



COVID-19 COMMUNITY RESPONSE HANDBOOK



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INTRODUCTION

Keeping our community healthy, safe, and learning is the primary intent of all our actions. As such, Shanghai Community International School is pleased to share with you our updated COVID-19 Community Response Plan Handbook. This handbook is designed to provide community members with reassurance that SCIS is committed to creating learning environments that protect the health and safety of students, faculty, staff, and the community at large. In addition, our aim is to ensure the implementation of best practices surrounding safety, security, wellness, and curricular implementation whether students are engaged in on-campus or online learning. In order to do this, we will need to work in partnership (parents, faculty, staff, students, and local authorities) to support each other and take all actions necessary to uphold the guidelines set forth in this handbook, and ensure the “C” in SCIS remains stronger than ever before.

GUIDING PRINCIPLES

- Prioritize the health, safety and wellbeing of students, faculty and staff.
- Ensure hygiene and health-related policies are research-based, aligned to SEC guidelines, clearly communicated, effectively implemented, and diligently enforced.
- Maintain the implementation of on-campus, face-to-face learning as we believe it is the most effective and developmentally appropriate instructional model for students of every age.
- Promote practices and policies to reduce the risk of virus transmission and support our capacity to be responsive when facing changing health circumstances.
- Ensure policies, procedures and decision-making processes are in alignment with the SCIS Mission, Schoolwide Learner Outcomes and Strategic Plan.



SCIS MISSION

To develop inquiring, knowledgeable and caring learners who contribute positively to their communities.

SCIS SCHOOLWIDE LEARNER OUTCOMES

SCIS students are **Innovative Thinkers** who:



- Think critically and creatively
- Apply learning to real-life situations
- Show flexibility in analyzing and evaluating resources, strategies, and perspectives

Approaches to Learning: Thinking Skills
IB Learner Profile: Thinkers

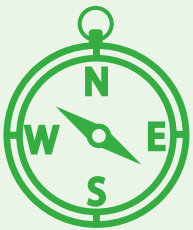
SCIS students are **Knowledgeable Inquirers** who:



- Ask questions and seek answers as a result of intrinsic motivation and curiosity
- Seek factual and conceptual connections
- Determine bias and perspective
- Acknowledge challenges and actively develop solutions

Approaches to Learning: Research Skills
IB Learner Profile: Inquirers, Knowledgeable

SCIS students are **Self-Directed Learners** who:



- Act with integrity
- Maintain an active, balanced, and healthy lifestyle
- Embrace new opportunities and challenges
- Reflect for self-improvement

Approaches to Learning: Self-Management Skills
IB Learner Profile: Balanced, Principled, Risk-Taker, Reflective

SCIS students are **Positive Contributors** who:



- Initiate action to impact their communities
- Nurture caring and collaborative relationships
- Communicate with others effectively and respectfully

Approaches to Learning: Social Skills & Communication Skills
IB Learner Profile: Caring, Open-Minded, Communicators



COMMUNITY PARTNERSHIP

- We are all in this together. Therefore, we will need to rely on parents to assist. Reinforcing the same messages and protocols at home that we are enforcing at school when possible.
- Help children come to terms with a new normal, which might involve a curtailment of some of the freedoms they have previously enjoyed.
- Respect the boundaries, we may need to impose regarding parental and community access to our campus, as well as student interaction with greater community (e.g. field trips, China Go Trips, conferences, after school activities, etc.).
- Work with us as we try to preserve the strong foundation of the SCIS community while finding creative solutions to how we can deliver the best learning environment during difficult and evolving circumstances.

LEARNING MODELS



At the core of our learning program is maintaining a commitment to student development and educational excellence through our curriculum, educational philosophy, and school mission; however, it is important for all constituencies to acknowledge that the learning experiences, social interactions, and student assessment we design when school is in regular session cannot be simply replicated when students are learning online. As a school, we value being together as a community, and believe that physical face-to-face interactions between teachers and students are the ideal learning environment. We recognize that some students may not be able to return to campus at the start of the new school year or will need to self-isolate at some time during the school year.

