

# SOP: Post-Lockdown COVID-19 Safety Guidance for International School of Kuantan<sup>1</sup>

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<sup>1</sup> Adapted from NECIC Early Childhood SOP

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## Ensuring a COVID-19-safe environment for all stakeholders of the International School of Kuantan.

This COVID-19 hygiene and safety guidance is written to guide ISK community members to take precautionary measures to curb the spread of COVID-19 disease in the community when the school reopens for operation as instructed by relevant government authorities. This guideline is written for the context in ISK. This is a 'living' document and will be revised as we understand more about the epidemic.

It is important that ISK take hygiene and safe physical distancing measures seriously as the whole of Malaysia, and worldwide, is fighting a long battle - estimated to be at least another year or two. As members of the community, everyone plays an important role to continue good hygiene practices and safe physical distancing to keep the COVID-19 in control, with or without an enforced Movement Control Order (MCO) or some form of lockdown.

The preventive measures recommended in this document are likely to require adjustments to the school and class schedule, for example differing school hours and learning time to accommodate time for cleaning and staggering use of common areas.

### **Safety COVID-19 Training for the Whole School Community**

ISK must provide safety COVID-19 training to ALL staff, parents and students:

- **ISK will communicate with parents and caregivers** about the actions ISK is taking, through phone or individual messaging. Explain why the school is undertaking these measures and how parents and caregivers can prepare themselves and their students for the change.
- **Staff training** will be conducted **before school reopens** to ensure all staff are ready to adopt the hygiene and safety measures. When students return to school, ALL staff will be familiar with:
  - Good personal hygiene practices
  - Health checks and screening procedures
  - Using the thermometer correctly (according to manufacturer's guidelines)
  - Cleaning and disinfection procedures
  - Distancing measures for respective routine and rooms

Staff training should also include an on-site test-run of strategies for sharing information with students, parents and visitors, as well as ways to communicate in a clear and firm manner.

- **Train ALL** students, parents and caregivers **before school reopens** on all hygiene and safety measures that ISK is adopting.

- Parents, caregivers and students will, initially, be reminded on a regular basis about ISKs SOP, especially for those who display difficulty in complying with the hygiene and safety measures.
  - ISK will be caring and understanding but firm when training students, parents and caregivers. Families that choose NOT to follow the guidelines after repeated reminders will be informed that their child will be suspended or no longer be allowed to attend the school as they pose a risk to everyone.
  - ISK will endeavor to communicate in a language that parents, caregivers and students are most comfortable with and, if possible, communicate in their native language.
- Use a **variety of modalities** for training: phone calls, messaging apps, video conferencing, visuals/photos, infographics, videos, etc. Information presented should be in simple and clear language and visuals, and be **student-friendly and disability-inclusive**.

## Universal (Basic) Prevention Measures - Do at all times

### Good Personal Hygiene

#### 1) Hand washing

- a) Hand washing steps - See Appendix 1.
- b) Sneeze and cough into the elbow or tissue (with proper disposal).
- c) Ensure sufficient supply of soap and water or hand sanitizer, and they are easily available within reach.

#### 2) Wear a **mask** at all times for all staff

- a) Correct way to wear masks - See Appendix 2.
- b) 3-ply disposable masks
- c) Cloth masks: minimum double layer 100% cotton masks with non-woven fabric as filter

#### 3) **No sharing** of food, utensils, cups, plates, bowls, towels, etc.

#### 4) Remove and dispose of disposable masks and gloves in a sealed plastic bag and seal it properly.

### Clean Environment

Perform routine cleaning and disinfection of surfaces and objects that are frequently touched.

#### Cleaning and disinfecting surfaces and objects

- 1) Cleaning Staff: Frequently touched surfaces include: door knobs/handles, light switches, tables, chairs/stools, handrails, classroom sink handles, mats, countertops
- 2) Teachers: Frequently touched objects include: toys, learning equipment/apparatus, stationeries, toy/utility baskets, computer (keyboard, mouse), etc.
  - Clean objects after every session by student or staff

- 3) Effective disinfecting solution against coronavirus:
- Household bleach diluted with water at 1:100 ratio, e.g. 10ml bleach to 1 liter water
  - Refer to this [cleaning and disinfecting guideline](#) from CDC USA.

