

CAMPUS HYGIENE PROTOCOL MATRIX



AIK has developed the Campus Hygiene Protocol Matrix on the best practices of safety and security in school environments, with advice from the Ministry of Health and Wellness, the WHO, the CDC, and other international schools. As we learn more of the current COVID-19 pandemic the protocols may change.

Training: Students, Faculty & Administrative Staff, Maintenance Staff




The AIK Administration has established guidelines within which all must operate as a community for the mandated protocols to be successful. We recognize that we all come with personal views, convictions and tolerances about the COVID-19 pandemic and how it should be treated. With this in mind it is imperative that we are brought to one way of thinking and acting for the good and safety of all. The maintenance staff have been formally trained on hygiene cleaning practices and expectations, and the AIK Faculty and staff have also had professional development on hygiene cleaning practices, social distancing measures and social/emotional management of the students in their care.




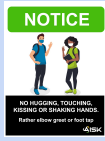



Definitions:

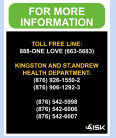

- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- **Disinfecting** works by using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.
- **Disinfectant fogging and spraying** releases a steady and even stream of sanitizing droplets into the air which settle onto surfaces and into cracks that you can't reach with other cleaning methods. The process does not soak, but simply leaves a very light fog that fully disinfects spaces.
- **On Rotation** Common areas cleaned and disinfected twice daily with high touch areas every 2 hours

Equipment		Offices: ES ES Assistant Student Support MS/HS, MS/HS Assistant Mini-Conference Dir Teach & Learn IB Coordinator Office Front Office Canteen Office	Entrance Stations: Pool Entrance Main Walk Bus Depot	Nurses Station & Isolation Room	Classrooms Elementary Building MS/HS Building Art Building Dance Studio Changing Rooms Media Center Pool Building Computer Lab (closed)	Common Areas: Piazza Stage Gazebo Playground MS/HS Rotundas MS/HS Balconies Elementary Stairwells Elementary Balustrades Staff Kitchen Staff Lounge Monitors	Canteen Kitchen Dining Gate House Ancillary x3 Pool Pump Room Store Room	Restrooms: ES Ground X 8 ES 1st Floor X3 MS Ground X 2 HS Ground X 2 MS/HS Staff X 2 Art Ground X 1 Art 1st Floor X 1 Pool Restrooms X 2 X6 stalls Pool Changing X 2 X 16 showers Canteen X 1 Front Office X 2
Classroom Caddy (50 Total)	Hand Sanitizer Alcohol Spray Paper Towel Hand Cream	7 ES Office X 1 MS/HS Office X 1 Mini-Conference X 1 Dir Teach & Learn X 1 IB Coordinator Off X 1 Front Office X 1 Canteen Office X 1	N/A	2 Nurse's X 1 Isolation X 1	38	2 Staff lounge X 1 Kitchen X 1	1	N/A
Fogger (4 Total)	Zone 1	ES Office Student Support Front Office	N/A	Nurses Station Isolation Station	ES Ground Floor	Stage Round Playground ES Orange Stairwell		ES Ground X 8 Art Ground X 1 Art 1st Floor X 1
	Zone 2		N/A		ES Top Floor Art Building Maker Space	ES Purple Stairwell	Kitchen Dining	ES 1st Floor X3 Canteen X 1 Front Office X 2
	Zone 3		N/A		Middle School Pool Building	Blue Benches Picnic Bench Area Rotundas Balconies Stairwells Staff Lounge		Pool Restrooms X 2 Pool Changing X 2 Pool Deck MS Ground X 2
	Zone 4	MS/HS, MS/HS Assistant Mini-Conference Dir Teach & Learn IB Coordinator Office	N/A		High School Media Center Dance Studio	Rotundas Balconies Stairwells Kitchen off Media Center Picnic Bench Area		HS Ground X 2
Thermometers (25 Total)		8 ES X 1 ES Assistant X 1 MS/HS, X 1 MS/HS Assistant X 1 Student Support X 1 Front Off X 2 Canteen Office X 1	3 Pool X 1 Main Walk X 1 Bus Depot X 1	2 Nurse's X 1 Isolation X 1		2 Playground X 1 Staff Lounge X 1	1 Canteen X 1	

