

COVID-19 GUIDELINES: SCHOOL REOPENING – MONTSERRAT SECONDARY SCHOOL – 2020/2021

Recommended Procedures for the Full Reopening of MSS



Classroom - Mandatory Face Covering

Outside - Maintain Social Distance

GENERAL GUIDELINES

School will operate under the normal hours but leadership should prudently monitor and evaluate all activities with the aim of mitigating against any potential risk.

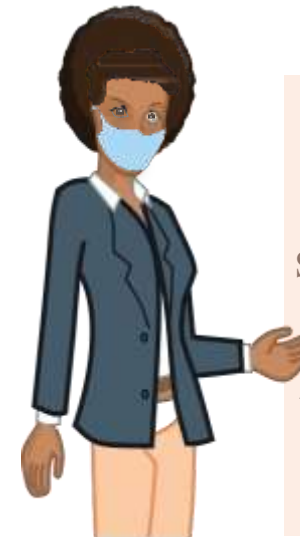
Persons with flu-like symptoms **MUST** stay at home.

All persons on the compound but in particular inside the classrooms are required to wear face covering.

The school is obligated to inform parents and students about the Health Protocols the school has in place to minimize the danger of viral spread.

School Management should effectively utilize the Safety Officers in reinforcing/promoting the guidelines.

The Leadership Team is expected to take the necessary actions so as to protect the interest of staff and students by persons who are found to be in any breach of the protocols while on the school compound.



“Help us to protect our students and our staff”.

Always follow the protocols.

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TRANSPORT TO AND FROM SCHOOL

Mandatory wearing of face covering is required by both students and bus operators. This will make allowance for more students to be transported while at the same time protecting the health of all who travel on the bus.

Windows of the bus should be kept open so as to enhance the circulation of fresh air.

Students should be encouraged to minimize any potential risk by reducing any excessive and or lengthy conversations during travelling on the bus.



ON ARRIVAL AT SCHOOL

All persons entering the school **MUST** wash or sterilize their hands using the available wash stations or liquid sanitizers.

All students **MUST** ensure that they report for their temperature checks at the designated area.

Safety Officers should restrict the number of entry points into the school and encourage all entries through the main gate in order to control the flow and account for the number of persons on the compound.

Students **MUST** ensure that they maintain physical distancing in open spaces and wear face covering when occupying classrooms.



DURING SCHOOL

Arrange instructional delivery and any extra-curricular activity in ways that would avoid huddling of students.

Except for those subject areas that require a lab or space outside the classroom, teachers should go to the classes to cut down on the movement of students which by extension will lessen possible spread of the virus.

Limit the number of students undertaking classes to between 25 to 30 maximum per room.

Space desks to adhere to the physical distancing guideline of least 3 feet apart. Mandatory wearing of face covering **MUST** be applied.

Create good ventilation by keeping open, where feasible all doors to classrooms, labs, specialist rooms and other areas occupied by staff and students.

Where applicable post at the door entrances the maximum number of persons that can safely stay in the room as well as any other relevant notice.



DURING SCHOOL

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Two (2) periods of cleaning and sanitizing of desks, chairs, furniture, and other surfaces **MUST** be done around 10:00 and 12:00 pm respectively. The regular or usual afternoon cleaning should follow after school is dismissed.

Discourage the unnecessary sharing of resources such as electronic devices and textbooks.

Where possible sanitize desks and chairs prior to the start of classes and at the end of classes.

The cleaner should place garbage bins which are outfitted with disposable garbage bags in each classroom, staffroom or any other habitable room.



PRECAUTIONS FOR UNWELL STUDENTS

Students who are unwell **MUST** stay at home.

Designate a space or area for the accommodation of students who develop or display signs of illness.

Any student who exhibits signs of illness during class or while on the school compound must be sent/taken to the sick bay or designated space.

Notify the parents of the student immediately.

Follow the National Protocols where students display any of the symptoms of COVID-19 fever, dry cough, sore, and shortness of breath, loss of sense of smell or taste.

In cases of illness, parents keep their children at home and contact a medical doctor or call the Hotline 496-9724 or Casualty on 491-2802

Staff and parents of students must inform the principal about any illness.

Encourage parents and students to follow the guidance from the Ministry of Health on what to do when someone in the household is sick and self-isolating.

PRECAUTIONS FOR UNWELL STAFF

Staff who are unwell must stay at home.

Designate a space/area for the accommodation of staff who may develop or display signs of illness while on the compound.

Any staff member who exhibits signs of illness while on the school compound must follow the national protocols set out by the Ministry of Health.

Any staff member with any of the symptoms of COVID-19 (fever, dry cough, sore throat, shortness of breath, loss of sense of smell or taste) **MUST** stay at home, contact a medical doctor, medical facility or call the hotline 496-9724 or the Casualty on 491-2802 and explain the situation.

Staff and parents of students **MUST** inform principal about any illness. Staff members must follow the guidance from the Ministry of

Health on what to do when someone in the household is sick and self-isolating.



TOILET FACILITIES

Staff and students **MUST** wash hands before and after using the toilet with soap and water.

Toilets **MUST** be flushed with closed lids.

Physical distancing **MUST** be respected as much as possible.

Limit the number of persons allowed or present in the toilet area at the same time.

School Management **MUST** monitor the regular cleaning and sanitizing of bathroom facilities and areas especially in the morning and afternoon and throughout the day.

Cleaning records of bathrooms must be displayed and inspected frequently by supervisors.



STAFF ACOMMODATION

Organise work so that physical distancing rules are respected by those present at school.

Create sufficient distance between workstations by spacing them further apart.

Rearrange workstations in a way to maintain a sufficient distance e.g. place workstation in a way that people work back to back or side by side rather than face to face.

Use sanitary wipes or alcohol to sanitize telephone and all stationary.



STAFF ACOMMODATION

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Cancel non-essential physical meetings, trainings and any other collegial activity that could present a risk.

Staff meetings can be held within a room that has sufficient space to hold a maximum of 30 persons where conformity to all protocols are expected.

Where meetings are necessary, seek to have them convene in well ventilated areas with adequate physical spacing. Keep meetings to the shortest time possible to be effective.

Use alternatives to face-to-face meetings, such as zoom and other ICT mediums.

