement and delineating a timeline for implementation. Students will not attend school or be required to begin Distance Learning until this date.

During the preceding workdays, Principals will prepare to share more specific information and guidelines with parents, while teachers will arrange to relaunch their classes.

### Foreseen scenarios during an extended campus closure

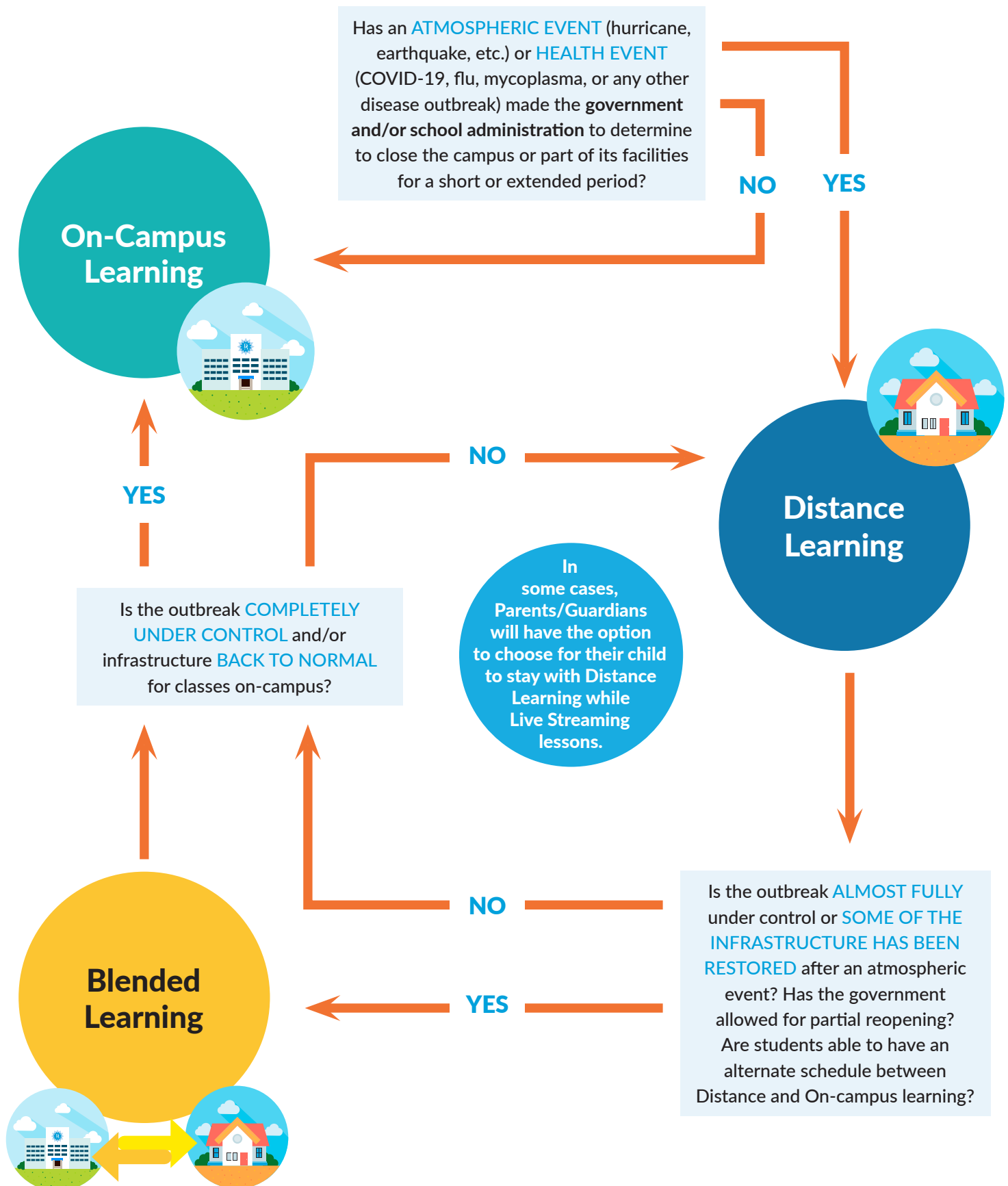
Should circumstances require Dorado Academy to toggle from On-Campus to Distance Learning or a Blended Learning scenario during the 2020-2021 school year, the transition will benefit from the experience teachers gained March-May 2020.

