



REGENTS  
INTERNATIONAL  
SCHOOL  
PATTAYA

A NORD ANGLIA EDUCATION SCHOOL

*Be Ambitious Be Regents*

# Regents International School Pattaya School Reopening Plan and Covid-19 Prevention Procedures



**OCTOBER 2021**

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SECTION 1 - GENERAL

## Overview

Regents International School Pattaya (RISP) proposes to reopen the campus for on-site learning at the earliest possible date. This document outlines the safety measures and procedures we have in place to provide the safest possible learning environment for our students and staff. We know that the best learning takes place in person and to that end, we are requesting permission to have students learning on campus. Our proposal to reopen our campus safely to students is based on:

reduced numbers of students on campus and small class sizes

regular testing (ATK) of all students and staff

high vaccination rates for our staff

strict COVID prevention measures (mask wearing, physical distancing and hand sanitizing) and cleaning protocols

small class sizes in a large campus

## Guiding Principles

As we approach the reopening of the school during this pandemic, we continue to be guided by these principles:

1. The health and safety of students, staff and our community are paramount
2. The educational and social emotional needs of students are best provided in a face to face environment on campus
3. Our safety measures and decision making are informed primarily by respected and trusted organisations including but not limited to: the World Health Organization, the Centers for Disease Control and the Ministry of Public Health
4. High quality teaching and learning are provided to RISP students regardless of the learning delivery model (on campus, hybrid, virtual school)
5. Our community is regularly updated and all community members have access to the Senior Leadership Team and support personnel
6. Safety procedures are regularly reviewed

SECTION 1 - GENERAL

## Conditions of Reopening

- The Royal Thai Government gives permission for international schools to open their campuses
- RISPP receives permission from the Ministry of Education, the Office of the Private Education Commission (OPEC) and the Governor of Chonburi

## Covid-19 Committee



**Sarah Osborne-James**  
Principal



**Amos Turner-Wardell**  
Head of Secondary



**Stephen Sharma**  
Head of Primary



**Kirsty Paiboonatanasin**  
Director of Operations



**Susan Dineen**  
Director of Admissions & Marketing



**Alirio Rodriguez**  
ICT Director

SECTION 1 - GENERAL

**ROLES & RESPONSIBILITIES**

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

**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** – 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

**ICT Director** – responsible for IT systems for track & trace and campus access

SECTION 1 - GENERAL

## Communications

Communication is critical for the whole school community.

- From the very start of this pandemic, we have provided updates and important information. All of our communications are available on our parent portal along with other resources about COVID-19 and RISP Virtual School.
- We have also asked for feedback and input from students, parents, and teachers and used that data to adjust our virtual learning to provide the very best possible experience for our students.
- Our School Principal provides the school community with weekly updates on the COVID situation and outlines the safety measures being advised by government agencies.
- 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.
- RISP has effective communication channels to reach our community members quickly, including email, SMS, website and social media.
- RISP will conduct regular panel Q&A sessions with the Principal other members of the Covid Committee.
- Confidentiality - Everyone is asked to remember that personal medical information is confidential. For this reason, we will not announce names of anyone in the community who has contracted COVID-19 or which community members have or haven't been vaccinated. For transparency, the COVID committee will update the community weekly about any statistics, including the number of new COVID-19 cases, if any. Specific information that could easily be used to identify the individuals concerned will be avoided. We ask all community members not to ask questions regarding the identity of anyone diagnosed with COVID or if a member of the community has had a vaccine.



SECTION 1 - GENERAL

## Signage

Signage is visible as soon as members come on campus clearly stating the expectations for mask wearing, hand hygiene, and physical distancing. These signs are at all entrances, in multiple locations around the interior of the school, and are translated into different languages. Regular communications to the community also reiterate the required safety measures to be observed both on campus and in the community.



### SECTION 1 - GENERAL

Signage continues throughout the campus to remind students about wearing masks and washing their hands





## SECTION 2 – PRE-OPENING PROCEDURES

### RISP General Safety 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.
- Health declaration for RISP Community and all visitors is required.
- All students and staff must have a negative ATK test before initially being allowed on campus.
- All visitors must have proof of a negative ATK test (within 24 hours) prior to meeting with any RISP community member on campus. Prior appointment is mandatory.
- An Isolation Unit has been set up with a separate entrance and separate toilet for any suspected cases.



- 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.
- 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.
- 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.

### SECTION 2 – PRE-OPENING PROCEDURES

- Parents are allowed to meet RISP staff by appointment.
- All staff, students and visitors are required to wear face masks when on campus. Students are required to bring a mask from home, but the school has a supply for emergency use.

