



## HAMPTON SCHOOL

### COVID-19 Protocols & Case Assessment Questionnaires *A Guide for Staff, Students and Parents of Hampton School*



Based on the MOEYI Education in Emergencies: A Manual for the Reopening  
of Educational Institutions

## **Protocols for Entry to the School Compound**

- Organize entry points to facilitate temperature checks and hand sanitization of staff, students and all other persons who enter the school compound
- Visitors and service providers who enter the school compound, must adhere to the school's physical distancing and infection control policies as well as the guidelines provided by the MoHW
- Sanitisation stations to include hand wash areas must be established at the entry to the compound in order that security personnel can ensure visitors sanitise their hands upon entry.
- Visitors who register a high temperature reading should not be allowed to enter and will be requested to make contact with school administration via telephone or email instead of face-to-face where possible/necessary
- Develop and maintain daily screening for body temperature for each student and staff.
- Readings must be recorded in a temperature log.
- All procedures should be shared widely with staff, students and parents.
- At the early childhood level, ensure that clean bed linen is available and that the linen is changed after every use (Standard 6.3.4 of the Standards for the Operation, Management and Administration of Early Childhood Institutions).
- Relevant MoHW COVID-19 flyers should be erected strategically throughout the facility to enhance health education activities.
- Post pictures and other visual cues to remind students with special needs of social distancing, mask wearing and other appropriate health practices

## **General Consideration for Employees**

Whilst the major responsibility of ensuring safe environments in which to reopen and operate business, is on the owners / operators, employees also impact the effectiveness of maintaining their safety and health and that of other patrons, users or visitors of the place of business. The following are to be noted by employees:

- Report any signs and symptoms to supervisor, while proceeding to stay at home.
- Employees, who are well, but have sick family members with COVID-19 are to also report the situation and stay at home.
- Keep informed or updated on developments of COVID-19, especially being aware that SARS-CoV-2 can be transmitted within work environments.
- Be compliant with the measures instituted by workplace policies:
  - Wearing appropriate face coverings (cloth masks) or face masks as per the risk and duties to be performed;
  - Maintaining social distancing (physical distancing);
  - Adhering to proper personal hygiene practices; sneeze or cough etiquette.
  - Adhering to the routine cleaning and disinfection measures as per MOHW guidelines (to include handwashing hygiene practices);
  - Avoid touching eyes and nose;

## Measures to be taken in Separating Sick Employees

Employees who appear to have symptoms (cough, shortness of breath, fever, chills, muscle pain, sore throat, new loss of taste and smell) upon arrival at work or who become sick during the day should be immediately separated from other employees, customers, visitors and be sent home.

- Separation from other employees
  - Identify a room that will be used as a sick-bay/holding area. The sick bay should have at minimum an equipped hand-washing station or where not practicable, the provision of a hand-sanitizer station (equipped with the requisite alcohol content - 62% alcohol).
- Sent home arrangement
  - Since employees are presenting with COVID-19 symptoms, safe transportation measures are to form part of the contingency plans for handling sick employees whilst at work.

## Measures to be taken where an employee has tested positive for COVID-19

- Where an employee is confirmed to have COVID-19 infection, employers are to inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the MOHW.
- Deep cleaning and sanitization must be conducted within the facility and special attention made for those areas where the infected person(s) was stationed. This must be done in accordance with MOHW guidelines.
- In the event that a large number of persons become infected, this may result in a site lockdown.
- Allow the MOHW to make formal announcements in the event a team member has tested positive of COVID-19.

**NB:** Visitors and service providers who enter the school compound, must adhere to the school's physical distancing and infection control policies as well as the guidelines provided by the MoHW

## Mask Etiquette

The MOHW advises the wearing of masks in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies).

Medical masks (surgical masks or N-95 respirators) are critical supplies that must continue to be reserved for healthcare workers and other medical first responders. If masks are to be used within the facility, then cloth masks are recommended (see CDC recommendations for cloth masks).

Appropriate use of masks/facial coverings is essential to ensure their effective use and to reduce the risk of transmission associated with the incorrect use and cleaning of masks.