## Maintain Physical (Social) Distancing

### 1. General rules

- a. Maintain 1-meter distance with other people.
- b. No handshaking, hugging, high-fives or touching another person.

### 2. Limit nonessential visitors in school

- a. Limit nonessential visits from parents, caregivers and contract workers.
- b. Parents are allowed to pick up and drop off their students outside of school premises.
- c. Only visitors who are needed to support the running of the schools/schools are allowed entry, such as therapists, itinerant support teachers, early intervention teachers and inclusion facilitators.
- d. Obtain travel declarations for any new students/visitors to the school.
- e. New prospective parents who want to enroll their students will be allowed entry to the school after school during operating hours (15:30 -17:30). When feasible, conduct online assessments and offer virtual tours (videos, photos) instead.
- f. When there is essential repair work or inspection from authorities to be done in the school:
  - Arrange to visit at a time when students are not present,
  - Practice good personal hygiene and physical distancing at all times,
  - Clean and disinfect contact areas after the visit.

### 3. Where physical distancing cannot be avoided:

There are situations where physical support is required, such as sensory play, handwriting; or when supporting students with physical disabilities and limitations to perform basic tasks, etc. In these circumstances, adults (teachers, parents) must wear a mask and gloves, and wash their hands frequently. Do not allow gloves to create a false sense of security.

## Health Checks and Screening

1. ISK will perform health checks, temperature screening, and hand sanitization for ALL staff, students, and visitors. At the start of the school year and after any breaks, travel history will have to be provided as well. At the start of the school day, ALL staff and students will be screened at the front entrance of the school and social distancing markers will be in place while waiting for their turn. Failure to comply may result in suspension or dismissal of the student/family from the school/school as the school may be sanctioned by the authorities.
2. Visitors will be screened as above at the gate by the security guards as only staff and students are allowed on campus without appointments. Visitors will have the option to either register their attendance through MySejahtera QR code or through the daily log

book.

3. ISK will use two spaces near the entrance of the school to temporarily isolate students and staff who suddenly become sick, before they are sent home. They are the “Pastoral Room - Rm1” and the “Sick Bay”. If needed, ISK will use one of the unused rooms on the ground floor as well.
4. Staff, students and/or visitors who fall into the following situations:
  - Unwell
    - Fever or flu-like symptoms (runny nose, cough, sore throat, shortness of breath)
    - They must go home and rest, and only return when they have recovered fully.
  - Have been in **close contact with COVID-19 positive person**
    - Mandatory 14-day self-quarantine
    - Staff, parents and caregivers should inform the school immediately if they or their child has had close contact with a COVID-19 positive person.
  - Testing positive for COVID-19
    - Staff, parents and caregivers should inform the school immediately if they or their child has tested positive for COVID-19.
    - The school will close automatically for the necessary time to disinfect the school.
    - The school will notify the authorities and provide a list of people who have been in contact with the affected person.
  - Returning from overseas
    - All staff and students who just returned from overseas to be given a mandatory 14-day self-quarantine.
    - All staff and students who have traveled overseas must also provide a Quarantine Directive Letter (Surat Arahan Kuarantin) from the Ministry of health.
    - Staff and students who have not been released by the Ministry of Health will not be allowed to return to school.
5. Temperature reading
  - a. Average temperature for fever: **37.5°C and above**
  - b. Caregivers will ensure they are familiar with the thermometer’s manual for its proper use, range of normal temperature readings, and cleaning instructions. ISK will not use any oral thermometers.
6. If a student becomes unwell while attending the school, he/she will be separated from the other students and placed in the isolation room/area. Parents will be informed immediately to bring him/her back home or for medical treatment.

