

# COVID-19 PROTOCOLS 2021-2022

RESPONDING TO THE COVID-19 HEALTH PANDEMIC

# 1

## Part 1: Guiding Principles

[Introduction](#)  
[AISCT's Guiding Principles](#)  
[Mission/Vision](#)  
[ESLRs](#)

# 2

## Part 2: Health and Safety

[Introduction](#)  
[Health and Safety](#)  
[Decision-Making Protocol](#)  
[Safety Protocols](#)

# 3

## Part 3: Learning Models and Daily Instructional Schedules

[Introduction](#)  
[Learning Models](#)  
[On-Site Model](#)  
[Hybrid Model](#)  
[Virtual Learning Model](#)  
[Technology Platforms](#)

# 4

## Part 4: Community Support

[Introduction](#)  
[Communication](#)  
[Co-Curricular Offerings](#)  
[Wellbeing](#)  
[Parent and Teacher Association \(PATA\)](#)

# AISCT's Guiding Principles

## INTRODUCTION

Looking forward to the 2021-2022 school year and beyond, the American International School of Cape Town is committed to doing everything possible to reopen our campus because we believe doing so is in the best interest of our community. Yet we recognize that AISCT needs to reopen safely with the health and wellbeing of our entire community being paramount.

The Covid-19 protocols for 2021-2022 are guided by the assumption that the current health pandemic will remain part of our reality for an indeterminate amount of time. Even as we plan to reopen our campus in August, we know we may need to close again with very little warning. This means AISCT must be prepared to be nimble and be able to move between different learning models designed to fit a variety of circumstances.

## AISCT's Guiding Principles

1. Being back together as a community, to the greatest extent possible
2. Prioritizing community health, safety, and wellbeing
3. Continuing to provide a strong, rigorous, and balanced educational program to meet the learning needs of all students

## AISCT's Commitment to Our Mission and Vision

Regardless of the learning model or models implemented in the 2021-2022 year, the development of the educational program at AISCT is based on our guiding statements:

### MISSION

A DIVERSE LEARNING COMMUNITY PROVIDING STUDENTS THE OPPORTUNITIES AND CONFIDENCE TO POSITIVELY IMPACT THE WORLD.

### VISION

EMPOWERING STUDENTS WITH RESPECT, RESPONSIBILITY, AND INTEGRITY.

## Expected Schoolwide Learning Results (ESLRs)

Every student will demonstrate:

### A Solid Foundation of Knowledge

The mastery of basic skills in all academic areas and a foundation of knowledge from which to draw.

### Positive Learning Skills

Affective and behavioral processes and skills that develop personal responsibility within a learning environment leading to the development of quality products.

### Effective Communication

The ability to express thoughts, ideas, and opinions in a constructive and effective manner.

### Global and Community Awareness

Skills that develop an individual's recognition of his or her role and responsibility within the family, the AISCT school community, regional communities, and the global community.

### Independent and High Level Thinking

The ability to expand learning beyond simple knowledge and recall.

# 1

COVID-19 PROTOCOLS 2021-2022



# 2

## Health and Safety

### INTRODUCTION

AISCT's approach to the health and safety of our community on campus is based on South African guidelines and laws as well as from the growing literature on COVID-19, including the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO).

COVID-19 PROTOCOLS 2021-2022



## Introduction

As the school plans for reopening the campus to teachers, staff, students, and the rest of the community, four critical areas are core to our policies and protocols. These areas include:

- physical distancing and reducing density
- health screening and preventative hygiene
- cleaning, sanitizing, and disinfecting
- communications, training, and coordination

Each of these critical areas helps shape our approach to ensuring our policies and protocols provide the necessary conditions to mitigate the risk of exposure to COVID-19.

The school will then assess how learning and wellbeing can best be supported with special consideration to the benefits of classroom-based instruction and/or remote learning and against risk factors related to the reopening of the school.

The challenge of planning for the reopening of the AISCT campus must consider:

*What would an average school day for a typical student look like in our current reality?*

Therefore every policy, protocol, and practice is reviewed with the goal of ensuring preventative hygiene or providing for physical distancing.