SECTION 2 – PRE-OPENING PROCEDURES

DMHT-RC Measures

DHMT -RC measures have been put in place around the campus



## SECTION 2 – PRE-OPENING PROCEDURES

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

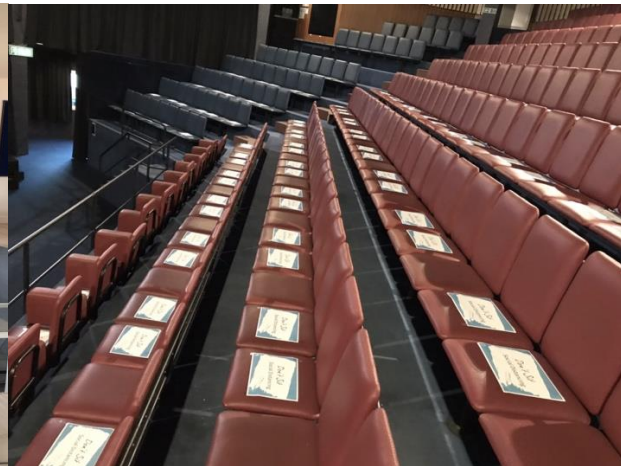
### GENERAL SEATING



### COMMON ROOMS & STAFFROOMS



### GLOBE THEATRE

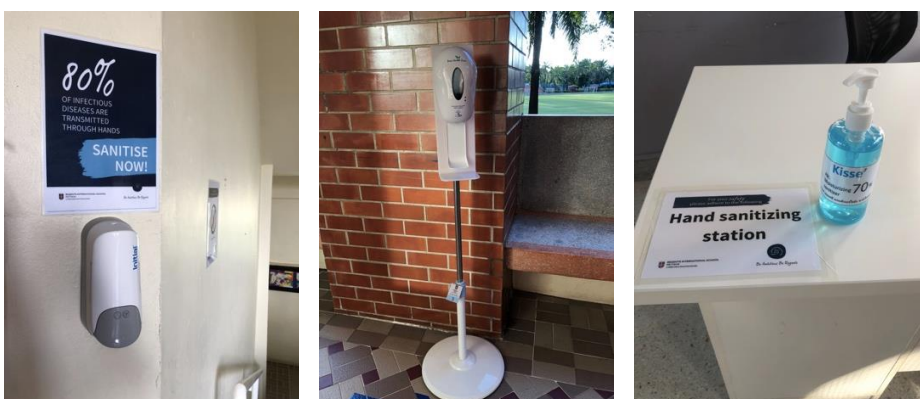




## SECTION 2 – PRE-OPENING PROCEDURES

**M**ask wearing is enforced throughout the campus. Posters reinforce the message and monitoring takes place throughout the day by members of the Covid Committee.

**H**and sanitising facilities are available in all areas of the school and in all classrooms and offices.



**T**esting for temperatures is carried out on entry to campus for all staff, students and visitors.

**R**educed size of classes and other activities.

**C**leaning of contact surfaces is carried out throughout the day. Deep cleaning and sanitizing of classrooms and equipment takes place.

## SECTION 2 – PRE-OPENING PROCEDURES

### Vaccinations

Regents have a high rate of vaccinated staff. We have been able to vaccinate staff locally and some of our foreign staff were vaccinated in their home countries over the summer break.

**92.9%**

of staff have received  
at least one dose

**89.9%**

of staff are  
fully vaccinated (as of 22/10/21)

### Testing

RISP will utilize self-administered home Antigen Test Kits (ATK). Staff and students, vaccinated or not, will be required to do home testing in accordance with local guidance and subject to change . Any staff or students testing positive will need to follow the Covid-19 Positive Case Response Plan.

Boarding students will have tests administered by the school nurse.

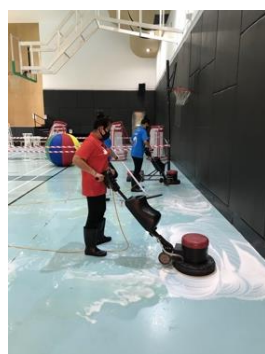


SECTION 2 – PRE-OPENING PROCEDURES

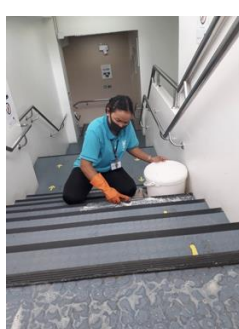
General Cleaning



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



Full deep clean of all corridors and stairs prior to opening



Full deep clean of furniture prior to opening





## SECTION 2 – PRE-OPENING PROCEDURES

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



### Full deep clean of outside areas prior to opening



### Regular Disinfecting of all classrooms and teaching areas



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



SECTION 2 – PRE-OPENING PROCEDURES

**Disinfecting of all toys each day**



SECTION 3 – LOGISTICS

## Daily and Weekly Procedures for Families

1. Parents must supervise twice weekly ATK testing on Monday and Wednesday mornings before school between 7-8 am. Further details will be provided.

2. Any positive tests must also be reported to the PAs who will inform Heads of School immediately.

Early Primary: Khun Nui [thanita.kumsaengtian@regents-pattaya.co.th](mailto:thanita.kumsaengtian@regents-pattaya.co.th)

Primary: Khun Angie [angela.bartley@regents-pattaya.co.th](mailto:angela.bartley@regents-pattaya.co.th)

Secondary: Khun Daeng [arpasara.foojant@regents-pattaya.co.th](mailto:arpasara.foojant@regents-pattaya.co.th)

Boarding: Khun Nink [chatpapha.leearee@regents-pattaya.co.th](mailto:chatpapha.leearee@regents-pattaya.co.th)

3. We are also requiring parents to take their children's temperatures before sending them to school. Students must be symptom free with a temperature below 37.5C, without the use of fever reducing medication, for at least 48 hours prior to attending school.

4. Children and adults who are unwell must stay at home. Teachers and staff will be observant of any symptoms that students might exhibit and follow up accordingly.

