



AFRICA INTERNATIONAL COLLEGE

PLANNING GUIDE FOR REOPENING (POST COVID-19)

S/N	ITEM	RESPONSIBILITIES		
		School	Parents	Students
A.	ARRIVAL			
1.	Soap and running water will be available at all times, with arrangement in place to ensure continuity of water supply and soap.	✓		✓
2.	Students and Staff arriving can safely queue up, at reasonable distance from each other, to access the washing point on arrival.	✓		✓
3.	Staff and Students will wash their hands for at least 20 seconds with water and soap on arrival and regularly throughout the day.	✓	✓	✓
4.	Undertake temperature checks, safely observe Social Distancing between the child and members of Staff to avoid queues building up. Infrared Thermometers will be used.	✓	✓	✓
B.	PARENTS' PARTICIPATION			
5.	Students to be supplied with enough tissue papers and other personal hygiene materials by their Parents.		✓	✓
6.	Parents will provide Students with gloves and hand sanitizer in case a Student may need them.		✓	✓
7.	Parents are to provide water bottles for Student's personal use.		✓	✓
8.	Students will be regularly reminded to catch coughs and sneezes with a tissue or elbow, including other hygiene etiquette.	✓	✓	✓
9.	Parents will be instructed that they may not enter the premises other than in an emergency situation.	✓	✓	

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10.	Parents are advised that the School cannot guarantee being able to keep their children Socially Distant. Therefore, support from Parents' on grooming will be extremely essential.		✓	✓
11.	Each Student will be required to bring his/her cutlery sets to School and maintain them. No sharing of personal items.		✓	✓
12.	Parents' personal arrangements must be in place for Students with underlying health conditions .		✓	✓
13.	Parents should not return their children to School if they find them to be unwell.	✓	✓	
14.	Off site visits will be suspended for now.	✓	✓	✓
15.	Parents must confirm about their arrangements for pick up and drop off routines under the new circumstance. This is only restricted to cases where Students are required at home under the new health protocol. This situation will be highly exceptional and rare.		✓	✓
16.	Individual risk assessments and discussion with parents must be agreed by the date when opening begins; to ensure that any provision required by a child in order to attend School is safely in place.		✓	✓
17.	Parents must support and cooperate with the School to ensure the new process is holistic and successful.		✓	✓
C.	FACILITIES			
18.	All areas within the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people such as photocopiers, door handles, table/counter tops, hand rails, computers including mouse and keyboard, light switches, etc.	✓	✓	✓
19.	Pedal Lidded Bins are available in strategic locations.	✓		
20.	Doors will be kept open where possible to aid ventilation.	✓		✓
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D.	STAFF RE-ORIENTATION			
21.	Arrangements have been made around access to Students' toilets to ensure no overcrowding during lesson and break times.	✓		✓
22.	Staff and Students will be made aware of the new arrangements, with particular reference to Students special needs.	✓	✓	
23.	It is clear to all Staff and Parents that only healthy Staff and Students who are not exhibiting symptoms, and who do not need to self-isolate, may attend School.	✓		
24.	Break times will operate to ensure Social Distancing as much as it is possible.	✓		
25.	Arrangements will be put in place to ensure regular Staff Feedback on arrangements and management of the new processes.	✓		
26.	Measures will be in place to ensure Students with behavioural issues are given special attention.	✓	✓	✓
E.	THE SCHOOL'S MANDATES			
27.	There is provision for the movement of Students around the School who may need additional assistance from an adult.	✓	✓	✓
28.	Arrangements are in place for safe induction of new Staff and Re-training of old Staff during this period.	✓		
29.	PPE will be available for emergency situations, for example, when a Student develops symptoms during the School day and is awaiting collection.	✓		
30.	Meal times will operate to ensure Social Distancing as much as it is possible.	✓		
31.	There is an arrangement in place for isolating Students who develop symptoms during the day, while they wait to be picked up by the Parents, as applicable.	✓		✓
32.	Guidance and training will be provided for Staff to ensure they understand, and can enforce, the new routines and support Students in understanding them and are familiar with revised physical arrangements, well in advance and continuously.	✓		
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33.	Sufficient Cleaning Staff will be engaged to allow for the enhanced cleaning levels required. They will also be required go through additional training to meet the new precautionary standards.	✓		
34.	Individual Student's risk assessments must be in place. All Students who exhibit anti-social behaviour, e.g fighting must be properly assessed before a decision is made about admitting them under the new arrangements.		✓	✓
35.	Library books will be regularly sanitized.	✓		
36.	Staff providing Catering Staff are aware of new safe working practices and will continually be reminded on the new protocols.	✓	✓	
37.	Overcrowding at the School common places or in the playground will be monitored?	✓	✓	✓
38.	Relevant Staff have been involved in discussions about how meals will be served and there will be supervision Staff to ensure that Students can safely eat their meals.	✓		✓
39.	Assemblies and the coming together of other large groups for both Staff and Students, will be suspended for now.	✓		✓
40.	We will monitor International Best Practices to ensure we operate Health Safety Measures at the highest possible level.	✓	✓	
41.	Staff are strongly advised to travel safely to and from School.	✓		
42.	Our School Transport System will operate in a manner to ensure hygiene arrangements and safety is applied diligently.	✓		
43.	Some Senior Staff will be visibly present around the School during the day for oversight functions.			
44.	Counselling services are available for Staff and Students as well as parents who may need support. Parents who are Medical Practitioners can provide support in this regard.	✓	✓	

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45.	Staff to work together to prepare teaching, particularly to adjust their teaching of practical lessons and of play-based curriculum with all precautions.	✓	✓	✓
46.	Assurance is hereby given that teaching assistants, will not be expected to lead classes. Unless it is part of their normal role such as for higher level teaching assistant.	✓		✓
47.	Staff will monitor that the new arrangement are being complied with. A member of Staff will be on duty at all times for this purpose.	✓		
48.	Additional resources have been made for, the needed additional items to ensure for the new arrangements to be implemented.	✓	✓	
F.	CONSULTATIONS			
49.	We will promote constant liaison with relevant Government Agencies to ensure we are up to date with public Health guidelines.	✓	✓	
50.	Constant consultations will be made between the School and our Parents to ensure the activities and responsibilities outlined here are applied fully to the benefits of our School community.			

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