



## School Reopening Expectations and Guidelines

To guarantee that when school has permission to open, we can provide a safe, secure and healthy environment for staff and students, please read through the guidance below and ensure that it is followed.

### Key Requirements

- Good hand hygiene should be practiced – wash hands and use hand sanitiser as appropriate.
- Masks must be worn at all times inside of building.
- All students must provide their own masks, and these should be worn at all times inside of buildings.

### Pre-Opening

- All staff and students should have been in Beijing for the 14 days prior to school opening
- Staff and students should ensure that they have recorded their temperature daily and recorded it on the form that has already been sent out .
- Staff and students should bring the temperature record sheet with them on Monday 1<sup>st</sup> June 2020.
- Staff and students should confirm on the record sheet that all members of their family are healthy and have not shown any symptoms of Covid-19 infection.

### Timing for the day

Primary		Secondary	
Lesson	Timing	Lesson	Timing
Registration	09.10 - 9.25	Registration	09.10 - 9.25
Period 1	09.30-10.30	Period 1	09.30-10.10
Break	10.30-10.50	Period 2	10.15-10.55
Period 2	10.50-11.50	Break	10.55-11.35
Lunch	11.50-12.40	Period 3	11.40-12.20
Period 3	12.40-13.15	Lunch	12.20-13.05
Period 4	13.15-14.15	Period 4	13.10-13.50
Period 5	14.15-15.15	Period 5	13.55-14.35
Pack up / buses	15.15-15.30	Period 6	14.40-15.20

### Campus Arrival and Entry – Staff and Students

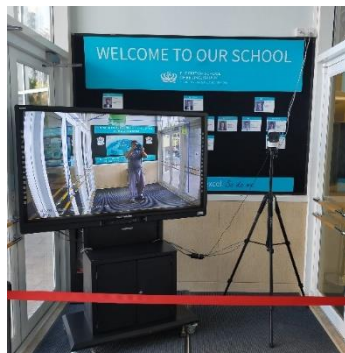
- Students arrive at 9:00am, classes start at 9:30am, primary finishes at 3:30pm, secondary finishes at 3:40pm.
- Students cannot arrive at school before 9am. If students arrive before 9am they need to wait until 9am before they will be able to access the school campus.
- Large school buses will park by the south field gate entrance;



- Smaller buses will enter through the fire gate to the right of the Main Gate and drop off Primary year students at the Adventure Ship playground gate and should proceed to the main entrance of the school.



- Students on the smaller buses will have their temperature checked as they enter the bus. Also, a second temperature check will be done as students enter the school building.





- Students on the larger buses will have their temperature checked as they enter the buses and a second check will be carried out at the south west gate.



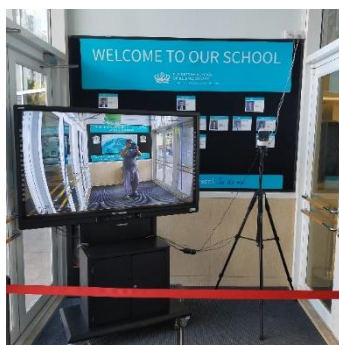
- If there is more than one member of staff or student that needs to have their temperature taken, they should keep one metre distance.
- Students will be screened and have their temperature checked, but it will not be recorded. Students' temperatures will be recorded on the third check by tutors.
- Students/Staff with high temperature; greater than 37.3°C will be sent to the designated separation area.



- In the case of Students, parents will be informed.
- Once on campus, please follow the route signs for directions (see attached route map).

### **Building Entrance– Staff and Students**

As students enter the main building a second temperature reading will be taken using a thermal camera; this is linked to a large screen, that staff and students will be able to check their temperature on.





- As staff and students enter through the main door they should stand momentarily in front of the thermal camera for a reading to be taken.
- As staff and students enter through the south gate and into the entrance by the kitchen they should stand momentarily in front of the thermal camera for a reading to be taken.
- These cameras are linked to the front reception computer to warn duty staff of any high temperature readings.
- Any person that fails a temperature check at the building entrances will be sent to the isolation areas adjacent to the entrance.

### Routes for the students

- Secondary students pass through the south west gate and go across the field to building B directly and should not use the entrance by reception.



- Primary students entering through the south west gate should proceed to Block C by using the entrance at the foyer.
- All students should follow the signs and barriers in the building to their designated year group classrooms. They must strictly adhere to these routes and signs.
- Students will be registered by a tutor/teacher twice during the day.

