

SAFETY PROCEDURES 2021

SECONDARY PHASE

SAFETY PROCEDURES – rules of work organisation of the Secondary section of the British International School of the University of Lodz due to the epidemic situation and sanitary regulations during the COVID-19 epidemic

1. BISUL will admit children:
 - a) after parents submit a statement (att. 1), declaration (att. 2) – sending signed scans of said 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 Secondary Section (Years 7-13) is open from Monday to Friday from 8.35 am to 4.30 pm. Students should not arrive earlier than 8.00 and should leave the school by 4.00 pm. Students who participate in the Extra-curricular activities are the only exception (they should leave the school by 5.30 pm).
3. People who are not employees of the British International School of the University of Lodz can enter the school building only without any signs of infection, wearing mask and keeping distance.
4. Employees of the British International School of the University of Lodz are to enter the building using the side door on the right.
5. Students of the British International School of the University of Lodz (Years 7-13) are to enter the building using the side door on the left.
6. Parents who bring their children do not enter the school building. At the entrance, the child takes off their mask and gives it to the parent.
7. A teacher will take the child’s temperature and note it down on the measurement chart. The parent is obliged to wait for the result of the measurement.
8. The Students enters the building assisted by a teacher, goes to the cloakroom and then to the second floor.
9. During the course of the day, Students of Secondary Section (Years 7-13) only use the stairs (in the staircase) that lead to the left-side entrance. Students who use the school canteen are the only exception (during lunch break).
10. 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 left-side entrance.
11. 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.
12. In order to ensure the children’s safety, their moving between rooms will be minimal.
13. Children are not allowed to bring unnecessary objects to school.
14. Parents who bring and pick up their children are required to wear safety masks.
15. Only healthy children, without any symptoms of a contagious disease, will be admitted to the school.

16. If a child is showing any signs of an illness, the teacher has the right to refuse admittance of the child to the school and must inform the parent about the need to consult a doctor.
17. Only healthy children, without any symptoms of a contagious disease, will be admitted to the school.
18. Children with a temperature above 37° C will not be admitted to school.
19. The parent should inform the school's employees of any alarming symptoms in regard to the child's health or behaviour.
20. 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.
21. Children are brought to school and picked up from school only by healthy guardians.
22. 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, as well as mark it on the designated measurement chart.
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, 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 after use in the bins provided. Face visors 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:

1. 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) does not organise any outings outside the school premises,
 - d) removes from the room all objects and equipment that cannot be disinfected,
 - 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. It is advised to have PE classes outside the school building, within the school premises,

- g) conducts 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. Are obliged to use means of personal protection, which includes work uniforms.
2. Are obliged to air all rooms before pupils' arrival and at the end of the day.
3. 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. Are obliged to disinfect all items and equipment used by the children daily.

Secondary Section organisation:

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. Each student should have their own pencil case, pencils, calculator (and other equipment needed). School Supply List will be distributed at the beginning of the School Year.
5. Each student uses their own set of books and notebooks.
6. Secondary students (Years 7-13) can keep equipment, books and notebooks and any other equipment in a locker on the second floor. Each student will have an individual locker, locker keys will be distributed at the beginning of the School Year.
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 weeks afterwards. If they are used over a longer period of time, they should be assigned to individual students and placed in their 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 and distributed wearing a mask or visor and disposable gloves.
10. Interactive boards may be used only as projectors. Interactive games that involve touching the board are not allowed.
11. Whenever possible, the homework will be set via platform or email. (Teams)
12. All correspondence between parents and teachers will be conducted via email. Teachers email addresses will be given to the parents.
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 students.

15. Teachers and students are to wash their hands at least every 60 minutes. 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. Common space for Secondary Students includes Common room on the second floor (by the stairs (in the staircase) that lead to the left-side entrance), staircase area and corridors.
18. Children are to keep a 1,5-metre distance and wear a mask in the corridors and in the common room. The children need to be supervised by the teacher at all times during the break.
19. The maximum number of pupils in Common room at any one time is 8.
20. To minimise the number of items brought to school, all the children are encouraged to use the school's catering.
21. Students eat lunches at a certain scheduled time (12.55-13.15) in the lunchroom.
22. All flat surfaces and handles in the lunch room will be disinfected after each meal and after each group.
23. All plates and cutlery will be cleaned/washed at a temperature of at least 60°C.
24. Students who are provided with their own meals eat in the Common Room or if not possible (too many people), in classrooms. Only school snack/breakfast can be eaten in Room no 44.
25. Children are allowed to bring water bottles.
26. All rooms and their equipment will be cleaned and disinfected each day after the classes finish.

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 a coronavirus infection, 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.

Attachment 1

PARENT/LEGAL GUARDIAN'S DECLARATION

1. I declare that my daughter/son:

.....
(surname and name of the child/children)

- a) Has had no contact with anyone infected with COVID-19 nor has any member of the family been quarantined, and has no visible symptoms.
 - b) The condition of the child is satisfactory and does not show any symptoms of an illness such as high temperature, a runny nose, cough, allergies, diarrhoea, shortness of breath, rash, muscle pains, sore throat, loss of taste or smell or any other unusual symptoms.
2. I also declare that I am aware of the full responsibility of sending my child to the British International School of the University of Lodz in the current epidemic situation.
3. I declare that I have been informed of the risk imposed on my child and our families, that is:
- a) Despite all the sanitary precautions taken by the School and any preventive actions taken, I am aware that there might be a possibility of coming into contact with COVID-19 at the premises,
 - b) In case of contracting the disease or any suspicions thereof at the School (not only on the premises), the staff/child/child's parents are aware that their family as well the closest surrounding will be subjected to a 14-day long quarantine.
 - c) In case of contracting the disease or any suspicion thereof, of a child, their parents or school staff being infected, the School will be closed until further notice and all employees present at that moment and their families will be quarantined.
 - d) In case of observing any suspicious symptoms in a child/school staff, this person should immediately be put in the room prepared, which is equipped with necessary personal protection items. Parents/legal guardians as well as proper medical institutions will be notified immediately.
4. I consent to my child using the disinfectants used by the British International School of the University of Lodz.
5. I declare that being fully aware of the current epidemic situation in the country, in the case of my child being infected at the school's premises, I will not press any charges nor will I submit any complaints to the CEO of the British International School of the University of Lodz Sp. z o.o. as the governing body.

Lodz

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(date)

.....

(parents' signatures)

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(Surname and name of the parents/legal guardians and address)

PARENTS' DECLARATION

I, the undersigned, do declare that:

1. I have read the 'SAFETY PROCEDURES - rules of work organisation of the British International School of the University of Lodz due to the epidemic situation and sanitary regulations during the COVID-19 epidemic.
2. I declare to follow the rules listed in the 'SAFETY PROCEDURES - rules of work organisation of the British International School of the University of Lodz due to the epidemic situation and sanitary regulations during the COVID-19 epidemic connected with the sanitary regime and, most importantly, with **bringing to School only a healthy child (without a runny nose, cough, high temperature), as well as with immediate collection of the child from the school in case of any illness or symptoms thereof during the child's stay at the School.**
3. I accept the fact that the moment there are any visible signs of illness with my child, they will not be admitted to School on that day and will be only allowed to return after all symptoms cease and after submitting a doctor's note confirming a health condition allowing the child's admittance.
4. I allow temperature measurements of my child to be taken.
 - a) Upon entering the premises
 - b) In case of observing any disturbing medical symptoms
5. **I declare to inform the Head of the School about any health changes connected to COVID-19 in my close family.**

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(date)

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(parents' signatures)