



**Maranatha Academy**  
**COVID – 19 Protocols**  
**School Re-opening Document**  
**2020 – 2021**



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## **ABOUT US**

### ***Mission Statement***

Maranatha Academy, a member of the Atlantic Caribbean Union school system, empowers students in a dynamic Christ-centered learning environment to develop character, acquire knowledge, and utilize skills for service to God and man.

### ***Vision Statement***

Everyone is a faithful servant of God, honoring Him by using their skills and knowledge in loving service to others.

### ***Motto***

Educating for Noble Service

### ***Overview***

Maranatha Academy is a Grade 7-11 Seventh-day Adventist School for boys and girls in Providenciales, Turks and Caicos Islands. It was established in 2001 and is owned and operated by the Turks and Caicos Islands Conference of Seventh-day Adventists. It is accredited by the Adventist Accrediting Association (AAA) and is a testing centre for the Caribbean Secondary Examinations Council (CSEC) and the ACT.

### **Location**

Presented by: Maranatha Academy Administration  
(*A Seventh-day Adventist Institution*)

287 Millennium Highway

PROVIDENCIALES, TURKS AND CAICOS ISLANDS

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## **Return to School Strategic Plan**

### **GENERAL OBJECTIVE**

Proactive response to mitigate and control the spread of COVID – 19 in the school’s environment upon the return to school.

### **WIDELY IMPORTANT GOALS**

1. Formulate a broad-based team with committee leaders, that will organize, supervise and execute a comprehensive plan for the reopening of school for the 2020 – 2021 school year.
2. Formulate and execute a school opening plan that will cater for the health and safety, academic, social and emotional needs of the students; and all other stakeholders.
3. Create a safe environment that will mitigate or prevent any effect or spread of the COVID - 19 Pandemic.

### **OVERVIEW OR RATIONALE**

The COVID - 19 Pandemic has affected the entire world, including the Turks and Caicos Islands. As a result, it has affected the general operations of the Maranatha Academy. This school had to transition to Virtual Teaching since March 2020. During most of this time all teachers and students were forced to quickly learn how to operate Google Classroom, Zoom and Microsoft Teams, from home. The TCI government has rolled out a number of phase openings. It is hoped that by July 22, 2020 most workplaces can be fully functional. The Maranatha Academy has compiled this document to inform all stakeholders of the operational techniques put in place to ensure a smooth reopening of the institution for the 2020-2021 school year. The plan started with a set time line and the establishment of working committees.

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## SPIRITUAL ENCOURAGEMENT

Maranatha Academy encourages all families to Pray Until Something Happens.

*Proverbs 3:5-6: "Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your path."*

All will be reminded of the importance of daily prayer sessions and Bible reading at home. Families will be asked to show kindness and to desist from demonstrating any form of discrimination among groups. All will be urged to love each other as children of God.

### Section 1

#### Operational Protocol in Areas of School

##### a. Operational Protocols for Drop off and Students Entry onto School's Campus

Upon entry into the compound, visible signs are posted for ALL to read and adhere to. A personnel will be present at the main entrance to supervise. These are the required protocols on the school grounds.

1. Upon entrance to the compound, read ALL SIGNS Carefully.
2. Drop off as indicated by the ground marshal and park where he assign you.
3. Head to the Hand wash station to your right, following arrow indicators.
4. Follow the queue to the MAIN ENTRANCE OF THE BUILDING.
5. Face mask covering both nose and mouth on entering campus;
6. Maintaining 6ft Social Distance:  
Line markers are on the ground six feet (6ft) apart to lead students, workers, and visitors to the main entrance on campus leading to the wash basin.
7. All staff, students and visitors MUST follow the queue for temperature checks ( while standing in marked areas and remaining in place with their mask on until instructed to move towards the supervisor, to have their temperature check and will facilitate easy flow and provide paper towels for drying hands.
8. A teacher and prefect will be on duty to ensure ALL adhere to the protocols at the entry.
9. Once temperature is checked and a reading of below 38°C or 100.4°F is obtained and recorded, the individual will then use sanitizer and proceed to office or classroom while maintaining social distance.
10. Persons with temperature above 38°C or 100.4°F will not gain entrance to the auditorium. Either request to stay in the designated area to be processed (students) /return to waiting vehicle with COVID-19 brochure.
11. Teachers and students will follow the pathway indicated by the arrows and move directly to their classrooms, always maintaining 6ft distance.