**Accordingly, there are three learning models:**



In all three instances, Dorado Academy's Headmaster designates when each will begin for students. If appropriate, the two school days preceding this designated date will be classified as workdays for Dorado Academy's faculty and staff, who will be expected to be on duty, either physically on campus or remotely, depending on circumstances and safety conditions. Parents/Guardians and students need to understand that teachers need time to adjust their lessons and units to effectively teach within the scenario presented, although they will continue using all platforms and software resources to maintain the technological fluidity.

# LEARNING MODEL DECISION MAKING FLOWCHART



## Exposure control when in Blended and On-Campus Learning

On Blended Learning each group will be divided into two sub-groups, A and B, and will be organized by family unit so that parents/guardians can have a steady routine. During Blended Learning, these groups will alternate during the week between On-Campus and Distance Learning. Group A will attend Mondays and Tuesdays while Group B will attend on Thursdays and Fridays. The class schedule will not change and Wednesdays will be asynchronous as already established.

The decision to bring your children to school on the designated days is voluntary. The Blended Learning modality, as we planned it at Dorado Academy, considers that the group of students who come to school in person will receive the same education as those who are simultaneously taking the class through Distance Learning at home and will be evaluated under the same conditions. The classrooms are prepared with the necessary equipment for these purposes.

Whether you decide to bring them to school or continue with Distance Learning, your child will always have a seat available on campus on the designated days.

### Things to do at home before coming to school

- The day before coming to school, Parents/Guardians must submit the Microsoft Form Contact Tracing Questionnaire before 6:00 PM using the link provided by Dorado Academy for each child/student. Students will not be allowed on campus without completing this questionnaire.
- Students may bring their food from home in a thermos. In this same regard, please abstain from bringing seafood for lunch to avoid allergic reactions in other students. **Microwaves will not be available.**
- Students must bring a personal water bottle for drinking. Water fountains with a bottle filling feature have been installed throughout the school.
- Masks must be worn by staff and students at all times.
- Also, each student must bring wipes, Kleenex, 4 additional masks and hand sanitizer/isopropyl alcohol 70% to have in their assigned personal desk.
- Each student must bring their charged laptop/tablet with their power cord and the recommended supplies, according to their grade, so that no one has to share and avoid any possible means of contagion.

### Protocol when Entering the School

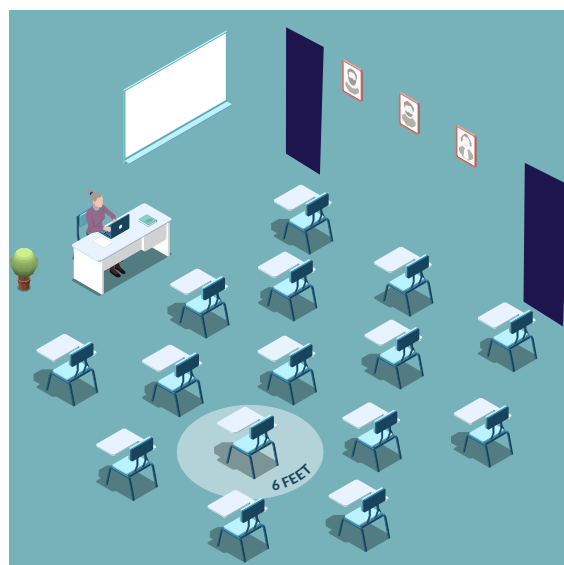
- Early Bird Care (6:30 to 7:00 AM) will be available for PK to 1st-grade students in our Court.
  - Students must be dropped off at the courts' drop-off area where a program aid will receive them.
  - At 7:00 AM, a teacher's aid will take them to their classroom.
- Students will enter the school through their designed gate: Elementary School through Court gate and Middle/High School through Main Lobby gate.
- In the roundabouts of each entrance, we will have four employees with a thermometer. While the student is still in the car, their temperature will be taken, they will be verified that they have no visible mucus, and they will be asked if they have completed the Contact Tracing Questionnaire.



