

ISS Term 3 2021- Operating Guidelines

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Our Mission

International School Seychelles (“ISS”) is committed to delivering high-quality, child-centered education whilst adhering to our school motto of “You are not born for yourself, but for the world...” That is our “what we do” statement. It hasn’t changed since our founding in 1969. The “how we do it” has changed over the years. While the start of Term 3 this year will undoubtedly be a change from the past as a result of Covid-19, we are committed to equipping our students to excel by using their gifts and talents. We believe that is best accomplished on-campus, face-to-face in a dedicated learning community. ISS wants to do everything they can to achieve their goal of having students physically present in school, whilst remaining safe and adhering to guidelines from the Ministry of Health.

It is with that goal in mind and a desire to pursue excellence and best serve our families in the present circumstances that we share our plans for reopening school on campus in Term 3. We understand that individual needs may require time away from campus, and we have developed guidelines which will minimise the impact of transitioning in and out of the classroom. We also understand that circumstances change quickly and have also developed contingency plans should remote learning be required by authorities.



Operating Guidelines

LEVEL 1 Low Level of Concern	LEVEL 2 Moderate Level of Concern	LEVEL 3 High Level of Concern	LEVEL 4 Extreme Level of Concern
<p>Normal school routines and procedures (pre-Covid-19)</p> <ul style="list-style-type: none">✓ Regular daily schedules✓ Sports and Arts per normal routine and schedule✓ Large venue gatherings permitted✓ Full assembly programme✓ Normal dining options✓ General security when entering the school✓ General janitorial cleaning✓ Off campus activities permitted	<p>General proactive measures</p> <ul style="list-style-type: none">✓ Regular daily schedules✓ Sports and Arts operating with general precautions✓ Moderate social distancing (face coverings optional)✓ Large venue gatherings limited✓ Modified assembly programme✓ General precautions for dining options✓ Increased health screening when entering the school✓ Proactive maintenance and cleaning✓ Modified off campus activities	<p>Significant proactive measures</p> <ul style="list-style-type: none">✓ Modified daily schedules✓ Sports and Arts activities limited✓ Social distancing: limited class sizes, face coverings mandatory✓ Large venue gatherings prohibited✓ Modified assembly programme✓ Grab and go dining options only (pre-order)✓ Mandatory health screening at the gate✓ Significant & frequent maintenance & cleaning✓ Limited off-campus activities	<p>Extreme proactive measures</p> <ul style="list-style-type: none">✓ Remote learning✓ Sports and Arts activities cancelled✓ Campus closed✓ Large venue gatherings prohibited✓ Virtual assemblies✓ No food service

Reopening Task Force

In planning for Term 3, we created a reopening task force, focused on academics and operations. The team including members of the Board of Governors, Senior Leadership Team, middle management, Primary and Secondary.

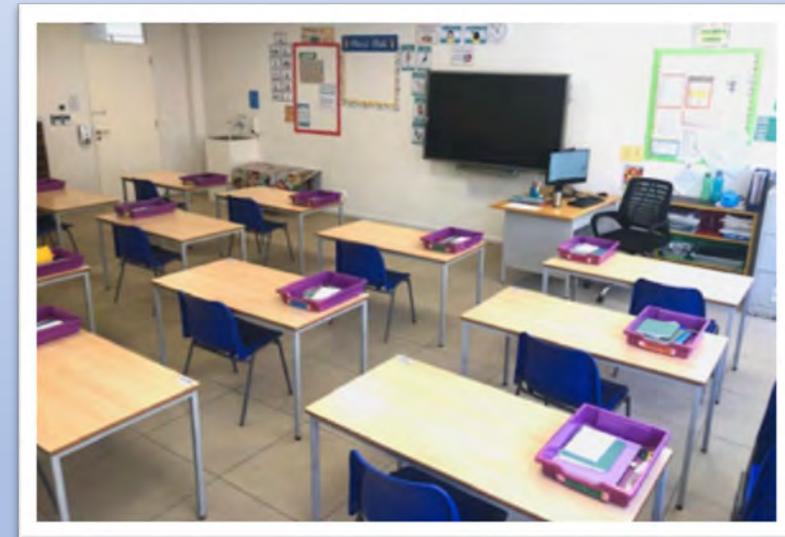
Extensive research into various models of reopening schools around the world has been considered, including pros and cons of each model. ISS has taken from various models around the world and formulated its own action plans to reopen the school for Term 3, in order to best suit our environment and our needs.

