

RETURNING TO SCHOOL  
Safely During COVID

2021



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## INTRODUCTION

We have all missed the wonderful school atmosphere that Traill is so proud of. In order for us to return to school we must ensure that everyone is as safe as possible.

We are implementing all the safeguards and restrictions currently in place and in accordance with the Ministry of Public Health and Ministry of Education guidelines.

It is extremely important that everyone understands and complies with these regulations to keep all of us safe in the Traill Community.

We have spent the time the school has been closed making sure that all the systems are in place to keep children safe whilst they are at school. This handbook will help you understand the systems are and what the “new school normal” looks like. We were able to adapt to these efficiently as our class sizes at Traill are small.

Almost 100% of our teachers and staff are vaccinated and they will be using the Thai Save Thai App everyday they are in school, so you can be safe in the knowledge that the school is doing everything it can to keep the children safe at school.

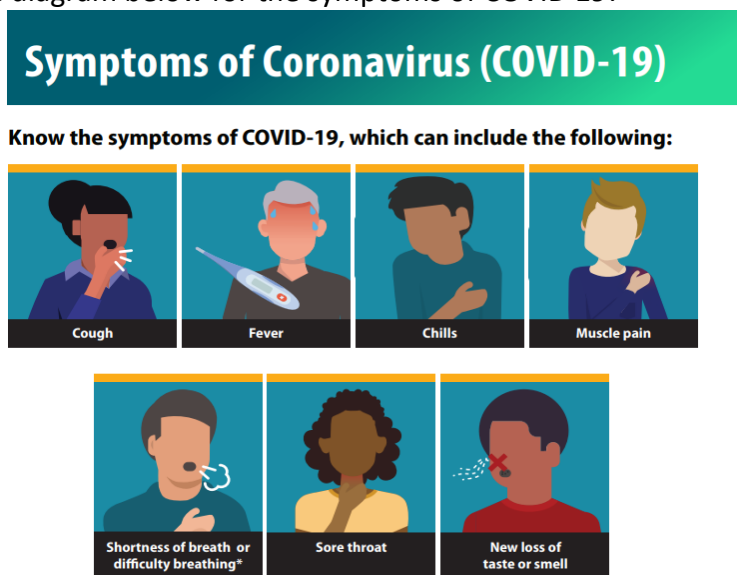
We have achieved the Thai Stop Covid Plus certificate and this is valid until 22nd April 2022.

## THINGS YOU SHOULD KNOW BEFORE YOU COME BACK TO SCHOOL

We are required by the Ministry of Education, Office of Private Education Commission and Ministry of Public Health to ensure that all of our students, teachers and staff are safe, including whilst travelling to and from school and while they are here.

We are following the Ministry of Public Health’s protocol and requesting all parents to avoid travelling except between school and home. To reduce the risk of coming into contact with anyone with COVID please do not drop off anywhere between home and school. We have sent a link to the [ONLINE RETURN TO SCHOOL CONSENT FORM](#) which must be completed before parents send their children to school.

Please look at the diagram below for the symptoms of COVID 19:



**Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.**

## SCHOOL TIMINGS

One way of ensuring social distancing in the school is to rearrange our start and finish times so that everyone doesn't arrive or leave together. Parents should NOT bring their children to school before 6.45am.

Here is an easy table showing our new times and the entrances and exits you should use and these will be signposted for you:

Age Group	Start Time	Finish Time	Entrance	Exit
Kindergarten	7.45	1.45	KG	KG SIDE EXIT DOORS ONTO SOI 16
Years 1 and 2	7.30	2.00	KG	YEAR 1 AND 2 EXIT
Years 3 and 4	7.15	1.55	MAIN	MAIN SCHOOL EXIT
Years 5 and 6	7.30	2.05	MAIN	MAIN SCHOOL EXIT
Years 7,8 and 9	7.30	2.15	MAIN	MAIN SCHOOL FIELD GATES
Years 10 and 11	7.15	2.15	MAIN	MAIN SCHOOL FIELD GATES
Years 12 and 13	7.15	2.15	KG	KG GATE EXIT

STUDENTS SHOULD BE COLLECTED FROM THEIR EXIT POINT AS SOON AS POSSIBLE AFTER THEIR FINISH TIME AND WE ASK THAT YOU LEAVE THE AREA IMMEDIATELY.