## Put Up Signs

ISK will put up posters and visuals to remind staff, visitors, and students to practice new preventive measures. Posters and visuals should be clear, child-friendly, and visible to

students (at eye level). Recommended signs include but are not limited to:

- Hand washing steps
- Hand hygiene (sneeze/cough into their elbow, put used tissues in a waste receptacle and to wash hands immediately after using tissues)
- No sharing of food, utensils and toys
- Safe Physical (Social) Distancing
- Guidelines when entering and leaving school
- Guidelines for disinfecting surfaces and objects (refer *Cleaning and Disinfecting Surfaces and Objects, pg. 3*)
- Guidelines for waste management.

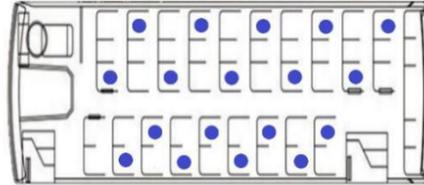
## Specific Prevention Measures

This section describes preventive measures that should be taken by all staff, students and parents at different times and settings throughout the school routine.

### School Arrival or Entering School

#### Hired Pick-up (Bus/Van) Services

- Provide hand sanitizers in the vehicle to all students before entering the vehicle.
- Drivers and passengers are required to wear masks.
- Adjust pick up service schedule to reduce the number of students in the vehicle at one time.
- Assign a specific seat to each student.
- Increase seating distance between students by designating seats for 1 person on each row, seated diagonally with the person in the previous row. Example:



- Take the temperature of each student before boarding the vehicle.
- Do not allow visibly sick students to board the bus.
- Keep windows open and adjust air-conditioning to promote air circulation (if possible).
- Clean and disinfect commonly touched surfaces, such as: door handle, handrail, windows after each run. Clean all seats after all students have been delivered home/to school.

#### Arrival at School

- 1) Given the small number of students at ISK, arrivals do not need to be adjusted.
- 2) Health checks and safe physical distancing measures will be in place to accommodate all arrivals.
- 3) Parents/guardians who are just sending their students are not allowed to enter the school compound. Only drop-off at the main entrance (gate).
- 4) Parents/guardians shall not gather outside the school compound and must remain in their vehicles.
- 5) Students shall go straight to their classrooms when they complete their health check. Teachers may have to bring the younger students into the classrooms if necessary.

#### Temperature Screening and Health Checks

- 1) ISK will perform health checks and temperature screening at the school entrance for all staff and students; visitors or late arrivals will be screened at the gate.

- 2) Hand sanitizers will be placed at both health checkpoints and healthy individuals can enter the school after they clean their hands.
- 3) Duty staff will perform the health check and screening for staff and students at the entrance; guards will perform the health check and screening for visitors and late arrivals. Staff should practice good hygiene during screening.
- 4) If a student is unwell, tell parents that he/she must stay at home and rest, and only return when he/she has recovered.

## Handling Homework and Library Returns

- 1) Designate a specific basket/box to place homework and/or return items at the student's height level. Staff should sanitize accordingly.
- 2) Consider digital submission of worksheets via email or virtual classrooms.
- 3) The library will be closed during these measures. No books or other materials will be lent to students. Teachers are encouraged to scan and provide material via email or virtual classrooms only.

## Safe Distancing during School Hours

How do staff, students, and visitors move and interact at ISK, where are the hotspots?

- Common spaces that all classes use?  
E.g. dining area, hall playground, toilets, computer room, library, play area, garden, etc.
- Places with many people gathering together?  
E.g. hallway, main entrance, waiting area, bag/shoe/bottle racks, wash basin
- Narrow corridors and walkways? Are there times when more than one group of students walk through the same corridor or walkway?
- Activities in narrow/tiny spaces? Are there times when activities are conducted in a small room with more than 5 people?

ISK will adopt a movement control / social distancing measure that will minimize the movement of students at school during school hours.