As such, and in anticipation of evolving and ongoing challenges with the COVID-19 pandemic, as well as the fact that we seek to meet the needs of all SCIS students regardless of their location, SCIS has identified three models of learning that we will employ that will allow us to ensure continuous, engaging, and meaningful learning. On-campus and online learning will be influenced by current health and safety guidelines, as well as government regulations.

On-Campus Learning: SCIS will implement regular on-campus learning as the usual form of instruction throughout the school year. Students will attend school five days a week. Learning that happens off campus is primarily in the form of homework or school-related projects. Preventative hygiene policies are implemented in combination with our health and safety guidelines. The risk of exposure to the virus that causes COVID-19 is considered low enough that greater student density on buses, in classrooms, and in other shared facilities is appropriate.



Blended Learning: SCIS will implement a blended learning model for community members who are unable to return to on-campus learning on the SCIS campuses. This model combines On Campus Learning with Virtual Learning to ensure a continuity of learning. A blended model provides face-to-face learning opportunities, while leveraging available digital resources whether students are on or off campus.

Virtual Learning: SCIS will implement a virtual learning model during single-day or extended periods of school closure. Students will attend school virtually through synchronous and asynchronous lessons*, activities, and projects. The Virtual Learning program will remain focused on students' cognitive, physical and social-emotional development. Students will have both off- and on-screen learning activities that emphasize interaction and creativity and engage students in experiences that connect to current curriculum. These learning experiences will require some technology and minimal specialized materials. Students will collaborate online but not with the same frequency as with on campus learning. The goal of SCIS virtual instruction is to ensure a continuity of learning. SCIS will use online learning platforms in partnership with parents to promote student learning.

Learning Communication Platforms: Each division has adopted a primary communication

platform. From this platform, students and parents are kept up to date with learning requirements, provided additional resources, and given the opportunity to maintain a strong synchronous and asynchronous connection to their classroom and the school community.

- All Grades: Microsoft Teams
- Grades N-5: Seesaw
- Grades 6-12: ManageBac, Office 365 Platforms

Learning Definitions:*

- Synchronous Learning: A general term used to describe forms of education, instruction, and learning that occurs at the same time, but not in the same place. During periods of synchronous learning students learn in real time from teachers or peers. For example, video conferences, interactive webinars, chat-based online discussions, and live lessons or learning sessions would all be considered forms of synchronous learning.
- Asynchronous Learning: A general term used to describe instruction and learning that occurs at different times, while teachers and students are also in different places. For example, prerecorded video lessons, email exchanges between teachers and students, online discussion boards, and course-management systems that organize instructional materials and related correspondence would all be considered forms of asynchronous learning.



WELLNESS

At SCIS, we believe that a feeling of emotional safety and security is an essential foundation for successful learning and academic performance. We recognize the importance of a robust social and emotional response plan for the school community and have developed a comprehensive and multi-layered plan to address the needs of students, faculty and parents. The plan is flexible to meet the needs of a variety of stakeholders and designed to be responsive to individual needs (including both faculty and students in and out of Shanghai). This plan is also designed to meet the requirements of the Shanghai Education Commission to address the psychological needs of our school community.

The plan contains general system agreements designed to support social and emotional health in our school community. These agreements are based on best professional practices in the areas of psychological health and social and emotional instruction. Within each of the SCIS divisions, these agreements are to be implemented by divisional teams, led by school counselors or support staff.

Based on the system agreements, divisional teams will create the most appropriate practices and procedures based on knowledge of their division, unique student populations and developmental needs. Implementation, monitoring and modification of the plan will be data driven including stakeholder rating, surveys, and informal data collection.

The plan is based on the Psychological First Aid for Schools (PFA-S model created by The National Child Traumatic Stress Network. "Psychological First Aid for Schools (PFA-S) is an evidence-informed intervention model to assist students, families, school personnel, and school partners in the immediate aftermath of an emergency. "PFA-S assumes that students and staff members may experience a broad range of early reactions (e.g., physical, cognitive, psychological, behavioral, spiritual) following an emergency. Some of these reactions can cause distress that interferes with adaptive coping, but support from informed, compassionate, and caring professionals can help students and staff members recover from these reactions." (Psychological First Aid for Schools: Field Operations Guide, 2009).

