



## **SAFELY REOPENING OF SCHOOL: GUIDELINES FOR PARENTS**

We, at The HDFC School have created a detailed plan to ensure the safety of all our staff and students for the reopening of the school.

### **PREPARING FOR RETURN TO SCHOOL**

#### *Health:*

1. Familiarize yourself and your ward with the symptoms of COVID-19.
2. Provide the school with your ward's detailed medical history and update the school if any illness occurs / health concerns occur. This will ensure quick medical support if an emergency occurs at school.
3. As a family, create a plan to ensure vaccination of all the household members and follow medical updates for continued protection against the virus.
4. If any family member or the ward has symptoms and/or has had close contact with a suspected or confirmed case of COVID-19, all members should get tested for COVID-19.
5. Our medical experts recommend RT-PCR testing.

#### *Hygiene:*

1. Frequently review and revise hand hygiene (when and how to wash hands or use sanitisers) and respiratory hygiene (cough and sneeze etiquettes) with your ward.
2. Frequently review mask usage. You can help your ward practice how to wear discard a mask.

3. Kindly demonstrate and practice maintaining 2 meter physical distance when outside the house.

*Emotional and Mental Support:*

1. Discuss and prepare your ward for the changes that will occur when school reopens such as changes in school timing and class schedule; physical distancing norms - which means maintaining distance from friends and classmates; no sharing of stationery or others items with anyone else.
2. Sensitize your ward about classmates who may be facing difficulty in coping up with the situation and to create a supportive atmosphere for others.
3. Seek support from class teachers, school counselors or professionals if your ward is facing significant difficulty in adjusting to the changes.

**WHEN SCHOOL REOPENS**

*At Home:*

1. Kindly inform the school if:
  - Your ward or anyone at home is sick
  - Your ward or anyone at home is suspected or confirmed to have COVID-19
  - Your ward or anyone at home has had close contact with anyone with COVID-19
  - You live in a high alert area for COVID-19.
2. If your ward cannot come to school for any of the above reasons, contact the Class Teacher.
3. Lunch break will be given but students are required to eat their meal at their desk only. Also, they are advised to bring water from home. Please ensure your ward has had a meal from home before school.
4. Students will have to use the staircase at school, if any medical condition occurs, inform the school in advance so provisions for lift will be made.
5. Before leaving home, ensure your ward has a personal hand sanitizer, tissues, 2 spare masks, and other personal hygiene items that they may require.
6. Please ensure your ward carries personal school supplies since sharing of stationery and other supplies is not permitted.
7. Please ensure your ward maintains hand hygiene and wears a mask before leaving home.

*At School:*

1. School will be conducted for 5 hours in person.
2. Ensure your ward reaches school at the allotted time to avoid overcrowding.
3. Discourage your ward from touching surfaces and visiting other classrooms. Teachers and staff at school will ensure the same.

*After School:*

1. After returning home, ensure your ward visits the washroom immediately and disinfects all belongings, has a bath, and changes into fresh clothes. Details on safety measures to be followed after school are provided in the student handout.

**PROTOCOLS TO BE FOLLOWED IN CASE OF SUSPECTED COVID-19 CASES:**

*1) Protocols to be followed when symptoms occur (suspected COVID-19 cases):*

*a) IF SYMPTOMS OCCUR AT HOME*

- i) In case the ward experiences any of the following symptoms - fever, dry cough, fatigue, muscle ache, headache, running or blocked nose – he/she must immediately wear a mask (if available) and stay isolated.
- ii) Parents must report these symptoms to the Class teacher and contact the family doctor.
- iii) The student must not come to school until given a clearance from the family physician (text message/photograph of doctor note).

*b) IF SYMPTOMS OCCUR AT SCHOOL*

- i) In case the ward experiences any of the following symptoms at work – fever, dry cough, fatigue, muscle ache, headache, running or blocked nose – he/she must immediately be directed to the infirmary and wear a mask and restrict movement.
- ii) The medical team will take appropriate precautions while examining the person.
- iii) Parents will be informed immediately in case of such cases.

***c) IN CASE OF CONTACT/EXPOSURE TO A COVID-19 PATIENT***

- i) This situation may arise in one of 3 scenarios:
  - (1) Contact with a suspected COVID-19 patient while at school.
  - (2) Contact with a suspected COVID-19 patient while outside school, who has subsequently tested positive.
  - (3) Contact with a person who tested positive for COVID-19.
- ii) In case any of the above situation applies – then, immediately wear a mask, and restrict movement to a confined space.
- iii) If the ward is at school, then immediately go to the infirmary where he / she may be evaluated by the doctor & team before being allowed to go home for 10 days quarantine.
- iv) If at home, home quarantine for 10 days will be observed.