## Drop Off and Collection by Parents

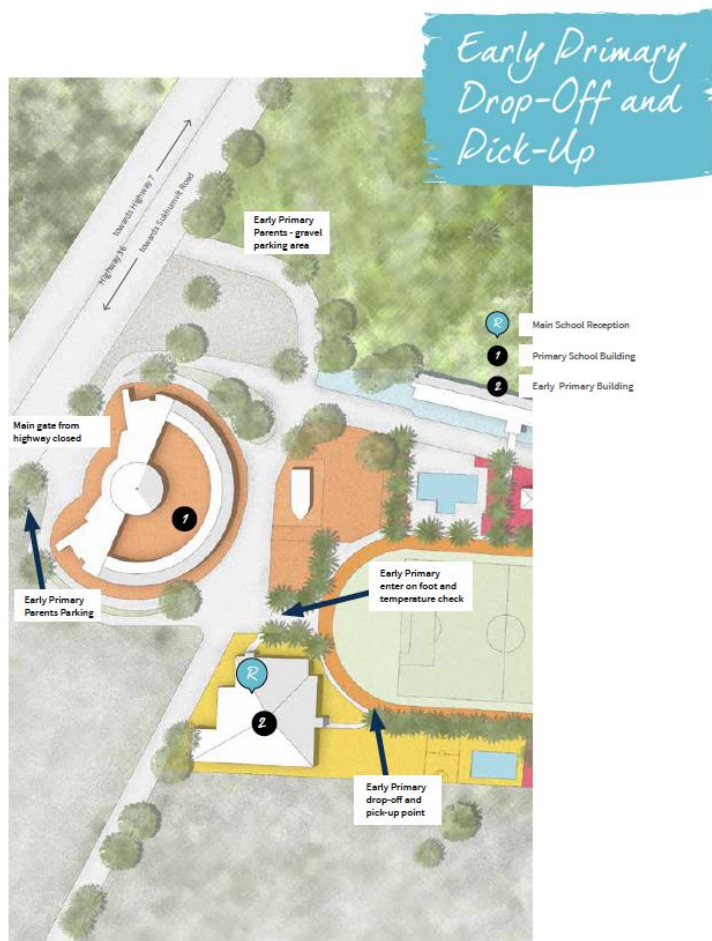
- RISP staff who meet and greet students will wear disposable gloves and masks
- Staggered start time to avoid congestion:  
Primary and Secondary students – from 8:00am  
Lion Cubs, Pre Nursery, Year 1 - 8:10am  
Nursery, Reception - 8:20am





SECTION 3 – LOGISTICS

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 will walk through the small side gate to the Checkpoint tent and have their temperature taken. Temperature must be below 37.5 Celsius, 99.5 F (forehead).
- 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.
- Any children displaying symptoms of coughing and/or runny nose or with a temperature of 37.5 Celsius, will not be allowed into school and will need to go home for further observation.

### SECTION 3 – LOGISTICS

#### **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)





## SECTION 3 – LOGISTICS

### 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 led 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)



## SECTION 3 – LOGISTICS

### 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 have their temperature taken and a visual check by a member of staff.
- Temperature must be below 37.5 Celsius, 99.5 F (forehead).
- They will sanitize their hands and walk on the shoe sanitizing mat.
- **Children will go straight to their classroom.**
- Any children displaying symptoms of coughing and/or runny nose or with a temperature of 37.5 Celsius or higher will not be allowed into school and will need to go home for further observation.



## SECTION 3 – LOGISTICS

### 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.





## SECTION 3 – LOGISTICS

### 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).
- **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.



### 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
- 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.**

### SECTION 3 – LOGISTICS

#### 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

SECTION 3 – LOGISTICS

### School Transport Service

RISP has worked with our transport provider to ensure that strong safety measures are in place and implemented.

**92.8%**

of bus staff have received  
at least one dose of vaccine

**59.5%**

of bus staff are  
fully vaccinated (as of 17/9/21)

#### Key equipment on each bus

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



All buses will be disinfected daily using disinfection cleaning guidelines and disinfection concentration recommendations for infectious disease outbreaks



### SECTION 3 – LOGISTICS

#### Procedures

- All personnel operating the transport must not work if they have any COVID-19 symptoms or have close contact with symptomatic people. Regular ATK testing will be carried out.
- 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 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, using the same seats everyday. 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 indicate any issues with non-compliance and any follow up action will be required by appropriate members of staff.



## SECTION 3 – LOGISTICS

### 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 hygienic procedures.**



SECTION 3 – LOGISTICS

## 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.



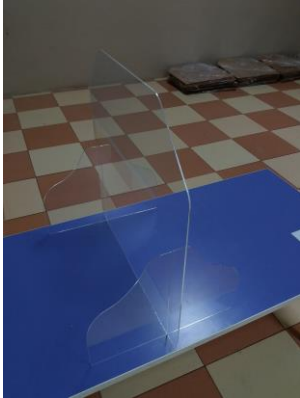
- One point of entry and a separate point of exit (one way system) is in place.



