Covid-19 Protocols for Reopening School
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The document is evolving and is subject to adjustments due to MOEYI protocols.
INTRODUCTION

On March 12, 2020 schools were mandated closed by the Government due to the Corona Virus pandemic (Covid 19). Since then, we have been delivering lessons via online platforms such as Zoom and Google classroom. Recently the MOEYI informed the nation that face-to-face instruction at all levels for the new school year will commence September 7, 2020.

The absolute priority is to safeguard people’s lives and well-being, parents, teachers, and students need to have confidence that the school system can protect the physical, emotional and mental health of everyone within the school environment. In order to achieve this the following questions must be considered:

✔ Will reopening the school or schools increase the risk of spreading the virus?
✔ Does Jessie Ripoll Primary School have the necessary hygiene facilities?
✔ How will class size be reduced to accommodate physical distancing measures?
✔ What type of psychological support will the school community need?

Obviously, the primary criterion for reopening will relate to physical protection against COVID-19.

An urgent and practical consideration is the availability of physical space and school personnel, especially teachers. We may have STAFF who have serious underlying medical conditions hence they cannot be in the school environment. As a result, it will become necessary to reorganize the school day.

Based on the, there are serious and far reaching implications for Jessie Ripoll Primary as we seek to prepare the physical environment for the return of students.

Our key deliverable is:

✔ The preparation and readiness of the school for full resumption in September 2020.
JESSIE RIPOLL PRIMARY SCHOOL COVID-19 MANAGEMENT TEAM

Senior Executive:

Board Chairman: Mrs Marcia Thwaites
Principal: Mr O'neil Stevens
Vice Principal (Acting): Mr Raphael Davis

Senior Teachers:

Mr W Brown (JTA Representative)
Mrs M Benbow (Academic Staff Representative)
Mrs T Wright (Assessment/Policy Support)

Guidance Counselor:

Mrs Kediesha Grant (Mental, Psychological and Emotional Support)

Non-Teaching Staff:

Clerical Assistant- Ms Hughrica Sinclair (Office Procedures)
Canteen Supervisor- Ms Dorothy Knight (Nutrition)
Maintenance Officer- Mr Shawn Grant (Maintenance Audits & Procurement)

School Stakeholders:

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Ms Lynette Brown-PTA President

Mr Kevin Senior-PTA Senior VP

Mr McPherson-PTA Safety & Security

Ms V Reid- Alumni President

COVID-19 FACTS

What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. ‘CO’ stands for corona, ‘VI’ for virus, and ‘D’ for disease. It is highly infectious disease and is linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

What are the symptoms of COVID-19?

Symptoms can include:

✔ Fever (adult 99 - 99.5°F or 37.2-37.5°C, child 99.5°F or 37.5°C)
✔ cough
✔ shortness of breath
✔ severe sore throat

In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal.

These symptoms are like the flu (influenza) or the common cold, which are a lot more common than COVID-19. Therefore, testing is required to confirm if someone has COVID-19.

How is COVID-19 spread?

✔ Direct contact with respiratory droplets of an infected person (generated through coughing and sneezing).
✔ Touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth).

How long does COVID-19 survive on a surface?

The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

Who is most at risk?

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✔ People of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children.
✔ Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms.

**How can the spread of COVID-19 be stymied or prevented?**

✔ Staying home when sick.
✔ Covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately.
✔ Washing hands often with soap and water; use of hand sanitizers if without soap and water (Bender, 2020)
✔ Wear a face mask.
✔ Stay a safe distance (at least 2m or 6 ft) from persons especially those with flu like symptoms.
✔ Cleaning frequently touched surfaces and objects.
✔ Avoid contact with sick people; cold or flu-like symptoms.
✔ Avoid crowded areas or public gatherings.
✔ Avoid spitting in public.
✔ Sanitize doorknobs, locks, surfaces, light switches, bathrooms especially pipe taps, toilet flush handles, soap dispensers, anywhere that has heavy traffic with bleach and water or a disinfecting agent.
✔ Sanitize all foods bought before preparation and wash hands after.
✔ All persons should have their own hand sanitizers, soap, water, tissue and paper towel where possible.
✔ Do not share other personal items.

**SOCIAL DISTANCING**

The term “social distancing” refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 3 feet (about an arms’ length) from other people
- Not to gather in groups
- Stay out of crowded places and avoid mass gatherings

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✔ Keeping space between you and others is believed to be one of the best tools to avoid being exposed to the virus and slowing its spread locally and across the country and world.

✔ It is recommended that we should limit close contact with others outside our household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you - or they - have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

✔ Therefore, as Jessie Ripoll Primary seeks to reopen its doors to our students and staff, and considering the information outlined above there are many considerations which will have a significant financial impact on the School.

**STAY AT HOME PROTOCOL**

✔ Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing the VP and your Grade Supervisor) and access a test as soon as possible.

