



COVID-19 AND THE REOPENING OF THE WINDSOR-ALBANY CAMPUS (FEBRUARY 2022)

At Windsor School we always prioritize the health and well-being of our community while also recognizing the indelible social and emotional benefits that an on-campus education brings. I am pleased to report that, as of January 2022, 97% of Windsor faculty and staff are fully vaccinated.

Our goal as we return to in-person learning is to establish a strong baseline of community health, manage positive cases as they arise, and ensure a high quality of student life. We will continue to monitor the evolving public-health data, consult with our medical advisors, and make any adjustments that might be necessary to achieve those goals.

Families will continue to play a vital role in maintaining safety on campus. The preeminent safety measure is to keep a child at home if he/she exhibits symptoms of illness. We understand that there are families with higher-risk people in their households. As we work to create a safe and healthy learning environment on campus, the effectiveness of our efforts also depends heavily on families and learners continuing to take precautions when not at school. Successfully reopening our school requires continual collaboration between teachers, students, and parents.

COVID-19 RESPONSE GUIDELINES

Windsor School requires all faculty, staff, and students to stay at home if presenting symptoms of infectious disease and/or when feeling unwell. Everyone on campus must ensure that they wear face masks indoors, irrespective of vaccination status. Masks must cover both the mouth and nose. All faculty, staff, and students must have their temperature checked upon arrival, and sanitize their hands. Faculty, staff, and students are advised to not touch their face, eyes, nose, or mouth. Workstations and desks are arranged with the maximum separation between them, and where necessary transparent plexiglass screens have been fitted.

The school asks families to follow government guidelines regarding travel to, from, and within The Bahamas.

COVID-19 PROTOCOLS

For your convenience, please find below the school's COVID-19 guidance for families:

- If a student tests positive for COVID-19, a parent/guardian should immediately contact Windsor School at Albany at assistance@windsorschoolbahamas.com. The student will be required to remain at home until such time as he/she has received a negative result on a COVID-19 test. The test result should be forwarded to the school prior to the student's return.
- All students who have had close contact with an infected student or staff member should be informed. Please see the Close Contacts Protocols below for further guidelines.
- If a student becomes unwell while on campus with coronavirus symptoms (eg: a new, continuous cough or a high temperature) parents will be informed and be required to collect their child from school. While awaiting collection, students will wait in a designated area that is away from others.
- A fully-vaccinated student who travels internationally (including the USA) may return to in-person learning immediately upon return to the island. Consistent with the Commonwealth of The Bahamas Travel Compliance Guidelines (as of January 21, 2022), they must submit a Day-2 Rapid Antigen Test from an approved Test Center.
- A student who travels internationally who does not wish to make known his/her vaccination status may return to school with a negative COVID-19 antigen test. The student must test each day through Day 5. The negative result of each test should be forwarded to assistance@windsorschoolbahamas.com.
- Close Contact Protocols: Close contact exposures in the community are notified by the person who has symptoms or tests positive for COVID-19. They can include playdates, indoor gatherings, indoor activities/sports. Students/staff only exposed at school with all public health measures in place are not generally considered close contacts.
- If the student is fully vaccinated AND has no symptoms, they do not need to self-isolate; the student can be in school. The student should monitor for symptoms for 10 days, wear a mask, keep a physical distance and take precautions when leaving the home. The student must not visit a high risk setting or anyone who is at risk of getting very sick (e.g., senior, immunocompromised). They should get tested at least 5 days after the close contact unless they had confirmed COVID-19 in the last 90 days and subsequently recovered.
- As long as the student does not develop symptoms, household members are not required to stay home.



- The student must self-isolate immediately if symptoms develop.
- If the student is 12 years of age and older and either partially vaccinated or unvaccinated, OR immunocompromised: The student must stay home and self-isolate for 10 days from their last exposure.
- In the event that a student is living in a household with a person who tests positive for COVID-19, the school should be informed at the earliest possible convenience. The student should remain at home. The student may undertake a COVID-19 test 5 (or more) days after the household member has tested negative; and the student may return to school if his/her test is negative. The test result should be forwarded to the school prior to the student's return.
- All test results should be forwarded to the school at assistance@windsorschoolbahamas.com
- Further details on quarantine and isolation can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

"COVID-19 test" refers to either an antigen test or a PCR test. This requirement is subject to change based on public health guidance.

