COVID – 19 School Reopening Plan and Procedures

May 2020
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Be Ambitious Be Regents

REGENTS INTERNATIONAL SCHOOL PATTAYA
A NORD ANGLIA EDUCATION SCHOOL

Contents

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Covid-19 Committee

Sarah Osborne-James
Principal

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Alan McLaughlin
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Tamara McKenna
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Hannah Naowasuk
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ROLES & RESPONSIBILITIES

Principal – overall leader, decision maker and chairman of committee with whole school responsibility for wellbeing of staff and students during the pandemic

Head of Secondary, Deputy Head of Secondary – responsible for implementing teaching and learning policies in the Secondary School which can be adjusted to the situation and risk level of Covid-19 and looking after the well being of Secondary students during the pandemic.

Head of Primary, Deputy Head of Primary – responsible for implementing teaching and learning policies in the Primary School which can be adjusted to the situation and risk level of Covid-19 and looking after the well being of Primary students during the pandemic.

Director of Operations – responsible for implementing and monitoring policies and measures to reduce the transmission of Covid-19 throughout the school.

Director of Marketing & Admissions – responsible for whole school communications of Covid-19 updates, policies and procedures

Finance Director – responsible for the financial management and allocation of funds for Covid-19 prevention policies, safety equipment and personnel

Head of Boarding – responsible for the safe accommodation of students in the boarding house or in temporary accommodation during school closures and looking after wellbeing of boarding students.

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General measures

- A network of external key contacts ensure that the school is kept up to date with any local/national developments. These include local authorities, health care, education authorities, other education establishments.
- Regional and Central NAE teams are kept up to date with any significant local developments.
- All sickness absences related to COVID-19 are captured on a database. These include any contractors or third parties that work on our site. This is to ensure that any required actions can be taken
- Health declaration sent to all Regents families and all visitors required to fill out a self declaration.
- An Isolation Unit has been set up with a separate entrance and separate toilet for any suspected cases.

- All students, parents, and staff should check temperatures at home before leaving for school. If temperature is above 37.5°C/99.5F for the forehead, they must stay at home. The school must be informed of the absence.
- All students, parents, and staff that are presenting other COVID-19 symptoms i.e. dry cough, fever, fatigue, muscle aches, sore throat etc must stay at home and seek medical advice. The school must be informed of the absence.
- All students, parents and staff that are required to quarantine/self-isolate must stay at home for a period of 14 days.
- Parents are not allowed into school buildings unless by exception and normally through appointment.

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- All staff and students are required to wear face masks when on campus. Teaching staff are required to wear face shields. Students are required to bring a mask from home, but the school has a supply for emergency use.

UPDATE September 2020- Following MoPH guidelines, staff no longer required to wear face shields.

- **Information and guidelines on reducing risk of infection** are given to parents, staff and students through posters, facebook and website and through the well being/pastoral programme Be ambitious Be well.

Welcome to *Regents*
COVID-19 requirements upon entry

Temperature below 37.5 °C
Wear a mask
Sanitise hands
Maintain physical distance of 1 metre

Reduce your risk of infection

BY WORLD HEALTH ORGANIZATION THAILAND

Clean hands with soap and water or an alcohol-based hand sanitiser

Cover nose and mouth when coughing and sneezing with tissue or flexed elbow

Avoid close contact with anyone with cold or flu-like symptoms

Thoroughly cook meat and eggs

Drink *room temperature* water

Don't share *personal items* eg. cutlery, plates, cups, towels, etc.

How to wear a *mask* correctly: White side should face in and coloured side face outwards.

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Covid-19 ANXIETY REDUCTION STRATEGIES

KEEP SOCIAL MEDIA DISTANCING

DO NOT OVERREACT TO PHYSICAL SYMPTOMS

FOCUS ON NEW WAYS OF ENJOYING LIFE

BE KIND TO YOURSELF AND OTHERS

ENGAGE IN STRESS REDUCTION ACTIVITIES

SEEK OUT PROFESSIONAL HELP

PROTECT YOURSELF AGAINST Covid-19

TAKING CARE OF YOURSELF
- Wear a fabric mask or a surgical mask every time when leaving the house.
- Wash your hands frequently for at least 20 seconds with soap and water or alcohol gel rub.
- Wash your hands before eating, after using the toilet, after touching common touch points such as door knobs, elevator buttons and stair hand rails.
- Eat all five food groups and hot cooked food. In the event that the food is stored for more than 2 hours, make sure that it is heated thoroughly before eating again.

AVOID INFECTION
- Avoid sharing dining tables with others.
- Avoid physical contact with others.
- Avoid going to densely populated public areas.

REDUCE YOUR SPREAD
- Cover your nose and mouth with tissue or crook of the elbow when coughing and sneezing.
- Abstain from unnecessarily leaving the house.
- Leave a 1-2 metre gap from other people.
- Do not use your hands to touch your eyes, nose and mouth if it is not necessary.

SEE A DOCTOR IMMEDIATELY IF YOU
- Have a fever of 37.5°C or more.
- Have a cough, a runny nose or sore throat.
- Have shortness of breath or breathing difficulties.
- Have loss of smell and taste.
- Have been in contact with or have had close contact with a patient with confirmed Covid-19.

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- **Social distancing is a key control measure**. All students are placed 1-2 m apart in classrooms and seating areas including common rooms and staffrooms.