Hand Sanitizer Stations (53 Total)		2 Front Office X 2	3 Pool X 1 Main Walk X 1 Bus Depot X 1	1 Nurse's Station X 1	42 Elementary Building X 16 MS/HS Building X 19 Art Building X 2 Dance Studio X 1 Changing Rooms X 1 Media Center x 2 Pool Building x 1	3 Elem Bldg X 2 MS/HS Building X 1	2 Canteen X 1 Pump Rm X 1	
Power Washer (2 Total)			Pool Entrance Main Walk Bus Depot	Pool Deck		Piazza Stage Gazebo Walkways		
Sneeze Guard (42 Total)		2 Front Office x 2			40 Science Labs X 40			
Hand Washing Stations (5 Total)			2 Main Walk x 1 Pool Entrance x 1		3 Entrance ES x 1 Exit MS/HS (to field) x 1 Art Building x 1			
PPE Equipment (16 Total)	Gown N95 Mask Shield Gloves			2 PPE Sets x 2 Disposable Masks (packs)	22 Teachers Shields x 12 Spare Shields x 10		14 PPE Sets X 14	
Shields (22 Total)								
Disinfecting TouchPoints		Front Office: Reception Area Reception Desk Reception Desk Shield Cupboard handles Stationary Cabinets handles Photocopy equipment Panels/switches Light switches Door handles remotes: A/C, Projector Monitors AC Units Telephones		Desk Chairs Bed Frames Mattresses	Chairs Desktops Whiteboard Markers Remotes: A/C, Projector Owl System Light Switches Audio/visual Cables AC Units Telephones Science Labs: Bench-tops Stools Biosafety cabinet and fume hood sashes working surfaces Faucets Equipment panels/switches Audio Visual Cables A/C Units Telephones	Handrails Doorknobs Doors Door push plates Card readers	refrigerator/ freezer handles and their doors light switches Sinks	Door Handles/Push Plates Stall Handles/Push Plates Toilets Paper Rolls Faucets Sinks Benches Mirrors

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Sanitization Cleaning Schedule	Disinfect: Fogging	End of the school day in preparation for the next day		Nurses Station Twice Daily Isolation Station: Remains locked and sanitized Decontaminated After use	End of the school day in preparation for the next day	On rotation every two hours	On rotation every two hours (attach canteen protocol here)	Hourly between cleans
	Cleaning: Wiping	Twice daily		Twice daily, when necessary.	Twice daily, when necessary. Morning and Evening.	Twice daily, when necessary.	On rotation every 2 hours	Four times daily
	Disinfect: Wiping	Twice daily		On rotation by Nurse	After seat change by faculty	On rotation every two hours	On rotation every two hours	Four times daily
	Sanitization Caddy	As needed			After seat change by faculty			
	Trash Cans	Emptied twice daily Washed twice weekly	Emptied once daily	Emptied twice daily Washed daily	Emptied twice daily Washed twice weekly	Emptied once daily	Emptied once daily	Emptied twice daily Washed twice weekly
Behavioural Signage	 (3 Total)		3 Bus Depot X1 Main Walk X1 Pool Entrance X1					
	 (48 Total)	1 Front Office x1	3 Bus Depot X1 Main Walk X1 Pool Entrance X1		38 Classroom Exit x38	6 ES Building X1 MS/HS Building X1 Art Building X1 PE Building X1 Makerspace X1		
	 (3 Total)		3 Bus Depot X1 Main Walk X1 Pool Entrance X1		38 Outside Exit x38	5 ES building X1 MS/HS building X1 Art Building X1 PE Building		

	(46 Total)		X1			X1 Makerspace X1		
	 (82 Total)	11 Front Office x 11	NA	2 Nurses Station x1 Isolation Room x1	38 Classroom Exit x38	5 ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1	3 Canteen X 3	23 ES Ground X 8 ES 1st Floor X3 MS Ground X 2 HS Ground X 2 MS/HS Staff X 2 Art Ground X 1 Art 1st Floor X 1 Pool Restrooms X 2 Pool Changing X 2
	 (75 Total)	2 Front Office x2	3 Bus Depot X1 Main Walk X1 Pool Entrance X1	1 Nurses Station x1	38 Classroom Exit x38	7 ES building x1 MS/HS building X1 Art Building x1 PE Building x1 Makerspace x1 Front Office x2		24 All Restrooms x24
	 (52 Total)	2 Front Office x2	3 Pool x 1 Main Walk x 1 Bus Depot x 1	1 Nurses Station x1	38 All Classrooms x 38	7 ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1 Front Office x2	1 Gate House x1	N/A
	 (45 Total)	2 Front Office x2			38 All Classrooms x 38	5 ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1		
	 (43 Total)	N/A	N/A	N/A	38 All Classrooms x38	5 ES building x1 MS/HS building x1 Art Building x1 PE Building x1 Makerspace x1	N/A	N/A
	 (3 Total)				3 Picnic benches x2 Cafeteria x1			
	 (3 Total)							

								
	Symptom s sign 							
Social Distancing Cue Decals	Green Dot: Social Distancing Furniture Placemen t Distance marker Caution Tape Marker: 6' apart along walkways Floor Decal (12\" Diameter) : "Please Keep Your Distance - Wait Here" Floor Decal 6\" Corners: Furniture Placemen t		Outdoor Walkway s Indoor Walkway s		All Classrooms All Classrooms	Outdoor Walkways Indoor Walkways		

Opening Preparations:

Prior to opening the AISK Campus:

- Campus will be professionally cleaned and decontaminated
- Physical distance decal markers installed
- Behavioural signage installed
- Hand sanitizing stations installed
- Additional hand washing stations Installed
- Isolation Room outfitted
- Sneeze guards Installed

Train and promote healthy hygiene practices

Professional Training of Maintenance Team, Staff & Students:

- Hand washing and covering mouth while coughing and sneezing.
- Use of masks among all staff and students:
 - Face coverings are most essential at times when social distancing is not possible.
 - Not to touch the face masks.
 - Proper use, removal and disposal of face coverings.

