



Almuñécar International School

Health & Safety Protocol 2020

Parents

The expectations and practices set out in this document are intended, to the greatest extent possible, to prevent the introduction and spread of COVID-19 amongst our students, staff and whole school community.

This protocol was written in accordance with the following instructions and documentation:

Medidas de Prevención Higiene y Promoción de la Salud frente al COVID 19 para centros educativos CURSO 2020-2021.

Ley 31/1995 de 8 de noviembre de Prevención de Riesgos Laborales

Ley 33/2011 de 4 de octubre General de la Salud Pública

The most common symptom, especially in children, is a temperature. Temperature or fever is a forehead temperature of above 37.5°C. Other Symptoms of the COVID-19 virus can include one or more of the following: sore throat, dry cough, tiredness, difficulty breathing, aching, runny nose, diarrhea and nausea.

MORNING PROTOCOLS



Before school - Parents will need to monitor their child's health. If they have a fever or ANY of the symptoms, then they cannot go to school. Parents need to contact the school immediately 958635911.



At the bus - students should wait adhering to the social distancing rules of 1.5 metres. Students will have their temperature taken (forehead) by the bus monitor. If it is **higher** than 37.5°C parents will need to take their child home. For this reason, parents must wait with their child until their temperature has been taken and the monitor gives the all clear.

If a student has no fever and shows no COVID-19 symptoms:

- ★ The bus monitor will dispense hand gel
- ★ Students will sit in assigned seats, the same seat every day. Seating will allow for as much distancing as possible, whilst keeping students in their “bubble” groups as far as is possible. Family members will sit together.
- ★ Students over 6 need to wear face masks.
- ★ Students must remain seated at all times facing forwards.
- ★ Students will follow all of the usual bus rules including not being allowed to eat, drink or share any items.
- ★ The monitor will exit the bus first at each stop and will dispense hand gel to each child as they leave.
- ★ Students should keep 1.5 metres apart as they leave the bus.



ARRIVAL AT SCHOOL

Students who are brought to school by their parents must be taken to the reception gate between 9:45 and 9:50 and handed over to a member of staff (nurse) who will take the student's temperature. If the student has no temperature (less than 37.5°C) they will be given hand gel and taken to to wait in a safe place. Older students will make their way, safe distancing, to their classroom. Parents currently are not allowed entry into the school building. Only 1 parent to drop off and pick up. Parents should not congregate at the gates.



Primary who travel to school by bus will go to their “bubble” group designated area on the main playground. Older students (Year 7 to Year 11) will make their way to their classroom keeping the required 1.5 metre distance between each other. Staff will be supervising this.

Students should follow the one way systems indicated by footsteps on the floor.

- As students arrive at the building they should wipe their feet on the disinfectant mat and wipe them again further on to dry them.
- Students will use hand sanitizer upon entering the classroom.



BUBBLE GROUPS

- Primary and Key Stage 3 are in Bubble groups.
- This means that they stay in their classroom as much as possible for lessons.
- They don't mix with other classes.
- The group can be up to 20 students.
- No distancing is required as they are always with their bubble group.
- Extra hygiene requirements are necessary due to protection of bubble group.
- The bubble needs the least number of Adults entering the class as possible.
- The bubble groups will have breaks at the same time as others but they cannot mix with the other bubble groups.
- Each bubble group will be assigned a separate toilet.



YEAR 10 UP TO YEAR 13

- These year groups are not in a bubble as they need to move to different GCSE/A Level classes.
- Students need to keep a distance of 1.5 metres.
- Students need to wear a face mask.
- Staff will continue to wear their mask during lessons.
- All students in the class must have their desks facing forwards.
- At break times the students still need to keep the social distance of 1.5 metres.
- Students will have certain toilets that they can use.



CLASS PROTOCOLS

Students should avoid touching hand rails and door knobs.

Once students arrive in their classroom they must:

- Use hand sanitizer on entering the classroom.
- Go directly to their assigned seat and not move unless directed by the teacher. Students should not change seats.
- Students in Years 7 to 13 should wear a mask all day except when eating or drinking or when seated in class and the teacher allows it.
- In Early Years up to Year 6 once inside their bubble classrooms and the teacher says then they can take off their masks.
- Children under the age of 6 do not have to wear a mask
- Bring a personal water bottle each day (no sharing). These can be refilled.
- Teachers should have classroom windows open as much as possible rather than using the air conditioning units. It is the teachers responsibility to close these at the end of the day.

