

# COVID-19 Outbreak Prevention Operations within the School



UNITY CONCORD INTERNATIONAL SCHOOL  
272 Moo 2, T. Nong-Phueng, A. Sarapee  
Chiang Mai Lampang Superhighway  
Chiang Mai, Thailand 50140  
(053)142-517

# **COVID- 19 Outbreak Prevention Operation in the School**

## **New Corona Virus Strain 2019 (COVID-19)**

Educational institutions are places where there are many students, often at high risk. Without a management system, it could cause an epidemic of Covid-19 virus among the children. The data suggest that most COVID-19 infections in children are rarely symptomatic (or showing symptoms) and the severity for complications is very rare. However, if there is an outbreak among children, it will have a greater impact on society or to people close to them, such as: teachers, parents, and the elderly, who might be infected by the children.

Unity Concord International School considers safety as a priority. Therefore, the measures and policies are implemented by adhering to control measures, ensuring safety from the potential spread of the virus.

These are as follows:

### **1. Practical School Measures for Parents/Students and School Personnel**

#### **(Prior to Opening the campus)**

- Human Resources Directors and other assigned school staff will collect health and travel history information from staff, students, parents and relevant outsource workers for the past 14 days and will submit the information to the nurses.
- The Project Manager in coordination with the Deputy Director of Facilities will allocate clear usable space, prepare classrooms, nap areas, communal learning space (shared space), canteen, and recreational spaces by following strict social distancing of not less than 1 meter between persons with clear signage installed across the school campus.
- The Deputy Director of Facilities will ensure an overstock of supplies and disinfectants. The school will maintain a surplus stock of disinfectants, soaps, and hand sanitizers. The Deputy Director of Facilities will ensure the housekeeping personnel has been trained on proper procedures regarding disinfecting classrooms before, during and after school. Completed Training: June 15-19, 2020
- The school campus will be outfitted with signage and arrows to prevent overcrowding at entrances. The school will also open additional entrances to prevent overcrowding. Parents and guardians will not be permitted to exit their vehicles during arrival/dismissal to prevent overcrowding. Additionally, parents and guardians are not permitted to walk their students to the entrances, all families must use the drive through to prevent overcrowding. Screening at the entrances will be arranged and temperature checks of all persons coming into campus including students and staff.
- The school campus will be outfitted with hand gel stations at all entrances/exits as well as staircases and throughout the hallways. Restrooms will have additional soap dispensers installed. The canteen will also be outfitted with hand sanitizer stations. Completed on June 24, 2020.
- The school will continue to promote information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission to staff, parents, students, and related parties. Completed regularly March-June and will be continued.

- The school will add additional posters providing kid friendly information on the coronavirus disease (COVID-19), covering how to observe symptoms, school measures and disease prevention. These materials will also be sent home to our parents via Line and Engage.

- The school will reduce class sizes to follow Government guidelines where necessary. Our arrival and dismissal procedures will be modified and students PK-G5 will be dismissed from their classrooms and G6-G12 will be socially distanced on the bleachers. Parents and guardians will not be allowed to walk up to the gate, all parents and guardians will be required to pick-up their students via drive through. Recess times will be separated to ensure social distancing.

### **1.1 For Parents /Guardians:**

#### **Policies on Preparation Practices for Parents and Guardians are as follows:**

1. Ask parents to monitor their child's health. Parents and Guardians will check their child's temperature before leaving home. If a child displays a temperature equal to or higher than 37.5 degrees Celsius and/or displaying signs of respiratory symptoms such as coughing, sneezing or runny nose, mucus, sore throat, difficulty breathing, fatigue, looking unwell, loss of sense of smell and altered sense of taste - they will not be permitted to enter the school and will be advised to seek medical attention. Students will be required to provide a Health Certificate signed by a doctor to ensure that they are safe to come back to school. In case a family member is sick with COVID- 19 or has returned from a place infected with COVID -19, the student will not be allowed to come to school and will be required to follow the instructions of the health authorities. Any family who defies the Government Decree and or breaks quarantine will be referred to the Ministry of Health.

