



**XAVIER'S LOWER SCHOOL**  
*In Truth and Charity*

*Home of the*  
**GIANTS**

West Bay Street,  
Nassau, Bahamas

Tel. No. 1.242.322.3077  
Fax. No. 1.242.325.1571  
P.O. Box N-7076

**REOPENING GUIDE FOR THE 2020 – 2021 SCHOOL YEAR**

**JANUARY 5, 2020**

# CONTENTS

- Message from The Principal
- Students and Staff Home Screening Tool For Covid'19 Symptoms
- Screening Questions
- Protocols for Restricting Students and Staff From Attending School
- Covid'19 Symptoms
- Procedures for Suspected Covid'19 Case on Campus
- School Health & Safety Procedures
- Facility Management
- Learning Experience
- Dismissal Procedure
- Map of the School's Campus
- Covid'19 PRAYER OF SOLIDARITY

# MESSAGE FROM THE PRINCIPAL

Dear Parents,

We hope that you and your families are well.

Despite the twists, turns and challenges the Covid pandemic brought as it forced us to embark on the new and unfamiliar world of virtual education, we endeavored to maintain the high standard of Catholic education that you have come to expect and appreciate. That said, we are thrilled to announce the long anticipated return to Face to Face instruction for all students when we return in the new year on January 5, 2021.

CBE schools have decided to engage in In-person instruction with an alternate schedule at all grade levels. This document outlines the new procedures for arrival, instruction health and safety protocols and dismissal for Xavier's Lower School.

We are grateful for your partnership and look forward to working with you during these changing times to ensure your child/children receive a high quality education.

*Jacintha Goffe*

*Principal*

*\*\*This document will be updated accordingly as guidelines, directives, and procedures evolve.*

# STUDENTS AND STAFF HOME SCREENING TOOL FOR COVID'19 SYMPTOMS

## OVERVIEW

Students and staff **MUST NOT** attend school if they:

- **Test positive for COVID'19**
- **Show symptoms of COVID'19**
- **May have been exposed to COVID'19**
- **Are waiting to be tested**
- **Waiting for COVID'19 test results.**
- Students/Staff who have symptoms of COVID'19 or test positive for COVID'19, should remain at home in isolation and away from others as much as possible for at least 14 days (counting from the day symptoms first started or the day they were tested), until symptoms improve and they have not had a fever for 24 hours (without taking medicine to lower the fever). Even if students are feeling better, they must remain home for the full 14 days. These steps help to keep children and staff in schools safe.
- **Note:** Students/Staff must also remain home for other illnesses that have symptoms that are similar to COVID'19, such as strep throat, stomach illness, or pink eye. Contact your child's health care provider or school for information on when your child may return to school in these situations.

# SCREENING QUESTIONS:

## 1. Does your child have one or more of these symptoms?

- Fever of 99.7 degrees Fahrenheit or higher
- Difficulty or trouble breathing
- New cough or a cough that gets worse
- New loss of taste or smell

If a child has **one** or more of these symptoms, **they must remain home** and should stay away from others as much as possible, including family members.

Parents or caregivers should notify the school, child care, or youth program and consider calling the child's doctor or another health care provider.

**If your child has none of the above symptoms, go to the next question.**

## 2. Does your child have at least two of these symptoms?

- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Chills

- Muscle pain
- Excessive fatigue (extreme tiredness)
- New or severe headache
- New nasal congestion or runny nose
- Skin rash

If a child has at **least two** of these symptoms, they **must remain home** and should stay away from others as much as possible, including family members. Parents or caregivers should notify the school, child care, or youth program and consider calling the child's doctor or another health care provider.

**If none of the above symptoms, go to the next question.**

**3. Has your child been diagnosed with COVID'19 since they last attended their school?**

- **IF No**, the child may attend school.
- **IF Yes**, the child must stay at home in isolation and away from others as much as possible for at least 14 days (counting from the day their symptoms first started or the day they were tested), until their symptoms improve and have not had a fever for 24 hours (without taking medicine to lower the fever). **Even if they feel better, they must stay home for the full 14 days.** If your child has tested positive for COVID'19 but has no symptoms, they may return 14 days after the date of their test.

