

GEMS

American Academy

جيمس

أكاديمية جيمس الأمريكية

GAAQ School Re-Opening Guide

Note- Subject to change based on MOPH and MOE guidelines.



2020-2021

edited August 25, 2020

PAGES THAT HAVE BEEN REVISED ARE NOTED IN YELLOW.

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Goals & Purpose of the Re-Opening Plan

- Communication- among Admin, Staff and Families
 - GAAQ will have one Re-Opening Guide
 - Hold meetings via phone/ Zoom/Facebook Live
- Staying safe (proactively and reactively)
- Helping families and staff feel comfortable
- Doing what is best educationally
- Following MOE/MOPH/GEMS guidelines

*We want GAAQ to stay open
=
community effort!*

- Keep your child at home if they present COVID-like symptoms: fever or upper respiratory congestion (cough or sneezing).
- Read and follow procedures in this Re-opening Guide.
- Students are expected to follow guidelines and procedures.



What we know....

- Students will learn** and be as safe as possible for 2020-21.
- GAAQ will follow** MOE, MOPH and Corporate **guidelines** for the safety, healthy and well-being of our community. The expectation is that students will participate starting Sept 1.
- Digital literacy** is no longer an option but rather an expectation.
- Students and Staff have experienced a **disruption** in our lives.
- Students still need to receive services by the school to **continue their formal education**.
- The staff is working with **competing at-home and personal healthy** priorities.
- We need to **be ready** and **flexible** for a variety of scenarios to play out (including online learning to resume).
- GAAQ has caring and competent staff, families and students.**

What we don't know....

- If or when someone in our community will get sick with COVID-19.
- If or when we will be required to conduct classes online.

We also do not know what we do not know....

- The school leadership is reading, learning and staying abreast the ever-fluid situation.

How do I know if I can come to campus to work or learn?

- Symptom-free and healthy.
- Have not been in contact with anyone who has COVID-19 or symptoms.
- Adults must have green Ehteraz status.
- Have not travelled internationally within the past 14 days.
 - If I have travelled, then I have done the MOPH required quarantine



WHEN can students come to campus?

DATES are contingent upon Ministry of Public Health & Education.

Siblings can have the same schedule.

--LOWER SCHOOL--

Sunday	Monday	Tuesday	Wednesday	Thursday
RED on campus	BLUE on campus	RED on campus	BLUE on campus	Virtual Day Zooming with teachers
		Zoom Office Hours	Zoom Office Hours	

Online/Distance Learning option:

- Follow along with asynchronous classes 4 days of the week
 - (Grades 1 - 5 will Zoom Arabic/Islamic)
- Attend office hours, as needed
- Attend Zoom lessons LIVE on Thursdays
- Come to campus for assessments (when asked)

Note: If the **siblings** in your family do not get the same schedule *and you want it*, please call the school. We will change your days so they match.

WHEN can students come to campus?

DATES are contingent upon Ministry of Public Health & Education.

Siblings can have the same schedule.

--UPPER SCHOOL--

Regular Times	Red Sunday Blocks	Blue Monday Blocks	Red Tuesday Blocks	Blue Wednesday Blocks	Thursday Times	Thursday Blocks
7:30 - 8:15	1	1	1	1	7:30 - 8:00	1
8:15 - 9:00	2	2	2	2	8:00 - 8:30	2
9:00 - 9:45	3	3	3	3	8:30 - 9:00	3
9:45 - 10:30	4	4	4	4	9:00 - 9:30	4
10:30 - 11:15	5 (Middle School Lunch)	5 (Middle School Lunch)	5 (Middle School Lunch)	5 (Middle School Lunch)	9:30 - 10:00	5
11:15 - 12:00	6 (High School Lunch)	6 (High School Lunch)	6 (High School Lunch)	6 (High School Lunch)	Office Hours 10:00 - 11:00	
12:00 - 12:45	7	7	7	7	11:00 - 11:30	6
12:45 - 13:30	8	8	8	8	11:30 - 12:00	7
13:30 - 14:15	9	9	9	9	12:00 - 12:30	8
14:30 - 15:00			Office Hours	Office Hours	12:30 - 13:00	9