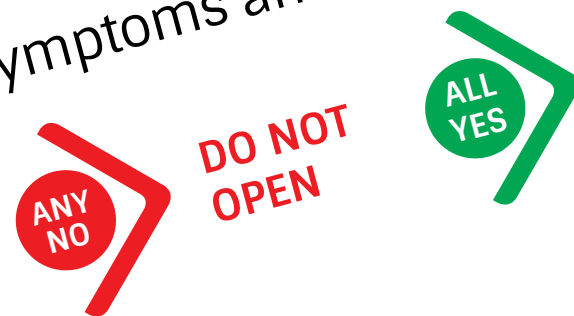


# Decision-Making Protocol

Using the CDC Guidelines for School Decisions, AISCT is applying the following protocol for decision-making:

## 1. Do we reopen?

- Will reopening be consistent with South African government rules and guidelines?
- Are we ready to protect children and employees at higher risk for severe illness?
- Are we able to screen students and employees upon arrival for symptoms and history of exposure?



## 2. Are recommended health and safety actions in place?

- Practicing personal hygiene: masks, hand-washing, hand sanitizer, etc. are being used.
- Intensified cleaning and disinfecting protocols: more frequent cleaning with a concentration on high-traffic areas is taking place.
- Social distancing: physical distance of at least 1,5m maintained, only small groups permitted, limited opportunities for cross transmission.
- Training: employees are fully trained in health & safety protocols.



## 3. Is ongoing monitoring in place?

- Campus arrivals: clear procedures exist to check for signs/symptoms of illness in students, employees, and visitors upon arrival.
- Illness at home: everyone has been directed to stay at home if ill.
- Illness on campus: a developed plan exists for students or employees who may become ill on campus.
- Communication: regular communication and monitoring of local guidelines and developments occur.
- Keeping up-to-date: procedures/policies are regularly updated where and when necessary.
- Flexibility: flexible leave policies are in place.
- Reporting and consulting: local authorities are informed if there are cases in the school and consultation occurs, as the situation changes in South Africa.





## Safety Protocols

The following is a set of safety measures in place to support the return of adults and students to the AISCT campus.

### Access to Campus

Community members will be issued a color-coded card with the following access control questions:

- Has anyone entering campus experienced any cold or flu-like symptoms in the last 14 days, including fever, cough, sore throat, shortness of breath, respiratory illness, loss of smell or taste, and/or difficulty breathing?
- Has anyone entering campus had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?

**NO** Presenting the **GREEN** side of the card means the answers to the questions above are **NO** for all persons entering campus.


**YES** Presenting the **YELLOW** side of the card means the person is unsure of the answers or has answered **YES** to either of the questions above; this may require further investigation.

All visitors will be asked the questions above and have their temperature checked prior to entering. If an individual's temperature is 37.5 degrees Celsius or above, the individual will not be allowed to enter campus.

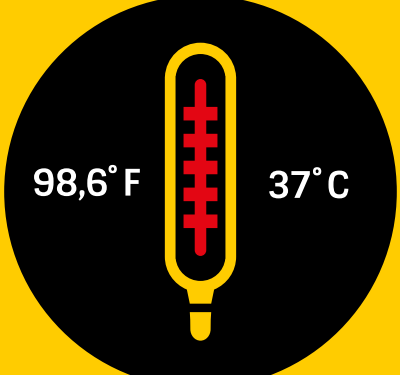
**2**

COVID-19 PROTOCOLS 2021-2022

**VISITOR ALERT!**




**FACE MASK  
REQUIRED**




**TEMPERATURE  
CHECK REQUIRED**

---


**STOP** 

PLEASE DO NOT ENTER THIS CAMPUS IF YOU  
HAVE SYMPTOMS OF COVID-19 INFECTION.


Seek medical advice if you develop symptoms/have been in close contact with a person known to have COVID-19. For more information: [www.cdc.gov/COVID19-symptoms](http://www.cdc.gov/COVID19-symptoms)




**FEVER**




**COUGH**



**SORE THROAT**



**SHORTNESS  
OF BREATH**

Working together  
to protect us all 

RIGHT OF ADMISSION IS RESERVED.