**4. Has your child had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID'19, or has any health department, doctor or other health care provider contacted you and said your child should stay home (quarantine)?**

- **IF No**, the child may attend school
- **IF Yes**, the child must not attend school. The child can return 14 days after the last close contact with someone with COVID'19, as long as the child has not developed symptoms or has not tested positive for COVID'19. The child should remain home for an additional 14 days if symptoms develop or the child receives a positive COVID test result. Close contact means being 6 feet or less for at least 15 minutes from a person who has COVID'19. **Even if your child has tested negative, they cannot return until it has been 14 days since the last close contact.**

**5. Is your child or any other household member who is symptomatic (has symptoms consistent with COVID'19) currently waiting for COVID'19 test results?**

- **IF No**, the child can go to their school, child care, or youth program.
- **IF Yes**, the child must remain home until they receive their test results. Brothers, sisters, and other children living in the house must also stay at home until test results are known. If the test result is negative, children can return to school. If the test result is positive, children remain at home and begin a 14-day quarantine period starting on the last day of close contact with the positive case.

# COVID'19 SYMPTOMS

## **Pay attention to the following:**

- Fever
- Cough, shortness of breath
- Fatigue, muscle aches, headache
- New loss of taste or smell
- Sore throat, congestion
- Nausea or vomiting
- Diarrhea
- Skin Rash

## PROTOCOLS FOR RESTRICTING STUDENTS AND STAFF FROM ATTENDING SCHOOL


- Students or staff members who **test positive for COVID'19** must remain home for at least 14 days after the onset of illness and 24 hours after the fever is gone without fever-reducing medication and all other symptoms are improving. *Written clearance from a physician is required.*
- Students or staff members who are feeling ill, but test **negative for COVID'19** must remain at home until 24 hours after the fever is gone without fever-reducing medication and 24 hours after other symptoms have subsided (cough, sore throat, etc.). *Written clearance from a physician is required.*
- Students or staff members who are feeling ill **but have not taken a COVID'19 test** must remain at home for at least 14 days after the onset of the illness and 24 hours after the fever is gone without any fever-reducing medications and all other symptoms are improving. *Written clearance from a physician is required.*
- If there is **someone from a student or staff member's household who has tested positive for COVID'19**, they must remain home for 14 days (self-isolation) to make sure that they have no symptoms. *Written clearance from a physician is required.*
- If a student or staff member is known to have been **exposed to anyone with COVID'19**, they will not be admitted to the school for the 14 days following the exposure. These students, where possible, may be able to participate in some form of remote learning.
- Parents who have a child suspected of **COVID'19** or who has **COVID'19**, or the parents of a classmate who has tested positive for **COVID'19** will get an email with information about how to connect with community-based health supports in case a student shows symptoms.



# PROCEDURES FOR A SUSPECTED COVID'19 CASE ON CAMPUS

- The COVID'19 pandemic continues to be a reality; therefore, we cannot relax our efforts to prevent the virus from spreading in microcosmic communities like our school campuses.
- The information following is important to our operations and should be included as a part of the earlier health and safety protocols issued by C.B.E. nurses, The Ministry of Health, The Ministry of Education and The Ministry of Environment.
- At every opportunity, administrators must remind parents to assess their children to determine whether they are well enough to be in school. Pre-arrival and arrival health checks at all times are **NECESSARY**. Staff and students who are ill should remain at home.
- Staff and students must also remain at home if they have been quarantined as a result of being in contact with a COVID'19 case. The information should be immediately conveyed to the school's principal or another administrator in his/her absence.
- Unfortunately, we are challenged with space at most of our schools; however, an area must be designated as a holding area in the event of a suspected COVID'19 case on campus.
- The following steps must be taken if there is a suspected COVID'19 case on the school campus:
  1. Isolate the individual.
  2. Shut down the area immediately.