- Students will stay within their own classrooms or floors.
- Students will not interact with students from other classes at the corridors, walkways, common spaces.
- Corridors will have movement control arrows and tape to ensure students and staff are maintaining safe distances and/or following movement guidelines from class to class.
- One student at a time will be allowed in the toilet and social distancing guidelines will be followed for common spaces such as outdoor and hall.

This might mean that time for **teaching and learning may be shortened**. However, these preventive measures are important to ensure a COVID-19-safe environment for the whole school community.

## Classroom Environment

- 1) Classrooms will be kept clean, clear (uncluttered) to conduct lessons to reduce risk of virus exposure.
- 2) Open windows and doors to allow airflow and better ventilation when the weather permits. If it is too hot or there is no wind to allow air-flow, air-conditioners **MUST** be on LOW airflow and NO desks placed directly within 2 metres of the unit.
- 3) Setup lesson space (table, chairs and the needful) within the safe and recommended distance (at least 1 meter) according to the size of the room. Attempt to space out students as much as possible in the room.
- 4) Clean and sanitize the room and all touched surfaces after every session before the next group of students uses it.
  - Tip: Remove or close off unused items, shelves, storage space to minimize the likelihood of accidental or unplanned touching to avoid virus spread within the space.
  - Plan cleaning time into the schedule to ensure they are carried out properly. This may mean a slightly shorter time for lessons and activities.

## Class in session

### 1. One-to-one sessions

- Only **ONE teacher with ONE student** during table activities (i.e. per cubicle spaced at least 1 meter apart)
- Only ONE parent is allowed, if and only needed on a case by case basis (e.g. student with separation anxiety, full physical support, and behavioral needs/support).
- Disinfect all surfaces and objects after each session before the next student's turn.
- Wash hands with soap and water or hand sanitizer before and after lessons and activities. Make hand sanitizer or wash basin available within easy reach.

### 2. Group activities

- Reduce or cancel group activities.
  - Set up more individual activities around the room. Rather than place all of your books and blocks on one shelf, put them up in separate areas throughout the room where possible.
  - If conducting group activities, make sure everyone is spaced at least 1 meter apart.
  - Avoid activities that require touching another person, e.g. holding hands, shaking hands, high 5, etc.
  - Avoid group activities that require everyone to sit on the mat. Instead, consider using informal opportunities to engage with the students, for example: read books or do story telling with one or two students at a time throughout the day.
  - Disinfect all surfaces and objects after each session before the next group's turn.
  - Increase hand washing frequency and ensure hand washing items are easily reached.
- 
- Social activities **suitable** for safe physical distance:
    - Music, singing, dancing (solo), Zumba
    - Story telling

- Simple art and craft
  - Stationary exercises, movement (upper body), yoga, sit-down exercises
  - Watching videos, playing computer games (1 computer each person)
  - Social games: Bingo, Memory game, Guess Who, Tic-tac-toe, etc.
- **Avoid** activities that are not suitable for safe physical distance, example:
    - Sharing of common toys, teaching materials and tools
    - Outings to public places
    - Outdoor activities such as playground, water play, messy sensory play
    - General assembly / group meetings

### 3. Class size

- ISK has relatively low numbers in each class/lesson and no class/lesson will exceed the maximum number as per the SOP.

### 4. Presence of volunteers or parents in classrooms

- ISK will not allow any volunteers or parents in the school, let alone the classrooms during the post-Covid-19 period.

## Toileting

### 1) Stagger toileting time

- a) Avoid having multiple classes going to the toilet at the same time, such as right after lunch or recess, or messy or outdoor play.
- b) Teachers from all classes are advised to discuss their daily class schedules to avoid clashes for toileting time.

### 2) **Maintain safe physical distance.** Place 1-meter markers outside the toilet to guide students.

### 3) Students will be limited to one person per toilet (male/female) at a time.

### 4) Place toilet hygiene visuals/posters at students' eye level, such as:

- a) Close the toilet seat cover after using and then flush the toilet
- b) Wash hands after using toilet

## Mealtimes - Recess/Lunch

### 1) Students and staff will have their meals in their respective classrooms to maintain safe distancing with students from other classes. Students will be seated 1 meter apart from each other, e.g. at the end of the table, or use more tables.

