

Covid-19 Phased School Re-Opening Protocols

Dear parents,

I would like to advise of our current planning for a return to school for the academic year 2020-2021.

With the uncertainty of when and how the school will reopen, we are seeking guidance from the Ministry of Education to open the school at the earliest possible date and look forward to seeing our students. For school to start, we have been working on a detailed plan that covers two possible scenarios: a phased re-entry back to school or online learning.

If there is phased re-entry into the school, there will be a rotation of students with a component of students coming to school and another component engaging with online learning at home. If school starts with online learning, students will be expected to attend live virtual classes every day according to their timetables.

In both cases, our planning is comprehensive and will ensure the best possible teaching and learning for our students. When the Supreme Committee and the Ministry of Education do allow schools to resume face to face learning, we will have in place world class guidelines with the health, safety, and wellbeing of the whole ABIS community at the heart of our planning. Hygiene practices at school will be fully enforced including the wearing of face masks, regular hand washing and deep cleaning of the school every day.

I will keep you fully informed of news and developments as we hear them.



Kind regards,

Dominic Robeau

Head of School

Entry into school

We have created detailed planning should students enter the school again. The following outlines the guidelines for the health, safety, and wellbeing of the ABIS community.

Fitness to Return

- All teachers will be 'Rapid Tested' for the virus before entering the school. They will fill out a 'Returning to School' form indicating if they have had any contact with a Covid-19 case. Teachers can only return so long as they are physically well, not displaying any flu symptoms, and have not had contact with a Covid-19 case in the last 14 days.
- All students must complete and submit the 'Return to School Form' online. The form should be completed by 15.00 on the day before returning. Students can only return so long as they are physically well, not displaying any flu symptoms, and have not had contact with a Covid-19 case in the last 14 days.
- If there is a break in attendance, or if circumstances change, the form should be re-submitted.
- Parents with children and staff returning to school should get into a routine at home of checking one's temperature in the evening and in the morning before setting off for school.
- Parents will be able to let us know via the 'Returning to School' form if there are vulnerable people in their household.

Physical Distancing

- The 1.5 metre physical distancing rule will always be respected by students and staff. Signage will be posted, and tape markings will be added in places where queues may be expected.
- No more than 5 people can meet, and all should respect physical distancing.
- Movement around the campus will be kept to a minimum, and one-way use of corridors and stairs will be clearly marked.
- The school will enforce physical distancing of 1.5 meters inside and out, as well as the wearing of masks for teachers and students. The wearing of face shields is for vulnerable circumstances only at this stage.
- The canteen will be restricted with the number of students at any table to be a maximum of 4.
- Students who do not respect the reopening protocols will be asked to leave.

Arrival and Departure from School

Start and Finish Times

- Teachers and staff arrive before school starts
- Students will arrive between 7.50am and 8.15am. Students may not arrive at the campus outside of these times.
- Students will leave at 3.20pm. Students may not leave the school before this time unless they are ill in which case the policy for going home is enacted.

Arrival arrangements:

- They may enter from the parent drop off point where sanitization stations will be located.
- A full team of teachers and staff will be present to assist with the sterilisation process.
- Any student with a temperature higher than 37.5 degrees Celsius will be immediately sent to a quarantine room and parents called to pick him/her up.

Pick-up arrangements:

- Students will also be escorted to the front gate for parent pickup.
- Parents will be told beforehand where their child must be picked up from. Students must follow the physical distancing protocols while waiting to be picked up.
- Drivers and maids must stay in their vehicles. No driver or maid will be allowed to wait in the pickup zones.

Temperature Check on Arrival

- This will take place in the main entrance.
- Tape will be used to indicate the 1.5 metre social distancing should a queue form. Students arriving by car will need to stay in their car until they have reached the temperature check point.
- If upon arrival, the student has a high temperature, they will return to their parent and go back home.
- Staff will wear masks and gloves.

Campus Access

- During this period, campus access will be strictly limited.
- Parents or other family members are not allowed on campus apart from the time accompanying their child to the drop off point.
- Outside this time, if there is any possible need to come on to campus, please contact the school admin to explain the need and, if approved by a member of the Senior Management Team, make arrangements.