✔ If a student develops symptoms, he/she should stay at home or contact made immediately with a healthcare provider or the Ministry of Health and Wellness.

✔ Prior to reopening, we will survey staff to identify those with serious underlying medical conditions and may be unable to return to work.

**EDUCATIONAL CAMPAIGN**

✔ We will educate the school population about COVID-19 prevention. This will include appropriate and frequent hand hygiene, social and physical distancing, face masks and shield use, among others.

✔ A video to sensitize stakeholders as well as posters are currently being developed. Signage such as decals and posters will be on all blocks and areas frequented by students.

✔ The public announcement system will also be used to communicate these messages daily coupled with in-class reinforcements/simulation by teachers.

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✓ The school’s PTA Education Committee will reinforce the school’s protocols and guidelines by having virtual meeting with the class representatives assigned to each class, who will then share with parents in each class.

TRANSPORTATION

Public Transportation

Whereas the School has no control over the operation of public transportation, please be guided by the following for your safety:

✓ All staff and students must wear face masks.
✓ Practice physical distancing as much as possible physical.
✓ Avoid touching surfaces as much as possible.
✓ Use hand sanitizers frequently.
✓ Avoid touching your face with your hands.
✓ Use bus cards where possible instead of money.
✓ Sanitize all items possible after leaving transport.

Private Transport

✓ It is necessary to wear a mask even when you are with your family
✓ Sanitise before and after leaving the vehicle.
✓ Do not touch your face.
✓ Put on your mask as soon as you are about to leave the vehicle.
✓ Carry only needed items to school and sanitize what is practical to do so.

INFRASTRUCTURE SUPPLIES AND SERVICES

✓ Additional hand washing stations are going to be erected.
✓ Training on proper cleaning and sanitizing will be provided.
✓ Four (4) temperature guns have been purchased and others are to be ordered.
✓ Adequate stock of hand sanitizers and alcohol are available, and we will top up our stocks weekly once products are obtainable.
✓ Considerations are being made for a review of the Janitors duties so that proper sanitizing and cleaning can be done. Their whole-day engagement will require support from the MoEYI.

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Face masks have been commissioned and will be available for sale in the General Office.

**WATER SUPPLY**

We have significant disruption in water supply from the NWC over the past years, which resulted in days without the commodity. This seriously impacted the entire school community. In response to this crisis we will install two (2) 1000-gallon tanks ensuring that adequate systems are in place in place of water disruptions. On numerous occasions we had to purchase water to ensure the continuity of classes. We also had to dismiss school altogether on occasions. This is not sustainable. We are now moving into the summer months and we have already been advised that there will be water restrictions.

Based on the information outlined above, the need for consistent water supply is unquestionable. Therefore:

✔ The water storage levels will be checked at the end of each school day by the Grounds Supervisor, and actions taken to top-up levels overnight as required.

✔ If no water is received overnight, the levels will be monitored in the morning and following consultation with the School’s Covid-19 Management Team and the MoEYI, a decision will be taken to have an early end to the school day.

**PROCEDURES AND GUIDELINES**

Outlined in this manual are procedures and guidelines to ensure the safety of all involved.

**General Covid-19 Guidelines**

1. **Hand Sanitization**
   
   1.1 *Proper Handwashing*
1.2 (Tankeshwar, October 2013)

1.3 Hand should be washed as often as possible whether your hands appear dirty for at least 20 seconds.
   1.3.1 Before starting work
   1.3.2 Before preparing
   1.3.3 Before serving food
   1.3.4 After any absence from your desk
   1.3.5 After restroom use
   1.3.6 After eating, or drinking
   1.3.7 After taking out the trash
   1.3.8 After any activity that may have caused contamination
   1.3.9 Before leaving school

1.4 Hand Sanitizers
   1.4.1 Type and Use
   1.4.2 Use alcohol base sanitizers. Your hand sanitiser might contain ethanol, isopropanol, n-propanol or a combination of these three alcohols. To be effective, hand sanitisers must contain at least 70 per cent alcohol.

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1.4.3 Hand sanitisers are a great option for touch-ups between hand washes.

1.4.4 Make sure to check the expiry date because the alcohol can evaporate even out of sealed containers.

1.4.5 As with soap lather your hands for 20-30 seconds.

2 Wearing of Masks
Do not share masks.

2.1 Sanitization and Face Mask Examination
2.1.1 Clean your hands with soap and water or hand sanitizer before touching the mask.

2.2 How to Put on a Face Mask
2.2.1 Determine which side of the mask is the top.
2.2.2 Determine which side of the mask is the front.
2.2.3 Follow the instructions below for the type of mask you are using.
2.2.4 *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
2.2.5 *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
2.2.6 *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
2.2.7 If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
2.2.8 Pull the bottom of the mask over your mouth and chin.

