



OVERVIEW OF HIS COVID-19 RETURN TO SCHOOL GUIDELINES

Throughout this document reference is made to "fever" and/or "COVID-19 symptoms." In accordance with Chinese regulations, a "fever" is a body temperature ≥ 37.3 degrees Celsius (when tested via infrared forehead thermometer or mercury-in-glass thermometer under the arm). "COVID-19 symptoms," other than fever, include persistent dry cough, diarrhea, vomiting, and difficulty breathing. Other symptoms may include fatigue, sore throat, body aches, upset stomach or nausea.

DECLARATION: BEFORE RETURNING TO SCHOOL

Parents will be required to complete and submit an online declaration for each child before the student is permitted to return to school. A link to the declaration will be emailed to parents prior to the campus re-opening date, and will outline a series of necessary criteria, including:

1. All family members residing in Hangzhou will complete a minimum period of 14 days formal quarantine (or as required) in accordance with government regulations, and adults will have secured Hangzhou Green Health Codes.
2. No member of the household will currently be sick or will have recently displayed symptoms that might reasonably be considered to indicate the possibility of having contracted COVID-19, as indicated by the symptoms listed above.
3. Parents must check their children's temperatures each school night and morning before students leave for school, and if they have a fever they must be kept home from school. In the absence of other COVID-19 symptoms students must stay at home until they are fever-free for a minimum period of 48 hours without taking fever reducing medication. For students who are fever-free but have experienced repeated diarrhea and/or vomiting must stay home until symptom-free for 72 hours.
4. A fever that presents together with one or more other COVID-19 symptoms requires that the student must seek medical attention at a fever clinic. A medical clearance must be provided in order that the student be permitted to return to school.
5. Parents must immediately inform the school if one of their children shows symptoms of COVID-19 or seasonal flu so that other students can be monitored accordingly.
6. Students must be kept at home if any other member of the family presents COVID-19 symptoms.
7. Any confirmed fever (≥ 37.3 degrees) accompanied by other COVID-19 symptoms identified at school will result in the student being sent to fever clinic accompanied by a parent and requiring a medical clearance before returning. By Provincial regulation, the school is obliged to report all such observations to the relevant authorities. When in doubt parents are therefore strongly advised to keep unwell children at home so as to avoid this possibility.
8. Students must wear face mask/covering when entering/leaving campus and during transitions. Students are encouraged to use face mask/covering at all times, but teachers have discretion to allow students to remove mask/covering for certain learning activities and if proper ventilation requirements are met. (note: mask guidelines may change based on threat level)
9. Teachers must wear face mask/covering at all times, except when alone or in open space with physical distancing and not in the presence of students. (note: mask/covering guidelines may change based on threat level)
10. Students must follow all general health and hygiene guidelines stipulated by the school, including physical distancing and frequent hand washing/sanitizing.
11. A recent travel history must be provided for each child:
 - Location of the last overseas port before returning to China.
 - Date of most recent arrival in China from an overseas port.
 - Date of most recent arrival in Hangzhou.

SCHOOL BUS PROTOCOLS

In order to maintain a safe and healthy environment while on the school bus, the following protocols must be followed:

The bus driver and bus monitor (ayi) must:

- Be free of a fever and/or COVID-19 symptoms and must wear face mask/covering and gloves at all times
- Communicate Green Health Code to school and bus company prior to morning pick-up
- Clean and disinfect the bus in the morning and afternoon before pick-up and after drop-off
- Keep the bus windows open for proper ventilation, weather permitting
- Check student Green Health Code, temperatures and issue hand sanitizer

Students must:

- Line up at the bus stop, keeping a distance of 1 meter between each student
- Wear a face mask/covering at all times before, during and after the bus ride
- Show their Green Health Code or that of their parent/guardian
- Have an infrared thermometer temperature reading of < 37.3 degrees (those with temperatures twice measured ≥ 37.3 degrees will not be permitted to board the bus)
- Students not permitted to board the bus may be brought to school by parents for an ear canal or under arm temperature reading
- Sanitize their hands before entering the bus
- Sit in designated seat with physical distancing taken into consideration and family members seated together.
- Disembark the bus upon arrival and proceed immediately to morning classroom.