GENERAL SEATING

COMMON ROOMS & STAFFROOMS

GLOBE THEATRE

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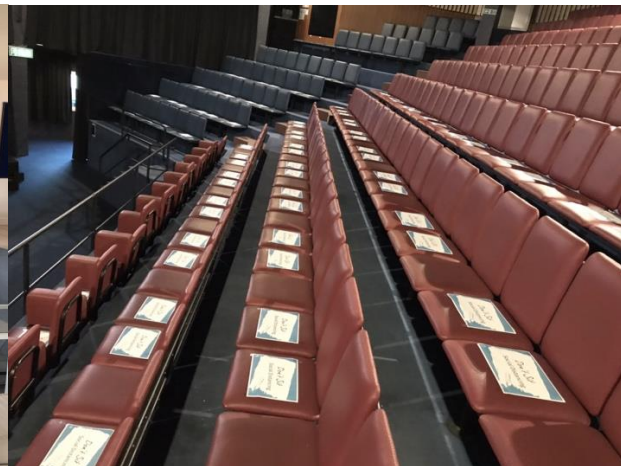
- Lockers and pigeon holes have been removed or put out of use to stop children congregating in a confined space. Children should only bring in the items that they need for that day and items should be taken home at the end of the day.

- Displays in all areas reminding everyone of correct COVID-19 standards.

- Re-usable water bottles are required for all students and staff.   Bottle to remain with student and be taken home each day for cleaning. All bottles should be clearly labelled with child's name.
- Hand sanitising facilities are available in all areas of the school and in all classrooms and offices

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Ministry of Public Health Guidelines when a Covid-19 confirmed patient is found in school (added Nov 2020)

1. If 1 or more cases are found, the relevant classroom should close for 3 days for deep cleaning
2. If more than 1 classroom has a confirmed case, the year group should close for 3 days for deep cleaning
3. If a school thinks it is necessary to close the school, then approval must be sought from the Provincial Communicable Disease Commission

High Risk contacts (see definition below) – to observe 14 days self quarantine at home. If they have symptoms, they should see a doctor and self quarantine at home whilst waiting for results.

The School can operate normally and communicate with relevant parties to understand the risks and inform them of the guidelines

Low Risk contacts (see definition below) – to observe symptoms for 14 days. No need to self quarantine and no need to close the school.

Close contact person (see definition below) – a person who has had close contact with a high risk contact person is considered as a low risk person. Should observe symptoms for 14 days. No need to self quarantine. A person who has had close contact with a low risk contact person is considered no risk. Should observe symptoms for 14 days. No need to self quarantine

DEFINITIONS

Covid-19 confirmed patient – a person who has laboratory results with Covid-19 infection

High Risk contact person – a person who has had close contact with a Covid-19 confirmed patient in any one of the following scenarios:

- A person who studies or works in the same room as the Covid-19 confirmed patient
- A person who has had a conversation with the Covid-19 patient for more than 5 minutes at a distance of 1 meter or was coughed or sneezed on by the patient without protection (e.g not wearing a medical or cloth mask)
- A person who has stayed in an enclosed area of ventilation such as an air-conditioned vehicle or room with the Covid-19 patient at a distance of less than 1 meter for more than 15 minutes without protection (e.g not wearing a medical or cloth mask)

Low Risk contact person – a person who has participated in other activities with a Covid-19 patient but does not meet the high risk criteria

Close contact person – a person who has come into contact with a High Risk contact person is classified as a low risk person. A person who has come into contact with a Low Risk contact person is classified as no risk

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School provided transport

Key equipment on each bus

- Hand sanitiser at entry points onto transport
- Non-invasive thermometer
- Face masks
- Gloves for driver/monitor
- Stickers for temperature checks

Procedures

- All personnel operating the transport must not work if they have any COVID-19 symptoms or have close contact with symptomatic people.
- Any symptomatic children must not travel to school.
- Before each use the transport is cleaned and disinfected paying particular attention to contact points.
- All captains and monitors must wear a mask for the duration of the journey.
- All captains and monitors must wear disposable gloves for the duration of the journey.
- All journeys during the COVID-19 outbreak to ensure compliance with COVID-19 requirements.
- All students must wear a mask before entry onto transport. Spare masks are available on each bus.
- Parents need to wear a mask when putting children on the bus.
- Each student to sanitise hands on entry onto transport. This will be carried out by bus monitors.
- All students are assessed before being allowed onto transport, this includes visual check and temperature checks. Temperature must be below 37.5 Celsius, 99.5 F (forehead). Parents must remain with students until they are cleared to enter the transport. Once checked, students will be given a checked sticker by the

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bus monitor. Any children displaying symptoms of coughing and/or runny nose will not be allowed on the school bus.

- Limited number of students on a bus and seating arranged so that children are not sitting next to each other. Family groups are able to sit together if needed.
- Record of compliance with all COVID-19 requirements kept for 14 days after each journey. Records must indicate any issues with non-compliance and any follow up action will be required by appropriate members of staff.

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แบบตรวจสาธารณสุขประจำวัน รถผู้โดยสาร นักเรียน / Daily Health Inspection Form for school minibus

วันที่เริ่มตรวจสอบ/ Start date : ....   วันสุดท้ายที่ตรวจสอบ/ End date : ....

ชื่อผู้ขับขี่/ Driver's Name.............................
ชื่อผู้ดูแลประจำรถ/ Bus monitor 's Name..........................
ทะเบียนรถ / Vehicle Register....................   คันที่/Bus No. :..................