2.3 How to Remove a Face Mask
2.3.1 Clean your hands with soap and water or hand sanitizer before touching the mask.
2.3.2 Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band.
2.3.3 Follow the instructions below for the type of mask you are using.

2.3.3.1 *Face Mask with Ear loops:* Hold both ear loops and gently lift and remove the mask.
2.3.3.2 *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.

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2.3.3.3 *Face Mask with Bands:* Lift the bottom strap over your head first then pull the top strap over your head. (CDC, 2020)

2.4 How to Wear Face Masks

2.4.1 Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
2.4.2 Avoid touching the mask while using it; if you do, clean your hands by washing with soap and water or with alcohol-based hand rub.
2.4.3 Do NOT pull the mask down like one would a scarf. Adjustments should be made using the ties, elastic or cord at the neck or on top of the head or behind the ears.
2.4.4 Avoid touching your face even when the mask is in place.
2.4.5 Replace the mask with a new one as soon as it is damp and do not re-use single-use masks. (WHO, 2019)

2.5 How to Care and Store Reusable/washable Masks

2.5.1 Remove mask and place in a laundry bag, container or a pillowcase
2.5.2 Wash it in the washing machine with hot water.
2.5.3 Hang in the sun as long as possible or dry it in the dryer using medium to high settings.
2.5.4 Store in a clean container until needed.

2.6 How to Dispose of Masks

2.6.1 Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

3 **Wearing of Gloves (optional)**

Wearing gloves is not full proof protection from Covid-19. *Contaminated gloves are like contaminated hands. They both need washing.*

3.1 Why I Should Wear Gloves

3.1.1 To protect hands from contamination.
3.1.2 To protect hands while using harsh chemicals.
3.1.3 To protect an open wound.

3.2 One of the most important steps to wearing nitrile or latex gloves is having a proper fitting glove. Ill-fitting gloves will increase the likelihood of contamination.

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3.3 Non-powdered gloves are safest because they are less likely to cause allergic reactions.
3.4 Wash hands before and after glove use.
3.5 How to don or put on or remove latex or nitrile gloves

(Nursing Times, 2019)

4  Glove Disposal
4.1 All gloves should be discarded in an appropriate receptacle.
4.2 Hands must be washed after glove use.

5  Wearing of Face Shields – The School will provide face shields for all staff
13.1 Wear a face shield to protect yourself from droplets.
13.2 Choose the correct face shield for your activity.
13.3 Fit the face shield over your head. Ensure the face shield is correctly fitted to your head size.

CLASSROOMS

6  Classroom Setup

Data gleaned from various areas of the world (England, Australia, and China) suggest that class sizes should be no larger than 15 students to maintain social
distancing. What is unclear here is the issue of room dimensions. This will be investigated.

At Jessie Ripoll Primary School we have a unique problem. Most of our class groups consist of 40 students and above. Therefore, even if these classes are halved, we will still have 20 students or more per class.

According to the MOEYI/MOHW directives we will have to accept that our class sizes will have to be cut in half, the norm will be 20 students per class. It is also possible, that by September 2020 social/physical distancing protocols will be reviewed to further relax the quota per class.

6.1 Classroom will be measured up and students will be seated at every other desk behind each other and every other row.

6.2 The floor will be marked to indicate where each desk should be placed. Desks should be assigned to each student and ideally should not be rotated to prevent cross contamination.

7 Attendance Schedule (Modality: Student Attendance)

7.1 The recommendation is that there will be a reduced week for all students. Students will be divided into two groups: Group 1-Lower School (Grade 1-3) and Group 2-Upper School (Grade 4-6)

7.2 For the start of School:

Week 1:
Group 1 - will attend school on Monday, Wednesday, and Friday
Group 2 - will attend on Tuesday and Thursday

Week 2:
Group 1 - will attend on Tuesday and Thursday
Group 2 - will attend on Monday, Wednesday, and Friday

NB.

- Other approaches may be considered after the first two weeks.

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- The first month will be dedicated to assessment, orientation, and sensitization to inform the way forward:
  
- MOEYI Bulletin (132)-Grade One Individual Learning Profile-GOILP September 7-October 2, 2020 and Standardised Diagnostic Tests
  
- MOEYI Bulletin (136)-Phased resumption for the reopening of school:
  
  ✔ “Stimulation Week”-September 7, 2020 to September 11, 2020-
  “……at least one year group will attend school to be stimulated or to be orientated to acceptable practices and safety guidelines to be observed on a daily basis.”
  ✔ ONLY Upper School (Grades 4-6) report to school-September 14 to 25, 2020
  ✔ Lower School (Grade 1-3) should resume school

- Online learning and live streaming will be provided to students while they are not at physical school. This will assist students who suffer from comorbidity (ies)

  7.3 For each group, additional work will be provided to them which must be done during the days that they will not physically be in School.