Entering and exiting the classroom

Hand sanitizing is essential. It consists of washing all parts of the hands with hand sanitizer for at least 20 seconds.

Hand-washing is carried out, at a minimum:

- Every time a student/teacher enters the classroom
- After Break
- After going to the toilet
- Before and after lunch
- After blowing your nose
- Before going home and upon arrival at home.
- Students enter the classroom one after the other and follow the same procedure of washing hands with hand sanitizer.
- For entry, school doors and classrooms are kept open to avoid touching the handles.

Classroom and Room Set-Up

- Class seating is spread out to reduce interactions and ensure some physical distance.
- Ground markings will be placed to help students move around avoiding contact and maintain distances where necessary.
- Students and staff will have designated, named desks, set apart to comfortably respect physical distancing specifications and a distance of at least 1.5 between student chairs.
- Students will sit at the same desk in each classroom for the duration of the day.
- Students will not be able to move in the classroom without teacher permission, and any movement must fully respect physical distancing.
- They must stay at their designated desk at all other times. Any superfluous equipment will be removed or stored away to optimise the quality of regular deep cleaning.
- Only 1 child per class will be able to go to the bathroom at one time with a pass.
- A One-way system will be in operation to circulate around the school building.
- 2-meter indications will be marked in the form of arrows around the school for students to keep their distance.
- Students will always be lined up at 2 meter distances.
- Sessions to be held with all students to educate on the importance and effectiveness of physical distancing and Covid-19 prevention.

Contact Tracing

- Each student will only interact with people in their classes. This enables us to limit the spread of the virus if a member of a class or a direct contact (e.g. household member) becomes sick.
- If a member of the class presents with Covid-19 symptoms, they must inform school immediately, stay at home and will be asked to complete the 'Contact Tracing Form'.

Suspected & Actual Covid-19 Cases

- If a student or adult has a suspected or actual diagnosis of Covid-19, they must stay at home and inform school immediately via the school admin. They will be asked to fill in the 'Contact Tracing Form'. All members of the classes will be informed and may be asked to self-isolate at home for 14 days. At the end of this period, an analysis of the situation will determine whether it is safe for the class to return to school or whether a longer period of absence is necessary.
- If a household occupant (e.g. parent, sibling) of a class-member is presenting with Covid-19 symptoms, school must be informed straight away. The student will not come to school for 14 days. They will be asked to complete the 'Contact Tracing Form'. The class will be informed and may also not come to school for 14 days. Towards the end of the 14 days, the school will liaise with the student and class members to establish when it is safe for them to return to school.
- If a class member has contact with a suspected or known Covid-19 case, for example from a visiting friend or family member, school must be informed straight away. The student will self-isolate for 14 days. They will be asked to complete the 'Contact Tracing Form'. The class will be informed, and can continue coming to school, keeping a careful watch for any Covid-19 symptoms. Towards the end of the 14 days, the school will liaise with the student to establish when it is safe for them to return to school.

- Where there is an indirect link to a Covid-19 case, for example if a parent has a work colleague with suspected or actual Covid-19, school should be informed immediately. They will be asked to complete the 'Contact Tracing Form'. The class will be informed and reminded to keep a careful watch for any Covid-19 symptoms. Self-isolation is not normally necessary for indirect cases.

Unwell During School Day

- The School Nurse will be available in school throughout the day.
- If a student feels unwell for any reason, the nurse will be contacted and the Head of School informed.
- The student will be taken to the Isolation Room; parents will be contacted, and arrangements made for the student to go home.
- There will only be one student in each isolation room at any point in time. The room will be well ventilated and deep-cleaned after each usage.
- Once the parent has arrived, the student will be accompanied to meet the parent. Students will not return to class until the student is fully recovered and medical clearance given to the school.
- If a member of staff feels unwell, they should inform their Head of School, go home and seek medical advice.