3. Consult the nurse assigned to your school.
4. Consult the MOH: – **New Providence** (Surveillance Unit) at 376-4705 or COVID'19 Hotline 376-9387/376-9350 or the nearest Community Clinic.  
The Department of Environmental Health (Nassau - 322-8037)
5. Contact the parent/guardian and supervise the student until he/she is collected.
6. If the authorized health official determines that a student requires the immediate services offered by a health facility and a parent/guardian is not available, a plan of action should be in place to facilitate transporting that student. (If a student has to travel in an ambulance, a member of staff should follow in a private vehicle). Once the parent or guardian arrives at the facility the staff member will be free to leave. Spending time at the facility may place the staff member at risk.
7. Follow the internal communication protocols (Other Administrators, Director, Faculty & Staff, Parents and Students) to convey information related to the suspected case, first by telephone and then in writing.
8. Follow the advice given by the DEHS, wait at least 24 hours before cleaning and disinfecting. If the allotted time is not feasible (national or international examinations on site), wait as long as possible. This waiting period minimizes the risk of infecting others.
9. The DEHS will identify the rooms or spaces that require cleaning and disinfecting. They will also determine if this process should be conducted by an outside agency and the length of time the impacted area should be closed.
10. If the impacted area can be isolated, the remainder of the facility can be used.
11. Where necessary, a communication indicating the satisfactory implementation of recommended cleaning and disinfecting procedures may be issued by the DEHS to The Catholic Board of Education. This information will then be conveyed through the internal channels of communication and it will indicate if or when the area can be reoccupied.



The person identified as a suspected case will be tested, and if tested positive, that individual will be documented as a COVID'19 case. The following steps explain how the suspected case will be managed:

1. The relevant medical authority will inform the school if an individual associated with the school is confirmed to have contracted COVID'19.
2. In the case of the student, the school nurse or administrator will provide the relevant medical authority with information for contact tracing and other investigation.
3. The principal or another administrator shall inform the staff and parents of the school of a confirmed case without revealing the name of the individual. At this time, they will assure them that the appropriate health and safety protocols are being followed and the matter is under control.
4. A **daily register** of students, staff and visitors to the school's facility must be kept to facilitate the contact tracing exercise. *ANY INDIVIDUAL WHO WAS WITHIN 6 FEET OF THE PERSON FOR MORE THAN 15 MINUTES WITHOUT A MASK IS LIKELY TO BE INCLUDED IN THE CONTACT TRACING EXERCISE.*
5. Contact tracing will then be conducted by MOH – Surveillance Unit.
6. Individuals who are required to quarantine must do so for 14 days. The fourteen -day period begins from the last time that individual was in contact with the infected person.
7. The positive COVID'19 case must present a letter of clearance from an authorized medical official in order to return to school or work.

## Facility Management



- School will be cleaned & sanitized at the end of each day.
- Bathrooms will be sanitized throughout the day.
- Area rugs, beanbags, cushions, etc. will be removed from classrooms to reduce spread of germs.
- All staff, teachers, and students will be trained to ensure hygienic policies and procedures are understood and adhered to.
- Students will sit at least three (3) feet apart.
- All desks will be positioned to face the same direction.
- Lunch/snacks will be eaten in the classrooms.
- Students are only able to associate with students in their homerooms, following social distancing protocols.
- The playground equipment is off limits. Students may be escorted outside by the teacher following social distancing protocols.
- No visitors allowed on campus without an appointment.
- All visitors, inclusive of parents must report directly to the school's office. No one will be allowed to visit the classrooms.
- Parents will not be allowed to drop off lunch to their child during the school day.

# DRESS CODE



- All students must be dressed in full uniform.  
Students in kindergarten to Grade 2 may wear P.E. uniform.
- School Uniforms can be purchased from Janaee's Uniform Center on Chesapeake Road and/or Sandy's.
- All students are required to bring an extra mask in a labeled zip lock bag.

## Girls

**Hair:-** Hair must be properly groomed. No beads are allowed.

Hair accessories may include ribbons, berrettes etc. gray, Kelly green or school plaid or black.

**Jewelry:-** Jewelry is not allowed. Girls with pierced ears may wear gold or silver knobs.

**Socks:-** Girls are to wear white knee high socks and flat/low heeled black shoes. Girls in Kindergarten should wear shoes with Velcro fastening.

## Boys

**Hair:-** Low hair cut. No parts or plaits  
**Jewelry:-** Jewelry is not allowed. Boys may wear a watch.

**Socks:-** Boys are to wear grey socks with black shoes. Boys and girls in Kindergarten should wear shoes with Velcro fastening.

