

## Return To School Health & Safety Protocols

In preparation for school return, every campus has been thoroughly cleaned and disinfected. Upon resumption at school, we will continue to maintain the environmental hygiene of our school premises to safeguard the health of our students.

Cooperation from parents and students will be essential for us to maintain a clean and safe environment.

### Parents are asked to note the following procedures:

- Every student must complete the online [Student Health Declaration and Vaccination Form](#) prior to resuming school. **Please complete the form by Friday 12 August.** We will not be able to admit any children on campus without the Declaration.
- The HK government requires all students and staff to take their temperature and complete a negative RAT test daily before coming to school and record it in the [Daily Temperature and RAT Form](#). Please print out this Form and complete the following daily protocols:
  - a. Put in your child's temperature
  - b. Check that the Health Declarations made in #1 above are still accurate
  - c. Sign to confirm that your child has a negative result from the RAT for that day and that your health declaration remains valid. **PLEASE NOTE THAT IF THIS IS CELL BLANK AND/OR THE FORM IS NOT SIGNED, YOUR CHILD CANNOT ENTER THE CAMPUS, AND WILL HAVE TO WAIT OUTSIDE TO BE PICKED UP, OR FOR A PARENT TO COME AND SIGN THE FORM. WE WILL ARRANGE FOR AN ADULT TO ACCOMPANY THEM IN THIS INSTANCE.**
- **If your child tests positive on the RAT,** then please:
  - a. Keep your child (and any siblings) at home and seek appropriate medical advice.
  - b. Inform the school immediately. We will ask you to fill in the [IMS Student COVID Reporting Form](#) by 9:00am. This is necessary as we need to report details of any positive cases daily to the CHP by 10:00am.
  - c. Self-report to the CHP using this [Government COVID Reporting Form](#)
  - d. Keep your child at home for at least 7 days, or until s/he has two consecutive negative results on the RAT, whichever is the later.
- If your child is unwell or shows any signs or symptoms of having COVID-19, please keep them at home. Please do not send your child to school if they have a fever, malaise, dry cough, shortness of breath, or gastro-intestinal symptoms.



- Any temperature above the following reference ranges are considered a fever:

Measuring Method	Celsius Scale °C	Fahrenheit Scale °F
Oral	37.5	99.5
Tympanic (Ear)	38	100.4

- If the range of body temperature for your child is typically above 37.5, please provide a doctor's certificate to your campus admin before school resumes.
- Masks must be worn on the school bus and while at school. Please provide your child with a supply of tissues and 1 extra clean mask each day to bring to school.
- For Full-Day Casa and Elementary we ask that you make sure that your child comes to school with a self-contained lunch that does not require any heating, contains all utensils required and can be packed up in a sealed bag after eating.
- For Casa Half-Day we ask that you provide an individually sealed snack.
- Please provide your child with a full water bottle each day.
- Please provide your child with a small bottle of hand sanitizer that can attach to their bag or fit in their lunch/snack pack.
- Please also review the [CHP advice](#) for proper mask use with your child.
- Anyone accompanying their children to school should also take their own temperature before leaving home.

**Bus arrangements:**

- For the safety of all bus children, please note that if your child is sent on the bus without completing the Daily Temperature and RAT declaration form, bus service may be suspended for your child.
- Every student must wear a mask while on the school bus.
- Upon arrival at the school, all students must remain seated until school staff come to the school bus to assist the students to disembark in an orderly fashion.
- After disembarking, students will walk toward the school in a manner where they do not walk close to one another.

**Hygiene and Seating Arrangements of School Buses:**

- Castle Brothers will ensure that the bus compartments are clean and disinfected. Special attention will be paid to the seats, handrails and seatbelts.



- Castle Brothers will maintain good ventilation in school bus compartments and wash and check filtering facilities and pipes of air conditioners so as to ensure proper operation. They will open windows if possible and safe.
- Drivers and bus mothers all satisfy Vaccine Pass requirements, take the RAT daily, and will wear masks on the bus.
- Castle Brothers will maximise the use of space in the school bus compartment in order to allow students to distance themselves if feasible.
- Bus drivers and Bus mothers will check their temperatures before going to work.

