

## School operation policy (COVID-19)

### Gate / Drop off / Pick up

- Staggered pick up and drop off.
- Pick up at the school gates only.
- Parents and all adults picking up children from the gates must wear their face masks.
- A tracing register has been put at the school gate to record entry and other details that will be needed to trace if needed.
- Temperature will be monitored and logged each time anyone comes into the school compound.
- 3 free standing digital thermometers and automatic dispensers are placed by the school entrance to ensure children are adequately spaced whilst queuing to come into school.
- Standing spots have been drawn at the entrance to ensure social distancing.

### School grounds

- Children will be supervised as they go from classroom to playground ensuring they keep to the social distancing rules to avoid contact with other bubbles.
- One-way systems have been put in place on pathways on the school grounds, clearly labelled to remind all.
- Entry and Exit points into buildings have been identified for children to use.
- Playground has been demarcated and signage put up to ensure children are in their bubbles.
- Safety signs – Public display of banners on social distancing and preventive measures have been placed outside and inside school. Children specific signs are placed in strategic places around the school.
- The whole school has been fumigated and disinfected.
- Play equipment are disinfected after use by each bubble.

## Buildings

- Cleaning schedules have been readjusted to ensure that an individual cleaner continually cleans an area of the school
- Classroom furniture are disinfected each day.
- Door handles and are disinfected through the day.
- Toilets have been assigned to particular bubbles to avoid cross bubbling.
- Toilets are cleaned hourly.
- Due to the narrow hallways, teacher will have to look out of classroom door before escorting children to the playground. (“Look before you move”)
- A room has been marked as the designated isolation room. This room ensures minimal risk of contact with other people for entry or exit as it leads directly on to the school grounds and close to the school gate.

## Classrooms

- All class have been measured and class size agreed based on square footage.
- Assemblies and gatherings have been suspended till further notice.
- Desks and chairs have been setup in classes with 1m spacing between them.
- Children are not allowed to share stationery and have individual pencil cases.
- Chairs and tables are disinfected daily.
- EYFS teachers will wear disposable aprons when handling children.
- Sanitizers and disinfectant wipes placed in every classroom.
- Classrooms are well ventilated, and windows left open.
- Furniture have been removed from classrooms to create more space for social distancing.
- Children will not move around as often, and most lessons will be taught in the year classroom.
- Equipment used in the ART room will be disinfected after each use.

## Monitoring

- Class list that includes parent details, emergency contacts, sibling information, mode of transportation.
- All staff (teaching and support) list with contact details, emergency contact details and transportation plan.
- Attendance monitoring as before. All children are monitored online and when they physically return to school, using the registers.

## Health

- Children will wear masks in school.
- Temperature will be checked at specific times by the school nurse.
- Support staff have been provided with adequate PPE (Hazmat suits, gloves, masks, backpack sprays, handheld pressure sprays) to protect themselves when cleaning.
- There are various sanitization stations in the school.
- Hand washing basins and different height automatic dispensers have been strategically located around the school.

## **Action Plan for isolating suspected COVID cases**

- All entry into the school will be closely monitored.
- If the thermometers beep and signify high temperature, the individual will be temporarily isolated by the entrance.
- The nurse will attend to the individual to diagnose.
- If it is a suspected COVID case, the nurse will escort the individual to the designated isolation room and call the relevant emergency number.
- Once the call has been made, the school will contact the emergency contact of the individual to explain the situation and they would be advised to follow due process.
- School will also inform parents of children in that bubble so they can self-isolate and/or be tested for the virus.

## **Communication policy for reporting changes to learning and Operations (COVID-19)**

To ensure that NISL is thriving and successful especially in this period, we must communicate effectively with each other, our children and parents. We need to ensure that communications between all members of the school community are clear, professional, timely and appropriate.

### **Management responsibility**

- To ensure information relating to changes in learning and operations is made available to staff in a timely manner and via appropriate channels.
- To ensure that staff have the relevant information concerning changes to learning and operations available to communicate with colleagues effectively.
- To maintain open channels of two-way communication and to listen to feedback and comment from all staff in relation to changes made to learning and operations.
- To keep parents informed of any changes in developments.
- Keep Parents informed weekly via NISL News flash.

The school uses e-mail, Class group WhatsApp, Class Dojo, Staff WhatsApp groups to communicate changes with parents.

This policy will be monitored through on-going school self-evaluation. The Head Teacher will use a variety of methods to evaluate this policy with staff, parents.

# Policy for managing COVID-19 cases

This document is developed to ensure that suspected COVID-19 cases are managed in the most effective way. The whole school community is expected to read and understand the policy. This policy will be updated as and when necessary.

## Management responsibility

- All entry into the school will be closely monitored.
- If the thermometers beep and signify high temperature, the individual will be temporarily isolated by the entrance.
- The nurse will send a message to school principal and attend to the individual to diagnose.
- The school will contact the parents or emergency contact of the individual to explain the situation and they would be advised to follow due process.
- If it is a suspected COVID case, the nurse will escort the individual to the designated isolation room and call the relevant emergency number. 08023169485, 08033565529, 08052817243, 08028971864, 08059758886, 08035387653 or 08000corona (toll free number)
- School will also inform parents of children in that bubble so they can self-isolate and/or be tested for the virus.
- Management will trace all staff that have come in close contact with the suspected individual and inform them of suspected case, asking them to self-isolate.

## Requirements by NISL for whole school community

- If you have had a first-person contact with a **suspected COVID case**, NISL requires you to quarantine for **7 days unless they test negative before the seventh day**.
- If you have had a second-person contact with a **suspected COVID case**, NISL requires you to quarantine for **7 days unless they test negative before the seventh day**.
- If you have had a second-person possible close contact with a suspected COVID case, NISL requires you to monitor and quarantine for 3 days.
- If you have had a first-person close contact with a **confirmed COVID case**, NISL requires you to quarantine for **14 days** and if over the age of 10, **take a test** after the 14days.
- If you have had a first-person possible contact with a **confirmed COVID case**, NISL requires you to quarantine for **14 days** and if over the age of 10, **take a test** after the 14days.
- If you have had a second-person close contact with a confirmed COVID case, NISL requires you to monitor and quarantine 14 days.
- If you have had a second-person possible contact with a confirmed COVID case, NISL requires you to monitor and quarantine 7 days.

## Requirements by NISL for travelers

- If you have recently travelled into Lagos, NISL requires families to quarantine for 7 days and take a test (Adults and children from 10yrs) after the 7<sup>th</sup> day.
- Children will only be allowed to resume after negative results.
- Children under the age of 10yrs who do not need to test will still not be allowed back on site until Parents/family members test results have been issued as negative.