

Karawang, Aug 3, 2020

STIKES – STMIK Kharisma Karawang

Nomor : 005/EDR/YTPHE-KRW/2020

Dear Parents, Guardians and Students ,

Two weeks ago, we sent you a letter where we talked about the general plans for the coming school year and possible opening of on campus classes this August. Unfortunately, Karawang is still a Yellow Zone as of today. We believe it is best to move start of classes for the safety of all members of our community – students, employees and teachers.

Our classes at STIKES and STMIK Kharisma (Horizon Education) will officially start on **September 14** for freshmen and **September 7** for our continuing students. We will follow a blended format – combining face-to-face classes plus home or distance learning. We call this **FlexLearning@Horizon Education**. However, we want to emphasize that we will only implement face-to-face instruction when the government (DIKTI, Ministry of Education, Karawang Regency Government) will allow. If not, we will be ready to carry out online learning.

1. Work and classes to be scheduled using a ‘4-10’ scheme to beat the virus

As we prepare our employees and students for the ‘new normal,’ we will schedule work and classes using an innovative ‘4-10’ scheme which is based on the emerging science of how COVID-19 spreads. According to studies published in international broadsheets such as *The New York Times*, a person who contracts COVID-19 will have three days before he or she can pass it on to others. Using this principle, we can have four days of work-in-school followed by ten days of work-from-home. With this, we reduce the chances of the spread of COVID-19, and allow any person ten days to manage any symptoms that may emerge in case they contract COVID-19. The same will be followed for class schedule. There will be 4 consecutive days of face-to-face learning on campus and continued with online learning at home for the next 10 days. With this ‘4-10’ scheme, we also reduce the number of people on campus to about 50% our usual number. This will then allow for better social distancing throughout school.

2. Reduced classroom-to-student ratio, and social distancing throughout campus

The biggest change students will see is the reduction of our classroom-to-student ratio by 50% and depending on classroom size, we will only have a maximum of twenty-five (25) students to one classroom. This will ensure that

there will be a distance of at least one meter between each student when seated in the classroom. We do this in anticipation of face-to-face classes in the new school year.

In addition, we shall limit student gatherings and campus extra-curricular activities in the meantime, and ensure that other public spaces where students can congregate, such as the offices, library and canteen, have proper guides for physical distancing as well.

3. Mandatory facemasks and temperature checks for everyone entering campus

The government has now made wearing of mask mandatory when out in public spaces; the same shall be true in school. Employees and students will always be required to wear facemasks as part of our uniform. Community front-liners – such as our janitors – will be provided with masks, gloves and face shields as they go about their tasks of disinfecting the campus throughout the day. Our guards who are posted in our school gates will also be wearing masks and face shields. They will have thermometer guns to check body temperature of everyone entering the campus. Disinfectant spray at the gate entrance will also be provided.

On top of the 3 items above, we also prepared our health policies and protocols with regular disinfection and sanitation schedule and handwashing areas to keep the campus safe.

In sharing these updates, we would like everyone to feel not only confident but **safe** in their decision to return to school. Through *FlexLearning@Horizon Education* - improved health and sanitation procedures, social distancing, and '4-10' - we hope to keep everyone safe, and together we can even beat COVID-19.

Nonetheless we acknowledge some might still not feel comfortable about returning to school. We assure everyone that our school will be waiting for you whenever you choose to return. Should you have questions, feel free to call or send message via WA at **0811-8454-800** or visit our official FB pages for announcements and updates **@Kharismastikesofficial and @Kharismastmikofficial**.

Stay home and stay safe.



Jeanette Fabul Foulc
Chief Operations Officer



Trianto Irawan
Chairman, Yayasan Pengurus