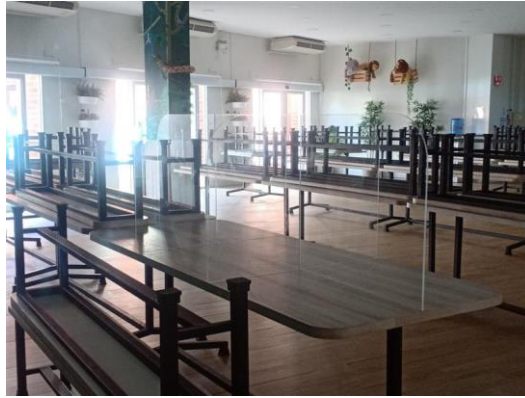
### SECTION 3 – LOGISTICS

- Acrylic partitions separate students whilst eating

**EARLY PRIMARY (2pax)**



**PRIMARY (6 pax)**



**SECONDARY (6 pax)**



### OUTSIDE EATING AREAS

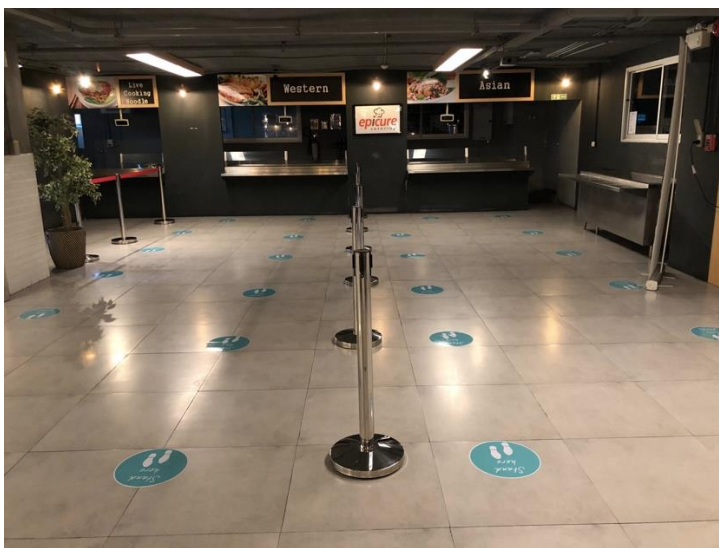


- Students will be served all items of food, there is no self service.
- Cutlery will be handed to person by catering staff (wearing gloves) as part of food collection.
- Cutlery will not be shared by students.
- Students need to use their own water bottles.



### SECTION 3 – LOGISTICS

- 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.

SECTION 3 – LOGISTICS

## Circulation Around School

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

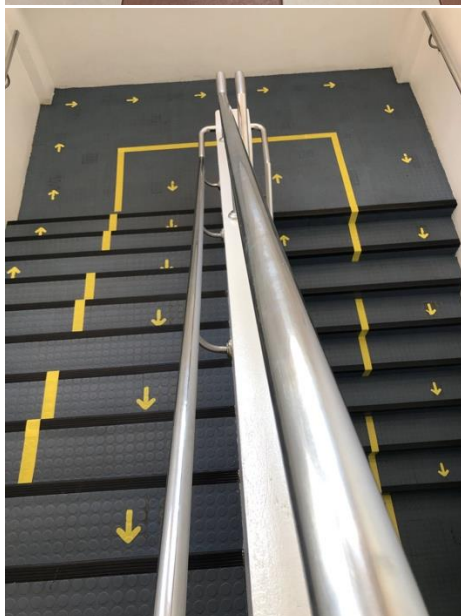
**EARLY PRIMARY**



**PRIMARY**



**SECONDARY**



- 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.



### SECTION 3 – LOGISTICS

- Shoe sanitizing mats are at the entrances to all buildings



- Hand rails are disinfected every hour but students reminded not to touch them.

For your *safety*  
please adhere to the following



*Don't touch the hand rails*

REGENTS INTERNATIONAL SCHOOL  
PATTAYA  
Pattaya International School Pattaya



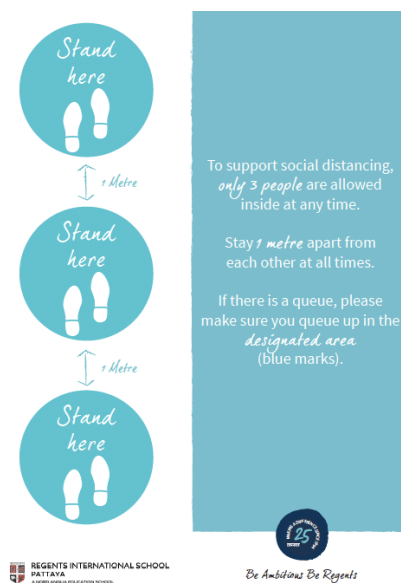
*We Ambassadors the Regents*



SECTION 3 – LOGISTICS

## Toilet Facilities

- 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**



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



### SECTION 3 – LOGISTICS

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



- Single use paper towels



SECTION 3 – LOGISTICS

## Dangerous Waste Disposal

- Dedicated bins around campus for safe mask disposal



- Dedicated bins for disposal of ATK tests



- Dangerous waste holding bin and contract with We Care Life Disposal Company





SECTION 4 – **LEARNING**

**Models for Learning**

Careful consideration is being given to maintaining effective virtual learning options for students who cannot be on campus alongside hybrid learning models that provide for on campus learning in combination with virtual and home learning. Plans focus on the instructional strategies that maintain appropriate physical distancing and include lessons about proper hygiene measures.

**On Campus Face to Face Learning:** this is our desired state as students attend school normally and follow regular schedules. Strong safety and hygiene protocols are in place as well as physical distancing measures.

**Virtual School** utilizes Teams and a combination of online tools and resources to move student learning forward and keep students connected to their teachers and peers. A balance of synchronous and asynchronous activities are used based on developmental levels and learning objectives. Student support services (counseling, Learning Support, EAL) continue to be available online and RISP will continue to do everything possible to meet the social emotional needs of children in this environment.

It is important to keep in mind that virtual learning, when school is also in session face to face, will look different than when all students and teachers are operating in Virtual School.

**Hybrid Learning Model:** On Campus and At Home Learning: (blended model): If, because of government directives regarding physical distancing, we need to reduce the number of students on campus, we will implement this model of learning delivery to include in-person activities supplemented by virtual learning to support students when they are off campus.

**Models for Learning & Risk Indicators**

<b>Risk Indicators</b>	<b>Learning Model</b>
<b>Risk Level is LOW</b>	<b>On Campus Face to Face Learning</b> External indicators are such that the government allows on-campus learning with all students present and following a regular schedule.
<b>Risk Level is MEDIUM</b>	<b>Hybrid Learning Model (On Campus and At Home Learning)</b> On-campus learning can take place with government guidelines dictating the numbers of students permitted on campus at any time and physical distancing requirements. Operational protocols are in place for all aspects of health and safety needs of students, staff, parents, and the community.
<b>Risk Level is HIGH</b>	<b>Virtual School</b> Virtual learning is in place for all students with limited or no campus access, based upon government guidelines and restrictions. Students and teachers will work from home.