การตรวจสอบ (Inspection) : โปรดตรวจสอบและทำเครื่องหมายในช่องว่างอย่างนี้ (Please check and Mark in form as below)

No.	รายละเอียด	Description	วันที่ตรวจ/ Day of inspection																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	มีผลิตภัณฑ์ทำเชื้อที่มือให้ใช้บรด	Hand sanitizer available														
2	เครื่องวัดอุณหภูมิร่างกายทำงานปกติ	Thermometer working														
3	มีหน้ากากอนามัยให้ใช้บรด	Masks available														
4	มีถุงมือให้ใช้บรด	Gloves available														
5	ได้รับการทำเชื้อรถโดยสาร	Bus sanitized														

√ — Good condition/ Applied/ได้รับการปฏิบัติ/มีสภาพดี
× — Not in use condition/ Not applied/ไม่ได้รับการปฏิบัติ/มีสภาพไม่ดี
A — Absent / ไม่มากับรถโรงเรียน
Temp — Temperature check / วัดอุณหภูมิร่างกายก่อนขึ้นรถ
Mask — Mask worn / สวมหน้ากากขึ้นรถ
Hand — Hand sanitizer applied /ได้รับน้ำยาทำเชื้อที่มือก่อนขึ้นรถ

ตรวจสอบตอนเช้า - Morning check (AM)

ชื่อ-สกุล (Name Lastname)	Day 1			Day 2			Day 3			Day 4			Day 5			Day 6			Day 7			Day 8			Day 9			Day 10			Day 11			Day 12			Day 13			Day 14		
	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand
1 Driver name																																										
2 Bus monitor name																																										
3 Student name																																										
4 Student name																																										
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ตรวจสอบตอนบ่าย - Afternoon check (PM)

ชื่อ-สกุล (Name Lastname)	Day 1			Day 2			Day 3			Day 4			Day 5			Day 6			Day 7			Day 8			Day 9			Day 10			Day 11			Day 12			Day 13			Day 14		
	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand	Temp	Mask	Hand
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ลายเซ็นต์ผู้ตรวจสอบ/ Check by

หมายเหตุ/ Remark :

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Drop off by school bus

- 4 separate drop off points allow for social distancing and less congestion
- Buses enter school via back gates (G7) from 8am
- Secondary students dropped off at side of Secondary Building
- Year 4, Year 5, Year 6 students dropped off outside Globe steps
- Year 2, Year 3 students dropped off outside Primary steps
- Early Primary students dropped off outside EP Building
- Bus monitors will take them to their classrooms.

Going home by school bus

- Lion Cubs, Pre Nursery and Nursery children will be collected from the dedicated waiting area (EP106) by bus monitors and taken to the buses waiting outside the Early Primary Building.
- Reception and Year 1 children will be collected from the socially distanced downstairs waiting area by bus monitors and taken to the buses waiting outside the Early Primary Building.
- Year 2 to Year 6 children will be collected by bus monitors from the Pirate ship Playground. Social distancing measures are in place.
- Secondary students will alight their buses waiting outside the tuck shop area.
- All buses will leave campus 3:20pm – 3:30pm

Bus monitors and bus captains will still need to help children fasten safety belts, help them in and out of car seats and boosters and hold the younger childrens' hands when taking them to and from classrooms. Every effort will be made to keep procedures the same as normal for children following hygenic procedures.

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Drop off and collection by parents

General

- All meters and greeters to wear disposable gloves, masks and face shields
- Staggered start time to avoid congestion:
  Primary and Secondary students – from 8:00am
  Lion Cubs, Pre Nursery, Year 1 - 8:10am
  Nursery, Reception - 8:20am