2. IT will create an app that parent's login to and report their child's temperature each day. Prior to the guard and main entrance, a member of IT will ensure parents have submitted the data. If the parents fail to submit the data, they will be turned away and not allowed to proceed to the guard or main campus. The school will not submit the data on the parent's behalf, this would violate the requirements.

3. Parents and Guardians must provide their child(ren) with adequate personal items such as: face mask, handkerchief, water bottle, spoon, and fork (disposable items are accepted). Make sure to clean them every day.

4. Parents and Guardians shall provide soap or alcohol gel and encourage their child(ren) to wash their hands frequently before eating and after each activity.

5. Parents and Guardians should avoid taking their child(ren) to places at risk of COVID-19 disease, or in crowded places. Ensure that they always wear a face mask when outside. Enforce frequent hand washing with soap and water for 20 seconds.

6. Parents and Guardians should take care of their child(ren)'s health by preparing newly cooked meals or a healthy food diet.

7. In the case of distance online learning, parents should cooperate with teachers to provide instructions to students, such as: participating in class, turning in homework and completing projects.

8. Parents are required to pick up their child immediately at the end of school day per the Government Guidelines. Violators will be asked to leave classroom learning and join online classes.

### **1.2 For Students**

### **Policies on Preparation Practices for Students are as follows:**

1. Monitor your own health. If you have a cough, runny nose, mucus, sore throat, difficulty breathing, fatigue or feeling unwell, loss of sense of smell and altered sense of taste- inform the teacher or a guardian immediately to take you to the doctor. In case a family member is sick with COVID- 19 or returning from a vulnerable area and is in quarantine, follow the advice of the health authorities strictly. If you come into contact with a person or family member who is under quarantine, you are required to also remain in quarantine.
2. Use your personal items only. Do not share your spoon, fork, mug, water bottle, handkerchief, or face mask with others. Clean or dispose of personal items after each use.
3. Always wear a face mask in school and prepare to have at least 3 spares.  
  
-Students who remove their masks without consent will be given 1 warning; the second violation will result in a parent/guardian call to pick the student up. If this problem persists the student will be asked not to attend school and instead join online learning.
4. Take off your shoes before entering the classrooms. When placing your shoes on the show rack, do not touch the bottoms.
5. Wash your hands frequently (using the 7 steps to proper hand washing guidelines) for at least 20 seconds before eating and after every activity.
6. Cough and sneeze into a tissue paper or your elbow. Dispose of used tissue in a closed bin.
7. Avoid touching your face, eyes, mouth, and nose. Avoid touching other students/friends in school.
8. Keep at least 1 to 2 meters distance between yourself and others during school, breaks and after school, such as when sitting down and eating with friends. Line up accordingly, observing 1 to 2 meters space from others.
9. Avoid going to crowded places or places in the community at risk of COVID-19 disease.
10. If you purchase a bottled water, it should be marked with your initials or symbols so as not to mix it with the others. Do not share cups, eating utensils, food, or drinks with others.
11. Take care of your health by eating newly cooked food or healthy food options.
12. In case you are absent, talk with your teachers to get the missed assignments and instruction.
12. Do not tease your peers or anyone about being sick as it may cause panic. Avoid discrimination among students. Do not place blame on any person for the virus.

### **1.3 For Teachers**

#### **School Personnel's Policies on Preparation Practices for Teachers/Staff are as follows:**

1. Stay informed about COVID-19, the risk areas, and personal protective measures.
2. Monitor your health. If you have a fever, cough, mucus, sore throat, difficulty breathing, inability to smell and taste- stop working and seek medical attention immediately. In case a family member has COVID- 19 or has returned from a vulnerable area and is in quarantine, follow the advice of the health authorities strictly.

