

An aerial photograph of a modern school building with a colorful playground area. The building is white with yellow accents. The playground has blue and green sections. The scene is framed by green and white diagonal stripes.

OAKLEY COLLEGE
SUPPORTING THE FUTURE - QUALITY EDUCATION

**Health and safety measures
for the re opening of Oakley College**



BACK TO SCHOOL PROTOCOL

Introduction (V.14.9.20 changes in red)

At Oakley College we want to make sure our students are safe and enjoy School in the year ahead. Due to the health alert caused by the Covid-19 virus we have created a health and safety protocol to be followed at the School. This protocol has been created from the guidelines provided by the Ministry of Education, the Ministry of Health and Canarian Government. The following protocol explains the guidelines to be followed daily at School. These guidelines may be modified or updated in the future with any new national information. Any modification or update will be shared with parents and staff members.

What are the common symptoms of COVID-19?

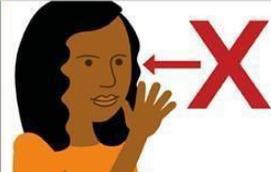
			
A dry and continuous cough.	Fever, where your chest or back feels hot.	Tiredness.	Other flu-like symptoms (sore throat, aches, runny nose).

 If you have difficulty breathing or chest pain call for urgent medical care.

 Remember, not everyone who has coronavirus gets symptoms. Follow your government's advice to stop the spread of the virus.

HOW CAN YOU CONTINUE TO PROTECT YOURSELF FROM INFECTION?

How can I prevent COVID-19?

		
Wash your hands regularly or use an alcohol-based hand sanitizer.	Avoid touching your face, especially your eyes, nose and mouth.	Stay at least 1 metre away from people especially if they're unwell.
		
Cough or sneeze into a tissue, then throw away the tissue and wash your hands.	If you don't have a tissue use the inside of your elbow to cover your mouth.	Stay at home and call your health worker if you're unwell.

Overview

- The school day will operate as normal with a full timetable and curriculum for all students. The before and after school services will also run following the guidelines outlined in this document.
- Logistical arrangements will be made to support social distancing and reduce contact between students.
- Students in Nursery - Year 1 will not be required to wear a mask.
- Students in Y2 – Y13 will be required to wear a mask at all times in school.
- Students must come to school with two masks (CE or UNE 0064/5 approved), **and two bags**, all with the student's initials.
- Separate entrances will be used by students of different ages and different areas of the school site will be allocated to students of different ages, arrangements are outlined later in this document.
- The school bus service will operate as normal.
- A full lunch service will be provided.
- Packed lunches should be in a sealed container and following Ministry of Education protocols, microwaves cannot be used, except for medically stipulated special diets.
- Access to the school building will be by appointment only.

1. Protocols

Our protocols are based on the best Health and Safety practices within our school environment This will mean that,

- Only staff and children will be allowed into the school building.
- Parents will remain in the allocated entrance or Reception office.
- Every student can be accompanied by 1 parent/family member during drop off and collection.
- Staff members, will wear a facemask when in school.
- Parents must wear a facemask whilst dropping off and collecting children and maintain social distancing.
- Children below 6yrs are not obliged to wear masks.
- Primary children from Y2 should wear a mask.
- Secondary students will wear a mask at all times in school.
- Each class in primary and secondary will have a “home” classroom base where they spend all of the teaching day.
- Primary and Secondary student Year groups will have separate playgrounds and toilets.
- All students need to bring their own water bottle with sufficient water to last the full day.
- Students will always sit at the same seat in the class and the dining room.

To discuss any queries with teachers or staff, parents can send an email to the Head of Primary.

2. Limiting contacts

- **Primary children from Nursery to Y6** will be in class “**bubbles**”. This means that during the school day they will mix only with their teachers, staff members and other class group children. This includes class time, playground time and lunchtime.
- **Secondary students** will be in year group “**bubbles**” AND maintain social distancing of 1.5m as much as is possible. They will be based in a “home” classroom throughout the day and the teachers will move between classrooms. They will have their own individual year group playground and toilets. Each classroom will have a minimum of 2.25m² area per student and a minimum distance of 1.5m between students.
- Secondary students will have their normal timetable of option subjects and specialist teachers. For this reason, the bubbles will be in year groups as the students in each year group are mixed for different subjects.
- Secondary lunches will be per year group, observing the social distancing norm of 1.5 m between students. Years 10 to 13 will eat lunch in the Primary dining room when all Primary children are in class. They will have no contact with Primary children. The dining room will be sanitized before they enter and after they leave.

