



THE EDUCATORS

A Project of *Beaconhouse*

Guidelines for 'THE EDUCATORS' Schools Reopening During Covid-19

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1. PURPOSE

To ensure health and safety of students and staff by providing health and academic guidelines for the administrators, principals and school owners. 'The Educators' schools network nationwide will follow the guidelines given in this document to ensure safety standards as the school session resumes. The document contains a comprehensive guidelines of maintaining education as well as health and safety standards recommended by international health bodies as well as the government of Pakistan.

2. APPLICABILITY

The guidelines for Schools reopening are applicable to:

- School Owners
- School Administrator/Principal
- Schools Staff (teachers, Janitorial staff, guards etc.)
- Students
- Parents

3. RESPONSIBILITIES

Responsibilities for the development and implementation of guidelines are:

- Head Office to develop comprehensive guidelines for all TE Schools including managerial and academic staff
- Ensure proper distribution of guidelines to all TE schools.
- Schools owners, school heads and staff is responsible for the implementation of guidelines in all TE schools

4. GUIDELINES

Health and academic guidelines for schools reopening during COVID-19

4.1. PHASES IN SCHOOL REOPENING AS PER GOVERNMENT NOTIFICATION

- All schools to open on the following schedule:
 - Classes 9-10 to start on 15th September 2020*
 - Classes 6-8 to start on 22nd September 2020*
 - Classes Playgroup-5 on 30th September 2020*
- All schools to allow 50% of students in one day. Alternative days will have the other 50% students.
- No double shift on a single day will be allowed

**school reopening dates may change as per the instruction and decision of the government*

4.2. EDUCATION FRAMEWORK

The Educators Head Office has already shared level wise academic policies & plan for the current session (2020-21) with the TE schools. The policy for all respective levels will be followed and effectively implemented by schools. Academic policies will be amended as per decisions of government time to time during the session, and will be shared with the schools. For detailed information about Educational Framework or Academic Policies for the session schools may contact their respective regional academic team.

4.3. SANITIZATION OF SCHOOLS

4.3.1. Brief of Sanitization protocols to janitorial staff

Personal Hygiene

1. All janitorial staff will wear face masks throughout the day during the duty timings.
2. Staff will wear washed and clean uniforms daily and inspection will be done by the admin supervisors.
3. Any staff member with fever or COVID symptoms will not be allowed into the school vicinity. In such cases the staff member will be sent on leave for at least 14 days, Covid-19 test is mandatory, before resuming the job.

Disinfectant Spray Exercise

1. Two or three days before school reopening, the staff will do a thorough exercise of disinfecting the school campus.
2. Disinfecting activity will be done every day before school opening
3. List of the school sanitization material and equipment such as hand sanitizers, masks, thermo scanner, soap, floor marking, Oximeter, disinfectant solution etc. for further details kindly refer to the list provided by government SOPs
4. One of the staff member will be trained on use of the equipment and method of making the disinfectant solution
5. Special focus of spray will be on the high contact areas like doors, doorknobs, taps, furniture, playground fixtures etc.
6. High traffic common areas like washrooms, libraries, labs etc. will be disinfected with higher frequency (twice or thrice a day)
7. Due to toxicity and flammability of the disinfectant, the materials will be stored in a cold, dry and safe place with no access to students.

4.3.2. Areas of implementation

School Gate

1. Students are expected to come to schools wearing their masks
2. A dedicated resource will be at the gate checking the temperature of students, staff and visitors. Handheld digital thermometer will be provided by school management.
3. Staff with the supervision of school head will supervise entry and exit points. Social distancing of 3 to 6 ft will be maintained at all times. Floor markers will be placed at the entry points of the building to ensure distancing.

Class Rooms

1. Cleaning and disinfection of the furniture, floor, communal use equipment, door knobs/handles and windows will be done daily
2. Students seats will be placed at a distance of 3 to 6 ft (as per govt SOPs) form each other.

Washrooms

1. Continuous cleaning and disinfection of vanity/wash basins, soap dishes, taps, walls, bins, doors, knobs/handles, windows and toilets etc.
2. Ensure availability of soaps during school hours
3. Checklist will be placed outside the washrooms to check masks and cleanliness as per the guidelines.
4. Toilet bins will be cleaned at least twice a day.
5. Communal towel use is not permissible.

