



Instituto
Thomas Jefferson
Campus Querétaro

2020-2021

TIME TO THINK *OUTSIDE The box*

SPACE BALANCE PROGRAM EXTENDED



The **SPACE Balance Program Extended** allows us to create opportunities through which our students can develop different skills that are being affected by the lack of onsite work. The skills that we seek to work on are Social, Physical, Artistic, Cognitive and Emotional. With this program we will also begin to formally practice the health and safety protocols that will be followed during the Blended Model.

*NEW SCHEDULES

SPACE BALANCE PROGRAM EXTENDED

The students who choose to participate in the Program will only be able to attend school **on the day and time established for each section.**

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Wednesday



- Entrance Procedure from 07:30 to 08:30 hrs.
- Exit Procedure from 14:00 to 14:30 hrs.

LOWER ELEMENTARY

PF to Year 2°

Tuesday



- Entrance Procedure from 07:30 to 08:30 hrs.
- Exit Procedure from 14:00 to 14:30 hrs.

UPPER ELEMENTARY

Year 3° to Year 5°

Thursday



- Entrance Procedure from 07:30 to 08:30 hrs.
- Exit Procedure from 14:00 to 14:30 hrs.

MIDDLE SCHOOL

Year 6°

Wednesday



- Entrance Procedure from 07:30 to 08:30 hrs.
- Exit Procedure from 14:00 to 14:30 hrs.

MIDDLE SCHOOL

Year 7° to Year 8°

Monday



- Entrance Procedure from 07:30 to 08:30 hrs.
- Exit Procedure from 14:00 to 14:30 hrs.

HIGH SCHOOL

Year 9° to Year 12°

Friday



- Entrance Procedure from 07:30 to 08:30 hrs.
- Exit Procedure from 14:00 to 14:30 hrs.

SPACE BALANCE PROGRAM EXTENDED

ACADEMIC GUIDELINES

Student Materials



- The materials that the student will need to bring to School for the **SPACE Program Extended** sessions will be posted weekly on the students online classroom.
- Students will not be allowed to share materials.

Students Who Choose to Stay at Home



- The students who decide to stay at home during the **SPACE Program Extended** sessions will be able to continue with their regular PAD schedule.

Delivery of Evidence of Learning



- The evidence of learning of the **SPACE Program Extended** sessions will be delivered through the means established for the PAD. With this measure, we will prevent the teacher from handling student material.

SPACE BALANCE PROGRAM EXTENDED

HEALTH AND SAFETY AND SAFEGUARDING GUIDELINES

Entrance Procedure



- Before reaching the entrance security point, all the passengers in the car must place their facemasks (covering nose and mouth) to be ready for the student to get out of the car. The teachers are not allowed to open the door to cars with passengers that are not wearing facemasks. The student must bring a second facemask in their school bag.
- Before the student gets out of the car, the person who drops them off must show the "**SPACE Symptom Checklist**" filled and signed by the parent or guardian for that day. The teachers are not allowed to let the student out of the car if the Checklist is not presented nor if it is filled at the time of the arrival. The Checklist will be handed on the fourth week of the month to the Head Teacher or Discipline Coach (depending on the student's section) to incorporate it to the student's file.
- The student must bring down all their materials on their own and wear a facemask that is suitable for their age and that covers their nose and mouth completely and is sufficiently tight.
- The student's temperature will be taken at the access points to the buildings (ramps).
- All the students will enter the buildings through the Main Front Desk or through the M&H Front Desk where the Medical Service team will take their temperature again, supervise the disinfection of footwear, apply gel at 70% and will check for respiratory symptoms.
- Upon arrival to the classroom, a second check for respiratory symptoms will be made and gel at 70% will be applied again. The teacher will check that the student has a second facemask in their school bag.
- If a respiratory symptom is detected at any of the checkpoints, the student will be sent to the Medical Service office for a thorough examination.

In the Classroom



- There will be no more than 15 students per classroom.
- The student will apply gel at 70% before they leave and after they enter the classroom.
- Facemasks must be worn at all times.
- The classroom's doors and windows will be open at all times to ensure proper ventilation.
- Shared classrooms (art, technology, music classroom) will not be used.
- There will be constant sanitization of all high-frequency contact surfaces (door handles, computer equipment of the classroom, etc.)

Lunch and Cafeteria



- Students will be sent to wash their hands at different times during the day.
- During the **SPACE Balance Program Extended** there will be no cafeteria service.
- Students must bring enough lunch as well as enough water for the whole day.
- Students will not be allowed to share their lunch

* **NEW**

Recess



- Students will always eat their lunch outside the classrooms. 1.5 mts distance between them will be ensured.
- During the **SPACE Balance Program Extended** the students will have recess with allocated times to eat and play.
- The students will only be allowed to remove their facemasks while eating, they must wear it the rest of the time.

* **NEW**

Exit Procedure



- The students must bring a cap and apply sunblock before leaving their home.
- When students leave the classroom, gel at 70% will be applied.
- The students will wait for the person who will pick them up in the open and semi-open spaces in the School (hallways and patios) keeping social distance between them.
- Before reaching the entrance security point, all the passengers in the car must place their facemasks (covering nose and mouth) to be ready for the student to enter the car. The teachers are not allowed to open the door to cars with passengers who are not wearing facemasks.

Possible COVID-19 Case



- The students must load their own materials into the car.
- When a student presents symptoms that are similar to those presented by COVID-19, they will be examined by the Medical Service team and, if there is the possibility of COVID-19, they will be separated from the rest of the School population in the designated area, next to the Medical Service office, while the parent or guardian comes to pick them up.
- The parent or guardian must pick up the student who is a COVID-19 possible case immediately. The student must remain at home for 14 days unless a PCR laboratory test that confirms absence of COVID-19 is presented.
- When there is a confirmed COVID-19 case (confirmed with PCR laboratory results) in the School (student or member of ITJ staff) all the **SPACE Program Extended** sessions will be suspended for 14 days for the section where the case occurred unless the sanitary and education authorities have issued a different instruction at the time the case arises.