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

Valid from September 1, 2021

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

**RULES OF BRINGING AND COLLECTING CHILDREN FROM SCHOOL**

1. Parents bring to school only healthy children, with no symptoms suggesting respiratory infections
2. A student, whose household members are not in quarantine or in isolation, comes to school.
3. Students come to school wearing masks and stay in places common to all students, e.g. in the cloakroom, in the corridor.
4. Parents are obliged to provide the child with protective masks and make sure that they leave the car wearing the mask.
5. The temperature of the students is measured at the entrance to the school. We use non-contact thermometers. Parents are asked to provide the school with consent for their child's temperature to be measured by school staff.
6. A student who has an elevated temperature (i.e. above 37.2°C) will have to leave the school.
7. We ask parents to get out of the car to take the child to the front door and make sure that the child has the correct temperature and has continued to the school locker room.
8. In the cloakroom, students change clothes, wash their hands and go to the room dedicated for morning duty. The person on duty assists the students by the entrance.
9. After entering the classroom, the student takes off the mask.
10. Students stay without masks: during didactic classes, breaks, stay in the garden, meal, and additional classes.
11. Students put on a mask:
  - when moving around the school in the so-called common areas for all students, e.g. cloakroom, corridors.
  - during the afternoon duty from 5.00-5.30p.m. when students of all classes join together.
12. All medically documented allergic symptoms should be reported immediately to the secretary office in order to facilitate the assessment of the child's health.
13. In accordance with the recommendations, we want to limit the number of people in the school, so we ask parents to take their child only to the entrance, hand over a child to the person on duty and not to enter the school.
14. Students enter the school through two entrances:
  - a. Entrance at the student locker room for grade 0 and grade 1
  - b. Main entrance at the secretary office for grade 2 and grade 3

15. The person on duty in the cloakroom will help the child undress and get to the classroom.
16. People bringing and picking up a child from school must not have any symptoms suggesting respiratory infections.
17. Parents, if necessary, enter the school building only wearing a mask and stay in it throughout their stay in the building.
18. Immediately after entering, parents disinfect their hands using a liquid in a dispenser installed at the entrance door or put on disposable gloves.
19. Only 1 guardian with a child may enter the school.
20. Parents stay in the cloakroom and do not go to the educational part.
21. Parents, after entering the school, keep a distance of approx. 1.5 m from other parents or school employees.
22. When picking up a child from school, parents or authorized persons approach the front door and ask the person on duty to bring the child.
23. In order to efficiently collect students from school, we have launched a notification system using walkie-talkies.
24. The person on duty will help the child get dressed, take the backpack and hand it over safely to the parent.

### **ORGANIZATION OF EDUCATIONAL CLASSES AND CARE**

1. Students of each class will have all didactic lessons in one classroom.
2. Students will change the room only during PE lessons, because they will go to the gym, playground in the school garden or go to the forest.
3. Students stay in class during breaks after lessons 1, 2, 3 and 6.
4. Each class eats lunch and afternoon snack in their classroom.
5. We introduce a permanent combination of students from two classes, i.e. grade 0 & grade 1, and grade 2 & grade 3, during the following activities:
  - a. Morning duty from 7.50-8.45
  - b. Afternoon duty from 3.30p.m.-5p.m.
  - c. Afternoon activities 3.30p.m.-5p.m.
  - d. Lunch
  - e. Stay in the garden during a 25-minute break.
6. During the afternoon duty, from 5-5.30p.m., we connect students from all grades 0-3 and then students are required to put on a mask and keep a distance of min. 1.5m from your colleagues.
7. Students use the playground, which will be disinfected before each class leaves.
8. At the playground there are at the same time a maximum of two classes in a fixed combination: gr. 0 & gr. 1 or gr. 2 & gr. 3.
9. We allow the organization of school trips for each class separately or for two classes: gr. 0 & gr. 1, and gr. 2 & gr. 3, to places that ensure maximum safety standards. We

prefer to organize trips to open places, e.g. park, forest... keeping a distance from other groups and the rules that are in force in public space.

10. During PE lessons, the teacher limits the conduct of exercises and contact games.

11. The work of the school library will include a period of 2 days of quarantine for books and other borrowed materials.

12. Books for parents in the "Conscious Parent Zone" will be borrowed only individually, upon prior notification to the school's librarian (664 998 596).

