



Instituto de Lengua Española

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DATE: March 17, 2020

FROM: The Spanish Language Institute Board of Directors, Academic Directors, and the Institutional Emergency Committee for the 2020 Coronavirus.

FOR: Parents, students, faculty and staff of the Spanish Language Institute, Sojourn Academy and Sígueme Ministry.

SUBJECT: Guidelines for the yellow alert coronavirus in our country and corresponding changes to the 2020 academic calendar.

Greetings from the Board of Directors, Academic Directors, and the Institutional Emergency Committee for the Coronavirus.

As part of the contingency measures agreed in order to protect our students and staff we wanted to inform you of the following preventive measures:

1. From Monday, March 16, until Friday, March 20, at an institutional level all activities will be canceled including classes in ILE, Sojourn, Sígueme, sports, and administration activities.
2. As for Sojourn, materials will be sent online and students will be completing activities in their workbooks. All high school activities will be rescheduled.
3. In the case of ILE, classes will be given online daily via Zoom or Skype platforms. This applies to regular courses, intensive courses, and tutorials. Courses that run from 7:30 to 9:15 am will be given at the same time. Group classes that run from 10:20 am to 12:05 pm, will remain the same. Conversation classes from the intensive course will be given at the same time 12:10 pm - 1:00pm. Tutoring will be held at the respective time except for those given in the morning. These will resume once the school is back in session. Please coordinate with the respective corresponding teacher for your class hours.
4. Graduation for Intensive Course B will be canceled. The certificates will be printed and available for pickup in Graciela's office from 1:00pm - 3:00pm on Friday, March 27.
5. Mini ECOS will be conducted online on Wednesday, April, 1st starting at 1:30pm. The language teachers will coordinate the exact time with their respective students.

6. The ECG or Grammar Exam will be conducted in person Thursday, April 2 in the Chapel from 1:00pm- 4:00pm for students for graduating students.
7. The ILE graduation will be as planned and be held on Friday, April 17th.
8. Once we have resumed classes on April 13, the following measures will be implemented:
 - a. Two thermal thermometers will be purchased to take the temperature of any person who will enter the institution. This will be required.
 - b. Anyone with a temperature above 38 degrees Celsius (100 degrees F.), will not be allowed into the institution.
 - c. We would appreciate your understanding due to the delays this measure may cause. We ask parents not to leave the entrance until the student has been monitored and enters the institution.
9. If a student has left and reentered the country before April 12, they have to comply with the Costa Rican Government and complete the required two week quarantine.
10. Additional support from our doctors will be given to support the student population by appointment.
11. In case of new guidelines by the Ministry of Health or the Ministry of Education, we will be communicating via e-mail regarding additional measures that will be taken.
12. Finally, as part of our commitment, any activity or institutional massive celebrations are canceled.
13. We would also like to inform you that is you have any questions or concerns respective to the Institutions current situation they will divided in the following manner:
 - a. Missionaries and students of ILE please direct your questions to our point person Sam Flores: Sam.flores@thespanishinstitute.com.
 - b. Parents and students of Sojourn Academy please direct your questions to Sojourn@thespanishinstitute.com.
14. We want to inform all staff and personnel of Sojourn, ILE and our administrative staff that they must be present Thursday, March 19th at 1:00 pm for a mandatory meeting in ILE's Chapel.

We hope that we can always count on your understanding and support. May the peace of our Lord Jesus Christ be in each of your homes.

**"He who dwells in the shelter of the Most High
He shall abide under the shadow of the Almighty. "**

Psalm 91: 1

ADDENDUM A CIRCULAR GENERAL

DATE: March 17, 2020

FROM: Board of Directors, Academic Directors, Institutional Emergency Committee on Coronavirus 2020

TO: Parents, students, teaching and administrative staff of the Spanish Language Institute, Sojourn Academy and Ministry Sigueme

SUBJECT: Guidelines regarding the coronavirus alert yellow in our country and actions corresponding to the 2020 school course at the Spanish Language Institute and Sojourn Academy.

The Academic Director of Sojourn clarifies:

- Point number 1 and 2 regarding holidays on the institutional calendar. The vacation dates of April 27 to 30 2020 will be moved to March 30 to April 3 so that students miss fewer school. days.
- Point number 2, paragraph number four: from March 23 to 27, 2020, we will continue to work online, but with the exception that the sending of assignment emails and digital materials, and the execution of online Sojourn classes will be from 8 am to 12 noon, in order to organize our communications and not overwhelm parents.
- Point number 10: Students, teaching and administrative staff who require medical services of the institution must request it via sojourn@thespanishinstitute.com, and Ana Castro will coordinate. the appointment.
- Point 13, we reiterate that the official means of consultations is institutional mail sojourn@thespanishinstitute.com.
- Point 14, the general staff meeting is mandatory and teachers must be on time.

In addition to the above:

- Specials teachers who have sent work this week (March 16-20) will not send new work next week (March 23-27). What the students have received is for both weeks.
- Parents who have not yet been able to come to the school to pick up materials or books for their children are welcome to do so on Wednesday March 18, Thursday, March 19, and Friday March 20, between the hours of 8 am to 3 pm.