



Sacred Heart College

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Office of the President

July 31, 2020

NOTICE: PARENTS/GUARDIANS/STUDENTS

Greetings from Sacred Heart College!

Sacred Heart College conducted a survey sent to parents, to decide whether they would agree to fully online or fully face to face for their child, given the present situation. Based on the feedback from parents, about half choose online and half choose face to face. Based on these results, SHC will be using a hybrid platform, a face-to-face and online platform when school reopens on August 10th, 2020. Parents choose the platform for their child.

SHC recognizes, that while we make plans in the best interest of our students, faculty and staff, and families, some members of our community struggle with different types of diseases, or have a family member that do so, as a result of what works for some students, may not work for others.

SHC is also concerned that some students may have difficulty achieving the necessary school setting, including internet, device, a quiet study area, and even study time while at home.

SHC is very concerned for the mental wellness of all our students, faculty and staff, whether online or face to face. Thus, we need to ensure that no matter what method we are using, for teaching/learning, we will inform our every one of the use of counselors on campus, foster the spiritual focus, and well-being of everyone who works or study's at SHC, thereby incorporating these in our plan.

For the face-to-face platform, we will have 6 classes per day, each of length 40 minutes, using the schedule below. We are anticipating that half of each home room class will be on campus, which means all classes from 1A to 4G will be having face-to-face instruction simultaneously, every day, with approximately half of the students in each home room class. A 5-day schedule, from A - E day, will be generated for these face-to-face sessions.

40 minute classes	
8:00 a.m. - 8:40 a.m.	Period 1
8:40 a.m. - 9:20 a.m.	Period 2
9:20 a.m. - 10:00 a.m.	Period 3
10:00 a.m. - 10:20 a.m.	Break
10:20 a.m. - 11:00 a.m.	Period 4
11:00 a.m. - 11:40 p.m.	Period 5
11:40 a.m. - 12:20 p.m.	Period 6
1:00 p.m. -3:00p.m.(Online Sessions for teachers to assist students from the online an check assignments, and other assessments	Period 7-9 th

Dismissal for on campus teaching will be at 12:20 p.m., as the online sessions will begin at 1:00 p.m.

These sessions will then be live-stream and recorded, and the students who opt for online instruction will be seeing all these classes live from 8 a.m. to 12:20 p.m. every day from home. Optimally, we are hoping that these sessions can be recorded and transmitted live, if not, the sessions will be recorded and uploaded to our online platform for students doing online to sit in the 40 minute sessions every day. Students doing online will then submit assignments via our school's virtual platform. Teachers will have from 1 - 3 p.m. every day to accommodate students who are doing the online sessions and assist in clarifying any questions and provide assistance to them. The two platforms that SHC will be using for online instruction are Moodle and Google Classroom. Both platforms will be explained and teachers will be provided additional training for staff orientation. It is expected, that all teachers must be technologically competent in either Moodle or Google Classrooms for online instruction. Teachers need to bring in their personal devices, laptops or tablets, for these online training sessions, as they will be taught the different features of these 2 platforms and a day will be allotted for teachers to actually set up their online classroom.

Attendance will be taken daily by homeroom teachers during face to face as well as online. They will then forward the list to administration and secretaries to take note and record. Students will need to write on the chat box their name as they log in so the teacher can take attendance. All students online are accountable to ensure they are in class.

The bus runs will continue in the mornings and students will leave at 12:20 after the end of classes. However, students from the villages will be asked to remain in school and have access to the complete tasks online. They will remain until 2:45 -3:00 and then leave to take the bus to go home. Also, this time will provide time for them to learn the online system since at that time they can also communicate with their teachers online.

Teachers will provide a Recovery plan for the period August 17th to 31st, 2020, they are asked to develop a Continuity plan for their subject area with regards to the deficiencies encountered during the latter part of the semester; especially with topics students had difficulty with or topics not covered.

