



2020-2021 COVID-19 SCHOOL PROTOCOL

REVISED MARCH 10, 2021

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DECISION MAKING PROCESS

The decision-making process to re-open our campus is based upon Puerto Rico Department of Health and CDC guidelines. The agencies provided schools with a set of criteria to determine the most appropriate course of action.

It is important to know that even though the school has its health and safety actions and ongoing monitoring protocols in place, campus reopening and closing depend on government orders. We continue to monitor the ongoing updates to the Executive Order and Governmental guidelines.

Important Update: On Friday, February 19, the government published guidelines for the reopening of Private Schools in Puerto Rico. Robinson will commence transitioning back to on-campus learning beginning March 8. Please carefully read the planning in this protocol for full details. Plan is subject to change.

SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY
NO



ALL
YES

Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY
NO

MEET
SAFEGUARDS
FIRST

ALL
YES

Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY
NO

MEET
SAFEGUARDS
FIRST

ALL
YES

OPEN AND
MONITOR



PRIOR TO RETURN

PRIOR TO RETURN TO SCHOOL SCHOOL ACTIONS

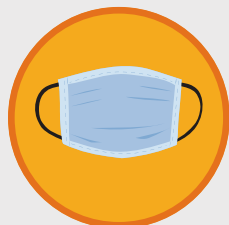
Robinson School plans to return for On-Campus instruction beginning on March 8, 2021, always in accordance with current governmental mandates and in following guidelines established by the CDC, Health Departments, and other authorities that provide for the health and well-being of every member of our community. Actions taken by the school in preparation for our return include, but are not limited to:

- Faculty and Staff Covid-19 training with OSHA consultant.
- Ongoing deep cleaning and disinfecting of all areas. Regular fogging of all campus areas, and cleaning of all air conditioners and filters.
- All staff receives ongoing training and provided orientation regarding new policies, procedures, and expectations for the academic year.
- All staff provided with the appropriate Personal Protective Equipment (PPE).
- Our infirmary is fully equipped with the appropriate resources and medical supplies.
- Screening and sanitizing stations installed at all Campus entrances, in addition to the already existing dispensers located in each classroom and common areas.
- Implementation of FEVER FREE health and temperature screening Application.

- Additional sinks have been strategically placed around campus for handwashing.
- Temperature/Health screening at each gate/campus entrance.
- Shoe sanitizing stations at each entrance.
- Hallways and walkway markings guiding the flow of foot traffic.
- Limited benches and seating in common areas around campus.
- Signage around campus with visual cues for the little ones.
- Plexiglass has been placed in offices and key areas.
- Purchase of barriers for better control of access and distancing will be located around campus.



- Zoning of campus to limit crossover between Divisions/Groups.
- Designated COVID Safety Officer will be assigned to monitor campus throughout the day during the first semester. He or she will be responsible for monitoring distancing, screening, and compliance of all safety and health protocol along with our Dean of Students.
- All classroom furniture has been set in consideration of social distancing guidelines
- Prior to reopening for students, all Robinson Faculty and Staff will participate in an in-service dedicated to the school's COVID-19 Health and Safety Plans and Protocols and school-wide strategies for the mitigation of the spread of any pathogens.





FACULTY & STAFF TRAINING

As a pillar of our commitment as a school of excellence, Robinson School prides itself on being a community dedicated to continued learning and growth. Faculty and staff continue with ongoing professional development in technology, instructional strategies, and hybrid instruction training and preparation that will allow the school to sustain its program of excellence and meet the needs of our community. Faculty and Staff continue their work in the following areas:

- Microsoft Office 365 for Education
- Canvas LMS
- Instructional Design
- Universal Design for Learning
- Blended and Distance Learning
- Inclusive and Accessible Education
- Landmark Outreach
- Assessment for Online Learning
- Faculty-Led Professional Development Workshops
- Self-selected Opportunities Across Subject Areas

The school remains committed to the ongoing support and professional development of our faculty and staff throughout the year.



COMMUNITY & FAMILY ACTIONS

Prior to the return to campus, and daily throughout the year, each family is required to self-assess (by submitting responses to a COVID-19 health screening using the Fever Free app administered by the School) and declare any known health and/or exposure issues that may affect the ability of each child and staff member to return safely to the classroom and school setting.

We ask that each family help us maintain a safe and healthy environment for the well-being of all by providing us with updates daily. Failure to complete the daily health screening may result in barring of access to campus.



COMPLETE FEVER FREE SCREENING DAILY BEFORE ARRIVING TO SCHOOL.

● Prepare your family for changes:

- **Important Notice:** If your child or any member of your household is experiencing ANY SYMPTOM related to COVID-19, DO NOT COME TO SCHOOL. Call the School Nurse for instructions and consult your health care provider. No exceptions.
- Purchase a digital thermometer and practice submitting your health check with FEVER FREE application.
- Review school protocols and Handbook with your child.
- Prepare to use personal student materials only in core classes. Specials and Elective classes will sanitize shared materials, sports equipment, etc., between use.
- Review arrival stations / drop-off / sanitizing protocols.
- Lost and Found – to avoid the accumulation of student personal items (gym bags, lunch boxes, school polos, etc.) that tend to accumulate in the Lost and Found, all items left unattended will be collected by the Dean of Students and held for one week for collection by the student or parent. After one week, all items will be donated or disposed of. **Please write your child's full name on any personal items taken to campus.**

● Frequent Health Screening Questions

These questions will be frequently asked by school personnel:

- In the past 14 days, have you experienced any cold or flu-like symptoms associated with Covid-19?
- In the past 14 days, have you come in contact with anyone who is Covid-19 positive or who is suspected to be Covid-19 positive?
- In the past 14 days, have you returned from any travel to locations outside of Puerto Rico? (For screening purposes, Culebra and Vieques are considered domestic travel)
- In the past 14 days, has anyone in your household returned from travel to locations outside of Puerto Rico?
- In the past 14 days, have you been in close contact with anyone who has returned from travel to locations outside of Puerto Rico during the last 14 days?
- Has anyone diagnosed with COVID 19 been cleared by a physician?