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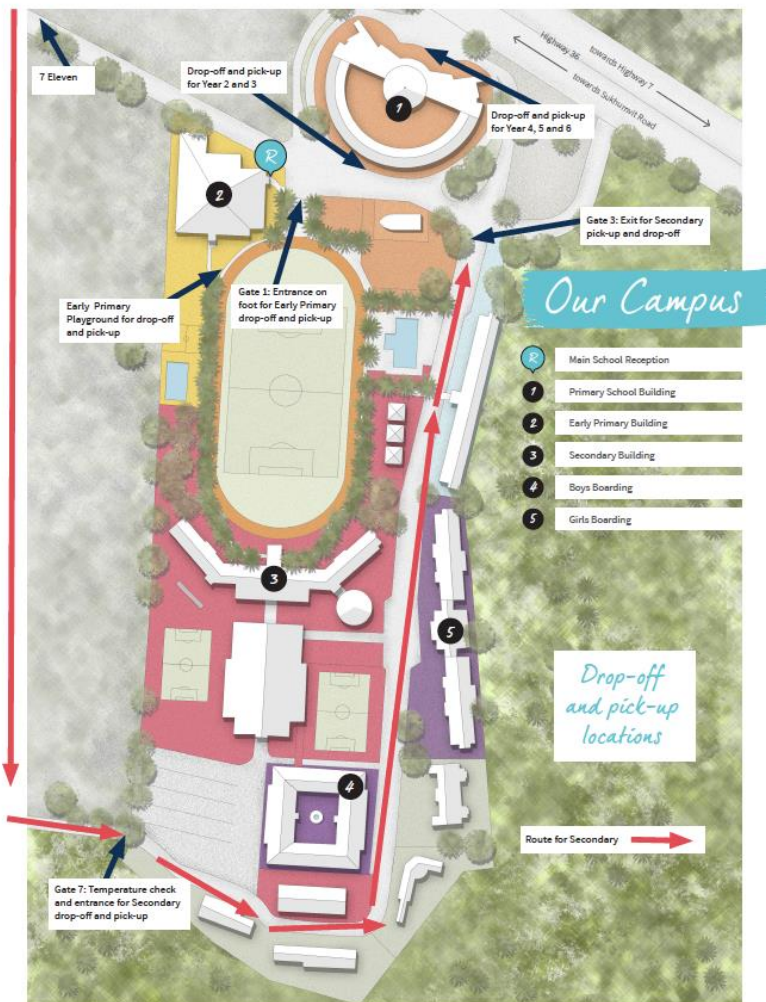
Early Primary Drop Off
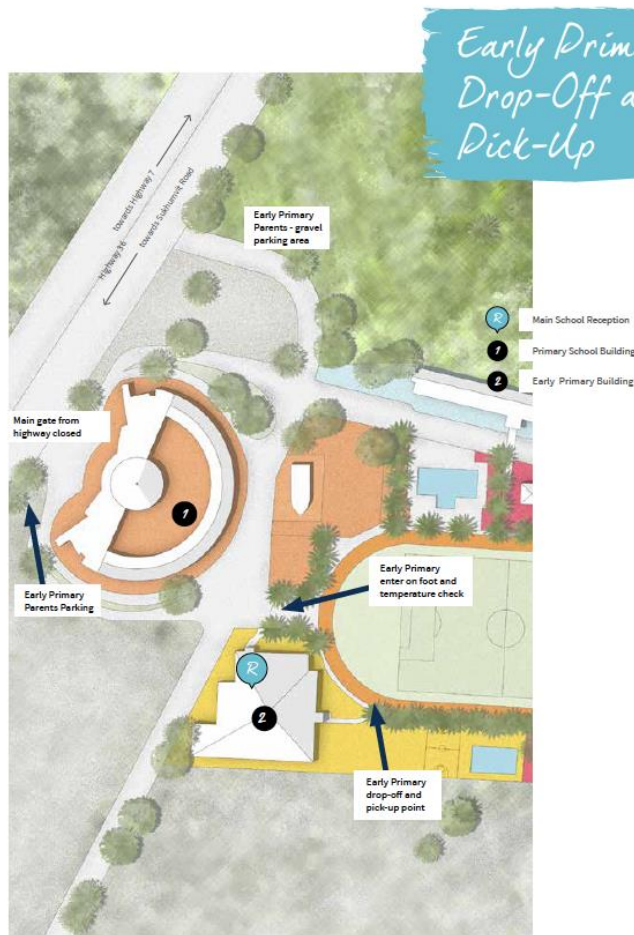
Kiss & Go drop off (drive by) outside Early Primary Building:

- Drop off times:
  Lion Cubs, Pre Nursery, Year 1 - 8:10am
  Nursery, Reception - 8:20am
- **Gate will be open from 8:10am. Until then, please keep your child in the car with you.**
- Children have their temperature taken and a visual check whilst still in their car by a member of staff.
- Temperature must be below 37.5 Celsius, 99.5 F (forehead).
- Once checked, students will be given a checked sticker and let out of the vehicle.
- Children will walk through the small side gate to the Checkpoint tent. They will sanitize their hands and walk on the shoe sanitizing mat.
- Children will go to the EP Playground where they will be met by a teacher or teaching assistant and taken to their classroom.

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- For temperatures of 37.5 Celsius or higher parents will be asked to go and park their car in the parents carpark and drive around in another 5 minutes. If temperature is still 37.5 Celsius or higher, the parents will be told to take the child home for further observation
- Any children displaying symptoms of coughing and/or runny nose will not be allowed into school and will need to go home for further observation.

Park & Walk drop off:

- Drop off times:
  Lion Cubs, Pre Nursery, Year 1 - 8:10am
  Nursery, Reception - 8:20am
- Parents will bring their child to the Checkpoint tent by entering through the small side gate (one way system)
- **Gate will be open from 8:10am. Until then, please stay in your car.**
- Only 1 parent per family will be allowed into the Checkpoint tent.
- All parents to wear a mask.
- Both parent and child will have their temperature checked, visual check, hands sanitized and shoes sanitized.
- They will receive a checked sticker.
- For temperatures of 37.5 Celsius or higher for either parent or child, parents will be asked to sit and wait in the Checkpoint tent for another 5 minutes before a re-check. If temperature is still 37.5 Celsius or higher, the parents will be told to take the child home for further observation of both child and parent.
- Any children displaying symptoms of coughing and/or runny nose will not be allowed into school and will need to go home for further observation.
- Parents will take their children to the entrance of the EP Playground where they will be met by a teacher or teaching assistant and taken to their classroom.
- No parents will be allowed into the EP Playground or the school buildings.
- Parents will leave by the side exit gate (one way system)

UPDATE October 2020 – Gate is open from 7:50am. All temperature checks taken in the Checkpoint tent.