Safety procedures throughout the school

- Students are not allowed to arrive to campus until 7:10am and then they will go straight to their first class.
- ONLY staff are allowed on campus (parents can only drop off, exceptions may be for the parents of PrK- KG1 students who enter between 7:45-8:15am)
 - Paying fees - see page 10
 - Uniform sales - see page 10
- Admin and teachers will wear masks as per directed by MOE/MOPH.
- Students will wear masks as per directed by GEMS (2x day) Grades 1-12. Refer to “Mask wearing” procedure on page 9.
- Staff and students will enter the school in three lines:
 - Sanitize hands
 - Pass through a thermal camera
 - If temperature is above 37.5°C, then refer to “Nurses isolation procedure” and stay in the holding area.
- Hand sanitizing stations throughout the school and in classrooms will be closely monitored to be full at all times.
- Extra markings on floor to help with foot traffic in the building
- “Touchpoints” will be cleaned multiple times a day.
- Deep clean will happen weekly.
- The school is already equipped with approved ventilation and new clean filters.

Supplies for on campus learning

From HOME

2 masks per day (Grade 1-12)

Device (KG2- Grade 12) **laptop, chromebook, tablet, etc.**

NOTE- charge at home each night, send charger to school, just in case.

- KG2-Grade 5: We will be teaching the students HOW to use their devices.
- Grade 1-5 will be using them to access their language and Islamic classes.
- Grades 6-12 will be using the devices as part of the 1-1 learning plan.
- For recommendations: [CLICK HERE](#)

Headphones (KG2-Grade 12)

FULL water bottles for the day

**see page 13 for more details.*

Provided by SCHOOL

Whole School

Each classroom will be equipped with:

- an electric pencil sharpener
- hand sanitizer

Lower School

Kits of supplies per individual:

- sharp pencils,
- eraser,
- colored pencils and/or crayons,
- pens,
- notebooks, etc.



Mask Wearing Culture

GAAQ will require mask wearing until further notice.

[MASK wearing video with Ms Justine \(3 min\)](#)

Help to build a “[mask wearing culture](#)” - *excellent document for families and teachers.*

Everyone must arrive to school wearing a clean mask and with a second mask in their bag for after lunch.

- General mask safety for everyone:
 - ONLY touch the ear straps of the mask (avoid touching the area of the mask that covers mouth and nose)
 - Wash hands after handling the mask (before and after putting it on)
 - When eating or drinking, either place the mask on your lap or throw it away and replace it (may not be put on a table).
- Staff guidelines:
 - Staff will wear masks.
 - Masks will need to be cleaned or replaced at midday.
- Student guidelines:
 - Teachers will reinforce the purpose of mask wearing daily.
 - Teachers will organize safe “mask breaks”, as needed.
 - If a student comes to school without a second mask, notify SLT or Maureen and arrange for a mask from the infirmary for the child.
 - If noncompliance occurs,
 - Teachers will directly inform families of noncompliance and request support from home and notify SLT of parent contacted.
 - Student will be removed, by SLT, from class and put in isolation until families can pick them up.

ALL STUDENTS
AND STAFF
WILL BE
REQUIRED TO
WEAR MASKS



Uniforms and Tuition Payment

Tuition Payments 3 Ways

1.Credit Card Remotely

Online payment - <https://oasis.gemseducation.com> or GEMS Connect (app)
(in case of any assistance, please contact finance_aaq@gemsedu.com)

2.Bank Transfer (Bank charges has to be borne by remitter)

Account Name: GEMS AMERICAN ACADEMY

Bank Name: DOHA BANK

Bank Address: Main Branch, Grand Hamad Avenue, PB# 3818, Doha, Qatar

Account Number: 202/344540/1/10/0

Swift Code: DOHBQAQA

IBAN: QA35DOHB020203445400010010000

(in case of direct bank transfer, please communicate to us by email (finance_aaq@gemsedu.com),
the full name and id of the student to keep the student ledger reconciled and updated)

3.At School- social distancing will be maintained at cash counter. Please note our cash counter timing will be 9am-1pm Saturdays starting from 22nd Aug through 26th Sep 2020.

*Every Saturday!

(Note: You may also pay at the counter Sunday- Thursday 8:00am-1pm and 3:00-4:00pm, not to disturb arrival or dismissal.)

- Cash or Credit Card
- Cheque – CHEQUES drawn in favour of “GEMS AMERICAN ACADEMY” and given to school cashier

Need a new uniform?