1st form teachers will use the PSE in Math, English, Science and Social Studies to assess the students. 2nd to 4th form teachers will be asked to use a past exam in their subject area to assess student readiness in that area, and identify where the gap is, and develop the recovery plan for this time period of 2 weeks. During this time, it is only content missed by students that must be addressed to bring them up to speed as much as possible.

The first week of classes will be orientation for all students, where subject teachers will meet all their students to explain how instruction will take place for both platforms. Also, an MOH Doctor and the school nurse will present to the students with regards to safety precautions and safety measure put in place. Students who will be doing online sessions will also be required to attend this face-to-face orientation, with their devices (laptop or tablets). Below is the schedule for the first week of orientation. Every day only 1 form level will be at school, and the home room classes will be split in 2 classes. During this week, students are asked to bring in their device so that the IT department can assist in installing the program needed.

Date	(Orientation Session with specific form levels regarding all Safety and Preventative Protocols established at SHC
August 10 th	1 st
August 11 th	2 nd
August 12 th	3 rd
August 13 th	4 th
August 14 th	Administer PSE/Additional Session with 1 st formers on use of Moodle& Google Classroom

In addition to the online platform used, students will need to come to campus twice a month, to take their assessments in the core areas so that all students whether online or on campus are graded fairly. Subjects such as Physical Education, will be taught the theoretical aspect until we are able to do the practical. For students having to do labs in the Science areas, they will be requested to come in twice a month to complete the labs so that they can produce these. A schedule will be designed for the online students to come in to complete these.

SHC is adhering to all the safety and preventative protocols requested by the MOE and the MOH. We have recruited a nurse to be on campus from 7:00 a.m. to 7: p.m. as a result of having both the High School and Junior College to attend to. (Plan is attached for your perusal)

The faculty will be divided among three areas to use during the day, so that the staff room is not overcrowded. We will be using our staff room, our campus ministry and the student lounge for teachers.

All classrooms have been sanitized, and proper social distancing of 3 feet has been adhered to, with regards to seating arrangements. Washbasins have been put in strategic areas around the campus, and handwashing liquid will be available. Both the auditorium and student's restrooms will be opened during the time. The upper level will use the student's restrooms and the lower levels will use the auditorium bathrooms. Several visible signs have been placed in strategic areas around the compound and buildings, with the following information:

- ✓ Wear a mask/face shield while on the campus and in public
- ✓ Exercise Social distancing of 3ft at all times
- ✓ Cover your mouth when you cough, and throw away the tissue
- ✓ Wash/sanitize your hands after a cough or sneeze
- ✓ Wash hands upon entering the campus.
- ✓ Temperature will be read upon entering.
- ✓ Use only the desk and chair assigned to you
- ✓ Keep personal sanitizer/bacterial wipes at all times and throw away used wipes in appropriate garbage bins
- ✓ Do not touch your eyes, nose or mouth.
- ✓ Stay home if you are sick or feel sick
- ✓ No handshaking
- ✓ No hugging

At school

- ✓ Social distancing will be maintained in and out of the classroom
- ✓ All areas of the campus will have demarcation to ensure social distancing
- ✓ Wardens, faculty and staff will enforce the use of mask/face shield
- ✓ All classrooms and furniture's will be disinfected daily.
- ✓ All door handles, sink handles, will be disinfected
- ✓ Water fountains will be turned off, and out of the reach of students and unavailable
- ✓ Cafeteria will be sanitized daily
- ✓ Garbage bins will be appropriately labeled for proper disposal of garbage
- ✓ Garbage bins will be emptied daily
- ✓ Lunch will need to be preordered and taken to the classes.
- ✓ The sharing of food, drinks, utensils, and other equipment will be absolutely discouraged
- ✓ During breaks students will be encouraged to eat in the classroom
- ✓ Students will be encouraged to eat in the classroom, and bring their lunch if necessary
- ✓ All field trips and assemblies, will be canceled for now.
- ✓ Exercise clusters of 5 students only (while on campus and not in class, still exercising social distancing)