### 2) No sharing of food and utensils.

### 3) If there is a need to use a common eating location (example a canteen or a common dining area), then:

- Stagger mealtimes by class and do not mix class groups.
- Clean surfaces (tables, chairs) before the next group/class comes in for meals.

### 4) Cook or food-handler will wear a mask or spit-guards and avoid interacting with students.

### 5) Individually packed food is encouraged.

## Showering and Changing

### Showering

- If showering is necessary, shower ONE student at a time. Wash (rinse) the bathroom or contact areas carefully after each shower before another student uses it.

### If changing a student's clothes becomes necessary:

- Implement clothes changing ONE student at a time.
- When changing students out of dirty clothes, staff must wear a mask.
- Immediately put dirty clothes in a (laundry) bag and close it.
- Staff and students must wash their hands after changing.

## School Dismissal or Leaving the School Compound

- 1) Parents will need to call the student when they arrive as students will NOT be allowed to wait in common areas. Students MUST wait in their classrooms until the parent/caregiver has arrived.
- 2) Parents are expected to wait in their vehicle and not gather outside the school.
- 3) Students, staff and visitors MUST check-out before leaving the school.

## Students Arriving Home

- Students should immediately shower after returning home before interacting with other household members (avoid touching or hugging).
- The clothes that students were wearing in school must be soaked in soap and water.

## Outside School Hours

- Parents are advised to reduce and postpone play groups and parties outside of school.
- Parents are advised to observe safe physical (social) distancing guidelines outside of school. Resource: [Social Distancing](#) by Dr Toh Teck Hock, Sibul, Sarawak.

## Work Preparation for Teachers

- Teachers are advised to prepare lessons at their workstations and maintain 1-meter distance from each other.
- If materials are in common areas such as the library, resource room or office, make arrangements so that a limited number of people are in a space at any one time. For the staff room (6 staff maximum), library (6 staff maximum).

## Staff Meetings and Training

- 1) Reduce face-to-face meetings and staff training to essential-only.
- 2) Conduct meetings and online training via teleconferencing whenever possible.
- 3) For essential training that cannot be conducted online:
  - Space out seating for training participants at least 1 meter apart.

- Avoid activities that require physical contact.
  - Provide individually packed food instead of buffet-style meals (when provided).
- 4) Staff are advised not to congregate or chit-chat.

## **When a confirmed case has entered a school**

- ISK will close the school for a minimum of 2 days and a maximum of 14 days.
- Parents, students and staff will be informed immediately WITHOUT mention of any names or particulars to avoid potential stigma and discrimination.
- Distance-learning measures will be put into place during the school cleaning phase.
- Clean and disinfect the school thoroughly:
  - Close off areas used by the individuals with COVID-19 and wait at least 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area.
  - Cleaning staff should clean and disinfect all areas (e.g. offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

## **Virtual Learning for Homebound Students**

Prepare for and provide virtual learning and instruction to students who are unable to attend school physically. Students that are in high-risk groups and may be required to stay at home include:

- Students with a compromised immune system
- Students with complex medical needs
- Has a household member on a quarantine order or known to be COVID-19 positive
- Has overseas travel history within the last 14-days to COVID-19 countries

ISK will continue to implement virtual learning plans, including digital and distance learning options to ensure continuity of the education/learning program. ISK will make the following plans for virtual learning:

- Elementary classes will continue via distance learning with a modified timetable as per agreement between teachers and parents.
- Middle-school and Grade 9 classes will continue via distance learning with a modified block-style timetable as previously used.
- Grades 10-12 will resume classes with a modified block-style timetable as previously used.
- ISK will continue to use a variety of teaching tools to help deliver learning opportunities (Google Apps, Windows 365 Apps, Zoom, CK-12, Khan Academy, continued online subscriptions, etc...)

