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## COLLEGE EGYPT

### MCE Operations: COVID 19 Protocols

The purpose of this document is to inform all members of the MCE community the expectations and actions regarding the safe conduct of staff and students during the school day. The goal of the College is to maximize the benefit of classroom teaching and learning whilst adhering to the recommended safety guidelines of Wearing a Mask- Sanitizing Hands – Maintain 2m Distance.

#### Campus:

- ❖ All staff, students, parents, must wear a face mask whilst on the campus, sanitize their hands and maintain 2-meter distance.
- ❖ Any person not wearing a face mask will not be granted entry to the campus.

#### Classroom:

- All classrooms have been configured to maximize the safe distance of each student whilst maximizing the teaching and learning. Classrooms have been configured with only enough furniture to cater for the 50% capacity.
- All classrooms will be supplied with hand sanitizer and antiseptic/alcohol cleanser.
- All children from Y2 to Y13, must always wear their masks within their classrooms during all lessons and whilst on the College campus.
- Teachers in Early Years to Year 2 will be issued a face shield to allow for facial cues and explanations, during the teaching and learning.
- Students may remove their masks for PE but must maintain the distancing requirement.
- All students must adhere to the 2m social distance requirement in all areas in the buildings and the campus.
- All children from Pre-Nursery to Year 1 do not need to wear a mask anywhere in the College. They may wear a mask if parents require/ request that they do.
- All staff (Teachers -Co teachers etc.) must always wear a mask or shield whilst on the campus and in the classroom for every lesson. PE staff may remove masks whilst teaching outside and maintaining the 2m distance rule.
- It is recommended that all students from Y2-Y13 bring their own personal items so that these are only used by them. These may include pens, pencils, pencil sharpener, eraser, ruler, coloured pencils, glue stick and highlighters pink, green and yellow and all included in a simple pencil case.
- All classroom resources for Pre-Nursery to Year 1 will be separated into two sets one gold and one silver which will remain in the classroom and be thoroughly cleaned each afternoon
- Carpet time may continue in the Primary School, adhering to socially distanced requirements, this may involve some children sitting on the carpet and some at desks. This will be planned according to the ability of the children and the needs of some to sit closer to the teacher than other.
- Free-flow activities will continue within the Early Years classrooms; however, children must be helped by the three adults within the room to maintain social distancing. This

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activity will be organized using accepted classroom management systems for example, (children's photos on pegs which are placed against a photo of the free-flow activities available that day) all will be explained and reinforced by the adults in a kind and quietly reflective way.

- All students from Pre-Nursery to Y13 will be required to wash their hands frequently. All students will wash or sanitize their hands-on arrival into the College, before and after lessons, before snack, after toilet visits, before lunch and before departing as a bare minimum. All teachers will model acceptable methods of handwashing and sanitizing to all students by example and in their daily practice.
- Primary School reading scheme books to go home in the plastic wallets, these should remain in the plastic wallets supplied by the College. Stickers to be added to each plastic wallet requesting that hands are washed at home before the wallet is opened and the books are removed.
- Cubbies – set up of all cubbies from PN-Y6 on an alternative basis for gold and silver students.
- When iPads and MacBook's are scheduled to be used all students will be handed a wet wipe for them to individually wipe down their device before and after use.
- Students are encouraged to bring their own water bottles to school. Students in PN – Y2 will have their bottles stored in one box. On arrival into the College water bottles will be wiped down by the class Nanny with disinfectant. Students will be encouraged to continually wash/ sanitize their hands after accessing/using their individual bottles during the day. Y3-6 may keep their bottles on their own desks. No water bottles will be shared with other children.
- Snack times for PN – Y2 to remain in classrooms with socially distanced seating and careful hand washing/sanitizing.
- Years 1 and 2 have access to a separate lunchroom. For all other Year groups please see the section regarding the cafeteria below.
- No CCAs will be conducted in Term 1.
- All students must leave the campus at 3:10pm.

### Clinic:

- Normal clinic operations will continue for all students to access during the school day as per all health regulations and procedures.
- No students will be admitted to the campus if they are displaying any symptom associated with COVID such as a high temperature, cold and flu symptoms, cough, sore throat etc.
- Any student that arrives at school with the above symptoms, they will be assessed by the school doctor and if confirmed they will be sent straight home. Please wait until your child's temperature has been checked and admitted to the campus before leaving the area.
- If any of your children are displaying these symptoms then please do not send them to school, continue to monitor and seek medical assistance.

