

MyCJPS Links

**S.Y. 2022-2023 SAFE RETURN TO  
SCHOOL PLAN**



## ***CJPS Safe Return to School and Continuity of Services Plan***

---

### **I. Introduction**



In an effort to join and encourage the community to embrace and live in the new normal, Child Jesus of Prague School opens its campuses for S.Y.2022-2023. We firmly believe that learning, despite prolonged disruption, has to continue in an environment that is safe and that will support the holistic development of every student.

***The CJPS Safe Return to School and Continuity of Services Plan for S.Y. 2022-2023 is comprehensive, systematic and multi-faceted.*** At its core is the safety and health of students and staff. The plan includes specific information regarding maintaining student and staff health and safety and how to ensure continuity of services for all stakeholders. In an effort to guarantee our campuses remain open for the entire school year, we plan to continue implementing mitigation strategies as part of our day-to-day school operations. We believe that these processes and procedures will eventually become second nature to our students and staff.

### **II. Shared Responsibility**



The goals for safety and effectiveness of learning in this new educational set up are within our reach when partnership among us is at its core. Meaningful partnerships among students, staff, parents, and the community are integral to student success.

We hope you will find this document helpful as you make plans for your child to return to school for the start of S.Y. 2022-2023. With this plan in place, our objective is to ensure a healthy and safe learning environment for our students and staff. In the joint effort that school and home could make to implement prevention techniques, we can make a difference and reduce, and eventually, totally eliminate the spread of COVID-19 in our school community.



Finally, we encourage all families and students, who are eligible, to get a COVID-19 vaccination in preparation for the start of the school year. By working together, we can ensure a safe haven for our students and staff during the entire academic year.

## III. Teaching & Learning



The teaching and learning process assumes a different shape in times of crisis. When disasters and crises, either man-made or natural, occur, schools need to be resilient and find new ways to continue teaching and learning activities.

For the past two pandemic years, **MyCJPS Links** virtual classroom has been a very effective space for learners' acquisition of life skills and understanding their application to a real-world context. As we take a step forward to the gradual normalization of education, **CJPS will gradually implement blended learning, a combination of online and face-to-face learning modalities.**

### a. Blended Learning

#### i. Schedule

1. Blended learning will be implemented on a staggered scheme:
  - a. From opening of the school year onwards - Grade 5 to Grade 12.
  - b. From second quarter onwards – Grade 3 and 4
  - c. From third quarter onwards – Grade 1 and 2

**Note: All Preschool levels will remain in online class for S.Y. 2022-2023.**

2. Grade levels not yet scheduled for blended learning will remain in purely online classes for the given period.
3. In blended learning, each class will observe the 50-50-rotation model, that is, half of the class will attend in-person classes



while the other half will go online / asynchronous, following a rotation schedule.

#### 4. Sample Schedule:

##### GRADE SCHOOL – GRADE 1 TO 4

GRADE LEVEL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GRADE 3-4 (2nd to 4th Qtr)	100% Synchronous Online class	100% Synchronous Online class	50% Asynchronous task (GRP.A) 50% F2F* (GRP.B)	50%- Asynchronous task (GRP.B) 50%F2F (GRP.A)	Asynchronous Class
GRADE 1-2 (1 <sup>ST</sup> Qtr)	100% SYNCHRONOUS ONLINE CLASS				Asynchronous Class
GRADE 1-2 (3rd to 4 <sup>th</sup> Qtr)	100% Synchronous Online class	100% Synchronous Online class	50%- Asynchronous task (GRP.A) 50%F2F* (GRP.B)	50%- Asynchronous task (GRP.B) 50%F2F (GRP.A)	Asynchronous Class

\* F2F – Face to face

##### MIDDLE SCHOOL (Grade 5 to 8)

Grade 5/6 AM CLASS	Monday	Tuesday	Wednesday	Thursday	Friday
	Batch 1 – F2F	Batch 1 - (Online / Asynchronous)	Batch 1 - F2F	Batch 1 - (Online / Asynchronous)	
	Batch 2 - (Online/ Asynchronous)	Batch 2 - F2F	Batch 2 - (Online / Asynchronous)	Batch 2 - F2F	
7:20-7:40 AM	Check-in / Homeroom	Check-in / Homeroom	Check-in / Homeroom	Check-in / Homeroom	Asynchronous / Synchronous Meeting
7:40-8:40 AM	English	English	English	English	
8:40-9:00 AM	R E C E S S				
9:00 - 10:00 AM	AP	AP	AP	AP	