  7.4 Teachers can prerecord lessons and place on thumb drive for students to utilize at home.

  7.5 Recommendation to parents is that on the days that the student is not physically in school they should ensure that the child’s routine mirrors as close as possible the days when they have been in school.

  7.6 Remote learning continues and will be used to augment the reduced school week. Hence the online program may continue and must be taught following the end of the physical school day and possibly on weekends.

  7.7 Students who do not have internet access will have additional material printed for them to ensure equity and that they do not fall further behind.

  7.8 We are in advanced discussions regarding the procurement of a new PBX system to improve the school’s communication with its stakeholders as well as improving the bandwidth to 40 Mb to significantly improve internet access.

8 Staggered Schedules

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8.1 At the start of school in September 2020 students will be (divided into Group 1 & 2 as outlined above) Attendance will be according to the reduced scheduled outline above. This period will be used for orientation and to ensure there is a clear understanding of how school will be conducted and what is expected of them.

8.2 There will be a ten (10) minutes staggered end to the school day for each grade to reduce volume at the entrance and on the compound.

8.3 Staff and security personnel will be deployed to move students swiftly off the campus and to reduce loitering.

8.4 PARENTS WILL BE ASKED TO MAKE PROVISIONS FOR THE COLLECTION OF THEIR CHILD/WARD AS THERE WILL BE NO ACCOMMODATION FOR THEM AFTER DISMISSAL.

9 Extra-Curricular Activities

9.1 We will be guided by the MOEYI in terms of the resumption of sports and extra-curricular activities.

STUDENTS

10 Medical Conditions – Based on the Ministry of Health and Wellness (MOHW) advice the School is recommending that:

10.1 All children with serious medical conditions stay at home.
10.2 All students should present a medical certificate stating that they are medically cleared to attend school.
10.3 Students feeling unwell while at school must be immediately isolated and parent contacted.

11 Entering School

11.1 Temperature Checks

11.1.1 All students will have their temperature checked on entering the school by the security and/other designated persons.

11.1.2 Checks will be done on entry to the school adjacent to the (Deanery Road) Clan Carty High Football field. Students’ temperature will be checked and documented at the gate beside the library area beyond the drop off spot along the cul-de-sac.

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11.1.3 Checks will be done on entry to the school at Oh Jay’s Smoothies. Students’ temperature will be checked and documented at the guard house.

11.1.4 If a student’s temperature is found to be elevated (99.5°F or 37.5°C), they will immediately be brought to the isolation room and the school’s and government protocol in this regard followed.

11.1.5 All students should go directly to their classroom after being checked, sanitized, and deemed ok.

11.2 Sanitization

11.2.1 All students’ hands will be sanitised following temperature checks on entering the school.

11.2.2 All students must practice proper hand washing or use hand sanitizers. All students should have their own hand sanitizers.

11.2.3 We will create a schedule for lower school for frequent hand hygiene and provide enough alcohol-based rub.

11.3 Adhering to the 6ft Physical Distancing Guidelines

11.3.1 General areas are marked for each student to maintain the 6ft guidelines while entering and leaving schools.

11.4 Designated Areas

11.4.1 Drop off areas

11.4.1.1 All students will be dropped off outside the interior walls and gates of the school. That is in drop off cul-de-sac area in the vicinity of the library as well as in the parking lot adjacent to the Pavilion.

11.4.1.2 They will maintain 6ft distancing while filing through the central check point. Masks must be worn.

11.4.2 Pickup areas

11.4.2.1 All students should wait in the marked area for pickup with masks on and adhere to the marking that designate the 6ft distance guideline.

12 During School

12.1 Wearing of Face Masks

12.1.1 It is recommended that all students have at least two face masks for the day.

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12.1.2 All students must wear face masks. Bandanas and handkerchiefs tied around the face will not be accepted.

12.1.3 All students should avoid touching their mask or face (eyes, nose and mouth). If the masks need to be adjusted hands should be washed or sanitized after touching the mask. Do not touch the inside of the mask.

12.1.4 All students face masks must be worn according to specification.

12.1.5 All students should avoid face masks touching the eyes.

12.1.6 All students with face masks that are wet or soggy must be changed to be discarded or washed depending on the type.

12.1.7 No student should reuse a facemask unless it is properly sanitized.

12.1.8 All students should be given a break to pull their masks in a forward motion which is still in front of their nose and mouth but provides for fresh oxygen.

12.1.9 All hands should be sanitised for afterwards.

12.2 Contingency Areas for Accommodation

other suggested areas – Pavilion, erect a (tent) behind the Library, use the *chapel, P.E (gym), Music and Enrichment rooms

* can be used to house remedial students OR Isolation room

12.2 Temperature Checks

12.2.1 We will conduct random temperature checks throughout the school day.

12.3 Social and Physical Distancing

12.3.1 All students should maintain 6ft distancing (about 2 arms’ length) from each other.

12.3.2 Do not gather in groups.

12.3.3 Stay out of crowded places and

12.3.4 All mass gatherings will be excluded to include general devotions and lunchtime gathering.

12.3.5 These guidelines must be maintained daily.

12.4 Non-sharing of Personal Items

12.4.1 Each student should endeavour to have all necessary school supplies to avoid sharing these items.

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12.4.2 All items shared should be sanitized before and after use. Hands should be washed or sanitized.

