



# **MUSTARD SEED INTERNATIONAL**

## **POST COVI-19 LOCKDOWN**

### **IN-PERSON RE-OPENING MANUAL**

**A home of quality, fun and care**

**Please read this in conjunction with other post Covid-19 lockdown documents from MSIS**

#### **INTRODUCTION**

We hereby share with you our strategy for the safe in-person return to our operations at MSIS, at a time when the challenges of the Covid-19 pandemic are still around and present a direct impact on our education setup and operations. We hope to achieve long-term stability that will cushion us from avoidable closures that could be caused by our complacency

Our staff have undergone, and will continue having, the necessary training as steadily revert to our vibrancies in our services and processes as an international school of excellence.

taste or smell, then the following response is expected:

- Isolate the person in the dedicated isolation room as they wait to be picked by the parent / guardian
- Notify the County Rapid Response Team. The phone number should be displayed in the Medical Centre, offices and main reception
- The school nurse to offer First Aid and keep record of the First Aid assistance offered and time log.

#### **Medical Attention**

- The team in charge of the sanatorium will ensure the best approach to prevention and reaction protocols in order to keep everyone at MSIS safe and well.
- Screening of all those entering MSIS for body temperature will be done and recorded. Anyone with a temperature above 37.5°C will be denied entry and advised.
- During school attendance all will be advised and reminded to report if they feeling ill in any way. All food handlers will be tested for Covid-19 on a regular basis.

#### **If suspected of having Covid-19:**

- The person concerned will show symptoms such as: A new or worsening cough; Shortness of breath; A fever of 37.5°C +; Headache; Chills; Muscle ache; Sore throat; Loss of taste or smell
- The school will then inform the parents to pick up the child from school as soon as possible.
- The person will be held up Isolation Room and have access to a designated washroom.
- Hygiene supplies will be available in the room and the nurse / assistant attending to the suspected person will be in full PPE equipment. Once the symptomatic person is withdrawn from school, the Isolation Room and washroom/s used by the person will be fully disinfected.
- Should the case be of an extreme/emergency nature, the school shall at the same time of informing the parent contact the Public Health Officer in-charge of Kiamunyi for a guided ambulance evacuation, in liaison with the parent/s, to a medical facility agreed upon.
- The symptomatic person will have his/her results of Covid-19 test shared with the school. Other staff and learners who would have had close contact with the symptomatic person will be asked to self-isolate for 14 days, as monitoring is ensured.
- Parents shall be expected to communicate any exposure to positive Covid-19 cases within their family or community and amongst their staff members. It is essential that parents keep their child

away from school should they show any signs of Covid-19 symptoms; such pre-cautions shall be in the best interests of all.

### **Precautions:**

When handling Covid-19 related cases, the following precautions shall be taken by our medical staff.

- Wearing protective gear, face mask/shield, hand gloves, protective apron and use of facial tissues while avoiding touching of their face.
- Sanitising before handling the victim
- While the victim is resting, they will keep safe distance
- Cordoning off the areas the victim came into contact with, while cleaning and disinfecting the places once the victim has been relocated.
- Wearing gloves while cleaning, clean and sanitising hands after removing gloves.

### **Immediate Action**

When a student or staff develop any symptoms of illness that is consistent with Covid-19 then the following response is expected.

- Stop the learning or activity going on immediately
- Isolate the person and notify the school nurse of the emergency and get the person to the dedicated isolation room.
- The school nurse / administration will notify the parent, and in serious circumstances Area Covid-19 Response team, of the emergency.
- The school nurse to offer First Aid and keep record of the type of First Aid assistance offered and time log.
- The teacher will keep record of all the students in the class and those that came into direct contact with the victim
- The teacher will isolate and quarantine everybody that came into contact with the victim for monitoring and further action. Ensure all measures and protocols are maintained.

### **Health & Hygiene and Social Distancing**

Hand washing points will be available and easily accessible to all throughout their school day. Foot-pedal controlled water and liquid soap dispensing taps shall be provided, along with tissue paper.