At the conclusion of each lesson:

- Teachers will spray desks and chairs with an approved cleaning solution (students must not touch the disinfectant bottle).
- The desks and chairs will be wiped down with paper towels and put into the lidded bins.
- Bubble classrooms will be disinfected at break, lunch and end of school.
- As students leave the classroom they will use hand sanitiser if they are going to break or lunch.
- Play equipment for younger students will be cleaned daily.



PE PROTOCOLS

- Students will arrive in and wear their correct PE clothes all day when they have PE.
- Students will wear their masks until the teacher tells them to be removed, they can then they need to be put into a mask case or envelope until the end of the lesson.
- Teachers will plan outdoor classes and activities whenever possible.
- Students require their own water bottle and cannot share.
- Teachers will disinfect any equipment used after each lesson.



BREAK TIME

EARLY YEARS

- Students will be able to go between the classroom and play.
- Students will use hand sanitiser before and after break.

KEY STAGE 1 & 2

- Students will line up and be escorted to break by the teacher.
- Students will wear masks if over 6.
- Students will use hand sanitiser before leaving the classroom.
- Students will not share snacks and water.
- Students will have a designated play area.
- Students will be escorted back to their classroom.
- Students will use hand sanitiser on entering the classroom.



BREAK TIME

YEAR 6 & KEY STAGE 3 & YEAR 10

- Students will use hand sanitiser when leaving the classroom.
- Students will wear masks.
- Students will go to their designated seating or playing area.
- Students can remove masks when eating snacks, snacks and drinks can not be shared.
- Students are in their year group bubbles, they cannot move between bubbles.
- Year 10 need to be distanced from each other as they are not in a bubble.
- Students in Year 6 and Key Stage 3 can have a class football, this must be disinfected after each break, footballs cannot be shared amongst the year groups. Year 10 cannot play football or basketball due to social distancing rules.
- Footballs must be kept with their Tutor/Teacher.
- When playing football the mask can be removed and put into a mask case or envelope, but must be put back on as they leave their designated play area.
- Masks must be worn to return to class.
- Students will use hand sanitiser when returning to the classroom.



BREAK TIME

YEAR 11 & SIXTH FORM

- Students will use hand sanitiser when leaving the classroom.
- Students will wear masks unless eating.
- No football or ball games can be played due to social distancing.
- Year 11 will go directly to the playground.
- Students must keep a metre distance when mixing with different year groups and from each other.
- Sixth form have access to their common room and Ms Begona's room at break so that they can keep distances.
- Sixth form also have access to the low wall outside the sixth form room for sitting and the playground.



LUNCH TIME

There are 5 sittings for lunch, kitchen staff will clean tables and chairs between each sitting.

EARLY YEARS

Early Years will eat in their large classroom.

ALL KEY STAGES

- Students will use hand sanitiser when leaving the classroom.
- Students will wear masks until they are eating.
- Students will either be escorted to the playground or dining room.
- When in the playground the rules for break time apply.
- Students will be sat in their bubbles in the dining room or socially distanced.
- Students will have designated seating and they must stay in this seat for every lunch. They cannot move chairs or be turning around.
- They will not leave their table unless directed by the teacher on duty.



ILLNESS DURING THE SCHOOL DAY

MEDICAL ISSUE OTHER THAN FEVER OR COVID-19 SYMPTOMS

- Normal first aid process will be applied but wearing masks.

FEVER AND/OR COVID-19 SYMPTOMS

- Teacher will contact the nurse who will collect the student.
- Student will be isolated in the First Aid room, both wearing masks.
- Temperature taken and assessed by nurse.
- Parents will be contacted.
- Health Centre and Education Inspector will be contacted for advice.

MEANWHILE

- Others who are in the same classroom or proximity to the sick individual need to stay in that classroom until the nurse is able to seek advice.
- Windows need to be opened in the classroom.
- Await advice from the Education Inspector/.



COVID-19 CASE IN SCHOOL

If a case is found in school then we will act on advice from the Education Inspector and keep parents informed.



FURTHER INFORMATION

- Extracurricular or complementary activities that involve leaving school or the interrelations between different groups are suspended.
- Group activities such as assemblies, sports events, talks and meetings are cancelled if social distancing is unable to be maintained.
- It is recommended that all members of AIS (students, teachers & staff) wash clothes daily.
- All procedures put in place are to protect all members of AIS and their families.
- Please be aware and adhere to these procedures.