ESCOLA AMERICANA DO RIO DE JANEIRO

EARJ COMMUNITY CAMPUS GUIDELINES

January 2021

FINDING OUR PATH

A Happy New Year to everyone as 2021 stretches ahead, full of possibilities and hope!

We know that the COVID-19 pandemic continues to challenge us in many ways. But what we also know is that we have shown that we are resolute ion our determination to maintain learning for our students, no matter what those challenges might be.

It is thanks to the continued commitment of our community that we continue to move our school forward. We have used the resources, expertise and inventiveness at our disposal to forge a path ahead that both manages the risks we face, and maintains our mission and purpose. Through creativity, problem-solving, resilience, open mindedness, and courage we have shown that we are able to set a course that safeguards our children and their learning, as well as the health of all those who work in our community.

The EARJ Health Department monitors the COVID-19 situation in Rio de Janeiro very closely. We have revise all our health protocols over the school break to both learn from our experiences last semester and to anticipate challenges that may face us in the weeks and months to come.

We hope that the following pages continue to inspire confidence in our determination to ensure that learning will always continue. We have achieved so much together as a community. There is no doubt that together we will continue to move forward.

Nigel J Winnard, EdD
Headmaster

OUR GUIDING PRINCIPLES

These guidelines are built upon five fundamental principles:

1. We prioritize health, safety, and well being

2. We continue student learning

3. We never lose sight of our mission, vision and purpose

4. We support the people of our community

5. We communicate frequently, clearly and transparently

OUR COMMUNITY RESPONSIBILITIES

Although it remains a possibility that students, teachers, or staff members may be exposed to COVID-19 in the course of their work or studies, everyone is entitled to expect that all reasonable precautions are taken to prevent this from happening.

All members of our community should know, value and care for others. This means our interactions with others - friends and strangers, students and adults - should be self-aware, respectful, and courteous.

During the COVID-19 pandemic, it means complying willingly with behaviors designed to keep our community safe and healthy. It means thinking of others, appreciating that their risk tolerance might be lower than ours, and adjusting our behavior with sensitivity and respect. And it means respecting policies and expectations, even when inconvenient to ourselves.

This is why all families in the EARJ community are asked to sign and support the EARJ Community Commitment. It is an important way in which our families show their mutual respect for each other, as well as our mutual responsibilities to keep each other safe through our own behaviors.

RISK ASSESSMENT & DECISION MAKING

We recognize that we must be vigilant in assessing risk using all means at our disposal. We must match that assessment with appropriate measures to keep everyone safe and healthy whilst maintaining student learning. The School Administration assesses the level of risk at periodic intervals, and makes a recommendation to the Board of Directors. The Board of Directors makes the final decision on the school's risk status.

ASSESSING THE LEVEL OF RISK

LEVEL I
Full Campus Return

- Government guidance allows reopening
- CDC, WHO, trusted authorities indicate low risk
- Degree of medical certainty, including easy access to reliable testing
- Local infection rates declining and traceable
- EARJ confident in ability to mitigate risk when school is fully open
- Most schools opening campuses fully

LEVEL II
Hybrid School [relaxed]

LEVEL III
Hybrid School [strict]

- Government guidance allows reopening
- CDC, WHO, trusted authorities indicate moderate risk
- Degree of medical uncertainty exists
- Local infection rates confined / traceable
- EARJ confident in ability to mitigate risk with enhanced measures
- School benchmarking indicates schools are opening with precautions