ENTERING THE CAMPUS

A. All Day Registration Protocol

Employees (including approved third-party providers)

- Entry to the campus will be permitted for those showing a Hangzhou Green Health Code and with infrared thermometer temperature readings below 37.3 degrees. All adults must register with an Alipay or WeChat QR code.
- Any employee with a temperature reading 37.3 degree or above on two different temperature reading devices will be checked again at the gate by the School Nurse using an ear canal thermometer.
- Employees holders must follow standard registration, wear a face mask/covering, and sanitize hands before entering the campus.
- Employees entering by vehicles or foot do not follow the student health check lanes, but approach the guard nearest the guard house and proceed to show green code and receive temperature reading.
- No employee cars are permitted to enter the campus after 7:30am.
- Late-arriving or part-time employees entering the campus after the back gate is closed (8:15am) or front gate is closed (8:30am) need to enter and register at the front gate where the guard will check Green Health Code and take the temperature.

Students

- Students are checked at either the front or back gate entrance between 7:30am and 8:15am based on the staggered entry times.
- Student entry lanes are established with one-meter physical distancing markers. Students and parents should avoid creating congestion of space while waiting to enter lanes.
- Students must show the guard their personal Green Health Code or that of their parent or guardian. Then, the student proceeds alone into the entry lanes to have their temperature checked and sanitize their hands.

- If a student registers measure of 37.3 degrees or higher on two different temperature reading devices at either gate, the school nurse will escort the student to the nearest Isolation Tent for further evaluation.
- Once in the isolation tent, those with an ear canal temperature reading below 37.8 may proceed to class/work. If the ear canal temperature is 37.8 degrees or higher, a mercury-in-glass thermometer will be used to measure temperature under arm. If this measure is under 37.3 degrees twice in 10 mins, student may go back to class.
- Any person with a mercury-in-glass temperature reading 37.3 degrees or higher, but not exhibiting other COVID-19 symptoms shall remain in the Isolation Tent for monitoring, including an additional check after 30 minutes.
- Students who return to classes from Isolation Tent will be given a GREEN CARD to show their teachers indicating that they have been cleared by a School Nurse.
- If a third mercury-in-glass thermometer check after one hour in the Isolation Tent still indicates a temperature of 37.3 or higher, they will be issued an N95 mask and held under observation until such time that their parents can be contacted (for students). Parents shall be responsible for arranging transportation to a medical facility.
- After the back gate has closed (8:15am), all students should enter through the front gate and proceed with check in protocols.
- Late students arriving after the student entry lanes and all gates have been closed should check in with the front gate guard office. The guard will check Green Health Code, take temperature, request sign in registration, and escort the student to the front office or be met at the gate by a campus administrator.

Gate	Grade Level	Arrival Time	Exit Time
Buses	All	by 8:00am	3:30pm
Front Gate	Grades 3-5	8:00am	3:00pm
Back Gate	Grades 6-12	8:00am	3:00pm
Front Gate	Grades K-2	8:15am	3:15pm
Back Gate	Grades EY-PK	8:15am	3:15pm

Visitors (including Parents)

- Visitors are not permitted to enter the campus unless otherwise formally approved by a member of the school's Senior Administration and by appointment only. Campus access shall only be permitted via the Front Gate.
- Visitors approved entry must show a Hangzhou Green Health Code, register their QR code, and have a temperature check that indicates a reading below 37.3 degrees (administered by school guard).
- Visitors must undergo the standard sign-in registration protocols.
- Visitors will be escorted by a guard to the front desk or be met at the front gate by the approving Senior Administrator or his/her designee.

