

KIS Health Safety Policy

KIS has an excellent "School Safety Plan". This plan has been updated to ensure we can maintain a healthy school environment for the 2020-21 School Year.

Please take note of the Health and Safety measures listed below.

Mask Usage and Management

- All staff, students, parents, guardians, and authorised visitors must properly wear a mask at all times on campus.
- All staff and students must wear a mask while commuting to the campus, taking the school bus, or public transport.
- Members of the school community are required to wear an approved mask that offers protection to both the individuals and others. No one will be allowed to enter the campus without a mask nor to wear an N95 mask, reusable masks with a vent, or a scarf in place of a proper mask. Questions about masks and their suitability at school should be raised with the School Nurse.
- Students must bring a replacement mask to school each day.
- Students must bring tissue and a mask holder/case for use when not wearing a mask during snack time.
- Families are reminded that disposable masks should not be reused multiple times. These are designed for single use and may not be as effective if damaged by moisture or humidity. For this reason, students are asked to bring an additional mask with them to school each day, in the event that they may need a new one.
- If staff and students require a replacement of their mask during the school day on campus, they may request it from their Class Teacher or Form Tutor. Their teachers will pick one up at the general office and charge an administrative fee of \$10. Proceeds will go to Charity.
- Students who wear a reusable mask should bring a replacement mask to ensure they have a replacement in the event that their mask becomes dirty and cannot be used all day. They should also be in a plastic bag to store the reusable mask until it can be taken home and washed.

Access to Campus / Travel to Campus

- Access to the campus will be restricted to staff and students. We ask all parents, guardians, and caregivers to arrange to drop off and collect their child at the Back Gate.
- Students must take their temperature before leaving for school. Those who have a fever or respiratory symptoms must not come to school and should visit a medical practitioner for a health check.
- Primary and Secondary Parents must maintain a temperature record by recording their temperature daily on the "Temperature Record Sheet" provided by the Class Teacher in Google Classroom.

- Students who have a fever or respiratory symptoms must not come to School.
- Students who do not complete the form will go through an extra screening process before being allowed to access the classroom and families will be notified about the importance of completing the form before sending their child to school.
- Students who are ill will not be permitted on the School bus.
- All individuals wishing to enter the campus will only be granted access if they pass our temperature screening, disinfect their hands with provided sanitiser prior to entry on campus, and do not have respiratory symptoms, fever, or have experienced a sudden loss of taste and/or smell. Anyone with a fever will be sent home and will be required to stay home for 48 hours after the fever subsides. They will need a doctor's note before returning to School.
- KIS staff might conduct a 2nd random spot temperature throughout the day to ensure members of the community do not develop fever while onsite.
- Students and staff who come to school with a fever or are ill will be immediately isolated in the Isolation Room and then sent home. We ask all parents, guardians and/or caregivers to double confirm each day that children are not sick or ill before sending them to school. We all need to be part of the healthy campus program and monitor our health and the health of our children before leaving our flats/houses. Please use caution and keep your child home when they are sick or feeling ill. The School will support them with online learning.
- All school bus students will have their temperature taken before getting on the school bus.

Mandatory Travel and Health Declarations

- All students and staff must complete a "Health Screening Declaration Form" before returning to classes. The e-form has been emailed to families since early Sep, and the class teachers / tutors to remind all parents to fill in the forms before the students return on September 16, September 23 or September 29.
- The must be completed before a student returns to campus. Students who have not completed the form and come to Campus will be isolated and sent home.
- Parents/Guardians are required to report to the School if a student or family member tests positive for COVID-19. All family members (students, parents, caregivers) will not be able to access the campus and should not come to school until a doctor has confirmed they are virus free.
- Parents/Guardians are required to report to the School if a student or family member tests preliminary positive for COVID-19. All family members (students, parents, caregivers) will not be able to access the campus and should not come to school until a doctor has confirmed they are virus free.
- Parents/Guardians are required to report to the School if a member of the immediate household is under compulsory quarantine arrangements in the same house/flat/apartment as a student of KIS. The student will be asked to stay home for 14 days and take part in online learning.
- Parents/Guardians are required to report to school if their child has been a close contact with a preliminary positive, confirmed or suspected case of COVID-19 (Close Contact is defined

as: “Having cared for, having lived with, or having had direct contact with respiratory secretions and bodily fluids of a confirmed patient of COVID-19”).

- We expect all members of the school community to report any illness or COVID-19 related symptoms to the school as noted above. The School reserves the right to suspend or expel students who attend on campus classes in violation of our health and safety protocols.

Other Special Arrangements /Extracurricular/Assemblies/Field Trips

- The School will provide Personal Protective Equipment (PPE) to the Health team and janitorial staff.

- All classrooms are equipped with hand sanitizers .

- Water dispensers will be unavailable. Students must bring water with them to School. Water will also be available in the vending machines.

- Janitorial staff will enhance cleaning and disinfecting of classes and common spaces throughout the day.

- Ventilation will be maintained by opening a window, using the AC and/or classrooms ceiling fans.

- Students will be arranged to sit in a single row with a “face-to-back” setting. Teachers will teach their students all facing one direction.

- All PE classes will not involve physical contact activities.

- The School will maximise the use of space in classrooms to ensure proper physical distance between students.

- Onsite Extracurricular activities will be cancelled for Term 1. Free online ECAs and online paid sports activities will be offered instead.

- Sport teams postponed until further notice.
- Assemblies will be held virtually during Term 1.
- All Field trips and mass events will be cancelled during Term 1.
- There will be no eating on campus during Term 1.

Reporting Confirmed Cases of Infection

- If a staff or student is confirmed of having contracted COVID-19 or classified as a “close contact of an infected person” with COVID-19, the concerned staff or parent will inform the School and the School will make contingency arrangements. The School will also inform the EDB and CHP.
- If a student or staff is confirmed to have contracted COVID-19, KIS will notify the school community and suspend on-campus classes for 14-days. Teaching and learning will move to online learning and the same timetable will be utilised.
- If a student or staff is classified a preliminary positive, KIS will notify the school community and suspend on campus classes for 2-days during the investigation period.

Pastoral Care

It is very important that we as a school community pay extra attention to students' emotions and behaviors during this time and provide suitable support when necessary. Please remember that we are working together to get through this challenging time. If you are feeling you need to speak to a trusted adult, please feel comfortable in seeing our Class Teachers / Form Tutors. The teachers will arrange support and schedule appointments with our Counsellors and where necessary the School Social Worker. KIS is here to help you be successful both in your academic and school life.

Continued Supports for Students Unable to Return to Hong Kong

As a school community we are doing our best to respond to the current situation in HK and around the world. We are committed to enhancing the teaching and learning processes to ensure that all students can strive for excellence, be the best they can be, and contribute to a better world.

We have a small number of students who are unable to return to Hong Kong at this time. We will continue to support these students. Students will be required to attend the online/live classes. Teachers will not be able to offer support outside on the regularly scheduled periods according to Hong Kong time zone. These online classes are not intended to replace on-campus learning for students in Hong Kong. Students who are in Hong Kong and do not attend classes will be marked absent in accordance with the attendance policy.

School Premises, School Bus, and Resources

The school premises will be cleaned in accordance with the guidelines outlined by the EDB and CHP. Important measures:

- School premises disinfected regularly
- Metal surfaces and door hands cleaned with a 70% alcohol solution
- Good ventilation will be maintained
- Sharing of learning tools will be limited, tools will be disinfected often
- Outside experts will be used to clean areas when a confirmed case is reported within the KIS community
- Temperature checks to be taken before riding the school bus and all users must wear a mask