*2) Protocols w.r.t doctor's evaluation & testing:*

- i) If the doctor does not suspect COVID-19:

- (1) The doctor will guide regarding further treatment and the parents will inform the school about the same.
- ii) If the doctor suspects COVID-19:
  - (1) The ward as well as all the other students in the class and teachers who have interacted with the class, will help the school team to identify all the locations they have visited and people they have interacted with in the past 10 days. All the identified locations at the school will be thoroughly disinfected.
  - (2) The ward will follow the protocol to get evaluated, tested and quarantined for 10 days.
- iii) As per the testing and evaluation, one of the following protocols will get activated:
  - (1) Ward tests positive for COVID-19 – Treatment ought to be at Home or Healthcare Facility
    - (a) Isolation and treatment at home, or healthcare facility (based on symptom severity).
    - (b) Trace and screen all close contacts over past 10 days.
    - (c) Disinfection of school will be done by authorized personnel.
    - (d) Resuming of school should be only after written approval from health authorities.
  - (2) Ward tests negative for COVID-19 – Home Quarantine.
    - (a) Self-quarantine at home should be observed on the onset of symptoms for 10 days.
    - (b) Do follow self-quarantine procedures at home.
    - (c) In case of onset of symptoms, report to the school at the earliest.
    - (d) Resume school only after written approval from health authorities.

#### **THE SCHOOL IS TAKING THE FOLLOWING PRECAUTIONS TO HELP IMPROVE SAFETY**

##### *Health Measures:*

1. Maintenance of health records to ensure quick medical support if symptoms occurs within school premises.
2. Daily health monitoring of all staff and students by using the COVID-19 screening checklist.
3. Students at high risk will be encouraged to continue studying from home and provision will be made to ensure that they don't miss out on any school work.
4. Students and staff, are encouraged to get themselves tested as they may live in COVID-19 high-risk areas.
5. Health monitoring will be done for all at the school gate before entry and after exiting school.
6. The school personnel are prepared and trained to handle situations wherein any student or staff is suspected or is a confirmed COVID-19 case.

7. Medical personnel will be present within the school premises for medical emergencies and handling COVID-19 suspected or confirmed cases.

#### *Hygiene and Sanitization:*

1. The school premise will be cleaned and disinfected in accordance to the guidelines, with special emphasis given to high touched surfaces and washrooms.
2. Hygiene products like sanitizers, tissues, wipes and extra masks will be provided at easy to access locations to encourage its use.
3. Students will be reminded, encouraged and monitored by school staff to observe hygiene protocols regularly.
4. Any school resource materials if shared by students will be sanitized before and after use.

#### *Infrastructure*

1. Signages, posters and markings are placed everywhere to reinforce self-screening, hand hygiene and physical distancing.
2. To ensure 2 meters of physical distance, classroom infrastructure has been modified.
3. Must have a sneeze guard on, in place where 2 meters of distance cannot be maintained (for eg. reception/admin area).
4. The school ventilation and air conditioning (HVAC) systems will be adjusted to optimize ventilation systems during the pandemic.
5. Sign boards, coloured tapes on floors or sidewalks or chalk markings will enable smooth movement within the school premises while ensuring physical distancing.

#### *Classes and Recess*

1. Staggered release of classes and washroom breaks will be followed to reduce the number of students in the halls and restrooms.
2. Meal breaks will be given but students are required to eat their food at their desk only.

#### *Transportation:*

1. School bus transportation will follow all safety protocols.
2. Parents who do not avail school bus transportation are encouraged to bring students to school in their private transportation.
3. Walking, cycling or driving students to school is encouraged.
4. If public transport or carpooling is used, ensure wearing of masks, respiratory hygiene and

adequate hand hygiene before commencing and after completing travel. Please engage in contactless payment and if feasible, choose a window seat.

## CHECK LIST

### Overview

Students should be screened every day by completing this checklist before going to school. Students may need a parent or a guardian to assist them to complete this screening tool.

### Screening Questions for Students:

<b>Does the ward have any new onset (or worsening) of the following core symptoms:</b>		
<b>Fever</b> Temperature of 38 degrees Celsius or higher	YES	NO
<b>Cough</b> Continuous, more than usual, not related to other known causes or conditions such as asthma	YES	NO
<b>Shortness of breath</b> Continuous, out of breath, unable to breathe deeply, not related to other known causes or conditions such as asthma	YES	NO
<b>Loss of sense of smell or taste</b> Not related to other known causes or conditions like allergies or neurological disorders	YES	NO
<b>Does the ward have any new onset (or worsening) of the following other symptoms:</b>		
<b>Chills</b> Without fever, not related to being outside in cold weather	YES	NO
<b>Sore throat/painful swallowing</b> Not related to other known causes/conditions, such as seasonal allergies or reflux	YES	NO
<b>Runny nose/congestion</b> Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather	YES	NO
<b>Feeling unwell/fatigued</b> Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury	YES	NO
<b>Nausea, vomiting and/or diarrhea</b> Not related to other known causes or conditions, such as anxiety, medication or irritable bowel syndrome	YES	NO
<b>Unexplained loss of appetite</b> Not related to other known causes or conditions, such as anxiety or medication	YES	NO
<b>Muscle/joint aches</b> Not related to other known causes or conditions, such as arthritis or injury	YES	NO
<b>Headache</b> Not related to other known causes or conditions, such as tension-type headaches or chronic migraines	YES	NO
<b>Conjunctivitis</b> (commonly known as pink eye)	YES	NO