SECTION 4 – **LEARNING**

### Learning Resources

- Learning resources such as pens, laptops, iPads may not be shared
- Each teacher will oversee the classroom environment
- Students must bring their own essential learning resources from home
- Students may not bring toys to school

### Managing Breaktime and Lunchtime

- During breaks, students are closely supervised to ensure that social distancing requirements are maintained.
- Different year groups will be allocated different outdoor areas at staggered times.
- 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 environment. These times will be scheduled to allow staggered playtimes, ensuring children are able to remain in their class bubble
- No contact sports are allowed.
- Lunchtimes are staggered to reduce numbers.
- Hand sanitiser to be used before and after play
- Key contact points are disinfected after break (door handles etc).

SECTION 4 – **LEARNING**

### Physical Education and Sports

- All physical education activities are fully planned to maintain social distancing.
- Students required to keep masks on unless instructed otherwise during periods of strenuous activity
- 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.



SECTION 4 – **LEARNING**

## Classrooms and Other Learning Spaces

### 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
- 
- Classrooms are set up to support social distancing requirements of 1-2m. There will be reduced numbers of students on campus at any one time

**EARLY YEARS CLASSROOM**



**PRIMARY CLASSROOM**



**SECONDARY CLASSROOM**



### ICT LABS



### SCIENCE LABS





### SECTION 4 – **LEARNING**

- All contact points in the classroom deep cleaned and 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.
- Seating plans for each lesson to help with track and tracing.

#### 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 separate
- 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.

SECTION 5 – RESPONSE PLANS

**Attendance on Campus/Remote Learning**

- During the initial campus reopening period, parents may choose to keep their children at home and RISP will continue to support student learning at home. There will also be students who are not in Thailand yet, or who are in quarantine and need to be part of the virtual learning. This will not be full virtual school but will be a combination of synchronous and asynchronous learning. This will look different in different parts of the school, based on the developmental needs of students. Parents electing to keep their child home are required to notify the school.
- Students will not be marked as “absent” as long as they are completing their schoolwork.

**Responsibility around Illness & Attendance**

- Any student, faculty or staff member who is ill should not attend school
- All families are required to complete a self-disclosure before entering campus. The Self-Disclosure assures that:
  - No one in our household been diagnosed with COVID-19
  - No one in our household is a “Person Under Investigation” for COVID-19
  - No one in our household been in close contact with someone with COVID-19 in the last 14 days
  - No one in our household has exhibited symptoms of COVID-19 in the last 14 days (dry cough, fever, sore throat, shortness of breath)
  - No one in your household traveled outside of Thailand in the last 14 days
  - Families entering Thailand from overseas will provide the school with a copy of the Quarantine Completion Certificate

*the specific questions on the self-disclosure are subject to change depending on government requirements for reporting*

- All students and staff to regularly self-evaluate their health and risk factor using the Thai save Thai Application

SECTION 5 – **RESPONSE PLANS**

**Emergency Response Protocol**

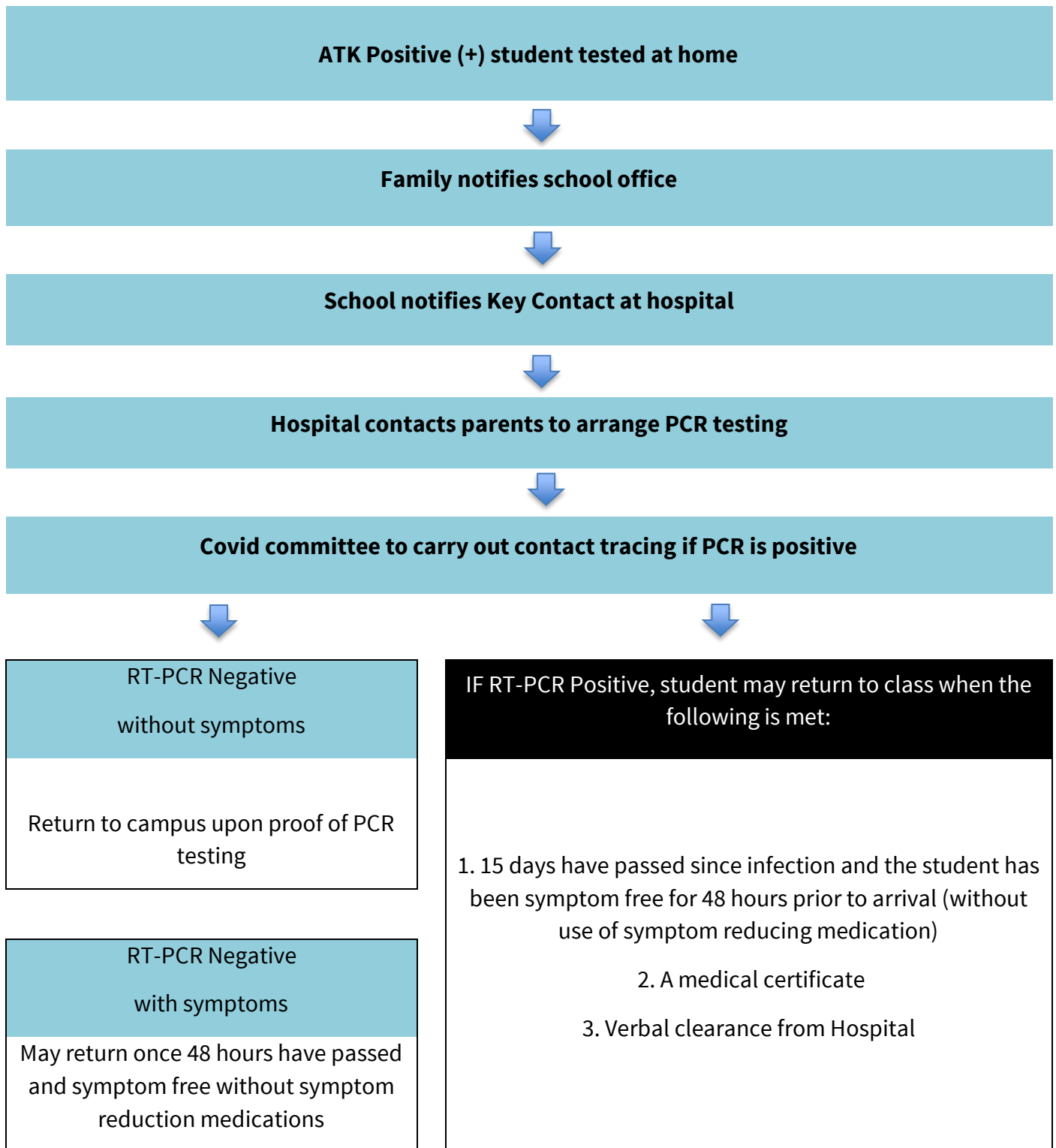
RISP has a detailed response plan in the event we have a positive case in our student/staff community and follows the Ministry of Public Health guidelines and procedures for responding to a COVID case.