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

 Cough, shortness of breath or difficulty breathing		 Fever or chills	
 Muscle or body aches	 Vomiting or diarrhea	 New loss of taste or smell	

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

• Trouble breathing	• Inability to wake or stay awake
• Persistent pain or pressure in the chest	• Bluish lips or face
• New confusion	

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

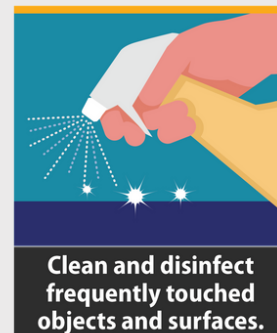
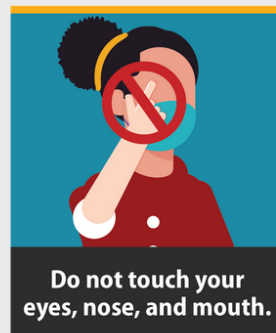


cdc.gov/coronavirus

11405-A 07/20/20

● Review and follow CDC guidelines with your child at home:

- Maintain social distancing at all times
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Practice using a face mask for extended periods of time.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Remind your child that sanitizing stations and sinks are available throughout campus for frequent hand washing.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CAMPUS ARRIVAL



CAMPUS ARRIVAL TIMES

The ongoing and evolving situation will require that the school maintain alert and implement strict campus access protocols for as long as the situation warrants. At this time, only staff and students will be permitted access to campus. Parents dropping students off must remain in their vehicles at all times.

- Students will be assigned to an attendance grouping (On-campus, Virtual, Hybrid Group 1, or Hybrid Group 2) and may attend only during assigned days.
- Students arriving at school without authorization will require immediate pick-up.



PRESCHOOL

7:40-8:00 AM

School begins at
8:00 am sharp

1st - 6th GRADE

7:30-7:50 AM

School begins at
7:50 am sharp

7th- 12th GRADE

7:40-8:00 AM

School begins at
8:00 am sharp

Thank you for your timely arrival to school during the established arrival windows. As students arrive on campus they are asked to proceed directly to their homeroom. Homerooms will be open to students beginning at 7:30 AM.

CAMPUS ACCESS FOR STUDENTS AND STAFF ONLY

EVERY CAR MUST HAVE STUDENT ID CARD VISIBLE DURING DROP-OFF AND PICK-UP.

BOARDING SCHOOL ENTRANCE

- Walk-in/Pedestrian entrance for staff parking at Valera, staff being dropped off, and staff walking to campus only.

TOSSA DEL MAR

- Walk-in/Pedestrian entrance for Toddler, Preschool and Elementary students only.

NAIRN ST.

- Walk-in/Pedestrian entrance for Middle and Upper School students only.
- Car gate will remain closed at all times.
- Entrance for Juniors and Seniors parking off campus.
- Valera Parking on Ave. Jose de Diego is not recommended for student parking.
- Please explore off-campus parking alternatives near the Nairn St. entrance.
- No faculty/staff pedestrian entrance from 7:30- 8:15 am.

SOUTH ENTRANCE PLACID COURT ST.

- Vehicle Drop-Off Entrance only.
- Toddler, Elementary and pre-authorized students with siblings in other divisions (for authorization inform the Division Head Office).
- Walk-in/Pedestrian gate closed for all students.
- Staff parking on campus.

GENERAL ENTRANCE RULES AND REQUIREMENTS

- Students are required to access campus through their assigned gate only.
- Complete Fever Free temperature and health screening. Present entry Badge before entering campus.
- Sanitizing stations will be available upon entering campus and/or vehicle exit point.
- Drop-off assistance will be available to greet elementary students at the vehicle.
- No one aside from student(s) may disembark/leave vehicle for any reason at any time.

TODDLER HOUSE

GENERAL ENTRANCE RULES AND REQUIREMENTS

- Complete Fever Free Screening. Present Fever Free Entry Badge.
- One parent/guardian may enter campus to drop off Toddler. Proceed directly to Toddler House. Exit campus immediately after drop-off.
- Teachers will receive Toddler at front entrance to Toddler House. Access inside for Toddler and Teacher/Staff only.



OTHERS



Congregating in common areas on campus is strictly prohibited. Assigned faculty and staff will monitor campus areas to ensure students move efficiently between campus spaces.



No scooters, bikes, rollerblades, etc. are permitted on campus at any time.

SCREENING MEASURES

1 TEMPERATURE



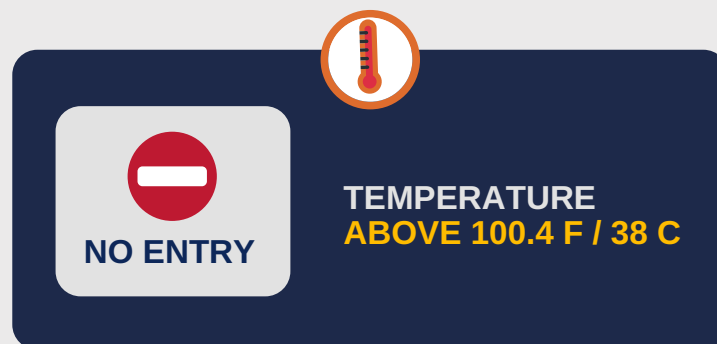
Fever Free Temperature and Health Screening

All students, faculty, and staff are required to complete the Fever Free temperature and health screening questions PRIOR TO arriving on campus. Present Entry Badge at the gate. Failed screening requires immediate 14-day quarantine. Follow instructions in the App. Temperature will also be checked at the gate.



Manual Temperature at Gate

Temperature checks are required for all faculty, staff, students, and anyone entering campus for any reason. Conducted using infrared thermometers by Robinson Safety Staff and Administration at each gate prior to entry to campus. Those with an elevated temperature (above 100.4 F/38 C) will not be permitted entry.



Please be advised, that if temperature screening results in an elevated temperature a second screening will be required prior to admission to campus. If any passenger in the vehicle is found to have an elevated temperature, campus access will be denied to all. Medical clearance from an authorized medical professional will be required in order to return to campus.



SCREENING MEASURES

2 DAILY STANDARDIZED SYMPTOM QUESTION

Daily standardized symptoms questions will be asked by Robinson personnel at the screening station. Verbal self-certification of the following question must be given by students, faculty, and staff:

Have you experienced in the past 14 days, or are you experiencing any of the following symptoms related to COVID-19?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Poor Appetite or Feeding (0-17 years old)
- Abdominal Pain (0-17 years old)
- Diarrhea

***If a student or employee responds affirmative to any of the questions, he/she will be asked to self-quarantine for 14 days.**

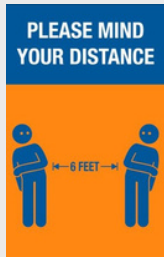
! Prescreened Faculty, Staff and Students with a complete Fever Free Entry Badge will not be asked screening questions at the gate.