CAMPUS ACCESS AND SAFETY PRECAUTIONS

Keeping our campus, and the students within it, healthy and safe, is a priority for Windsor School. To keep interaction with members outside our student body and staff to a minimum we will be limiting access to the campus and staggering drop off and pick up times.

Everyone on site must wear face masks at all times, and sanitizing machines have been installed in all hallways and at each entrance. Desks are spread across large classrooms and arranged with the maximum separation between them, many with transparent fitted plexiglass screens. Appropriate signage, stickers, and floor markings to denote safe distances and traffic pathways in and around the campus facilities.

PICK UP AND DROP OFF

During pick up and drop off, parents/guardians are asked to remain in their vehicles.

TEMPERATURE CHECKING

Windsor School will be screening everyone upon arrival to the school to ensure they do not have a temperature of 38°C/100°F or greater. Any member of faculty, staff, or student with a temperature of 100°F or greater will not be permitted to enter the school building. A high initial temperature reading will be rechecked after a few minutes. Subsequent high temperature readings will result in parents and guardians to take the student(s) home, access to the school campus will not be granted.

CLEANING AND SANITATION

Windsor School actively works to reduce the risk of exposure to COVID-19 by cleaning and disinfecting the campus in accordance with our sanitation plan. According to a cleaning schedule, the school continually cleans and disinfects frequently touched objects and surfaces such as railings, handles, and desks. Everyone on campus has a responsibility to follow instructions and guidelines on sanitation and cleaning with respect to their behavior and in informing relevant staff of potential issues.

VISITOR POLICY

During this time, we encourage families to complete all school business electronically, via phone, email or video conference, if possible, as we will limit all visits to essential business. If you have questions about school-related issues, please contact the assistance@windsorschoolbahamas.com to set up a phone or video conference if necessary. Teachers will be making contact with their classes, parents and guardians before the start of school.

USE OF WASHROOMS

The number of students allowed in a washroom at a given time is limited to the number of facilities within the washroom. Groups of students will not be permitted to enter the washrooms simultaneously. If a student is using the washroom during class, s/he must be given express permission to do so by a teacher and proceed to the nearest washroom. If a washroom is at capacity the student should wait at an appropriate social distance and not search for an alternative washroom.



LUNCH SERVICE

In order to maximize safety, lunch will be served in the cafeteria and then students will take the meal to their homeroom or designated outdoor space. Students are requested to bring their own full bottle of drinking water to school daily. Students who bring their own lunch will eat their lunch in the day's designated areas of campus.

CAMPUS MANAGEMENT

Classroom teachers are encouraged to use outdoor spaces for instruction as appropriate for each day's lesson.

Students are not allowed to congregate at drop-off and pick-up areas before or after school, nor may they congregate outside of classroom spaces unless supervised by a faculty member during a class or other scheduled activity.

Entry points to campus and the buildings are labeled "Enter Only" and "Exit Only." Hand-sanitizing stations are present at all entry points. Hallways and other spaces are well marked for one-way traffic to allow for maximum physical distancing while students are passing from place to place.

Before release from a classroom, time is allocated to clean work areas and to wipe down light switches and door handles. All spaces on campus are supplied with hand-sanitizing stations. We also suggest that students carry their own small bottle of hand sanitizer.

Additional staff has been hired to clean the campus and enhanced cleaning procedures are in place. The entire campus is cleaned daily, with high-touch, high-traffic areas cleaned during the day in accordance with our cleaning schedule.

Each classroom has disinfecting materials for students to use to clean their desk at the beginning of each class period. Bathrooms are disinfected and sanitized regularly during the school day. Indoor ventilation is enhanced with HVAC units and filters are replaced regularly.

Lockers will be assigned to students and require individual locks. Students should carry their belongings in their backpacks throughout the day. In all classrooms, desks are arranged to ensure maximum physical distance between all students and the teacher.

Staff will supervise recess and lunch-break duties in four strategic areas -- the basketball court, the quad, and the field -- with two additional members of staff inside the Café to facilitate lunch sittings.

Online resources have proven to be an essential part of learning during the pandemic, even so, we will favor in-person learning whenever possible.

Everyone at Windsor is dedicated to providing the best possible level of teaching and learning in the safest way possible this fall.

With best wishes,

Dr. Mark Ott