	Monday	Tuesday	Wednesday	Thursday	
<b>Grade 7/8 PM CLASS</b>	Batch 1 - F2F	Batch 1 - (Online / Asynchronous)	Batch 1 - F2F	Batch 1 - (Online / Asynchronous)	<b>Friday</b>
	Batch 2 - (Online / Asynchronous)	Batch 2 - F2F	Batch 2 - (Online / Asynchronous)	Batch 2 - F2F	
12:00-12:20 PM	Check-in / Homeroom	Check-in / Homeroom	Check-in / Homeroom	Check-in / Homeroom	Online Asynchronous / Synchronous Meeting
12:20 - 1:20 PM	Math	Math	Math	Math	
1:20-1:40 PM	R E C E S S				
1:40 - 2:40 PM	TLE	TLE	TLE	TLE	

### HIGH SCHOOL (Grade 9 – 12)

BATCH 1	Mon & Tue (F2F)	Wed and Thu (Online / Asynchronous)	Friday
7:30 - 8:00	HAP	Independent Learning	Face-to-Face / Synchronous / Asynchronous / Consultation / Events
8:00 - 9:30	Science		
9:30 - 9:50	Recess		
9:50 - 11:20	English		

BATCH 2	Mon & Tues (Online / Asynchronous)	Wed and Thu (F2F)	Friday
7:30 - 8:00	Independent Learning	HAP	Face-to-Face / Synchronous / Asynchronous / Consultation / Events
8:00 - 9:30		Science	
9:30 - 9:50		Recess	
9:50 - 11:20		English	



## ii. **Learning Management System**

We will continue to maximize the use of the Google Suite for Education as our LMS for Blended Learning.

- All announcements, learning tasks and formative assessments for asynchronous and independent learning will be posted on the Google Classroom.
- In-person meetings will be devoted to lesson discussion and deepening, interaction between and among students and summative assessment (e.g. mastery tests).

## iii **Instructional Support**

- Teachers are well-aware of the clarity of the purpose and appropriateness of academic requirements, submission guidelines, students' learning pace and flexibility.
- The design and development of productive learning experiences, whether in-person or virtual, are an important consideration so that each learner is exposed to most of the level appropriate learning opportunities.
- Guidelines on teachers' consultation with parents, provisions of feedback and instructional support for learners are set.

## iv **Mental Health and Well-Being**

CJPS is supporting the mental health of students through strategic wellness planning to ensure that all students feel cared for and supported. This will enable our children to learn with excitement and live life fully and joyfully, even as they adjust to the new normal.

- Periodical counselor's talk and weekly counseling are set on a regular schedule.
- Additional time will be allocated to students in need of more extensive counseling services.

**"This will enable  
our children to  
learn with  
excitement and  
live life fully and  
joyfully, even as  
they adjust to  
the new normal"**

## b. **Alternative Learning Method**

For S.Y. 2022-2023, CJPS will be offering blended learning (face-to-face and online) as its main learning modality. However, given the possibility that some families will opt for their kids to continue





to learn while staying at home, an enhanced distance learning program will also be made available.

- The CJPS enhanced distance learning program focuses on self-paced independent learning.
- The same Learning Management System, Google Suite for Education, will be used.
- Learning materials will be provided to students including lesson matrices, discussion videos, lectures, handouts and assessment.
- A once a week consultation schedule with subject teachers will be set for instructional support.
- Students who wish to avail of this learning method shall undergo aptitude screening prior to admission.
- The presence of a more knowledgeable adult at home is a must for this learning method.
- A student who has been enrolled in enhanced distance learning will not be allowed to shift to blended learning at any point during the school year and vice-versa.

## IV. Health & Safety Measures



### a. Campus Preparedness

CJPS is knowledgeable about the health threat, how it is controlled, and is adept at being part of the prevention measures of the community. Teaching and non-teaching personnel had undergone training on the safety implementation plan.

We have adequate visual information on safety reminders at the school entrance, in common areas including directional arrows on all campus walkways/corridors to manage the flow of students walking and control excess interaction. At the same time, queue markers are installed in areas where lines could form.



