



International
School of Panama

ISP In-Person Support Brochure



Context

The International School of Panama has and will continue to deliver remote learning for all families. We consistently work to improve our curriculum, instruction, and assessment. Our commitment to the students' learning and wellbeing guides all of our activities. For the first time, we have the opportunity to invite students to campus who may need extra support. We call this our In-Person Support Program.

The Executive Decree #25 of January 14, 2021, Article 2 and Article 6, allows us for the first time to bring students to campus for needed support. Families will decide whether their child/ren require this support. Meanwhile, all learning will continue through our online platform.

Students that come to campus must agree to mask at all times as well as follow all biosecurity protocols. Students will have access to counselors, specialists, teachers, and peers during remote learning and have access to counselors, specialists, teachers, and peers during asynchronous work, excel blocks (HS), breaks, and special pullout sessions.

MEDUCA also requires families that participate to sign a document that clearly states parents are sending their children on their own volition. We created the [ISP Pledge](#) and are using this agreement to help us all protect the community. We will do our best to protect all but can only do so with your cooperation and support at home. While COVID-19 is prevalent in a region, the risk of local transmission is real.

We are grateful to all community members for their support during this challenge. We are also excited to welcome some students back to campus (perhaps for the first time.)

Planning

ISP's Safeguarding Committee has been working diligently to establish a strategy that allows for flexibility, transparency and prioritizes our community's health and safety.

Guiding Principles:

The school has used the following guiding principles in planning for serving students on campus through the In-Person Support Program:

1. We will strive to keep everyone safe by adhering to government biosecurity protocols and following worldwide best practices.
2. We will make decisions that promote and enhance the academic and social-emotional experience of the students.
3. We will retain the flexibility for divisions to develop plans that best reflect each division's needs while complying with MEDUCA's and MINSA's mandates.

Use of Masks

Before coming to school, make sure your child/ren (and everyone in your household, including domestic workers, drivers, etc.) does not display signs or symptoms of COVID-19. When packing the backpack for the school day, remember to bring only

what is necessary for the day. Remember to pack a water bottle and an extra face mask to be changed throughout the morning.

- Students, faculty, and staff must use face masks at all times while on campus. The CDC is now recommending [double masking](#).
- Masks must not make breathing difficult.
- Ensure students bring at least two clean and approved face masks (masks with valves must not be used). Surgical masks are accepted.
- Based on Health Agencies recommendations, masks must be changed every four hours or whenever they get wet from extended exposure to humidity. If a student needs to replace his or her mask but does not have one available, their teacher will help.
- Students should bring two ziplock bags (one to store clean masks and one to keep the mask in use if removed for drinking and snacking).
- Face shields are optional BUT do not substitute masks. Those riding the school bus must wear masks AND face shields.

Temperature monitoring

When entering the campus, everyone will have their temperature checked by one of the thermographic cameras installed at every entrance. Remember to respect social distancing when entering campus by following signage on the floor and guidance from ISP staff. A member of our faculty/staff will be at every entrance to accompany temperature monitoring. If approached, students should not worry. We want to make sure the student's temperature is within the acceptable range to be on campus. If the student's temperature measures above 37.8°C, the student will be supervised in the infirmary and the parents will be contacted immediately. This procedure is necessary for protecting everyone on campus.

Campus pathways

We all have to do our very best to avoid having many people in one place simultaneously. Presently, we are only allowed to have a maximum of 10 students in a given class and no more than 25 people in any single large gathering. ISP has a very expansive campus, and directional pathways ensure that groups of students avoid crossing paths. When walking around campus, students must go directly to where they need to go and return directly to their classroom when done. When moving as a class, students will go with their classmates in a line and respect the social distancing norm of 2 meters between each person.

Food services

All water fountains have been closed off until further notice, and automatic, touchless

water bottle dispensers exist around the campus. All students, faculty, and staff must bring a reusable water bottle to school.

Cafeteria services will only be available for staff and faculty on a limited basis. It is required for students to bring their snacks from home. Eating times will be assigned for students to eat during the morning on campus.

Cleaning procedures

Our cleaning team follows strict cleaning and sanitation procedures and ensures frequent cleaning of all classrooms, bathrooms, and common areas. Additional campus-wide deep cleaning will occur on Fridays and Saturdays.