3. Inform parents and students to bring their own personal items and protective equipment, such as: face masks, handkerchiefs, spoons, forks, mugs, water, and other necessary items.
4. Communicate knowledge, advice, or provide ways to prevent and reduce the risk of spread of COVID- 19 virus to students, such as: teaching students how to wash their hands properly, wearing a face mask, reading and obeying guidelines on social distancing, cleaning up and avoiding crowded spaces to reduce exposure.
5. Clean the instructional materials after use. Supervise classroom seating between school tables and cafeteria seats of at least 1 to 2 meters between persons. Direct students to wear face masks at all times and wash their hands frequently.
6. Monitor or supervise the arrival of absent students, those in quarantine, or those who are at risk. Report any symptoms or potential situations such as a breach of quarantine to the nurse immediately.
7. In case a student has a fever, or temperature of 37.5 °C or more, displays one of the respiratory symptoms, immediately notify the school nurse.
8. Teaching Staff will remind students to wash their hands at the end of their teaching period or after an activity that required touching additional materials. Hand sanitizing liquids are present at the school entrance, restrooms, classrooms, and canteen/lunch area.
9. Teaching staff and students must have their own water bottle, utensils for eating and a face mask.

#### **1.4. For School Bus/ School Bus Monitors/School Bus Driver/Bus Students**

##### **Policies on Preparation for School Bus and School Bus Drivers are as follows:**

1. The school bus monitor and drivers' temperature must be checked before they commence work. They will not be allowed to work if their body temperature is at or above 37.5 degrees Celsius. A face mask must always be worn while performing work.
2. The nanny on board will check the temperature and ensure the child has a face mask and will sanitize the students' hands prior to allowing the student to board the school bus. Students with a temperature equal to or higher than 37.5 degrees Celsius or missing a face mask will not be permitted to board the bus.
3. The bus driver, nanny and students will always wear a face mask.
4. The children will be separated by at least 1 seat, a maximum of 6 students on a 15-passenger bus to ensure adequate social distancing.
5. The school bus sanitization will be conducted for every round of use.

#### **1.5 For Cooks/Food Personnel**

##### **Policies on Preparation Practices for Food Personnel are as follows:**

1. Monitor your health. If you have a fever, cough, mucus, sore throat, difficulty breathing, tiredness, inability to taste or smell- stop working and seek medical attention immediately. In case a family member has COVID- 19 or has returned from a vulnerable area and is in quarantine, follow the advice of the health authorities strictly.

2. Wash your hands frequently with soap and water before and after cooking, while selling food, after touching a dirty object, when touching a coin or bank note, after using the bathroom and other times, as necessary. Make sure to avoid touching your face, eyes, mouth, and nose unnecessarily.
3. While performing the chef's work, you must wear a hair net, apron, gloves, face masks, and observe measures in accordance with the correct personal hygiene and apply social distancing with co-workers at least 1 to 2 meters apart.
4. Cover your food. Put on gloves and use food tongs to grab food. Do not eat directly using your hands. Keep items 60 centimeters from the floor and separate all food accordingly.
5. All cooked food must remain at the proper temperature using the steam trays. Use thermometers and measure the temperature of the food regularly. If the food has been out for 2 hours, reheat it using fire, the oven or boil it before serving it again.
6. At the school shops, prepare paper and pens to write down orders to lessen oral communication.
7. Garbage collection should be done using garbage tongs to fill the garbage bag. Keep the bag tight and put it in a rubbish shelter.
8. After completion of different tasks, wash your hands regularly. As soon as you get back home, take a shower and change your clothes immediately.

## **2. School Health Measures to Prevent & Reduce Viral Transmission**

**Policies on Prevention Readiness & Reduction of Viral Transmission are as follows:**

### **2.1 Before School**

- All students, teachers and visitors are required to wear a face mask.
- A Screening Point will be set up at the entrance of the school based on the social distancing guidelines. The School Nurse will check the temperature of each person. If the person's temperature is equal to or higher than 37.5 degrees Celsius, it is considered feverish, and they will not be permitted entry. Additionally, if the said person has any symptoms, such as: cough, runny nose, sore throat, difficulty breathing, he/she will not be allowed to enter the school. If he/she successfully passes the screening- a green sticker will be placed on his/her shirt as a mark. If a student or staff member is turned away for fever or symptoms, their name will be reported to the school director. Please do not argue with the nursing staff. Please do not make excuses such as: its allergies, they are teething, its hot out. The nursing staff are professionally trained, and their word is final, no exceptions.
- As for students, upon arrival at the entrance to the school building, the Nurse will measure the temperature according to the prescribed policy. Parents and Guardians are not allowed to drive away until the Nurse has verified the temperature and that the student is symptom free. The parents will not be allowed to get out of the vehicles. The students will wash their hands with soap or alcohol gel for at least 20 seconds and sanitized their shoes upon entering the gates to each building.
- The Nurse will check the mask of all persons who enter the school. Anyone who does not wear a mask will not be allowed to enter school premise. Only in emergency situations such as: urgent business or a special request, will the school provide a backup mask.