- ✓ The lower and upper level will attend mass and students at home will also be expected to log in to view the mass from home as well. This will take place on Friday's from 8:00 -8:40.
- ✓ ½ of the class will attend retreats weekly as well. (Which will be about 15-20 students)
- ✓ Contact sports will be postponed until further notice
- ✓ The School nurse will check the vitals of any student who is not feeling well, and the protocols to address this have been put in place as well. (Presenting flu like symptoms, / temperature/cough/difficulty breathing/diarrhea/ loss of taste or smell/ or any gastro intestinal problem.
- ✓ All receipt of goods will happen through the back gate and one person will be receiving items and recording time item was brought and provider, as well as person delivering the item.

Social Distancing on the campus

- ✓ Designate areas of hallway as flow paths to minimize congregation of students.
- ✓ Plan for staggered classes to decrease the number of students in the hallways.
- ✓ Stagger recess and lunch to allow classes to remain static as possible
- ✓ Students will need to pre-order food at cafeteria first thing in the morning. The homeroom teacher will get this information and one support staff will pick up and take to the cafeteria, the food will be delivered to classes as much as possible.
- ✓ Monitor traffic flow to decrease the number of students entering and exiting school at the same time.

Protocol for Visitors in the Campus/Buildings

- ✓ Call/WhatsApp/text or email
- ✓ Mandatory mask wearing once they enter the campus
- ✓ Mandatory washing of hands at all entry points
- ✓ Limited access only to where they going
- ✓ Security will inform at the gate when anyone will be entering and allow entry until approval is granted.
- ✓ Restrict non-essential visitors and volunteers when necessary

Check for signs and symptoms

- ✓ The school nurse will be at the gate to exercise what needs to be done from when they arrive at the school.

Sick Bay and Isolation Areas

Plan of Action for Sacred Heart College: Students, teachers and support staff

Temperature will be taken upon entry point of school.

Random questions will be asked: do you have cough, do you have cold or flu, and are you feeling well?

- If student/ teacher/ support staff does not have temperature, they will be allowed to enter and follow the hand washing protocol.
- Upon entering campus, the adherence of mask and social distancing will be emphasized.
- If student/ teacher / support staff has a temperature they will be escorted to the isolation area where by in the case of a student their parents will be contacted immediately for pick up.
- In the isolation room they will be triaged whereby vitals will be taken such as: temperature reading, blood pressure, and pulse rate and oxygen saturation levels.
- If any of the above (vitals) are altered suggestions will be made to parents as to either monitor their child' s progress or call the Ministry of Health hotline when activated or be referred to the flu clinic at the SAN IGNACIO COMMUNITY HOSPITAL.
- Students will be allowed in the isolation centre no longer than 30 minutes.

- In the event a teacher or a support staff is presenting and flu like symptoms / temperature/ cough/ difficulty breathing, loss of taste and smell, diarrhoea or any gastro intestinal problems they will be asked to leave campus immediately and contact their nearest Public health facility if symptoms progress.
- 6ft distancing where possible for with voiced activation will be adhered to, since the virus is propelled further

During class sessions / in school schedule:

- Teachers or any staff personnel are to look out for any student that is feeling uncomfortable during classes.
- What to look for? Recurrent sneezing, recurrent dry coughing, shortness of breath/ fatigue, chest discomfort or any physical alteration in the person.
- **What to do?** Send the student (person) to the isolation centre.
- **At the Isolation centre the student / person will be triage: whereby vitals such as temperature, blood pressure, pulse rate/ and oxygen levels will be taken. IF NONE of the vitals are altered and the PERSON is not presenting any flu like symptoms they will be sent back to class.**
- **IF the student (person) has no temperature but presenting FLU like SYMPTOMS, they will be sent home.**

San Ignacio Community Hospital number 804- 2761 or 804-2066

The San Ignacio Hospital hotline (when activated) for Medical consultation via phone: 660- 4868 /660-4056 or 662- 5772

Expectations on Campus

Promote daily preventative actions for all staff, students, and families. As an education institution we expect that everyone engages in health promoting behaviours to prevent illnesses.

