

INTERNAL SCHOOL SAFETY PROCEDURES
in The International School, Działkowa 34 St.

valid from September 1, 2020

Developed based on the guidelines of the Main Sanitary Inspector
and the Minister of Health

ORGANIZATION OF EDUCATIONAL AND CARE ACTIVITIES

1. Students of each class will have all educational lessons in one dedicated classroom.
2. Students will only change their classroom for P-E lessons, as they will go to the gym or to the playground in the school garden.
3. Students stay in their classroom during breaks after lessons: 1, 2, 3 and 6.
4. Each class will have morning and afternoon snack in their classroom.
5. Each class will have lunch in a separate room, i.e. in the canteen or in their classroom.
6. Each grade students will spend one 25 min break in the school garden. Each class will be separated; thanks to this students can play outside without masks.
7. One class students will meet together in one room with students from other class during:
 - a. Morning duty from 7.50 a.m. till 8.45 a.m.
 - b. Afternoon duty from 3.25 p.m. till 5.45 p.m.
 - c. Afternoon additional classesIn aim to increase their safety students will be obligated to wear face shields. Each student will receive dedicated shield, labeled with the name.
8. Students use the playground that will be disinfected before another class coming.
9. We allow the organization of school trips of each class separately in places which provide maximum safety standards.
10. We allow the organization of trips to the forest, each class separately.
11. During P-E lessons the teacher will limit the exercises and games that requires contacting between students.
12. In a work of school library a 2 days quarantine period will be included for books and other borrowed materials.
13. Books for parents available in a "Conscious parent zone" can only be borrowed individually after informing the school librarian (664 998 596)
14. „Bookcrossing corner" is suspended.
15. Students can use the water distributors that are disinfected according to rules.

PREPARING CLASSROOMS AND OTHER ROOMS FOR STUDENTS

1. Objects and equipment that cannot be effectively disinfected eg. carpet, pillows, poufs, plush toys, have been removed from the classroom and gym.
2. Individual foam mats are provided for students to sit on the floor, mats will be disinfected daily.

3. Classrooms will be ventilated during all breaks.
4. During the day, after periods 3, 4 or 5, benches chairs, floor, door handles, computer, toilet etc. will be disinfected.
5. Sports hall will be aired before each P-E lesson and the floor will be disinfected a few times a day.
6. Sports equipment used by students, eg. balls, tables and table tennis rackets, will be disinfected after classes.
7. A recreational equipment that can be used by students during breaks and duties, will be disinfected every day after classes.
8. P-E lessons will be in majority planned in the school garden or in the forest.

RULES FOR BRINGING CHILDREN AND PICKING UP FROM SCHOOL

1. Parents bring only healthy children to school with no disease symptoms suggesting respiratory infections.
2. A student whose household members are not in a quarantine or isolation comes to school.
3. All medically documented allergic symptoms should be immediately reported to the secretary office in order to facilitate the assessment of the child's health.
4. According to the recommendations, we want to limit the number of people in the school, so we ask parents to accompany the child only to the entrance and hand the child over to the person on duty and to not enter the school.
5. Students enter the school with two separate entrances:
 - a. Entrance by the students cloakroom for gr. 0 and gr. 1 students
 - b. Entrance by the secretary office for gr. 2 and gr. 3 students
6. The person on duty in the cloakroom will help the child to undress and get to the classroom.
7. While entering the school, the student's and employees temperature is being measured with non-contact thermometers. Parents are asked to provide a consent for temperature measurement of their child by the school staff.
8. Student with increased body temperature (above 37,2°C) will have to leave the school. We ask parents to ensure that the child entered the school after taking the temperature measured.
9. The child after undressing goes to wash hands, then he/she wears a face shield and goes to the duty on a sports hall or to his/her classroom.
10. Person who brings the child and picks up the child from the school can not have any symptoms suggesting respiratory infections.
11. Parents, if necessary, enter the school building only in a mask and remain in it for the entire duration of their stay in the building. Immediately after entering, they disinfect hands using a liquid dispenser by the front door.
12. Only one parent or guardian can enter the school with a child.

13. Parents remain in the cloakroom and do not go to the educational part.
14. Parents, when entering the school should keep a 1,5m distance from other parents and employees.
15. Students leave the school only through the entrance by the cloakroom.
16. To pick up a child from the school, parents or authorized person comes by the entrance and ask the person on duty to bring a child.
17. To make the students pick up more effective, we implemented a walkie-talkie.
18. The person on duty will help the child to dress up, take a backpack and hand over the child to the parent.

HYGIENE RULES FOR STUDENTS

1. The teacher discusses with students safety rules currently valid at school and explains the purpose of introducing those rules.
2. There is a soap for handwashing and paper towels in the bathroom.
3. The students will be reminded of the rules of proper hand washing by the teacher and will practice it under the teacher's care.
4. The teacher will supervise the proper washing of hands before meals and after coming back from the field.
5. In each bathroom, there is a graphic instruction of the principles of proper handwashing.
6. Students cannot share with school supplies.
7. Students cannot bring any toys to the school.
8. Classrooms will often be ventilated (after each 45-minute lesson).

INDIVIDUAL PERSONAL PROTECTION FOR EMPLOYEES

1. Only healthy employees come to work.
2. Each school employee has access to disposable gloves, masks, helmets, goggles and protective aprons to safely perform their duties.
3. Each employee has his/her temperature measured after coming to school.