- The Nurse will ask about symptoms, travel history, and for the 14 days quarantine proof (using a passport) and will keep records. Parents and guardians will Scan in and out of the school campus using the Thai Chana application (app).

## **2.2 During the School Day**

- The school will designate spaces for alcohol gel placement and hand washing points such as: at the entrance to the school building, the classroom door, entrance to the cafeteria. The bathroom will also be provided with sufficient trash bins.

- In preparing the Nurse Room, equipment such as spare masks for school children will be made available. Basic health examinations will be facilitated to ensure students receive basic services, including a separation area before they are picked up by their parents in the event of unusual health conditions, such as:

- When the student has a temperature equal to or higher than 37.5 degrees Celsius and/or is displaying signs of respiratory symptoms such as coughing, sneezing, having runny nose, mucus, sore throat, difficulty breathing, fatigue, looking unwell, loss of sense of smell and altered sense of taste.

1. The teacher will bring the student to the nurse room
2. The nurse will check the temperature and record the signs and symptoms to the log record.
3. The nurse will call the parents to request the child go to the hospital and seek medical attention.
4. The nurse room will be disinfected immediately.
5. The student will be quarantined for 14 days.
6. The School will inform the Ministry of Health for investigation.
7. After the quarantine period of 14 days the student should be checked again by a doctor and must provide a medical certificate to come back to school.

When students are sick or cannot study, parents and or students must notify the teacher. The teacher(s) will then prepare instructional materials for the students to make up the missing work and instruction.

Public Relations on Covid-19 will be provided to students, teachers, various media personnel of the school, such as: online media, posters, brochures, and in-room talks to build understanding. This will reduce stress and reduce social stigma in accordance with the guidelines on “New Normal.”

In the classroom and in the cafeteria, the seating arrangement will provide at least 1 to 2 meters of space to ensure social distancing. Clear markings and barriers will be made between the dining tables.

Clears marks/signs will be made in corridors, stairs, and other walkways to prevent physical touch.

Classroom Learning Activities, the school will determine the number of students per room, based on the Governments guidelines for required square meters in classroom spaces. Subgrouping and time-lapse switching will be applied to reduce congestion.

Maximum access to the bathroom will be required for up to 3 persons, with an emphasis on the distance between waiting.

A Head of the Room will be designated as a Health Leader. A Volunteer will be tapped to help take care of fellow students. If something unusual happens, the class teacher will be informed and report the case to the Nurse for advice or action to be taken.

### **2.3 After School Hours**

- The school will measure the student's temperature before returning home.
- Before sending the students to parents, hands will be washed to reduce transmission.
- School measure will be emphasized for safety and disease-free environment.

### **3. Safety School Measures to Monitor Outbreaks**

**Policies on Security Preparation to Monitor Epidemic are as follows:**

#### **3.1 Environmental Health Within the School**

- Proper spacing in various rooms that include classrooms, libraries, meeting rooms, teacher's rooms, Nurse Clinics, the cafeteria, as well as the bathrooms, will be observed. Tables, chairs or seats will be arranged to provide a space between persons of at least 1 to 2 meters, and a mark or indicator will be made clear.
- All teachers, staff, students will always be required to wear face masks.
- Proper ventilation will be observed, such as opening the windows and setting the air conditioner on and off regularly (every 2 hours).
- The school is equipped with numerous fans, windows, air purifiers and air conditioning units to ensure proper ventilation throughout the day.
- All students will place their shoes outside their classroom door.
- There are several safe drinking water stations located throughout the campus, as well as water bottles for purchase.
- Cleaning equipment and risky contact points such as, doorknobs, railings, tables, chairs, beds, and media equipment will be cleaned at least twice per day.
- All clubs, activities, and extra lessons are cancelled.
- All large meetings will continue to take place via Zoom or Teams.
- All sports have been cancelled to avoid close contact of athletes and/or participants.
- In the case where there is a confirmed case of coronavirus 2019 (COVID-19) reported in school, the school will notify the public health officials for further disease investigation, quarantine, and treatment.
- Schedules have been adjusted to ensure students are getting plenty of fresh air and are not staying in AC more than 2 consecutive hours at a time.
- The school has created a COVID-19 Response Team comprised of administrative staff, teachers, nurses, hospital professionals and parents. The nurses will provide daily reports to the school director.