## ANTIGEN TEST KITDS (ATK)

Having considered all options we have decided that we are going to use a self-administration system for antigen testing at Traill. Staff and students will be required to home test twice per week under the current Government regulations.

Parents will need to supervise the testing at home and then complete an online form, uploading a photograph of the negative test result.

Once you have completed the online form, you will receive a message either confirming that your child can come to school, or if the test is positive that they cannot. This message must be shown to the security staff when your child enters school, using either a phone or printed copy.

No students or staff will be allowed into school if they have not uploaded the negative test result.

Testing will take place on Sunday and Wednesday of each week using the plan below:

Day of week	Testing times	Uploading information and photograph of test on online form
Sunday	4.00pm to 7.30pm	7.30pm to 9.00pm
Wednesday	4.00pm to 7.30pm	7.30pm to 9.00pm

We have managed to secure at a reasonable cost, a supply of Antigen Testing Kits which are FDA approved. We ask that Parents purchase their first kit from the list on the link below to assure that it meets FDA approval. Thereafter you can purchase them through the school for 100 baht per kit if you wish.

Here is a link for the suppliers of FDA approved ATK Tests which we have received from ISAT (International Schools Association in Thailand)

<file:///C:/Users/agrot/Downloads/List%20of%20ATK%20Suppliers.pdf>

Once you have your test result it should be uploaded to the school using the following link, using the above timings:

<https://form.jotform.com/212928614555057>

FOR THE HEALTH AND SAFETY OF EVERYONE AT THE SCHOOL WE MUST INSIST THAT THE KIT YOU USE IS FDA APPROVED TO MAKE SURE IT IS ACCURATE.

#### STUDENTS WHO TRAVEL INTO SCHOOL ON THE SCHOOL BUS

100% of our drivers and bus monitors have been fully vaccinated. Students who travel into school on the school bus must show the bus monitor the confirmation message on a phone or printed copy on Mondays and Thursdays. As an extra precaution they will then have their temperatures taken, hands sanitised and only then be allowed to go onto the bus. To comply with the latest Government restrictions there will be no more than 5 students per school bus.

To maintain safe travel to and from school:

1. Students will be required to sit in the same seats for inward and outward journeys.
2. Students and staff must wear a mask at all times. We recommend that you send your child to school with a spare mask.
3. The buses will be disinfected twice per day (after each journey)
4. No student will be allowed to enter the bus on Monday or Thursday without proof of a negative test message.

#### COMING INTO SCHOOL ON MONDAYS AND THURSDAYS

Staff and students must produce their negative ATK test confirmation either by phone or printed copy before they will be allowed to enter the school. They must be wearing a mask and their temperature will be taken as an extra precaution. If their temperature is 37.5 degrees or above, the COVID Isolation Nurse will be contacted and they will be escorted to the COVID Isolation room in L Block to await ATK testing. Parents will be notified immediately.

Providing students and staff do not have a temperature of 37.5 degrees or above they can enter the school via the shoe disinfection mats and hand sanitizing equipment.

#### COMING INTO SCHOOL (STAFF)

All staff must complete the Thai Save Thai online questionnaire before they come to school.

#### COMING INTO SCHOOL (PARENTS)

Unfortunately Parents will not be able to come into school except by appointment. Any parent who wishes to visit the school must provide a negative ATK test taken within 48 hours of the visit. We ask that all Parents respect this, as it is important to maintain our safety and social distancing measures. Please drop your children at their entrance to the school and do not wait around the entrance afterwards. If you have any queries please contact Mrs Arlene on extension 5515.

#### WHAT SHOULD I DO IF I HAVE A FEVER AND I CAN'T ENTER THE SCHOOL?

If students or staff have a fever they should not come to school, please contact Mr Gordon Espley-Jones, the School Principal directly.

Students and staff must have a negative ATK/PCR Test before they can return to school.

#### INFORMATION AND POSTERS

As well as this handbook there are many posters and signs around the school. These have been placed around the school to remind everyone of the importance of recognizing the symptoms of COVID 19, how to protect yourself by washing your hands, wearing a mask and the importance of social distancing. Please make sure you look at these and follow the guidelines strictly. These messages will be reinforced throughout the day by the teaching staff.