Ample space between individuals will be promoted and utilized to provide spacing between individuals as required.



Our teaching and non-teaching personnel have been fully-vaccinated against COVID-19.

## b. Mask Control

A well-fitted medical-grade mask e.g. N95 or surgical masks (**cloth masks and masks with rebreather valves will not be allowed**) must be worn properly at all times, whether outdoors or indoors. It is a requirement for all individuals prior to entry into the campus. The mask shall be worn from the bridge of your nose to under the chin. The sides of the mask shall sit flat against your cheeks with no gaps. Our safety officers may call your attention from improper wearing of masks.

Students and employees are encouraged to bring their personal hand sanitizer, tissue and one spare mask to school daily. Any mask that is dropped on the floor, is wet or soiled must be changed.



The parents/guardians who come to pick up their children are obliged to wear masks.

The school will strictly implement the “No Face Mask, No Entry” policy.

## c. Physical Distancing

### i. Arrival and Departure

- The designated entry and exit points for all teachers, employees and students shall only be through the following gates:
  - *For Calumpang Campus* - All students/staff can enter through Gate 1. For those students who are being dropped off by a vehicle, entry will be through Gate 2 and students through Gate 3.
  - *For Batingan Campus* – Entry and exit shall be through the main gate.
- Our security personnel and safety officer shall be stationed at all entrance gates and shall perform the standard safety protocols and verify your identity.

### Screening





- An individual must undergo hand hygiene and thermal scanning prior to entry into the campus.
- If the temperature is 37.4 C and below, the individual will be allowed entry to the campus and must observe health and safety protocol at all times.
- If the temperature is 37.5 C and above, the individual must be brought in an isolation area for further assessment. Our health personnel shall again monitor the temperature of the individual after 5 to 10 minutes. If the temperature reading is the same, the individual shall not be allowed to enter the campus.
- In case the temperature reading normalizes to 37.4 C or below after the second temperature check, the individual will be allowed entry to campus.
- Individuals identified to have fever, cough, colds and other symptoms of infection will not be allowed inside the campus and will be asked to seek medical clearance prior to entering the campus.

### **Students' and Employees' Entry**

- Only students and employees attending limited face to face classes, work and joining pre-approved activities will be allowed entry to campus.
- Prior to the start of the school year, all students who will be attending the on-campus class must submit a parental consent allowing them to attend the face-to-face class.
- Those entering the campus must:
  - present their CJPS I.D. for identification;
  - follow the mandatory health protocol displayed at the entrance;
  - submit themselves to thermal scanning; and,
  - wear a face mask at all times.
- The students will proceed immediately to their designated classrooms, while the employees will proceed to their respective workspace.

### **Visitors' Entry**

- All incoming visitors must adhere to COVID- safe requirements, including vaccination, physical distancing, wearing of face mask, cough etiquette and good hygiene and submit themselves to thermal scanning
- Visitors 18 years old and above will be required to present proof of full vaccination before entry into campus



- They shall register through the QR code Health Information System (staysafe.ph). If a smartphone is not available to access the QR health information system, a visitor can register by accomplishing the Risk Assessment Health Information Form (RA Form) and submit it to the assigned Security Officer as part of the contact tracing. Any information gathered from a visitor is confidential and will not be shared to anybody.
- Visitors/students/staff identified to have above normal temperature, cough, colds and other symptoms of infection will not be allowed inside the campus and will be asked to seek medical clearance prior to entering the campus.
- Our Safety Officer will be roaming around the campus to ensure full cooperation of students, employees and visitors in the observance of our safety measures.

### **Exit protocols**

- As soon as the class and work are done, students and employees need to leave the campus immediately.
- There will be designated waiting areas with ample space for physical distancing for those who need to be fetched. Parents/guardians shall be advised to pick up their child on time for dismissal.

### **ii. Classroom Spaces**

- Classroom spaces have been reconfigured to maintain a safe space for all. A minimum distance of one (1) meter from seat to seat will be observed.
- Windows shall be kept open to introduce fresh air and promote air circulation in classrooms.
- Students and teachers will be reminded to respect the personal space of each individual to alleviate crowding and to create space between people.
- Students shall be regularly reminded to keep their hand to themselves and avoid close greetings (e.g. hugs, handshakes).
- Students shall be allowed to eat on their assigned seat inside the classroom during breaks. However, eating in groups is prohibited.
- Breaks will be staggered to minimize students going to the dining area to buy food (once allowed and available) and





eat their meals. **(current regulation does not allow the use of canteen area and common enclosed eating rooms)**

- The maintenance personnel shall do cleaning of classroom implements after every class.