LEVEL IV
Distance Learning

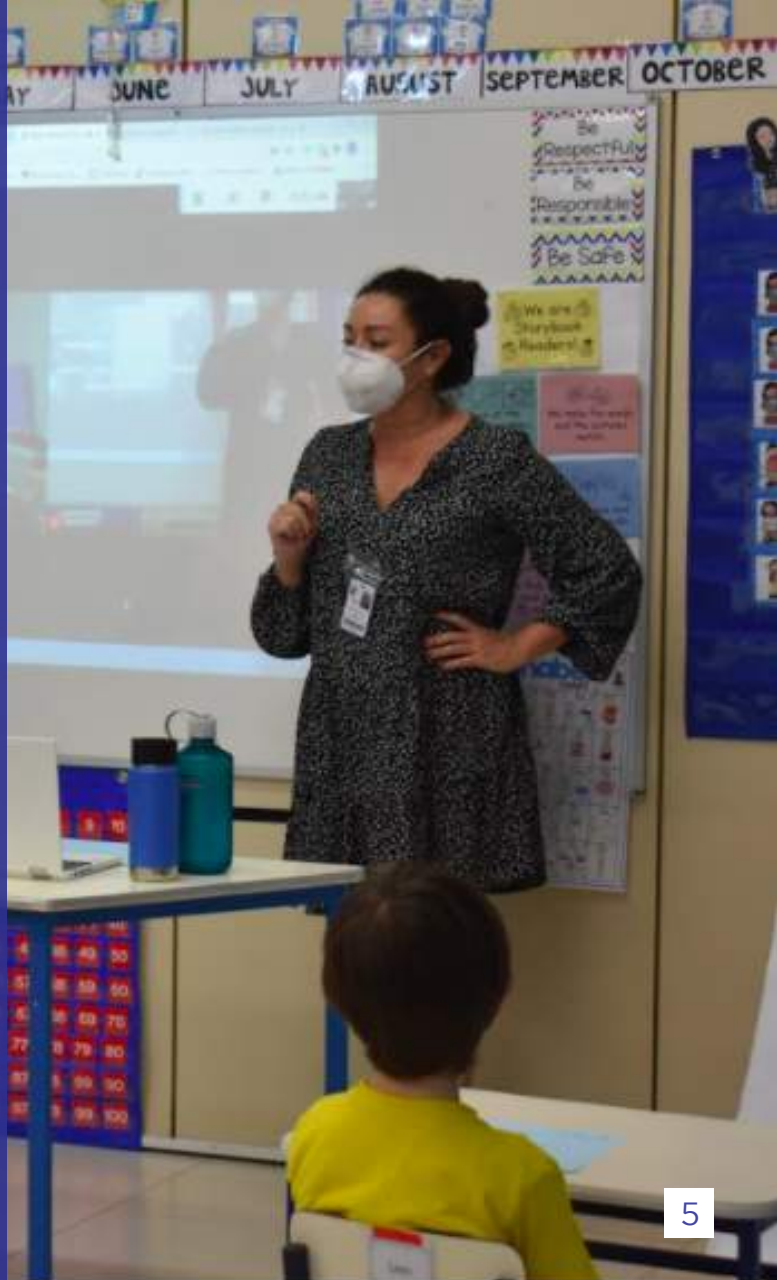
- State of Emergency or government request for schools to close
- CDC, WHO, authorities indicate high risk
- High degree of medical uncertainty
- Rising local infection rates and/ or remaining at concerning levels
- Known infections within EARJ
- EARJ not confident it can effectively mitigate risk and ensure safety
- Many schools closed campuses

RETURN TO CAMPUS

Level I Low Risk - Full Campus School
This is a traditional school experience with all students attending school in person five days a week.

Levels II & III Medium Risk - Hybrid School
A blend of face-to-face learning while leveraging digital experiences in ways that are integrated and planned as part of a coordinated whole. Our Hybrid School model allows us to relax or heighten on-campus health and safety procedures under a medium risk scenario*.

High Risk - Distance Learning
Our campuses are closed but school remains open through Distance Learning. Students attend school virtually.



ACCESS

EARJ is very much a community school, with the presence of parents on campus as an important element of our character.

In these challenging times, that freedom has to be more limited as we match risk with appropriate safety measures to protect all members of our community, while returning to campus in ways that are as safe as possible.

We look forward to being able to welcome all parents back to campus once the COVID-19 situation has abated. Until then, we ask for your support in limiting the number of adults on campus.