## **b. Sanitization Stations**

Sanitization stations are placed at various areas of the school's campus. There are four (4) established hand washing stations and other hand-sanitizing stalls/ bottles in each enclosed room of the school.

1. Wash station # 1 is located at the entrance of door #1 at the front of the school.
2. Wash stations # 2 and # 3 are in the main Auditorium.
3. Wash station #4 is located on Block B between the Science Laboratory and the Tuck Shop.
4. Two existing wash sinks are inside the Science Laboratory, three double sinks in the Tuck Shop, one in the Boys rest room, two in the Girl's restroom and one in the Teacher's rest room.
5. The office area, Staff room and Information Technology Laboratory have its own hand sanitizer.



## **c. Accommodation of Visitors and Office Operational Protocols**

The Main office will ONLY facilitate one person at a time. Parents are already notified to contact school before deciding to visit and arrange visits by appointments in order to limit persons on campus. Visitors will join the queue and maintain 6ft social distance under supervision until supervisor / office assistant indicate entry.

1. Visitors will only be allowed on campus if they are properly attired and wearing a mask.
2. After washing hands, they will have their temperature check, sanitize, and then proceed to the main office.
3. No visitor will be allowed beyond the point of the administrative office.
4. Only ONE person whether teachers, staffs, students, or visitors will be allowed in the office area at any given time.
5. Visitors are advised to conduct business at a quick pace as limited time will be granted.

## **d. Social Distancing Protocols**

**Maranatha Academy reserves the right to have persons removed from the campus if they are found in violation of any COVID -19 Protocols.**

1. Students will be sent home if in breach of required protocols.
2. All students and staff members are to ALWAYS maintain six feet (6ft) apart both inside and outside of the classrooms and office areas.
3. Use markers as a guide to ensure that social distancing protocol is always maintained.
4. Markers can be visible in the staff rooms, bathrooms, hallways, along the corridors and classrooms to maintain the six feet apart, social distancing.

5. NO GATHERINGS that will break the Social distancing protocols, will be held on campus.
6. Students will not be allowed to gather during recess or lunch sessions.
7. Break and lunch periods will be spent in classrooms after collecting lunch from the Tuck shop which is staggered per class.
8. An ancillary worker is placed at the entrance of the bathrooms to ensure that ONLY one student accesses the washroom at any given time and to prevent any possible crowding.

**e. Established Operational Protocols during Lunch Break**

At lunch, the teacher who ends the session will assign a Class monitor / class prefect to assist him/ her with collection and distribution of ordered lunches from the Tuck Shop.

1. Students representatives will wash and dry hands at the entrance of cafeteria and join queue.
2. Social distance of 6ft will be maintained.
3. Students will be escorted back to classroom maintaining 6ft social distance.

**f. Operational Protocols for Main Office and Staff Room**

1. The Main office is protected with a glass screen.
2. The staffroom desks are separate to maintain the 6ft distance from each worker.
3. It has a hand sanitizer stationed in the first shelf at the entrance.
4. Each person upon entering the office or staffroom MUST has on a mask and use the sanitizer before approaching the administrative staffs or individual teachers' desk.
5. Regular sanitization will be done by members of the ancillary team.

**g. Operational Procedural Protocols for Classroom and Laboratories**

1. Each classroom is set up with a hand sanitizer station and tables/ desk and chairs ( based on occupancy limit) are placed six feet apart(6ft).
2. Signs and posters with COVID 19 guidelines are erected in each classroom for both teachers and students to observe.
3. Each classroom consists of a Garbage disposal bin which will be emptied and clean after lunch each day.
4. Once students gained entrance to the main campus, they will head directly to the classroom and guided by their form teacher.
5. Students and teachers will sanitize their hands upon entering the classroom.
6. Cleaners will sanitize each area and workstation in the morning prior to the students or teaching entering the room and/or in the afternoon after dismissal.
7. Students will remain in their classroom throughout the day unless required to use washroom or dispose waste.
8. Form teachers will be the first point of contact with their form classes for registration.
9. Other teachers will move to the class at their scheduled teaching time.