## Learning Experience



- Primary school students will have all their classes in their grade level homerooms (No Movement Between Classes).
- As far as possible, students who are unable to attend face to face classes, will be able to access lessons via Google Classroom.
- Students are not allowed to share materials and/or books, food, etc.
- The CBE Guidance Counselling Department will ensure structures are in place to support the social, emotional and mental well being of students, faculty, staff and families.
- There will not be any assemblies, Mass, etc. nor any extracurricular activities.

## School Health & Safety Procedures



- Upon arrival, students will be dropped off and directed to an entry point by a staff member. Parents will not be allowed to exit the vehicle.
- All students, teachers & administrators will have temperatures checked upon arrival. There will be two staff members at each entry point to take temperatures and sanitize hands. Two staff members will assist with directing traffic.
- Persons with temperatures at or above 99.7 °F will be tested two more times. If temperature does not go below 99.7 °F the individual will have to go home.
- Masks are required upon entry on the campus/ upon entry or exit of classrooms.
- Face shields can be worn with masks as an additional layer of protection. Face shields cannot be worn without a mask.
- Hand sanitizers will be available at all school entry points and in all classrooms. Hand sanitization is required upon entry of all rooms and upon exit of classrooms at the end of the school day.
- Students will have opportunities to wash their hands before and after eating, as well as periodically throughout the day.

## Dismissal Procedure



- Students will be taken to the cabana until their transportation arrives.
- Parents with multiple children can pick up all children at the time designated for the oldest child (E.g. Children in grades 3 and 6, pick up at 2:30 p.m.).

### **PICK UP TIMES:**

Kindergarten to Grade 2 - 2:00 p.m.

Grades 3 and 4 - 2:30 p.m.

Grades 5 and 6 - 2:30 p.m.

**ALL STUDENTS MUST BE PICKED UP BY 3:15 P.M. – NO  
EXCEPTIONS**



## School Fees

**Second term fees were due on December 7, 2020**  
**The following payment options are available to parents:**

- ONLINE BANKING (First Caribbean Bank or Royal Bank)
- THIRD PARTY ONLINE TRANSFER from any commercial bank
- RCANB Special Catholic School account – 1126917 transit #097617 if you are sending the payment from your bank ( ) to FCIB
- RCANB Special Catholic School account – 2897445 – transit #05745 if you are sending the payment from your bank ( ) to RBC Both are checking accounts. Please be sure to place the child's name and grade on the payment slip
- CREDIT CARD (at Catholic Education Centre – West Hill Street)
- FIRST CARIBBEAN (Payment over the counter)  
If you would like a fee slip emailed to you, please send an email to [jrichardson@cec.edu.bs](mailto:jrichardson@cec.edu.bs)

Parents are reminded to email a copy of the fee slip to Miss J. Richardson at [jrichardson@cec.edu.bs](mailto:jrichardson@cec.edu.bs) and copy Mrs. K. Hall at [khall@cec.edu.bs](mailto:khall@cec.edu.bs), Miss L. Hutchinson at [lhutchinson@cec.edu.bs](mailto:lhutchinson@cec.edu.bs) and Mrs. J. Goffe at [jgoffe@cec.edu.bs](mailto:jgoffe@cec.edu.bs)

Students will not be allowed in class if fees or installment fees for 1<sup>st</sup> term and outstanding balances are not paid.

## COVID 19 PRAYER OF SOLIDARITY

For all who have contracted corona virus, we pray for care and healing.

For those who are particularly vulnerable, we pray for safety and protection.

For all who experience fear or anxiety, we pray for peace of mind and spirit.

For affected families who are facing difficult decisions between food on the table or public safety, we pray for policies that recognize their plight.

For those who do not have adequate health insurance, we pray that no family will face financial burdens alone.

For those who are afraid to access care due to immigration status, we pray for recognition of the God-given dignity of all.

For our brothers and sisters around the world, we pray for shared solidarity.

For public officials and decisionmakers, we pray for wisdom and guidance.

Father, during this time may your Church be a sign of hope, comfort and love to all. Grant peace. Grant comfort. Grant healing.

Be with us, Lord. Amen.





Thank you for your continued support and  
commitment to Catholic Education!