Bathrooms:

- Signs on all bathroom doors show the maximum number of people allowed in the bathroom to respect social distancing.
- If the capacity of the bathroom is already met, wait outside until someone leaves before entering. (Signs on the doors indicate the maximum number allowed.)
- Bathrooms are sensitive areas for transmission, so personal hygiene is more important than ever. Thorough hand washing for at least twenty seconds after using the bathroom is essential.
- Extra precautions are helpful during this time. Automatic soap dispensers, touchless faucets, and paper towel machines are available in all bathrooms. *Remember to sanitize your hands every 30 minutes.*

Bus Transportation

ISP has maintained regular communication with MISAR and Edwards Transport companies, validating that our recommended companies comply with ISP's biosecurity standard and ATTT regulations. Each company has started to contact families in their routes; if you would like information on their protocols, pricing, and procedures, please feel free to contact the provider assigned to your route per the table below.

Bus Companies Zones											
Zone 1	Zone 2			Zone 3				Zone 4		Zone 5	
Costa Del Este (Residential Homes and Buildings, except Ocean II, Pearl & Aqual I & II)	Forner Canal Zone	Ricardo J. Alfaro	Punta Pacífica	Costa Del Este (Only Ocean II Pearl, & Aqua I & II)	Santa Maria Golf & Country Club	Brisas Del Golf	Costa Sur	San Francisco	Punta Paitilla	Avenida Balboa	Down Town Panama
Edwards Transport, Inc Phones: 507-6612-3935 507 6562-6255 www.edwardstransportpanama.com info@edwardstransportpanama.com herciliaschoolbus@hotmail.com						MISAR Transporte, S.A. Phones: 65302525 (Customer Service/ Inofrmacion) 69310664 (Payments/Pagos) info@misartransporte.com misartransportes@gmail.com michelle@misartransporte.com contabilidad@misartransporte.com (Payments/Pagos)					

Car Drop Off

When approaching the school, make sure everything is ready to get out of the car and enter the campus. Students are expected to open the door from inside and get their backpacks themselves



- Car drop-off for Elementary school students (including those with siblings in MS/HS) will be via the former bus parking lot (directly in front of the Performing Arts Centre building). Labeled as '**B Bus Depot**' in the above image.
- Car drop-off for MS/HS students will be via the parking lot above the synthetic field. Labeled as '**C Staff & Student Parking**' in the above image.
- Hand-sanitizer dispensers are available at all entrances. Everyone entering the campus must sanitize their hands. Hand-sanitizing dispensers can be found in classrooms, hallways, and common areas.
- Sanitary mats are placed at every entrance. Everyone entering the campus must walk across the carpet to sanitize the soles of their shoes.
- At this moment, parents may not access the campus without a scheduled appointment.

Pick Up

- During the initial return of students, no After School activities will be permitted. The campus will close for all activities at 11:30 a.m. to allow time for proper disinfection.
- All students are expected to be picked up no later than 11:45 a.m.
- Students will remain socially distanced and supervised as they await their car to enter for pick up.
- Pick-up is via the same area as the drop-off. A greeter will meet cars as they arrive and coordinate for student/s to arrive at the pick-up point as the vehicle enters campus.

COVID-19 Response Protocol

Definitions

Quarantine means restricting activities or separating people who are not ill but may have experienced exposure to COVID-19. The goal is to prevent the spread of the disease at the time when people just develop symptoms.

Isolation means separating people who are ill with symptoms of COVID-19 and may be infectious to prevent the spread of the disease.

ISP's mitigation plan consists of three pillars. The most important is prevention and includes compliance with preventive measures outlined in the [ISP Community Pledge](#). The second pillar identifies possible close contacts of the confirmed COVID-19 case. The third pillar maintains communication so our community is informed of updates while keeping individuals' confidentiality.

All ISP stakeholders are required to notify the School if they or a person who lives with

him or her has symptoms consistent with COVID-19, is diagnosed with COVID-19, or has had contact with a person who has been diagnosed with COVID-19.

Parents, Guardians, and students must sign the [ISP Community Pledge](#) of responsibility before returning to face-to-face classes on campus. If any member of ISP's community has a confirmed COVID-19 case, all people who had close

physical contact with the infected person for more than 15 minutes without personal protective equipment shall remain in self-quarantine at home for 14 days. The contact tracing team has set procedures to identify possible close contacts and immediately communicate with the family of each close contact to ensure those students, faculty, or staff self-quarantine at home for 14 days.

To view the ISP Case Interview procedures [click here](#).

To view the ISP procedures planned for contact tracing, [click here](#).

