
Internal Procedures at the American School of Gdynia with English as the Language of Instruction for the functioning of the school during the time of Covid-19 in Poland

Valid from 01/09/2020

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I. Preparing the school for functioning at the time of the Covid-19 epidemic.

The American Elementary School of Gdynia with English as the Language of Instruction has equipment and facilities supporting epidemic safety procedures. The school is equipped with modern non-contact thermometers with an immediate measuring function. Disinfectant dispensers are located at the main entrance of the school, at the entrance to the cloakroom and the back entrance. Disinfectant liquid containers are located in every toilet and classroom. There will be three entrances for three separate groups of students: the entrance to the cloakroom for 0-3 grades students, the main entrance to school for 5,7,8 grades students, and the back glass door directly overlooking the school playground for students of grades 4 and 6. This will enable the separation of students when they arrive at and leave the school. All school employees will be subject to everyday body temperature tests.

II. Organising teaching at the school.

1. Only a healthy child with no symptoms of an infectious disease may attend school.
2. The parent sending their child to school during the epidemic agrees to measure the child's temperature in the event of disease symptoms before entering the school.
3. During the epidemic, the school is open from Monday to Friday during its regular working hours from 7.30 to 17.00.
4. Children are brought to school on Mondays from 7:30 to 8:55, Tuesdays-Fridays between 7:30- 8:10.
5. The parents of 0A grade and 1B may enter the school building to accompany the child to the cloakroom and help them change. They may also stay in the cloakroom with their child while maintaining a social distance from other parents and teachers. Parents are obliged to wear masks.
6. Parents of students from other classes who accompany their children must remain outside the school. Only children can enter the school. The place of transfer of childcare is at the school entrance.
7. Parents have the right to enter the school grounds after making an appointment in order to meet with the management or teachers. Parents may stay on the school grounds during meetings, parent-school meetings and school celebrations planned by the school on the condition that appropriate safety measures are taken. These events will be preceded by appropriate information from the school principal.
8. Parents on the school grounds must wear protective masks and may only take them off at the explicit permission of a teacher or a school employee.
9. Parents picking up children must wait in front of the school and inform the school employee at the entrance about their intention to pick up their child, or call the secretary's office or common room about it.
10. After classes are over students and parents must leave the school premises (the building, the football field, and the playground).
11. A parent on the school premises during the epidemic must agree to have their body temperature measured by a school employee.
12. If, as a result of the temperature test at the school entry, a parent or another adult gets a result of 37.5 degrees Celsius or more twice, an epidemiological interview card must be

- filled in. On this basis, the principal of the school makes the final decision whether or not to admit this person to the school premises.
13. All school staff on the premises must have their temperature checked once a day.
 14. Children must be brought to and picked up from school only by healthy people.
 15. If there is a person in quarantine or isolation at home, they must not bring their child to school.
 16. Items and equipment that cannot be effectively washed or disinfected are to be removed from classrooms. Sports equipment used for classes must be disinfected after each lesson.
 17. Students may not bring any items (e.g toys) to school that cannot be easily disinfected.
 18. It is the teachers' duty to ventilate the classroom after each lesson, during breaks and, if necessary, also during classes.
 19. Weather permitting, students should leave the school building during breaks so that classrooms can be effectively ventilated.
 20. Teachers in grades 0 - 3 must organize breaks for their students at intervals adequate to their needs, but not less frequently than every 45 minutes.
 21. It is recommended that students stay during breaks in their classrooms in the event of unfavorable weather to limit contact with large groups of students in school corridors.
 22. Whenever possible, it is recommended to organize educational activities as often as possible outdoors in the school grounds.
 23. During breaks, students should keep as far apart as possible.
 24. School service and administration staff should keep as much distance as possible in contacts with teachers and children.
 25. The designated employees of the facility must be on duty at the entrance door to the building.
 26. The presence of third parties on the school premises is limited to the necessary minimum, taking all precautions (e.g. mouth and nose protection, washing and disinfecting hands, only healthy people).
 27. We strongly recommend all students wear protective masks outside the classrooms.

III. Hygiene, cleaning and disinfection of rooms and surfaces.

1. Every adult and student entering the school building is required to disinfect their hands.
2. All school staff members must wash their hands with soap and water and disinfect them with 70% spirit liquid.
3. It is the teachers' responsibility to ensure that students wash their hands regularly and carefully, especially after coming to school, before eating, after using the toilet, and when they return from the school playground.
4. The school administrative director will monitor the cleaning every day particularly keeping the corridors and school halls clean, disinfecting toilets, touch surfaces such as handles and rails, flat surfaces including desks and tables where students eat, keyboards, and light switches.
5. While disinfecting, the manufacturer's instructions on the disinfectant package must be strictly followed. It is vital to keep to the time necessary for effective ventilation so that students are not exposed to inhalation of vapors of disinfectants.

6. Notices with the rules of proper handwashing and the use of disinfectant dispensers are displayed in sanitary and hygienic rooms.

IV. Eating and drinking.

1. It will not be possible to use the water dispensers. Students are encouraged to bring their own water bottles with water filters.
2. Meals will be delivered to school in disposable containers. Cutlery must be brought by students from home; the school will not provide disposable or reusable cutlery.
3. When bringing meals from home, we recommend packing them in thermoses that keep them warm.
4. Students cannot lend or borrow food, drinks, cutlery or food containers from each other.
5. Before children start eating a meal, table tops must be disinfected.