From an educational point of view, the task force has been working through modified schedules, cohorts (by class in Primary and by year group in Secondary), a flexible learning program, technological needs, and a robust model for remote learning if required.

From an operational point of view, the task force has developed plans for a variety of health and safety measures, including screening, isolating, cleaning, and creating an environment in which social distancing can be observed as much as possible.

At this time, we are planning to open at **Level 3** under our operating guidelines (see page 3).

Members of the team have worked tirelessly over the last few weeks to ensure we are following the framework of our operating guidelines and the best practices and guidelines provided by the Ministry of Health.





WILL MY CHILD BE REQUIRED TO WEAR A FACE COVERING?

Following guidelines from the Ministry of Health, we recommend:

Students in *Years 1-13*, along with staff, will be expected to wear a face mask and / or face shield to school every day. They will be asked to wear their face covering at all times, unless they are eating, drinking, alone in a classroom / office or taking part in a PE lesson with sufficient social distancing.



Face coverings should not include anything inappropriate or that could become a distraction to the learning environment. Also, please do not use bandanas, neck gaiters (fishing masks), or one-way valve masks.

For children in *Early Childhood*, we understand that prolonged use of face coverings could be difficult and even inappropriate for some students, therefore we will not enforce face coverings for children in Reception 1 and Reception 2.

In the event a student or staff forgets their mask or face shield at home or needs a new mask or face shield during the school day, disposable face masks and face shields will be available for sale from the account's office.



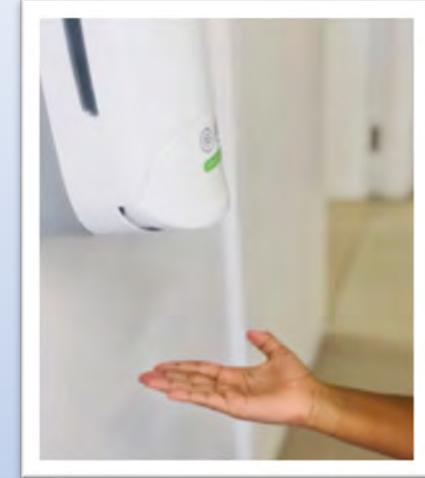
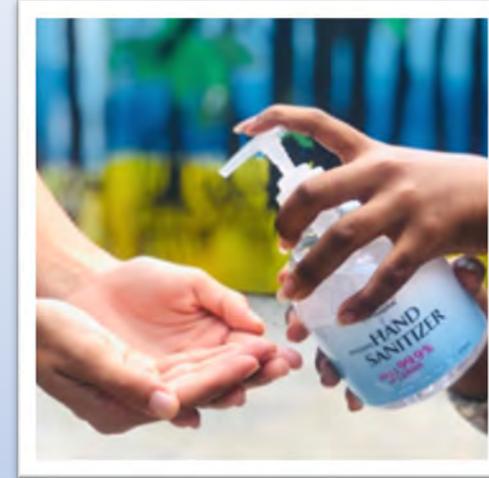
FREQUENTLY ASKED QUESTIONS

HEALTH & SAFETY MEASURES

WILL HAND SANITIZER BE AVAILABLE?

The school will be stocked with adequate supplies to support healthy hygiene behaviours including soap, hand sanitizer, tissues, and no-touch trash cans. Hand sanitizer will be available in every classroom and throughout the campus. Students and staff are required to sanitise regularly. Regular hand washing will be encouraged and reminded by teachers.

All students are also encouraged to bring their own hand sanitizer to use in school.



WHAT IS THE DAILY SCREENING PROCESS FOR STUDENTS & STAFF?

All students will be temperature checked at arrival by a touchless thermometer. Any student with a temperature of 37.5° C or higher will be sent home. We are asking families to perform daily temperature checks of their children before coming to school for the day. If a student has a temperature of 37.5° C or higher, they should stay home.

In addition, all staff and visitors will also be required to check their temperatures daily to ensure the health and safety of our campus.