## Access to Campus Facilities

- While on campus, everyone is required to wear a mask.
- When students arrive on campus in the morning, they will filter through a designated area for temperature screening.
- Physical distancing and hand sanitizing will be a regular requirement.
- Parents are only allowed to exit their vehicle to unstrap their children from car seats.
- Parents with young children will have support from staff to assist in bringing students into the facilities.
- Parents will only be allowed into the building by appointment.
- The campus is only accessible during working hours, 07h30–15h30.

This process will take time, and your patience would be appreciated.

### Education on all guidelines and procedures will be

- required for all employees,
- shared with families,
- modified into student-friendly versions.

## Confirmed or Suspected COVID-19 Case on Campus

Employees and students who test positive for COVID-19 will require a quarantine period. This may extend to employees and students who are symptomatic of COVID-19 or have close contact with someone who is positive or symptomatic for COVID-19. Guidelines around this will likely evolve as more is learned about the virus. The following is what is currently recommended from health professionals.

### Confirmed COVID-19 Case

Employees and students who test positive for COVID-19 will not be allowed on campus and will be required to quarantine for 14 days. Access back to campus will require a doctor's note stating the individual is no longer contagious.

### Close Contact with a Confirmed COVID-19 Case

Anyone who has been in close contact with a confirmed COVID-19 case needs to self-isolate for a period of 14 days. NICD defines close contact as the following:

**“Close contact means that you had face-to-face contact within 1 metre or were in a closed space for more than 15 minutes with a person with COVID-19. This contact happened while the person with COVID-19 was still ‘infectious,’ i.e., from 2 days before to 10 days after the symptoms began.”**

This would also apply to any close contact outside of school, including immediate family members, household help, and any other extended family members and/or friends.

AISCT's measures at school are structured to purposely limit the amount of close contact any one individual has with another. Areas used by a confirmed COVID-19 case will be closed off for a deep-cleaning. In most cases, closure of campus for a positive case will not be necessary. The decision to close a portion of campus (class, grade level, and/or division) or all of the campus and move to virtual learning will be context-specific and in collaboration with the WCED and health professionals.

### Suspected Case of COVID-19

When an employee or student appears to be sick, displays symptoms of COVID-19, such as dry cough, high fever, respiratory distress, or shortness of breath, or reports a sore throat, the individual will not be allowed on campus. If the individual is already on campus when symptoms present, he/she will be sent home and will need to consult with a medical professional. Any employee or student who presents COVID-19 symptoms cannot return to campus until 48 hours after symptoms end and will require a doctor's note to return.

## **Close Contact with a Suspected Case of COVID-19**

If an individual was in close contact (see definition above) with a suspected case of COVID-19, he/she does not have to self-isolate. This would only be required if symptoms develop.

## **Confounding Variables**

Common cold, influenza (flu), and a host of other common illnesses have symptoms similar to COVID-19. Without a confirmed COVID-19 test, it will be virtually impossible to tell the difference between what illness an employee or student has. Currently, South Africa is experiencing a COVID-19 test shortage, and only those who are in high risk categories and are symptomatic are receiving tests. In addition, the results from these tests take time to be received, and days or weeks can pass without knowing the results.

Currently, children with no comorbidities are not considered high-risk, and therefore testing is limited in this age group, unless significant symptoms develop. With all this in mind, it will likely be difficult for the school to determine which suspected cases are COVID-19 and which are not. We will require parents to inform the school of any confirmed or suspected cases, we will track internally, and we will notify parents of any pertinent developments.

**The best preventative measure is to ensure that any individual who has any symptoms of COVID-19 and/or flu-like symptoms does not come to school and seeks medical guidance from a health professional. We will do all that we can to mitigate risk, but we cannot eliminate risk.**

# 3Ds

**Distance**  
**Dose**  
**Dispersion**



## Guidelines and Procedures for On-Site Learning

Our guidelines and procedures to keep all community members safe are based on the 3 Ds: **Distance, Dose, and Dispersion.**