- Teachers/ students and support staff are to adhere to the 3 feet social distancing, wearing of face mask.
- Washing of hands multiple times, a day for at least 20 seconds.
- Students are to bring their own materials to school, pencil, pens, eraser, etc. no sharing.
- No sharing of food or drinks.
- No handshaking.
- We encourage students and teachers to carry their own sanitation supplies such as alcohol based hand sanitizer / disinfecting wipes/ Kleenex or disposable tissue for wiping hands or in the event a person if sneezing or coughing.
- Proper ventilation in each class or area to be utilized with windows / doors / fans for air to circulate.

Online classes:

- Will be much more rigorous, including new learning of concepts and content
- Parents must be committed to providing learning support for their children in this environment, to include the monitoring of the completion of their assignments
- Students will be assigned to subject teacher who will be responsible for assigning and assessing all work until the student returns to school. Students are expected to do classes following a synchronous schedule.

- The ONLINE ONLY option is assessed for potential renewal or discontinuation each semester, as the need may arise.
- Students doing online classes, must have access to an electronic device and internet.
- Each student must have a tablet, laptop, desktop, or phone with camera to access.
- Parents are advised of the following guidelines for online classes:
 - Student's twelve years and older, who are at an adequate level of maturity, may be left alone for up to four hours; and
 - It may not be advisable to leave an older child who has a special condition or disability alone.

If total school closure becomes necessary, the ONLINE ONLY Model will be implemented immediately for all students. Information regarding this model will be provided at that time, with consideration for families without access to the internet.

If a staff member or student tests positive for Covid-19, the school will:

- The school will be closed and disinfected.
- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or separate area for anyone who exhibits COVID-19 like symptoms
- Close off areas used by a sick person and disinfect thoroughly
- Notify district office and the San Ignacio hotline (when activated) for medical consultation via phone, and based on contact tracing, notify affected families and/or staff while maintaining confidentiality to the extent possible.
- Require staff and students not to return until they have been released to return to school by their physician or then Ministry of Health.
- Provide counseling sessions to faculty, staff and students, regarding avoiding of discrimination of any student/faculty/staff infected.

As a general practice, the school will

- Monitor staff and student absenteeism
- Monitor students that are absent due to illness or leave school due to illness upon their return.
- Designate individuals to be responsible for responding to Covid-19 concerns

Regularly monitor plans and communicate potential changes to the school schedule and/or calendar due to a Covid-19 outbreak.

Suggested Adoption of the Flipped Classroom by teachers who wish to use it

Some teachers will decide to offer our students lessons using the flipped classroom. The flipped classroom will include the following:

Before Class: Form level teachers collaborate to prepare video lessons of the main concepts. These lessons are sent to students at least 24 hours before the class time. The students must watch the lesson at least once (or as many times as needed) and note areas that need further clarification.

During Class: The teacher comes to class for face-to-face (1/2 class) or online session (1/2 class). The students can ask questions to clarify. Concepts are practiced and integrated into activities that allow for higher level applications. Online students participate by watching/listening to teacher in class and completing assigned work which may be different from the work assigned to students who are in class.

After Class: Students complete extending activities and prepare for the next modules.

Each Class will be divided into two groups: Group 1 and Group 2. No group should have more than 20 students. These classes will alternate who were in class and online if all is shift system. However, the same group online will be accessing the flip classroom.

Please note that all plans are fluid and subject to change, as the safety of our students and staff is our top priority.

We thank you in advance and await a favorable reply.

God bless.

Very appreciative,

School Administration