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Early Primary Collection

- Home times are staggered to avoid congestion:
  Lion Cubs, Pre Nursery and Year 1 – 3:00pm
  Nursery and Reception – 3:10pm
- Parents to enter campus at the appropriate time via the Checkpoint tent by entering through the small side gate (one way system).
- Parents to scan in using Thai Chana QR code.
- All parents to wear a mask.
- Parents will have their temperature checked, hands sanitized and pass over the shoe sanitizing mat.
- They will receive a checked sticker.
- For temperatures of 37.5 Celsius or higher, parents will be asked to sit and wait in the Checkpoint tent for another 5 minutes before a re-check. If temperature is still 37.5 Celsius or higher, the child will be brought out to the parents and the family advise to stay home for further observation. All temperatures over 37.5 Celsius will be recorded.
- Parents to wait in the EP Parents Waiting tent which has social distancing markings.
- Children will be lead out in small groups of 2 or 3 children at a time for their parents to collect at the playground gate.
- For families with children in both Primary and Early Primary, Primary children will be taken to the EP Building by teaching assistants to be collected along with their younger siblings.
- Parents and children to leave via the side exit gate (one way system)

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Primary Drop Off

- Two drop off points to avoid congestion:
  Year 2 and Year 3 – Primary front steps from 8am
  Year 4, Year 5, Year 6 – Front of Globe steps from 8am
- **Parents must stay in their car and drive by the drop off points rather than park and walk their children to school. Gates are open at 8am and children cannot be dropped off before this time. Children are not to leave the car until their temperature has been taken.**

- Children have their temperature taken and a visual check whilst still in their car by a member of staff.
- Temperature must be below 37.5 Celsius, 99.5 F (forehead).
- Once checked, students will be given a checked sticker and let out of the vehicle.
- They will sanitize their hands and walk on the shoe sanitizing mat.
- **Children will go straight to their classroom.**

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- For temperatures of 37.5 Celsius or higher parents will be asked to go and park their car in the parents carpark and drive around in another 5 minutes. If temperature is still 37.5 Celsius or higher, the parents will be told to take the child home for further observation
- Any children displaying symptoms of coughing and/or runny nose will not be allowed into school and will need to go home for further observation.

UPDATE October 2020 – stickers are no longer handed out after checking and temperature checks are carried out outside of the car at the checkpoints.

Primary Collection

- Home time is 3:20pm
- Two collection points to avoid congestion:
  Year 2 and Year 3 – Primary front steps
  Year 4, Year 5, Year 6 – Front of Globe steps
- Children will wait using social distancing markings
- **Parents must stay in their car and drive by the collection points rather than park and walk to collect their children.**
- For families with children in both Primary and Early Primary, Primary children will be taken to the EP Building by teaching assistants to be collected along with their younger siblings.
- For families with students in different collection point year groups, the older students will go to wait at the younger student's collection point.

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Secondary Drop Off

Via the back gate by Grand Regent housing estate (G7). This is for cars or pedestrians

- **All students to go straight to the form tutor room**
- Gate open from 8:00am
- Cars should drive through the back gates and stop at the Checkpoint.
- Students will have their temperature taken, hands sanitized and a visual check whilst still in their car by a member of staff.
- Temperature must be below 37.5 Celsius, 99.5 F (forehead).
- Once checked, students will be given a checked sticker and the vehicle allowed to proceed.
- **Parents must stay in their car and drop off students outside the appropriate building.**
- For temperatures of 37.5 Celsius or higher parents will be asked to go and park their car and the student's temperature will be re-taken in 5 minutes. If temperature is still 37.5 Celsius or higher, the parents will be told to take the child home for further observation
- Any students displaying symptoms of coughing and/or runny nose will not be allowed into school and will need to go home for further observation.

UPDATE October 2020 – stickers are no longer handed out after temperature checks.

Secondary Collection

- Home time is 3:20pm
- Students are not allowed to wait around after home time and must be collected promptly
- Collection point is along the road outside MFL and the tuck shop area
- Staff will make sure students are socially distancing

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- Parents must enter through back gates by Grand Regent housing estate (G7) and exit via the MFL gates (G3) after picking up students.
- **Parents must stay in their car at all times.**

Grand Regents students

- Students living at Grand Regents housing estate may enter and exit through the back gate (G7) on foot or by bicycle.
- When entering the gates, they must stop and be checked at the Checkpoint.
- **Parents are not allowed to enter campus on foot or bicycle through the back gate.**
- Those parents wishing to drop off or collect their children at Early Primary or Primary themselves must follow the instructions for Early Primary drop off/Collection and Primary Drop Off/Collection.
- Gap staff are available to collect EP children at the back gate (G7) and walk them through the campus and back again in the afternoon

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Circulation around school

- Markings have been placed along all corridors and staircases to maximise social distancing. This is re-enforced with signage.

EARLY PRIMARY   PRIMARY   SECONDARY

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- Corridors are managed to ensure that social distancing is maintained during lesson changeover and breaks.
- Students moved into the classroom/teaching area as soon as possible to avoid congregating.
- Hand sanitisers are available throughout the school buildings.
- 21 Shoe sanitizing mats are at the entrances to all buildings

- Dedicated bins around campus for safe mask disposal

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- Hand rails are constantly disinfected throughout the day but students reminded not to touch them.

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Classrooms and other teaching areas

Key equipment

- Disinfectant wipes
- Hand sanitizer
- Liquid soap for Primary and Early Primary classrooms
- Spare face masks
- Bin with a lid operated by foot pedal

Procedures

- Social distancing requirements of 1-2m are maintained within each teaching area.

EARLY YEARS CLASSROOM   PRIMARY CLASSROOM   SECONDARY CLASSROOM

ICT LABS

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SCIENCE LABS

- All contact points in the classroom have been deep cleaned with continual disinfection procedures in place throughout the day
- All AC units have been deep cleaned
- Enhanced cleaning protocols are in place for all classrooms at the end of each day.
- Lessons are planned to maximise social distancing i.e. limiting group activities.
- Students are reminded about good hygiene and social distancing practice through morning registration meetings, posters and the **Be ambitious Be well** wellbeing programme.