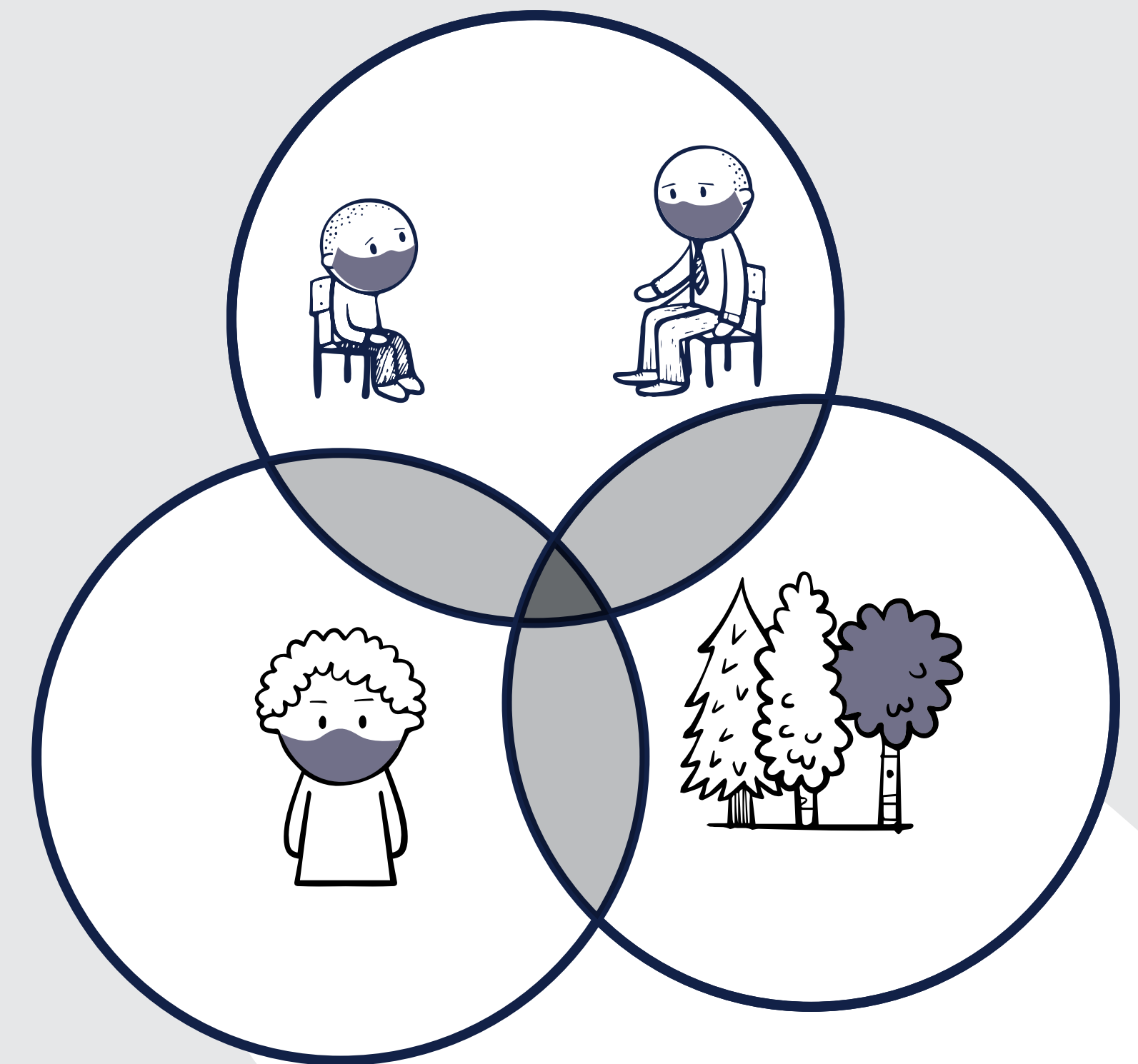
**Distance:** The further away individuals are from someone who is infected, the less likely they are to be infected by them or to inhale particles the other person has exhaled.

**Dose:** To become infected, individuals need to have contact with a minimum dose, which takes time and exposure to people with the virus. The longer one is exposed to an infectious person, the more people one is exposed to, and the fewer barriers (like cloth masks) between individuals, the more likely people are to be exposed to the virus. People who have symptoms or are about to develop symptoms, including mild illness, are generally more infectious, i.e., are able to produce larger doses of infected respiratory particles.