	Low Risk Level I	Medium Risk Level II & III	High Risk Level IV
Students	• Access permitted if without symptoms • 48-hour fever-free without medication.	• Access permitted if without symptoms • 48-hour fever-free without medication. • Students required to answer a health questionnaire prior to reopening.	• No access to campus allowed
Staff	• Access permitted if without symptoms • 48-hour fever-free without medication.	• Access permitted if without symptoms • 48-hour fever-free without medication. • Staff required to answer a health questionnaire prior to reopening.	• No campus access without HM Office authorization.
Parents	• Access permitted by appointment • If without symptoms and 48-hour fever-free without medication.	• Parents remain in the car during Drop Off & Dismissal. • Parent meetings will happen virtually. • No campus access without HM Office authorization.	• No access to campus allowed

CAMPUS REOPENING STATUS

The decision if students can attend classes on campus or not is made the EARJ Board of Directors, following recommendations from the Leadership Team. The Board communicates to parents and the Leadership Team prepares the routines accordingly.

If on campus learning is permitted, parents make a decision if their child/children will attend classes on campus or through distance learning.

The following pages describe what an on campus learning looks like, as well as what parallel distance learning looks like.

STAYING SAFE

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF:

• You have informed the school that your child will be attending classes via Parallel Distance Learning. Contact the office to change his/her status if you wish to move him/her to In-presence learning.

• He/She has **ANY** of the following symptoms:
- Body temperature of 37.5C or higher
- Extreme tiredness
- Loss of taste and smell
- Consistent dry cough
- Sore throat
- Two or more episodes of diarrhea
- Difficulty breathing

If in any case your child gets worse, please seek your doctor guidance or go to the hospital.

• In case he/she tested positive for COVID-19.

• Someone in your household has, or is suspected of having, COVID-19.

• In case he/she had close contact with someone with COVID-19. Close contact is defined as any individual who was within 2m of infected people for a total of 15 minutes without mask, coughing or sneezing even with a mask, or with who you've had any physical contact.

For any of the scenarios above, please immediately contact the School Offices. This is very important! If your child comes to school with any of those symptoms, he/she can transmit COVID-19 to a friend of a teacher. Even if the symptoms are mild, they may not be mild in another person. When in doubt about the symptoms, DON'T SEND YOUR CHILD TO SCHOOL, contact your family doctor for instructions and inform the school office.

STAYING SAFE

BEFORE LEAVING HOME

Please make sure your child brings the following items to school:

- MASKS
(required for all students in Kindergarten and above):
  - 3 masks to be used throughout the school day;
  - 2 plastic bags to keep the clean and the dirty masks separate;
  - Please avoid masks with any political or religious themes in keeping with the spirit of school dress code.

- WATER BOTTLE
  - No disposable cups are available on campus.

- SNACKS
  - Snack shacks are closed. Make sure to send individually wrapped snacks for recess time.

- PENCIL CASE
  - Plastic pencil case to be kept at school.

- PRESCHOOL
  - In addition to the materials above, Preschool students should bring an extra change of clothes in their backpack.

STAYING SAFE

We also encourage your child to bring the following item to school:

- HAND SANITIZER
  - Although we have hand sanitizers on campus, a personal hand sanitizer should always be kept in the backpack in case of need.

Please do not allow your child to bring the following items to school:

- Extra backpacks
- Stuffed animals
- Toys from home

ARRIVING ON CAMPUS

Here are the health measures to be taken before your child enters EARJ campus:

- MASKS
  - Masks are mandatory for all students from Kindergarten up, and must be worn from the moment of arrival on campus.

- TEMPERATURE CHECK
  - All students have their temperature checked while still in the car. It is not allowed to enter on campus with body temperature at 37.5C or higher;
  - Students who ride school buses/vans, have their temperature checked before getting on the bus.

- SANITIZER CARPETS
  - Shoes are to be cleaned on the carpet upon entrance.

- SANITIZE HANDS
  - Hands must be thoroughly sanitized before entering school each day and before moving within campus.

- IDENTIFICATION
  - Use of EARJ Student ID cards/keychains is necessary. Fingerprint ID is not available. Avoid touching the turnstiles.