Uniform store will follow the same hours - OPEN

Sunday- Thursday 8:00am-1pm and 3:00-4:00pm AND Saturday 9am-1pm

Bring latest pair of trousers and shirt to be able to find the correct size!

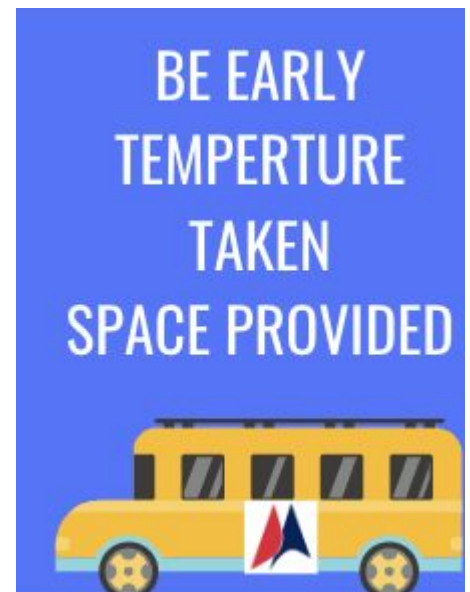
(trying on clothes and returning purchase uniform is not allowed for safety)

Bus Procedure

We highly encourage parents to use personal transportation.

If using the bus:

- Be ready and waiting for the bus earlier than usual in the morning.
- Temperature will be taken before the child enters the bus.
 - If temperature is above 37.5C, entry will be denied.
 - If it is the end of the day, the child will be isolated and family contacted.
- Students will sit socially-distanced at 50% (or less) capacity of bus.
- Specific bus questions can be directed to transport_aaq@gemsedu.com



Arrival Procedure

(anyone entering campus for any reason #2-5)



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WELCMME BACK



1. Students can start arriving on campus at 7:10am. Instruction begins at 7:30am. Parents can come up to steps area, but are not allowed to enter the building.
2. Arrive to campus wearing mask (with a second mask in backpack)
3. ONLY adults will show Ehteraz application-green.
4. Temperature is taken via thermal scanner upon entering.
 - a. If temperature is higher than 37.5 C then person waits in the waiting area for retesting and further action.
5. Sanitize hands
6. Go directly to classrooms. Teachers will supervise classrooms.

*Any teacher without a first period class will be present to greet and help students to their class.

(ALL Teachers at their door from 7:10-7:30)

Please note that we will have teachers and staff ready and available to assist your children to their classes

Eating and Break Procedures

Note: There is no food service at GAAQ, until further notice.

1. Mask is taken off
2. Sanitizes hands and surfaces
3. Eat (PrK-G5 in classroom - Upper School- eats in classroom they are in the period before their lunch time)
 - a. At snack time, put mask on lap
 - b. After lunch, a new mask is used
4. Puts mask back on (second fresh mask is required after lunch)
5. Sanitizes hands
6. Surface is wiped clean by teacher

Note: Students must bring FOOD and WATER from home, as the canteen and water refill stations are closed until further notice.

Drinking water- hold mask by ear strap and drink.

LUNCH FROM
HOME IS THE
LOWEST RISK



Break/Recess

Break/recess is taken in classroom with teacher.

PrK-Grade 5- *When weather permits-* teacher can lead structured games outside with only their class...more details to follow.

- Sanitize hands upon entering classroom after break.

Lower School: PreK- Grade 5 Specials, Language & Islamic Procedure

Specials

- Teacher will go to the classroom using a “cart” (Library, Counseling, Art, Music, & PE).
- All equipment that is shared will be sanitized between student use.
- Students will use their own materials whenever possible.
- PE will be conducted outside (when weather permits)- teacher will still start and end class in the homeroom classroom.
- “Playroom” for KG1 & KG2- Cohorts can not share rooms. Children must stay in their homeroom classroom.

Islamic/Arabic/World Language (Grade 1-Grade 5)

Labsite learning model

- All students will stay in their homeroom classroom. Students will use their personal devices to access the synchronous class until further notice.

Reasoning: This is to prevent mixing of class clusters of students.

- KG2 Arabic teacher will go to the homeroom classroom.