**Dispersion:** Because smaller particles hang around in the air, the movement of air makes a big difference. The particles disperse quickly when people are outside, particularly if there is a breeze or wind. Small, enclosed spaces with closed windows are high risk, especially when the spaces are crowded. In addition, sunlight breaks down the virus.

The three Ds interact! If people are outdoors, 1.5 meters apart from others, wearing masks, and have contact with only a few people, their risk of becoming infected is incredibly low. On the other hand, if people are stuck in a room with closed windows with someone with symptoms, the risk of contracting the disease increases, whether or not a mask is worn.

Therefore, much of what is listed below relies on this simple, yet effective strategy to focus on the 3 Ds.



## Health/Safety Expectations For Students and Parents

In order for these arrangements to work well, it is paramount that students and parents follow these guidelines:

- Students will be allowed in the building at the assigned start time.
- Students will enter the building without parents at their assigned entrance door.
- The wearing of masks is
  - > mandatory where physical distancing is difficult:
    - Entering and exiting campus
    - Riding a bus
    - Attending events and meetings
    - Moving around campus
  - > recommended within cohorts, even where physical distancing (1.5 meters) can be maintained. However, this may be difficult with younger students, and therefore protective shields in lieu of masks will be available to wear.
  - > discouraged during outdoor physical activities where masks could cause breathing difficulties, though all must maintain the 1.5 meter rule.
- Students must adhere to the 1.5 meter rule when entering and exiting the building.
- The school will provide additional hand washing/sanitizing stations
  - > On entry to campus
  - > In classrooms
  - > Around the cafeteria
  - > In playgrounds and other sports facilities
- Everyone will be required to wash/sanitize hands at specific times. Supervision will be in place to ensure compliance with these requirements:
  - > On entry to campus/classrooms/meeting rooms
  - > Before and after meals
  - > Before and after breaks/sports activities, etc.
- Students will be taken to dismissal points by teachers. When parents are there to pick up their child, the student will be released by the teachers.
  - > Students and staff are not to be in school if they show any COVID-19 or flu-like symptoms.
  - > Students are allowed on campus only for the duration of the school day.

## School Transportation

- School transportation will be available, and all students who ride the buses must follow the prescribed guidelines.
- All passengers must wear a mask.
- The buses will be cleaned after each trip.
- The temperature of each student must be taken each morning by a parent or guardian to confirm it is below 37.5 degrees Celsius. This will need to be confirmed with the bus driver before the student may board.

## Class Group Guidelines

The goal when creating student cohorts is to develop well-functioning classes that minimize contact with others. When creating class groups, as much as possible the following guidelines will be adhered to:

- Classroom cohorts will be created by grade level in ECD through Middle School.
- Safety over friendship is the priority when creating groupings.
- In general, twins will be kept together.

## Classroom Environment

- The virus spreads most easily in enclosed environments. Therefore, staff members will be asked to keep windows open to allow the movement of air during the day.
- The school is creating covered areas outdoors for instructional use. This will spread out the number of students in any one area.
- Students and teachers will need to dress appropriately to account for colder classrooms during the winter months. The dress code will be adjusted accordingly.

## Expectations Around Use of Materials

- Reasonable measures will be in place so that students do not share materials.
- Materials that are shared will be cleaned regularly.

## Snack and Lunch Procedures

- The cafeteria will offer a limited range of services.
- Cafeteria hours will be restricted.
- Students in ECD–grade 2 will eat snack and lunch in their respective classrooms. Purchased lunches will be delivered to their classrooms.
- Students in grades 3–12 will collect their purchased lunches to be eaten in assigned locations.

## Outdoor Play

Recess times will be staggered, and student cohorts will remain together.

## First Aid

For students requiring first aid, additional safety measures are in place.

# 3

## Learning Models and Daily Instructional Schedules

### INTRODUCTION

AISCT has developed three different learning models to increase the likelihood that it will be positioned to reopen its campus in August 2021. AISCT is highly motivated to opening our campus to provide students with opportunities to learn in face-to-face environments whenever it is safe to do so. The new plan is based on the idea that at any point we may need to be flexible within these three models.