Cleaning Procedures

- Cleaners will undertake deep cleaning each day. Doorknobs, handrails, surfaces, etc. will be cleaned at the end of the day and after usage, for example stair handrails after break time.
- Toilet facilities will be cleaned regularly during the day. All cleaning tasks will be carried out wearing masks and gloves.

Hygiene

- Antibacterial wipes and hand gel will be placed in all locations; teachers may wipe down tables, door handles, hard surfaces at any time.
- Students and staff must wash/sanitize their hands on arrival at school, after breaks, after lunch, after entering a different room, after using the toilet, after coughing or sneezing, before leaving school.
- Students and staff must cover nose and mouth when coughing and sneezing with a flexed elbow.
- Teachers will reinforce the hygiene routines daily.
- Students will have a demonstration of handwashing using sanitizer. All teachers will remind students to wash their hands throughout their time at school.
- There will be a strict policy in place of no touching, no hugging, no hand shaking etc.
- The School will use signage to promote hygiene and remind students and staff of social distancing rules.

Ventilation

- Windows should remain open whilst the room is occupied to let as much fresh air into teaching and workspaces as possible. During cleaning, windows will be opened wide.
- When more than one person occupies a room, air conditioning and fans will not be used.

Use of Masks

- Masks will be worn by all students and all staff. Students and staff should wear masks on arrival and during all time on campus.
- Students need to come to school with a cloth or surgical mask and bring a spare. There will be a supply of disposable masks in school in case any student has unexpected problems with their mask from home.
- The school will supply masks for teachers and staff; however, they may choose to bring their own.

Materials

- Students are not to bring stationery to school (Pencils/pens/etc.). They will have basic supplies at school so that items are not being carried back and forth.
- Grade 11 & 12 students may bring materials into school but should keep this to an absolute minimum and carry items in a secure rucksack or bag.
- Students and staff may bring laptops to school.
- Equipment and materials brought to school will be wiped down during homeroom time.

Breaks and lunchtime

- Physical distancing rules will be observed at all times.
- Each table may only hold a maximum of 4 students.
- Students and staff should bring their own supply of food and snacks. There will be no sharing of food or drink.
- There will be no sharing of cutlery or crockery, no use of coffee machines or staff room.
- Break and lunch times will be staggered to accommodate numbers in shared spaces such as the gym and Mazoon.
- Spaces cleaned after eating and before students continue learning.
- Should the weather cool down we will move to outdoor play as we have a large campus which will allow for physical distancing.

School Library Visits

- Students will have access to the school library as part of their time in school.
- Disposable gloves (provided by school) will be used when browsing books.
- All books touched whilst browsing will be wiped with sanitizer before being re-shelved.

Buses

- Buses will be cleaned twice per day - once after the morning run and once after the afternoon run
- Buses will only transport students one per seating area.
- Masks to be worn on the bus.

Subjects and events

- Music = no shared instruments and greater seated spacing.
- PE = activities engaged in must retain 2m physical distance - so staff will adapt as per requirements.
- Art = student workspaces are distanced and can be cleaned in between classes. Cleaning of equipment used in Art - paint brushes etc between classes and left in the sun.
- Science = Cleaning and sanitizing of equipment and surfaces between classes.
- After school activities = Limited to numbers and certain types of activities.
- School trips and assemblies are all cancelled until further notice.

Space	Action taken
Inside the building	1.5-meter distance between adults Distance of 1.5 meters in adults and students when possible
Outside the building	1.5-metre distance between adults Distance of 1.5 meters in adults and students when possible
Classrooms	1.5-metre distance between adults Distance of 1.5 meters with adults and students when possible - creating a protection zone for teachers – 1.5-meter visible box taped around each teacher’s desk Distance between students' desks when possible (1 student per table), or ensuring students sit in a way they are not in physical contact with one another.
Staffroom	1.5-meter distance between adults. Only 2 adults are allowed in this room at a time.
Toilets	Max 2 per washroom
Sport	Swimming pool is closed Teach outside when possible or in the sports hall and practice only sports that do not cause physical contact between students