3 OTHER SCREENING QUESTIONS

Anyone entering campus without a Fever Free badge will be required to verbally respond to a series of additional screening questions at the gate. Failing any screening questions will result in a bar from entrance to campus.

WHILE ON CAMPUS

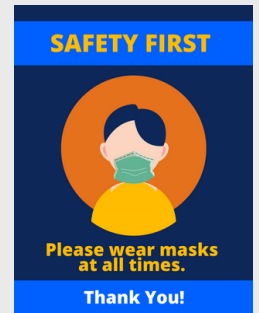
THE SCHOOL DAY GENERAL RULES AND REQUIREMENTS



Social Distancing: Students arriving on campus are expected to maintain social distancing at all times. Report to Homeroom immediately upon arrival. Follow all posted signs, markings, and instructions while on campus.

Mask Requirement: The use of a mask/PPE is required on campus at all times (Over 2 years old). If a child misplaces his/her mask or if it breaks, a mask will be provided, and parents will be charged for it.

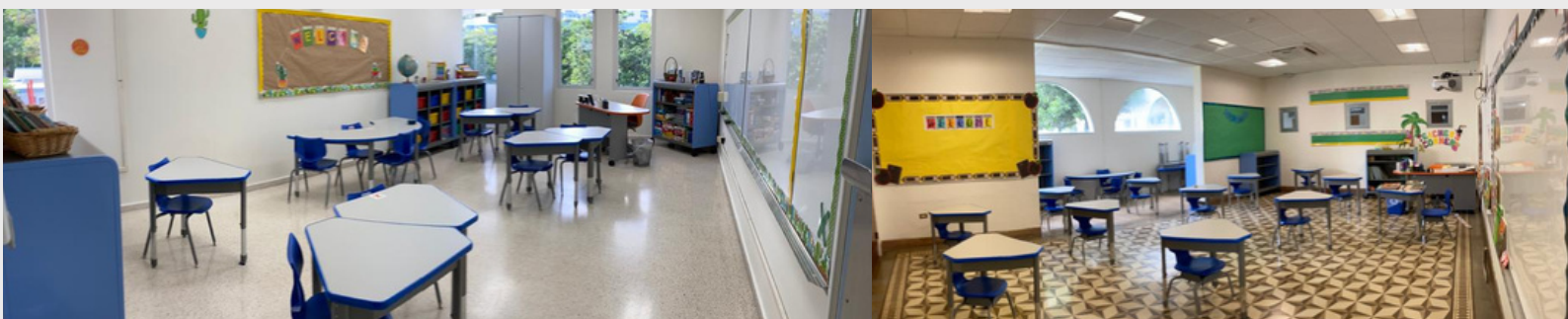
- Staff: Surgical or disposable required (or N95 by prior approval)
- Students: Surgical, disposable, or cloth masks required (minimum of 3 layers - cotton and cotton blend only)
- Face shields recommended. Does not replace mask-wearing requirement
- Face masks with valves or vents are not permitted



Restrooms: Maximum occupancy has been set for each bathroom, considering its size. Bathroom cleaning frequency will be increased at designated times during the day, with emphasis on disinfecting high-touch areas.

Bathroom Procedure: Stop, Knock, Look, Wait.

Class size: Class sizes will be limited, following CDC guidelines and in consideration of the classroom space being used.



THE SCHOOL DAY

GENERAL RULES AND REQUIREMENTS



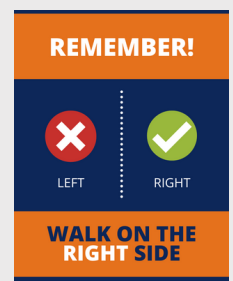
Personal Items: Each child must bring their own reusable water bottles.
New water refill stations are available throughout campus.
Remember to label all personal items.

- Students are to use their personal materials only throughout the school day. When not in use, personal materials should be stored in the student's personal storage bin, cubby, backpack, or locker. Access to lockers will be at a set time during the school day, divided by groups.
- Common use specialty equipment – all athletic, music, and art equipment will be sanitized before and after each use. Students will be required to wash their hands before and after the use of shared equipment.

Moving about campus: As required, certain hallways and stairwells are identified as one-directional only. Hallways have been divided by a centerline. All students, faculty and staff will walk on the right side of hallways and walkways when moving around campus.



No congregating on campus – faculty and staff will ensure students move about campus directly.



Attendance: All Robinson students are responsible for maintaining a consistent record of attendance in order to comply with expectations of the grade level. Students who miss school for any reason must monitor Canvas and communicate with teachers and Division Head Office to ensure they are complying with make-up of work and assessments. Any school absence should be accompanied by the appropriate written authorization from parent and/or physician, as required by the Student/Parent Handbook.

Robinson reserves the right to mandate virtual learning for the duration of the school year for any student who repeatedly violates any rule or guideline provided for in the COVID-19 Protocol.

THE SCHOOL DAY STUDENTS AND TEACHERS



ELEMENTARY & MIDDLE SCHOOL STUDENTS

Students will remain in their homeroom classroom throughout the school day, with teachers rotating between classrooms. In Middle School, exceptions will be made for Science labs that require a specialized learning space.

UPPER SCHOOL STUDENTS

Students will follow a rotating class schedule, with additional personal health and hygiene protocols followed.

PROCEDURES FOR ENTRY AND EXIT OF CLASSROOMS

- Teachers will receive students at the door to begin homeroom and each class period.
- Students should remain outside, maintaining a distance of six feet from each other, until instructed by the teacher to enter.
- Students will be required to sanitize hands and shoes upon entrance and exit of the classroom each time.
- After sanitizing their hands, students must go directly to their learning space.
- Surfaces and desks will be sanitized throughout the day.



MORNING SNACKS & RECESS

Morning snack and recess will not be conducted as in previous years. These will be held in the classroom or designated campus areas and playgrounds. A schedule has been prepared to allow opportunities for all students to enjoy the outdoors within distancing measures. Each space will be supervised by a teacher or staff member with a limited occupancy for each area.

Stop the spread of germs that can make you and others sick!



