



**STANDARD OPERATING PROCEDURES**

12/4/2020

## Measures employed to mitigate the risk and spread of the Covid-19 virus

The school undertakes to build capacity for the staff, pupils, parents and the entire Nyali School community on the management of Covid-19. This is focussed on creating awareness on key infection prevention and control measures in order to promote good hygiene practices.

The school shall ensure that we have adequate key supplies such as disinfectants, liquid soaps, non-touch thermometers and standard face masks.

We have developed protocols on hygiene and social distancing measures that everybody must adhere to them.

In case of a reported covid-19 case, the school's Covid-19 committee and the medical personnel which will be deployed as from January are equipped with the necessary skills to handle Covid-19 cases, we have prepared an isolation room, deployed the services of a standby ambulance and will collaborate with professional medical practitioners to ensure provision of psychological services.

All communication guidelines on health and safety, compliance, training and awareness, communication materials on importance of hygiene practices and social distancing are printed in bold and placed in all strategic points in the school. This include but NOT limited to: the notice boards, entry points, classrooms, toilets, path ways etc.

The school has collaborated with the Ministry of Health through the sub county office to identify quarantine centre in case of an outbreak.

The school is committed to adhere and safeguard the rights of children at all cost. The school has established a covid-19 response committee that is responsible for planning, mitigating, sensitizing and awareness programmes.

## **The following measures are critical during and after reopening**

All the set daily routines by the school MUST be strictly observed by all

All staff, pupils and parents or visitors to the school MUST provide updated bio data, contact numbers and home addresses of guardians, next of kin to be contacted for ease of management of emergencies.

All learners, staff and visitors should strictly observe movement procedures designated i.e. entrances, exits, section off common spaces and floor markings to direct foot-traffic flows.

Washing of hands with soap and water and wearing of masks is mandatory.

Any staff testing positive for COVID-19 will be required to follow COVID-19 isolation procedures.

## **Health and Safety Protocols**

### **Social Distancing**

Social distancing rules are applicable to all staff, pupils, parents and visitors to the school.

Appropriate social distancing signage and one-meter demarcation lines are placed in school public area, classrooms, libraries and computer labs.

Pupils' desks within the classrooms are spaced 1.0m apart as per the government guidelines. The school is responsible for organizing class sizes, morning registration and marking break time areas.

Pupils' movement within the School environment is a one-way system; single file only. Grouping when walking in between lessons /during break by teachers and pupils will not be allowed.

There are NO Assemblies or club meetings in the school until further notice.

Visitors and parents are restricted from visiting school offices and classrooms unless it is absolutely necessary or urgent.

Gatherings/meetings in the school remain banned until normalcy resumes.

## **Wearing of masks**

- ✓ Wearing of masks is mandatory for all staff, pupils, parents and visitors within the school.
- ✓ Training and information on wearing of masks to be given to staff and pupils at appropriate times.
- ✓ Pupils and staff will be trained on the processes of wearing and removing masks with written details provided to parents and displayed in classrooms and school transport vehicles.

## **Hygiene and Prevention Protocols**

**The school has implemented COVID-19 prevention measures as follows:**

- ✓ There are designated Entry and Exit points into the school to allow ease of movement in and out of the school.
- ✓ Parents who wish to drop their children are to drop off their children at the designated area and are not allowed in to the classroom unless by appointment.
- ✓ Parents are not encouraged to assemble at car park area.
- ✓ Any person displaying symptoms of COVID-19 or flu or a cold or generally feeling unwell **MUST** not come to school.

## **Entry to the School Procedures**

- ✓ Ensure that you are wearing a mask/face covering
- ✓ Sanitize hands first by using the hand sanitizer provided.
- ✓ Then have temperature screening with an infrared thermometer. If a temperature is recorded as being **37.2°c** and above, the person will be asked to go to the isolation room.

### **✓ Hygiene, Cleaning and Disinfecting Procedure**

- Before the School opens, the auxiliary/non teaching staff will assist in cleaning, sanitizing and disinfecting all common areas, classrooms, labs, buses, offices and ablution areas.
- ✓ Hand washing with soap and water for 20 seconds remains the recommended disinfection tool of hands. Pupils are encouraged to wash their hands several times throughout the day. Adequate supplies of soap will be placed in all toilets, change rooms and kitchens.

*All staff have been given personal protective equipment (PPEs) to wear while they carry out their duties.*

## **Classrooms**

All classrooms, the ICT labs, and the Libraries will have been disinfected and provided with sanitizers. Pupils will be required to sanitize their hands before coming into the classrooms.

Disinfectant will be provided and used for workspace and equipment cleaning in all the rooms. The IT labs will be provided with appropriate device and computer accessories cleaner.

Teachers are encouraged to increase air flow and ventilation where climate allows by opening windows and using air conditioning if available.

Each age group will be kept separate to minimize interactions.

The reception class furniture will be removed to increase the floor space for class activities.

One-way system will be used, or where possible Covid-19 laybys to be used for passing areas.

Proper signage will be placed on the floors and walls to promote social distancing in class.

Teachers are NOT allowed to meet with parents in the classrooms



## **Corridors, railings, knobs and communal areas**

Stairwells, door handles and other surfaces that are touched by pupils are frequently wiped and disinfected at an interval of 2 hours.