### iii. **Traffic Management**

- Everyone shall follow the floor markers indicating pedestrian flow.
- Start and finish time of class for each grade level will be staggered and will use designated exits and pick up points to minimize congestion.
- Access to parking inside the campus shall be limited to school vehicles only. Parking for visitors, parents, and service vehicles are only available outside the campus.
- Vehicles who will be dropping off or picking up students will be allowed to go inside the campus but it will just be a drop/pick-up-and-go system. Waiting vehicles inside the campus will not be allowed.
- Our Safety Officer will be roaming around the campus to ensure full cooperation in the observance of our safety measures

### d. **Daily Health Check**

- Students or employees shall perform a self-assessment on a daily basis before coming to school. If you are experiencing any symptoms (fever, cough, colds, sore/itchy throat), stay at home and seek medical clearance outside of school.
- Students or employees who become sick while at school shall be sent home immediately. A designated room has been set to allow the students to wait comfortably and separate from others until they are able to go home.



### e. **Hand Hygiene and Respiratory Etiquette**

- Hand hygiene will be practiced diligently at all times (upon arrival at school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet). Hand Sanitation stations are installed in common areas to facilitate regular hygiene.

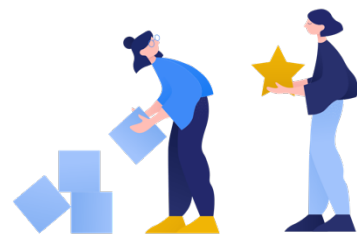


- Students/employees are encouraged to bring their own hygiene items (alcohol, handkerchief, wipes, extra face mask) to school but should not be shared with others.
- Practice cleaning your hands by rubbing and washing with soap and water for at least 20 seconds or with alcohol-based hand sanitizers.
- Always wash hands or use alcohol or hand sanitizer every after coughing or sneezing.
- Do not spit anywhere.
- Always discard your tissues in the designated bins provided for hazardous waste.
- Avoid going to school or work if you are not feeling well.
- Bring your own food and water (since canteen operation is still suspended).



**f. Sanitation and Disinfection of Facilities**

CJPS has developed procedures and checklists to ensure the complete and extensive cleaning of the school in adherence to the guidelines in preventing the transmission of any communicable disease from contaminated objects and surfaces



- Daily disinfection of both campuses is undertaken by our safety and maintenance personnel using the recommended chemicals to remove the inanimate objects that transmit the virus through contact with individual's nostrils, hands, mouth or eye.
- Cleaning of frequently touched surfaces in all rooms takes place on a continual basis throughout the day to insure that all areas are cleaned and disinfected. Frequently touched areas include door knobs, light switches, tables, chairs and hand railings and other items being used by multiple students/employees.
- The Comfort rooms may be used by a maximum of two (2) persons at a time to avoid overcrowding in these spaces. Health and safety protocols posters have been installed inside the comfort rooms.
- Hand hygiene shall be practiced inside the campus before and after using frequently used items that may not be able to be sanitized with disinfectants.
- All garbage and recycling containers are emptied daily.
- Instructions are provided to teachers and staff to clean their individual workspaces and areas as necessary.
- Classroom shall be cleaned when unoccupied.



## **g. Vaccination**

As part of the COVID-19 vaccination roll-out, all school employees and students aged 5 and over are eligible to receive a COVID-19 vaccine.

### **1. Staff Vaccination Status**

- Vaccination is mandatory for school employees. This includes principals, teachers, administration and education support staff including contractual workers.
- Teachers and staff are required to have received three doses of COVID-19 vaccine unless a medical exemption applies.



### **2. Student Vaccination**

Vaccination is not mandatory for students, but vaccination is strongly encouraged as the best way to protect individuals, families and school communities from further outbreaks and the spread of COVID-19.

## **h. Prevention and Control**

Students and employees should stay at home when sick to reduce the introduction to and the spread of communicable disease in the school.