Early Primary additional measures:

- Where social distancing is not possible with the very young children, small, consistent class groups of children are kept together throughout the day and these groups are kept apart from each other. Each class group will remain with their key staff throughout the day.
- Specialist sessions will happen via Teams with projections on whiteboards
- Food delivered to learning spaces in order to keep all class groups seperate
- The number of toys and equipment used each day has been decreased to allow regular cleaning of all used items.
- All soft toys and soft furnishings have been removed, and open shelves of resources have been minimized.
- Children to work and play within bubbles,children to have set time within each bubble activity. Before moving on to the next activity every child should wash their hands, adults to wipe down resources within the play area frequently.
- Children will wash hands after each activity. Surfaces that children and staff are touching, such as toys, books, doors, sinks, toilets, light switches will be cleaned surfaces throughout the day.
- For children sleeping at school, beds are placed 1m apart. Bedding to be provided by parents and taken home each night to wash. Children to remove masks during sleep time.
- Clear hand washing procedures in place before nappy changing / toilet time.

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Managing Breaktime

- During breaks, students are closely supervised to ensure that social distancing requirements are maintained.
- Primary children will play in different areas to help with social distancing:
  Year 2 in Eco Garden
  Year 3 in Pirate ship playground
  Year 4,5,6 on oval
- All shared play equipment has been removed from use to minimize potential contamination.

- Lion Cubs, Pre Nursery and Nursery to use their individual outside area for breaktimes. Children will have timely access the outside learning environments with their class to ensure they are having regular opportunities for exercise and outside play in a socially distanced enviroinment. These times will be scheduled to allow staggered playtimes, ensuring children are able to remain in their class bubble
- No contact sports are allowed.
- Breaktimes are staggered to reduce numbers.
- Hand sanitiser to be used before and after play
- Key contact points are disinfected after break (door handles etc).

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Canteen management

- Numbers are limited to maintain social distancing by staggering eating times.
- Lion Cubs, Pre Nursery and Nursery to eat snack and lunch in their classrooms.
- Reception and Year 1 will eat lunch in the canteen at staggered intervals to ensure they are able to socially distance from adults and other children.
- Primary and Secondary students to eat in The Jungle and The Basement at staggered times.
- Queuing before entry to canteen is controlled to ensure social distancing is maintained by the use of floor markings.

- One point of entry and a separate point of exit (one way system) is in place.

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- Acrylic partitions separate students whilst eating

EARLY PRIMARY (2pax)   PRIMARY (6 pax)   SECONDARY (6 pax)

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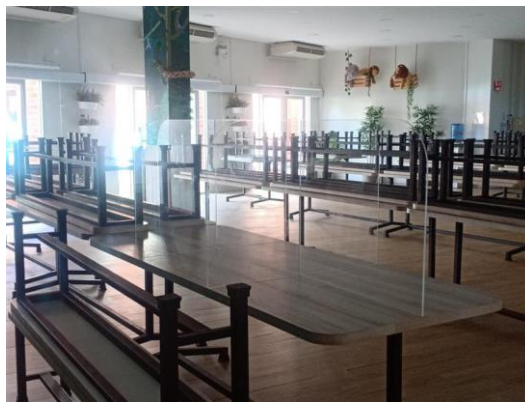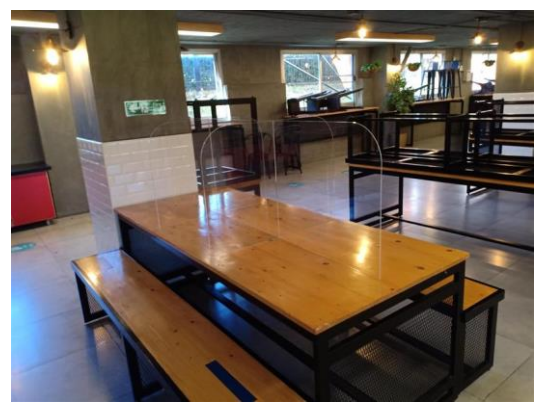
- Students will be served all items of food, there is no self service.
- Cutlery will be handed to person by catering staff (wearing gloves) as part of food collection.
- Students need to use their own water bottles.
- Social distancing 1m apart is maintained during queuing through the use of floor markings .
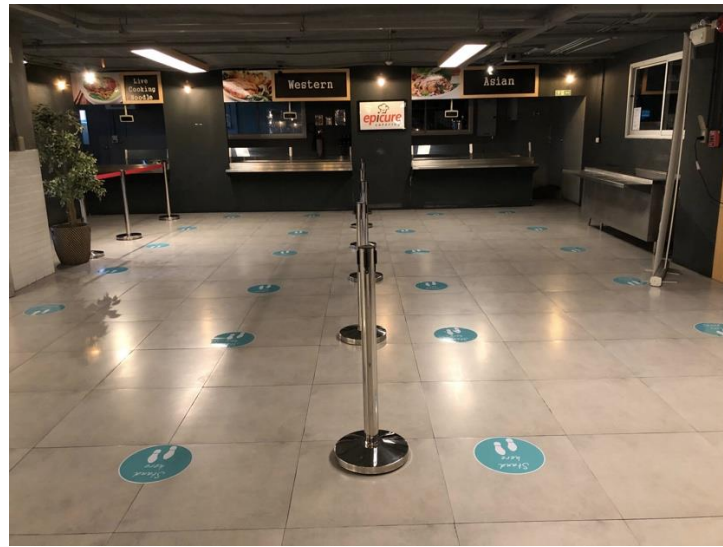
- Students will return dirty plates to the collection area but will maintain social distancing during this process.