### 3.2 Cleaning

- Adequate cleaning equipment, such as: cleaning agents or cleaners will be prepared, including measuring equipment, garbage bags, water buckets and floor wipes. Personal protective equipment for cleaning operation, such as gloves, masks, clothing, clothes are to be replaced after cleaning.
- The frequency of cleaning has been increased and staff have received training on how to properly disinfect classrooms, restrooms, playgrounds, hand rails, walls, tables, desks, chairs and all other surfaces that students and staff come into contact with. Completed June 24, 2020
- In PK-K3 students will have individual toy bags and will not be permitted to share their toys at any time. The toys will be disinfected each day. Parents and students have been notified that outside toys are forbidden.
- Sports Equipment: All equipment will be sanitized, and checked out to a student, 1 student, 1 ball, no sharing. If students are on the playground, they must maintain social distancing, this will be enforced by teachers and TA's. PE teachers will have games that students can play while being socially distanced.
- Music Equipment: Not permitted to use in instruments, the class will be singing, and the teacher will be playing as instrument.
- Art Supplies: Students will be required to bring their own crayons, markers, and paints to avoid cross contamination.
- Computer Classes: Not permitted, there is no way to sanitize keyboards. Students will follow along with the teacher via smart board or document camera.
- Library: Not permitted, there is no way to sanitize books without damaging them. Instead students have access to MyOn an online library.
- Science Equipment: Not permitted, equipment cannot be properly sanitized without possible damage.

3.3 A surface cleaning product will be used. In case of equipment, 70% alcohol or hydrogen peroxide is recommended to be wiped clean.

3.4 To ensure the safety of the Cleaners, here are some guidelines to follow:

- Wash your hands with soap and water before and after every cleaning.
- Always wear personal protective equipment when cleaning and disinfecting.
- Open the windows and doors while cleaning for ventilation.

3.5 If the surface is dirty, a preliminary cleaning will be done, e.g., moisten the cloth to wipe the area of dust or stains before using a cleanser to disinfect. Disinfection will be done throughout the area before and after every use and focus on areas that are frequently exposed or shared, such as doorknobs, remote controls, small surfaces- with a cloth and prepared bleach.

3.6 The bathrooms will be cleaned using a general cleaning agent. Disinfection of the toilet floor with the use of prepared reagent will be done. It will be left for at least 10 minutes. As for the toilet seats,

lids, toilet handles, knobs, door bolts, toilet paper hangers, sinks, water taps, soap holders, walls, door niches- all these will be wiped with bleached-soaked cloths.

3.7 Cleaning staff will wash the dust cloth with clean water and dry in sun. They will take off their gloves, wash and dry also. They will wash their hands with soap and water.

3.8 It will be ensured that trash is removed daily and disposed of safely. Packages containing cleaning liquids will be separated from general waste and will be disposed of in hazardous waste bins. Other rubbish such as hygiene masks, gloves will be collected and dumped into plastic bags or garbage bags.

3.9 The school will conduct an UVC ozone cleaning in each classroom 2 times per week.

3.10 Even while implementing all the safeguards and protocols, Unity Concord International School will not assume any responsibility or liability for any student, staff or parent who contracts the virus. Each person has a responsibility to be safe, wash their hands and implement their own personal safeguards. There is zero ability for the school to ensure everyone on campus is free from COVID-19, the Flu or the common cold. Each person who enters campus does so knowing that they themselves are solely accountable for their own personal safety when it comes to COVID-19 or any other communicable disease.