Hand washing will be required at regular intervals, such as arrival at school, after recesses, change of room, after visiting the washroom, before eating and after meals.

The water points will be frequently sanitised.

- Alcohol based sanitisers shall be placed at the entrance to every classroom, dormitories, office and any other points of interest.
- Social and physical distancing of at least 1m will be enforced as far as much as possible.
- Face masks will be worn by all pupils and staff all the time, except when eating and drinking. These must be clearly labelled, washed daily and kept in a small sealed container at meal times. Reusable masks are advised and Mustard School masks with a logo will be provided for all learners.

There will be no sharing of personal equipment. All learners must come equipped with, and provide for, their personal effects such as those listed in the MSIS Covid-19 Pack for learners, in addition to their personal study equipment. This will be kept in their bags or personal pigeon holes.

Senior School students are advised to move around with their stuff should they deem it fit. Junior School and Early Years learners will have their bags kept on spread out pegs and safely separated respectively. Break times and other activities of grouping in nature [if at all necessary] will be staggered to minimise physical contact. Learners will be closely monitored and please take note that outdoor activities will be measured with minimal use, if at all, of equipment in the play/sports areas, at least further review of the situation.

Signage will be posted around the compound and all will be regularly reminded to:

- Wash hands for at least 20 seconds
- Wear their clean facemask always
- Wash their masks regularly
- Store masks in a container in their bags if ever removed eg for lunch, or bed time for boarders
- Avoid touching their eyes, nose and mouth
- Cover their mouth and nose when coughing and sneezing – using a bent elbow or a piece of tissue that is disposed of in the designated lidded bins
- Sanitise/Wash their hands and wash hands before and after each lesson, before eating, after sneezing or coughing, after using any shared equipment and after using the toilet

Meetings/Communication between parents and teachers will be mainly virtual; where this is done using physical means or in-person then all measures and caution must be ensured. Visitors will only be allowed into school by appointment and they will be required to undertake the signing of a declaration that they are free of Covid-19 symptoms. Any meetings in school between teachers and parents will normally be allowed only if deemed as extremely in need of in-person attendance and scheduled outside of school hours where possible.

Every functional room shall have a cleaning kit with the required equipment for Covid-19 control purposes. All furniture will be disinfected daily.

All washrooms will be regularly cleaned and checked at least three times a day.

Waste disposal bins are provided for assorted usage across the compound and are operated with a foot-pedal driven pedal.

Routine fumigation done for all areas in use by learners on a daily basis especially at end/start of the day.

### **School Transport**

Our transport has been re-adjusted in line with the Covid-19 transport protocols and measures fully effected.

Carrying capacity has been particularly brought down to about 50%; with second trips being introduced along each route, to-and-fro. Adjustment in timings for picking up and dropping off of the learners should therefore be anticipated and understood for the time being. Punctuality will be key and lateness in boarding may lead to one being left behind considering that the operation schedule will be very tight.

The buses will be sanitised before and after use. Those boarding will have to sanitise hands and have temperatures checked before entering the bus. Any person whose temperature exceeds 37.5°C will not be allowed on the bus

***More information on our transport plans is contained in a separate document that is dedicated to this area. It has sufficient information on our transport arrangements. This is found on our website and can be requested for as an e-mail communication from the front office.***

Parents are advised not to use public transport for bringing learners to school during this pandemic times.

### **Food Handling**

- Staff to ensure they sanitise and their temperature taken on arrival [gate].
- Staff to arrive in clean uniforms, a face mask and other appropriate job attire
- All work surfaces to be cleaned regularly with sanitiser as they work.
- All work tables, knives, spoons, chopping boards and other cooking equipment, etc. to be sanitised before the preparation of food and beverages.
- Dining tables and chairs to be wiped and sanitised accordingly
- At all stages, during food preparation, masks, gloves, hairnets, caps and where applicable, shoe covers must be worn.
- Masks and gloves to be worn by all Kitchen staff while serving food and drinks
- Kitchen and dining area to be cleaned and sanitised thoroughly after meals
- Cutlery and crockery is soaked in hot water mixed with washing liquid and disinfectant for 2-3 hours before washing and drying with a clean cloth. Drying towels are to be washed thoroughly.