AISCT must abide by the Department of Basic Education and Western Cape Education Department guidelines for reopening schools and has put guidelines in place based on our own unique situation and campus. In addition, we want to implement the positive aspects from the 2020-2021 Virtual Learning Program and what was effective for students and their learning.



# Learning Model: On-Site



## On-Site Learning Model

This is a traditional school experience with students attending school in person five days a week. The learning that happens off campus is mostly in the form of homework or projects. Preventative hygiene policies are implemented in combination with realistic physical distancing guidelines. The risk of exposure to the virus that causes COVID-19 is considered low enough that greater student density on buses, in classrooms, and in other shared facilities is appropriate.

## On-Site Schedule

AISCT is able to welcome back all students of all grades on August 4. AISCT is scheduling classes to minimize risk of contagion while offering a rigorous and robust program. Class schedules are being determined based on the following parameters:

- In ECD, Elementary School, and Middle School, students will be assigned to a cohort with whom they will spend the day for all classes, including specials. Teachers will travel to the different classrooms to deliver a subject or elective. The only exception will be PE, which will be held outside, weather permitting.
- ECD-K2 students will spend a significant amount of the day outdoors, including instructional time.
- High school students will have schedules that minimize contact with others but will allow for students to attend the selected courses on their path towards graduation. The schedule is designed to support student learning through multiple pathways of support.
- Creative use of indoor and outdoor spaces for all students is being designed. This will include new outdoor covered spaces for instruction.



## Dual Delivery

For students enrolled at AISCT but not able to attend classes on site, a dual delivery system is being designed to support synchronous and asynchronous virtual learning.

We recognize that students, especially in August, may not be able to come to school due to one or more of the following:

- Being unable to enter South Africa
- Having concerns for personal health and safety
- Needing to self-isolate for an extended time
- Being sick

Regardless of the reason, we will deliver our program both **on-site** and **virtually**.

## Dual Delivery Schedule

Not every part of every class will need to be attended synchronously. Similar to a traditional classroom setting, there will generally be instructional, work, and collaborative times. Instructional time will be recorded and can be watched at a more convenient time.

## Learning Model: Hybrid



### Hybrid Learning Model

This model combines on-site learning with coordinated online experiences. This model recognizes that virtual learning does not provide the social interaction most students desire; therefore, a hybrid model provides face-to-face on-site learning while leveraging digital experiences. This model introduces physical distancing and density reduction as key strategies to further reduce exposure within our community, while at the same time providing face-to-face interaction between students and teachers about half of the time.



### Hybrid Schedule

Under the hybrid model schedule, students will be on campus during the week, but not all at once. This model is flexible and can adjust to the specific health and safety situation. For example, if AISCT is able to operate at only 50% capacity, then students would be given specific times to come to campus for instruction, while those not on campus would take part in the virtual program. This would likely be divided by alphabet for example, as in students with last names starting with A-M come at a specified time, and students with last names starting with N-Z come at another specified time. The schedule will follow the on-site schedule but with measures in place to reduce the density on campus and within classrooms.

# Learning Model: Virtual



## Virtual Learning Model

This is the same model our community experienced in the final months of the 2019-2020 school year: our campus is closed and school remains open through online learning experiences. Students attend school virtually through synchronous and asynchronous lessons, activities, and projects. Students collaborate online but not with the same frequency as in the regular school experience. Safety conditions dictate that our campus must be closed. AISCT's Virtual Learning Plan for 2021-2022, which includes reflections on lessons learned from our experiences since 2020, provides more information about the school's approach to virtual learning.

## Virtual Learning Schedule

There may be times that a class, grade level, division, or the entire campus needs to shift to virtual learning, depending on the health situation at that time. The virtual learning schedule, which will be different from the on-site schedule, will allow for a seamless transition from on-campus instruction to virtual learning instruction, including both synchronous and asynchronous lessons.



## Technology Platforms

To support both synchronous and asynchronous learning, AISCT uses the following platforms to facilitate learning:



### Google Classroom

AISCT uses Google Classroom to share content, foster communication and collaboration, and deliver assignments asynchronously. Our teachers use additional integrated apps in Classroom to support and engage students in their learning.



### Zoom

AISCT uses Zoom digital platform to offer virtual video classrooms, office hours, and meetings to engage our students with collaboration and communication.



