

Feel Safe at VLC



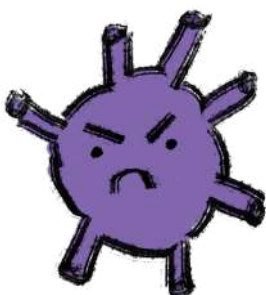
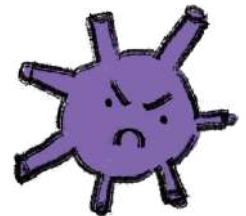
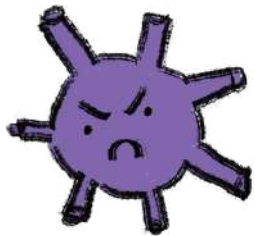
safety protocols for
re-opening of school



The Feel Safe @ VLC Program is designed to welcome back our Hummingbirds to the physical space at VLC. Through a detailed set of Standard Operating Procedures (SOPs), our intention is to ensure the safety of all our community members- students, parents and staff members. This will remain a community driven process and it is absolutely essential for all stakeholders to play their part. Your cooperation and adherence to the protocols in word and spirit is a requirement for us to ensure our community's well-being.

As the situation around Covid-19 evolves, we will continue to keep updating this document. Please go through it thoroughly and let us know if you have any questions. Let us put trust forward as the process unfolds- **Welcome Back, and Feel Safe @ VLC!**

For any questions or comments, please send us an email at feedback@vlc.org.pk



Entering and Exiting the School Campus

- We will be following a staggered timing schedule for pick and drop.
- Temperature will be checked upon entry to each campus.
- Kids and adults with a temperature **above 100 degrees Fahrenheit (37.8 Celsius)** will not be allowed to enter the campus
- All adults entering campus must be wearing a face mask, or entry will not be allowed.
- Hand sanitization facility will be at the entrance of all campuses.
- A teacher will be present to collect your child and escort them to the classroom.
- Keeping our staggered timings schedule in mind, it is imperative for parents to be prompt in their timings of picking and dropping their children.
- There will be no indoor waiting areas for parents.
- Designated outdoor waiting areas will be assigned for each class where parents can wait to collect their kids (parents will be expected to adhere to social distancing protocol), parents will not be entering the school building.
- VLC staff monitors will be present on all campuses to monitor the movement of the children and ensure they are safely in their classrooms with designated teachers.

In the Classroom

- Classrooms will be divided according to **staggered timing schedule** to avoid crowds.
- All classroom surfaces and materials will be disinfected on a daily basis before and after the children come and go.
- There will be no stuffed toys or cloth materials present in the class, only material which can be easily disinfected.
- Carpets and rugs will not be present in the classroom, there will be no sit down carpet



time. Circle time and other activities will still be conducted in a creative manner with protocols in mind.

- Children will wash and sanitize their hands **before entering the classroom.**
- Clusters of up to 10 children will be present in the classroom at one time.
- Small workstations will be set up to further divide the clusters, keeping social distance protocols in place.
- **Students will bring their own resource packs from home** (pencils, erasers, colours etc.) for their individual usage. There will be no shared materials.
- Dustbins with lids will be present in all classrooms.
- Teachers and all adults on campus will be wearing masks throughout the day and during any and all contact with children.
- The children will be encouraged to wear masks but it will not be enforced.
- Children will be allowed to bring a **dry snack ONLY** that does not need utensils to be eaten and a clearly labelled water bottle.
- Classrooms will be properly ventilated, with fans and windows open. If the AC is on, the doors will remain open to ensure ventilation.



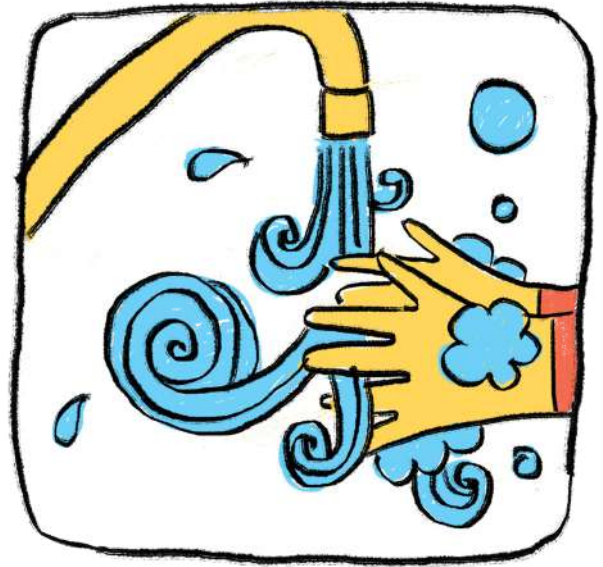
Washrooms

- Washrooms will be sanitized multiple times a day.
- There will only be pump soaps for handwashing.