Core Actions and Goals of the PFA for Schools

1. Contact/Engagement

GOAL: To initiate contacts or to respond to contacts by student and staff in a non-intrusive, compassionate, and helpful manner

2. Safety/Comfort

GOAL: To enhance immediate and ongoing safety, and provide physical comfort

3. Stabilization (if needed)

GOAL: To calm and orient emotionally overwhelmed or disoriented students and staff

4. Information gathering

GOAL: To identify immediate needs and concerns, gather additional information, and tailor Psychological First Aid for Schools interventions to meet these needs.

5. Practical assistance

GOAL: To offer practical help to students and staff in addressing immediate needs and concerns

6. Connection with social supports

GOAL: To help establish brief or ongoing contacts with primary support persons or other sources of support, including family, friends, teachers, and other school and/or community resources

7. Information on coping

GOAL: To provide information about stress reactions and coping to reduce distress and promote adaptive functioning

8. Linkage with collaborative services

GOAL: To link students and staff with available services needed at the time or in the future

HEALTH AND SAFETY PROCEDURES

In alignment with our guiding principles, our highest priority is the health and safety of each and every member of our community. We are committed to making SCIS a safe space to learn and to work for all community members. In order to do so, we have developed a detailed plan, based on regulations from the Shanghai Education Commission (SEC) and related authorities. Health and safety procedures can change based on updates by the SEC and local government requirements, please see the campus webpages for most recent information. ([Hongqiao ECE Campus](#), [Hongqiao Main Campus](#), [Pudong Campus](#))

Quarantine Requirements Met

Before returning to campus, all students and immediate family members must have been in Shanghai for at least 14 days and have met all 14-day quarantine requirements. SCIS community members are advised to avoid travel to medium and high-risk regions, please refer to the campus websites for the most current information. If travel to these areas is required, the Shanghai Municipal Government has specific requirements upon to return to Shanghai. Please contact your child's divisional staff or website for current requirements.

As a reminder, SCIS community members that are returning from outside of Mainland China, including Hong Kong, Macau and Taiwan are required to meet the above requirements.

Note: A student or household family member's travel outside of China or to a medium or high-risk region in China, may temporarily affect a student's eligibility to return to campus.

Online Temperature Record – to be completed prior to starting school

Parents will be required to complete and submit an online survey for each child before the student is permitted to return to school. This survey will be used to record a student's temperature for 5 consecutive calendar days before their return to campus.

Items required to enter school campus or board the school bus:

1. SCIS Daily Student Health Card
2. Green Shanghai QR Code
3. Mask

SCIS Daily Student Health Card

- Parents or caregivers must take their child's temperature daily, complete the paper health card, and send it to school with their child each day.
- Students with temperatures of 37.3 Celsius or above must stay home and follow the fever procedures prior to returning to campus stay home.
- Students may not enter the bus (bus riders) or campus (walkers/bike riders) without a health card. This health card will be checked by school staff.
- SCIS staff will check for unsatisfactory health information and follow up with the nurse.
- SCIS staff will follow up on attendance and keep health records of absent students.
- The [form](#) below can be downloaded. Health Cards will be sent home with your child on the first day of your child's return to campus. If additional Health Cards are needed, contact the divisional secretary.