Upper School Specific Information

- To minimize contact:
 - Lunch & Break will be in classrooms
 - Transition times will be altered
 - Middle School and High School lunches are in alternate periods.
- Students and parents will get access to their schedule via Alma during Orientation Week (Sept 1-3).
- Students will have 8 periods a day.
- Teacher will take extra care with enforcing mask and hand sanitizing.
- Lockers are prohibited until further notice. Students need to have items in backpack.
- Textbooks will be distributed (not to be shared).

Library

- Use the Destiny database to search and change the displays so students can walk and look at the cover of books without touching
 - [LINK](#) the GAAQ Catalogue “Destiny”
- Send email to librarian with request for books.
 - Upper School: Fatemah Khan <f.khan1_aaq@gemsedu.com>
 - Lower School: Puleng Ubane <p.ubane_aaq@gemsedu.com>
- Librarian will deliver the book to the students.
- How do I return books?
 - Returned books will be put in the atrium area upon entrance or exit of school in the bin. A log will be kept.
 - Book will be out of circulation for one week for sanitation.

For fun: [LINK](#) to Elementary Library resources



Dismissal Procedure

(We will be testing this procedure for phase 1 & 2 and MAY adjust as needed for phase 3)

SUNDAY, TUESDAY AND WEDNESDAY starting September 6, 2020

- 2:00 PM** Pre-K - KG2 BUS Riders will be escorted to their designated buses
- 2:10 PM** Grade 1 - 12 BUS Riders will go to their designated buses (Buses will leave campus at 2:25 PM)
- 2:15 PM** **Student Group: Grades 3 - 12**
Parent Pick- Up Location: (Facing School) Steps to the RIGHT of entrance
How to Pick-Up Your Child: (1) Send text message to your child confirming arrival. Teachers will approve message and dismiss student. (2) If your student does not have a phone, send email to your child's last period teacher. (3) **Lower School:** Text message your child's homeroom teacher on ClassDojo or text via phone
- *Grade 6 - 12 OLDER sibling can pick-up younger sibling(s)*
- Student Group: Grades 1 - 2**
Parent Pick- Up Location: Side entrance area near last palm tree
How to Pick-Up Your Child: Upon request, teacher/staff member will release child to appropriate parent/guardian upon arrival.
- Student Group: Pre-K - KG2**
Parent Pick- Up Location: Assigned area in front of Parent Cafe window
How to Pick-Up Your Child: Upon request, teacher/staff member will retrieve your child and bring them to the appropriate parent/guardian waiting in pick-up area.
- 2:30 PM** All students should be dismissed from school at this time.
- 2:35 PM** At this time, all remaining students will be escorted to the gym. Students will sit in a sanitized desk waiting for their dismissal. Staff will ensure proper dismissal procedures are followed.

Learning Expectations (On Campus and 100% Online *if needed*)

Face-to-Face (determined by MOE) (100% on campus)	Everyone is Online Learning 100% of the time (like March-June 2020)
<p>We will resume classes on campus with typical schedules that have been modified for health precautions.</p> <p><u>School hours</u> (that have been modified from 2019-20)</p> <p>Sunday- Wednesday 7:30-2:15pm</p> <p>Thursday 7:30-1:00</p>	<p>GAAQ Online Learning Plan will be similar to the March-June 2020 plan.</p> <p style="text-align: center;">-----</p> <p>-ALL students will access live lessons via Phoenix Classroom or Zoom link using their <i>gemsedu.com</i> email address. <i>Live classes for all levels will range from 15-45 minutes.</i></p> <p>-ALL students will be expected to participate and attend live classes and turn in assignments so that teachers can give feedback on the students' learning process. <i>Summative grades will be determined based on the evidence of learning the teacher receives from the student.</i></p> <p><u>Upper School</u></p> <p>-4x day live lessons</p> <p>-All assignments and lessons will be posted through Phoenix Classroom and Alma which students will access using their <i>gemsedu.com</i> email address.</p> <p><u>Lower School</u></p> <p>-KG2-5: 3x day live lessons (Literacy, Math, Arabic)</p> <p>-PrK-KG1: 2x live lessons (Literacy, Math)</p> <p>-Asynchronous classes will include Islamic (Grade 1-5), Specials (Music, Art, Technology, Counseling, PE) and Science OR Social Studies</p> <p>-Learning Schedules published weekly:</p> <ul style="list-style-type: none"> ● PrK- KG1 will send learning schedules via Class Dojo ● KG1, G1, G2 will send learning schedules and post lessons/activities on SeeSaw ● G3, G4, and G5 will post learning schedules and lessons/activities on Phoenix Classroom

Learning Expectations- What is Blended Learning?