DURING THE SCHOOL DAY PROTOCOLS

- Students are checked a second time in homerooms/advisory between 8:00am and 8:30am with temperature readings formally recorded.
- Any person with a temperature reading twice of 37.3 or higher on different devices will be immediately escorted to the nearest Isolation Tent for an ear canal check. Those with an ear canal temperature reading below 37.8 may proceed to class/work.
- Any person with an ear canal temperature reading 37.8 or above will receive a further check using a mercury-in-glass thermometer. Persons with mercury-in-glass thermometer readings twice below 37.3 in 10 minutes may proceed to class/work.
- Any person with a mercury-in-glass temperature reading 37.3 degrees or higher, but not exhibiting other COVID-19 symptoms shall remain in the Isolation Tent for monitoring, including an additional check after 30 minutes.

- Students who return to classes from Isolation Tent will be given a GREEN CARD to show their teachers indicating that they have been cleared by a School Nurse.
- If a third check after one hour in the Isolation Tent still indicates a temperature of 37.3 or higher, they will be issued an N95 mask and held under observation until such time that their parents can be contacted (for students). Parents shall be responsible for arranging transportation to a medical facility.
- Any person with a repeated temperature reading 37.3 or above, or with an initial reading of 37.3 degrees or higher and presenting with persistent COVID-19 symptoms shall be escorted immediately to the nearest Isolation Tent, where they will be issued an N95 mask and held under observation until such time that their parents can be contacted (for students), and transportation to a medical facility arranged if mercury-in-glass thermometer readings remain 37.3 or higher over 10 mins or persistent vomiting or diarrhea is indicated.
- All medical data and treatment decisions shall be formally recorded and reported to relevant school personnel (e.g., Director, Principals, Office Secretaries, and relevant Teachers) and required government authorities.

Pre-Lunch/Afternoon Protocol

- Lower and Upper School students will complete a pre-lunch temperature check, which will be recorded before students go to the cafeteria.
- Temperature Re-checks: Morning re-check protocols apply to any person with a temperature reading on two devices 37.3 or higher during the afternoon, with rechecks administered in Isolation Tent.

Procedure for high temperature and symptoms during school hours

- An administrator should be contacted if a student has persistent COVID-19 symptoms or a temperature 37.3 degrees or higher measured on two devices during school hours.
- The administrator escorts the student(s) to nearest Isolation Tent and transfers the student to a school nurse.
- Standard temperature and health checking protocols from morning registration shall apply.
- If the student is identified by the nurse as being a concern, the parents of the student will be contacted to escort the child to a fever clinic.
- Students who were in the class with the affected classmate, will be segregated by remaining in place or brought into an Isolation Classroom for further temperature checks and the previous classroom of concern will be completely disinfected. Other classrooms and locations that the affected student is known to have been will also be disinfected.
- Those students will remain in isolation for the rest of the day, with hourly monitoring, until a medical clearance is issued for the initial student of concern.
- The school office will inform parents of those students affected and update them of any changes in conditions.

Other Symptoms

Irrespective of temperature check readings, any person presenting COVID-19 symptoms shall be directed to the nearest Isolation Tent for further examination by the school nurse.

GENERAL HEALTH AND HYGIENE PROTOCOLS

Many of the following health and hygiene habits represent best practices even in normal times but they are especially important during times in which we work together to control the spread of disease, including the COVID-19. As a way to emphasize the importance of complying with these expectations and for ease of reference, we have compiled the essential expectations below. As the situation stabilizes, we may be able to relax some of these protocols, such as physical distancing and wearing face masks/coverings, but until then we ask that everyone in the school community adhere to these expectations.

Hand Washing: Wash hands with soap and water for at least 20 seconds using the 7-step method as often as possible, but always:

- After using the toilet
- Before touching your eyes, nose or mouth

- Before and after eating
- After sneezing or coughing or using a tissue
- After contact with garbage or a high exposure area such as a door handle, bannister, elevator buttons
- After touching shoes
- After touching an animal
- Before leaving for school and as soon as you get home from school
- Between classes
- When hands are dirty

Students and adults alike are asked to pay attention to the following guidelines:

- Come to school with at least two protective masks per day.
- Do not share food or drinks – always have a personal water bottle that you clean thoroughly each day with soap and water.
- Use disposable alcohol wipes to clean your cell phones and laptops.
- Cover your mouth and nose with the inside of your elbow or a tissue if you need to cough or sneeze.
- Tissues and masks should be disposed of properly. Masks should be disposed of in the yellow waste bins.
- No spitting within the school building or grounds.
- As much as possible, always maintain a distance of 1 meter between you and the people around you.