### **1) Isolation**

- In case a student or an employee becomes sick while at school, the school will have an isolation room where suspected cases of COVID-19 can be monitored. Their immediate family will be informed of the situation and will be asked to bring home the student/employee. They will have to arrange their own transportation.
- Parents or guardians must pick up their child as soon as possible if they are notified that their child is ill.
- Those with exposure to a suspected, probable, or confirmed case of COVID-19 and who have experienced any of the symptoms related to COVID-19, will be automatically sent home and will be asked to coordinate with their local Barangay Health Emergency Response Team (BHERT).
- Their class adviser or immediate superior shall be informed by the school nurse of his/her status.
- Isolation protocol from a suspected and probable case as prescribed by the DOH memorandum under DM2022-0013:

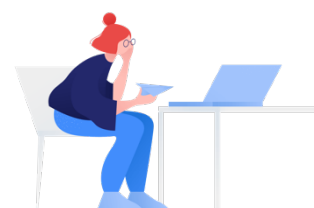


ISOLATION	GENERAL PUBLIC	
Asymptomatic Case	Fully Vaccinated	At least 7 days* from positive Test (sample collection date)
	Partially Vaccinated or unvaccinated	At least 10 days* from positive test (sample collection date)
Symptomatic, suspect probable or confirmed case with MILD symptoms	Fully Vaccinated	At least 7 days* from the onset of symptoms
	Partially Vaccinated or unvaccinated	At least 10 days* from the onset of symptoms
Symptomatic, suspect probable or confirmed case with MODERATE symptoms	Regardless of the Vaccination status	At least 10 days* from the onset of symptoms
Symptomatic, suspect probable or confirmed case with SEVERE and CRITICAL symptoms	Regardless of the Vaccination status	At least 10 days* from the onset of symptoms

*\* Isolation can be discontinued upon completion of the required days, provided that, they shall not develop fever for at least 24 hours without the use of any antipyretic medications and shall have improvement in the symptoms.*

## 2) Contact tracing

- Everyone who enters the campus shall be required to register through the QR code Health Information System (staysafe.ph) via smartphone or accomplishing the Risk Assessment Health Information Form (RA Form). Information gathered on the form will be used to contact the individual in case he/she was exposed to a suspected COVID-19 case individual.
- Close contact will be identified as defined by DOH are those who
  - Interact with a person with COVID-19 within one meter for more than 15 minutes.
  - Had a direct physical interaction with the probable or confirmed COVID-19 case.
  - Interacted with a person with COVID-19 without wearing protective equipment.



- Close contact will be notified via SMS, and verification will be conducted.
- Student information will be handled by the school nurse together with the class advisers, while employee information will be handled by the HR representative.
- The individual shall be advised to self-isolate and to consult with a doctor.
- A medical clearance shall be required before going back to school.

### 3) Quarantine

- Quarantine is for those who have been exposed and possibly develop infection.
- Self-quarantine for a minimum of 14 days (unvaccinated/partially vaccinated) or 5 days (fully vaccinated) after the last potential exposure to a confirmed COVID-19 case as recommended by DOH.
- While in quarantine, the individual must avoid any exposure to other people within the household to prevent further spread of the virus.
- Students/Employees who will undergo quarantine shall inform the school immediately. (students) Class advisers, (Employees) HR Supervisor.
- Upon completion of the quarantine period, the student/employee must obtain a medical clearance from their respective BHERT or from their family doctor and submit it to their class adviser (for students) and HRD (for employees) before returning to on-campus or work.
- Quarantine protocol from a suspected and probable case as prescribed by the DOH memorandum DM2022-0013:



QUARANTINE PROTOCOL	GENERAL PUBLIC	
Asymptomatic close Contact	Fully Vaccinated	At least 5 days** from exposure
	Partially Vaccinated or unvaccinated	At least 14 days from exposure

**\*\*** All asymptomatic close contacts should continue symptoms monitoring for 14 days, strictly observe Minimum Public Health Standard which include wearing a well-fitted mask, physical distancing among others.