Offices

1. Cleaning and disinfection of the furniture surface, floor, communal use equipment, door knobs/handles and windows
2. Hand sanitizer dispensers refilled regularly

Visitor Areas

1. Visitors will only be allowed in case of urgent business need with prior appointment
2. Visitors must have a mask on inside the school
3. Visitors will maintain 3 to 6 ft distance at all times.

School Labs & Common Areas

1. The lab instruments, doors, floors, furniture to be disinfected before the class in supervision of the subject teachers
2. Hand sanitizers will be refilled regularly and will be placed at convenient location that are in easy access of students
3. Students will be educated on not using sanitizers excessively due to health purposes.

4.3.3. Handling of material used for disinfection and sanitization

1. Cleaning supplies (in light of Government SOPs) other than COVID specific materials will be procured by the school management.
2. School admin resource will estimate daily needs for materials and equipment based on the checklist (in light of Government SOPs) and hand it over to janitorial staff accordingly.
3. School admin resource will train staff on using the spray equipment before reopening.
4. Staff will be briefed on the safety of the materials and the toxicity of the substances. All emergency scenarios with regards to the use substances are explicitly explained and contingencies plan is shared in case of any accident.
5. Staff will also be briefed on storage of the materials away from the reach of students. Admin resource will arrange a place where the substance can be stored.
6. Admin resource will ensure that all the excess materials and equipment is safely stored after completion of the cleaning activity.

7. During and after the cleaning activity the admin resource will check the cleaning process.

4.4. GUIDELINES FOR SCHOOL STAFF (TEACHERS)

4.4.1. General Rules

1. **Face Masks:** School Staff is required to enter the school premises with face masks and keep wearing them throughout the day
2. **Social Distancing:** Staff must maintain the safe distance from each other (3 to 6 feet according to SOPs of government)
3. **No Touch Policy:** Staff should follow a strict no-touch policy, handshakes, hugs or any physical contact should be avoided
4. **Food & Drinks:** Staff should be strongly encouraged to bring their own food and drinks from home
5. **Common Area Use:** Staff will use common area like staffrooms, labs and washroom with caution while keeping the social distance intact

4.4.2. Safety Rules in classrooms

1. Teachers will wash/sanitize hands before entering the classrooms or interacting with the students
2. Teachers will follow the seating plan designed such that students are sitting at the recommended distance by the government's SOPs, identified by the marking on the floor (Stickers)
3. Teachers will not touch the student
4. While talking teacher will ensure the use of facemask so that there is no transmission of the droplets
5. Teachers to immediately report student(s) with symptoms and follow the infection detection process
6. Teach the students to cover mouth and nose when coughing and sneezing with the elbow, followed by washing of hands.
7. Incorporate relevant health education messages into the teaching-learning process.
8. Monitor students' frequent washing their hands in order to keep the environment safe.
9. Remind students that they can model healthy behaviours even at home for their families

4.5. GUIDELINES FOR STUDENTS & PARENTS

4.5.1. Guidelines for students

1. **Face masks:** Students are required to enter the school premises with face masks and keep wearing them throughout the day
2. **Body temperature check:** At the school gates body temperature of all students will be checked. Students with a temperature more than 98 degrees Fahrenheit will not be allowed to enter the school premises
3. **Students with Symptoms:** Students with symptoms like fever, cough, flu, body aches etc should not come to school.

4. **Social Distancing:** Students must maintain the safe distance from each other (3 to 6 feet according to SOPs of government)
5. **Hand washing or Sanitizing:** Before entering the classroom, students will wash hands for 20 seconds or use hand sanitizer placed at hand washing/sanitizing stations placed in the school.
6. **Food & Drinks:** All students will bring food and drinks from home
7. **No sharing of stationary or books:** The students will not share stationary or books in any case. Students should bring additional stationary from home in case of need.
8. **Proper use of washrooms:** Students will be extra vigilant with regards to hygiene inside washrooms. Students will wash hands for 20 seconds after using washroom.

(Note: Teachers will conduct an orientation session for the students based on above mentioned points.)