12.4.3 Do not share food or drink that is being actively consumed by the individual.

12.5 **Water Break**

12.5.1 All students should have water bottles and carry their own water to school.

12.5.2 Do not share water or water containers.

12.5.3 All students should have their water breaks in class.

12.6 **Lunch Time**

12.6.1 Congregating in the canteen cannot and will not be allowed.

12.6.2 Extend LUNCH Break to 1 hr

12.6.3 Students will eat lunch in their classrooms.

12.6.4 Staff/teachers will be placed on Lunch Duty

**The process:**

12.6.5 During Class Time orders will be taken from each child.

12.6.6 Orders are submitted by class group to the canteen and a copy of order sheet must be kept by the Class Teacher.

12.6.7 Lunches are collected by designated by the Class Teacher, other staff, or school volunteer

**NB. Caregiver and other volunteers will assist with Lower School. They should receive training from Public Health Official.**

12.6.8 Lunches distributed according to order sheet

12.6.9 Student will be directed in an orderly manner prior to and after lunch to cleanse hands either by washing or the use of alcohol rub or hand sanitizers.

12.7 **Bathroom Breaks**

12.7.1 All students should avoid crowding or loitering in the bathrooms.

12.7.2 All students should try to keep some distance at the urinals or in a stall. Do not touch unnecessary areas.

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12.7.3 All students should wash their hands after using the bathroom.

12.7.4 All students should use a layer of paper towel or unused tissue between your hand and the surface when turning the faucet on and off.

12.7.5 All students should dry their hands using a paper towel or just air dry your hands. If there is no water or soap, use hand sanitizers.

12.7.6 All students when leaving the bathroom use your elbow or body to push open the door or use a clean paper towel to grip the door handle.

12.7.7 All students should try to stay six (6) feet away from others while waiting to use the bathroom as well as when they are inside.

12.7.8 If the bathroom is especially crowded and there are other restroom options use those. (Miller, 2020)

12.8 Class Breaks

12.8.1 There should be no large group gathering during this time and masks must be worn.

12.8.2 The students must be supervised during this time.

12.9 Behavioural Concerns

Clear indication will be given that failure of any student to obey directives or instructions given by the School to manage in these challenging times will be met with very strong action by the school.

Students are expected to:

12.9.1 Follow all altered routines for arrival or departure

12.9.2 Follow all school instructions on hygiene, such as hand washing and sanitizing

12.9.3 Move around the school as per specific instructions.

12.9.4 Observe out of bounds areas and there will be no queuing

12.9.5 Adhere strictly to expectations about sneezing, coughing, tissues/paper towel and disposal (‘catch it, bin it, kill it’) and avoiding touching your mouth, nose and eyes with hands

12.9.6 Tell an adult if you are experiencing symptoms of coronavirus

12.9.7 Not share any equipment or other items including drinking bottles

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12.9.8 Follow all rules and guidance given by the attendant, regarding the use of toilets

12.9.9 There MUST be no coughing or spitting at or towards any other person.

13 TEACHERS

13.1.1 Subject teachers will be deployed as classroom teachers to facilitate a (1:20) teacher/student ratio

13.1.2 Each teacher will be provided with a face shield, a mask, gloves and a bottle of hand sanitizer.

13.1.3 Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).

13.1.4 Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.

13.1.5 Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc.

13.1.6 Prevent your students from sharing equipment and resources (like stationery).

13.1.7 Keep your classroom door and windows open to promote adequate ventilation.

13.1.8 Limit the number of children from your class using the toilet at any one time.

13.1.9 Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.

ALL MEMBERS OF STAFF

14 Medical Conditions

14.1.1 All staff with serious underlying medical conditions should stay at home such as moderate to severe respiratory problems, uncontrolled lifestyle diseases such as Heart

The document is evolving and is subject to adjustments due to MOEYI protocols
Disease, Hypertension, Diabetes, are immune compromised or have chronic kidney or liver disease.

14.1.2 Each member of the non-teaching staff will be provided with a face shield, a mask, gloves and a bottle of hand sanitizer.

14.1.3 A medical certificate must be presented prior to the return of the member of staff that deems the staff fit or clear to return.

15 Social and Physical Distancing

15.1.1 All staff should maintain 6ft distancing (about 2 arms’ length) from each other.
15.1.2 Do not gather in groups and be flexible in shared spaces.
15.1.3 These guidelines must be maintained daily.