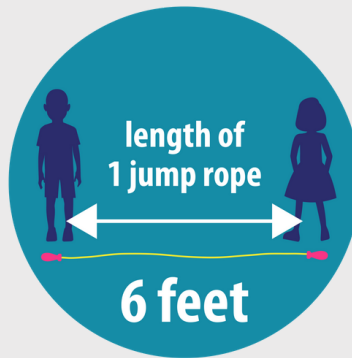
Wash your
hands often



Wear a cloth
face cover



Cover your coughs
and sneezes



Keep **6 feet** of space
between you and
your friends



CS 316683-A 04/30/2020

cdc.gov/coronavirus

THE RESPONSIBILITY IS SHARED!

SCHOOL MONITORING

DAILY HEALTH SCREENINGS

Health screening to any student or faculty/staff member may be conducted randomly throughout the school day at any time.



SUSPECTED CASES

ISOLATION

- If a student displays any of the symptoms of COVID-19 while at school, the school nurse will immediately transfer him/her to a designated isolation area.
- If a student is suspected of having been in contact with a confirmed Covid case, or any other circumstance described in the Covid questionnaire, isolation and quarantine will be required, pending contact tracing protocol and investigation by the Division Head Office and/or Health Services.
- Student's parents/guardian will be contacted and required to arrive on campus immediately to remove their child.

TESTING

- Parents will be asked to take their child to be evaluated by a physician.

NOTIFICATION

- Parents must promptly inform the Division Head of any recommendation or concern provided by the physician. Please know that this information will be handled confidentially.
 - ES Division Head: Mari Tere Larrieu – mlarrieu@robinsonschool.net
 - MS Division Head: Enid Camacho – ecamacho@robinsonschool.net
 - US Division Head: Luis Fortes – lfortes@robinsonschool.net
- If the student is positive for COVID-19, the school will immediately notify local health officials in compliance with privacy standards. These officials will help administrators determine a course of action for the school.

CONTACT TRACING

- If a positive case of COVID-19 is confirmed within our school community, contact tracing interviews will be conducted by the School nurse/administrative staff to identify any other potential close contacts, including students, teachers, staff, etc.
- Potential close contact may be shifted to remote work or remote school attendance, pending the outcome of contact tracing protocol.
- Potential close contacts will enter quarantine for 14 days, pending medical evaluation by a physician.
- As required by law, the School will submit all necessary COVID-19 data to the Department of Health for contact tracing.

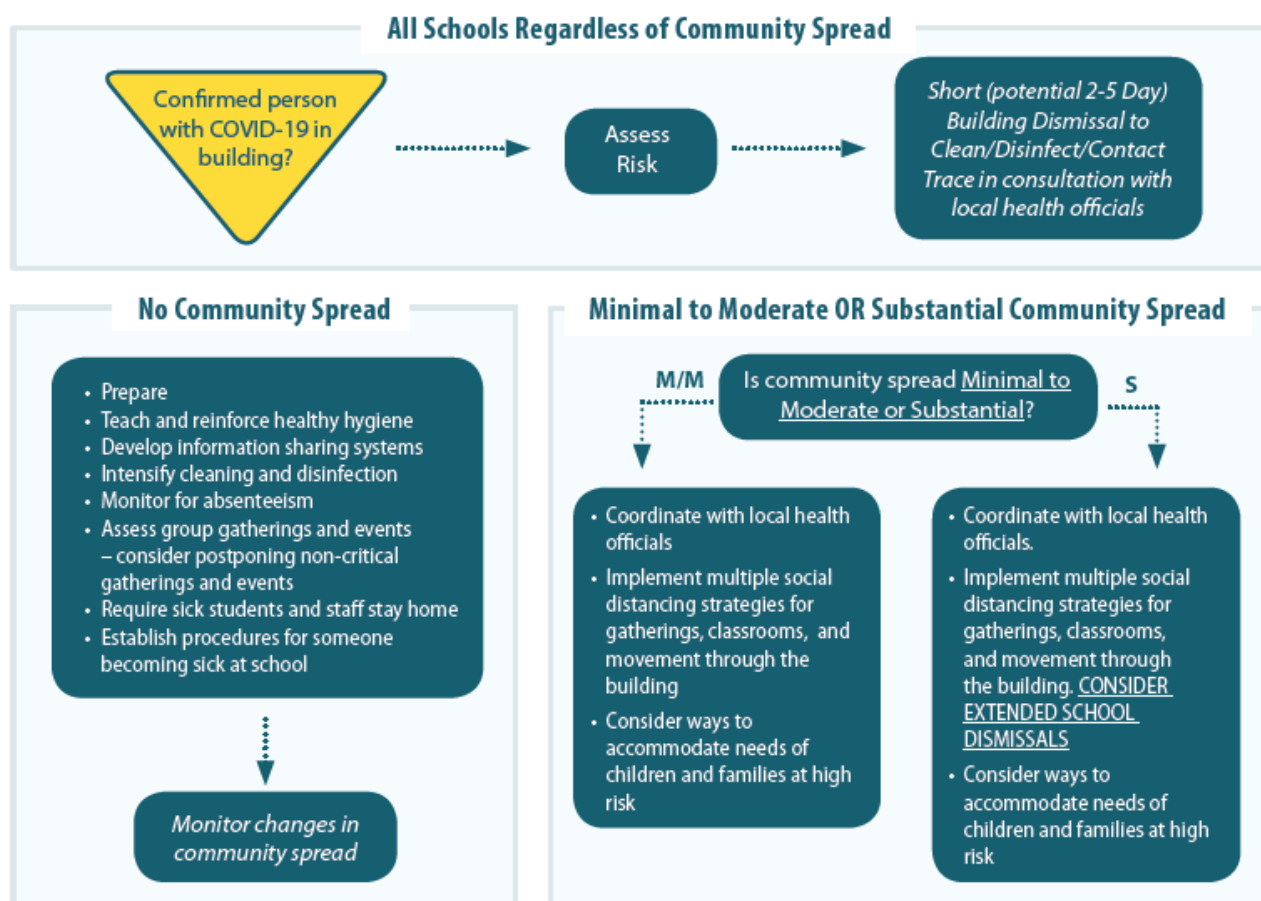
REINTEGRATION AFTER A POSITIVE COVID-19 TEST

- Any student, faculty or staff member who has tested positive for COVID-19 will need medical clearance, including two negative PCR test results prior to returning to campus.