- The canteens will be regularly cleaned throughout the sittings.
- At the end of each service the canteens will be thoroughly cleaned and disinfected. This include all high contact items including benches.
- No food deliveries by outside vendors are allowed during breaktimes.
- Epicure Food Service will follow their Covid-19 safe systems of work document.

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Physical Education and Sports

Procedures

- All physical education activities are fully planned to maintain social distancing.
- No contact/team sports will be undertaken.
- Social distancing is maintained in changing rooms, by reducing the numbers of students changing at the same time.
- Students to wear PE kit to school to lessen the need to use changing rooms.
- Changing areas to be disinfected after each use.
- Equipment must be sanitised before and after use.
- Fitness equipment arranged to allow social distancing, with appropriate sanitising between use by different students.
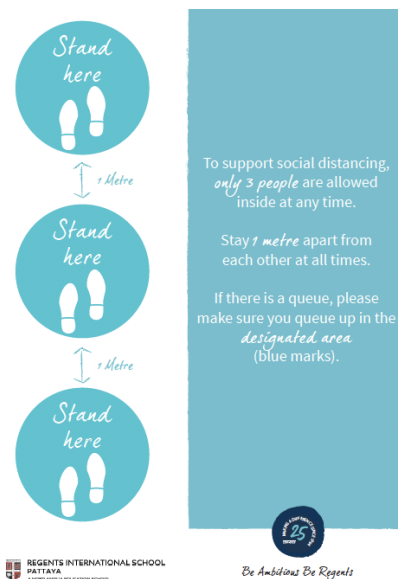- Swimming pools to be used with social distancing.

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Toilet facilities

Procedures

- Only 3 people allowed to enter bathrooms to ensure social distancing is maintained.

- Social distancing of 1m inside bathrooms through use of floor markings.

EARLY PRIMARY	PRIMARY	SECONDARY

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- Some urinals and basins have been taken out of use to obtain correct social distance within the bathroom

- Bathrooms cleaned every hour and thorough cleaning and disinfection of all contact surfaces after each breaktime.
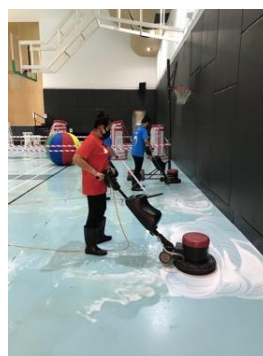

- Roller towels removed and replaced with single use paper towels

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General cleaning

Procedures

- Full deep clean of all classrooms and teaching areas prior to opening

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- Full deep clean of all corridors and stairs prior to opening

- Full deep clean of furniture prior to opening
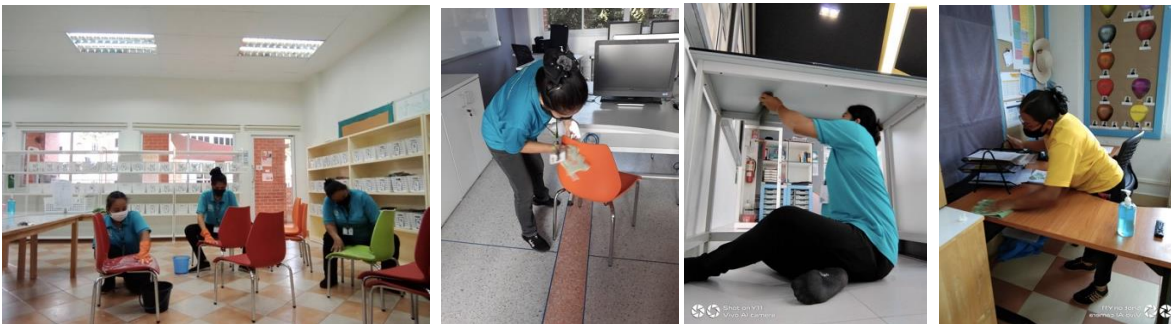
- Full deep clean of equipment including computers and musical instruments prior to opening

- Full deep clean of outside areas prior to opening

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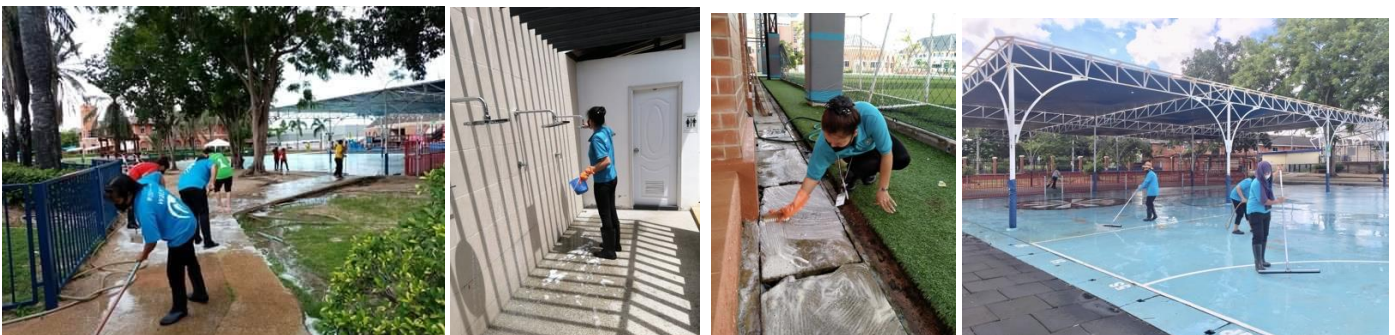
- Disinfecting of all classrooms and teaching areas every evening