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10. Students will always remain at their workstation with their mask on. NO PHYSICAL CONTACT WILL BE ALLOWED.
  11. ALL STAFF MEMBERS WILL also wear their mask and face shield during teaching sessions and while on campus.
  12. Students will not be required to turn in books or any physical materials to teachers.
  13. ALL assignments will be submitted on Microsoft Teams or Maranatha Academy emails.
  14. Students will be prohibited from borrowing pens or other tools used during class.

#### **h. Teachers and Students' Movements Protocol**

1. Teachers and students MUST observe signs and arrows along the pathways while heading towards their classes or moving around campus.
2. There are marked arrows on the floor to guide movements to and from the classrooms. This is to establish social distancing at all points.
3. Both teachers and students must keep on the left while moving along the corridors, keeping six feet apart (6ft) at all times.
4. There should be limited movement at all times. No more than one child will be permitted to leave the class for the restroom at any given time, unless there is an emergency.
5. A teacher must always be in the classroom to monitor movements of students. If a teacher has to use the bathroom, he/she can assign the class ambassadors to lead until he/she returns.

#### **i. Operational Protocols for Sick Bay & Isolation room/ Area**

1. A Sick Bay and an Isolation room are both located on Block B ( near the tuck shop. An outdoor isolation post is located in the Prayer Garden. All will be monitored by the Guidance counselor and Head of Safety Committee.
2. The Isolation room is equipped with a couch, a temperature check machine, hand sanitizing station, disposable masks, face shield, disposable protective garment and a first aid kit.
3. Students who exhibit any flu-like symptoms while at the school will be removed from the classroom immediately and placed in the Sick Bay/Isolated room and their parents **and the COVID-19 hotline will be contacted immediately. The child will be supervised by the guidance counsellor, who will ensure all safety precautions for him/her as well as the rest of the group where mitigation takes effect.**
4. Teachers and other workers who show flu-like symptoms while at school will leave the campus to seek medical attention or will be isolated. **The COVID-19 hotline will be contacted to dispatch the relevant personnel.**
5. The Sick Bay and Isolation room will be cleaned and sanitized daily. The room will be professionally deep- cleaned or immediately after use by someone who was isolated.
6. The six feet social distancing will be observed by all occupants in the room.

### Important Notice:

All teachers, staffs and students who exhibit any form of symptoms associated with COVID-19 are asked to stay at home if you are experiencing the following symptoms:

1. cough, fever, shortness of breath, loss of taste or smell, body aches or diarrhea.
2. Contacting the health hotlines on 232 9444 or 333 0911 if you are experiencing symptoms or signs of COVID-19.
3. **He or she MUST present a medical certificate upon his/her return to work or school.**
4. Washing your hands frequently with soap and water or using alcohol-based hand sanitizer.
5. Practicing social distancing at all times - keeping 6 feet from other persons.
6. Using clean face coverings when in public (must cover mouth and nose).
7. Covering your coughs and sneezes (use your elbow or a tissue which should be properly disposed of).
8. Keeping frequently touched surfaces clean e.g. tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks.
9. Protecting those who are vulnerable in the community such as the elderly or those with underlying health conditions.
10. Not discriminating against persons who have or are suspected of having COVID-19.
11. Stay informed about Covid-19 - visit the Ministry of Health's website

<https://www.gov.tc/moh/coronavirus/>

*“Escaping the traditional way of doing things!” MA*



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## **Section 2**

### **Roles and Responsibilities**

#### **a. School's Administrator Responsibilities**

1. To create a COVID-19 budget for Maranatha Academy.
2. Supervise and provide support to teachers, staff and students.
3. To monitor and carry out regular checks throughout the school's campus and ensure that all protocols are observed and adhered to.
4. To ensure that funds are available and allocated on time to replenish supplies of sanitizer and other cleaning agents and face masks.
5. To disseminate valuable safety information and guidelines that are issued by the Department of Education and/or Ministry of Health to the teaching staff and workers.
6. To procure intercom and camera system

#### **b. Maintenance Manager Responsibilities**

1. To ensure that adequate supplies of sanitizers, soaps, cleaning agents and toiletries are procured and in stock to clean the rooms.
2. To address any issues that parents and other visitors may have.
3. To ensure that custodian staff members are properly equipped with the proper gears to clean and sanitize areas.
4. To ensure that the Administrative office COVID-19 protocols are maintained at all times.
5. To ensure that the sanitization stations and equipment are properly serviced and maintained.