Cloth masks should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops

- include multiple layers of fabric
- allow for breathing without restriction
- be able to be washed and dried without damage or change to shape

If you wear a mask, then you must know how to use it and dispose of it properly. The following information on the correct use of masks are derived from the practice in health-care settings. It is therefore expected that all staff employ the measures or steps listed below:

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Place mask carefully to cover mouth and nose and tie securely to minimize and any gaps between the face and the mask;
- While in use, avoid touching the mask;
- Remove the mask by using appropriate technique (i.e. do not touch the front but remove the lace from behind or using the ear loops);
- After removal or whenever you inadvertently touch a used mask, clean hands by using an alcohol-based hand rub or soap and water if visibly soiled
- Replace masks with a new clean, dry masks as soon as they become damp/humid;
- Do not re-use single-use masks;
- Discard single-use masks after each use and dispose of them immediately upon removal in a closed bin.
- Students may only be allowed to remove the face coverings in a controlled classroom setting where physical distance is 3 feet and where general social interaction, as well as, movement is restricted.

**NB. Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.**

### **General Guidelines to maintain Social/ Physical Distancing**

- Enforce established social distancing guidelines - 3ft distance. Utilize special markers to encourage social/physical distancing (example marks on the floor, seating arrangements in classrooms and on buses or other vehicles operating on behalf of the school).
- Create awareness to ensure that students or staff do not congregate /socialize when **entering or leaving** the school and in their free time
- Discourage crowding during school pick-up and drop off times
- Encourage pick up by family or community members if possible. **(Elderly family members with comorbidities should be excluded from this task)**
- Where necessary, redeploy available staff to ensure the appropriate adult to child ratio that will allow for the adequate monitoring of students
- Seating in the classroom should be spaced to cater to students and teachers being 3ft apart. No group work setting must be facilitated unless students can observe the

social/physical distancing rules. If possible, group work can be moved to an online platform.

- Reduce the sizes of Physical Education classes by 50 – 60% in order to allow the teacher to effectively ensure the use of physical distancing practices
- Ensure that students are engaged in phased exposure to the new operating standards in order to ensure adherence to protocols. **Reference Phased Resumption Plans for the Reopening of School for the Academic Year 2020/2021**

### **Physical Distancing Measures for Boarding Institutions**

Administrators of institutions which provide boarding for students should follow the general guidelines for residential facilities. Parents of students who reside in boarding institutions or who access housing in tertiary institutions should be carefully sensitized and required to sign an agreement. In the case of a student who is a legal adult, the student should be required to sign the agreement. Consideration must also be given to:

- Reviewing rooming arrangements for students to reflect a maximum of two students per room (Providing the social distancing requirements are met)
- Generating daily cleaning and sanitization schedules for dormitories
- Ensuring that guidelines for the daily operational activities are aligned with the Disaster Risk Management Act. This should include temperature checks in the mornings and guidelines for dining arrangements, movement on dorms, gatherings, out weekends, accommodating visitors etc.
- Updating school's health response mechanism for sick students and managing students with pre-existing medical conditions
- Temporary isolation room /holding area shall be in place for students and staff with COVID-19 symptoms and should satisfy the MoHW requirements for such a facility.

### **Scheduling**

- To optimise teaching and learning opportunities for students while maintaining physical distancing reference EiE: Models of Curriculum Implementation for the Reopening of Schools July 2020)
- It is important that administrators engage parents of students with special needs prior to the start of school to identify and discuss concerns specific to the health, safety and education of their child
- As far as is possible, conduct Individual Intervention Plan (IIP) meetings virtually
- At the secondary level ensure that: -
  - timetables are rearranged to reduce movement of students from classroom to classroom

- specialist teachers move to homerooms
- no more than two (2) groups use labs and workshops in a given day

## **Lunch**

- Encourage students to bring their own lunches
- Encourage class groups to eat together as far as is possible in assigned areas
- Stagger lunch sessions to avoid large gatherings in keeping with physical distancing protocols.

## **RESPONSIBILITIES OF PARENTS**

The safe reopening of educational institutions will require the commitment and support of all stakeholders. Parents will therefore have a critical part to play in the process. Parents should therefore be encouraged to:

- Monitor the health of their child/children and keep them home from school if they are ill.
- Prepare students to return to school by practicing and positively reinforcing mask wearing and social distancing at home for short periods each day in the weeks prior.
- Consider adaptations to masks for students as needed to reduce discomfort and to make them more tolerable. This may include masks tied behind the head instead of behind the ears or masks attached to clothing such as headwear.
- Consider the use of face shields along with masks for students.
- Teach and model good hygiene practices for their children including:
  - Washing hands with soap and safe water frequently.
  - Using a sanitizer (at least 62% alcohol) if soap and water are not readily available
  - Washing hands with soap and water, if visibly dirty
  - Providing children with drinking water and hand sanitizers to take to school.
- Ensuring that safe drinking water is available, and toilets or latrines are clean at home
- Ensuring waste is safely collected, stored and disposed of, coughing and sneezing into a tissue or your elbow
- Avoiding the touching of the face, eyes, mouth, nose
- Encourage children to ask questions and express their feelings. Parents are to be reminded that their children may have different reactions to stress. They must therefore be encouraged to be patient and understanding.
- Remind students to be considerate of others
- Communicate accurate information in order to prevent discriminatory behaviours and stigmas
- Support parent - teacher communities so there can be coordinated communication of information designed to enhance safety efforts