- Disinfecting of science equipment, musical instruments and sports equipment after use

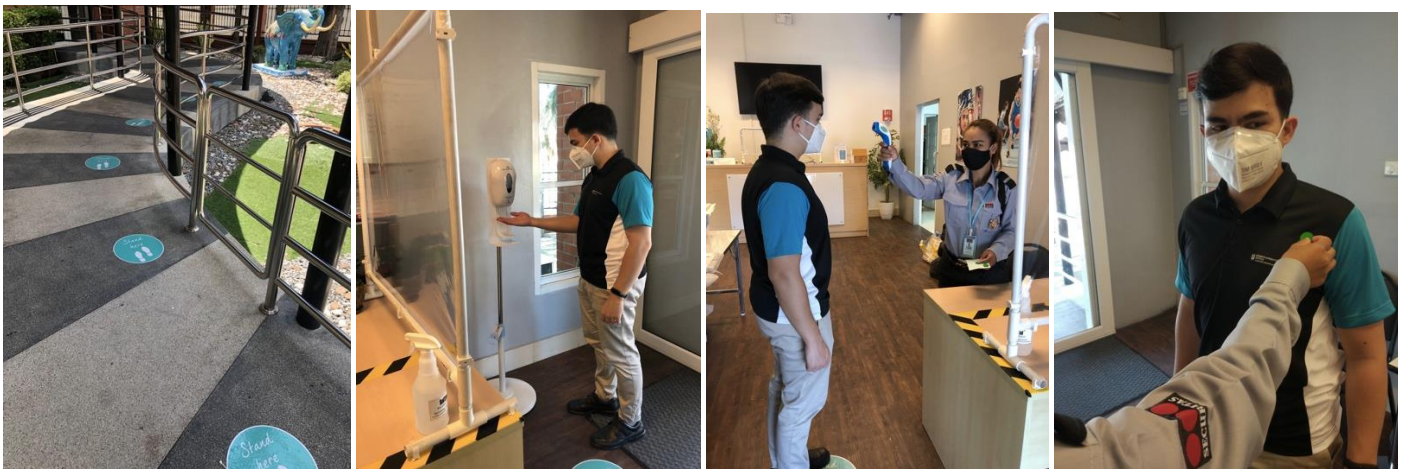

- Disinfecting of all toys each day

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School visits by prospective parents, current parents, other visitors

Procedures

- All visits should be by prior appointment, and if possible, out of hours when no students are present.
- Visitors should be met at Reception and be accompanied at all times when on campus.
- The self-declaration health form must be completed to ensure that any visitor does not have any COVID-19 symptoms, has not had any symptoms for over 14 days and has not been exposed to anyone with symptoms in last 14 days.
- Temperature check is required. Temperature must be below 37.5 Celsius, 99.5 F (forehead) to gain entry. Once checked, visitors will be given a checked sticker. Any visitor displaying symptoms of coughing and/or runny nose will not be allowed on campus.
- Visitors must wear a mask. Spare masks are available at the security desk.
- Social distancing must be maintained.
- Handwashing and sanitising protocols must be followed.

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Boarding

Procedures

- A full deep clean of all boarding bedrooms, common rooms and corridors has taken place prior to opening.
- A self isolation quarantine area is available to enable any suspected or confirmed COVID-19 cases to be managed until an ambulance arrives to take them to hospital

- Staff and student temperatures to be taken every morning and evening within Boarding Houses.
- Foot sanitizing mats at the entrance of each boarding house

- Hand sanitizers at each entrance

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- Only 3 people allowed in bathroom at 1 time to ensure social distancing

- Each boarder assigned their own toilet and shower cubicle (whilst numbers are low)
- All boarders housed in single rooms.
- Boarders should not be allowed guests in their rooms, including other students etc.
- Boarders are allowed to socialise in common boarding areas but will be required to maintain social distancing and must be supervised during group activities.
- Seating areas and corridors set out with social distancing markings.

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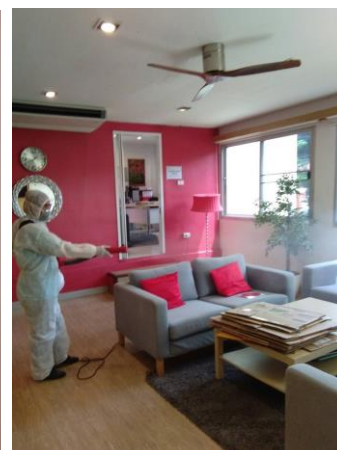E   info@regents-pattaya.co.th

- Posters throughout the houses re-enforce Covid-19 prevention procedures.

- Students encouraged not to share food and drink.
- Communal cooking activities will not take place in Boarding houses.
- Any food deliveries to site needs to conform with local requirements.
- Boarders should not be allowed to leave site unless undertaking supervised activities.
- Boarders will be required to follow all local COVID-19 requirements including wearing of masks, social distancing etc. when attending lessons.
- Clear messaging before arrival on site will explain new operational requirements to parents, staff and students via Powerpoint Presentation.
- Suitable boarding supervision ratios to be maintained at all times.
- Daily sanitizing of boarding houses

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- Disinfecting of all contact surfaces