## **i. Communication protocols**

- Information graphics (health & safety protocols, BHERT hotlines) are installed and positioned around the campus to ensure appropriate reminders and precautionary measures are visible and observed by all.
- The CJPS community will be informed of the latest news and guidelines on COVID-19 through the following channels.
  - Email announcement
  - Department Website
  - CJPS Facebook page
  - CJPS Website
- Sources of official information will come from the following entities:
  - DOH
  - IATF
  - DepEd Region IV-A
  - Binangonan MDRRMO FB Page
- Below are important contact details to take note of:
  - CJPS Calumpang Trunkline - 8652-0403
  - CJPS Batingan Trunkline - 8652-3787
  - CJPS Customer Service Hotline - 0917-534-2594
  - BHERT, Calumpang - 0953-3726869
  - BHERT, Batingan - 0956-1959678
  - Binangonan MDRRMO- 8713-9370
  - Binangonan Health Office - 87139778

## **j. Contingency Plan**

### **i. Dealing with Suspected Case of Covid-19**

If a student displays symptoms of COVID-19 while at school, the following procedure shall be implemented.

- If the person with the suspected case is a student, the parents/guardians shall be contacted immediately to arrange pick up.
- While waiting for his/her family member, the student shall be isolated following the proper procedure to accompany the individual to the designated isolation room, keeping at least 2 meters away from the symptomatic person and also making sure that others maintain that enough space from the symptomatic person at all times.



- Our school Nurse shall facilitate the person presenting with the symptoms remaining in isolation if he/she cannot immediately go home.
- The individual should avoid touching people, surfaces and objects. He/she should be advised not to remove his/her face mask at any time.
- Parents/Guardians are advised to inform their family doctor by phone of their symptoms.
- The school will immediately arrange appropriate cleaning and disinfection of the Isolation area and classroom area involved.
- The principal, together with the assigned class adviser, shall be informed immediately of the situation and have the procedure in dismissal of class.
- All teachers and classmates who have come into close contact with the said student/employee, shall be informed of the possible case and shall also closely monitor themselves for any symptoms. This instruction shall be followed confidentially at all times.

**ii. Dealing with a Confirmed Case of Covid-19**

- If the student/close family member has tested positive for COVID-19, the person needs to remain in a 10-day isolation (unvaccinated or partially vaccinated) or 7 days (fully vaccinated), during which the school will provide instructional support for the student.
- The student or staff may reenter the school only when he can provide a Medical Certificate stating that he is fit to go back to school.
- The school shall assess the situation carefully if there is a need to do an early dismissal or temporarily closing school of facilities as a physical distancing measure and do the necessary disinfection program.
- In case of temporary school closure to address the safety emergency, the school shall revert back to online learning.

**iii. Containment and Lockdown**

The purpose of a lockdown is to break the chain of transmission of COVID-19 virus in the campus. If a student or an employee tested positive for COVID-19, the following shall be implemented:

- The Safety and Health team will review the level of risk of exposure; only if a high-risk exposure was identified will a lockdown be considered. *(High risk exposure is defined as a*



*person without any protective barrier, i.e. face mask was exposed to a person confirmed to have COVID-19).*

- Conduct risk management analysis and if needed, recommend immediate suspension of face-to-face classes and work.
- Instruct the maintenance personnel to conduct disinfection of campus on affected areas.
- Shall inform BHERT
- Monitor and evaluate the situation including those close contacts that might have been infected.

Other scenarios where temporary suspension of face-to-face class may be applicable:

- Binangonan, Rizal is reclassified to Alert Level 3 to 5
- Binangonan, Rizal is under granular lockdown

**i. Confidentiality and Privacy**

All health information collected from individuals including vaccination information, diagnosed medical condition, test results and any other information obtained, are not to be shared or discussed unless the individual (or their parent/guardian) provides consent, or unless schools are legally obliged or authorized to do so (e.g. to comply with a pandemic order).

We look forward to a school year that will make a difference and positive impact in the lives of our learners, as our community continues to create new and meaningful **Links** together.

Your feedback is important.

Contact us:

Enrollment: [admissions@cjps.edu.ph](mailto:admissions@cjps.edu.ph)

Fees and Payments: [cjpscashier@cjps.edu.ph](mailto:cjpscashier@cjps.edu.ph)

Other concerns: [customerservice@cjps.edu.ph](mailto:customerservice@cjps.edu.ph)

\*\*\* The guidelines contained herein are final as of July 31, 2022 and are subject to change depending on the future recommendations of the Department of Health and the IATF.