4.5.2. Guidelines for parents

1. Parents are advised not to send their children to schools in case they display any symptom of Covid-19 which include fever, coughing, sneezing and shortness of breath.
2. Parents and Drivers (Personal or Van drivers) should drop & pick the students at the allocated time, so that social distancing is not compromised at any time
3. Use masks while waiting for the child
4. Maintain the recommended distance of 3 to 6 feet (according to Government SOPs) while waiting for your child
5. Parents should call the school office phone to set up meeting time with school management. First priority will be an online meeting but in case of requirement, one on one meeting can be arranged.
6. Wearing the face mask and maintain safe distance is mandatory for parents as well as staff during a meeting
7. Respond to children's reactions in a supportive way
8. Model good hygiene practices for your children.
9. Parents will ensure the safe transportation of their children to school.

(Note: Schools are encouraged to plan an online orientation session based on above points with the parents.)

4.6. STUDENTS' ENTRY AND EXIT

One of the most critical processes of schools is student drop off and pick up time. During this period school management should be extra vigilant so that the guidelines of social distancing and general hygiene are not violated. The school management will follow the below mentioned protocols.

4.6.1 Limited access of the building

The entry into the school is limited to students, staff and other authorized persons. All visitors will be allowed to enter only with appointment.

4.6.2. Temperature check and hand sanitization at entry

A dedicated resource at the gate will check temperature at school gate. Use of hand sanitizers will be mandatory for all students and staff while entering the gate.

4.6.3. Facemask compulsory for entry

No student will be allowed to enter the school gate without mask.

4.6.4. Social Distancing at School gates

Students will enter/exit the school premises one at a time with a safe distancing of 3 to 5 ft (as per government SOPs) Dedicated resources at the gate will maintain the discipline in order to ensure safety protocol

4.6.5. Infected suspect at school gate

Students and staff with fever or COVID-19 symptoms (according to government SOPs) cannot enter the school premises. Such individuals will be sent back and will be granted leaves accordingly-leaves policy of schools need to be flexible to accommodate such cases

4.6.6. Staggered entry and exit times

Entry/exit timings where possible be staggered based on class levels. This will avoid congestion and violation of safety standards.

4.6.7. Multiple Entry/exit points

To ensure that the schools are able to avoid congestion, wherever possible, schools are advised to use multiple entry/exit points

4.6.8. Isolation Area near school gates

An isolation area has been designated for students who do not pass screening to wait to be picked up by their parents/guardian. For detailed process please see the infection Detection section

4.7. SCHOOL PREMISES MANAGEMENT

There are certain premises management points that can help maintain required hygiene standards

4.7.1. Signage

Appropriate signage has been put up for students to understand social distance protocols, waiting areas etc. such as distance markers, information posters etc.

4.7.2. Classroom seating plan & class discipline

At any point in time, 50% or less student strength will be inside the school. This will help setup a seating plan that allows at least 3to 6 ft distance from each other. All desks will be facing the same direction. It is highly advised that students remain in the classroom, in designated seats throughout the day.

4.7.3. Sanitization stations/dispensers

Hand sanitizing stations will be set up in easily accessible locations across the school premises. All individuals will have to sanitize hands before entering the classrooms.

4.7.4. Washroom usage guidelines

Given available restrooms at the premises, school will ensure that a specific maximum number of students are allowed to use the restroom at any given time following social distancing hygiene protocols.

4.7.5. Common area protocols

As a general rule, common rooms like canteens, libraries, sports facilities, recreational areas etc. will not be used. However, in case of academic requirements, strict social distancing protocols will be followed.

4.7.6. Break Timing

There will be no breaks. If students have to leave class, it will be staggered to limit crossover between students in the common areas.

4.7.7. Co-curricular Activities

Co-curricular activities, assemblies and sports events have to be avoided completely. Students can be engaged in no contact activities as per social distancing protocols.

4.7.8. Children of School Staff

The children of school staff coming to school will be kept in room(s) like classrooms, libraries etc. as deemed appropriate by the school management. This establishment will ensure social distancing protocols as prescribed in this document. Existing school teachers/staff will supervise the children in this establishment.

4.8. CORRECTIVE ACTION FOR INDIVIDUALS VIOLATING GUIDELINES

For implementation of Safety guidelines, disciplinary corrective actions should be in place to cater the violation of the guidelines during school. Following are the instructions:

1. Anyone can report violation of guidelines including students and staff.
2. After reporting violation incidents. The school head will question the student/staff and give a verbal warning
3. In repeated incidents the school head will give a written warning to the student/staff and inform the parents (in case of a student)
4. For next infraction the schools head will suspend the student/staff and send him home after talking to the parent (in case of a student)

4.9. INFECTION DETECTION

All the measures mentioned in this document have been designed to reduce contact between a large numbers of students and minimize the risk (however small) of the spread of the infection, if any. To ensure that students remain in a "bubble" schools can keep cohorts together, and where possible.