**Topic 1: Safety from reducing the spread of COVID-19 (20 points)**

Criteria	Evaluation		Related documents Evidence
	Have Done	Have Not Done	
1. Have quarantine checkpoint, for example, body temperature check for every student, teacher, and visitor before entering the school area?	X		
2. Have measures to observe any related symptoms of Covid-19 such as coughing, sore throat, runny nose, fatigue, difficulty breathing, smelling, and tasting together with recording the health check results for every student, teachers, and visitors before going into school area?	X		
3. Have policy that asks student, teachers, and visitors to wear face masks before going into school area?	X		
4. Have prepared masks for students or visitors in case they need one?	X		
5. Are there sufficient wash basins with soaps in school?	X		
6. Have you placed alcohol gel near the entrance of school building, classrooms, and canteen?	X		

7. Have you arranged tables and chairs in classrooms, canteens, and other places by keeping distance at least 1 or 2 meters?	X		
8. Have marked the signs to indicate position clearly? (Social Distance)	X		
9. In case that classroom could not keep social distancing, there will be the switching of school day for each class or limit number of students per class?	X		
10. Have cleaned up classrooms, special rooms, other rooms, and learning tools before and after use every time, for example, computer room, music room, and sport equipment?	X		
11. Have cleaned up tables, chairs, staircase, elevators, door handles, door locks and windows frequently?	X		
12. Have enough trash bins with cover in every classroom?	X		
13. Have already repaired or maintain doors, windows, and fans in classrooms to be in good condition and ready to use for circulation?	X		
14. Have divided students into sub-groups for classroom activities?	X		
15. Have adjusted or reduced the announcement time or time for related activities after morning assembly?	X		
16. Have organized proper time lapse for student activities and lunch break?	X		
17. Have implemented measures for social distancing when queueing up for school activities?	X		
18. Have determined the use of personal belongings and not shared with others such as glasses, spoons, forks, toothbrushes, toothpaste, and towels?	X		
19. Have a nurse room or area where there could be the separation of those who are at risk of respiratory illnesses?	X		
20. Have leading student who oversees health concerns or volunteers who can monitor health conditions of their friends?	X		

**Topic 2: Learning process (4 points)**

21. Have announcement board or label to introduce good health practices such as how to clean hands in the right way, how-to put-on facemask, how to do social distancing, or other related measures?	<b>X</b>		
22. Have prepared to provide teaching and learning associated with student's age, social, mental, and intelligence development into account?	<b>X</b>		
23. Have measures to limit the time to use social media for student, 1 hour per school day?	<b>X</b>		
24. Have used social media such as website, Facebook, Line, QR Code, E-mail to educate good health manners?	<b>X</b>		

**Topic 3: Covering underprivileged children (6 points)**

25. Have prepared spare face masks for students, especially for small kids?	<b>X</b>		
26. Have adjusted teaching or learning pattern to be in accordance with the spread of COVID- 19 situation?	<b>X</b>		
27. Have measures to support students to get basic healthcare services / universal healthcare coverage?	<b>X</b>		
28. Have measures to clean up, set up suitable environments of dormitory, and having duty schedule? (if school has dormitory or student apartment)	<b>X</b> <b>N/A</b>		
29. Have measures to clean and set up suitable environments in accordance with religious practices, and having duty schedule?	<b>X</b> <b>N/A</b>		
30. Have measures to take care of students who have developmental, learning, behavioral disabilities including Attention Deficit Hyperactivity Disorder and Autism Spectrum Disorder that can be able to study with normal students?	<b>X</b>		

**Topic 4: Welfare and Protection (5 points)**

31. Have prepared a plan to support teaching and learning in case students need to stay at home or in quarantine or the school needs to be closed?	<b>X</b>		
32. Have prepared communication methods to prevent and reduce social stigma?	<b>X</b>		
33. Have implemented measures to reduce the stress of teachers and educational personal?	<b>X</b>		
34. Have conducted a check on student, staff records, checked whether they have done quarantine for 14 days before coming to school?	<b>X</b>		
35. Have set up measures to comply with regulations for student, teacher, and staff who are at risk of having COVID-19 and not take that day as leave or absence?	<b>X</b>		