16 Entering School

16.1 Temperature Checks

16.1.1 All staff will have their temperature checked on entering school.
16.1.2 This will be done at a central point that all staff must enter through.
16.1.3 If a member of staffs’ temperature is found to be elevated, they will immediately be brought to the isolation room and the school’s and government protocol in this regard followed.

16.2 Sanitization

16.2.1 All staff hands will be sanitised at a central point on entering or leaving the school.
16.2.2 All staff must practice proper hand washing or use hand sanitizers. (see proper hand washing and use of sanitizers).

16.3 Adhering to the 6ft Social and Physical Distancing Guidelines

General areas are marked to maintain the 6ft guidelines while entering and leaving schools.

17 During School

17.1 Wearing of Face Masks

17.1.1 All staff should have at least two face masks for the day.

The document is evolving and is subject to adjustments due to MOEYI protocols
17.1.2 All staff must wear face masks.

17.1.3 All Staff should avoid touching their mask or face. If the masks need to be adjusted hands should be washed or sanitized after touching the mask.

17.1.4 All staff face masks must be worn according to specification.

17.1.5 All staff should avoid face masks touching the eyes.

17.1.6 All staff with face masks that wet or soggy must be changed to be discarded or washed depending on the type.

17.1.7 All staff should take breaks to pull their masks in a forward motion which is still in front of their nose and mouth but provides for fresh oxygen.

17.1.8 All hands should be sanitised for 20 secs afterwards.

17.2 Bathroom Use

17.2.1 All staff should avoid crowding or loitering in the bathrooms.

17.2.2 All staff should try to keep some distance at the urinals or in a stall. Do not touch unnecessary areas.

17.2.3 All staff should wash their hands after using the bathroom.

17.2.4 All staff should use a layer of paper towel or unused tissue between your hand and the surface when turning the faucet on and off.

17.2.5 All staff should dry their hands using a paper towel or just air dry your hands. If there is no water or soap, use hand sanitizers.

17.2.6 All staff when leaving the bathroom, use your elbow or body to push open the door or use a clean paper towel to grip the door handle.

17.2.7 All staff should try to stay six (6) feet away from others while waiting to use the bathroom and when you’re inside. If you can, wait outside the bathroom until it’s empty.

17.2.8 If the bathroom is especially crowded and there are other restroom options use those. (Miller, 2020)

17.3 Sanitizing Personal Space

17.3.1 Practice sanitizing your personal space daily.

17.3.2 Remove all items. Throw away what is necessary and keep at work only what is needed.

17.3.3 Wet wipe all surfaces. Clean desks with vinegar and water and electronics with alcohol. Clean shared phones after each use.

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17.4 **Items Brought to Work**

17.4.1 Try to use disposable items as much as possible.

17.4.2 Minimize the items that are brought from home to school each day.

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**ANCILLARY STAFF**

18 **General Requirements**

18.1 The Ancillary Staff will be mandated to be present throughout the school day to carry out regular/routine sanitizing of the school environment.

18.2 These workers will have the new task of touring the school with disinfectant, cleaning each door handle and railing at least twice during the school hours.

18.3 A cleaning protocol will be developed and used.

19 **Proper Sanitization**

19.1 Adhere to a strict cleaning schedule which will be monitored by the Principal or his designate

19.2 **How to Clean and Disinfect**

19.2.1 Wear disposable gloves to clean and disinfect.

19.2.2 Use separate equipment for bathrooms. Further separate items used to clean toilets from those used to clean sinks.

19.2.3 Clean surfaces using soap or detergent and water, then use disinfectant.

19.2.4 Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

19.2.5 Practice routine cleaning of frequently touched surfaces.

19.3 **Frequency of Cleaning and Disinfecting**

19.3.1 Sanitizing of general areas must be done twice daily or as the needs necessitate.

19.3.2 All bathrooms will be sanitised three times per day.

19.3.3 All classrooms done twice per day: Before the start of the school day and then at the end of each school day.

19.3.4 Water stations cleaned at least twice daily or as the need arises.

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19.3.5 Wash hand stations area maintained as is necessary.
19.3.6 Tables, doorknobs and frames, light switches, countertops, desks, chairs, railings, toilets, faucets, sinks and soap dispenser are high touch areas which need to be sanitized frequently.

