

INTERNAL SAFETY PROCEDURES IN SCHOOL

in force from September 1, 2020

Developed on the basis of the guidelines of the Chief Sanitary Inspector
and Minister of Health

ORGANIZATION OF DIDACTIC CLASSES AND DUTIES

1. Students of each grade have all the didactic classes in one classroom (in exceptional cases, they use the subject classrooms, foreign languages classrooms). Physical education classes in the first weeks of school will take place in the sports hall.
2. Students stay in the classroom during breaks after the 1st, 2nd, 3rd and 6th lesson.
3. Each class has a second breakfast and afternoon snack in their classroom.
4. Each class has lunch in a separate room, i.e. in the canteen (two groups/separated space or aula).
5. Students in each class spend one 25-minute break in the school garden. Each class will be individually and thus students can play without protective masks.
6. Students of each grade will contact each other during their stay at the school during:
 - a. morning duty from 7.50 to 8.30, students go to their classrooms.
 - b. afternoon duty from 3.25 to 5.30 – during the afternoon duty, students are divided into two groups; if there are no more than 10 students.
 - c. afternoon additional activitiesIn order to increase safety, students are required to stay in masks at this time. Each student comes to school with their own mask. At school, masks will be available for students whose mask was lost or destroyed.
7. Students may go the playground which will be disinfected after each break.
8. Walks to the forest of each class separately are allowed.
9. During the PE classes, the teacher limits the contact exercises and games.
10. In school library, a 2-day quarantine period for books and other rented materials is required. Students can use water dispensers that are properly disinfected; all dispensers are placed in the place of eating (canteen, aula), filling own bottle with water will be possible only during the lunch break.

PREPARATION OF THE CLASSROOM AND OTHER ROOMS FOR STUDENTS

1. Items and equipment that cannot be effectively disinfected, e.g. carpet, pillows, puffs, plush toys, blankets, skipping ropes, ropes, books, have been removed from the classroom and gym.
2. The classroom will be ventilated during each break.
3. Outdoor lessons will be organized, in particular, lessons in biology, nature and geography.
4. Desks, chairs, floor, door handles, computer, toilets etc. will be disinfected after the 3rd, 4th or 5th lessons in each classroom.

5. Sports equipment used by students, e.g. balls, tables and table tennis paddles, will be disinfected after classes.

RULES FOR BRINGING AND COLLECTING CHILDREN FROM SCHOOL

1. Parents bring only healthy children to school, without symptoms suggesting respiratory infections.
2. Students using the school bus are required to use masks on the way to and from school.
3. All medically documented allergic symptoms should be reported to the school office immediately for an easier assessment of the child's health.
4. A student comes to school if his members of the household are not in quarantine or in isolation.
5. As recommended, we want to limit the number of people in school, therefore we ask parents to walk their child only to the entrance, leave the child with the person on duty and not to enter the school building.
6. A person on duty in the cloakroom will help younger children to undress and reach the classroom.
7. When students and employees enter the school building they have the temperature measured. We use non-contact thermometers. Parents are requested to provide consent to the school to measure their child's temperature by school employees.
8. A student who has a higher temperature (above 37,2 degrees) will have to leave school. Parents are asked to make sure that the child has entered the school building after measuring the temperature.
9. People who bring and collect a child from school must not have symptoms that suggest a respiratory infection.
10. Parents, if necessary (e.g. appointments, school office matters), enter the school building only in a mask and remain in it for the entire duration of their stay in the building. As soon as they enter the building, they disinfect their hands using liquid in the dispenser installed at the front door.
11. Parents keep a distance of about 1.5m after entering school from other parents or school employees.
12. Children leave school only through the exit door at the cloakroom.
13. In order to collect a child from school, parents or authorized persons approach the front door and ask the person on duty to bring the child.
14. In order to collect students from school efficiently, we have launched a shortwave notification system.

HYGIENE RULES FOR STUDENTS

1. The homeroom teacher discusses with students the safety rules currently in force in school and explains the purpose of their introduction.
2. In the toilets there are washing soaps and paper towels.

3. Students will be reminded of the principles of proper hand washing by a nature/biology teacher and will practice this practically under the supervision of a teacher.
4. In each toilet there is a graphic manual reminding of the rules of proper hand washing.
5. Students are not allowed to exchange school supplies.
6. Students do not bring toys to school.
7. Classrooms will often be ventilated (after each 45-minute lesson).

PERSONAL PROTECTIVE EQUIPMENT FOR EMPLOYEES

1. Only healthy employees come to work.
2. Each of the school employees has access to disposable gloves, masks, face shields to safely perform their duties.
3. Each employee has a temperature measured when they come to school.
4. The teacher can remove the mask/face shield as he conducts the lesson, when he occupies his seat behind the desk or in front of the board. The obligation to cover the mouth and nose returns each time the teacher approaches the desk which may result in a lack of adequate social distance.