RISK ASSESSMENT OF COMMUNITY SPREAD AND SUBSEQUENT ACTIONS

- In the event of a positive COVID-19 case, the school will employ the CDC-recommended “School Decision Tree” to assess the risk of community spread and determine subsequent actions.
- Prepare to shift to remote learning (2 - 14 days) when school closures or cohort dismissals occur in the event of a confirmed COVID-19 case among students or employees. Thorough cleaning and decontamination of facilities will be conducted.

School Decision Tree



DEPARTMENT OF HEALTH POLICIES GOVERNING SCHOOL OPENING AND CLOSING

- **Department of Health School Closures:** Please be advised – the Department of Health may close the school for any reason, partially or fully, at any time. Robinson will comply with all requirements of governmental agencies.
- **School Opening and Closing:** Robinson's ability to open/remain open is governed by the COVID-19 level of the island and municipality in which we are located. The Department of Health makes this determination. School may open, and remain open, as long as the island-wide and municipal COVID-19 level is **orange** or below.
 - If school begins a week in level **orange**, then becomes level **red**, the School may remain open until end of the week then must close the following week until level is updated.
 - The School may not reopen until municipal COVID-19 level lowers to the acceptable level.
 - Detailed information is available on the [Department of Health website](#).
- **Classroom Level Closure for Confirmed Cases:** If two (2) COVID-19 cases are confirmed in a classroom, students will be sent home immediately for virtual learning for 14 days. Enhanced cleaning and sanitizing will be conducted of all spaces.
- **Grade Level / Division Closure for Confirmed Cases:** More than two (2) confirmed COVID-19 cases in a grade level or division may result in partial or full school closure for the impacted groups, pending contact tracing. Students will be sent home immediately for virtual learning in 14 days. Enhanced cleaning and sanitizing will be conducted of all spaces.
- **School Closure for Confirmed Cases:** If two (2) outbreaks are confirmed in a school, the entire school will be closed. Students will be sent home immediately for virtual learning for 14 days. Enhanced cleaning and sanitizing will be conducted of all spaces.

DEPARTMENT OF HEALTH MANDATED COVID-19 TESTING:

COVID-19 Testing for Staff and Students: Mandatory, random Covid-19 testing will be conducted by the Department of Health for on-campus staff and students. The Department of Health may require family members and off-campus students submit to testing as well. Robinson will be assigned an Epidemiologist from the Department of Health who will conduct unannounced school visits to verify protocol compliance and conduct COVID-19 testing. All Staff is required to comply with testing requirements of the Department of Health. Any student selected for random testing who does not receive consent by parent/guardian to this testing while on campus may be moved to virtual learning for 14 days.

WHEN WILL THE ROBINSON SCHOOL COMMUNITY NEED TO STAY HOME?

1

TRAVEL

Students and employees who have traveled will be required to stay home and participate in virtual learning for 14 days. In the event that any student or employee has close contact with anyone who has traveled in the past 14 days, the employee or student must remain home and participate in virtual learning for 14 days.

2

EXPOSURE

Students and employees exposed to Covid-19 within the last two weeks but present no symptoms will be required to participate in virtual learning for 14 days.

3

SYMPTOMS

Students and employees who present any one symptom of fever, chills, sore throat, headache, congestion/runny nose, nausea, body aches, diarrhea, new cough, breathing difficulty, new loss of taste/smell, will be required to self-quarantine and contact the school nurse. Quarantine is required for ALL who present any symptom, regardless of Vaccination.

Please contact your Division Head (students) or Supervisor (employee) for further instructions.

4

DIAGNOSIS

Students and employees diagnosed with Covid-19 will be required to contact their Division Head (students) or Supervisor (employee) for further instructions.

5

COMMUNITY SPREAD

Robinson School will monitor and communicate cases within our community. We will follow all guidelines and instructions established by government agencies.

[CLICK HERE FOR COVID-19 TRAVEL ADDENDUM](#)

HOSPITAL CONNECTION

ASHFORD PRESBYTERIAN COMMUNITY HOSPITAL

Robinson School Administration and Nurse are working closely with the Ashford Presbyterian Community Hospital in support of our students, staff and families. In the event that any of our students or staff present any of the COVID-19 symptoms, the school nurse will contact the hospital for assistance.

The graphic illustrates the Ashford Card Fast Record Access System. It features a hand holding a smartphone displaying the Ashford Card app interface. The app screen shows the VAP (Very Appointed Patient) logo, the Ashford Card title, a QR code, and fields for NAME (JUAN DEL PUEBLO) and TYPE (PATIENT). To the left of the phone, a three-step process is outlined: 1. Solicita el servicio al momento de registro, 2. Recibe email con enlace de descarga (En un periodo de 48 horas), and 3. Accede al mismo desde tu wallet. Below the steps are buttons for 'Add to Apple Wallet' and 'Add to Passports Wallet'. At the bottom right, the phone number 787-721-2160 is displayed.

ASHFORD
CARD FAST RECORD ACCESS SYSTEM

EN TU TELÉFONO

Lleva tu Ashford Card contigo en todo momento y agiliza tu proceso de registro.

- 1**
Solicita el servicio al momento de registro
- 2**
Recibe email con enlace de descarga
(En un periodo de 48 horas)
- 3**
Accede al mismo desde tu wallet

Add to Apple Wallet Add to Passports Wallet

787-721-2160

INTERESTED PARENTS MUST FILL THE REGISTRATION FORM.

CERNIMIENTO Y MANEJO DE ESTUDIANTES | PERSONAL COLEGIO ROBINSON

PACIENTE VISITA LA ENFERMERÍA

**ENFERMERA EVALÚA A PTE.
PARA CRITERIOS DE COVID-19**

¿Tiene criterios COVID-19?