FREQUENTLY ASKED QUESTIONS

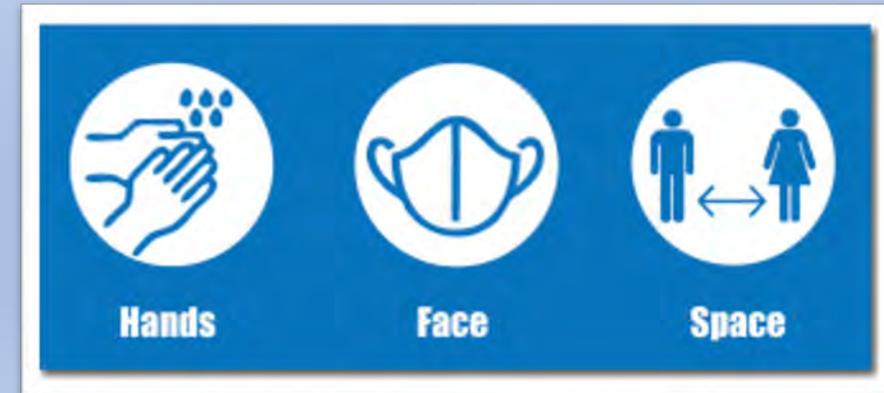
HOW WILL THE SCHOOL PLAN FOR SOCIAL DISTANCING?

Understanding that schools, by design, are not conducive to physical distancing, ISS will adhere to guidelines in order to maintain a safe learning environment. We will take advantage of the opportunity to utilise space in the open grounds available. According to the Ministry of Health, keeping space between you and others is one of the best tools we have to avoid being exposed to the virus. We will continually encourage and monitor good hygiene practices in the classrooms. When possible, classroom desks will be placed 1 meter apart. Lockers will not be used during Level 3 to avoid congregating and congestion in the corridors.

WHAT WILL BE DONE TO EDUCATE AND ENCOURAGE SOCIAL DISTANCING AND SAFE PRACTICES?

ISS' full-time, on-site, registered nurse will educate students regarding social distancing, hand washing, face coverings, and other measures aimed at reducing the likelihood of Covid-19 transmission. Signage will serve as a reminder and encourage safe practices.

HEALTH & SAFETY MEASURES





FREQUENTLY ASKED QUESTIONS

HEALTH & SAFETY MEASURES

HOW WILL CLASSROOMS BE SET UP?

The following safety measures related to the classroom environment will be implemented:

- Student desks and tables will be arranged with the maximum social distancing measures possible.
- Student desks and tables will be arranged to reduce face-to-face positioning as much as possible.
- Classroom materials and furniture have been minimised for more space and less surface contamination.
- Students will use their own personal school supplies. This will not apply to students in Early Childhood and Foundation.
- Movement by students within the classroom will be monitored to support social distancing measures.
- Student and staff groupings will remain as static as possible—having the same group of students stay within the same classroom in Primary as a cohort. In Secondary, student cohorts will be by year group level to the extent possible.





WHAT HAPPENS IF MY CHILD SHOWS SYMPTOMS OF COVID-19?

Families are asked to commit to keeping their child home if they are demonstrating any of the following symptoms:

- Fever of 37.5° C or higher
- Cough
- Shortness of breath or difficulty breathing
- **Or** two or more of the following symptoms:
 - Chills
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea



If a student develops a fever of 37.5° C or higher, cough, or shortness of breath or difficulty breathing while at school, he/she will not be allowed to return to class. There is a designated place for sick students, and they will remain there until they are picked up by a parent or guardian. The school nurse will promptly communicate with the family for the next steps.



WHAT HAPPENS IF A STUDENT TESTS POSITIVE FOR COVID-19?

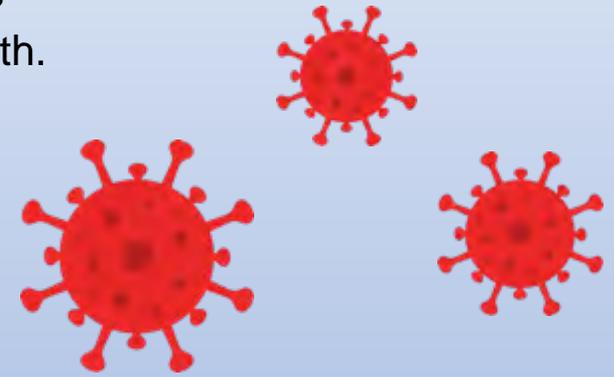
It will be important for the school to be notified of any student that has tested positive for Covid-19 and/or has come in direct contact with someone who has tested positive for Covid-19 within a 14-day period. The school will conduct contact tracing to have a better understanding of the overall school-wide health condition. We will notify parents of a positive test result within the student's cohort (class or year group depending on the section of the school) and notify Ministry of Health.