V. The procedure in the event of suspected infection of a staff member.

1. Only healthy school staff members can come to work at school without any symptoms indicating an infectious disease.
2. School staff members who experience disturbing symptoms should stay at home and inform the principal of their absence. They should call a doctor and / or a sanitary and epidemiological station, an infectious ward, and in the event of a deterioration in health, call 999 or 112 and inform them that they may be infected with the COVID-19 virus.
3. During the absence of an ill teacher, the principal will organize a replacement for him or her. If such a substitution is not possible, the principal may suspend classes at the school after consulting with the governing body and / or the County Sanitary and Epidemiological Station.
4. In the event of an employee at the workplace showing disturbing symptoms suggesting COVID-19 infection, they will be immediately removed from work. The principal or an employee designated by her must notify the Regional Sanitary and Epidemiological Station and follow the instructions and recommendations issued.
5. The areas where the employee has been will be subject to thorough cleaning and disinfection in accordance with procedures.
6. The principal or an employee designated by her must make a list of people present at the same time in the parts of the school where the infected person was and will give a recommendation to follow the guidelines of the Chief Sanitary Inspector available at www.gov.pl/web/koronawirus and www.gis.gov.pl, to people who had contact with the infected person.

VI. The procedure in the event of suspected infection of a student.

1. If a student develops symptoms suggesting infection with the COVID-19 virus during classes, he should be immediately removed from the class and the parents / legal guardians should be notified by phone about the suspected disease. A teacher or the school secretary's office employee will be immediately notified about the student's poor health.
2. The student must be immediately sent back from school by means of individual transport provided by the parents.

3. The student must wait for transport in a designated room or a separate area, where it is possible to temporarily isolate him or her by providing a distance of at least 2 metres from others. During the waiting period, the student will be provided with constant adult supervision while taking precautions, including the correct distance.

4. While waiting for transport, the student will be provided with a disposable mask and gloves.

VII. Application of individual and collective protective measures.

1. School staff members who take over care of a student from parents / authorized guardians or who hand over a student to parents / guardians after the classes are obliged to keep the greatest possible distance.

2. An employee who takes individual care of a student staying in a designated room is obliged to use the personal protective equipment available at the institution: a mask and gloves.

3. On the school premises the use of masks, gloves and shields by teachers and students is not obligatory, but recommended. If necessary, the school has the necessary supply of protective materials for teachers and students.

VIII. Teachers' additional responsibilities.

1. Teachers, while performing their official duties, must do the following:

a. explain to students what safety rules are currently in force at school and why they have been introduced, and record this fact in the documentation,

b. remove items and equipment from the room that cannot be effectively disinfected,

c. take care of the disinfection of sports equipment used in the classes,

d. ventilate the classroom where classes are held after each lesson during breaks, and if possible, conduct classes with the windows open,

e. encourage students to leave the school building during breaks in favorable weather,

f. remind students to stay in their classroom when it is forbidden to leave the school building due to unfavorable weather,

g. make sure that children wash their hands frequently and regularly, especially before eating, after using the toilet and after returning from outdoor activities,

h. avoid organizing large groups of students in the same room.

2. Teachers are obliged to report to the school principal all possible threats to life and health, including information on the state of health problems: employees, students, parents / guardians authorized by parents and third parties staying on the school premises, in compliance with special rules of personal data protection.

IX. Parents' responsibilities.

1. Parents can bring children to school only when they are healthy.
2. The parent / guardian who brings the child to school must be healthy.
3. Parents are obliged to leave their child at home if they have come into contact with anyone suspected or confirmed to have Covid-19 or another infectious disease.
4. Before a child leaves home for school, the parent should measure the child's temperature.
5. When moving around the school premises, the parent / guardian is obliged to keep social distance from other people.
6. Parents / guardians who bring their children to school must follow the school's safety rules.
7. Parents are obliged to immediately inform the school about any confirmed symptoms of infectious diseases, in particular Covid-19 exhibited by the child or their closest family members, and above all about submitting family members to epidemiological supervision or quarantine.
8. In order to protect personal data, the rights and dignity of children, and parents, such notification must be made directly to the school principal, but if this is not possible the school office must be notified.
9. The child must remain under the care of the parents at their place of residence while waiting for:
 - a. the end of epidemic surveillance,
 - b. ending the quarantine,
 - c. completion of treatment and medical diagnostics, including waiting for the Covid-19 test result.

School Principal

Jolanta Gudyka

STATEMENT

Directive of the Principal of the American Elementary School of Gdynia with English as the Language of Instructions dated August 31, 2020 on the matter of introducing Internal Procedures at the American School of Gdynia with English as the Language of Instruction for the functioning of the school during the time of Covid-19 in Poland, valid from September 1, 2020.

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(data, address, parents' contact)

DECLARATION

(of the parent, legal guardian on knowing the Internal Procedures referring to the COVID-19 epidemic)

Bearing in mind the state of epidemic in Poland relating to the coronavirus pandemic as well as Ministry of Education recommendations treating on safety rules at schools I declare that I have read and now I know the "Internal Procedures at the American School of Gdynia with English as the Language of Instruction for the functioning of the school during the time of Covid-19 in Poland, valid from September 1, 2020" and I declare my child`s participation in school classes in the American Elementary School with English as the Language of Instruction starting September 1, 2020.

I confirm that my child is healthy, is not subject to epidemic surveillance, is not undergoing the quarantine and is not subject to COVID-19 diagnosis or any other infectious diseases.

We give our consent to measuring our child`s temperature on a daily basis in order to ensure safe school environment, informing us about the child`s state of health, isolating our child under school employees` supervision, calling the medical services in order to diagnose my child`s condition and our immediate handover of care of our child.

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(parents` signature)

