


# "Our Next Normal"

## A safe return to physical school strategy and matrix

Action category		Actions taken by the school
Access to school	At the entrance	<ul style="list-style-type: none"> <li>• Access into the building and on campus will be provided only if the person's temperature is not higher than 37.0°C and doesn't present signs/symptoms of acute viral respiratory disease</li> <li>• Anyone entering the school must wear a face mask that will cover the mouth and nose</li> <li>• Socially distanced lines are in the front of school</li> <li>• Each entrance will be used by certain grades. The informative signs will be put on each entrance</li> <li>• Hand sanitizer and disinfectant mats will be placed at each entrance</li> <li>• Temperature will be taken at each entrance by appointed people. In case the temperature is higher than 37.0°C, the temperature will be double checked by the school nurse in a special designated place.</li> <li>• Any symptoms of acute viral respiratory disease identified at this point, including temperature higher than 37.0°C, staff or students, then the individual is isolated in a designated room and arrangements made to be collected and for medical attention.</li> </ul>
	Students	<ul style="list-style-type: none"> <li>• Each child will have spare face masks and hand gel as part of their equipment</li> <li>• Students must come to school only in cleaned daily clothes</li> <li>• After entering the building indoor shoes for primary school to be changed</li> <li>• Equipment brought into school at an absolute bare minimum. Students are expected to bring in only items and materials needed exclusively for the learning process</li> </ul>
	Parents	<ul style="list-style-type: none"> <li>• Parents will not enter the school gates unless they have an appointment (see details below)</li> <li>• Parents can go to the Administration through the administration entrance</li> <li>• Parents can come to administration as follows: Monday to Friday – after 15:00. Every appointment should be set by phone in advance:               <ul style="list-style-type: none"> <li>- Reception 062022210</li> <li>- Accountant Office 062022213</li> <li>- Uniform shop 069500062</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Meals 079900171</li> <li>• The purchased textbooks will be distributed to students by the classroom teacher</li> <li>• Parent/Teacher conferences will take place online</li> </ul>
	<b>Visitors</b>	<ul style="list-style-type: none"> <li>• Access to the campus will be kept to a very strict minimum to reduce the chances of transmission</li> <li>• Visitors can come to school by appointment only</li> <li>• Visitors should respect all the rules regarding disinfection, wearing the mask and physical distance</li> </ul>
<b>Hygiene</b>	<b>Social distance</b>	<ul style="list-style-type: none"> <li>• No handshakes, no hugs are allowed</li> <li>• The desks will be arranged in such a way as to ensure social distance between students</li> <li>• The space for the teacher in the classrooms will be marked accordingly with dividing lines</li> <li>• Students will stay in allocated classrooms (Primary and Gymnasium). Teachers will move from classroom to classroom, with the exception of the special classrooms, such as labs, IT, PE.</li> <li>• The number of outdoor activities will be increased</li> <li>• Socially distanced lines are place at the canteen, in front of the toilets and on the corridors</li> <li>• Hallway arrows on the floor will indicate which direction to move in</li> </ul>
	<b>Respiratory protection</b>	<p><u>STUDENTS:</u></p> <ul style="list-style-type: none"> <li>• The face mask must be worn all the time, besides when eating or sitting at their own desk in the classroom and outside. Students starting with grade 6 will wear masks in the classrooms</li> <li>• Every person should keep the masks in 2 clearly labeled cases: for clean masks and for used masks</li> </ul> <p><u>STAFF:</u></p> <ul style="list-style-type: none"> <li>• Every staff member will wear a face mask. It is mandatory while moving through the school and being in the same room with other people. It is not necessary while he/she is the only person in a room and while eating</li> <li>• Every teacher is responsible for airing the classroom during each break for optimum air flow</li> </ul>
	<b>Hands hygiene</b>	<ul style="list-style-type: none"> <li>• Each entrance, each classroom and each office will be equipped with disinfectant</li> <li>• Students will be guided by the teachers to wash the hands frequently</li> <li>• Students are required to wash and disinfect hands before and after the PE lessons</li> </ul>
	<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• All PE equipment will be disinfected before each new class</li> <li>• Disinfection of balustrades, door handles and frequently used surfaces will take place at each break</li> <li>• The number of sanitizations (daily, deep cleaning) of all rooms (classrooms, corridors, toilets) of the school is adjusted according to the authorities' requirements for the reopening of schools</li> </ul>