<table>
<thead>
<tr>
<th>Surfaces</th>
<th>Times per day</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables, chairs &amp; desks</td>
<td>2</td>
<td>Vinegar &amp; water</td>
</tr>
<tr>
<td>Doorknobs or handles &amp; doorframes</td>
<td>4</td>
<td>Alcohol</td>
</tr>
<tr>
<td>Light switches</td>
<td>2</td>
<td>Alcohol</td>
</tr>
<tr>
<td>Countertops</td>
<td>4</td>
<td>Detergent&amp; water/ bleach &amp; water</td>
</tr>
<tr>
<td>Sinks (washroom)</td>
<td>2</td>
<td>Detergent &amp; water then bleach &amp; water</td>
</tr>
<tr>
<td>Sinks (bathroom)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Railings</td>
<td>3</td>
<td>Vinegar and water</td>
</tr>
<tr>
<td>Toilets &amp; Faucets</td>
<td>4</td>
<td>Bleach &amp; water</td>
</tr>
<tr>
<td>Soap dispensers</td>
<td>1</td>
<td>Detergent and water</td>
</tr>
</tbody>
</table>

20 Personal Protective Equipment (PPE)

20.1 Face mask
20.2 Face shield must always be used to prevent contamination to the face.
20.3 Gloves should always be used when handling chemicals.

Disposable Aprons

How to put on

20.3.1 Wash hands and remove an apron.
20.3.2 Place the neck loop over your head.

The document is evolving and is subject to adjustments due to MOEYI protocols
20.3.3 Position the apron to cover as much of the front of your body as possible.
20.3.4 Fix the apron in place by tying the waist straps behind your back.

**How to take off**

20.3.5 Break the neck loop and waist straps.
20.3.6 Roll the apron downwards from your chest so the contaminated outer surface is folded inwards. Avoid touching the outer surface of the apron with your hands.
20.3.7 Dispose of the apron in a hazardous waste bin.
20.3.8 Wash your hands. (Nursing Times, 2019)

### 21 Chemicals and sanitization

#### 21.1 How to use chemicals

21.1.1 Prevent contact with skin and clothing.
21.1.2 Use chemicals in a well-ventilated area.
21.1.3 All chemicals should be used according to the manufacturer’s specification especially for disinfectants and detergents.
21.1.4 Never mix cleaning chemicals, this may create hazardous gases.
21.1.5 Many disinfectants and sanitizers require a certain amount of contact time before they will work, and it is important that you follow the manufacturer’s instructions.
21.1.6 Do not mix bleach with other chemicals.
21.1.7 Do not mix vinegar with other chemicals.
21.1.8 To mix bleach with water use:

<table>
<thead>
<tr>
<th>Water</th>
<th>Household Bleach</th>
<th>Industrial Bleach</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 gallon</td>
<td>3 tablespoons</td>
<td>2 tablespoons</td>
</tr>
<tr>
<td>2.5 parts water</td>
<td>3.5% 1part bleach</td>
<td></td>
</tr>
<tr>
<td>4 parts water</td>
<td></td>
<td>1part bleach 5%</td>
</tr>
</tbody>
</table>

For spray bottles use 1 part bleach to 9 parts water.

21.1.9 The bleach solution should be prepared in a well-ventilated area. The necessary personal protective equipment -
industrial gloves and face shield are to be worn in the preparation of the solution.

21.1.10 Bleach solutions should not be stored but prepared and used immediately.

21.1.11 To mix vinegar with water apply 2 parts vinegar to one-part water.

21.1.12 All solutions made in bulk and stored in bottles or containers should be labelled identifying the bleach solution concentration ratio as well as the date mixed. (MOH, 2014)

21.2 How to Care for Equipment

21.2.1 All cleaning pads used in bathrooms must be discarded daily.

21.2.2 All reusable rags must be soaked in warm bleach water or disinfectant solution, washed and sun dried.

21.2.3 All workers should have at least two mops.

21.2.4 All mops should be soaked in bleach and warm water and sun dried before second use.

21.2.5 Water used for mopping should be changed frequently especially when the water is no longer clear.

21.2.6 All buckets used for cleaning must be sanitized with warm bleach water. Wear industrial gloves while cleaning.

CANTEEN WORKERS

22 Cleaning Protocol

22.1 A cleaning schedule must be presented daily itemizing all sanitation procedures carried out and signed.

22.2 All surfaces must be cleaned at least twice daily.

22.3 The area should be inspected daily.

GROUNDSD MEN

23 Garbage Disposal

23.1 The grounds should be clean and free of garbage.

23.2 All garbage bins should be cleaned daily.

24 Water and Wash Stations

24.1 All receptacles for garbage at wash stations must be emptied.

24.2 All drinking water stations must be kept clean.

The document is evolving and is subject to adjustments due to MOEYI protocols
SECURITY GUARDS

25 Entering and Leaving School

25.1.1 They conduct temperature checks and sanitizing the hands of students, staff and others entering and leaving the school.
25.1.2 They will escort the concerned person (s) and alert the General Office of any concerns regarding temperature checks.

PARENTS & VISITORS

26 Entering and Leaving School

26.1 Signage will be visible and provide appropriate information
26.2 All visitors will be asked to bring a pen for signing
26.3 All visitors are to be confined to the boundaries designated for drop off and pickup.
26.4 Parents will be advised to keep the child at home if the child is ill or shows any symptoms related to the Coronavirus.
26.5 Parents will not be allowed to enter the school immediate grounds or enter classrooms. They must drop off the child and leave.
26.6 No parent meetings will be held. Parents instead will be asked to write or call the School.
26.7 Parents will be required to provide their child with a bottle of hand sanitizer to be taken to school every day.

