



## Health and Safety Guide:

Individual staff plays a role in drafting Health and Safety Plan and play a role in decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students.

Health and Safety Requirements	Strategies, Policies and Procedure
<p><b>Cleaning, Sanitizing, Disinfecting, and Ventilation</b></p> <ul style="list-style-type: none"> <li>• Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</li> <li>• Sanitizers Station in each classroom and building</li> </ul>	<ul style="list-style-type: none"> <li>• School cleaners will be on site throughout the whole school day and will repeatedly clean anything that is touched frequently such as surfaces and door handles.</li> <li>• Restroom/toilets will be cleaned before and after used.</li> <li>• Playground equipment will be cleaned after used of each group.</li> <li>• Daily cleaning/sanitizing checklist monitoring and reporting will be conducted</li> </ul>
<p><b>Social Distancing &amp; Other Safety Protocols</b></p> <ul style="list-style-type: none"> <li>• Use of face covering (face shields or masks) by all students and staff</li> <li>• Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible               <ul style="list-style-type: none"> <li>✓ students' sitting arrangement with plastic barriers</li> <li>✓ limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</li> </ul> </li> <li>• Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</li> <li>• Health &amp; safety signs in highly visible locations that promote everyday protective measures, and how to stop the spread of germs</li> <li>• Limiting the sharing of materials among students               <ul style="list-style-type: none"> <li>✓ Label (with student's name) all items brought to school like water bottle, pencil</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Students, visitors and staff are required to wear face covering (face masks or face shield) when entering the school premises.</li> <li>• Students will be instructed to wash and sanitize their hands frequently. Health &amp; safety education will be given more emphasis.</li> <li>• Sharing of items such as pencils, toys, food is prohibited. All items brought to school should be labeled with student's name.</li> <li>• Students will be educated in a small group. It is very likely that some days, the staff member will not be the student's usual teachers.</li> <li>• Students will be kept as distant as possible from each other; students will be praised and rewarded for keeping the safety rules.</li> <li>• Students' movement in and around school will be limited. They will have outdoor breaks, but will be kept separate from all other group of students.</li> <li>• Parents and other visitors will not be allowed on school premises without an appointment. Telephone calls are encouraged for any concern that cannot wait for an appointment. In the exceptional event of a meeting being necessary, an appointment should be made, and strict social distancing rules will be applied throughout the meeting.</li> <li>• 50% of students will be attending the class each day. Face-to-face twice a week &amp; E-learning thrice a week to maintain physical distancing.</li> <li>• Daily health &amp; safety checklist monitoring reporting and will be conducted by the admin staff</li> <li>• Daily student's health &amp; safety checklist monitoring and reporting will be conducted by the teachers</li> <li>• Reducing the number of bus riders</li> </ul>

<p>case etc.</p> <ul style="list-style-type: none"> <li>• Adjusting transportation schedules and practices to create social distance between students <ul style="list-style-type: none"> <li>✓ Alternate days of class schedule with 50% class capacity or Morning &amp; afternoon class schedule</li> </ul> </li> </ul>	
<p><b>Monitoring Students &amp; Staff Health</b></p> <ul style="list-style-type: none"> <li>• Monitoring students and staff for symptoms and history of exposure <ul style="list-style-type: none"> <li>✓ Staff's symptoms and attendance monitoring using e-form/QR code &amp; self-reporting</li> <li>✓ Students' symptoms and attendance monitoring before riding the school bus, entering the school facility &amp; using symptoms observation checklist inside the class</li> <li>✓ Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</li> </ul> </li> <li>• Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/guardians are advised not to send the child to school if the child or anyone else in the household shows COVID-19 symptoms (high fever temperature, coughing or lack of smell or taste). Parents should inform the school.</li> <li>• Daily symptoms checklist monitoring is mandatory for all students, staff and visitors. Etheraz, body temperature checking is mandatory before entering the school premises.</li> <li>• If students/staff develop symptoms at school, they will be sent to isolation room and sent home immediately. MOPH guidance should be followed.</li> <li>• Conditions for students and staff returning to school after isolation or quarantine must be followed before gaining access to school premises.</li> <li>• The school nurse will immediately notify the parents if the student develops COVID-19 symptoms and will be required to be sent home. Parents are requested to make an early arrangement at work in case the school advises for the student's early pick -up.</li> <li>• Parents will receive regular health notification and update.</li> <li>• Parents/teacher committee will be created to help the school disseminate information to all families.</li> </ul>
<p><b>Protecting students and staff at higher risk for severe illness</b></p> <ul style="list-style-type: none"> <li>• Students, teachers and staff with underlying medical condition and living with a higher risk family member</li> </ul>	<ul style="list-style-type: none"> <li>• Students/staff with underlying medical condition or chronic illnesses such as severe asthma, diabetes and others are advised to take medical certificate from their physician.</li> <li>• Online learning is recommended for students with chronic illness.</li> </ul>