HYGIENE RULES IN SCHOOL ROOMS

1. The duties of a technical worker include:
 - a. carrying out disinfection of touch surfaces: at 10.00-11.00, 2.00-3 p.m., 6.00-8.00 p.m. e.g. door handles, handrails, taps, washbasins, containers for soap, toilet paper and paper towels.
 - b. maintaining clean corridors and floors in all rooms of the school by washing them with a special disinfectant liquid twice a day.
 - c. washing student benches, chairs, desks with disinfectant liquid after the 3rd, 4th or 5th lesson and after classes.

2. Every day, a few times a day i.e. before each group of students coming to the playground, the conservator disinfects recreational equipment e.g. swings, slide, ladders, benches, litter bins

ORGANIZATION OF MEALS

1. Students eat lunch in the canteen or in the classroom in two fixed rounds.
2. Before each meal, students wash their hands thoroughly.
3. Lunch in the canteen is served on tableware that was prior washed with dedicated detergent and steamed.
4. Lunch in the classroom is served in disposable dishes.
5. Parents hand in lunch brought from home to the employee who is on duty in the cloakroom.
6. Lunches brought from home are not heated at school.
7. The tabletops and seats are washed with disinfectant before each group meal.
8. Employees serving lunch comply with hygiene rules: they wear aprons, caps, visors or masks, disposable gloves.
9. Reusable dishes used in the kitchen are washed with detergent and steamed.
10. Children are not walking around the canteen, lunch is served to them by employee.

RULES OF COMMUNICATION INSIDE THE SCHOOL

1. An employee on duty in the morning at the entrance to school measures the student's temperature and put records into the register. After duty the register is handed to the secretary office.
2. The secretary employee adds in the register information on the reason of absence based on information from the parent or homeroom teacher.
3. Homeroom teacher must know the reason for the child's absence and, if necessary call the parent with a question.
4. Every day until 9.00 the school principal is informed about the number of students at the school and reasons of the absence.
5. The principal supervises the reasons of the absence of children at school and contacts parents if needed.
6. Every teacher, who observes flu-like symptoms in a student e.g. increased temperature, cough, runny nose, shortness of breath, contacts the child's parents, explains the situation, describes symptoms and asks to take the child from the school. Additionally, he makes the note in the register in the school office.
7. The care of the child in whom flu-like symptoms have been observed, until the arrival of the parent, is taken care by the school principal or the dedicated employee.
8. During waiting for the parent a child stays separated in the reeducation office.

9. School principal, in the event of indication, in consultation with the sanitary and epidemiological station and with the school board, may order a quarantine or suspension of school activities.

RULES OF COMMUNICATION WITH PARENTS

1. The parent should inform the homeroom teacher or school secretary about the reason and time of the child's absence.
2. Parents are immediately notified of any symptoms of the child that they notice or if the child feels unwell.
3. Parents are obliged to pick up their child from the school as soon as possible.
4. A parent, after consulting a doctor, must inform the homeroom teacher, school secretary or school principal about the situation.
5. Parents do not send a child to school if someone is in quarantine or isolation at home.
6. Parents of students who may have contact with infected people are obliged to report to the infectious department or contact the sanitary and epidemiological station and notify the school.
7. The parent ensures that the child does not bring to school toys or unnecessary items.
8. Parents regularly remind their children about basic hygiene rules and motivate them to comply with the rules of safe stay at school.
9. Parents should communicate with the school mainly by e-mail or phone.
10. Parents should limit personal contact with school employees, but if necessary, each meeting must be announced and arranged in advance.
11. Contact with the school secretary within the school area may take place under secure conditions, i.e. in a mask, while maintaining distance and after making sure that there is no other person at the office.

SUPPLIERS AND PEOPLE FROM OUTSIDE

1. People from outside can only enter the school with a mask and must disinfect hands immediately.
2. During a conversation with a person from outside or while collecting a parcel, a school employee applies hygiene rules, i.e. proper distance, nose and mouth protection, hand protection.
3. The meals supplier from an external company provides containers from the side of the kitchen, secured with gloves and a mask. He leaves containers in the corridor.

PROCEDURE IN CASE OF SUSPECTED INFECTION

1. An isolation room has been designed in the school for the person suspected of being infected. This is the reeducation office.
2. A child stays there, who had symptoms during the stay at the school, e.g. increased temperature, coughing or other alarming symptoms. The child is under the care of the principal or designated employee.
3. The school principal or other school employee informs parents of the situation, who are obliged to pick up the child from the school.
4. In justified cases, the school principal shall contact sanitary and epidemiological station and take the ordered actions.
5. Important phone numbers are available at several places at the school (teacher's room, secretary office, principal office):

- THE CLOSEST SANITARY-EPIDEMIOLOGICAL STATION:

Powiatowa Stacja Sanitarno - Epidemiologiczna w Piasecznie

Adres: Dworska 7, 05-510 Chylice Telefon: 22 756 46 20

- THE CLOSEST INFECTIOUS DISEASE HOSPITAL UNIT:

Poradnia Chorób Zakaźnych Wojewódzki Szpital Zakaźny w Warszawie

Adres: Wolska 37, 01-201 Warszawa

Izba Przyjęć

tel.: (22) 33 55 261; (22) 33 55 265

e-mail: ip@zakazny.pl

Lekarz Dyżurny

tel.: (22) 33 55 330

- THE HEALTH MINISTRY CALL LINE (24/7): 800 190 590

- EMERGENCY NUMBER: 112