### Morning Registration

- A paper register will be taken
- Teachers will need to check the temperature of each student and record it on the register.
- Students will need to return to their allocated class groups after lunch and have their temperatures recorded again.





- Each classroom will have a sanitation kit (Box/Tray for each classroom with register, hand sanitizer, gloves, thermometer, list of telephone numbers and procedure flow chart etc.)
- If any students are missing from registration, then in secondary Josie Wang should be notified immediately at the end of registration and in primary Rachel Li must be informed.
- At the end of the day the paper register must be handed into the relevant person as above, where the data will be transferred to a spreadsheet and forwarded to the school nurse.

### Students – High Temperature reading

- Any Students with a high temperature reading should be asked wait inside the classroom.
- All other students should be removed and taken to the backup room.
- The Nurse will come to collect the student
- The central staircase in Block B will be used for any person with a high temperature or other COVID 19 symptoms for secondary students.
- The east end staircase in block A will be used for any person with a high temperature or other COVID 19 symptoms for primary students.
- The Nurse will escort secondary students down the relevant staircase and out of the building, to the isolation and monitoring room (C113) (please see attached map for route to be taken).
- The Nurse will escort primary students down the relevant staircase and out of the building, to the isolation and monitoring room (A111 sub room) (please see attached map for route to be taken).
- Students will have their temperature taken again and if it is normal, they will return to their classroom.
- If a student has a high temperature management members and teachers will be notified.



- Other students should remain in the back up room, until an AYI has come and disinfected the original teaching room.
- The School Nurse will then contact the parents to ask them to collect their child from the school or to meet them at the fever clinic.



- If parents are asked to collect a student, the nurse will escort the affected students to the main entrance of the school.

### Break

- Students and staff do not need to wear masks whilst on the field or outside of school buildings.
- From 1<sup>st</sup> June AQI readings will be used to determine if it is safe for students to go outside.

### Bathroom Usage

Staff and Students are free to use bathrooms as appropriate. If students wish to use the bathroom during lesson time, then they should follow the following procedures:

- They should use the bathrooms on the floor they are having their lessons on
- When they arrive at the bathroom, they should open the door and check that no more than two other people are using them at that point in time
- If there are three people already in the bathroom, they should wait outside, until one-person leaves.
- During Break and lunch time, when bathrooms usage tends to be higher, an Ayi will be on duty.
- Any students that must wait outside for other students to depart, must do so, standing on the marked lines to maintain social distancing rules.



### Lunch

Lunch will be served in the canteen as usual, however some accommodations must be made.

- Whilst students and staff are queuing, they must stay one metre apart.
- Student and staff must also maintain a minimum distance of one metre when they are sitting at the tables. Tables will be marked to indicate where students and staff can sit.
- Once Students have had their lunch they should then go to the field for the remainder of the lunch break.
- Staff and students should enter and leave the canteen through the normal entrance doors.



### End of the Day

School will finish at 15:30 for primary and 15:20 for secondary. Students should leave the premises promptly. If they are on a school bus they should make their way to the car park and board the appropriate bus. If they have private transport they will be collected from the main gate. If private transport is late, they should wait outside the school entrance. Primary students will wait inside the security guard office.



School management team will be on supervision duty at the end of each day.

### Absence Procedures

If staff or students are absent from school on any given day they should inform the school of the reason, outlining symptoms.

Secondary Parents and Students should contact Josie Wang in the Secondary School office ([josie.wang@britishschool.org.cn](mailto:josie.wang@britishschool.org.cn)).

Primary Parents and Students should contact Rachel Li in the Primary School office ([rachel.li@britishschool.org.cn](mailto:rachel.li@britishschool.org.cn)).

In the event of illness, you should remain away from school, until you feel better and inform the appropriate authorities if you exhibit any symptoms associated with the Covid-19 infection.

### Self - Monitoring

Once School starts, students should monitor their temperatures at home every day and the temperatures of immediate family members they are in contact with and inform the school if they exhibit any symptoms of COVID-19 infection. Additionally, students are expected to remain at home, when not in school.

### Transport

Transport to and from school will be provided, following the normal pick up and drop of points for both staff and students (Final details to be confirmed). Staff and students should ensure that they are wearing masks.