Daily Student Health Card			
SCIS	Name 姓名	Parent's Phone Number 家长联系电话	Teacher/Grade 教师/班级
Have the student and family members in the same household had any contact with international passengers and/or someone from a high-risk area within 14 days? (Please "X") 学生及其同住人 14 天内是否接触过国际访客、来自高风险地区人员? (X 选)		Yes/是	No/否
Student's health condition (Please "X") 学生健康状况 (X 选)	Healthy 健康	Student symptoms of fever, cough, diarrhea, etc. 发热、咳嗽、干呕、腹泻等症状	
Family members in the same household (Please "X") 同住人员健康状况 (X 选)	Healthy 健康	Family member symptoms of fever, cough, diarrhea, etc. 发热、咳嗽、干呕、腹泻等症状	
Student's temperature at home this morning: 今天早上居家体温	°C		
Does anyone in your household plan to travel outside Shanghai in the next 14 days? (Please "X") 您家中是否有人计划在未来 14 天内外出上海旅行? (X 选)	No 否	Yes 是	Details 详情:
<p>For the health and safety of your child and other children, please check your child's temperature every morning before leaving for school. Complete the form truthfully and submit upon arrival at school in the morning. If the morning temperature reading is greater than or equal to 37.3°C, and/or your child presents symptoms such as fever, dry cough, diarrhea etc., please keep your child at home, do not go to the hospital if necessary, and inform the school immediately.</p> <p>Please ensure that your child wears a face mask on the way to and from school and keeps a physical distance of at least 1 meter away from others.</p> <p>Thank you for your cooperation.</p> <p>为了您和您孩子和他人的健康，请每天上学前为孩子测量体温，并如实填写表格，于每天早晨到校时上交老师。</p> <p>如果孩子体温测量值≥37.3°C，或有咳嗽、干呕、腹泻等症状，请居家观察，必要时应就医，并及时告知学校。</p> <p>上下学时，请为孩子佩戴口罩，与他人保持适当距离，注意交通安全，感谢您的配合。</p> <p>Signature of Parent/Guardian: _____ Date: _____</p>			

Green Shanghai QR Code

- All students must present a personal Green Shanghai QR Code or the code of their parent or guardian.
- Students in Grade 7 or below who do not have their own Green Shanghai QR Codes, can use the code of their parent or guardian. The chosen guardian should be identified to the school prior to the child starting school.
- All adults who enter campus are required to show the Green Shanghai QR code each day.

- The following codes are accepted: WeChat, Alipay & Heath Cloud (Sui generis code).
- A colored photocopy of the current day's code is acceptable and siblings who arrive to the bus or campus together may share codes.
- QR codes are to be shown to the bus monitor (bus riders) or at the main campus gate.
- Questions or concerns about access to QR codes can be directed to divisional administration.

Mask

- It is required that all students wear masks on the school bus, when entering and exiting school and as directed by school staff. Masks may be required on campus when appropriate ventilation or social distancing are not possible.
- As a parent, if you would like your child to wear a mask at school, we will do our best to try to enforce your request. N95 masks are not encouraged.
- Students who have any type of cold symptom (runny nose, etc.) are required to wear masks on campus.
- Staff is required to wear masks while on campus, arriving and departing.

Home Procedures

COVID-19 symptoms:

- Dry cough
- Fatigue
- Difficulty breathing

Other symptoms may include:

- Sore throat
- Body aches
- Diarrhea and/or nausea

Students and staff may not enter campus if they have a temperature of 37.3 Celsius or above.

Do not send your child to school if:

- your child's temperature is 37.3 Celsius or above.
- your child has diarrhea.
- your child has been vomiting.

You are encouraged to keep your child at home if:

- your child has a runny nose.
- your child is coughing.
- your child does not appear to be feeling well.

If your child develops a fever, diarrhea or vomiting outside of school hours:

- Email the SCIS campus nurse with symptoms.
- Email the teacher and transportation to let them know your child will not be attending school.
- Documentation to return to school is required:
 - o If child has fever, fever hospital visit is required.
 - o If child has vomiting or diarrhea, general doctor's visit is required.

Children's Fever Hospitals nearest your child's SCIS campus:

Hongqiao Main and ECE Campuses Fudan Children's Hospital

Address: No. 399, Wanyuan Road, Minhang District.

Phone number: 6493 1923

Hours: Monday-Sunday 8:00-20:00

Shanghai Children's Hospital

No. 355, Luding Road, Putuo District

Phone number: 6247 4880

Hours: 24 hours for Fever; Other medical concerns 8:00-17:00

Pudong Campus

Shanghai Pudong New District Zhoupu Hospital

2400 Pudong South Road

Phone Number: 5889 3241

Hours: 24 Hours

Additional designated fever clinics are available in this [link](#). Please note that those hospitals highlighted in yellow are for children under 14.

In order for your child to return to campus, s/he will need:

- The Shanghai School Convenient Medical Card from the fever clinic. This will be provided by the SCIS school nurse to take with you to the fever clinic (only if your child had a fever).
- A doctor's note stating diagnosis and prescription.
- To have been symptom free for **48 hours for a fever** without the use of fever reducing medication.
- To have been symptom free for **72 hours for diarrhea/vomiting without** the use of medication.
- Approval from the SCIS campus nurse. The nurse will meet the child and parent in front of the campus on the scheduled day of return as the child will not be permitted on the bus that morning.