#### CHANGES TO ROUTINES IN SCHOOL

Changes have been made to the times for arrival and departure to assist with social distancing. There are also some other changes which students should be aware of which affect how they move around the school and also changes to break and lunch times. Masks must be worn at all times, except when eating in the cafeteria or whilst exercising.

1. Signage has been placed throughout the school showing the direction of travel around school. Students must stay at least 1 metre away from the person in front of them. Staff will be on hand to supervise this.
2. Students must sanitise their hands as they enter the classroom,
3. As far as possible students will be allocated a desk and this is the desk that they will use for their lessons in that classroom. This will allow us to be able to track high and low risk students, in the event of a positive COVID test.
4. Our Year groups KG to Year 2 have screens placed on their desks to help them with social distancing. These children will be taught in a bubble and will remain in their bubble throughout their time in school. Enhanced cleaning and disinfection of touch points and toys will take place throughout the day. The school has purchased disinfection machines specifically for this.

5. Break times will be staggered to take into account the social distancing regulations and to allow each group some time outside. Teachers or form tutors will inform students of their time.
6. Lunch times will also be staggered due to social distancing to ensure that we have fewer students in the cafeteria at one time. Teachers/Form Tutors will inform students of their cafeteria time. There will be no buffet lunch in the cafeteria and all food will be served ready wrapped. Forks and Spoons will be individually wrapped. The school's food is provided by Epicure and they maintain the highest standards of quality and hygiene throughout, from delivery of food to service.
7. Students must wash their hands thoroughly and frequently. Teachers/Form Tutors will be reminding students of this throughout the day.

## CLEANING

Trill International School has always been committed to providing a safe environment for our students and staff and throughout COVID 19 we have implemented the following additional measures into our cleaning schedule.

1. Deep cleaning each night
2. Cleaning and disinfecting toilets every 30 mins
3. Enhanced cleaning in bubble classes in KG to Year 2.
4. Cleaning classrooms including door handles and touch surfaces in-between classes and at break time.
4. Water filters will be checked weekly and replaced every 3 months or if required, earlier.
5. Air conditioner filters will be cleaned once per week
6. We already have an excellent waste management system within the school but this has been reviewed and additional steps included to provide utmost confidence.

## COVID EMERGENCY RESPONSE PLAN

We have established a COVID response team within the school, headed by the Principal. In the event that a student is taken ill with a fever, the COVID Emergency Response Plan will be put into action:

1. The Teacher/Form Tutor will notify the nurse's office of the identity and location of the student.
2. The COVID Isolation Nurse will then escort the student to the Isolation Room in L Block.
3. Mrs Arlene (Parent Liaison/COVID Team Member) will contact the parents and obtain permission to carry out an ATK test.
4. If the test is negative but the student has a fever, then parents will be asked to travel to the school to collect them as soon as possible.
5. If the test is positive, then parents will be contacted to take a timeline of the students movements. A risk assessment will then be carried out using the plan below to establish which students are at high or low risk of transmission.

6. Students at high risk will be sealed in the Isolation room and parents will be contacted to collect them immediately. Our partner hospital Pharam 9 will also be contacted to arrange follow up PCR Tests. The Ministry of Public Health will also be informed.
7. Depending on the outcome of the PCR tests, students and teachers will either return to school or continue online for 14 days.

Pharam 9 Hospital will also supply beds/treatment for more serious symptoms if necessary.

Teachers, staff and students must have a negative PCR test before returning to school.

High Risk Contact	<p>Students or staff who were coughed and sneezed on by a person with a positive COVID test result and they were within 1 metre of them, whilst not wearing a mask.</p> <p>Students or staff who were in an enclosed ventilation system area for more than 15 minutes and who sat within 1 metre of a person with a positive COVID test result, whilst not wearing a mask.</p> <p>Students or staff who had a conversation with a person with a positive COVID test result, within 1 metre of each other and not wearing a mask.</p>
Low Risk Contact	All students and staff who do not meet the above criteria.

## SCHOOL ISOLATION ROOM

The nurse's room situated in L block will act as the isolation room and no entry will be allowed to this room if there is a red **no entry** sign on the door.

The nurse's room at F block will continue to be used for general illnesses etc.

## VACCINATION

The Thai Government is currently preparing to vaccinate all students aged 12 to 18. We have worked closely with the Ministry of Public Health to ensure that our students are vaccinated as soon as possible.