


"Our Next Normal"

A safe return to physical school strategy and matrix

Action category		Actions taken by the school
Access to school	At the entrance	<ul style="list-style-type: none"> • Access into the building and on campus will be provided only if the person's temperature is not higher than 37.0°C and doesn't present signs/symptoms of acute viral respiratory disease • Anyone entering the school must wear a visor or mask that will cover the mouth and nose • Socially distanced lines will be in the front of school • Each entrance will be used by certain grades. The informative signs will be put on each entrance • Hand sanitizer and disinfectant mats will be placed at each entrance • Temperature will be taken at each entrance by appointed people. In case the temperature is higher than 37.0°C, the temperature will be double checked by the school nurse in a special designated place. • Any symptoms of acute viral respiratory disease identified at this point, including temperature higher than 37.0°C, staff or students, then the individual is isolated in a designated room and arrangements made to be collected and for medical attention. • Track and Trace of our community from their vacations/overseas destinations, will be kept, updated and those who have been abroad will be monitored
	Students	<ul style="list-style-type: none"> • Each child will have spare face masks and hand gel as part of their equipment • Students must come to school only in cleaned daily clothes • After entering the building indoor shoes for primary school to be changed • Equipment brought into school at an absolute bare minimum. Students are expected to bring in only items and materials needed exclusively for the learning process
	Parents	<ul style="list-style-type: none"> • Parents will not enter the school gates unless they have an appointment (see details below) • Parents can go to the Administration through the administration entrance • Parents can pay for meals and buy uniforms only at certain hours. • Parents can come to administration as follows: <u>August</u> - Monday to Friday 9:00-16:00 <u>1st - 11th of September</u> - Monday to Friday 08:40-10:30, 15:00-17:00

		<p><u>Starting with 14th of September</u> - Monday to Friday 15:00-17:00 Every appointment should be set by phone in advance:</p> <ul style="list-style-type: none"> - Reception 062022210 - Accountant Office 062022213 - Uniform shop 069500062 - Meals 079900171 <ul style="list-style-type: none"> ● The purchased textbooks will be distributed to students by the classroom teacher ● Parent/Teacher conferences will take place online
	Visitors	<ul style="list-style-type: none"> ● Access to the campus will be kept to a very strict minimum to reduce the chances of transmission ● Visitors can come to school by appointment only ● Visitors should respect all the rules regarding disinfection, wearing the mask and physical distance
Hygiene	Social distance	<ul style="list-style-type: none"> ● No handshakes, no hugs are allowed ● The desks will be arranged in such a way as to ensure social distance between students ● The space for the teacher in the classrooms will be marked accordingly with dividing lines ● Students will stay in allocated classrooms (Primary and Gymnasium). Teachers will move from classroom to classroom, with the exception of the special classrooms, such as labs, IT, PE. ● The number of outdoor activities will be increased ● Socially distanced lines will be place at the canteen, in front of the toilets and on the corridors ● Hallway arrows on the floor will indicate which direction to move in
	Respiratory protection	<p><u>STUDENTS:</u></p> <ul style="list-style-type: none"> ● The face mask must be worn all the time, besides when eating or sitting at their own desk in the classroom and outside. ● The two sizes of the masks will be available at the school uniform shop (high protection - 3 layers). The masks will have a label where it will be possible to indicate the student's name. ● Every person should keep the masks in 2 clearly labeled cases: for clean masks and for used masks ● Instructions for wearing the masks will be placed around the school <p><u>STAFF:</u></p> <ul style="list-style-type: none"> ● Every staff member will wear a face mask. It is mandatory while moving through the school and being in the same room with other people. It is not necessary while he/she is the only person in a room and while eating ● Every teacher is responsible for airing the classroom during each break for optimum air flow