GENERAL CLASSROOM AND CLEANING PROTOCOLS

Classrooms

Once students arrive in their classrooms, they must:

- Continue to wear face mask/covering for the duration of the class (teachers will use their discretion when determining if students should remove their face mask/covering for certain limited activities)
- Go directly to their assigned seat and not move unless directed by the teacher. Classrooms will be set up to allow for as much physical distancing as possible

At the conclusion of each class, personnel will spray and wipe down each desk/table/workstation/chair with approved disinfectant solution; older students will support the wiping done process for their own desk/chair only. At the start of lessons and at each dismissal, students must sanitize their hands. Where possible bathrooms shall be used so as to enable thorough handwashing with soap and water using the seven-step method.

School cleaners will thoroughly clean and disinfect all classrooms and classroom surfaces each morning and afternoon, and common spaces and surfaces (including door handles and railings) repeatedly throughout the day. Toilets and bathrooms will be cleaned hourly.

PE Class/Athletics Protocols

Given the physical nature of PE classes, teachers will use their discretion when determining if students should remove their face mask/covering depending on the level of aerobic or anaerobic activity.

Recess

In addition to short breaks and passing times, students should wear their face mask/covering during recess, unless a supervised activity utilizing physical distancing and proper ventilation is established.

Library

The library shall be closed for mixed classroom activities and general browsing. Students on break may make an appointment to browse for books. Classrooms may book a time slot to bring a classroom group to browse for books. All books will be disinfected upon return in accordance with government guidelines.

LUNCH AND CAFETERIA PROTOCOLS

All students and faculty/staff members must have their temperature checked prior to lunch. Procedure for fevers and COVID-19 symptoms during school hours shall apply. Students without fevers and/or COVID-19 symptoms will adhere to the following protocols:

- At the assigned daily lunch time, students will be escorted from homerooms to the cafeteria (following hand washing/sanitizing). The Cafe shall be closed to students.
- Students shall wear a face mask/covering and maintain a distance of at least 1 meter between each other as they make their way into the cafeteria, in line at hand cleansing stations, and in one of three lines for the food service.
- Cafeteria staff will issue students with a tray and utensils that have been sanitized
- Only the cafeteria staff will serve food, drink, or any consumable items.
- Students will eat in available seating. Current capacity is 186 persons with plastic dividers.
- Upper School students and faculty/staff may eat outside, weather permitting, but should not sit directly opposite another (ie. maximum staggered seating of 3 on a 4-seated picnic table) and maintain 1-meter distancing.
- Students may not share food or utensils.
- Students may not go for additional helpings in the serving lines, except for the pre-packaged sandwich and fruit bar

Lunch Schedule

K	11:10am
EY – PK	11:15am
G1	11:30am
G6-8	11:55am (inside or outside)
G9-12	12:10pm (inside or outside)
G3	12:25pm
G2	12:40pm
G4	1:05pm
G5	1:15pm

DISMISSAL PROTOCOLS

At the end of the school day:

- Students will go directly home, and may not visit other locations or friends.
- Students may not congregate together or loiter in common areas, such as the pavilions or Library, and may not remain to play in the school grounds.
- Students taking a school bus must move immediately to their designated bus station maintaining a distance of at least 1 meter between each other. Students must sanitize their hands before boarding school buses.
- Teachers/assistants will escort young students to designated buses, or to assigned pick-up location for parents, ays, or private drivers.
- All on-campus ASAs are suspended until further notice.
- Students identified for targeted assistance or student support must be issued an afterschool pass.