Lockers are also wiped with a disinfectant once a day after lessons end.

Disposal units/bins are placed at strategic points around the school and trash is removed daily and disposed of safely.

Signage is placed in clearly visible areas encouraging social distancing, respiratory hygiene, the one-way traffic system, hand sanitizer stations and disposal bin stations, including signage promoting knowledge of COVID-19.

## **Toilets, ablution blocks and changing rooms**

There are dedicated custodians for cleaning and disinfection of toilet areas.

Soap dispensers, tissue paper/holders are well supplied.

Rubbish/disposal bins with signage placed strategically and pupils are often encouraged to use them.

Sanitary/feminine hygiene units are placed in each toilet cubicle in the Ladies toilets.

Each custodian is provided with personal protective clothing which they change into when cleaning the toilets.

Signage promoting good hand washing and hygiene to be displayed prominently in the toilets/bathroom areas.

## The Kitchen/Dining Hall

- Thorough cleaning, pest control and fumigation of the entire kitchen has already been done.
- There should be deep cleaning of the main kitchen, paying attention to all kitchen utensils and electronics before we reopened the school.
- All the kitchen staff have been provided with personal protective clothing which they change into when handling and serving meals to promote health and hygiene.
- Learners and staff are encouraged to wash their hands thoroughly with clean water and liquid soap provided before and after the meals.
- Meals have been served in staggered eating shifts and outside to avoid crowding.
- Tables and chairs shall be spaced at a distance of 1 meter apart.
- There is no sharing of food and utensils allowed in school.
- The kitchen utensils and cutlery will be clean thoroughly before and after the meals.
- The kitchen and food store surfaces to be cleaned and disinfected twice daily
- Windows to be opened at all times to allow aeration.

## Administrative Offices

- ❑ Crowding around the administrative office is not allowed. Visitors and staff are served one at a time.
- ❑ Clean running water and liquid soap/sanitizer is placed at all office entry points and anyone entering the office should wash their hands or sanitize.
- ❑ Office personnel are provided with masks, facial coverings and hand sanitizer.
- ❑ Hand sanitizer placed in strategic places and visitors must wear a mask.

## School Transport Procedures

The following protocols need to be adhered to as provided by the government:

- All vehicles to be equipped with small First Aid boxes and each vehicle to carry hand sanitizer.
- Each vehicle to be thoroughly cleaned and disinfected before the school opens again.
- When carrying pupils, social distancing rules to apply therefore each vehicle to transport half the number of learners.
- Where necessary the school shall consider staggered pick up and drop off times to minimize the number of people/pupils at school parking area in the morning and evening.
- Learners and transport crew, while on board should wear face masks and sit 1meter distance from each other.
- Learners and transport crew should buckle up the safety belt at all times of travel.
- The transport crew are instructed to keep well maintained records of all the learners and adults using the school transport.
- After transporting pupils, the bus used is to be cleaned with and disinfected daily even if not in use.
- All vehicles will be mounted with posters and announcements to remind the pupils and crew to wash hands often, follow general hygiene advice and not to board the bus when they are unwell.

## Swimming Pool Area

- The swimming pool area will be closed.

### The school Dispensary

The medical staff are responsible for:

Overseeing the smooth running of the health protocols

Making sure that there is enough medical supply in stock and daily issuing of medical services.

Keep health records of all staff and pupils and identifying any medical conditions and vulnerabilities

If anyone develops any symptoms of illness consistent with COVID-19 and as published by the government:

ONLY the School Nurse (wearing full PPE) to manage the sick person.

The person to be isolated in a separate (isolation) room whilst they wait to be picked up. If the person is deemed to be a likely COVID-19 case, they will need to be transferred via the school ambulance service to a designated COVID-19 Centre for further testing.

## Security

In relation to school functions; the school has put in place all measures to ensure a totally Covid-19 free environment. All proportionate protective steps will be taken as is reasonably practical to minimize risks.

- a) The school will ensure that all pupils receive high quality education through a broad and balanced curriculum that enables them to thrive and progress.
- b) We will minimize the number of contacts that staff and pupils have during the school day
- c) Parents/guardian and visitors are NOT be allowed into the classrooms.
- d) If any staff or pupils exhibits COvid-19 symptoms, they will be immediately moved to the isolation room and evacuated at the shortest time possible.
- e) Posters and banners are displayed throughout the school to promote frequent hand washing and social distancing awareness.
- f) The health and hygiene protocols are already built into the normal school routines and are supervised by teachers on duty.
- g) The kitchen will be out of bounds for other school staff and pupils.
- h) Designated entry and exit points will be used and supervised by the school security team.

## Education and Awareness

- We have already displayed appropriate signage throughout the school section.
- We have already conducted covid-19 training to all staff and pupils
- We are always up-to-date with the covid-19 situation and keep on reminding staff and pupils of covid-19 protocols
- Posters and banners have already been issued and displayed in all areas of the school.
- Teaching staff have also been trained and are required to build a new routine ‘build a better normal’ in a nurturing and calm manner (normalize not traumatize).
- The school will work with health professionals as appropriate to support pupil’s emotional wellbeing.
- Mental health resources, hot lines and counselling services will be availed for the school to support pupils and staff.



# STOP COVID-19

LET'S FIGHT IT TOGETHER!