LOWER SCHOOL LEARNING

We are committed to making sure that all students are supported in their learning, no matter where they may be on their learning journey.

At EARJ, teachers continually assess student learning throughout the school year. During Distance Learning, teachers used a variety of assessment strategies and tools to inform their online instruction and give consistent and appropriate feedback for continued growth. As we returned to campus, teachers are using these same practices both on campus and with Parallel Distance Learning (PDL) to add to the data they currently have on student learning. Teachers will share information about learning progress and next steps at the Parent Teacher Conferences. We remain committed to supporting students to build community, connection and confidence as they return to campus or continue to connect with peers through PDL.

LOWER SCHOOL ROUTINES

Family Groupings (Level II & III)
Students with siblings are grouped by family in the same morning or afternoon sessions. Additionally, students in the Lower School with Upper School siblings are automatically placed in the morning session to align schedules.

Student Movement
In order to minimize contact with others, there are limitations on student movement around campus. Lower School students are staying in their homeroom class for all lessons, with the exception of Physical Education. Students also have a daily outdoor break for recess.

LOWER SCHOOL ROUTINES

Arrival & Dismissal
Students walk directly to class upon arrival or to a predetermined location for teacher pick-up. Social distancing is maintained under supervision by EARJ staff at all times. For dismissal, students are socially distanced and escorted directly to the designated pick up location.

Classrooms & Learning Spaces
Classrooms are set up to create physical distancing appropriate to the risk level in operation. Students use and keep material in an individual materials box. Any material that is sent home should remain at home. Adjustments are being made in the use of school books to meet health regulations. Home reading is being done through online resources or books that families have at home. All classes are taught in student homerooms to minimize movement, including Art, Music and Portuguese. During PE classes students have the opportunity to be active outside while physically distancing and wearing masks.

Recess in Lower School
Students are provided with opportunities for recess and play daily. Appropriate physical distancing measures are in place during recess to keep students in their assigned groupings.

UPPER SCHOOL LEARNING

We are committed to making sure that all Upper School students are supported in their learning, no matter where they may be on their learning journey.

It is standard EARJ practice for our teachers to regularly assess where students are in their learning. This has been particularly important during distance learning and will still be a focus after the campus has been reopened.

Upper School students who continue to demonstrate gaps in learning are supported with individualized interventions and lessons focused on critical learning. Students who demonstrate a need for social/emotional support related to their chosen mode of learning are working with our guidance counselors, who work closely with families to coordinate individualized support.

UPPER SCHOOL ROUTINES

Campus Attendance
Upper School students attend on-campus learning on alternating days, with no more than 50% of each Grade level (designated to return) on campus each day. This means that 50% of students attend remotely on those days when they do not have on-campus attendance. The school has grouped students into family groups to ensure that students from the same family are scheduled to attend on-campus learning on the same alternating days.

UPPER SCHOOL ROUTINES

Arrival & Dismissal

Students must walk directly to class upon arrival and proceed to their first class to arrive on time, maintaining a physical distance of 2.0 meters at all times. At the end of the school day, all Upper School Students must continue to respect physical distancing rules during dismissal. Students are not be permitted to congregate together or loiter in common areas.

Student Movement

In order to minimize contact with others, the movement of students within the school has been limited as much as possible. Where possible, Upper School students remain in a single classroom and specialist teachers join the students in their designated classroom. Where this is not possible, students proceed to their classes following designated on-campus traffic patterns that have been designed to minimize interaction with others. Students do so while maintaining physical distancing.

Classrooms & Learning Spaces

Upper School classrooms are set up to allow for appropriate physical distancing with a maximum of 12 students in each class. Students are required to remain socially distanced from their classmates throughout the course of the lesson/day. Special health and hygiene arrangements have been designed for specialist learning spaces, such as Physical Education and Music. These have been shared with parents and students.

Upper School Break

Appropriate physical distancing measures are in place during breaks to limit the interactions of students beyond their classroom groups, and, in some cases, students have to remain in their classrooms during break rather than in a common break area.