- Teacher must accompany the child and stand outside to escort them back.
- Paper towel will be available to clean hands.
- Washrooms can only be used when necessary by the children and staff. **They will not be open for usage for parents or visitors.**

- Sanitizers will be placed at the reception, classrooms, and near entrance/exit points.
- Visual Signs will be placed strategically around the campuses (hand washing, sneezing/coughing protocols, social distancing reminders, no handshakes or hugs, acceptable ways of greeting etc.)
- Social distancing markers will be placed in needed areas.
- Students will be picked by parents from outside where they will be waiting with their cluster in a socially distanced line-up.



Physical Space (Around the School Campus)

- Teachers will regularly remind children to follow the standard recommendations to reduce exposure to, and transmission of, the Covid-19 coronavirus (hand-washing, hand-sanitizing, mask-wearing, social distancing etc.)
- Everyone on campus will wash hands in the following situations:
 - **after coughing or sneezing**
 - **before and after eating**
 - **after using the toilet**
 - **after any physical contact with others**
 - **before entering the classroom**

Garden Space

- Outdoor play will be minimized and closely monitored.
- The Jungle Gym and Trampoline will not be accessible for use for the time being.
- Any sports, modules, or free play in which social distancing protocols cannot be managed will be cancelled and continue to be offered online.
- Waiting space for pick-up will be specially designated for each class. Parents are expected to wait in their designated spot only.



Cleaning Protocols and Sanitization of Campus

• General

- All cleaning staff and guards have been coached in SOP protocol and are required to wear face masks and keep hands washed and sanitized at all times.
- Cleaning staff will have to deep clean at the end of each school day.
- Sanitizer spray and paper towels are provided for all areas on campus.
- Staff sanitizing directions: Spray sanitizer on surfaces, air dry or wipe with paper towel.

• Classrooms

- Classrooms shall receive sanitizing solution spray bottles and paper towels.
- Sanitization of desks and high touch surfaces throughout the day will take place using sanitizing solution spray bottles.

• Bathrooms

- Restrooms shall be disinfected with an EPA-registered disinfectant by cleaning staff throughout the day as needed.

• Admin/Reception Area

- Admin / Reception shall be disinfected/sanitized as needed. Administrative staff should utilize sanitizing spray bottles as needed.



Protocol for Sickness or Suspected COVID Case



- Before the reopening of schools, parents will be required to fill a health and travel survey.
- If a parent or child has travelled, they are expected to **complete the 14-day quarantine before coming to school.**
- Children with underlying health conditions or compromised immunity are recommended to stay home as they are at greater risk.
- If parents suspect they have been exposed to a person with COVID, they are expected to inform the school and not send the child to school.
- Parents are requested to check their child's temperature every morning before sending to school.
- If the child or parent is showing any signs of being unwell, he/she should not come to school.
- If a child/staff member displays symptoms at school, we will immediately remove them from the classroom in a gentle manner and send them home.



- Parents/staff members will be requested to remain quarantined until they feel better and get tested if need be. Parents in the cluster will be informed.
- **If the test is negative**, the child/staff member should continue to stay home till they are well again.
- **If the test is positive**, the child/staff member must follow self-isolation protocols and not return to school until they are re-tested and receive a negative result. A positive test would also require all children in that cluster, including the teachers, to quarantine at home for 14 days as well to ensure they have not contracted the virus.
- Wherever possible, class recordings will be made available for the children to catch up.
- **No stigmatization or judgements will be tolerated if anyone among our community tests positive for the virus.**

Family Enrichment/Playdates

- In order to give children and families that social interaction, registrations will be open to sign up for a particular evening in the week to come to school for play in the garden along with 6-7 other families.
- Children will be accompanied by parents.
- Parents will be responsible for safety protocols, social distancing, hand washing, monitoring etc.
- Use of snacks will be discouraged during these playdates.



Sources:

- Sindh and Federal Government SOP's
- WHO and UNICEF SOP's for the reopening of schools

Curb-Side Library

- The Library check-out option will be for classes **Prep and above**.
- We will share the list of books grade wise that can be borrowed
- Students can decide with their parents which book (1) they would like to borrow and send an email.
- The book will then be checked out to them for one week.
- The books will be put in a plastic bag with a paper included with their names and the date to be returned
- Designated days and timings will be given for **book collection from the Blue Gate Campus**.
- Books will be quarantined for 4-5 days after they are returned in a designated book drop box/bin
- There will be a 100 rupee fine per day for overdue books as per normal.
- Some e-books and stories read by renowned figures will also be uploaded on the website for parents to access.

“Standing together by standing apart”



