

SAFETY PROCEDURES 2021

FOUNDATION AND PRIMARY PHASES

Rules of work organisation of the Foundation and Primary phases of the British International School of the University of Łódź due to the epidemic situation and sanitary regulations during the COVID-19 epidemic.

1. BISUL will admit children from Nursery to Year 6:
 - a) after parents submit a statement (app. 1), declaration (app. 2) – sending signed scans of the above mentioned documents to the school's email address: interschool@interschool.uni.lodz.pl,
 - b) after receiving a positive decision about the child being admitted to the school in the altered working conditions.
2. The Foundation and Primary School conducts classes from Monday to Friday from 8.30 am to 3.15 pm. Pupils will be admitted to school between 7.30 and 8.30, and should be collected not later than 3.30 pm. The only exception are the children who attend extracurricular activities in the school building, who must be collected by 4.30 pm.
3. For those who require it, British International School of the University of Łódź will provide afternoon day care.
4. People who are not employees of the British International School of the University of Łódź can enter the school building only without any signs of infection, wearing mask and keeping distance.
5. Employees of the British International School of the University of Łódź are to enter the building using the side door on the right.
6. Pupils of the Foundation are to enter the building using the side entrance. Primary School (Year 2 – 6) are to enter the building using the main entrance.
7. Parents who bring their children do not enter the school building. At the entrance, the child takes their mask off and gives it to the parent.
8. A teacher will take the child's temperature. The parent is obliged to wait for the result of the measurement.
9. The pupil enters the building, assisted by a teacher, goes to the cloakroom and then to the first floor.
10. During the course of the day, pupils of the Primary School (Year 2 – 6) only use the stairs in the staircase that leads to the right-side entrance.
11. At the end of the day a teacher or another school staff member takes the children to the cloakroom and then escorts them to the door.
12. When they pick up the child, parents will have to sing the 'pick up list'. Having one's own pen and wearing gloves is recommended at that moment.
13. Depending on the number of children attending the school, different times of lesson beginning and end may be set for different classes in order to make the drop off and pick up more convenient.
14. In order to ensure the children's safety, their moving between rooms will be minimal.
15. Children are not allowed to bring any toys or other unnecessary objects to school.
16. Parents who bring and pick up their children are required to wear safety masks.
17. Only healthy children, without any symptoms of a contagious disease, will be admitted to the school.

18. If the child is showing any signs of an illness, the teacher has the right to refuse the admittance of the child to the school and must inform the parent about the need to consult a doctor.
19. Children who have a runny nose and/or cough will not be admitted to school.
20. Children with a temperature above 37° C will not be admitted to school.
21. The parent should inform the school's employee of any alarming symptoms in regard to the child's health or behaviour.
22. If, during the school day, the child develops a runny nose and/or cough, the teacher will contact the parents immediately and have them collect the child.
23. Children are brought to school and picked up from school only by healthy guardians.
24. Children whose family members are quarantined will not be admitted to the school.

Employees:

1. Each employee of the school is obliged to self-observe and take their temperature twice a day.
2. In case of them or any member of their family manifesting symptoms of an upper respiratory track infection, or those associated with the contamination with COVID-19, the employee is to remain at home and should inform the Sanitary and Epidemic Unit, as well as the Head of School.
3. In case of personal contact with a person from outside, a distance of at least 2 metres should be observed, and in situations where this is not possible, the longest possible distance should be kept.
4. Upon entering the school, each employee must immediately disinfect their hands and use means of personal protection when appropriate.
5. It is recommended for employees to use masks or shields, disposable gloves and protective gowns, especially when they are in contact with parents or other third parties.
6. Disposable means of personal protection should be discarded in the bins provided after use. Face shield should be taken home in order to be disinfected and brought back to the school the next day.
7. All employees, especially teachers, should pay attention to hygiene among their pupils.
8. Before starting their duties, every office employee is obliged to disinfect the workplace with disinfectants. This applies especially to desks, keyboards, computer mouses, phones and any other items or surfaces used, at least twice during the working day.

Teacher/carer:

The teacher:

- a) reminds children about the rules of proper hand washing and hand disinfection,
- b) is advised to conduct a class about hygiene, including hygiene at the place of work on the first day,
- c) may organise outings outside the school premises making sure that the children keep the safe distance,
- d) removes from the room all objects and equipment that cannot be disinfected, such as soft toys or pillows,
- e) disinfects sport equipment before and after every use,

- f) airs the room before the arrival of the pupils and after they leave, disinfect desks, door handles, light switches at least once per hour. PE classes must be conducted with the windows open.
- g) conducts PE classes outside the school building, within the school premises,
- h) makes sure the children often wash their hands, especially before eating, after using the toilet, and after returning from outside,
- i) avoids organising larger groups of pupils within one classroom.