	Hands hygiene	<ul style="list-style-type: none"> ● Each entrance, each classroom and each office will be equipped with disinfectant ● Wearing the gloves is not mandatory but recommended - hands must be washed frequently ● Students will be guided by the teachers to wash the hands frequently ● Students are required to wash and disinfect hands before and after the PE lessons
	Cleaning	<ul style="list-style-type: none"> ● All PE equipment will be disinfected before each new class ● Disinfection of balustrades, door handles and frequently used surfaces will take place at each break ● The number of sanitizations (daily, deep cleaning) of all rooms (classrooms, corridors, toilets) of the school will be increased. The final plan will be adjusted according to the authorities' requirements for the reopening of schools
School day	Timetable	<ul style="list-style-type: none"> ● School will operate a full school day of 8:30am - 5:00pm ● Clubs and Homework will be provided
	Classrooms	<ul style="list-style-type: none"> ● The distance between students in the classrooms will be of 1,5 m. ● Classrooms will be aired during the breaks ● Each student should have their own stationary. No sharing of stationary is permitted. ● The school recommends that students bring their own devices to school when needed in class in order to avoid the use of common equipment and to reduce movement through the school ● When students need to change the classroom (ex, IT, Chemistry, PE) they will follow hallway arrows on the floor which will indicate the direction to move in ● PE lessons will be conducted outdoors whenever weather permits
	Breaks, Bathrooms	<ul style="list-style-type: none"> ● Physically distanced spacing in place and signs to remind ● No more than 3 students will be allowed in bathrooms at one time ● Breaks will be scheduled for each year group in allocated areas ● Courtyard will also be used for the breaks ● Children's play park won't be used
	Water 	<ul style="list-style-type: none"> ● For hygiene reasons, school coolers will not be used by students without adult supervision ● Teachers or school staff will monitor the process of refilling the bottles with water ● For the use of cooler it will be mandatory using the hands sanitizer ● Only bottles with a wide opening will be accepted for the use of coolers (see an example in the picture) * <i>Model available in the uniform shop</i>

	Meals	<ul style="list-style-type: none"> • Every student will wash hands at the entrance to the canteen. It will be monitored by an adult on duty • The masks will be worn in the canteen, besides while eating • Limited number of students will have access to the canteen at the same time • Delimiters will be installed that will separate the entrance/exit in/from the canteen • Social distancing markings will be placed for the queue • The tables will be arranged in such a way as to allow the respecting social distance • Bread will be served by canteen staff, not for students to help themselves
	Staff rooms	<ul style="list-style-type: none"> • No more than 3 persons are allowed to work in the same staff room • Teachers will use Library for work, as well
	Homework, Clubs	<ul style="list-style-type: none"> • Homework will be done with the teacher in the same classroom during the school day • Clubs will be provided at school • The list of clubs will be approved for each grade • The club will involve only the students of one class. The reason is to avoid mixing the students from different classes • Activities will not involve sharing the equipment
	Library	<ul style="list-style-type: none"> • The books won't be loaned out to reduce chances of transmission
	Oak Centre	<ul style="list-style-type: none"> • The Oak Centre won't be used by the students • It will be used as a classroom, staff workroom and a meeting space
	Excursions	<ul style="list-style-type: none"> • Excursion will not be allowed
	Assemblies	<ul style="list-style-type: none"> • Assemblies will be conducted online, as on the DLP
	Teacher-Parent Conference	<ul style="list-style-type: none"> • Teacher-Parents Conferences will take place in the same format as usual, only online
Quarantine	Quarantine symptoms procedure	<ul style="list-style-type: none"> • If a child presents any symptoms of acute viral respiratory disease or the temperature is higher than 37.0°C, the teacher should call the school nurse immediately • A separate entrance/exit will be reserved for the persons with symptoms of acute viral respiratory disease or with the temperature >37.0°C • The special isolation room will be used for this cases

		<ul style="list-style-type: none"> ● Parents will be announced immediately by phone and they should pick-up the child in max 1 hour ● Returning to school will be possible only when parents present the medical certificate with 3 stamps, attesting that the child can attend groups of children ● During the quarantine students will learn through a DLP
	Students	<ul style="list-style-type: none"> ● In case If one of the students is tested positive with Covid-19, the whole class will be quarantined for 14 days. Siblings do need to be in isolation as well. ● Students in self isolation/quarantine will access education through a version of the DLP with a web camera in class and tasks set so they are part of the class ● The teachers will connect this student to the lesson remotely. The web camera will be pointed at the teacher and the board, not at the other students ● For all the children who are in quarantine parents should fill in the epidemiological form ● Before returning to school after the quarantine period, parents should present the Declaration ● For children who have been tested positive with Covid-19 and in case of any disease, for return to school it is mandatory to present the medical certificate with the 3 stamps, as a confirmation that the child can attend groups of children
	Teachers	<ul style="list-style-type: none"> ● The teacher will teach remotely the class supported by a staff member in the physical classroom
Other issues	Transportation	<ul style="list-style-type: none"> ● Every student should have a seat assigned to him/her. ● Every child will sit in staggered rows ● Masks will be worn on the buses, hand gel will be available and buses will be cleaned daily
	Uniform shop	<ul style="list-style-type: none"> ● The uniform shop will operate under the rules of the campus being open under physical distancing safety ● Parents can have access to the uniform shop by appointment only (see details above) ● Access to the uniform shop will be allowed only for one family at a time (child/children with one parent/adult) ● Wearing a face mask or visor is mandatory inside the shop