#### **c. School's Safety Committee Responsibilities**

1. To create awareness among staff and students of the COVID-19 protocols geared towards maintaining a safe school environment.
2. To develop and ensure that safety guidelines and signs are mounted in all rooms and on walls in designated areas.
3. To create documents and flyers with COVID-19 safety protocols.
4. To develop plans to promote the safety of all teachers, staff and students on campus.
5. To ensure that all corridors and classrooms are marked to facilitate social distancing.
6. To conduct regular checks on social distancing and advice staff and workers of new development and changes as it relates to safety during this COVID-19 pandemic.
7. To ensure that the working environment is clean and safe for all.
8. To monitor students as they make their way off campus after dismissal in the afternoons.

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**d. Guidance Counselors' /Acting Principal & Teacher support Responsibilities**

To offer counseling to students and staff who may have suffered directly or indirectly from the effect of COVID-19.

To monitor the Sick Bay/Isolation room and keep an inventory of the supplies.

1. To contact the parents and COVID-19 hotline in cases where students or workers are experiencing flu-like symptoms or showing any signs of COVID-19.
2. To report all shortages of supplies to the office's staff so that they can be replenished.
3. To maintain a log of all incidences and persons who would have been referred to sickbay/ Isolation room; or any one infected/affected by COVID-19.
4. To organize and conduct regular sensitization sessions with Staff and students on health and mental related issues.

**e. Teachers' Responsibilities**

To ensure that students follow the protocols outlined when entering and/or leaving classrooms.

To monitor students' movements in the classroom so as to maintain social distancing.

1. To refer all cases of illnesses to the Guidance Counselors/Acting Principal or designee
2. To have daily sensitization sessions/ seminars with students on updates of signs and symptoms of COVID-19 and how to protect themselves from being infected.
3. To devise a practical strategy where students will be comfortable as possible in the confines of the classroom.
4. To arrive at school on time to assist with monitoring, and supervising students in their assigned classes.
5. To keep an accurate record of students' attendance and those who may be out of school due to illnesses or special requests by parents.

**f. Parents' Responsibilities**

1. To monitor their child at home and keep them away from school if they are ill.
2. To provide hand sanitizers, masks (ensure that child has 1 extra mask) and disposable hand towels for their child/ward to take to school.
3. To help educate their child on COVID-19 and to offer emotional support to them.
4. To transport their child/ward to and from school safely and on time.
5. To encourage their child/ward to adhere to the COVID-19 protocols at school and the society at large.

*"Adverse influences may seem to conspire against the school, but with God's help the teacher can do a good, saving work in changing the order of things" {CG 309.3}*

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#### **f. Student leader's & Safety Monitor's Responsibilities**

1. To assist teachers on duty during their time tabled sessions.
2. To promote awareness of safety protocols for mitigating the spread of the COVID-19 virus among the student body.
3. To travel with their own hand sanitizers, masks (1 extra) hand towels and soap for their own safety.
4. To abide by all the rules and safety protocols outlined by Covid-19 School Re- opening Protocol.
5. To report to teachers any illnesses or discomforts they may be encountering.

#### **g. Supervisors' Responsibilities**

1. To conduct temperature checks.
2. To monitor the flow of traffic and number of visitors coming to the school.
3. To provide guidance to students and visitors using the Maranatha Academy School COVID-19 protocols
4. To record the names and contact information of all visitors to the school's compound.
5. To monitor the lines and waiting areas of visitors so that the social distancing protocol is maintained.
6. To ensure that everyone entering the school compound observes and follows all rules and regulations outlined by Maranatha Academy.
7. To ensure that everyone is properly attired, sanitized and is wearing a mask before entering the school's campus.
8. To conduct regular checks on campus and ensure that there is no gathering of students in groups at any time throughout the day.
9. To help monitor the arrival and departure of students
10. To report all incidents to the school's administrator.