NO

**Enviar a Sala de Emergencias
llamando al 787-999-0219**

No, Criterio clínico de COVID-19

No, Criterio Epidemiológico

**UBICACIÓN DE PACIENTE EN
OBSERVACIÓN O FAST TRACK**

SÍ

**Criterio clínico
SOSPECHA COVID-19**

**-FIEBRE
-TOS
-DIFICULTAD
PARA RESPIRAR
-DOLOR ABDOMINAL
-DIARREAS
-CONJUNTIVITIS**

**Criterio
Epidemiológico COVID-19**

**Tener un factor de riesgo de 14 días antes del
inicio de los síntomas:**

1. Contacto directo de paciente con caso presuntivo o identificado de Coronavirus
2. Historial de viaje en los últimos 14 días

Se comunica a SALA DE EMERGENCIAS

PAT. PEDIÁTRICOS 787-721-2116 | ADULTOS 787-999-0219

SE ENVÍA A PACIENTE CON PROTECCIÓN

**Ubicación de paciente en habitación
de aislamiento o aislamiento**

Evaluación Médica

**Notificar inmediatamente a
Supervisor, Supervisor General y
Enfermera Epidemióloga**

**NOTIFICACIÓN AL DEPARTAMENTO DE SALUD
POR LA ENFERMERA EPIDEMIÓLOGA DEL HOSPITAL**

NOTA:

**Todos los pacientes serán
enviados a Sala de
Emergencias de acuerdo
a estos criterios.**

**Aplicación de Guía para Manejo y Control
de Coronavirus en facilidades de Salud.
Uso de guías de aislamiento por contacto
y por aires. Uso de equipo de protección
personal, respirador de partículas, bata
guantes, cubierta de ojos.**

END OF DAY

CONCLUSION OF THE SCHOOL DAY

AFTER SCHOOL ACTIVITIES, ATHLETICS, "CUIDO"

Until further notice, campus will close for all students at 3:30 PM. Campus will close and gates will close to all (students, faculty and staff) at 3:30 PM sharp to allow cleaning and sanitizing to occur. Please plan to pick up your children **promptly by 3:30 PM**. No "cuido" or on-campus after-school programs will be offered. Tutoring will be available virtually and should be coordinated directly with each teacher.

After two late pick-ups, students who are not picked up by the established time may be moved to the Virtual Attendance Group.

As Robinson is able to move into the next phases of reopening, these services will be reintroduced on campus.



PICK-UP TIMES & AREAS:

GRADES PPK - K	→	SOUTH ENTRANCE PLACID COURT ST. 2:30 PM
GRADES 1ST - 3RD	→	SOUTH ENTRANCE PLACID COURT ST. 2:40 PM
GRADES 4TH - 6TH	→	NAIRN ST. 2:40 PM
GRADES 7TH - 12TH	→	FRONT/REAR 3:25 PM

Families with questions regarding pick-up should contact Division Head Office.

Athletics competitions, games and tournaments will resume as determined by Robinson School Athletic Department and following the guidelines provided by the Puerto Rico High School Athletic Alliance (PRHSAA) and the Liga Atlética Mini de Escuelas Privadas de Puerto Rico (LAMEPI). Any questions related to athletics, please contact our Athletic Director, Alex Rivera – arivera@robinsonschool.net.

ACADEMICS

HYBRID AND ON-CAMPUS LEARNING SPRING 2021 SEMESTER

Robinson will resume on-campus learning beginning March 8. Once authorized to return to campus, in order to maintain group sizes small as an additional health and safety measure our initial phases of reopening will be through a Hybrid learning modality in grades 6-12*.

*Note - 4th and 5th grade may move to Hybrid Learning as re-opening progresses pending group size.

- Students in each **Hybrid** grade will be grouped into two cohorts - for example, 6Blue Group 1 and 6Blue Group 2. Groups will alternate between on-campus participation and virtual learning by week.
 - Week 1: Group 1 on-campus / Group 2 Virtual
 - Week 2: Group 1 Virtual / Group 2 On-campus
- **Virtual students** will follow the full academic schedule of their on-campus peers. All classes will be conducted as live video calls via Microsoft Teams. Virtual Students will connect with their teacher and in-class peers via Teams. Teachers may design asynchronous/guided learning activities and assessments as necessary to support their course but will be available to both in-class and virtual students simultaneously throughout the class period.
- All **Pathways students** and Pathways classes will meet fully on campus. Pathways students participating in classes outside of the Pathways Program will remain on campus at all times, and not rotate to virtual learning. Pathways students may elect to participate as virtual-only students. Requests to select the virtual-only option must be made to the Division Head.

Any student may select to participate as a virtual-only student by requesting to the Division Head office in writing. Permanent (through the end of the year) or temporary Virtual participation may be requested. Students requesting reentry to campus from temporary Virtual participation must submit the request to the Division Head in writing with at least one week's notice. Failure to submit appropriate notice may delay reentry authorization to campus.

All students in grades PPK-5th grade will participate on campus daily, with the option to select virtual learning.

Important Note - 2021-2022 School Year

The School continues to monitor the ongoing pandemic situation and is actively planning for the 2021-2022 school year. At this time, the School plans to offer on-campus and virtual attendance options to begin the 2021-2022 year. Prior to the end of the current school year, we will send a communication requesting attendance selections.

ACADEMICS

ACADEMIC PLAN 2021-22

CLICK ON YOUR CHILD'S DIVISION FOR DETAILED INFORMATION.

PLEASE CONSULT THE IMPORTANT DATES SECTION FOR A SCHEDULE OF VIRTUAL LEARNING STREAMING BREAKS DURING SEMESTER 2.



PRESCHOOL
(PPK-KINDER)



LOWER ELEMENTARY
(1ST-3RD GRADE)



UPPER ELEMENTARY
(4TH-6TH GRADE)



MIDDLE SCHOOL
(7TH-9TH GRADE)



UPPER SCHOOL
(10TH-12TH GRADE)



CONTINUITY OF LEARNING RESOURCES



Canvas LMS will serve as the school's primary access tool for academic courses, content and communication. Microsoft Teams, Microsoft Office 365 tools, and any others necessary to support instructional practices will serve as medium of instruction and method of communication for teaching and learning in this modality.

Authorized Use Notification: Content developed by the teachers and delivered during online instruction is property of the School. Students, parents and guardians are prohibited from recording, reproducing, distributing, photographing, creating screenshots, or in any way reproducing, distributing, or sharing images, videos, recordings, or photographs of content delivered by Robinson through virtual platforms without the School's written authorization.