Any person who tests positive for COVID-19 shall be isolated at home for 14 days from the date when the first symptoms began. Any person who has had close contact (less than 2 meters) with a person who has tested positive for COVID-19 (for example, a family member) for more than 15 minutes without personal protective equipment should self-quarantine for 14 days from the last date he or she had contact with the person who tested positive. Students, employees, and staff members in isolation or quarantine shall remain at home for 14 days.

In the event a student, staff, or faculty member has tested positive for COVID-19, these guidelines will be followed:

1. The student's parent or guardian shall contact the infirmary at ISP Nurses@isp.edu.pa to alert the school of a positive diagnosis so that contact tracing may begin.
2. Faculty and staff members shall notify the school nurse and their direct supervisor to conduct contact-tracing of possible contacts and inform those students, faculty, and staff with whom the sick individual has been in close proximity.
3. The COVID-19 positive person shall remain in isolation for 14 days (the 14-day isolation begins from the date symptoms first started).

Any person who tests positive for COVID-19 may return to campus only after receiving clinical clearance from MINSA. MINSA will provide the person with a legal document stating they have complied with the required isolation period of 14 days. It is also recommended the person waits until all COVID symptoms have entirely cleared before returning to campus to make sure he or she represents no risk to the larger community.

The school shall immediately conduct contact tracing and notify all people (specific faculty/staff and parents of specific students) with whom the person who tested positive has been in close contact.

These individuals shall self-quarantine for 14 days. Any person who shows symptoms during quarantine should take a PCR test for COVID-19, preferably within 3 to 7 days after experiencing symptoms. The school will share a weekly ISP COVID update with the community.

Household Members

In the event a household member (including domestic workers, drivers, etc.) of a student, faculty member, or staff member is diagnosed with COVID-19, the student, faculty, or staff member may return to school only:

- after self-quarantine of 14 days, beginning from the date the student, faculty member, or staff member had contact with the household member; and
- if he or she has no COVID-19-related symptoms

Emotional safety

We know that this pandemic has affected different people in different ways. Students, faculty, or staff may return to campus after a prolonged spell of not leaving their homes or interacting with other people. There will be people worried or scared to return to campus, and everyone's emotional safety is a critical pillar in our planning to transition back to campus. No student must come to campus for help.

Student Learning

In general, student learning will continue as has been offered throughout this 2020-21 school year in the remote, online fashion. Students needing extra support will come to school a maximum of two mornings per week as determined by their last name. Students are required to bring a device that supports their learning and headphones, preferably with a microphone. They will use these in class while the teachers continue to offer synchronous lessons from their classrooms. During asynchronous work, excel blocks (HS), breaks, and special pull-out sessions, students will have access to counselors, specialists, teachers, and peers.

After School Activities, Athletics, Clubs, and VAPA

Any on-campus after-school offerings must follow in accordance with MINSA and MEDUCA recommendations and global best practices. It appears Executive Decree #25 does allow for some activities. We will share more about this going forward.

Safeguarding Committee

Flexibility and transparency are of the utmost importance, and we want you to reach out to our team if you have any questions or concerns about how we are serving your family. ISP is here to educate and inspire our students and provide a healthy and safe community for your entire family.

Dr. Audrey Menard - Director

Janeth Nicolau - Director of Finance and Operations

Alida Garcia de Paredes - PK Principal & MEDUCA Liaison

Matthew Macinnes - Athletic Director & Safeguarding Committee Chair

Eric Monson - High School Principal

Kyle Martin - Middle School Principal

Joyce Mininger - Elementary School Principal

Bill Hatcher - Innovation and Technology Coordinator

Elias Barlow - Coordinator of Inclusion

Summer Alcauter - Blended Learning Specialist

Daniel Wilson Conzelman - Elementary School Assistant Principal

Kaitlyn Pettinga - Middle School Assistant Principal

Lisbeth Gonzalez - Head of Communications

Marina MacDonald - ES instructional coach

Raul Alvarado - Counselor

Jiny Massiel Rodriguez - Maintenance Supervisor

Gibzka Gomez - Nurse

Arhan Chhabra - Student

Jose Cruz - Security and Transportation Manager

Luis Azcarraga - IT Manager

Darwin Gonzalez - Maintenance Supervisor

Jalil Mendoza - Head Chef

Erin Hester - Executive Secretary

Kathryn Mark - Teacher

Priyanka Jethani - Teacher

Mike Keaney - Teacher

Luz Acosta - Teacher

Thanks to:

[WHO](#) [CDC](#) [MINSA](#) [MEDUCA](#) [ISM](#) [ISS](#) [AdvancED](#) [NEASC](#) [AAIE](#) [AASCA](#) [AASSA](#)