Help staff:

- 1. They are obliged to use means of personal protection, which includes work uniforms.
- 3. They are obliged to air all rooms before pupils' arrival and at the end of the day. They are obliged to constantly monitor the cleanliness of the corridors, disinfecting the surfaces such as handrails, door handles, light switches, handles, chair arms and flat surfaces, including surfaces in classrooms and spaces designated for food consumption.
- 4. They are obliged to disinfect all items and equipment used by the children daily.

The organisation of work in the Primary School:

- 1. The governing body will perform a control check of the school on the 31st of August.
- 2. The Deputy Heads, or a person nominated by them, is to perform a check of the rooms each day before opening.
- 3. School work is organised in a way that makes it possible to maintain distance between children and avoid gatherings in common spaces (different break timings and flexible scheduling of activities outside).
- 4. The play area on the 1st floor will be in use. Children are allowed to play only with items that can be sanitized.
- 5. Each pupil should have their own pencil case, pencils, coloured pencils, sharpener, eraser, ruler, glue and scissors, which stay at the school.
- 6. Each pupil uses their own set of books and notebooks, which stay on their desk during the day. At the end of the day, they are put into pupils' individual drawers or lockers.
- 7. If it is necessary to use other equipment, it needs to be prepared and disinfected in advance. Each piece of equipment may be used by only one child at a time and needs to be disinfected after use.
- 8. Additional books may be used if necessary. They must be used by one child at a time, and left unused for a period of two days afterwards. If they are used over a longer period of time, they should be assigned to individual pupils and placed in their drawer or lockers at the end of the day. Distribution of books needs to be supervised by a teacher.
- 9. Teachers may prepare additional worksheets which should be prepared observing the sanitary regime.
- 10. Interactive boards may be used only as projectors. Interactive games that involve touching the board are not allowed.
- 11. Teachers will do their best to limit the amount of homework and the materials that are taken home from school. Whenever possible, the homework will be set via Teams platform.
- 12. All correspondence between parents and teachers will be conducted via Teams platform or email. (children will not be using Correspondence Books).
- 13. Teachers organise breaks at intervals of not more than 45 minutes. The children need to be supervised by the teacher at all times during the break.

14. Lessons should take place outside whenever possible, keeping a safe distance between the pupils.
15. Teachers and pupils are to wash their hands regularly. Hands are to be dried with disposable paper towels.
16. Hands must be washed after arriving at the school, after using the toilet, before every meal, and after returning from outside.
17. Children eat meals in the school's lunch room, in set groups.
18. Children are to keep a 1.5 metre distance in the lunch room.
19. All flat surfaces and handles in the lunch room will be disinfected after each meal and after each group.
20. All plates and cutlery will be cleaned/washed at a temperature of at least 60°C.
21. Children can bring their water bottles.
22. Water will be distributed by the teachers or other school staff members.
23. To minimise the number of items brought to school, all children use the school's catering. The only exception are pupils with special dietary requirements. In this case, the food needs to be brought in disposable packaging, with another, outer packaging which will be disposed of at entering the school.
24. All rooms and their equipment will be cleaned and disinfected each day after the classes finish.
25. There are thermometers available to the teachers, allowing them to take the children's temperature remotely.

Procedure in case of a suspicion of a contagious disease contracted by a child or staff member, including COVID-19.

1. Only healthy people without any signs of sickness indicating a contagious disease are allowed to work in the school.
2. If a school employee or parents notice any disturbing signs in themselves or their children, they should not come to school (in such case contact the Sanitary and Epidemic Unit or a contagious disease hospital).
3. A special room has been designated to isolate a child with worrying symptoms. This room is equipped with personal hygiene products and disinfectants.
4. Children should remain in this room until the arrival of their parents/legal guardians, who, after being informed of the situation, should arrive as soon as possible (within 30 minutes) to collect their child from school.
5. Parents are obliged to inform the Sanitary and Epidemic Unit on their own, as well as follow any instructions received.
6. In case of a staff member showing any disturbing symptoms suggesting infection with the coronavirus, they must stop working immediately. All further admissions of children must be stopped as well. The Sanitary and Epidemic Unit must be informed as soon as possible and all instructions received must be followed. All the areas where the staff member was present must be cleaned and disinfected, including all surfaces (handles, handrails, etc.).
7. In the case of a risk of a child or staff member being infected, everyone should leave the premises immediately. The building should be cleaned and disinfected. Any further actions should be decided on after contacting the Sanitary Epidemic Unit.