VIRTUAL LEARNING MODALITY EXPECTATIONS

(Note: Continues to apply to students through end of year during Virtual learning)

STUDENTS STUDYING FROM HOME MUST:

- ✓ Use an appropriate study space conducive to learning where distractions are non-existent or are kept at a minimum
- ✓ Not work from their bed, as we should mimic the classroom setting as much as your space permits.
- ✓ Be on time, as with regular on-campus classes.
- ✓ Have access to his/her own device with video and audio capability.
- ✓ Have a reliable internet connection, as there will be live sessions in all divisions.
- ✓ Enable their cameras during live sessions and be clearly visible.
- ✓ Follow their class schedule as to when to log in for each live class.
- ✓ Have materials readily available to avoid interruptions.
- ✓ Monitor Teams and Outlook for on-going communications.
- ✓ Access Canvas daily for announcements and assessments. It is imperative that preschool and elementary school parents check Canvas daily for updates, assignments, and other communications.
- ✓ Comply with due dates for assignments and projects.
- ✓ Place microphone on mute when not actively speaking.
- ✓ Follow the dress code for virtual learning modality.
- ✓ Engage in all learning activities with academic honesty.
- ✓ Be kind, respectful and considerate at all times.
- ✓ Refrain from disrupting the class with inappropriate behavior or distracting peers.
- ✓ Adhere to the Student and Parent Handbook norms and policies and classroom Essential Agreements.
- ✓ Please restrain from helping students respond to a question, as the teacher must evaluate if reteaching is necessary.
- ✓ If a student must be absent due to illness, etc., please send the teacher an email in that regard. Please be reminded that attendance is important, even in a virtual setting.

DEAN OF STUDENTS PROTOCOL FOR VIRTUAL LEARNING EXPECTATIONS

- 1st Teacher Warning
- 2nd Teacher Warning
- 3rd Teacher referral to Dean of Student. Dean of Student intervenes with student*
- 4th Notice of Concern to Parent from Teacher cc Dean Of Students. *
- 5th Notice of Concern to Parent/Parent Conference with Dean of Student. *
- 6th Meet with Division Head. *

* Disciplinary consequence possible as described in Student Handbook.

CAFETERIA

CAFETERIA SERVICES OFFERED

The Cafeteria will offer services during the school year, but with modifications to meet the needs of the current public health situation. No breakfast service will be offered; however, snacks and lunch will be available for pre-order and pre-pay only on a limited menu each week.

- Snack and Lunch will be delivered to and eaten in homeroom/classroom or designated campus areas only. No senior lunch privileges until further notice.
- If bringing snacks or lunch from home, no microwave access will be available for students. Food items should be sent in thermoses or insulated containers. Please plan accordingly.
- Eating during class sessions outside of established meal and snack times is not permitted.
- Cafeteria personnel will wear personal protective equipment at all times and adhere to strict safety and hygiene protocols.

See letter with details related to the [Cafeteria operations provided by Quality Foods](#).



OTHERS



IMMUNE COMPROMISED STUDENTS

- The school will provide virtual learning options for high-risk students, which may include asynchronous and synchronous support. Communicate any such individual circumstance to the Division Head Office.



IMMUNE COMPROMISED STAFF

- Immune-compromised faculty and staff may work from home during the public health situation, as defined by the school, if possible, and within reason, if their job can be done virtually without impacting the essential functions of their role and school. Faculty and staff must present an official assessment of compromised immunity from a licensed physician.



SUPPORT SERVICES

- The socio-emotional wellness of each of our students and families during this time remains a priority for our school, and as such, our Support Team, School Psychologist, Dean of Students, Counselor, and Chaplain will be available to provide support.
- Students requesting or requiring accommodations, please contact your Division Head to coordinate on an individual basis. Robinson School will continue to offer reasonable accommodations, as necessary in response to the individual needs of students.

Who to contact?

Psychologist: Esther M. Pérez - eperez@robinsonschool.net

Dean of Students: Myrna Martínez - mmartinez@robinsonschool.net

College Counselor: Beatriz Guzmán - bguzman@robinsonschool.net

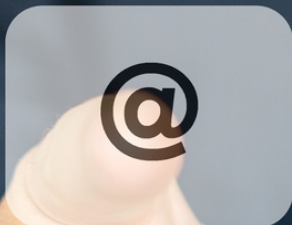
Chaplain: Charlotte Maltés - cmaltes@robinsonschool.net





TECHNOLOGY

- Ed-tech tools that will be used to manage classrooms and learning activities:
 - Canvas LMS will serve as the school's primary access tool for academic courses, content and communication.
 - Microsoft Teams, Microsoft Office 365 tools, and any others necessary to support instructional practices will serve as medium of instruction and method of communication for teaching and learning in this modality.
- Who to contact in case technical assistance is needed?
 - IT Director
 - Emmanuel Bonilla - ebonilla@robinsonschool.net
 - Educational Technology Coordinator
 - Vilmarie Torres - vtorres@robinsonschool.net



COMMUNICATION

- Official channels of communication
 - The Robinson School App will serve as the official means of school-wide communications regarding school planning updates, emergency announcements, or other related needs. Please download the App to your device and enable push notifications to stay up to date.
 - Robinson School email continues to be the primary method to communicate directly with teachers and school staff.
 - All meetings between parents and teachers/staff will be conducted using Microsoft Teams. Please contact your Division Office to schedule.
 - Canvas LMS, integrating Microsoft Office 365 tools, will be the primary means of managing classrooms and learning activities, communicating class information, and grade books.



DIRECTORY

WHO TO CONTACT?

Elementary School

- Administrative Assistant
Glorybell Vega – gvega@robinsonschool.net
- Division Head / Pathways Supervisor
Mari Tere Larrieu – mlarrieu@robinsonschool.net
- Early Childhood Coordinator
María De Jesús – mdejesus@robinsonschool.net

Middle School

- Administrative Assistant / Registrar
Karen Colón – kcolon@robinsonschool.net
- Division Head
Enid Camacho – ecamacho@robinsonschool.net

Upper School

- Administrative Assistant
Lourdes Sepúlveda – lsepulveda@robinsonschool.net
- Division Head
Luis Fortes – lfortes@robinsonschool.net

IB Coordinators

- Primary Years Program (PYP)
Enid Camacho – ecamacho@robinsonschool.net
- Middle Years Program (MYP)
Carine Poinson – cpoinson@robinsonschool.net
- Diploma Program (DP)
Yesenia Ramos – yramos@robinsonschool.net



DIRECTORY

WHO TO CONTACT?