**Upon arrival at school:**

- Please follow the directions of your campus administrators for any procedures for arrival and pickup. Please help us by avoiding crowding at the school entrance.
- Parents will not be allowed to enter the school campus unless they are accompanying a Foundation child or a new Casa child in the first few orientation days. All Casa dei Bambini children should enter the campus on their own so that additional adults are not required to come on campus. We will have additional staff at the door to help children walk to class, as needed. In light of this, please prepare your child to say good at the entrance.
- IMS will check every student's temperature upon entering school. If a student registers with a forehead thermometer (37.5 C or more) they will immediately be isolated and will need to be picked up by the parents from school if they came by bus or will need to return home if a walker.
- IMS will have hand sanitizer available and require every student to use at entrances and exits as well as classrooms, bathrooms, and other learning spaces.

**While at school:**

- Classrooms and learning spaces have been prepared to allow for appropriate social distancing and avoiding situations that create crowds.
- Teachers will be educating children that hand hygiene should be performed properly before touching eyes, noses or mouths and before eating. We will also be promoting good respiratory hygiene, and integrating disease prevention and control in daily activities and lessons.
- Elementary children will eat lunch in the Hall in one of 3 shifts between 11am and 1pm, with disinfection between each shift. They will be seated at a distance of 1m from each other. Full-day Casa children will also eat in a dedicated space on campus at a distance of 1m from each other.

**How you can help prepare your child:**

- Please encourage your child to speak with you or a teacher if they have any concerns about their health either at home or at school straight away.
- Please reinforce all good hygiene habits with your child at home.
- Help your child understand that we need to give everyone as much personal space as possible; this will be difficult at times, especially when returning to school.
- Help your child be patient - for entering the school and moving around the school
- If you feel more comfortable with your child bringing in their own pencil case and stationary for their own personal use, you are welcome to, but please name every item clearly.

**IMS will ensure:**

- All our staff satisfy the Vaccine Pass, and take their temperature and the RAT daily. Our staff have also completed a health and travel declaration.
- Any staff member who experiences respiratory symptoms or other symptoms of COVID19 will be required to remain at home and seek medical advice immediately.
- We will require all staff to wear masks at all times, unless they are alone in their room, and to practice good hand washing and respiratory hygiene.
- Any staff member or child who develops respiratory illness symptoms during the school day, or who registers a temperature with a forehead thermometer (37.5 C or more) will immediately be isolated and will need to return home.
- If the isolation space is not available, we will maintain at least a 6-foot distance between ill persons.
- All teachers, school nurses and admin staff will be aware of and look out for symptoms of COVID-19 among students. Any student who has signs and symptoms will be sent immediately to the school nurse or admin.
- IMS will implement a school absenteeism monitoring system to track student absence and follow up closely with parents.

**Visitors to IMS:**

- **Only visitors deemed essential to the running of the school, and parents who are coming for special events or volunteering will be allowed access to the campus.** For any adults coming to campus for special events such as orientation or volunteer activities, the Vaccination Pass Requirement continues to be in force, which means that adults will need to fulfil the Vaccination Pass Requirements using the Leave Home Safe App unless otherwise exempt, to enter the campus. (Pending any further changes from the government). Visitors will also need to declare that they have tested negative on RAT on the day of the visit.



- We ask that parents do not request to enter the campus during arrival and dismissal hours. Please make an appointment with your campus admin if you need to meet with a staff member.

**Social Emotional and Mental Well-Being:**

- Wellbeing support will continue to be provided for all students and will be built through various classroom activities and experiences in line with best practice and Montessori philosophy.
- We are aware of the mental and emotional toll that the pandemic continues to impose on everyone in our community, especially our children. Our teachers will devote much time and attention during the first few days to making sure that our children feel connected with school and each other, and that they understand our COVID procedures.
- At the Elementary level, we will continue with the following practices:
  - “Morning check-in” is available for any students who wish to connect with one of our wellbeing team about anything that is concerning them
  - Student Wellbeing Surveys will be conducted periodically
  - CAS and well-being project sessions will be conducted to support the children with the development of their social, emotional and mental well-being
- Our pastoral staff will work together with faculty to provide the necessary support for all our students. In addition to this, our Elementary student council will be re-established this school year. This is an opportunity for all students to have their voices heard. Each class will have one council representative that will attend meetings and take action to help improve the school experience for all.

**Identification of a COVID Case within our community:**

The EDB requires each school to report the results of the RAT tests daily. If the positive rate reaches or exceeds 5% of the population, or it exceeds 10% for any particular class, then the CHP will investigate. We understand this to mean that schools will not be closed if the school does not reach these levels. Also, children and teachers on campus or in the same classroom as the confirmed case will not be treated as “close contacts” from an epidemic prevention perspective.

**Please do not send your child to school if they show any symptoms of COVID-19.**