



Korean International School

55 Lei King Road, Sai Wan Ho, Hong Kong
(incorporated in Hong Kong with limited liability by guarantee)
Hong Kong Education Bureau Registration No-21621 since 17 Feb 1994
Find **PASSION**, Foster **VISION**, Encourage **ACTION**

KIS Health Safety Policy

KIS has a "School Safety Plan". This plan has been updated to ensure we can maintain a healthy school environment for the 2021-22 School Year and to deal with the current Covid-19 situation in Hong Kong.

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

1. 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 spare 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 a Charity of KIS' choice.
- Students who wear a reusable mask should bring a spare 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.



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2. Access to Campus / Travel to Campus

- Access to the campus will be restricted to staff, students and limited visitors only. We ask all parents, guardians, and caregivers to arrange to drop off and collect their child at the Back Gate.
- Visitors are only permitted into school for urgent, official or business purposes. Social visits are not permitted during this time.
- Staff, students and restricted visitors are not permitted into campus if they :
 - Had close contact with a Covid-19 positive or preliminary positive case;
 - Are in quarantine due to close contact with a Covid-19 positive or preliminary positive case at their workplace or home;
 - Are waiting for results for their Covid-19 tests.
- Currently, parents and guardians are not permitted on campus except for urgent cases, **on request from Management or Staff. All meetings should be held online wherever possible.** If you are requested to visit the school for an urgent meeting, Please fill in the [Health and Safety Declaration Form](#) before visiting the school. Entry is strictly prohibited beyond the Meeting Rooms on the Ground Floor.
- 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 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.
- If your child has any of the following conditions, or should you suspect that he/she is suffering from the following conditions, the child should not be sent to school but rather remain out of school until **they have seen a doctor and begun treatment with a prescription medication.** Your child may return with a medical note certifying that they are fit :
 - fever greater than 37.5 °C (99 °F)



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- rash
- head lice
- jaundice
- gastroenteritis (vomiting and diarrhea)
- tonsillitis/pharyngitis/sore throat
- bronchitis/wheezing/hacking cough
- conjunctivitis
- impetigo/boils
- hand, foot and mouth disease
- respiratory tract infection symptoms

Viral illness with rash:

- measles
- rubella infantum – baby measles
- rubella (German measles)
- chicken pox
- glandular fever

Other illnesses:

- scarlet fever
- mumps
- croup (infection of the upper airway)
- ringworm
- exposed molluscum contagious viral infection
- abdominal pain, especially if associated with other symptoms (e.g. Vomiting, temperature, diarrhoea)
- ear pain

● Students who are ill will not be permitted on the School bus. The School Bus Company reserves the right to refuse entry to any students who display obvious symptoms of illnesses listed above.

● Anyone with a fever or with obvious symptoms listed on Page 3 will be sent to the clinic and thereafter to the isolation room immediately. Staff will be advised to see the doctor, likewise students, caregivers will be informed to pick them up from the isolation room. Returning students and staff need to produce a doctor's note certifying that they are fit.

● **It is mandatory to produce a doctor's note certifying that the individual is fit to return to School if the staff or student was previously sick and absent.** The doctor will decide, in his/her professional capacity, if a Covid-19 test is required. If a Covid-19 test is needed, the school must be informed and the patient (staff or student) must be quarantined while waiting for the results. The Covid-19 results must be shared with the school as soon as possible. The school will follow up with the protocols outlined in this plan (page 5 - Reporting confirmed cases of infection) if the results are positive.

● KIS might conduct a 2nd random spot temperature throughout the day to ensure



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members of the community do not develop fever while onsite.

- Access will be denied to those who have received a compulsory order to get tested for COVID-19 by the Government. Return to campus is only allowed after a negative result has been confirmed.

3. Mandatory Travel and Health Declarations

- All students and staff must complete a “Health Screening Declaration Form” before returning to classes. The e-form will be emailed to families during the Summer break, Christmas break and Easter break. Class teachers / form tutors to remind all parents to fill in the forms before the students return to school.

- The Health form 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, family member or close contact tests positive or 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.

4. Other Special Arrangements /ECAs/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 classrooms, the gym, the green area and the vending machines.



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- 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 (ECA) activities will be cancelled for Term 1. Free online ECAs will be offered instead.
- Sport teams will be postponed until further notice from EDB.
- Assemblies and all mass events (e.g. parent information evening) will be held virtually during Term 1.
- Field Trips will be organised for Primary and Secondary but they will be carefully managed and precautionary measures will be taken for social distancing.

5. Reporting Confirmed Cases of Infection

i. 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 should do the following immediately :

a. **Email :**

- 1) the Principal (cchadwick@kis.edu.hk) ;
- 2) Heads of School (gkhoo@kis.edu.hk (Primary) or machan@kis.edu.hk (Secondary)) ;
- 3) Nurse (nurse@kis.edu.hk)

Nurse will be the point of contact with CHP and the staff or parent/student concerned. and the School will make contingency arrangements.

ii. Take the Covid-19 test and work from home until the results come in.



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You can book an appointment [online](#) or drop off your specimen bottles at these [locations](#) if you have been given one by your doctor.

iii. If a student or staff is **confirmed to have contracted COVID-19**, KIS will :

- notify the Government authorities (EDB and CHP), the school community ;
- suspend on-campus classes for **14-days with immediate effect** and move all lessons online.
- A new timetable will be utilised during the 14 day quarantine period and since all staff and students will be working from home online, attendance will be marked as present if your child actively participates in online lessons and does homework assignments ;
- advise the entire school community to quarantine themselves for 14 days and to encourage all students and staff to go for COVID-19 testing if symptoms present themselves ;
- engage a professional company to deep clean the entire school.

iv. If a student or staff is residing in a building with a **confirmed case of COVID-19**, the building will go into lockdown mode and all residents will be tested. In the case of such an event, please :

- notify your child's class teacher and Head of School (Primary - gkhoo@kis.edu.hk, Secondary - machan@kis.edu.hk) ;
- keep your child home until test results are returned. Attendance will be marked as present if your child actively participates in online lessons and does homework assignments ;
- Return to school only if results return negative. please show the results to your child's class teacher via email ;
- If the results return positive, the school will systematically follow through with the actions listed in #5iii .

v. 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. The campus will be cleaned during the 2 day period and lessons will move online,

6. Counselling 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 these challenging times. If any individuals are feeling the 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 School Counsellors and where necessary, an external social worker or mental health professional.

7. Continued Support 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



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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 the 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.

8. 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
- All common surfaces and door hands will be cleaned with a 70% alcohol solution
- Good ventilation will be maintained. Teachers are encouraged to leave the doors and windows open, switch on the air-conditioners,
- Sharing of learning tools will be limited, tools will be disinfected often
- Professional cleaners will be engaged 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

In the wake of increased cases of Covid-19

- Cleaning frequency has stepped up on campus, especially for shared areas like the staff room. All PCs, copying machines will be wiped down regularly by the staff after use and by janitors. All Staff are discouraged from socialising and taking meals in the staff room. Meals should be taken in a safe / socially distanced manner in a bigger area like the Canteen or Tuckshop.

Updated in October 2021, to be reviewed in Jan 2022.