

School Procedure



COVID 19 Management – (April 2022)

Preventing infection in daily contact

- Temperature testing for all and MySejahtera scanning for adults is compulsory, even at drop off and pick up locations. Parental/ visitor access to the building beyond reception should be limited and invitation only. Students should be dropped off, walk to school or take school transporters to avoid gatherings.
- Masks should be worn at all times, except when eating and involved in physical education and participating in structured physical activity at break time on the field. During these times, mitigation should be taken, such as increased physical distancing or ventilation. Masks may be adjusted for comfort, but caution should be taken to prevent the risk of infection to others. Face-shields may be worn in addition, but not instead of the specified masks.
- All adults on site must be 'fully-vaccinated', as per the government definition – 14 days after the date of double-dose and 28 days after single-dose vaccination. Boosters are recommended/ may be required at a later date.
- Those who are vulnerable to infection or their parents must inform senior leaders, so that adequate mitigation and alternative arrangements for working/ learning can be made.
- Areas in use will be well ventilated. Windows must be opened to provide through-ventilation, ceiling fans must be on and set to a medium setting.
- Space will be maintained between students and staff, 1m apart, with seats and desks arranged to allow this. If the number of students exceeds the capacity of the tables provided, another supervised room will be used. All adults on site must observe 1m physical distance at all times.
- Student groups will have staggered timetables, including for break and lunch times, drop off and pick up times, to avoid too many pupils being in one place at the same time.
- Students will be supervised to ensure unessential mixing and exposure does not occur. They will be reminded about the rules from time to time by staff on duty to ensure adequate compliance. Corridors/ stairways will have distance markers, one-way circulation or dividers to keep individuals apart.
- The school caterer will provide only pre-packed lunch for younger students and older students will eat in specified dining areas with additional ventilation and physical distancing measures. This may be classrooms or the cafeteria as safely determined.
- Toilet use will be managed to avoid crowding.
- Changing facilities numbers will be limited to allow for adequate ventilation and distancing. Students who have PE on any given day should wear their school sports kit to school for that day rather than normal uniform.
- Staff use of staff rooms and offices will be subject to additional distancing and ventilation measures.
- Where possible, meetings will be conducted by telephone or video. This includes meetings with staff, parents, visitors and governors. Otherwise, meetings will be conducted outside, or in a room large enough to allow for social distancing of at least 1m between people with adequate ventilation and masks.
- Mass gatherings, such as assemblies, celebration events, productions, parent briefings and other events are to be conducted online, outside or in the MPH. ECAs, CCLs, CCAs, open days and trips may take place with adequate risk mitigation: adherence to social distancing, ventilation, strict management of numbers and avoidance of mixing year groups.
- Handwashing facilities will be provided throughout the school and hand sanitisers will be placed in each room, entry and exit points, cafeteria, MPH, sports fields, and reception. Everyone in school will:

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- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using the guidelines displayed or use alcohol-based hand sanitiser to cover all parts of their hands. Posters and support will be provided to show all how to and ensure all do this.
 - Clean their hands on arrival, before and after eating, after an activity, and after sneezing or coughing
 - Be encouraged not to touch their mouth, eyes and nose
 - Use a tissue or elbow to cough or sneeze, and use lidded bins for tissue waste – emptied several times a day.
- Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: banisters, classroom desks and tables, bathroom facilities (including taps and flush buttons), door and window handles, furniture, light switches, office desks, teaching and learning resources, computer equipment (including keyboards and mouse), sports equipment and toys.
 - Equipment and areas of the school that are used by pupils will be cleaned thoroughly at the start and at the end of the day and at times during the day on scheduled rotation and between usages. Areas of the school not in use will be shut off and unnecessary items stored to make cleaning more manageable.
 - Those who are vulnerable to infection or their parents must inform senior leaders, so that adequate mitigation and alternative arrangements for working/ learning can be made.
 - School should be informed of overseas travel plans, but as international arrivals to Malaysia are subject to mitigating measures, there is no further action needed.
 - Testing of the whole staff or year groups may take place after school breaks. Tests may be done at home and results shared via form and photograph if larger numbers are required.
 - Anyone displaying symptoms or complaining of ill health will be automatically tested even if previously tested.

Preventing infection from those with symptoms and cases

- Anyone experiencing symptoms of common cold, influenza (flu), COVID 19, vomiting, diarrhoea or any unexplained sickness of any kind or those who live with someone who has such symptoms must not enter the school site, and instead follow official self-isolation guidance.
- Anyone self-isolating with symptoms must access COVID 19 testing and inform school, so that measures can be taken to mitigate risk to others or inform the relevant authorities.
- Anyone having tested positive with COVID 19, suspected of having or living with someone suspected of having COVID 19 must not come to school until they (and the person that they live with) have received a negative test result.
- All symptomatic close contacts and those under suspicion with symptoms must isolate and stay away from school for 7 days from the date that they have been tested with a negative result for the first time. Asymptomatic close contact students and adults must test at home on day one, three and five, but may attend school, unless they live with a confirmed case when they should isolate at home for 7 days. Adult close contacts that have previously had Covid themselves within 60 days and live with a Covid case and have served their required isolation may test each day and attend school; they do not need to isolate due to living with a case.
- The SLT must be informed immediately of suspicion of infection, close contact, COVID 19 case confirmation and test results so that actions can be taken to mitigate risk to others and inform authorities.
- If a symptomatic person is discovered in school, they will be taken to the nurse's room, a self-test kit will be administered and sent home or isolated until they can be picked up by a parent. SLT, MOE and MOH will be informed. 999 will be called if they are seriously ill or their life is at risk.
- In the case of a symptomatic student who needs to be supervised before being picked up, if a distance of 2m can't be maintained, supervising staff will wear adequate protective equipment.
- Supervising staff will ensure adequate self-disinfection after the student has left site. A deep clean will take place in the areas that the symptomatic person has been in, and protective equipment will be disposed of properly.

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- If a student or a staff member tests positive for coronavirus, the school nurse will inform education and health officials to determine what additional steps are needed for the school community and complete the necessary forms.
- Focus will be placed on SLT identifying close contacts – defined as being within 1m or unmasked for more than 15 mins in a confined space, or in a classroom for more than 4 hours, up to 48 hours from cases being identified – who should isolate as per MOH guidelines. Parents will be informed and updated on a regular basis to advise action and inform their future planning. SLT focus will be on ensuring the school remains open on all occasions it is safe to do so, but closure of classes or the school may be required to reduce the risk of infection for others.

Compliance

- All students, staff members, parents and all other visitors to the school site must at all times follow the instructions and request of school staff and leaders, so that the safety of all can be ensured.
- Failure to follow reasonable requests, instructions or any part of this procedure, so as to cause others not to be safe, may result in the person concerned being asked to leave the school site and future access being blocked. The school principal's decision in this regard is final as the responsible officer for safety on the school site.

COVID 19 Management Committee

- The school will establish an effective COVID 19 management committee which will remain active and support the focuses of: administration, infrastructure management, student safety, teachers and school personnel, MCO management, and parents and carers. The committee will cover the responsibilities as outlined in MOE/MOH guidelines and the procedures outlined in this management plan.