- If all is well, then **ONLY THE STUDENT** will be able to get out of the car and enter the school. As they enter the school grounds, they will disinfect their hands and go directly to their classroom.
- To get to their classroom, students must follow the signs placed on the hallways and stairs. The direction will be one way to better guarantee the 6-feet-apart recommendation. (*See page 9*).
- School access is limited to Students, Teachers and Staff who have taken the COVID-19 screening test and have answered the Contact Tracing Questionnaire.
- Parents/Guardians can only drop off students on the roundabouts. **Parents/Guardians are not allowed inside the school premises.**
- If a parent needs assistance from a teacher or has business to do at the administration office, they must make an appointment in advance.
- Students, teachers or staff whose temperature is greater than 100.4°F (38°C) will be sent to receive a medical evaluation and in turn, perform the COVID-19 screening tests.

### Modified Layouts and Class sizes

- Pre-school classrooms have been equipped with MERV 13 high capacity air filters for the central air conditioning unit which also complies with the specifications required by the Department of Health.
- In the rest of the classrooms, windows and doors will remain open to circulate air from outside.
- We have spaced desks at least 6 feet apart and plastic shields have been installed in each one.
- Desks face in the same direction (rather than facing each other).
- Each student will have an assigned seat to prevent contagion and aid in contact tracing.
- We will keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas. Lockers will not be used.
- Each teacher and student must clean their work area every hour.



We have spaced desks at least 6 feet apart and plastic shields have been installed in each one.

### Classes

- Whether in Blended or On-Campus Learning, teachers will rotate classrooms while students remain in the same classroom at their assigned seats, except in some elective classes, like Advance Math, and some Senior classes where the students will move to the corresponding classroom.
- An exception is made with students that are part of the SUNRISE Student Support program while on campus or blended learning because they will be able to go there to receive services. At the SUNRISE program classroom, they will also have assigned seating to aid in contact tracing.
- Throughout the day, our School Nurse will visit different classrooms to randomly check their temperature.

## Bathrooms

- Bathrooms, like doorknobs and heavily used surfaces, are cleaned every hour. To use the bathrooms:
  - Preschool students have a private bathroom in their classrooms and will have supervision of the assistants.
  - 1st to 3rd grade students will have supervision of the assistants to limit occupancy to 3.
  - From 5th to 12th bathrooms (occupancy limit is also 3) will be supervised by the teachers and employees who will be providing support in the hallways during the day.

## Food Service

- Students must have breakfast at home before coming to school. Cafeteria will not be available for breakfast.
- All meals and snacks will be consumed in their classroom.
- For the first snack period, a food trolley with pre-packaged items (such as juices, hot cereal, pastries, sandwiches, etc. ) will go around the classrooms for purchase.
- For the second snack period, hot lunches will be available through pre-order. To pre-order, next week's menu will be posted every Friday on [www.doradoacademy.org/cafeteria](http://www.doradoacademy.org/cafeteria) and a link to an Office Form is available to make the student's menu choices for their on-campus days **before 8:00 AM on Mondays**.
- Parents/Guardians must make sure their child's account has enough balance for purchases. Deposits to the child's account will be done through [payschoolscentral.com](http://payschoolscentral.com). (Detailed instructions on how to register are at [www.doradoacademy.org/cafeteria](http://www.doradoacademy.org/cafeteria).)
- The cafeteria will use disposable food service items (e.g., utensils, dishes) and follow all strict CDC recommendations for food handling and serving.



## Recess

- Recess times will be staggered and in designated areas to prevent contact with large groups of students and to maintain the recommended 6-foot distance between people in their classroom.
- There are additional Handwashing Stations throughout the school. (*See diagram on page 10*).
- If soap and water are not readily available, hand sanitizer that contains at least 70% alcohol can be used (for staff and older children who can safely use hand sanitizer).

## Protocol when exiting the School at the end of the day

- Students' exits will be staggered by groups and using the assigned staircase and the same gate used when they arrived.
- Special attention must be taken to keep 6 feet distance while walking.
- Parents/Guardians must wait for their child in their car and must not get out to prevent possible infection of other children exiting the school. (If for any special reason, Parents/Guardians need to enter the premises, they must consult their child's teacher or call the administration office. Masks must be worn at all times).
- Students cannot remain on the school grounds due to the Covid-19 restrictions.
- Considering the circumstances, we understand that some parents/guardians might need for their 5th to 12th grade student to walk home by themselves.