IF MY CHILD TESTS POSITIVE FOR COVID-19, WHEN CAN HE/SHE RETURN TO SCHOOL CAMPUS?

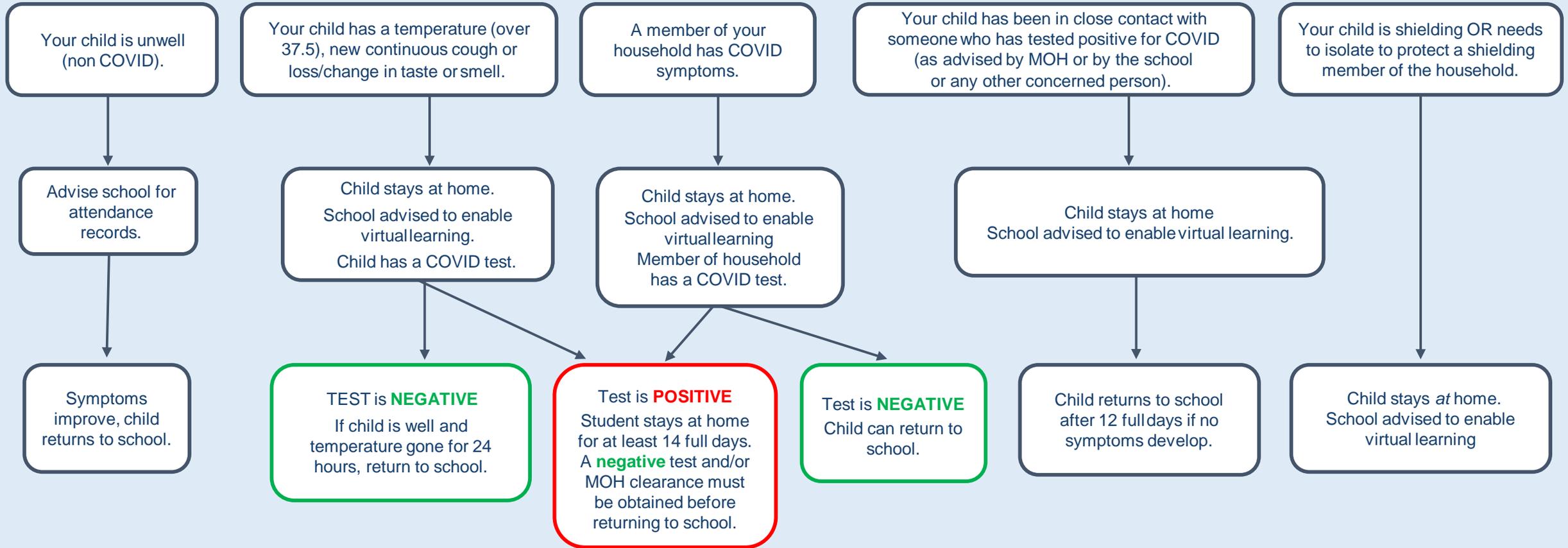
The student stays at home for at least 14 calendar days. A negative test and/or Ministry of Health clearance must be obtained before returning to school.

WILL THE SCHOOL TEST MY CHILD FOR COVID-19?

If you have signed a consent form and your child is showing symptoms of Covid-19 while at school, your child may be given a rapid test by the School Nurse. The Nurse will communicate the result with you directly.



Action to Take if Your Child is Unwell or Needs to Shield



WHO TO CONTACT AT SCHOOL

Primary: (Tel: 4610444) Email admin denise.theresine@iss.sc and the Head of Primary glodel.hayward@iss.sc, copying in your child's class teacher

Secondary: (Tel: 4610444) Email admin denise.theresine@iss.sc and the Head of Secondary elodie.vallantine@iss.sc copying in your child's form teacher

We strongly encourage everyone who is eligible to be vaccinated to do so. Protect yourself and our school community!





HOW WILL THE SCHOOL DELIVER LESSONS?

The school will work on a hybrid model. Class splits will be done by households (siblings).