### Powerschool

Powerschool is AISCT's web-based student information system to report on formative and summative assessments in Middle School and High School to students and parents on a regular basis. This system is also part of the school's communication system.

**In each division, there are additional core technology platforms to support developmentally appropriate student learning. A complete list is sent to families at the beginning of each school year.**

# 4

## Community Support

### INTRODUCTION

AISCT values open communication channels among all stakeholders. The following are key communication avenues that the community can access.

## Communication



### **AISCT Website**

The AISCT website contains links to information regarding our academic programs and school policies and procedures.



### **Weekly Newsletter**

Every Friday during the school year, the AISCT weekly newsletter is sent to the community with updates and links to useful information.



### **School Council Minutes**

The School Council meets monthly. The meeting minutes are available from the Head of School's administrative assistant.



### **Community Communication**

Messages to community members are sent through Ed-admin. In case of emergency closure, an email and SMS message will be sent to all community members.



### **Town Hall Meetings**

Town Hall Meetings are scheduled in order to keep the community informed regarding our response to worldwide events as well as school events.



### **Social Media**

AISCT maintains a social media presence on Facebook and Instagram.

## Co-Curricular Program



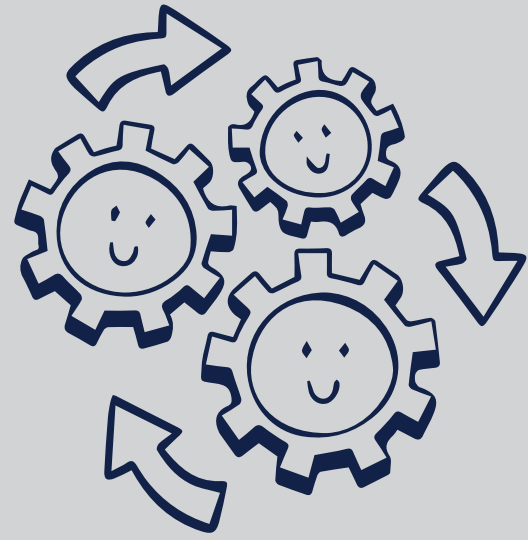
AISCT must follow the guidelines set forth by the South African Department of Basic Education and the Western Cape Education Department regarding what can be offered for sport and after-school activities (ASA). To the greatest extent possible, we will offer programs that develop all aspects of our learners in line with our mission and vision. ASA programs will be designed to address:

- Maximum group size
- Activities which safely adhere to the Department of Basic Education and the Western Cape Education Department guidelines, including individual sports, team sports skills (non-contact, no matches), and general fitness and dance activities that can adhere to physical distancing guidelines
- Training and screening of tutors/coaches
- Allocation of spaces according to group size

In ECD-Middle School, every attempt will be made to maintain the same cohort of students in ASAs as during the school day.



## Wellbeing



We will continue to nurture our culture of connection by supporting the academic and social-emotional growth of our learners as well as our teachers, staff, and parents. AISCT is committed to ensuring that the social-emotional wellbeing of our community is considered when planning the academic and co-curricular programs.

## Parent and Teachers Association (PATA)



PATA organizes events to support the AISCT community and is committed to continuing this practice regardless of the level of on-site activities that are permitted.

Please note that this is an evolving document. As a result, changes to procedures may be made in accordance with guideline updates from the Western Cape Education Department, the National Institute of Communicable Diseases, and/or the Centers for Disease Control and Prevention.

**With special thanks to**

- American Academy of Pediatrics
- American Embassy School in New Delhi
- American School Foundation Monterrey
- American School in Japan
- Association for the Advancement of International Schools (AAIE)
- Association of International Schools in Africa (AISA)
- Centers for Disease Control (CDC)
- Copenhagen International School
- National Institute for Communicable Diseases (NICD)
- US Department of State
- Vientiane International School
- World Health Organization (WHO)

**[www.aisct.org](http://www.aisct.org)**

42 Soetvlei Avenue, Constantia 7806, Cape Town, South Africa

Tel +27 21 713 2220 Email [aisct@aisct.org](mailto:aisct@aisct.org)

Please record your questions on our  
[Covid-19 Protocols FAQ page.](#)