3. Cleaning Protocols

New cleaning and disinfecting protocols are in place from August to ensure that:

- Surfaces and spaces are regularly cleaned.
- Adequate ventilation and air renewal is maintained.
- Ventilation is carried out regularly in the facilities and at least daily and for more than five minutes.

- The school is cleaned with disinfectant solution every day.
- Bathrooms are cleaned at least 3 times a day.
- The reception/entrance is to be cleaned 3 times a day.
- Door knobs and stair rails, machine controls to tables and computers are cleaned after breaks and at the end of the day.
- All cleaning tasks are carried out with a mask and single-use gloves.

4. When to stay home:

A staff member or student that suffers from one or several of the following symptoms should stay at home:

- **A body temperature above 37,5 degrees Celsius.**
- **Cough.**
- **Breathing difficulty.**
- **Nasal congestion**
- **Runny nose.**
- **Diarrhoea.**
- **Severe headache.**
- **Vomiting.**
- **A skin rash of unknown cause.**
- **Loss of taste and/or smell.**
- **General malaise/ unrest or discomfort.**

If a student or staff member suffers one or several of these symptoms, the person must immediately inform Oakley College so the proper preventative measures can be followed.

We remind community members (students, employees, and parents) to stay home if they are ill. If you have a temperature contact the covid help line before coming to school.

If a student has a temperature or any other symptom whilst in school parents will be contacted via telephone.

5. Protocol in case of suspected infection

In suspected cases the child will be isolated and parents contacted to collect the child.

Parents should contact the Covid helpline (900.112.061) for specific protocols or 012/112 to speak to your doctor. Then inform the school about recommendations given by the doctor.

In the event of confirmed cases we will follow the Health Authorities “Test and Trace” protocols.

6. Preventative measures:

- 1. Hand washing must take place at least five times a day and always in the following situations:**
 - After entering and before leaving the school.
 - Before and after breaks.
 - Before and after eating.
 - Before entering common areas.
 - Before and after using the bathroom, coughing, blowing the nose or sneezing.
- 2. Teachers and teacher assistants to make sure that those groups that don't have hand washing facilities within the classroom wash their hands in the bathroom keeping the social distance of 1,5 metres.**
- 3. Oral hygiene will not take place during School hours in order to maintain social distance and to avoid the possibility of contact with secretions between children and staff members.**
- 4. Sports equipment will be disinfected after use.**
- 5. Shared spaces and common areas will be cleaned regularly.**
- 6. Cleaning procedures will be reinforced within the classrooms (wiping down door handles, light switches, desks, sinks, chairs, playspaces...).**
- 7. It is not permitted to share water bottles, backpacks, food, etc.**

8. Play times and lunch time will be with the allocated group. Close contact with children from other groups will not be permitted
9. Social distance of 1, 5 metres should be kept at all times. When this is not possible hygiene measures must be followed to minimise the risk of infection.
10. Access to common areas and breaks will be staggered in groups.
11. Sports activities will be limited to each allocated group.
12. Children are not allowed to bring toys from home to School.
13. Activities will be held outside as much as possible.
14. **Parents are not allowed** into the school playgrounds or building except for end of day collection protocol
15. Parents are not allowed into the school playgrounds or building except for end of day collection protocol
16. Continued education on handwashing and other hygiene measures.
17. Students or staff showing symptoms will be referred to the school nurse/first aiders and isolated until collected by parents.



7. Hygiene procedures

Students must sanitise and / or wash their hands when they enter the school, entry and exit classrooms, before and after eating.

Class teeth brushing will not take place. The only exception is for students with dental braces.

All Teachers and Tutors will reinforce the following hygiene procedures:

- Teach regular and effective hand washing techniques. Students must wash their hands for a minimum of 20 seconds.
- Ask students to wash their hands in the morning, during break, before lunch, when they go to class after lunch.
- Remember to cover your nose and mouth when coughing and sneezing with a flexed elbow. If you use a tissue, ensure you dispose of tissues hygienically.
- Elbow bumps encouraged. Hugging/handshakes discouraged above Y2.