- If your 5th to 12th grade child is walking/driving home by themselves, we need for the Walk Home Permission Slip to be completed, signed and handed to the homeroom teacher. Parents of Senior students need to fill a different form if they are driving themselves home.
- Children (PK-8th grade) that are part of the After School Program will be picked up at their classroom by a program aid who takes them to the Courts.
- When picking up children from the After School Program, parents/guardians must call the program aid for the child to be taken outside to meet them. As before, the parent must not get out of the car if there are other children nearby.
- After the school is empty at the end of the day, the maintenance staff will do a thorough cleaning of the entire school.
- When students arrive home, it is the parents'/students' responsibility to disinfect their devices (computer, tablet, cell phone, headphones, etc.)

### **In case of detection of a student, teacher or staff member with symptoms or positive**

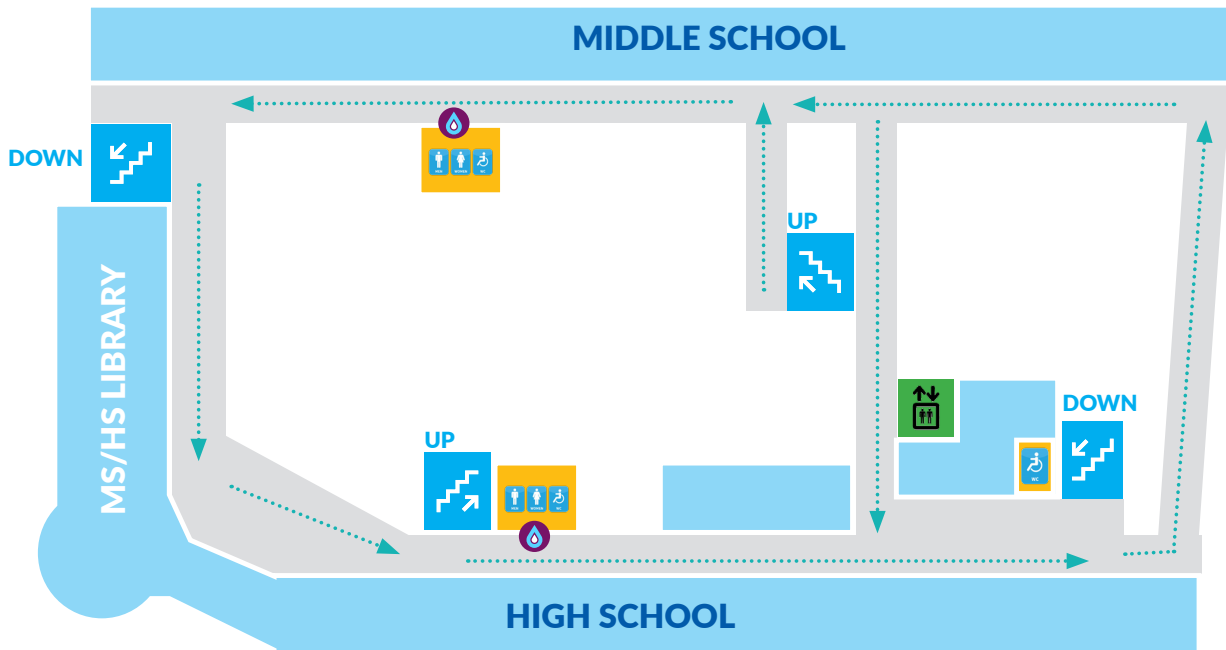
- If a student, teacher or staff has COVID-19 symptoms, they must report it to the teacher, nurse or immediate supervisor.
- They will be isolated in the First Aid Office immediately and sent for a medical evaluation where a contact trace analysis will take place to assess possible infection. (The First Aid Office was designated as the isolation area. Therefore, we have prepared another area in the School Auditorium to take care of common daily First Aid cases such as band-aids and administer maintenance medications, if requested by parents).
- The teacher, classmates and siblings of the infected person must isolate at home until COVID-19 test confirmation and will continue with Distance Learning.
- Also, anyone who came within six feet of someone who was infected for more than 15 minutes within 24 hours must be isolated.
- The areas used by the sick person will be closed and disinfected.
- Students, teachers or staff must not return to school until they meet the criteria for suspending isolation at home, with the advice of the Puerto Rico Health Department through the Dorado Municipal Epidemiologist.
- Upon return, they must submit to the First Aid Office one negative result to the COVID-19 molecular test.
- If we have two or more classrooms with two or more students infected simultaneously, the Health Department will close the school for 14 days. Classes will continue through Distance Learning.
- We must be clear that the Health Department has the power to close the school at any time according to the contagion criteria in our area.