If an individual on campus is found to have a positive COVID test result, immediate measures will be taken to move the individual to the designated isolation room and appropriate follow up measures taken.

Any individuals with a temperature or upper respiratory tract symptoms (URI) will be taken to the isolation room. Full PPE will be utilized in the Isolation Room and repeat temperature check will be carried out. Individuals will be isolated until they can return home with either a parent or registered caregiver. The nurse will recommend an antigen test kit (ATK) be performed at home. Results are required to be shared with the nurse upon completion. If the results are positive our contact tracing protocol will be initiated. Any individuals, regardless of Covid-19 testing used, must be symptom free without symptom reducing medication for a full 48 hours before returning on campus.

SECTION 5 – **RESPONSE PLANS**

## Covid-19 Positive Test Response Plan (Day Students)

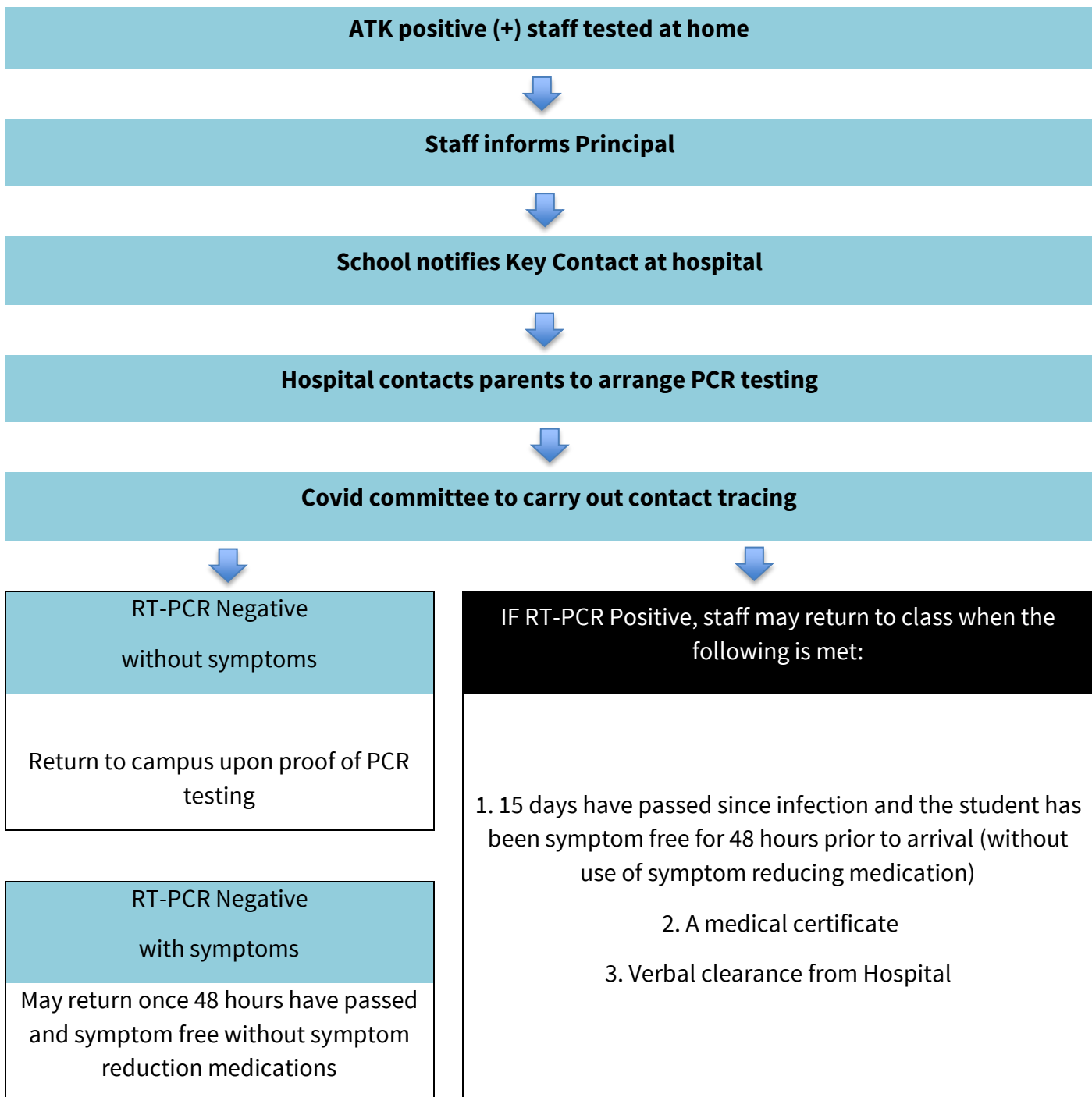




SECTION 5 – **RESPONSE PLANS**

## Covid-19 Positive Test Response Plan (Staff)

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SECTION 5 – **RESPONSE PLANS**