13. We suspend the "Bookcrossing" corner.

14. Students can use water dispensers that are properly disinfected. Students must bring their water bottles.

### **PREPARATION OF THE CLASSROOM AND OTHER ROOMS FOR STUDENTS**

1. Items and equipment that cannot be effectively disinfected have been removed from the classroom and gym.

2. We have left carpets in the classrooms, which will be vacuumed and sprayed with a disinfectant every day, and cleaned with a washing vacuum cleaner once a week.

3. The classroom will be ventilated frequently: before classes, during each break and after classes.

4. During the day, after 3-4 lessons, desks, chairs, floor, door handles, computer, toilet, etc. will be disinfected in each classroom.

5. The gym will be aired before each PE lesson, and the floor will be disinfected every day after the lessons.

6. Sports equipment used by students, e.g. balls, tables and table tennis rackets, will be disinfected after the classes.

7. Recreational equipment has been left in the gym, which students will use during breaks and on duty, and which will be disinfected every day after the end of classes.

8. During the week we will plan one obligatory P-E lesson in the forest, and the rest in the gym or on the playground in the garden.

### **HYGIENE RULES FOR STUDENTS**

1. The teacher conducts a conversation with students about the safety rules currently functioning in the school and understanding the purposefulness of their introduction.

2. The bathroom is equipped with hand soap and paper towels.

3. Students will be reminded of the rules of proper hand washing, protection when sneezing and coughing. Students will practice this under the supervision of a teacher.

4. The teacher will supervise the proper washing of hands before meals and after returning from the garden.

5. In each bathroom there is a graphic instruction reminding the rules of proper hand washing.

6. Students are not allowed to exchange accessories.

7. Students do not bring toys to school.

8. Classrooms will be frequently ventilated (before lessons, at every break and after the afternoon duty).

### **INDIVIDUAL MEASURES OF PERSONAL PROTECTION FOR EMPLOYEES**

1. Only healthy employees come to work.
2. Each school employee has access to disposable gloves, masks, face shields, safety goggles and protective aprons to safely perform their duties.
3. Every employee has the temperature measured upon arrival at school.
4. In specified locations in the school, each employee has access to hand disinfectant and other disinfectants, e.g. for flat surfaces

### **PRINCIPLES OF HYGIENE IN SCHOOL ROOMS**

1. The duties of a technical employee include:
  - a. disinfecting touch surfaces: around 10a.m.-11a.m., 2p.m.-3p.m., 6p.m.-8p.m., e.g. door handles, handrails, taps, washbasins, soap containers, toilet paper and paper towels.
  - b. maintaining the cleanliness of corridors and floors in all school areas by washing them with a special disinfectant twice a day.
  - c. washing student desks, chairs, desks with disinfectant liquid during the day, after 3-4 lessons and after school classes
  - d. daily vacuuming of carpets in the rooms and spraying with disinfectant
  - e. cleaning carpets with a washing vacuum cleaner once a week
2. Every day, the conservator disinfects the recreational equipment on the playground, such as swings, a slide, ladders, benches, litter bins, before the departure of a new group of students.

### **ORGANIZATION OF MEALS**

1. Students eat lunch in the dining room in two fixed rounds and in fixed groups, i.e. gr.0 & gr.1, gr.2 & gr.3.
2. Students should wash their hands thoroughly before each meal.
3. Lunches served in the dining room with the use of tableware that was previously washed with appropriate detergents and steamed.
4. The parent hands over the lunches brought from home to the employee who is on duty in the cloakroom.
5. Lunches brought from home are not heated in the school. We ask them to be in thermos flasks.
6. Table tops and stools are washed with disinfectant before each group's meals.
7. Employees serving lunch follows the rules of hygiene: they wear aprons, hats, masks or visors, disposable gloves.
8. We remember that the employees serving lunch do not come close to students.

9. All reusable dishes used in the kitchen are washed with hot water, detergent and steamed.
10. Children do not walk around the dining room, their meals are served to the table by employees.
11. We cannot organize refreshments at school and joint tasting of food, so we must give up the birthday treat at school prepared by parents.