- Ensure that students are in the same small groups at all times each day
- Ensure that the same teacher(s) and other staff are assigned to each group
- Ensure that wherever possible students use the same classroom or area of a setting throughout the day

4.9.1. If an infection is reported in the household of a student or teacher/staff

Students:

- Will be asked to remain at home and school may provide online assistance to the child as per convenience
- While they attend online classes they will be marked present and their attendance with count against school's attendance requirements

Teachers & Staff:

- Will be asked to remain at home and schools may engage them in work from home as per convenience
- If schools allow such teachers to give online classes (work from home), their attendance and availability will count against school's attendance requirement

4.9.2. If an infection is reported in a student or teacher/staff

Students:

- Student will be asked to stay at home
- If the student can manage online support and home based tasks by the schools, they will be facilitated
- If the student cannot attend classes, they will be given exemption from attendance requirements of the school
- The rest of the students in that group of the class will be informed about the report
- All students in that class group (bubble) will be asked to stay home for 14 days and be facilitated by schools with home based tasks

Teachers & Staff:

- Teacher/Staff member will be asked to stay at home and teach online/remotely (as per convenience of school) provided their health permits.
- Their students and/or parents should be informed as soon as possible

4.9.3. If symptoms of COVID appear inside the school or detected at the school gate

- One school staff member should be designated as COVID Coordinator for parents/staff. Their contact details should be displayed around the campus and shared with students/parents.
- When a student with symptoms gets highlighted, he/she will be moved away from his class to the designated isolation area
- COVID Coordinator will be called for help immediately
- COVID Coordinator will take the student to the designated area
- COVID Coordinator will take temperature and note the symptoms

- A call will be made by school management to the parents informing them of the situation
- School management will provide safety equipment to the COVID Coordinator

4.10. CHECKLISTS

4.10.1. Campus Entry Checklists for students

- Wear your facemask
- Maintain physical distance of 3 to 6 ft (according to government SOPs) while walking on campus
- Get your temperature checked by guard thermometer at the gate
- Use hand sanitizer or wash hands at sink upon entering campus
- Make a queue and move straight towards your class
- Avoid any physical contact like handshakes.

4.10.2. Pre-Arrival Checklist for Teachers & Staff

- Self-assessment for symptoms
- Stay home and report to school if you feel any symptoms
- Self-temperature check
- Share travel history with school Admin if any

4.10.3. Pre-Class Checklist for Teachers

- Sanitizing station outside the classrooms is fully stocked and ready
- Your own high touch surfaces have been sanitized
- You have washed or sanitized your hands
- Desks, tables, centers & pods are arranged for appropriate distancing
- Materials for the day have been identified, disinfected and prepared
- Students personal kits are prepared as appropriate
- Class ventilation is good, windows and doors are open

4.10.4. Checklist for Teachers as the students arrive

- Your facemask is ON
- Classroom door has been propped open
- Remind students to wear mask at all times especially during speaking
- Remind students to use hand sanitizer as they enter classroom
- Remind students to maintain 3 to 6ft distance
- Remind students to avoid physical contact

4.10.5. Checklist for Teachers during Lunch/Snack Time

- Ensure the students are seated when you give them a go ahead
- Ask them to sanitize/wash hands before starting

- Masks are off for a brief period when they are eating
- Make sure that there is no sharing of food or drinks
- Once lunch is finished, the lunch boxes are back in bags
- Students are advised to wash/sanitize hands after the meal

4.10.6. Sanitizing Checklist for Cleaners

- Wear mask and gloves while cleaning
- Use detergent to clean dirt and impurities on any high touch surfaces or objects including desks, chairs, tables, light switches, door knobs, window handles and cubbies
- Use disinfectant in spray bottles to disinfect any high touch surfaces or objects including desks, chairs, tables, light switches, door knobs, window handles
- Soft surfaces, carpeted floors and rugs will be cleaned and/or disinfected daily and more frequently as needed
- Clean or disinfect the flooring daily and more frequently as needed
- Restock sanitizing stations as necessary, ensure additional backup supplies are easily accessible
- Indicate cleaning time and type on posted checklist



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