### Close Contact Tracing

Attendance will be taken at the beginning of each class. Classrooms will have assigned seats for students during each class period. This will allow for easier contact tracing in the event RISP is notified of a positive case in the school community.

#### **The Centers for Disease Control and Prevention (CDC, USA)**

Close Contact through Proximity and Duration of Exposure: Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24- hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

Exception: In an indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

SECTION 5 – **RESPONSE PLANS**

**MINISTRY OF PUBLIC HEALTH DEFINITIONS**

**Covid-19 confirmed patient**

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a person who has laboratory PCR results with Covid-19 infection

**High Risk contact person**

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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**

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

**Close contact person**

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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

SECTION 5 – **RESPONSE PLANS**

<b>RISP defines High Risk Contact as:</b>		
<b>WITHOUT A MASK</b> <b>within 1 meter for at least 5 minutes</b>	<b>WITH A MASK</b> <b>within 1 meters for greater than 15 minutes*</b>	<b>THOSE WITHIN THE SAME HOUSEHOLD</b>
<b>Students who have close contact with high risk contact students</b>		<b>Other activities not delineated above including, for example:</b> <b>Walking to class for less than period of time aforementioned with mask</b>

If the school learns that an infected student or staff member has been on campus, careful contact tracing will occur and high risk contacts will be required to self isolate at home. A negative ATK test will be required for reentry to school.



SECTION 5 – RESPONSE PLANS

## School Response Plan on Encountering Incidents

Level of Pandemic Situation		Response Measures	
In Community	In School	Teachers / Students	School
No cases	No cases	<ul style="list-style-type: none"> <li>Carry out DMHTT measures</li> <li>Frequently assess Thai Save Thai</li> </ul>	<ul style="list-style-type: none"> <li>On Site learning</li> <li>Follow Thai Stop Covid Plus(TSC) measures</li> <li>Monitor borders and special cases</li> </ul>
Sporadic cases	No cases	<ul style="list-style-type: none"> <li>Carry out DMHTT measures</li> <li>Frequently assess Thai Save Thai</li> </ul>	<ul style="list-style-type: none"> <li>On Site learning</li> <li>Follow Thai Stop Covid Plus(TSC) measures</li> <li>Monitor borders and special cases</li> </ul>
	1 or more cases in a class/office	<ul style="list-style-type: none"> <li>Strictly comply with DMHTT with emphasis on wearing face masks, keeping distancing 1-2 meters</li> <li>Assess TST everyday</li> <li>Ventilate air-conditioned classrooms every 2 hours</li> </ul> <p><b>High risk contact:</b> quarantine for 14 days</p> <p><b>Low risk contact:</b> observe symptoms and comply with the measures made by the Ministry of Public Health</p>	<ul style="list-style-type: none"> <li>The individual classroom/office will close for an initial 3 days for deep cleaning and return to virtual school.</li> <li>Other classrooms will open for on site learning as normal</li> <li>Random ATK checks and “Sentinel surveillance” every 2 weeks</li> <li>Comply with the measures on TSC Plus</li> </ul>
	1 or more cases in more than 1 class/office	<ul style="list-style-type: none"> <li>Strictly comply with DMHTT with emphasis on wearing face masks, keeping distancing 1-2 meters</li> <li>Assess TST everyday</li> <li>Ventilate air-conditioned classrooms every 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>The individual classrooms/offices will close for an initial 3 days for deep cleaning or measures prescribed by Ministry of Education and return to virtual school</li> <li>Comply with the measures on TSC Plus</li> </ul>

SECTION 5 – RESPONSE PLANS

Level of Pandemic Situation		Response Measures	
In Community	In School	Teachers / Students	School
<b>Clusters of cases</b>		<ul style="list-style-type: none"> <li>Strictly comply with DMHTT with emphasis on wearing face masks, keeping distancing 1-2 meters</li> <li>Assess TST everyday</li> <li>Ventilate air-conditioned classrooms every 2 hours</li> </ul> <p><b>High risk contact:</b> quarantine for 14 days  <b>Low risk contact:</b> observe symptoms</p>	<ul style="list-style-type: none"> <li>Consider on site learning with strict measures</li> <li>For clustered areas, consider school closure and virtual learning following the Committee of Communicable Diseases order in the area based on evidence and necessity</li> <li>Random ATK checks and “Sentinel surveillance” every 2 weeks</li> </ul>
<b>Community spread of cases</b>		<ul style="list-style-type: none"> <li>Strictly comply with DMHTT with emphasis on wearing face masks, keeping distancing 1-2 meters</li> <li>Assess TST everyday</li> </ul>	<ul style="list-style-type: none"> <li>Consider on site learning with strict measures</li> <li>For clustered areas, consider school closure and virtual learning following the Committee of Communicable Diseases order in the area based on evidence and necessity</li> <li>Random ATK checks and “Sentinel surveillance” every 2 weeks</li> </ul>

SECTION 6 – BOARDING

## Boarding General Measures

- 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.
- ATK testing twice a week by school nurses.
- Foot sanitizing mats at the entrance of each boarding house.