PARALLEL DISTANCE LEARNING

Some families may choose not to return to campus and to enroll their children in Parallel Distance (PDL). Our PDL Program connects off-campus students with their on-campus peers in a blend of synchronous and asynchronous ways.

Please contact the Lower or Upper School Office for a copy of the Parallel Distance Learning guide.

PHYSICAL EDUCATION & ACTIVITIES

Students can expect to be physically active in scheduled PE classes while physical distancing and wearing masks. Exceptions may be made by the PE teacher based on informed professional judgment according to activity level, weather, and physical distancing within the activity and with respect to the school's health guidelines. PE is an important part of the student experience and our protocols provide us with a way to allow our students to be able to safely enjoy physical exercise and the learning that comes from participation in PE classes.

HEALTH MEASURES ON CAMPUS

Please see the individual measures expected to be taken by your child while on campus:

- USAGE OF MASKS:
  - They are mandatory during all times at school for all students as of Kindergarten up.

- HAND WASHING:
  - Knee activated sinks placed at the common areas to facilitate hand washing.

- HAND SANITIZERS:
  - There are hand sanitizer dispensers in every entrance, room, office, reception, cafeteria, hall, stairs and common areas.

- SIGNAGE ON CAMPUS:
  - Directional signs are to be followed;
  - Some benches have the signage “No sitting allowed” to guarantee social distance.

- SOCIAL DISTANCE:
  - Maintain appropriate distance (2m if possible).

- TOUCHING SURFACES SHOULD BE AVOIDED.

- PERSONAL ITEMS MUST NOT BE SHARED. THIS INCLUDES NO SHARING OF FOOD.

HEALTH MEASURES ON CAMPUS

Please see the health measures taken by the school:

- CIRCULATION FLOW:
  - There are signs to organize circulation on campus that must be respected.

- ROOM CAPACITY:
  - Classrooms and offices have a 50% maximum capacity of people allowed inside at the same time to respect social distance of 2m.

- HYGIENE KITS:
  - Offices and Classrooms will have hygiene kits containing hand sanitizer pumps, multiple 70% liquid alcohol, tissue paper, and paper towels which will be checked and replaced frequently by the cleaning staff.

- PROTECTION BARRIERS:
  - Office Secretaries have protection barriers on their desks;
  - Other protection barriers have been installed in appropriate locations.

- SEATING:
  - Students should not exchange seats in the classroom.

- CLEANING & DISINFECTING MEASURES:
  - Classrooms will be cleaned and disinfected twice a day;
  - All common area touchpoints will be disinfected daily;
  - Sanitization and disinfection against COVID 19 will be carried out through nano-nebulization in all school premises;
  - A disinfection is scheduled for the eve before classes restart.

HEALTH MEASURES ON CAMPUS

- AIR CIRCULATION:
  - Doors and windows will be kept opened, whenever possible;
  - AC units are only allowed on ventilation mode with doors and windows open;
  - Central Air Conditioner units can be used and are prepared to renew the air in the classroom;
  - Air and water quality control have been enhanced according to current legislation.

- WATER FOUNTAINS:
  - Water fountains have been replaced with more hygiene friendly units.

- CAMPUS VISITS:
  - Gávea and Barra campuses are closed to non-essential visitors;
  - Absolutely no visitors are allowed on campuses without the approval of the Headmaster's Office.

FOOD SERVICE

- There will be no Cafeteria Services for Lower School students;

- Snack shacks are closed; Snacks must be provided from home;

- External food deliveries are not permitted.

LEAVING CAMPUS

When your child leaves school, make sure he/she will:

- Keep the mask on (Kindergarten students and above);
- Wash his/her hands or use hand sanitizer;
- Avoids gathering;
- Keeps social distance - 2m;
- Does not share personal items.

Avoid agglomerations and ask your child to use masks all the time when leaving the house. We must continue to follow the golden rules for the duration of the pandemic, to avoid COVID spread in our families and at school.