### **Random Screening Tests**

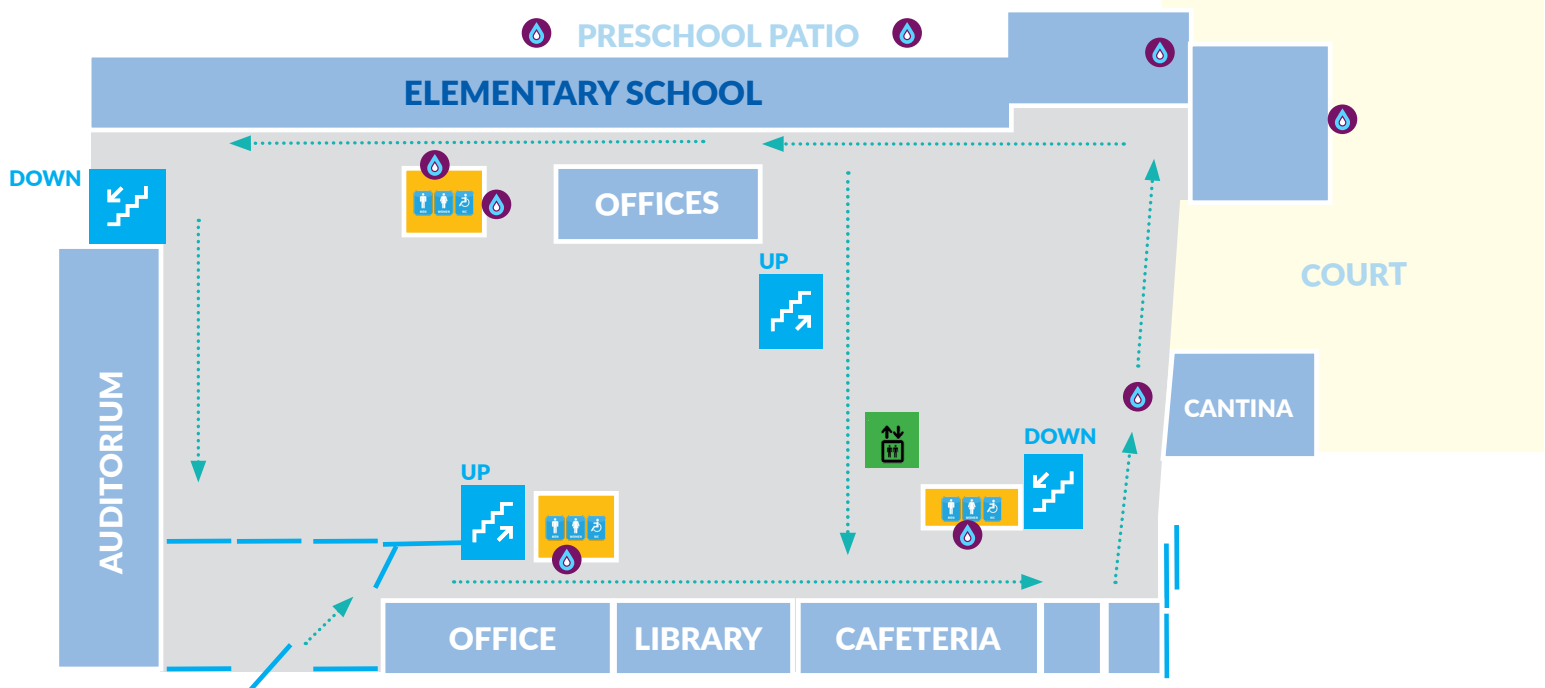
- Department of Health document guidelines indicates that they will be doing random screening tests to 10% of the attendees.
- The coordination of these tests will be in charge of the Municipal Epidemiologist in direct collaboration with our School Nurse.
- The tests will be provided by the Department of Health and are at no cost to the schools.
- The nurse will be sending you a consent form for the antigen tests as they will only be done to those who have consent. (These tests use the regular cotton swab, not the one used on molecular tests).



## UPPER LEVEL



## LOWER LEVEL



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