8. Procedures when entering the school:

Both buildings open at 8.00. Early Birds as follows:

PRIMARY BUILDING: Early Years and Primary students (up to Y4) that arrive between 7:30 am and 8:00 am should access through Reception gate (Calle Berruguete).

SECONDARY BUILDING: Secondary, Y5 and Y6 students that arrive between 7:30 am and 8:00 am should access is through the main entrance in calle Zuloaga.

- Primary building – morning and afternoon routines

Early Years (Nursery and Rabbits) will access through gate 1: calle Joaquin Mir. (siblings from the same building may enter together through this gate).

The car park will be closed for cars.

Morning entry between 8.00am and 08.45

1. The parent and child will line up on the street.
2. A member of Oakley College staff will invite one parent at a time into the parent area.
3. The child will access the playground and the parent will leave through the door to the car park and from there to the street. This way there will be a one-way system.
4. Each child's temperature will be taken and hand sanitizing gel used.
5. The child will go to the allocated area for their group.

Afternoon exit between 15.20 and 15.50

1. The parent will line up on the street.
2. A member of Oakley College staff will invite one parent at a time into the parent area.
3. The parent will collect their child and leave through the door to the car park and from there to the street. This way there will be a one-way system.

Y1- Y4 children will access through gate 2 calle Benlliure.

Morning entry between 8.00am and 08.45

1. The parent and child will line up on the street.
2. A member of Oakley College staff will invite one parent at a time into the parent area.
3. The child will access the playground and the parent will leave through the door to the car park and from there to the street. This way there will be a one-way system.
4. Each child's temperature will be taken and hand sanitizing gel used.
5. The child will go to the allocated area for their group.

Afternoon exit: Y1+Y2 - 15.30. Y3+Y4 - 15.45

1. The parent and child will line up on the street.
2. A member of Oakley College staff will invite one parent at a time into the parent area.
3. The parent will collect their child and leave through the door to the car park and from there to the street. This way there will be a one way system.

Parents who arrive after 16:00 collect the child through the main Reception (Calle Berruguete).

Secondary building – morning and afternoon routines

Y5+Y6 will be dropped off and collected from the Oakley Park.

Morning drop off from 8.00 to 8.45 in the park.

1. The parent and student will line up on the street.
2. Each child's temperature will be taken and hand sanitizing gel used.
3. The child will go to the allocated area for their group.

Afternoon collection from 15.40 to 16.00 in the park.



Secondary (Y7 to Y13)

Y7- Y13 students Morning entry between 8.00am and 08.35

Access is through the main entrance in calle Zuloaga gate.

1. The parent and student will line up on the street.
2. A member of Oakley College staff will invite the student into school.
3. Each student's temperature will be taken and hand sanitizing gel used.
4. The student will go to the allocated area for their group.

Afternoon exit between 15.45 and 16.15

Parents collecting students enter the same main gate at 15.45 and exit the school with the student via the Reception/office gate.

Secondary students with written permission from their parents/guardian may exit the school alone at the end of the school day.

The top gate will be used exclusively for the bus students.



TEACHING AND ADMINISTRATION STAFF RESPONSIBILITIES (Summary)

1. Recognise symptoms
2. Correct use of masks
3. Regular hand-washing
4. Ensure staff and pupils use sanitizing agent
5. Keep the School Nurse informed
6. Continue age-appropriate education on the virus, symptoms and precautions (Talks, pamphlets, videos, etc.)
7. Computers/Computer Room – use anti-septic wipes to clean screens, keyboards and desks
8. Keyhole inserts by Heads and School Nurse
9. Heads and Line Managers to communicate with pupils and staff that have travelled to affected areas, have been repatriated or may have been in contact with persons affected by the virus to stay at home for at least 14 days and receive medical treatment
10. Observe social distancing





OAKLEY COLLEGE

BRITISH INTERNATIONAL SCHOOL

Covid-19 PROTOCOL

1

Pupils and Parents to enter school wearing face masks



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Be Honourable

Keep face masks on at All times



Temperature screening will be done as pupil arrives



2

Be Collaborative

3



Social distancing protocols will be observed

Be Respectful

Keep 2 metres away from another person



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Hygiene control and regular hand-washing will be encouraged

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4

Be Responsible

5



No shared lunches, books, drinks and/or stationery will be permitted

Be Resilient

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Be Compassionate - We are in this Together