ARRIVING AT HOME

In order to be safe at home:

- Shoes should be removed before entering home;
- Hands should be washed with lots of soap and water;
- Shower as soon as possible;
- Personal belongings are to be cleaned with 70% liquid alcohol (backpack, cell phone, wallet, bag, etc).

In case you have visitors, employees or services being rendered at your house, please make sure that you and the other people wear masks, wash hands frequently and maintain social distance in order to protect your family.

TRAVELING

In case you are planning to travel locally or abroad, please follow the preventive measures anywhere you go, especially the use of masks, washing hands and keeping social distance.

Plan your dates with extra time for eventual flight changes or cancellations.

There are no current recommendations from medical authorities regarding quarantine for travellers arriving in Brazil, but keep in mind that this situation may change depending on how the pandemic will develop in the next couple of months.

Check the 20/21 School Calendar on our Website for dates.

IN CASE YOUR CHILD ALREADY HAD COVID-19

There is no definitive answer yet about for how long immunity lasts, nor how effective it is, so please continue to follow the preventive measures to protect you children, your family and the school community.

In case your child feels any of the symptoms listed in this material, please follow the same procedures, despite the fact that he/she already had COVID-19.

IN CASE YOU ALREADY HAD COVID-19

In case you feel any of the symptoms listed above, please follow the same procedures.

CONTACT TRACING

Contact tracing includes the following steps:

• Case investigation: Health staff work with a diagnosed or confirmed positive case to help them recall everyone they have had close contact with during the time they may have been infectious.

• Contact tracing: Health staff begin contact tracing by notifying exposed people (first contacts) of their potential exposure as rapidly and sensitively as possible, not revealing the infected patient's identity.

• Contact support: First contacts are provided with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill.

• Self-quarantine: Depending on the level of contact, first contacts may be encouraged to stay home, monitor their health, and maintain social distance from others for some time and in case they also become ill. Not all contacts with a diagnosed or confirmed positive COVID-19 case are classified as first contact. Aspects such as use of mask, environment, ventilation, time of exposure and proximity, among others, are taken into account when determining if a person should be considered a first contact.

IN CASE A STUDENT IS TESTED COVID POSITIVE OR IS A SUSPECT CASE

EARJ will monitor students' health situation. The general process below outlines the steps through which COVID-19 confirmed or suspected cases are conducted. The EARJ health department in conjunction with an externally-hired medical professional consultancy are available to support and guide families in these circumstances.

Please note that, when a COVID-19 test is recommended by the medical professionals, the student may have to wait a few days to take the test at the most appropriate moment, when the test is more efficient (normally 5 days after first symptoms, but this may vary according to each student's situation). Negative PCR test results may be required before a confirmed or suspect case returns to school.