HYGIENE RULES IN SCHOOL PREMISES

1. The duties of a technical employee include:
 - a. disinfection of touch surfaces at: 10.00-11.00, 2.00-3.00, 6.00-8.00), e.g. handles, handrails, taps, washbasins, soap dispensers, toilet paper and paper towels dispensers.
 - b. maintaining the cleanliness of the hallways, floors in all rooms of the school by washing them with a special disinfectant 2 times a day.
 - c. washing students' desks and chairs with disinfectant fluid after the 3rd, 4th or 5th class and after school activities.
2. Several times a day, i.e. before a new group of students goes to the playground, the technical service employee, disinfects equipment in the playground, e.g. swings, slide, ladders, benches, trash cans.

ORGANISATION OF SCHOOL LUNCH

1. Students have dinner in the canteen and aula in two fixed turns.
2. Before each meal, students wash their hands thoroughly.
3. Lunch is served using tableware which is previously washed with appropriate detergents and scalded.
4. Lunch in the aula is served in disposable dishes.
5. Parents pass lunch brought from home to the employee who is on duty in the cloakroom.

6. Lunch brought from home is not heated at school.
7. Tabletops and stools are washed before the lunch of each group with disinfectant.
8. Employees serving lunch comply with the hygiene rules: they wear aprons, headgear, masks, disposable gloves.
9. All reusable dishes used in the kitchen are washed with hot water, detergent and scalded.
10. Children do not walk around the canteen and the aula; lunch is served to them at the table by the school employees.

COMMUNICATION RULES IN SCHOOL

1. A person who has a morning duty at the entrance to the school measures the temperature of the students and records it in a special register. At the end of the duty, the register shall be passed to the school office.
2. The school office employee shall record the reason for the student's absence in the register, based on information from the parent or the homeroom teacher.
3. The homeroom teacher shall know the reason for the child's absence from school and, if necessary, call the parent with an inquiry.
4. Every day, by 9.00 the principal is informed about the number of children in the school and the reasons for absence.
5. The principal oversees the reasons for the children's absence from school and contacts parents if necessary.
6. Any teacher who observes any flu-like symptoms in a student, e.g. temperature, cough, runny nose, shortness of breath... contacts the child's parents, explains the situation, gives symptoms and asks to pick up the child from school. In addition, he makes a note in the register at the school office.
7. The care of a child who has been observed with flu-like symptoms until the arrival of his or her parents shall be provided by the principal or an employee designated by him.
8. While waiting for the arrival of parents, the child stays in the remedial classroom.
9. The principal may, if necessary, in agreement with the sanitary and epidemiological station and the school governing authority, order quarantine or suspension of school activities.

RULES FOR COMMUNICATION WITH PARENTS

1. The parent shall inform the homeroom teacher or the school office of the reasons for and duration the child's absence from school.
2. Parents are immediately notified of the symptoms of illness noticed in the child or of the malaise reported by the child.
3. Parents are required to collect their child from school as soon as possible.
4. The parent, after consulting a doctor for reasons of malaise, must inform the homeroom teacher, the school office or directly the principal.

5. Parents do not send their child to school if someone at home is in quarantine or isolation.
6. Parents of students who may come into contact with infected persons are required to report to the infectious department or contact the sanitary and epidemiological station and notify the school.
7. The parent makes sure that the child does not bring any toys and unnecessary objects to school.
8. Parents regularly remind their child of the basic principles of hygiene and motivate the child to comply with the rules of safe stay at school.
9. Parents communicate with the school mainly by e-mail or phone.
10. Parents shall limit personal contact with school employees, but if necessary, each meeting must be pre-announced and arranged.
11. Contact with a secretariat office employee at the school premises may take place under safe conditions, i.e. in a mask, at a distance and after first making sure that there is no other person at the school office.

SUPPLIERS AND EXTERNAL PERSONS

1. Outsiders can enter the school only in a mask and are required to disinfect their hands immediately.
2. When talking to an outsider or collecting a package, the school employee complies with the school hygiene rules, i.e. distance, face and hand protection.
3. A third-party meal supplier delivers containers through the back entrance, secured with gloves and a mask. He leaves the containers in the hallway.

PROCEDURE IN CASE OF SUSPECTED INFECTION

1. There is a separate room in the school where the person with suspected infection will be staying. This is one of the administrative rooms.
2. A separate room is for the child who has been observed to have symptoms during the stay at school, e.g. temperature, cough or other worrying ailments. The child remains there under the care of a principal or a designated employee.
3. The principal or other school employee shall inform parents of the situation and they are obliged to collect the child from school.
4. In justified cases, the principal shall contact the sanitary and epidemiological station and take the requested action.
5. Important telephone numbers are available in several places in school (teacher's room, school office, principal's office):
 - NEAREST SANITARY AND EPIDEMIOLOGICAL STATION
District Sanitary and Epidemiological Station in Piaseczno
[Address](#): 7 Dworska ST., 05-510 Chylice [Tel.](#): 22 756 46 20
 - THE NEAREST DEPARTMENT OF INFECTIOUS DISEASES
Infectious Diseases Clinic Provincial Infectious Hospital in Warsaw
[Address](#): 37 Wolska St., 01-201 Warsaw

Admission Room

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

e-mail: ip@zakazny.pl

On-call doctor

tel.: (22) 33 55 330

- 24-HOUR HELPLINE OF THE MINISTRY OF HEALTH: 800 190 590
- EMERGENCY NO.: 112