**Pandemic Management Team:**

<b>Health and Safety Requirements</b>	<b>Person In-charge</b>	<b>Roles and Responsibility</b>	<b>Reporting Protocols</b>
<p><b>Pandemic Coordinator- School Nurse</b></p> <ul style="list-style-type: none"> <li>• System for ensuring ongoing communication with families, local health authority and safety plans including ways that families can practice safe hygiene at home.</li> </ul>	School Nurse	<ul style="list-style-type: none"> <li>➤ Gather/Collect data related to COVID-19</li> <li>➤ Assessing and monitoring students/staff's reported symptoms for isolation or quarantine and or doctor's check-up recommendation</li> <li>➤ Notify staff, family, local health authority of exposure or confirmed cases while maintaining confidentiality</li> <li>➤ Encourage families to practice and reinforce good prevention habits at home and with their families.</li> </ul>	Submit report of suspected/confirmed cases of COVID-19 to the School Principal
<p>Sanitizing/Cleaning Coordinator</p> <p>A. Guidelines for cleaning, sanitizing, disinfecting frequently touched surfaces and ventilating learning spaces and any other areas used by the students (example, restrooms &amp; hallways)</p> <p>B. Procedures to limit the sharing of materials among students</p> <p>C. Guidelines for cleaning, sanitizing, disinfecting of transportation</p>	Safety Coordinator	<ul style="list-style-type: none"> <li>➤ Daily monitoring of proper cleaning/disinfecting procedures</li> <li>➤ Ensure cleaning and disinfecting the shared items between uses.</li> <li>➤ Daily monitoring of proper cleaning/disinfecting procedures</li> <li>➤</li> </ul>	Submit monitoring report to the School Nurse
<p>A. Precautionary Measures Monitoring:</p> <ul style="list-style-type: none"> <li>➤ Visibility of safety signage</li> <li>➤ Social distancing protocols</li> <li>➤ PPE monitoring</li> <li>➤ Supplies &amp; resources monitoring</li> </ul> <p>B. Regular risk assessment monitoring</p>	Safety Coordinator	<ul style="list-style-type: none"> <li>➤ Teach and reinforce the use of face covering and other precautionary protocols among the staff</li> <li>➤ Requesting for material/supplies needed</li> <li>➤ Assessing risk hazard</li> </ul>	Submit monitoring report to the School Safety and Maintenance Manager

<p>A. Monitoring Students' Attendance, Symptoms and History of Exposure</p> <p>B. Guidelines for hygiene practices for students which includes manner and frequency of hand-washing and other best practices.</p>	<p>Teachers</p>	<ul style="list-style-type: none"> <li>➤ Daily checking of attendance and symptoms observation.</li> <li>➤ Teach and reinforce the use of face covering, proper hand-washing and other precautionary protocols among the students</li> <li>➤ Communicate with parents about students' health concern</li> </ul>	<p>Submit monitoring report to the School Nurse- Ms. Christine</p>
<p>A. Monitoring Employees' Attendance, Symptoms and History of Exposure</p> <ul style="list-style-type: none"> <li>➤ System of self-reporting of symptoms and notification of exposure</li> </ul> <p>B. Promotion of everyday protective measures and how to stop the spread of germs/disease</p>	<p>School Nurse</p>	<ul style="list-style-type: none"> <li>➤ Daily checking of e-form (home/self-screening of COVID-19 Symptoms)</li> <li>➤ Prompt identification and isolation of potentially infectious individuals</li> <li>➤ Assigning staff to monitor student/staff in isolation room</li> <li>➤ Staffing arrangement in case of staff absenteeism.</li> <li>➤ Broadcast regular announcement on reducing the spread of COVID-19</li> </ul>	<p>Submit report of suspected/confirmed cases of COVID-19 to the School Principal</p>
<p>Student/Staff Isolation Procedure and Protocols.</p>	<p>Support Staff</p>	<ul style="list-style-type: none"> <li>➤ Monitoring student/staff in isolation room</li> </ul>	<p>Submit report of suspected/confirmed cases of COVID-19 to the School Nurse</p>

### **Contact Information:**

<b>Concern</b>	<b>Contact Person</b>	<b>Contact Number</b>	<b>E-mail</b>
Health & Safety Concern	Ms. Christine		
School Bus Concern	Ms. Marwa		
Academic Concern	Ms. Alma		
Payment/Financial Concern	Ms. Daisy		
Others	Ms. Daisy		