

Sri Sempurna International School (“SSIS”)

Official Notice

Post MCO Guidelines

Introduction

These guidelines underlie the basic understanding between the school and all staff and students of SSIS, parents and guardians as well as all visitors to SSIS and are applicable to all parties mentioned. Any person who fails to comply with these guidelines may result in refuse entry or ejection from SISS’ premises.

1. Gate Keeping Screening

- a. Staff and students with fever, flu, cough, sore throat or difficulty in breathing are to STAY AT HOME and seek medical attention immediately.
- b. Staff and students are to have their mask on as they enter the school.
- c. Body temperature will be scanned and both hands are to be sanitised before entering the school and classrooms.
- d. Name and temperature reading are to be recorded down.
- e. Visitors can come into the school only on urgent matters and it is mandatory to wear mask and sanitise their hands. Visitors are to report at the guard house.

2. Social Distancing

- a. Students are to apply social distancing at ALL times (at least 1 metre apart).
- b. Students will be sitting 1 metre apart in the classroom during lesson.
- c. Students are not allowed to sit on any seats marked ‘X’.
- d. Students are to follow the direction of traffic flow which is indicated on the floor with yellow arrows.
- e. Students are to stand or queue behind the yellow lines indicated on the floor.

3. Preventive Cleaning

- a. Preventive washing & cleaning with the aid of chlorine based disinfectant chemicals.
 - i. Common areas – once daily
 - ii. Classrooms – after class daily
 - iii. Science Laboratories – once daily
 - iv. Computer Laboratories – once daily
 - v. Art Rooms – once daily
 - vi. Staffrooms – twice daily
 - vii. Toilets – twice daily

- b. Cleaning will also be more focused on the common surfaces such as door knobs, switches, sinks, tap, toilet pumps, toilet seats and railings.
4. Staff are not encouraged to meet face to face with visitors to minimize risk from infection being brought into the school.
5. No using of water dispensers at all times.
6. Increase signage placed prominently around the school premises and a video will be shown at the entrance for preventive measures.
7. Increase Hand Sanitisers Placement at the following areas :
 - a. Classrooms
 - b. Washrooms
 - c. Canteen
 - d. Library
 - e. Laboratories
8. All staff and students in the premises of the school should wear a face mask.
9. Other Guidelines are as follows:
 - a. Staff and students are required to keep their clothing clean while at home and at school.
 - b. Staff and students are required to wash their hands after every activity.
 - c. Parents and guardians are required to follow the traffic flow to avoid congestion at the entrance of the school.
 - d. Parents and guardians who do not wish to send their children or wards to the school during the RCMO period are required to inform the school so that proper records can be maintained.

10. Precautionary Measures

The outbreak of COVID-19 has been declared a Public Health Emergency of International Concern. To strengthen preventive measures and to reduce risk, please read and conform to the followings:

- a. If you or any of your family member who has travelled to any infected country are required to self-quarantine for a period of 14 days or such quarantine measures as may be enforced by the Government from time to time, only after that you will be allowed to return to the school for lessons.
- b. If you or any of your family member who had close contact with someone infected with COVID-19 are to make a report at once to your School Principal. You must self-quarantine for a period of 14 days or follow such quarantine measures as may be enforced by the Government from time to time, only after that you will be allowed to return to the school for lessons.
- c. If you have symptoms of flu, fever, cough, sore throat, shortness of breath or other symptoms, you are advised to seek medical consultation, rest at home and report your absence to your School Principal.

11. Specific Guidelines for Classroom Teaching and Learning are as follows:

No.	Activities/Area	Guidelines to follow
1.	Arriving at school	<ul style="list-style-type: none"> No guards, prefects or teachers will be assisting students at the guard house (no contact with students, guards to assist only when need arises). Students are to enter the school using the main gate only. Infrared temperature check. PASS – 37.4°C and below → proceed to classroom. FAIL – above 37.5°C → go home. Record down Name and Temperature Reading. Sanitise hands before entering into the school premises.
2.	Lessons in Classroom	<ul style="list-style-type: none"> Students are to sit in a single file arrangement with 1 metre apart from each other. Students are to sit on the chairs assigned to them and are not allowed to exchange seats. Students are not allowed to sit on any seats marked 'X'. Students are not allowed to share stationery, books and teaching aids in their classrooms. Students are not allowed to carry out group activities involving physical contact. Minimize movements.
3.	Lessons in Lab/Art Room/Computer Room	<ul style="list-style-type: none"> No usage of these rooms.
4.	Break/Lunch Time	<ul style="list-style-type: none"> Packed food will be sent to the classrooms. Teacher on duty will stay with the students in the classroom. All food containers must be disposed-off in the plastic bags prepared by the Canteen Operator. Students are not allowed to share food or drinks with each other. All desks must be sanitised after teacher and students have had their meals. Parents and guardians are not allowed to send food to their children or wards during recess.
5.	Assembly	No assembly.
6.	Chapel	Recorded chapel sessions will be shown in the respective classrooms.
7.	Physical Education	No Physical Education. To be replaced by lesson in class.
8.	Co-curricular/Clubs	No co-curricular/clubs. To be replaced by lesson in class.
9.	Toilet break	<ul style="list-style-type: none"> Only two students are allowed in the toilet at any one time. Others awaiting to go in will have to wait outside the toilet, maintaining distance of 1 metre apart. Hand soap are available at all times.

10.	Library	<ul style="list-style-type: none"> • Hands are to be sanitised before entering. • Students are to be seated 1 metre apart from each other. • Students are not allowed to sit on any seats marked 'X'.
11.	Sick Bay	Nobody is allowed to be in the sick bay. Students not feeling well are to be sent home. Students are to wait outside the office at the designated area.
12.	Dismissal	<ul style="list-style-type: none"> • Students are to inform their respective transporters to be prompt in fetching them. • Students are to wait at the guard house. • Students are to always remain 1 metre apart from each other while waiting for their transporters. • Parents and guardians are not allowed to enter the school compound when they come to fetch their children or wards. • Students are not allowed to re-enter the school compound once they left the school for the day. • Students who are walking home should do so as soon as they are dismissed.

12. Disclaimer

We advise all parents, guardians, staff and students to adhere to these guidelines closely. While every effort will be made by the School's Board of Governors to make the school safe and healthy for all teachers and students while they are in the school compound, SSIS will not be liable for any injury or sickness caused by a staff member or a student on account of their refusal or deliberate failure in complying with the guidelines herein. In addition, SSIS will not be responsible for any asymptomatic transmission of the virus from a person who does not develop symptoms, as these cases are incapable of being detected by SSIS despite prudence and all precautionary measures taken.

From,
The School Management.
12th August 2020