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- If a student begins to display the above symptoms during the school they will be escorted to the clinic; the Doctor will assess the child; the child's parents will be notified; the child will be isolated until the parents/career collects the child.
- Any child/ren that are denied access, sent home or are absent from school due to Cold/Flu or any other COVID related symptoms must provide a medical clearance to the Clinic and or the relevant Head of School or Headmaster to be permitted to return to school.

### Cafeteria:

- The service of food and drink via the caterers will continue as normal.
- The students will be provided with disposable plates and cutlery for personal use.
- The furniture has been configured to allow for 50% of normal student capacity. The students are seated to maximize the distance between each student.
- Students are not permitted to move any of the furniture.
- The duty staff present in the cafeteria will be increased to help manage the flow and distancing of the students.
- Hand sanitizer will be provided on each table and dispensers on the walls of the cafeteria.
- Masks may be removed whilst eating. At the conclusion of the meal or if moving around the cafeteria students will be required to wear a mask.
- Cafeteria will be cleaned and sanitized after every use/daily.

### Piazza:

- The furniture in the piazza has been configured so that students may only sit two per table and the tables are 2m apart.
- Hand sanitizer will be provided on each table.
- Duty staff will be increased in this area to ensure that students remain socially distanced.
- Masks may be removed whilst eating. At the conclusion of the meal or if moving around the piazza students will be required to wear a mask.
- The piazza will be cleaned and sanitized after every use/daily.

### Theater:

- All students will be distanced in the theater by a minimum of two seats.
- Students gathering in the theater for classes or assemblies will be kept to the absolute minimum to adhere to distancing requirements.
- The theater will be cleaned and sanitized after every use/daily.

### Main Foyer:

- Furniture in the foyer has been reduced to the minimum requirements.
- All visitors will not be granted entry if not wearing a face mask
- Hand sanitizer must be used on entering the main foyer. Sanitizer is provided throughout the foyer.
- Visitors and parents must not loiter or gather in the foyer.
- Cilanro will not be open at the beginning or end of the school day.
- The foyer will be cleaned and sanitized continually throughout the day.

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### Buses:

- The bus capacity will be kept to 50% normal capacity to allow maximal distancing.
- Buses will be sanitized daily.
- All students will be required to wear a mask.
- All students will have their temperature checked before boarding the bus.
- Any student with a temperature of 37.5 or above will not be allowed to board and is to return home.
- The Bus attendants' instructions must be followed by all students and parents.
- Students must remain in their seats as instructed by the attendant.
- Any breach of the above conditions or disobedience of the bus attendance instructions will result in the bus service being removed.

### Parents:

- ❖ Parents will not be permitted to enter the campus to drop off or collect their children.
- ❖ Parents have been notified of the entry and exit routine in a previous letter from the Headmaster
- ❖ Parents will drop off their children at a designated gate according to the student's year group i.e. Early Years, Primary and or Secondary.
- ❖ Students will be escorted from the gate/ collection area through the temperature check and then to their classrooms by College staff.
- ❖ Parents should not leave the drop off point until their child's temperature has been checked and they are admitted to the College.
- ❖ Parents are to provide the College a medical report if their child/ren have been sent home or absent from the College for any Cold/Flu or COVID-19 related symptoms.
- ❖ Members of the Leadership Teams will be at the gates to supervise the process.
- ❖ Only bus students will enter via the main foyer. No other students or parents should approach the main foyer gates.
- ❖ Parents must refrain from visiting the campus during the school day.
- ❖ If parents need to visit the campus to see a member of staff, they need to organize a time via an appointment.
- ❖ Parents will not be permitted to enter the campus at any time to wait for the school day to end or to collect a student.
- ❖ If a student needs to leave early, they will be escorted to the gate.
- ❖ All parents must wear a mask if gaining entry to the campus and whilst on campus.
- ❖ All parents must sanitize their hands-on entry and exit from the campus.
- ❖ All parents must maintain the 2m distance requirement.

**\*\*\* If the College Leadership Team receives confirmation, via a PCR test, that a student or a staff member has tested positive for the COVID 19 Virus then the College Leadership Team will communicate, to the whole MCE community, the Colleges response and the immediate alterations to the College operations as soon as possible.**

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I ask all members of the MCE community to follow the above protocols so that all members of the community may safely return to school and continue to benefit from the excellent standards of teaching and learning at MCE.

Yours sincerely,

Phillip Burgess  
Headmaster

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