Primary

Classes will be split in cohorts and students will attend on alternate weeks. Class sizes will be limited to 15 students maximum. The first cohort will attend school in person, while the other cohort will be doing online learning from home as per their timetable.



FREQUENTLY ASKED QUESTIONS

CAMPUS OPERATIONS

Secondary Year 12 & 13

All students will be back in school from Tuesday 13th April until Monday 26th April when they will commence study leave for external exams.

Secondary Year 11

All students will be back in school from Tuesday 13th April until Wednesday 28th when they will commence study leave for exams.

Secondary Year 10

All students will be back in school from Tuesday 13 April.

Secondary Year 7-9

from Tuesday 13 April to Wednesday 28 April, classes will be split in cohorts and students will attend on alternate weeks – the first cohort will attend school in person, the other cohort will be doing online learning from home.

Once Year 11, 12 and 13 have started their external examinations, the timetable will be reviewed to ensure that all students in Year 7-10 are in school full time from Thursday 29th April.





WILL THERE BE ANY CHANGES TO THE CURRICULUM?

The curriculum for PE, Drama, Music and Performing Arts will be amended in line with health guidance.

ARE THERE ANY CHANGES TO SCHOOL START TIMES?

There are no changes to start times, but arrival procedures have been modified to accommodate the logistical requirements of entering the campus, to limit the opportunity for student exposure, and to maximise the instructional day.



WHAT ARE THE ARRIVAL PROCEDURES?

All students should report directly to their classroom upon arrival. School starts at 8am and the school buildings will open at 7:30am; if arriving earlier than that, parents can park in the school car park if space allows and wait with their child(ren). Social distancing is required throughout the process.

- Students should not be dropped off earlier than 7:30am.
- Primary children will enter via the Main Entrance with parents handing them over to Teaching Assistants in the car park.
- Secondary students will enter via the SIDOL entrance (by the Music School).
- The Bridge entrance will be available for both Primary and Secondary children to use.





WHAT ARE THE DISMISSAL PROCEDURES?

Face coverings are to be worn at all times (optional for R1-R2 students). Staff parking will be reorganised with 3 rows starting at the back. We will have covered areas in the ISS car park and parents will drive in pick up their child and exit. Alternatively, parents can park offsite and physically collect their child from the designated area at the designated time.

Students pick up waiting area:

- R1, R2, Y1 will wait in the foyer of the new Primary block.
- Y2-Y6 form groups will gather, socially distanced, in their allocated box in the car park at their designated finish times with class teachers and Teaching Assistants.

Pick up time:

Primary Students

- 1:20pm - 1:40pm: Reception 1
- 1:40pm - 2pm: Reception 2
- 2:05pm - 2:30pm: Year 1-2
- 2:30pm - 3pm: Year 3-6

Secondary Students

- 2:30pm - 3pm or 3:30pm - 4pm depending on the timetables

Siblings

- For those with siblings, a box will be allocated on the car park, siblings will wait together in their designated area.

**PLEASE GO THROUGH THE
“PICK-UP SCHEDULE &
PLAN” DOCUMENT FOR
MORE DETAIL ON
PICK UP**





WHAT FLEXIBLE LEARNING ARRANGEMENTS CAN BE MADE FOR MY CHILD?

The school wants to be as flexible as possible for children who cannot make it into school at particular times. Parents need to contact the Head of Primary or Head of Secondary directly to request consideration for special arrangements.

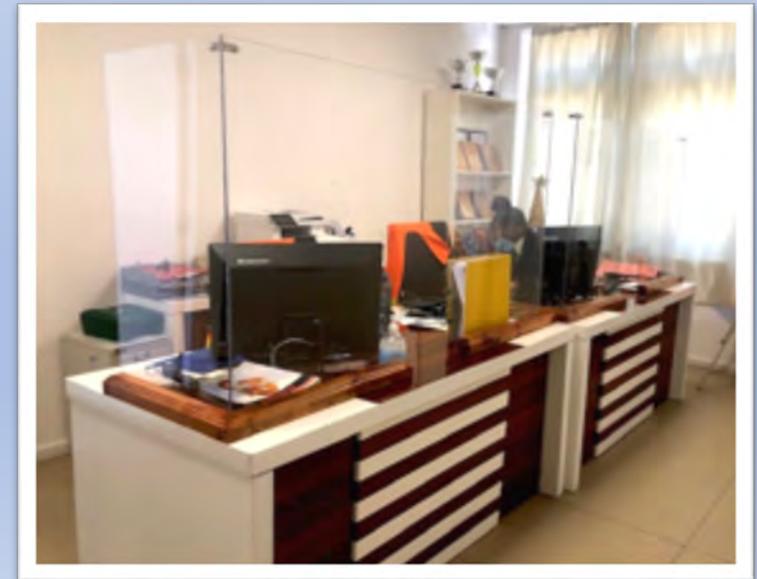
WILL PUBLIC EXAMINATIONS GO AHEAD FOR YEARS 10-13?