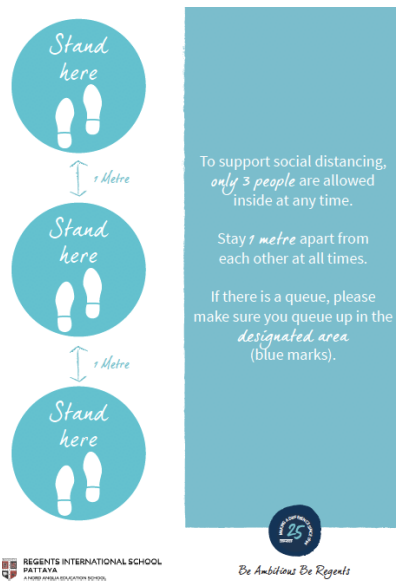


- Hand sanitizers at each entrance



## SECTION 6 – BOARDING

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



- Each boarder assigned their own toilet and shower cubicle
- All boarders housed in single rooms.
- Boarders not 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.



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





### SECTION 6 – BOARDING

- 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

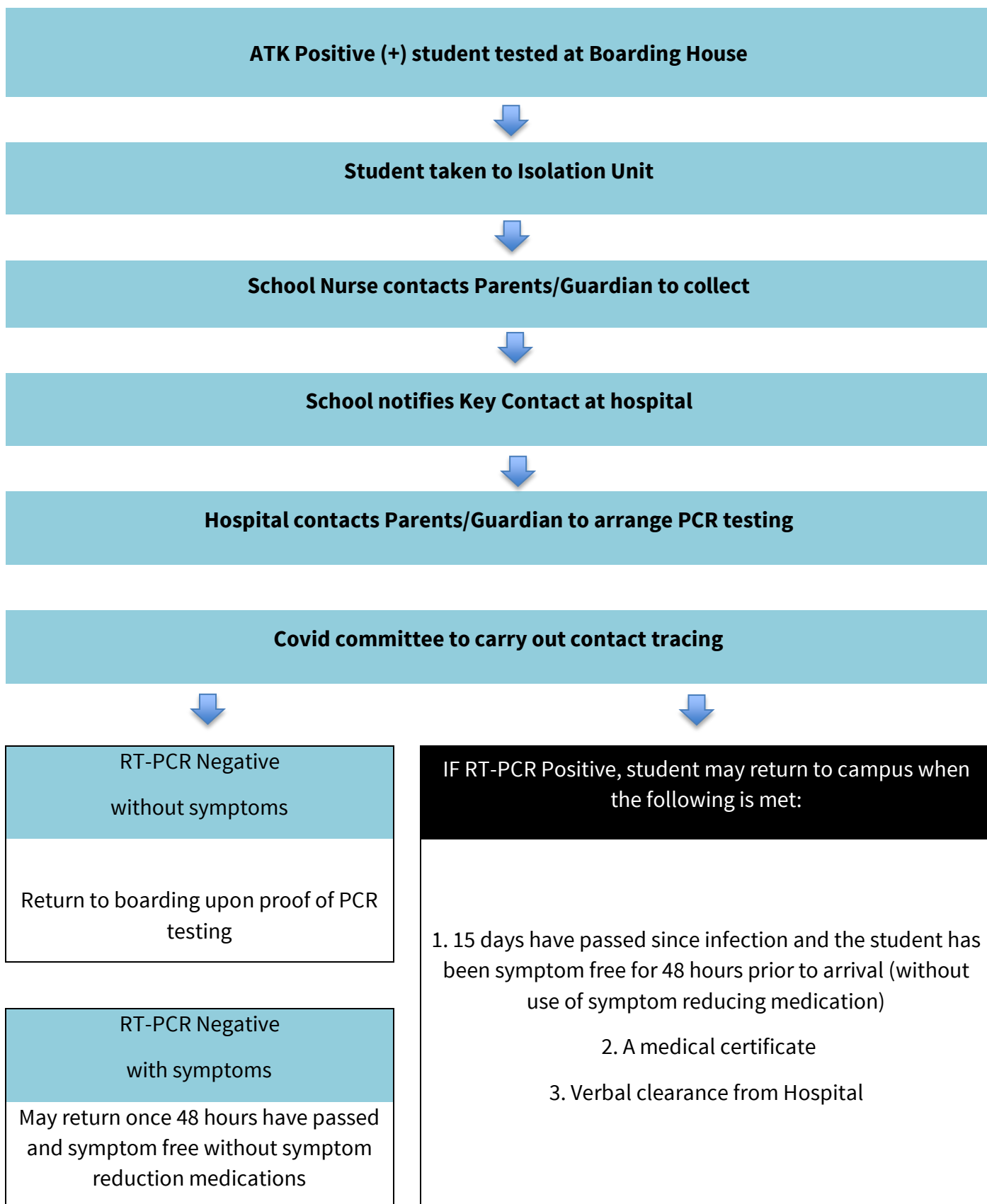


- Disinfecting of all contact surfaces



SECTION 6 – BOARDING

## Covid-19 Positive Test Response Plan (Boarders)



SECTION 7 – VISITOR MANAGEMENT

## School Visits by Prospective Parents, 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.
- Contractors should be met at the back gate (G7). And be accompanied all times when on campus.
- Visitors are required to check in to the Thai Chana App
- 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.
- Visitors may be required to show proof of a negative RTK test (within 72hours)
- 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 desks.
- Social distancing must be maintained.
- Handwashing and sanitising protocols must be followed.

