

## Operational Arrangements 2 June Onwards

<p><b>Community health and travel declarations before return</b></p>	<ul style="list-style-type: none"> <li>● A reminder that you must <b>continue to inform the College</b> if your child is observing a Leave of Absence (LoA), Stay Home Notice (SHN) or Quarantine Order (QO) by completing the <b>isolation order declaration</b> in CIMS (<a href="#">log in here</a>). Children on these orders should not come to school.</li> <li>● Please also make sure you <b>update</b> the student travel declaration, also on CIMS. <b>We must have a travel declaration for all students.</b></li> <li>● If any member of your family is experiencing symptoms such as runny nose, dry cough or a fever above 37.5C, please keep your children at home until everyone in the household is symptom-free. Please take a conservative view when it comes to the health of your children and visit a doctor if you have any concerns.</li> </ul>
<p><b>Temperature taking and health declaration</b></p>	<ul style="list-style-type: none"> <li>● As before, all students must have their temperature taken and declared in CIMS (<a href="#">log in here</a> or click the link on the College website homepage from 2 June) before arriving on campus in the morning</li> <li>● Students will have their temperature taken twice more during the day</li> <li>● Staff must take their temperature and declare symptoms twice a day</li> </ul>
<p><b>Masks or Face Shields</b></p>	<ul style="list-style-type: none"> <li>● Everyone on campus must wear a mask or face shield at all times, with the exception of during PE classes</li> <li>● Students are asked to bring and wear their own masks, including a spare mask. Face shields will be made available by the school for primary students.</li> <li>● Additional masks will be available at school in case a student requires a replacement</li> </ul>
<p><b>Access to campus</b></p>	<ul style="list-style-type: none"> <li>● Access to campus will be highly controlled and limited to essential staff and essential deliveries; parents and visitors will not be able to come on campus</li> <li>● Students can be dropped off at specific points on campus, on the condition that parents and drivers wear masks and do not leave their car at any point</li> <li>● All students and staff will follow the safe entry protocol when entering and exiting the campuses, as advised by the authorities.</li> </ul>
<p><b>Buses</b></p>	<ul style="list-style-type: none"> <li>● Buses will have seating plans that are in line with the expectations set by the Singapore authorities</li> </ul>

	<ul style="list-style-type: none"> <li>● Buses will be cleaned and disinfected before each pick-up</li> <li>● Students on the bus should wear masks all the time</li> <li>● Hand sanitiser will be available during each ride</li> <li>● Bus crew temperature and symptoms declaration will be carried out twice a day</li> <li>● Internal checks to ensure compliance and rigorous record keeping will ensure all bus drivers and aunties are compliant with regulations</li> </ul>
<b>Food services</b>	<ul style="list-style-type: none"> <li>● Lunches and breaks will be staggered to reduce numbers in seating areas</li> <li>● Seating areas in the canteens will be clearly marked taking into account social distancing guidelines; if necessary, students will be asked to bring their lunch back to their classrooms to eat</li> <li>● We are removing seats so that students cannot be too close to each other and adding eating spaces in other parts of the campus where necessary</li> <li>● Queues will be spread out with social distancing markers</li> <li>● Food offerings have been reviewed and adjusted to create more space for queuing</li> <li>● NEA has issued new guidelines for food services operations during COVID -19; all these measures have been implemented and will be enforced on a daily basis</li> <li>● Dining tables are cleaned and disinfected after every service</li> <li>● Public touch points such as hand wash sinks, refrigerators and bins are cleaned and disinfected regularly</li> <li>● Notices for maintaining social distancing and practising good hygiene, along with high levels of adult supervision, will support students in following the guidelines</li> </ul>
<b>General hygiene</b>	<ul style="list-style-type: none"> <li>● Students wash hands at regular intervals through the day</li> <li>● Enhanced cleaning and disinfecting of all classrooms and toilets</li> <li>● Regular additional cleaning of all frequent touch points, for example, handrails, lifts, door knobs</li> <li>● Regular additional cleaning of other public spaces such as Library, Pantries, Common seating</li> <li>● Cleaning disinfectant and hand roll available in each classroom</li> <li>● Hand sanitiser provided in each classroom, offices and other common activities areas; refills available from the College Clinic</li> </ul>
<b>Student movement before school, between</b>	<ul style="list-style-type: none"> <li>● On arrival, students will be asked to go straight to class as a general principle</li> <li>● Students will practise safety measures in classrooms, with dedicated seating and minimum movement between rooms and in groups</li> </ul>

<b>classes and at lunch and break times</b>	<ul style="list-style-type: none"><li>● Staff members will be on hand to help remind students in shared spaces (for example, playgrounds) to maintain appropriate spacing</li><li>● Emergency escape routes will be used as regular entry and exit routes to maintain spacing in staircases</li><li>● Younger students will not line up on return from breaks</li><li>● Staggered break and lunch times will minimise 'cross-school section' contact</li><li>● There will be designated play areas for Primary and Middle School students</li></ul>
<b>Staff</b>	<ul style="list-style-type: none"><li>● All staff who have regular prolonged contact with Infant School students will be tested for COVID-19 before school resumes</li><li>● Staff who are not critical to the delivery of the learning programme will continue to work from home</li><li>● In-person meetings will be kept to a minimum and staff will practice safe distancing</li><li>● Staff will take their own temperature and declare any symptoms before coming to school and again during the school day</li><li>● A Safe Management Officer will be appointed on each campus to ensure compliance with Ministry of Manpower regulations</li><li>● Vulnerable staff will continue to work from home, regardless of their role</li><li>● We will be implementing Safe Entry, which will require all staff to check in on their way into and out of the campuses</li></ul>