- Maintain contact with teachers so they are aware of classroom assignments and activities which can be undertaken at home
- Have alternate childcare arrangements in place in the event a temporary closure of school is required
- Negotiate with employers on the matter of Sick Leave and telework options in case they will need to remain at home with their children
- Parents should ensure that arrangements are made with authorized transportation service providers who are expected to follow the guidelines laid down by the MoHW as well as the Ministry of Transport and Mining.

**SELF ASSESSMENT FOR SIGNS AND SYMPTOMS OF COVID-19**  
**STAFF & STUDENTS**

1. Have you travelled recently to a country/parish where the virus has been spreading within the past 14 days?  
 Yes  No
2. Have you been in close contact with people who have travelled to countries where COVID-19 has been spreading within the past 14 days?  
 Yes  No
3. Have you been around people who are sick with the cold or flu?  
 Yes  No
4. Have you had a fever within the past week?  
 Yes  No
5. Have you been experiencing any of the following symptoms within the past week?  
 Fever  
 Cough  
 Sore Throat & Nasal Congestion  
 Bleeding  
 Malaise (feeling ill/ unwell) extreme fatigue  
 Headache  
 Muscle ache  
 Nausea  
 Vomiting
6. Do you have any of the above sign /symptoms of COVID-19?  
 Yes  No

**Note**

**A:** If your answer to any of the above questions is **YES** and **you are at Hampton School**, you should:

1. Report to the wellness centre immediately
2. Inform the School Nurse of the above.

**B:** If your answer to any of the above questions is **YES** and **you are at home**, you should:

1. self-isolate immediately
2. contact either of the following Numbers for further instructions to the nearest Health Centre
  - (888) 663-5683
  - (876) 542-5998



**INSTRUCTIONS FOR TEACHERS SHOULD A CHILD BECOME SICK  
WHILE IN CLASS**

1. Direct the student to exit the class room and see to it that the student waits in a safe place. Inform the other students to remain seated.
2. Maintain a distance of 6 feet from the student and ask if the student is experiencing any of the following signs/symptoms?
  - Fever
  - Cough
  - Sore Throat & Nasal Congestion
  - Bleeding
  - Malaise (feeling ill/ unwell) extreme fatigue
  - Headache
  - Muscle ache
  - Nausea
  - Vomiting
3. Alert the Nurse (Ext 242; CUG 876-282-7394) if the student presents with any of the above signs/symptoms.
4. Verify and confirm classmates who have been in contact with the suspected student, and send them to the Nurse as precaution.
5. Once the student (s) is/are retrieved by the Nurse, ensure that the recently vacated desk(s) and chair(s) are not used.
6. Ensure all the students remain masked.
7. If there is no other student with obvious signs and symptoms, continue class.
8. However, if there is more than one student with the above signs and symptoms, inform the entire class of students to remain seated, masked and refrain from touching each other until the Nurse is alerted; thereby isolating that specific class from the rest of the school population.
9. Contact the Nurse

**INSTRUCTIONS FOR STAFF MEMBERS SHOULD THEY BECOME  
SICK WHILE AT SCHOOL**

1. Report to the Wellness Centre if you have been experiencing any the following signs/symptoms within the past week?
  - [ ] Fever
  - [ ] Cough
  - [ ] Sore Throat & Nasal Congestion
  - [ ] Bleeding
  - [ ] Malaise (feeling ill/ unwell) extreme fatigue
  - [ ] Headache
  - [ ] Muscle ache
  - [ ] Nausea
  - [ ] Vomiting
  
2. If you record a temperature of 37.5<sup>0</sup> C and above, you must alert the School Nurse Immediately.
  
3. Refrain from touching surfaces and other persons, continue to wear a mask.
  
4. Be prepared a for physical assessment and to answer a simple questionnaire at the Wellness Centre
  
5. Advise the nurse if you have had any possible contact with confirmed COVID-19 cases; so that she may notify the nearest Response Team.
  
6. If you are positive for the above signs and symptoms, be aware that a visit to the nearest Health Centre is required.

**NOTE:** Staff will be expected to visit the nearest Health Centre once in stable condition.