All Cambridge external examinations will go ahead and start from the end of April.

WHAT CAMPUS ENHANCEMENTS HAVE BEEN MADE RELATING TO COVID-19?

At the recommendations of our reopening task force, we have invested in the following in preparation for opening in Term 3:

- Ultraviolet-C (UVC) disinfection technology lamps for cleaning and disinfecting classrooms & equipment
- An isolation room for symptomatic students
- Rapid test kits (swab)
- Face shields for all ISS students and staff
- Plexiglass barriers in reception and tuck shop areas
- Additional lunch tables
- Health and Safety signage
- Additional cleaning and sanitation supplies
- Covered area in the parking for Pick-Up





WHAT ADDITIONAL CLEANING AND SANITATION PROCEDURES WILL BE USED ON SCHOOL PREMISES?

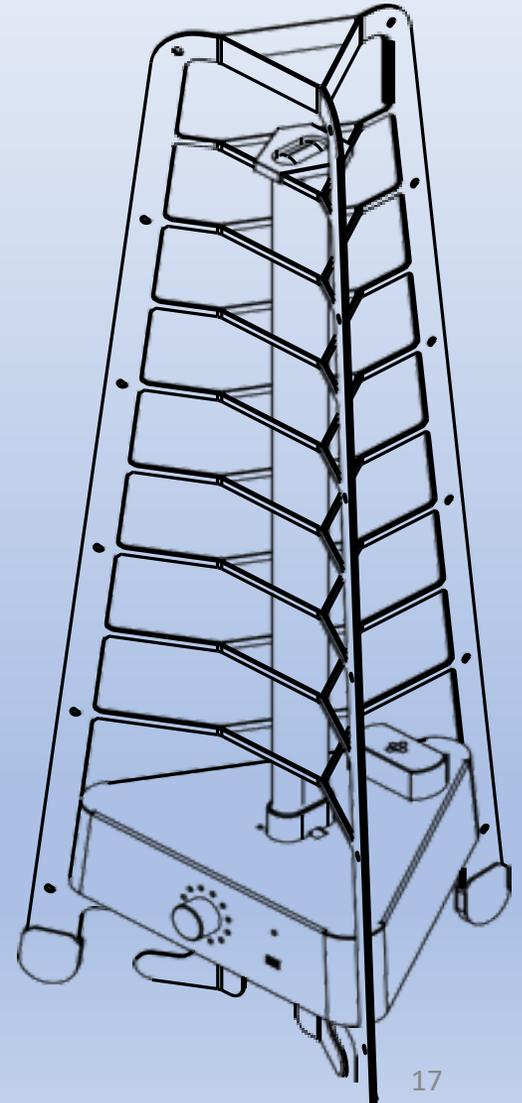
Our cleaning services have been expanded to include specific measures related to Covid-19.

- In addition to enhanced cleaning routines to increase coverage of classrooms, restrooms, lunch areas, ICT labs and other high-touch areas, the school has acquired ultraviolet-C (UVC) lamps to disinfect surfaces. Our lamps is environmentally friendly as well as being one of the most powerful and effective UV lamps available and is proven to disinfect surfaces from coronaviruses including COVID-19 and over 1,000 other pathogens.

FACT

UVC radiation is a known disinfectant for air, water, and nonporous surfaces. UVC radiation has effectively been used for decades to reduce the spread of bacteria, such as tuberculosis. For this reason, UVC lamps are often called "germicidal" lamps.

UVC radiation has been shown to destroy the outer protein coating of the SARS-Coronavirus, which is a different virus from the current SARS-CoV-2 virus. The destruction ultimately leads to inactivation of the virus. UVC radiation are also effective in inactivating the SARS-CoV-2 virus, which is the virus that causes the Coronavirus Disease 2019 (Covid-19).