<b>School day</b>	<b>Timetable</b>	<ul style="list-style-type: none"> <li>● School will operate a full school day</li> <li>● Clubs and Homework will be provided</li> </ul>
	<b>Classrooms</b>	<ul style="list-style-type: none"> <li>● The distance between students in the classrooms will be of 1 m.</li> <li>● Classrooms will be aired during the breaks</li> <li>● Each student should have their own stationary. No sharing of stationary is permitted.</li> <li>● The school recommends that students bring their own devices to school when needed in class in order to avoid the use of common equipment and to reduce movement through the school</li> <li>● When students need to change the classroom (ex, IT, Chemistry, PE) they will follow hallway arrows on the floor which will indicate the direction to move in</li> <li>● PE lessons will be conducted outdoors whenever weather permits</li> </ul>
	<b>Breaks, Bathrooms</b>	<ul style="list-style-type: none"> <li>● Physically distanced spacing in place and signs to remind</li> <li>● No more than 3 students will be allowed in bathrooms at one time</li> <li>● Courtyard will also be used for the breaks</li> <li>● Children's play park will be used within different hours</li> </ul>
	<b>Water</b> 	<ul style="list-style-type: none"> <li>● For the use of cooler it will be mandatory using the hands sanitizer</li> <li>● Only bottles with a wide opening will be accepted for the use of coolers (see an example in the picture) * <i>Model available in the uniform shop</i></li> </ul>
	<b>Meals</b>	<ul style="list-style-type: none"> <li>● Every student will wash hands at the entrance to the canteen.</li> <li>● The masks will be worn in the canteen, besides while eating</li> <li>● Limited number of students will have access to the canteen at the same time</li> <li>● Social distancing markings will be placed for the queue</li> <li>● The tables are arranged in such a way as to allow the respecting social distance</li> </ul>
	<b>Staff rooms</b>	<ul style="list-style-type: none"> <li>● No more than 3 persons are allowed to work in the same staff room</li> <li>● Teachers will use Library for work, as well</li> </ul>
	<b>Homework, Clubs</b>	<ul style="list-style-type: none"> <li>● Homework will be done with the teacher in the same classroom during the school day</li> <li>● Clubs will be provided at school</li> <li>● The list of clubs will be approved for each grade</li> </ul>

		<ul style="list-style-type: none"> <li>• The club will involve only the students of one class. The reason is to avoid mixing the students from different classes</li> <li>• Activities will not involve sharing the equipment</li> </ul>
	<b>Library</b>	<ul style="list-style-type: none"> <li>• The books won't be loaned out to reduce chances of transmission</li> </ul>
	<b>Oak Centre</b>	<ul style="list-style-type: none"> <li>• The Oak Centre won't be used by the students</li> <li>• It will be used as a classroom, staff workroom and a meeting space</li> </ul>
	<b>Excursions</b>	<ul style="list-style-type: none"> <li>• Excursion will not be allowed</li> </ul>
	<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Assemblies will be conducted online, as on the DLP</li> </ul>
	<b>Teacher-Parent Conference</b>	<ul style="list-style-type: none"> <li>• Teacher-Parents Conferences will take place in the same format as usual, only online</li> </ul>
<b>Quarantine</b>	<b>Quarantine symptoms procedure</b>	<ul style="list-style-type: none"> <li>• If a child presents any symptoms of acute viral respiratory disease or the temperature is higher than 37.0°C, the teacher should call the school nurse immediately</li> <li>• A separate entrance/exit will be reserved for the persons with symptoms of acute viral respiratory disease or with the temperature &gt;37.0°C</li> <li>• The special isolation room will be used for this cases</li> <li>• Parents will be announced immediately by phone and they should pick-up the child in max 1 hour</li> <li>• Returning to school will be possible only when parents present the medical certificate with 3 stamps, attesting that the child can attend groups of children</li> <li>• During the quarantine students will learn through a DLP</li> </ul>
	<b>Students</b>	<ul style="list-style-type: none"> <li>• In case If one of the students is tested positive with Covid-19, the whole class will be quarantined for 14 days. Siblings do need to be in isolation as well.</li> <li>• Students in self isolation/quarantine will access education through a version of the DLP with a web camera in class and tasks set so they are part of the class</li> <li>• For children who have been tested positive with Covid-19 and in case of any disease, for return to school it is mandatory to present the medical certificate with the 3 stamps, as a confirmation that the child can attend groups of children</li> </ul>

	<b>Teachers</b>	<ul style="list-style-type: none"> <li>• The teacher will teach remotely the class supported by a staff member in the physical classroom</li> </ul>
<b>Other issues</b>	<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Every student should have a seat assigned to him/her.</li> <li>• Masks will be worn on the buses, hand gel will be available and buses will be cleaned daily</li> </ul>
	<b>Uniform shop</b>	<ul style="list-style-type: none"> <li>• The uniform shop will operate under the rules of the campus being open under physical distancing safety</li> <li>• Parents can have access to the uniform shop by appointment only (see details above)</li> <li>• Access to the uniform shop will be allowed only for one family at a time (child/children with one parent/adult)</li> <li>• Wearing a face mask is mandatory inside the shop</li> </ul>
	<b>Celebrations</b>	<ul style="list-style-type: none"> <li>• Due to the pandemic situation, birthday celebrations are not allowed at school</li> </ul>