**Topic 5: Policies (5 points)**

36. Have announcement and communication regarding precautionary measures to prevent COVID-19 for students, teachers, staffs, and parents/guardians by setting up a meeting or online video conference at least one time before or the first day of school?	<b>X</b>		
37. Have policy and precautionary measures to prevent COVID-19 for educational institution in the form of written language or clear evidence?	<b>X</b>		
38. Have school administrative team meeting?	<b>X</b>		
39. Have appointed work group in order to prevent the spread of COVID-19?	<b>X</b>		
40. Have measures to maintain cleanliness of school vans and conduct social distancing while in the van by arranging appropriate seating position and clearly marked?	<b>X</b>		

**Topic 6: Financial Management (4 points)**

41. Have a plan to use budget to prevent the spread of COVID-19 as appropriate?	<b>X</b>		
42. Have supplied preventative tools for COVID-19 for student, staff for example, face mask, face shield, alcohol gel and soap?	<b>X</b>		

43. Have cooperated with funding organizations for example, company, local businesses, or NGO to support prevention and control of COVID-19?	<b>X</b>		
44. Have provided or recruited more staff to take care of students and set up learning environment at school?	<b>X</b>		

**Parent and Guardian Procedures Summarized**

**Prior to arriving to the school campus, I must:**

1. I must submit my child’s temperature prior to leaving my house on the UCIS App:

**When I arrive to school, I should expect:**

1. I must login to the school campus using the Thai Chana QR Code:
2. A member of staff will be stationed in front of the guard tower, they will ensure that you have submitted your student’s temperature prior to arriving on campus.
3. Once they have verified this, they will allow you proceed to the main entrance.

**Dropping my students off, I should expect:**

1. You will drive through the drop off zones, you will not exit your car (unless you are getting a child out of a car seat) you will see staff members stationed throughout the drop off zone on the sidewalks. A staff member will come to your car and take your child’s temperature before you are allowed to leave. If your child is fever and symptom free, they will be allowed to enter the school gates, if they are exhibiting symptoms or have a fever, they will be turned away. There are no exceptions.
2. Before entering the classroom, all students will remove their shoes and wash their hands.

**In the classroom, my child should expect:**

1. To be social distanced, 1-meter. No physical contact with friends and/or the teacher.

**In the cafeteria, my child should expect:**

1. Before entering the cafeteria, all students will wash their hands.
2. To use their own plate/ utensils, these can be disposable, or they can be brought from home each day.
3. To be socially distanced, 1-meter entering the cafeteria, getting food, and sitting down to eat.

4. After their meal, they can wash off their plate and utensils or throw away disposable items. They will then proceed outside for fresh air and a break. They will always be instructed to maintain 1-meter distancing. Students will then be taken to wash their hands.

**During break times and lunches, my child should expect:**

1. They will then proceed outside for fresh air and a break. They will always be instructed to maintain 1-meter distancing. They may not share playground equipment. Students may check out equipment to play with, it will then be sanitized before and after use. Students will be allowed to play on the equipment, it will be sanitized before and after each use. Students will all wash their hands after break.

**After school, during dismissal, my child should expect:**

1. You will drive through the drop off zones, you will not exit your car (unless you are putting a child into a car seat) you will see staff members stationed throughout the drop off zone on the sidewalks. A staff member will come to your car and get your child's name, they will then be called to come to your car.
2. When a child's name is called, the teacher will have them wash their hands and then proceed to your car. Please be patient, as we follow all the protocols and social distancing requirements.

**After I get my child, I should expect:**

1. I must log out of the school campus using the Thai Chana QR Code:

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International Schools of Thailand

Ministry of Education, Thailand

Information authored by: COVID-19 Response Team

**COVID-19 Prevention Team members:**

Amporn Garmolgomut, Chugait Garmolgomut, Patrick Garmol, Tina Ellingsworth, Suphani Phumi Dilig, John Arunski, Paul Farran, Stephen O'Driscoll, Elain Espana, Heather Ivey