## Appendix 1: Handwashing

Hand hygiene is an important measure to prevent the transmission of viruses.

### When should staff and students wash their hands?

- Upon arrival at the school
- Before preparing, serving or eating food & after eating
- After using the bathroom
- After helping a student in the bathroom
- After wiping noses, mouths, sores or cuts
- After handling any body fluids, e.g. diarrhoea, mucus or vomit
- After playing outdoors
- Anytime hands look dirty

### Some tips to enable staff and students wash their hands thoroughly:

- Use liquid soap
- Scrub hands for at least 20 seconds (sing a hand washing song while they wash their hands to help them remember to scrub thoroughly. Singing a song like “Twinkle, Twinkle, Little Star” or “Happy Birthday” through twice or “Baby Shark” should take about 20 seconds.)
- Use hand sanitizers sparingly, only when soap and water is not available (field trips); hand sanitizers should not replace hand washing with soap and water when available.
- Use disposable paper towels and tissues (properly disposed).

### Follow these steps to do hand washing. Post these steps, with pictures, on the wall near the sink as a reminder.

1. Turn on water.
2. Wet your hands with running water.
3. Apply liquid soap.
4. Rub your hands together for at least 20 seconds. Rub the palms and backs of your hands, scrub under nails, and rub between fingers. (When teaching students to wash their hands, introduce a hand washing song to be sure they have scrubbed long enough.)
5. Rinse your hands under running water for at least 10 seconds.
6. Dry your hands with a clean, disposable paper towel.
7. Turn off the water tap using the paper towel instead of your bare hand.
8. Throw the paper towel away in a lined trash container.

### Posters on hand washing:

World Health Organization (WHO) [Eng](#)

Ministry of Health Malaysia (MOH) [BM](#)

## Appendix 2: How to wear mask properly

### How to put on a face mask

1. Choose the appropriate mask size. Use a child size if available for students.
2. Clean your hands with soap and water or hand sanitizer before touching the mask.
3. Take a mask and make sure there are no holes on either side of the mask.
4. Make sure you have the mask on its correct sides: a) stiff metallic strip is the top, b) colored layer is outside if using a 3-ply surgical mask. A cloth mask is also useful and allows for medical masks to be kept for healthcare professionals.
5. Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask. Secure the mask firmly according to the instructions for the relevant type of masks.
6. Avoid touching the mask while using it. If you touched your mask, clean your hands with soap and water or hand sanitizer.
7. Replace the mask with a new one as soon as it is damp and do not reuse single-use masks. Cloth masks should be washed with soap and water and dried before reuse.

### How to remove a face mask

1. Avoid touching the front of the mask, because it is contaminated. Only touch the ear loops/ties/band and remove from behind.
2. Immediately throw the mask in a covered waste bin or sealed plastic bag.
3. Clean your hands with soap and water or hand sanitizer.
4. Cloth masks should be removed carefully and placed into a sealed plastic bag or a pail with soap and water.

**Poster for Wearing a Mask Properly:** WHO [Eng](#)

### Some Useful References

1. CDC [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html)
2. MOH Singapore [https://www.moh.gov.sg/docs/librariesprovider5/default-document-library/infection-prevention-guidelines-for-schools-\(primary\)-and-child-care-school-third-edition-2019.pdf](https://www.moh.gov.sg/docs/librariesprovider5/default-document-library/infection-prevention-guidelines-for-schools-(primary)-and-child-care-school-third-edition-2019.pdf)
3. ECDA Singapore [https://www.ecda.gov.sg/PressReleases/Pages/Advisory-to-Parents-Precautionary-Measures-In-Preschools-2019-Novel-Coronavirus-\(2019-Ncov\).aspx](https://www.ecda.gov.sg/PressReleases/Pages/Advisory-to-Parents-Precautionary-Measures-In-Preschools-2019-Novel-Coronavirus-(2019-Ncov).aspx)
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