#### **h. Ancillary Staff Responsibilities**

1. To ensure that the classroom environment is clean, well ventilated by opening doors and windows, and also safe for learning.
2. To mop, clean and sanitize all working stations.
3. To dispose of garbage and other disposables on a daily basis.
4. To see to it that the entire school's environment is kept clean at all times.
5. To clean and sanitize the bathroom facilities hourly.
6. To ensure that soaps, disposable hand towels and toiletries are always in the bathrooms.
7. To monitor the flow of students in and out of the bathrooms in order to avoid overcrowding.

**NB. Deep cleaning will be done at least once per month.**

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### **i. Tuck Shop Supervisor's Responsibilities**

1. To make the necessary arrangements to prepare individual packed lunch orders and prepare students' lunches daily following the strictest hygiene procedures.
2. Ensure on time delivery of lunches to different classes.
3. To ensure that working stations are equipped with sanitizers and cleansing agents at all times.
4. To ensure that the tuck shop is properly cleaned and sanitized throughout the day.
5. To follow all COVID-19 protocols at school.

### **j. Dismissal Procedures**

1. School will dismiss at 2:45 p.m. Monday - Thursday. No face to face sessions on Fridays.
2. Students will remain in their respective classes until instructed to move.
3. The supervisor and teacher at the last session will indicate to students when they are to depart. This will be done one class at a time. Students who are required to walk home will be escorted to the main door first and guided out of the compound. Students who are waiting on rides will remain seated until their rides show. Teachers will allow supervisor to escort that student to the main door and their rides.
4. The teacher who is in charge of the last teaching session for the day, will walk the students to the Front main exit following the pathway of the arrows.
5. Students will walk in a line maintaining social distancing six (6ft) apart.
6. Students will exit the school compound through the Front Exit gates.
7. Parents are expected to make preparation for their child/ward to be picked at 2.45pm

### **k. Responsibilities of Personal Vehicles**

1. Students who have personal rides must ensure that they are dropped off to school on time so that they can go through the screening process and be early for devotion at 8:15 am.
2. Students are to be picked up on time when taking personal transportation at the end of each school day.

*"The true way to deal with trial is not by seeking to escape it, but by transforming it." E.G.White*

*{Edu. 295.3}*

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## Section 3

### Appendix

#### a. Structural Budgetary Demands

1. Constructing a gazebo as a quarantined area for kids suspected of having the corona virus while at school. This will be a waiting area until pick-up by parents.
2. Additional electrical outlets in each Instructional room to accommodate at least 12 students.
3. Established zone for charging ports in the main auditorium; with a maximum of 5 surge protectors distributing 30 outlets.
4. Establishing sinks for wash off at strategic points on the compound.
5. Daily supplies of sanitizers and general cleaning supplies.
6. Daily supplies of masks for students who did not show wearing one.
7. Ordering of individualized seating combination desks.
8. Posting signs and marking social distancing areas on campus.

#### b. Communication

1. Parents and Visitors must be informed to make appointments before coming to the school.

#### Supportive Affirmations

Sharnia Williams: *“As parents we know that preventing the spread of the COVID – 19 virus will help save lives and we are prepared to play our part by ensuring that learning continues in a safe environment. There is far more in us than we know, and together we will make this school a safe haven for all our kids.”* *President of Parents & teachers’ Association, 2021*

Pastor Steve Cornwall: *“We encourage you to adhere to the protocols established by the relevant health authorities. If you suspect that your child or any member of your family’s health has been compromised, please refrain from sending your child to school. Family members should be tested, and results received to determine if it is safe to return. It is our responsibility to protect every child and member of staff that enters these hallowed halls. Everyone has a part to play in ensuring the success of face – face classes during these challenging times. Please help us, help you.”* *President & School Board Chairman, 2021*