Students Services

- Athletic Director
Alex Rivera – arivera@robinsonschool.net
- Dean of Students (1st-12th)
Myrna Martínez – mmartinez@robinsonschool.net
- US College Counselor
Beatriz Guzmán – bguzman@robinsonschool.net
- Health Services
Elizabeth “Titi” Barreto – ebarreto@robinsonschool.net
- Psychologist
Esther M. Pérez – eperez@robinsonschool.net
- Chaplain
Charlotte Maltés – cmaltes@robinsonschool.net

Upper Administration

- Executive Administrative Assistant
Diabel Segarra – dsegarra@robinsonschool.net
- Head of School
Cindy Ogg – cogg@robinsonschool.net
- Academic Dean
Thomas Novak – tnovak@robinsonschool.net
- Operations & Business Manager
Jannette Santiago – jsantiago@robinsonschool.net



NON-ACADEMIC COMMUNITY ACTIVITIES

- Activities such as school and community events, fundraisers, after-school programs, etc. will commence during future phases of school reopening, emphasizing those essential to school functions, grade levels, and that support student and academic programs. Communications will be shared prior to the roll-out of these activities.



HANDBOOK & POLICY UPDATES

- Please consult the Student/Parent Handbook for complete student policies.



DRESS CODE

- Students may wear casual day-approved pants, jeans, or knee-length Bermuda shorts with any Robinson shirt (polo, all-occasion, etc.) in place of their school uniform.
- Refer to page 11 of the Student Handbook for Casual Day Dress Code requirements.



PAYMENTS & BILLING

- Contactless payments to the school should be made via the Robinson School App.
- Any questions or concerns, please contact Ivonne Martin, Accounts Receivable, at imartin@robinsonschool.net

IMPORTANT DATES

Be advised that while we consider this the School's official plan, we reserve the right to make modifications at any time based on governmental regulations or in consideration of the health and safety of our community. We will continue to monitor our efforts and communicate changes, as necessary.

March 2021

Mon	Tue	Wed	Thu	Fri
1 Streaming Break – AM	2	3 PPK-PK: All on campus K-12: Virtual Learning	4 Fever Free App Launch – All Students	5
8 PPK-PK: All on campus K: On campus learning begins 1-12: Virtual Learning	9 Streaming Break – PM (Grades 1-12)	10 PPK-K: All on campus 1-3: On campus learning begins PW 2-3: On campus learning begins 4-12: Virtual Learning	11	12 End of 3rd quarter
15 PPK-3: All on campus 4-5: On-campus begins 6-8: On campus begins; Hybrid G1 on campus, G2 virtual PW 2-3: On campus PW 4-8: On-campus begins 9-11: Virtual Learning 12: G1 On Campus, G2 Virtual PW 12: All on campus	16	17 PW 9-11: On campus learning begins	18	19
		Week of 3/15: Group 1 campus, Group 2 virtual		
22 PPK-5: All on-campus 6-8: Hybrid G2 on campus, G1 virtual PW 2-12: All On-campus 9-11: Virtual Learning 12: G2 On Campus, G1 Virtual	23	24	25	26 Emancipation Day Observed – School Closed
		Week of 3/22: Group 2 campus, Group 1 virtual		
29 Spring Break - School Closed	30 Spring Break - School Closed	31 Spring Break - School Closed		

IMPORTANT DATES

Be advised that while we consider this the School's official plan, we reserve the right to make modifications at any time based on governmental regulations or in consideration of the health and safety of our community. We will continue to monitor our efforts and communicate changes, as necessary.

April 2021

Mon	Tue	Wed	Thu	Fri
			1 Spring Break - School Closed	2 Spring Break - School Closed
5 In-service Day Faculty/Staff: No school for students	6 PPK-5: All on campus 6-8, 12: Hybrid G1 on campus, G2 virtual PW 2-12: All on campus 9-10: On-campus begins; G1 on campus, G2 virtual 11: Virtual Learning	7	8	9
		Week of 4/5: Group 1 campus, Group 2 virtual		
12 PPK-5: All on campus 6-10, 12: Hybrid G2 on campus, G1 virtual PW 2-12: All on campus 11: On-campus begins; G2 on campus, G1 virtual	13	14	15	16
		Week of 4/12: Group 2 campus, Group 1 virtual		
19 PPK-5: All on-campus PW: All On-campus 6-12: Hybrid G1 on campus, G2 virtual	20	21	22	23 PTSC Virtual Conferences - No school for students
		Week of 4/19: Group 1 campus, Group 2 virtual		
26 PPK-5: All on-campus PW: All On-campus 6-12: Hybrid G2 on campus, G1 virtual	27	28	29	30
		Week of 4/26: Group 2 campus, Group 1 virtual		

IMPORTANT DATES

Be advised that while we consider this the School's official plan, we reserve the right to make modifications at any time based on governmental regulations or in consideration of the health and safety of our community. We will continue to monitor our efforts and communicate changes, as necessary.

May 2021

Mon	Tue	Wed	Thu	Fri
3 PPK-5: All on-campus PW: All On-campus 6-12: Hybrid G1 on campus, G2 virtual <i>Seniors' Finals (all on campus, schedule to be provided)</i>	4 <i>Seniors' Finals (all on campus, schedule to be provided)</i>	5 <i>Seniors' Finals (all on campus, schedule to be provided)</i>	6	7 Teacher's Day - No school for students
Week of 5/3: Group 1 campus, Group 2 virtual				
10 PPK-5: All on-campus PW: All On-campus 6-12: Hybrid G2 on campus, G1 virtual	11	12	13	14
Week of 5/10: Group 2 campus, Group 1 virtual				
17 Middle/Upper Virtual Final Assessments PPK-5: All on campus 6: G1 on campus, G2 virtual PW 2-6: All on campus	18 Middle/Upper Virtual Final Assessments PPK-5: All on campus 6: G1 on campus, G2 virtual PW 2-6: All on campus	19 Middle/Upper Virtual Final Assessments PPK-5: All on campus 6: G2 on campus, G1 virtual PW 2-6: All on campus	20 Middle/Upper Virtual Final Assessments PPK-5: All on campus 6: G2 on campus, G1 virtual PW 2-6: All on campus	21 Last Day of School for Students Middle/Upper Virtual Final Assessments PPK-5: All on campus 6: All virtual PW 2-5: On Campus PW 6: All Virtual
24	25	26	27	28
Faculty/Staff In-service				
31				



APPENDIX

CLICK ON THE TITLES BELOW FOR MORE INFORMATION.



[QUESTIONS AND ANSWERS](#)



[RE-ENTRY CHECKLIST FOR PARENTS AND STUDENTS](#)



[FEVER FREE APP](#)



[LETTER FROM QUALITY FOODS](#)



[REGISTRATION FORM](#)



[GUIDANCE FROM THE CDC: HOW TO PROTECT YOURSELF & OTHERS](#)