- The food storage cupboards, fridges and freezers are cleaned at least once daily.
- All food supplies are to be delivered at the inner barrier point, packaged in secure containers, and received by staff with their masks and gloves on. The supplier must be in appropriate PPE (personal protective equipment).
- After washing and sanitising hands, food and meat packages are wiped and put away into storage or into the freezer.
- Vegetables are washed well, wiped with a clean tea towel and refrigerated.
- All food handlers to have up to date Food Handlers certificates.
- All food handlers to undergo a Covid-19 test every two weeks.

### **Food Service /Catering**

Meals will be served in the Dining Halls. More eating space shall be created using the Victory Hall and probably tent space if the need arises. May be used Learners will wash hands before they queue up for lunch. They will be monitored to ensure social distancing and a one way movement system. Lunch will be served by designated food handlers who will stand at safe distances dressed in accordance with Covid-19 protocols.

Learners will eat in staggered sittings and in a socially distanced format. All food handlers will undergo Covid-19 test on a regular basis and will be dressed in PPE as well as have the necessary certificates.

Learners will be required to bring in their own water bottles to avoid sharing of water drinking cups and glasses. Their bottles can be refilled at fixed times during the day and will be monitored teachers who will ensure that the water dispenser is not handled. The dispenser will be sanitised after every use for distribution.

### **Mental Wellbeing**

With the permission and commitment of the parent/s, a counsellor will be made available to speak to learners in need of specialized assistance. Our Committee Management task force will however ensure that learners always get the reassurance needed in the interests of their mental wellbeing. The Head of Centre's office will work closely with Class and Subject teachers to ensure that we are available for any child in need of our psycho-social support.

Education and friendly sessions on Covid-19 will be offered to the learners and staff in a well-structured manner.

### **Extra and co-curricular**

Sports lessons will resume in time, albeit in a measured manner. This will apply for those that allow for social distancing. Used equipment will be sanitised regularly.

Some club activities will be offered both remotely and in school. Information on this matter will be shared after we analyze the situation fully.

Training in the musical area will be shelved for now.

Trainings provided by external persons will not be offered until further notice.

### **Guests and Covid-19-free Declaration Form**

MSIS will be a bit reluctant to receiving guests due to the Covid-19 pandemic. Containing the transmission of the virus remains a priority and the duty of everyone. The aim of limiting visits for now is to help keep the MSIS Family safe from Covid-19.

All visitors to the school will be required to adhere to the instructions given including filling and signing of forms. Such forms will require contact details in addition.

## **Visitor's Procedure**

- Routine access to MSIS is limited to our directors, employees and learners. Visitors will need appointments and/or approval of the MSIS Management to be allowed into the premises
- Visitors shall be required to have a face mask on while on our premises.
- Visitors must have their temperatures checked and sanitise prior to entering MSIS
- All visitors must adhere to the 1m apart distancing requirement at all times.
- Visitors are advised to notify us immediately should they suffer from Covid-19 within 14 days of their visit. This will inform the need for us to do a risk assessment, tracking and tracing.

## **Parent Visits**

- MSIS parents are our Family members although with the pandemic their visits shall be limited by and large. We encourage that visits should be through prior arrangement.
- In case of school fees payments, parents are encouraged to make bank transactions. Activities for bringing in of the banking slips should be limited to the front office desk. MSIS shall strive to issue e-receipts for the fee payment.
- The parents shall be subject to the Visitor Procedures, and are requested to be of understanding and bear with us.

## **New Enrolment**

- Prospective pupils and parents must follow the Visitor Procedures.
- Prospective pupils and parents shall be limited in their tour of our campus.

Please see/request the [‘Return to Sport at The Mustard’](#) document for further information.