GENERAL SAFETY PROTOCOLS

The bus driver and bus monitor will:

- Check for SCIS Daily Student Health Card.
- Check for Green QR Codes of students or parents/guardians.
- Check for mask.
- Record student temperatures and issue hand sanitizer.

Students must meet these requirements to be permitted to board the bus.

Until further notice, students must ride their assigned bus.

Arrival/Departure Times

Hongqiao Main Campus & Pudong Campus

Arrival

7:00-7:20 Scooter/Bikes/Private Vehicles

7:00-7:30 DiDi/Taxi Riders/Walkers

Departure

3:15 Students

4:30 Faculty and Staff

Faculty and staff are not permitted to leave campus during the school day. Students (Grade 12) can leave campus before 3:00 but may not return to campus on the same day.

Students may be allowed on campus prior to the posted time based on the following:

1. The student has been invited by a specific teacher for a specific school purpose.
2. The invitation has been approved by the divisional Principal.
3. The school nurse must already be on campus and inviting/supervising teacher must already be at the pre-determined location.
4. The approving principal must communicate the student's name to the guards, via the facility coordinator, no later than 4 pm the day before the scheduled appointment.

5. The student:

- a. may not, under any circumstances, enter campus before 7:05 am.
- b. must adhere to the established procedures to enter the campus.
- c. must wear the school approved uniform.

Hongqiao ECE Campus

Arrival

7:00-7:30 Faculty & Staff

8:00-8:30 Students

Departure

3:15 Students

4:30 Faculty and Staff

Please note that due to current regulations, once a child or adult has left campus for the day, the earliest they may return is the following school day.

Parent Drop Off

Parents who are dropping off children must deliver them outside the gate on the designated areas.

Parents are to maintain one-meter distance and wear masks. **During this time, parents are not able to enter the school campuses in accordance with the SEC requirements.**

Temperature Checks Throughout the Day

- Entry to bus (bus monitor)/entry to campus
- Entry to the building
- Lunch Time
- Before entering the bus at dismissal or leave campus by the gate (security).

At any time during the day, if the student has a temperature of 37.3 Celsius or above, a member of the Health Team will accompany the student to the quarantine station.

Procedure for Fever

At the quarantine/isolation station, the nurse will:

- Allow the child to rest for five minutes and then retake the child's temperature using a mercury thermometer under the arm.
- Send the child back to class if the second reading of the temperature is 37.2 Celsius or below. As with all visits to the clinic, the nurse will record this visit.
- Follow all regular medical assessment routines if the temperature is 37.3 Celsius or above.
- Call parents/guardians if the child's temperature is 37.3 Celsius or above to determine if they have a private car to take the child to the fever clinic.
- Call parents/guardians to take their child to the fever clinic for a follow-up assessment. Parents must provide a note from the doctor that the child is cleared to return to school.
- Parents must arrange their own transportation to the fever clinic.
- Send a member of the SCIS staff with the child to the fever clinic if the parent/guardian is unable to get to the school to ride along with their child in the CDC car

Please note: Parents/Guardians should arrive within 60 minutes to retrieve their child.

In order to return to campus after leaving school with a fever, students will need:



- A doctor's note stating diagnosis and prescription.
- To have been symptom free for **48 hours for a fever** without the use of fever reducing medication.
- To have been symptom free for **72 hours for diarrhea/vomiting without** the use of medication.
- Approval from the SCIS campus nurse. The nurse will meet the child and parent in front of the campus on the scheduled day of return as the child will not be permitted on the bus that morning.

The timeline for return to campus if recovering from diarrhea or vomiting has changed. Students with these symptoms are required to be symptom-free for 72 hours without the use of medication and a doctor's note.

Lunch and Snack

- Students must bring snacks from home.
- Prior to eating snacks, students will thoroughly wash hands with soap and water.
- Students and staff are not allowed to share snacks.
- Each campus has created lunch time protocols specific to the lunchroom space and developmental needs of the students. Some common protocols include:
 - o One-way entrance and exit.
 - o Students are spaced during transition and while waiting in line.
 - o Food will be served, no self-serve.
 - o Students will be spaced at lunchroom tables with barriers in the middle of the tables.