Appendix number 1

PARENT / GUARDIAN DECLARATION

1. I hereby declare that my child (name)
 - 1) has not had contact with any person with COVID-19 and that no member of our immediate family is quarantined or has symptoms of illness;
 - 2) is healthy and has no symptoms of illness, including high temperature, runny nose, allergy, cough, diarrhoea, dyspnoea, rash, muscle pain, sore throat, loss of taste and smell, or other unusual symptoms.
2. I am fully aware of the responsibility of sending my child to British International School of the University of Łódź in the current epidemiological situation.
3. I have been informed of the health risk for my child and our family, that is:
 - 1) despite all the sanitary restrictions and precautions introduced in the Primary section, a COVID-19 infection may occur there;
 - 2) in case of, or suspicion of, a COVID-19 infection, among the Primary staff / children / parents, my family and the people near me will be quarantined;
 - 3) in case of, or suspicion of, a COVID-19 infection, the Primary section will be closed until further notice and all the people present in the section, together with their families and people near them, will be quarantined;
 - 4) should symptoms of illness be observed in a child / member of staff, this person will be placed in a previously prepared nurse's room, equipped with personal protective products. The parents / guardians of the child, together with relevant services and bodies, will be notified.
4. I give permission for my child to use the disinfectants used at British International School of the University of Łódź.
5. In case of my child contracting COVID-19 in the school, I will not make any claims against British International School of the University of Łódź as the lead authority, as I am fully aware of the epidemiological threat in the country.
6. In case of, or a suspicion of, a COVID-19 infection in a child, their parents / guardians, or a teacher, Primary, and possibly the whole school, will be closed and lessons will be delivered online. I will continue paying the full tuition fees, in accordance with the contract, unless the lead authorities decide otherwise.

Łódź,

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(date)

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(parent/ guardian signature)

Appendix number 2

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(parent / guardian name and address)

PARENT DECLARATION

I, the undersigned, hereby declare that:

1. I have read and understood the ‘SAFETY PROCEDURES – the principles of work organisation at the Primary section of British International School of the University of Łódź in connection with the epidemiological situation and the sanitary recommendations during the COVID-19 epidemic’, hereinafter referred to as ‘School’.
2. I will adhere to the ‘SAFETY PROCEDURES – the principles of work organisation at the Primary section of British International School of the University of Łódź in connection with the epidemiological situation and the sanitary recommendations during the COVID-19 epidemic’, connected with the sanitary regime, especially not sending my child to school if they have any symptoms of illness, such as a runny nose or a cough, high body temperature, or others, and immediate collection of my child from the Institution if any symptoms are observed.
3. I understand that should my child display any symptoms of illness, they will not be allowed back in school until the symptoms are no longer apparent and a doctor’s certificate verifying the child’s good health is produced.
4. I give permission for the School staff to take my child’s temperature:
 - 1) when entering the School,
 - 2) in case of observation of any symptoms of illness.
- 5) I will inform Primary Phase Leader of any changes in the health of the people in my nearest surroundings, including changes related to COVID-19.

British International School of the University of Lodz Sp. z o. o., located in Lodz is the administrator of personal data collected. The personal data controller (PDC) or the Company, can be contacted via email: iodo@interschool.uni.lodz.pl. The basis for the processing of personal data is consent, which can be withdrawn at any time without affecting compliance with the law before its withdrawal. In the situation of high temperature, the basis is to protect the vital interests of people at the School. Personal data is stored by the School for the period necessary to achieve the goals set out above, and thereafter for the period and to the extent required by the provisions of generally applicable law. Based on the above, you have the right to access your personal data, rectify incorrectly stored personal data, delete these data, limit their processing, raise objections, transfer these data, withdraw consent to data processing and submit a complaint to Head of the Office for Personal Data Protection. Your data will not be shared with any other entities unless the Administrator is legally obliged to do so. The data will not be profiled and will not be transferred to third countries and organizations. Providing data is voluntary, but failure to do so will prevent safe working conditions of the Primary school.

Łódź,

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(date)

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(parent/ guardian signature)