FREQUENTLY ASKED QUESTIONS

CAMPUS OPERATIONS

ARE PARENTS ALLOWED ON CAMPUS?

Parents will only be allowed on campus between 8am and 12:30pm to access Admin, Accounts and food delivery.

Parent meetings will be held virtually.

WILL THE TUCK SHOP BE OPEN?

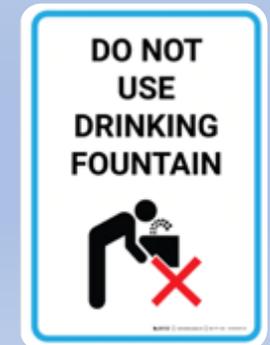
The tuck shop will be open for prepaid orders. Primary orders will be delivered to classrooms. Secondary students will line up and collect their orders at lunchtime.

CAN FOOD BE DELIVERED TO SCHOOL?

Yes, there will be a designated table in front of the Primary entrance for food to be dropped off until 12:30pm. Food boxes need to be labelled with the child's full name and class. The school will ensure that the food is promptly brought inside and delivered to the students at lunchtime.

WILL STUDENT HAVE ACCESS TO WATER FOUNTAINS?

No, water fountains around the campus will be suspended. Students are encouraged to bring sufficient drinking water to school.





FREQUENTLY ASKED QUESTIONS

STUDENT LIFE

WILL STUDENTS PARTICIPATE IN ASSEMBLIES?

Assemblies will be on hold, or where possible, held via video and viewed from the classrooms to avoid a large gathering.

WHAT WILL PHYSICAL EDUCATION CLASSES LOOK LIKE?

The PE curriculum in school will be adapted to ensure social distancing.



WILL THE LIBRARY BE OPEN?

The Library will not be open to students to read books. We might use the Library for some small group lessons, in which case the capacity will be limited to facilitate social distancing. Primary students will be allocated books by their class teachers each week.



WILL STUDENT HAVE BREAK TIMES?

Yes. Sections of the play areas will be allocated to ensure social distancing and protection of bubbles created. Face coverings are required in play areas, except for Reception 1 and Reception 2.





HOW WILL LUNCH WORK FOR STUDENTS?

We will continue to operate the tuck shop with our partner, Anne Alcindor, who follows all of the ISS robust Covid-19 response that will include pre-orders with no exchange of monies.

Health safety precautions:

- face coverings are worn until seated and eating
- staff assigned to the area to sanitise high touch points & tables between seatings

Food serving process:

- implementation of pre-ordering system for the Tuck Shop
- allocated tables for class groups
- new service line for social distancing
- tables set with 50% seating
- additional lunch tables are available and set up in the playground

GRADE SPECIFIC PROCEDURES:

- Early Childhood and Primary children will eat in classrooms. Staff will deliver individually packaged meals to classrooms.
- Secondary school will have staggered lunch schedules that will allow for social distancing at tables, without any overlap with the Primary school.
- Sixth Formers must remain on campus for lunch and study periods during Level 3.



A Safe Welcome Back For Our Students and Community

- The ISS Task Team has placed great emphasis on the safety and well-being of our students and our extended community, as we assess the ongoing Covid-19 situation in Seychelles.
- Being ever mindful of our campus size and the need to enforce social distancing norms; we believe that welcoming our students back on campus through a hybrid model will work most effectively in the best interests of our community. The hybrid model will focus both on in campus and online learning by creating “bubbles” or cohorts in different year groups.
- Primarily, these “bubbles” are intended for the students well-being and to ensure continuity of on-campus operations in the event of Covid-19 related case in the school.
- It is important for students to be mindful to minimize contact with students of different cohorts and ensure that physical distancing and hygiene measures such as wearing of face mask; hand-washing are practiced regularly.
- The utmost thought and care has gone into preparing the school to welcome the students back safely. The Board, SLT, teachers and staff have been tirelessly working behind the scenes to ensure that ISS continues to adhere to the highest standards of hygiene and safety.
- Whilst we are far from the ideal situation of welcoming all our students back at the same time- ISS will endeavor to resume **LEVEL 1** operations at the earliest possible time. The school remains grateful to all the parents and guardians for their understanding and cooperation as we navigate these uncertain times.