(This will be for Phase 2, the duration of which is determined by the MOE)

What is “Blended Learning”? This model for learning is when the learning online and face-to-face is **continuous**. Students will learn asynchronously **for a week** at home and then continue their learning on campus **for a week** (or vice versa). *Flipped classroom model*

Face-to-face learning week will focus on:

On campus- INTERACTIVE: interactions, student collaboration/group work, learning from peers, projects, partner work, feedback, strategy groups, conferring, building healthy relationships **while maintaining safe distancing and a mask culture**

Online learning week will be on:

PreK-KG1: Class Dojo

KG2-Grade 2: SeeSaw

Grade 3-12: Phoenix Classroom

Asynchronous lessons could be...mostly INDEPENDENT: pre-group work, practice, drafting, trying/experimenting, watching teacher recorded mini lessons or other video, building background knowledge on a subject, self-paced lessons on nearpod or peardeck, projects, online working student groups

Lower School Specific to online learning:

-Teachers will post 2-3 lessons/activities/learning engagements per subject. Specials will post one on the designated day.

-Homeroom teachers will hold Zoom check-in meetings 2x a week from 2:30-3:00pm.

Upper School Specific to online learning:

-Lessons will be posted weekly per class on pace with the curriculum maintaining continuity.

-Teachers will host one office hour a week for any students that want to check in or ask questions live.

Points to note:

-Assessment is ongoing and continuous throughout both aspects of this model.

-Teachers will respond to email or messages within 24 hours.

Learning Expectations in Live Classes *(if needed)*

GAAQ

LIVE CLASSES

- BE ON TIME & KNOW YOUR SCHEDULE**
- SIT IN LEARNING POSITION**
- BE DRESSED FOR SCHOOL**
- EAT DURING BREAK TIMES**
- HAVE MATERIALS READY**
- USE TOOLS APPROPRIATELY AND AT THE RIGHT TIME**
- HAVE AN ORGANIZED WORK SPACE**
(Siblings need their own work areas.)

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At the Nurses' Office Procedure

- After patient care, appropriate donning and disposal of all PPE and hand hygiene will be followed.
- Use a new set of PPE for every patient treated.
- Healthcare professionals should refrain from touching eyes, nose or mouth with potentially contaminated gloves or bare hands.
- If the healthcare professionals themselves are symptomatic, they will remain at home and notify the school. Healthcare workers are only to be tested when symptomatic; routine testing is not yet recommended.
- Proper sanitization guidelines will be followed.
- Nurses will follow the flowchart of procedures as outlined in guide GEMS Manuel for School Clinics.



Student Visiting the Nurse Procedure

- Teachers will write a clinic pass on disposable paper. *(See below)*
 - A strict “no pass, no clinic entry” policy will be followed (emergencies exempted). Nurse must dispose of the pass after use.
- Students with pre-existing special health needs (ex. taking daily medication, blood work or shots)- nurses will handle case-by-case.
- Waiting room guidelines will be followed determined by GEMS and the MOE/MOPH.
- One nurse will work in the isolation room and the second nurse will remain in the regular nurses office to minimize exposure.



CHILDREN WILL ONLY BE SENT TO THE NURSES OFFICE FOR SEVERE ISSUES.

TEACHERS WILL PROVIDE HELP IN THE CLASSROOMS

What will the teacher write on the pass?

“Isolation Area”	“Nurses’ Office”	Do NOT send, keep in class
<p>Write “isolation room” if student presents fever or upper respiratory issues.</p> <p>Isolation room is in PrK/KG2 hallway. There is a room for health checks and an isolation room with several sections. The isolation room follows MOPH guidelines.</p> <p>*Note: “Isolation procedure” will be followed on pg. 23.</p>	<p>Write “nurses’ office” if vomiting, headache, rash, diarrhea, any head injury, uncontrolled bleeding, etc</p>	<p>DO NOT send students to nurse for minor issues including: tiny cut/scratch, bruise, abdominal pain (only send to nurse if persists after toilet or eating), or the like.</p> <p>The teacher can assist the child by washing and giving a bandaid.</p> <p>Teachers will be provided with basic first aid boxes & can refill any time.</p>