ISOLATION ROOM

- The Chapel is the most convenient area as it has amenities and it is close to the exit/entry point of the school.
- The Guidance Counsellor will supervise the area

27 Isolation Room Setup

27.1.1 A suitable area for an Isolation Room close to entrance/exit of the school will be identified.
27.1.2 An “Isolation Room” sign will be placed on the door.
27.1.3 The room must be adequately ventilated.
27.1.4 Ensure that a bathroom is attached to the room or a hand wash station is setup.
27.1.5 The room will be stocked with suitable supplies for hand washing and hand sanitizers near the point of care and the room door.

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27.1.6 The room will be set up with a table, chairs and at least two beds.
27.1.7 All non-essential furniture and fitting will be removed to ensure that the remaining furniture is easy to clean and does not conceal or retain dirt or moisture within or around it.
27.1.8 Adequate equipment for cleaning or disinfection will be kept inside the isolation room to ensure meticulous daily cleaning of the isolation room.

28 Isolation Room Operations

28.1.1 All persons in isolation must continue to wear masks and as much as possible maintain social and physical distancing.
28.1.2 No visitors are allowed in the room except authorized to do so.
28.1.3 All staff in isolation room must practice all the Covid-19 guidelines to prevent cross contamination.
28.1.4 A roster of all staff working in the isolation areas will be kept for possible outbreak investigation and contact tracing.
28.1.5 The room will have medical equipment, thermometer, stethoscope and sphygmomanometer. These will be sanitised after each use.
28.1.6 All needed supplies will be stocked outside the isolation room. A checklist will be setup to ensure that stock levels are maintained.
28.1.7 Appropriate waste bags will be used in a bin. If possible, a touch-free bin will be used. All bins must be kept inside the isolation rooms.
28.1.8 All person’s in the room must keep their personal belongings.
28.1.9 Water will be provided with disposable cups.
28.1.10 Access will be made available for communication in the isolation room with parents or other key persons with the (WHO, 2014)

29 School’s Covid-19 Protocol

29.1 For students

29.1.1 Call Parents to retrieve students.
29.1.2 Continue care until students are retrieved.
29.1.3 Advice parents on the way forward.

The document is evolving and is subject to adjustments due to MOEYI protocols
29.2 For staff

29.2.1 Contact NOK, the MOH/Covid-19 centre/ the local health department (876-one-love, 876-542-6006, 876-542-6007)

29.2.2 Continue care until staff is retrieved.

After persons have left the facility, ensure cleaning of all surfaces and objects.

30 Isolation Room Sanitization

30.1 The room will be cleaned and disinfected daily whether it is used.

30.2 It must be cleaned twice daily if it has been used.

SCHOOL SANITIZATION

31 All Practical Areas to Include Roadways and Walkways

31.1 All accumulated material should be removed by sweeping then pressure wash with detergent and water.

31.2 Apply disinfection solution and allow to air dry. Commercially prepared disinfectants may also be used in this process, ensuring all instructions are followed.

31.3 Leave to dry undisturbed.

32 Garbage Disposal

32.1 Garbage receptacles (bins and skips) should be emptied, cleaned and disinfected.

32.2 Regular refuse collection should be done at least twice weekly followed by pressure washing of the area. (MOH,2014)

PSYCHOLOGICAL CARE

34. Social, Emotional and Practical Help for our Students

34.1.1 Many students would have been negatively impacted because of this pandemic. Hence, there will be the need for us to focus not only on the academic development and support of our students but also on the social and emotional learning for students. Students and staff will be returning with collective trauma, higher anxiety levels and more stress after dealing with everything from child abuse and neglect to unemployment and loss of life.

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34.1.2 Some children may internalize the uncertainty they are feeling during this time, which may result in anxiety, acting out, withdrawing/isolating behaviours, or depression. We will need to create the space, environment, and opportunity for them to discuss their feelings, share their thoughts, and participate in how their “new normal” routines are planned.

34.1.3 It is suggested that the Guidance Department enhance its guidance plan to facilitate the psychological and emotional support which will be needed.

34.1.4 The role of the Guidance Counsellor and Class Teacher in this new paradigm will be critical. How can we provide the emotional and mental health support for students when they come back, to help them recover and bring back that safety net of school?

REFERENCES


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7. WHO. 2019. When and how to use masks. Retrieved from https://www.who.int/emergencies/diseases/novel-Coronavirus-2019/advice-for-public/when-and-how-to-use-masks?gclid=EAIaIQobChMI8sO-s6TB6QIVF47ICh1VIwsQEAAYASAAEgKoufD_BwE


APPENDIX

Emergency Numbers

Ministry of Health –