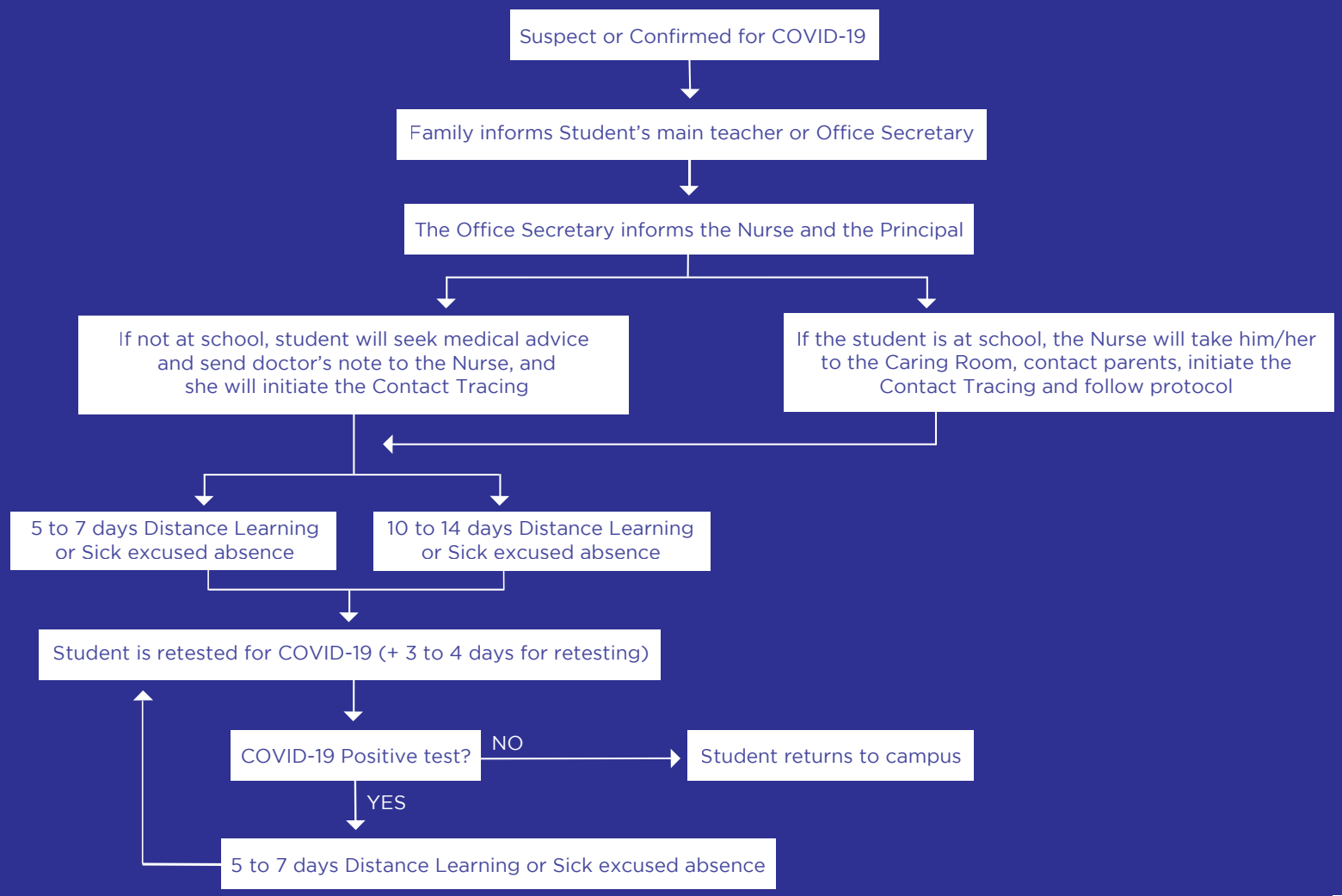
Upper School students will be required to present a negative PCR test result before returning to campus.

IN CASE A STUDENT IS TESTED COVID POSITIVE OR IS A SUSPECT CASE

In case a positive COVID-19 is detected at school, the actions listed on the flowchart will be taken and a section, a class or a grade level may be isolated or put in self-quarantine + PDL for up to 14 days. The infection response protocol considers several possible scenarios and the final decision is made by the EARJ Covid Evaluation Team, in consultation with our medical advisors.

The infection response scenarios combine various possibilities such as suspect or diagnosed case, symptomatic or asymptomatic, isolate or close pods, close extended pods or even consider a more widespread closure if necessary. In any case, the school will monitor the affected people and pods, and provide support to employees and students involved. Information will be immediately sent out to affected colleagues and parents with students in affected grades.

COVID FLOWCHART



COVID-19 VACCINE

Although some vaccines may have been approved by Brazlian authorities for emergency use in adults, there is no clear dependable plan for implementation yet. The School will be monitoring the situation and inform the community when the vaccination calendar is available. Please inform the school nurses in case you have been vaccinated against Covid-19 in another country.

Your health also depends on you.

If you have any questions, please contact the school nurses:
nursegavea@earj.com.br
+55 21 2125-9140
+55 21 2125-9023
nursebarra@earj.com.br
+55 21 3747-2011

Natália Caldas

Flavia Almeida

Mayra Wilbert

A special thank you for the PTA and the U.S. Consulate
for their contributions to the EARJ COVID-19 Mitigation Plan.