Isolation Procedure

***Will be used if a person (staff or student) shows symptoms or a suspected to have COVID-19.*

- Person is sent to the isolation room to be checked for COVID-19 symptoms (as per Visiting the Nurse Procedure)
 - Isolation area follows MOE/MOPH and GEMS guidelines for safety.
- Records maintained by nurses (electronically)
- Proper sanitization guidelines will be followed immediately by cleaning staff
- Student: Parent notified to pick up child immediately (within 30 minutes of call)
OR
- Adult: leaves campus immediately
 - COVID testing must be done that same day
 - Report to nurses upon receiving results: The individual or family **must** contact the GAAQ nurse to report the negative OR positive result of test
 - If **negative result, with probability of COVID case**- to complete a 14 day quarantine and do online learning.
 - If **negative result, with no probability of COVID case**- can return to school when symptom free with doctor's note.
 - If **positive**, the following steps will be followed:
 - Nurses will alert the SLT and GEMS Health & Safety Team
 - ALL campus will close for 14-day quarantine. Classes will commence online for all students.
 - Individual can re-enter after quarantine and a negative test is received.



1. ISOLATE
2. LEAVE CAMPUS
3. COVID TEST
4. COMMUNICATE

Probability of COVID...

- Patient who presents upper or lower respiratory symptoms with or without fever ($\geq 37.5^{\circ}\text{C}$) and satisfying any one of the following criteria:
- International travel history during the 7-14 days prior to symptom onset; or
- Been in contact with a confirmed COVID-19 case within 14 days; Or
- Residing in a community setting where COVID-19 cases have been detected; Or
- Cases of Influenza like illness without history of travel or known possible exposure.

High-Risk / Out-of-Country / Quarantine groups

- Communicate with GAAQ regarding your case and special care will be taken to provide education as needed.
 - Staff communicate with line manager
 - Parent/Students communicate with division administrator via email or phone call. You will be asked to fill out a form.
 - Lower school: j.wilson_aaq@gemsedu.com
 - Upper school: e.gregory_aaq@gemsedu.com
 - Admin will then document decision and and communicate with necessary staff.

NOTE: *The MOE has determined that it is safe to conduct school on campus following the MOE/MOPH guidelines and expects us to do so. Special care will be taken with the aforementioned groups through communication with administration.*



Resources for Families and Teachers regarding teaching about COVID-19 and health

- All ages of children/people: Help build a “[mask wearing culture](#)”
- Early Years - Grade 2: [Dinosaur- COVID video](#)
- Read Aloud for grades 2-6 : [My Hero is You](#) about COVID 19 ([LINK](#) to book in MANY languages)
- All grades by section (PreK - 3 / 4 - 5 / 6 -12) - by Scholastic [videos, articles, visuals, tips, etc.](#)
- COVID-19 [BrainPOP video](#) (and others on personal hygiene, etc.)
- [Keep children healthy during COVID pandemic](#) - many tips and interviews

Resources providing GAAQ Guidance

GEMS Corporate guiding documents:

- Standard Operating Manual For School Clinics For COVID-19 Pandemic
- Health and Safety Guidelines for Re-Opening of School Premises in the UAE
- Life After COVID-19: Reintegration for Vulnerable Learners and Students of Determination Toolkit

MOE documents:

- MOE Regulations N3: regarding reopening schools 2020-21



A FEW MORE IMPORTANT

GAAQ NOTES

GAAQ STUDENTS
SCORED ABOVE
THE WORLDWIDE
AVERAGE!



SCHOOL
HOURS
WILL BE
SUN-WED
7:30-14:15
&
THURS
7:30-13:00

WE WILL FOCUS
ON SOCIAL &
EMOTIONAL
HEALTH



GRADES 3-5
NONNATIVE
ARABIC
STUDENTS
WILL TAKE
A WORLD
LANGUAGE

CLASS

NonNative
Arabic

&

French

Spanish

More info soon!

NO AFTER
SCHOOL
ACTIVITIES OR
SPORTS

Until further notice

GAAQ RECEIVED
THE GREEN
SCHOOL
AWARD: FOUNDATI
ON FOR
ENVIRONMENTAL
EDUCATION
ECO-SCHOOL
GREEN FLAG
AWARD



Thank you!
We are in this together!

Kaw!
Kaw!

G A A Q



#WeAreGAAQ