### **RULES OF COMMUNICATION IN THE SCHOOL**

1. The employee on duty in the morning at the entrance to the school measures the temperature of the students and informs the parents whether it is appropriate or increased.
2. A child with a temperature above 37.2°C is not allowed to enter the school, and the employee records it in a special register.
3. A student with a temperature above 36.6°C and below 37.2°C enters the school, but the staff member writes the temperature on a log. The students also has the temperature measured during the day, and in case the temperature rises, the parents will be asked to pick up the child from school.
4. After the duty hours are over, the employee submits the temperature register to the secretary office.
5. The secretary's employee adds in the register information about the reason for the student's absence, on the basis of information from the parent or teacher.
6. The homeroom teacher must know the reason for the child's absence and, if necessary, call the parent with an inquiry.
7. Every day, until 9a.m. the principal is informed about the number of children in the school and the reasons for the absence.
8. The school principal supervises the reasons for the absence of children and contacts parents if there is such a need.
9. Any teacher who notices a student's symptoms such as high body temperature, cough, runny nose, dyspnea ... contacts the child's parents, explains the situation, gives the symptoms and asks to pick up the child from school. Additionally, teacher makes a note in the register at the school office.
10. Until the parents arrive, care for the child is provided by the support teacher, school principal or other dedicated person.
11. While waiting for the parents' arrival, the child stays in the re-education office, the so-called isolation room. The office offers personal hygiene products, e.g. masks, disposable gloves, hand disinfectant, disposable aprons.
12. The school principal, in a situation where there are indications, in consultation with the sanitary and epidemiological station and the School Board, may order quarantine or suspension of school classes.

## **RULES OF COMMUNICATION WITH PARENTS**

1. The parent informs the homeroom teacher or the school office about the reasons and time of the child's absence from school.
2. Parents are immediately notified of any disease symptoms noticed in the child or of the reported by the child.
3. Parents are obliged to pick up their child from school as soon as possible.
4. Students with symptoms of illness are waiting for their parents outside the classroom, where all students are staying, e.g. in an isolation room, under the supervision of an adult.
5. The parent, after consulting the doctor about the reasons for the malaise, must obligatorily notify the homeroom teacher, the school office or directly the school principal about the situation.
6. Parents do not send their child to school if there is someone in quarantine or in isolation at home.
7. Parents of students who may have contact with infected persons are required to report to the infectious diseases ward or contact the sanitary and epidemiological station and notify the school.
8. The parent makes sure that the child does not bring any toys or unnecessary items to school.
9. Parents regularly remind the child about the basic rules of hygiene and motivate the child to follow the rules of safe stay at school.
10. Parents should communicate with the school mainly by e-mail or telephone.
11. Personal contact of parents with school staff should be limited, but if necessary, each meeting must be announced and arranged in advance.
12. Contact with the secretariat employee in the school may take place in safe conditions, i.e. wearing a mask, keeping a distance and making sure that there is no other person in secretary office.

## **SUPPLIERS AND PEOPLE FROM OUTSIDE**

1. People from outside can enter the school only wearing a mask and they must disinfect their hands immediately.
2. During a conversation with a person from outside or when collecting the parcel, the school employee follows the hygiene rules, i.e. distance, face and hands protection.
3. An external food supplier delivers the containers from the kitchen side, protected with gloves and a mask, leaving the containers in the corridor.

## **PROCEDURE IN CASE OF SUSPECTED INFECTION**

1. A re-education office was designated in the school as an isolation room, where a child is present, who has symptoms such as increased body temperature, cough or other disturbing symptoms during his stay at school, or is suspected of having an

infectious disease. The student is isolated under the supervision of a support teacher, principal or a designated employee.

2. The school principal or other school employee notifies the parents about the situation, who are obliged to pick up the child from school as soon as possible.

3. School staff, in case of symptoms of a respiratory infection or an infectious disease, must stay at home and contact a primary care physician for medical advice, which will result in further actions for the employee. The employee must notify the employer of his absence and further recommendations from the doctor.

4. If an employee, who is at the workplace develops disturbing symptoms of a respiratory tract infection, the school principal immediately removes employee from the activities performed, directs her/him home and informs about the necessity to contact a doctor, which will result in further actions for the employee. The employee is obliged to notify the employer of the situation as soon as possible.

5. In justified cases, when there is confirmation of SARS-CoV-2 infection in a child or an employee, the school principal contacts the sanitary and epidemiological station and undertakes the proper actions.

6. In the case of confirmed SARS-CoV-2 infection in the school, the school principal sets up a list of people staying at the same time with the sick person and consults the situation with the sanitary inspector and undertakes the proper actions.

7. In the above situation, the director orders additional cleaning and disinfection of the rooms where the sick person has stayed.

8. Important phone numbers are available at several places at the school (teacher's room, secretary office, principal office):

- *CONTACT WITH SANITARY INSPECTION ON CORONAVIRUS*

Tel: 22 25 00 115

- THE CLOSEST SANITARY-EPIDEMIOLOGICAL STATION:

Powiatowa Stacja Sanitarno - Epidemiologiczna w Piasecznie

Adres: Dworska 7, 05-510 Chylce    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