- After lunch, students and adults wash hands with soap and water.

During this time students are not permitted to bring in any type of food to share, including birthday treats.

Dismissal

- Prior to dismissal all students will have their temperatures checked. If a student has a temperature of 37.3 Celsius or above, they will

be escorted to the quarantine station where their parents/guardians will be called.

- Students must wash their hands with soap and water before leaving their classroom.
- Parents must wait for their children outside the school gates.

Parent Pick Up

Parents who are picking up children must wait outside the gate on the designated areas. Parents are to maintain one-meter distance and wear masks when waiting for students. **During this time, parents are not able to enter the school campuses in accordance with SEC regulations.**

After School

- All on-campus After School Activities are suspended until further notice.
- Students should go directly home and may not visit other locations or friends.
- All students need to leave campus by 3:15 pm.

Pick up earlier than the scheduled dismissal time:

- Parent/Guardian must email classroom teacher (ECE/LS) or Upper School secretary and transportation prior to the day of early pick-up.
- Upon arrival at the front gate, the parent will notify the guard who is to be picked up.
- A staff member will bring the child to the front gate for dismissal.

Please note that due to current regulations, once a child has left campus for the day, the earliest they may return is the following school day.

CLEANING PROTOCOLS

Facilities

The SCIS facilities team continuously works to ensure the SCIS spaces meet all government health and safety guidelines. Extra deep cleaning protocols using SEC specifications have been in place to ensure that all spaces are as sanitized on a regular basis. High traffic areas and common spaces receive regular attention from the facilities team.

Nurses

The nurses have been working closely with school leadership and the SEC to follow requirements designed to monitor, contain and report any person within the SCIS community demonstrating symptoms of COVID-19. Additional staff have been assigned to the health team to assist. In addition to regular clinics, special isolation rooms have been established for those exhibiting symptoms. Each campus has a designated isolation room for any individual with a fever, cough or other COVID-19 related symptom. School nurses check individuals and refer to local fever clinics as required.

Classrooms

- Classrooms will be set up to allow for as much physical distancing as possible.
- Students and staff will be hand washing/sanitizing as they enter and exit new spaces around the campus.
- Classroom surfaces will be thoroughly disinfected before and after school each day.
- High touch surfaces such as door handles and handrails are being disinfected on a regular basis.
- Our campuses continue to follow regular deep cleaning routines, meeting all specific CDC guidelines.

Other Areas

- Toilets will be cleaned every hour.
- Common spaces and high touch surfaces (including door handles and railings) will be sanitized repeatedly throughout the day.

PE Class

- All PE classes will resume, and students can expect to be physically active while still practicing physical distancing.
- Students should not wear masks during cardio-related activities as masks can restrict breathing.

Outdoor Play

- Outdoor play will continue on each campus.
- Outdoor play schedules will be altered to accommodate fewer children in a space and to allow for proper disinfection of materials between use.
- Only materials that can be properly disinfected will be used during outdoor play.

School Buses

In order to maintain a safe and healthy environment while on the school bus, the following protocols will be followed:

- Drivers, monitors and students must be free of a fever, COVID-19 symptoms and must wear face mask while on the bus. Drivers and monitors will also wear gloves.
- Drivers, monitors and students must present a Green Shanghai QR Code to bus company or bus staff prior to boarding.
- Buses will be cleaned and disinfected in the morning and afternoon, before pick-up and after drop-off.
- Bus windows will remain open for proper ventilation, weather permitting.







Safety, Security and Wellness Committee

Kristen Koehler

Director of Student Support Services

Francis Lai

Director of Government Relations

Candy Shi

Operations Manager

Heather Knight

Vice Principal Early Childhood Education Campus

Kristie O'Brien

Vice Principal Hongqiao Lower School

Amy Valerio

Vice Principal Hongqiao Upper School

Naomi Shanks

Vice Principal Pudong

Vic Caban

Pudong Athletic and Activity Director

Stacey Poncia

Pudong Early Years Coordinator