- Avoid touching eyes, nose and mouth
- Training of Maintenance team on professional cleaning and disinfecting practices
- Behavioural signage posted around the school.

Beginning of the day:

- Parents will be reminded and instructed to keep children home when sick at the start of every day
- Children and parents are instructed to wash hands thoroughly before leaving the house.
- Thermal scanners on the entrances with anyone with a temperature above 37.8 Celsius will not be allowed on campus.
- All students are to come to school wearing a mask and with at least 3 additional masks in a ziplock bag and a packet of antiseptic wipes.
- Children will bring only a clean water bottle, lunch box and school bag with them to the classroom.
- Before removing anything from their bags, children must wash their hands for 20 seconds.
- Once their hands are washed, children will enter the classroom - they are then ready to begin the day.
- Students who come to school with siblings who start or finish earlier can go to the library or media center to begin their homework.

During the day:

- Students must wash their hands before they enter any classroom; this is also required at the beginning of the day, after break, after PE, before and after lunch, after using the toilet or any other time they enter the room, and when they leave the classroom.
- Classrooms will have tables separated 6' apart and not facing each other.
- Each child and staff member will have a sink and toilet assigned.

End of the day:

- Students wash their hands before lining up to be taken outside. Dismissal times will be staggered, beginning with the youngest students

GENERAL EXPECTATIONS

Moving Around

- Everyone washes or sanitizes hands before moving to another section of the school
- Move on the right when moving up and down the stairs and through the hallways
- Move up and down the stairs one step at a time
- Stay five steps apart on the stairs
- Keep hands and bodies to ourselves
- Use assigned toilet and sink
- One child at a time uses their assigned toilet
- Children must wash hands after using the toilet

Two-meter or 6' distance

- Two-meter or 6' markers will be placed before doors and on floors
- Students will be separated by two meters or 6' throughout the school day both in the class and when transitioning around the campus
- Furniture in the classrooms will have distance markers on the floor and will not be allowed to be moved and must remain where marked at all times

USE OF MATERIALS

Classrooms and use of materials

- Teachers will maintain the sanitising of the classroom and materials.
- All school materials stay at school; no home materials are brought to school with the exception of a reusable water bottle and personal stationary and IT equipment.
- School will provide writing materials etc.
- Children cannot bring personal toys to school
- Soft toys and pillows/cushions/blankets will be removed
- iPads and laptops must not be shared and need to be wiped before and after use several times daily with antiseptic wipes - students must wash hands before and after use
- White boards and markers should be wiped down after use
- Class pencils/pens wiped down after use
- Scissors/glue sticks/rulers wiped down after use
- Other art materials i.e. pastels etc. used, should be cleaned and then packed away
- No play dough/plasticine/clay
- Once a child has read a book it is cleaned and packed away at the end of the day.
- Teachers have a box of books relevant for the day which they use, clean and pack away.
- Electronic reading resources will be used in preference to hard copy books.

Handwashing and hand sanitising

- Students will enter the campus through their entrance, one at a time, 6' or 2 meters apart
- Videos of the handwashing technique will be uploaded to the various monitors around the school and will be played on a continuous basis or until the practice is embedded
- Each child will have an assigned handwashing station and toilet
- Students will wash or sanitize their hands every two hours
- Students will wash or sanitize their hands at their assigned sink on their floor every time before entering the classroom
- There is a 'Home Learning Plan' in place to treat students who present with COVID-19 symptoms or underlying conditions, or have members of the household presenting with COVID-19 symptoms or underlying conditions, and the same is in line with the MoHW guidelines.

Adult Expectations

In addition to following the guidelines for moving around the building, the following guidelines will be in place:

- No parents allowed in school (except for EYP). Drop off and handover will happen at the assigned school entrances
- If parents need to come into school to collect a sick child, they will be temperature checked at the gate and must wear a mask and remain 2 metres/6' away from everyone except their own child. They will be restricted to the Front Office area.
- Staff will not stand or sit closer than 2 metres/6' from each other. All staff are mandated to wear masks
- Staff must wipe down their computer, iPad, mouse, etc. several times a day using antiseptic wipes.
- When working in the same room, all adhere to the two meter/6' distance guidelines, spread out in meeting rooms and wash hands before entering the room and after leaving any room
- Use of staff rooms is allowed only if adults wash hands when entering and exiting the staff room and apply social distancing expectations.

- There is a 'Stay at Home' policy in place to treat employees who present with COVID-19 symptoms and the same is in line with the MoHW guidelines.
- All visitors will be restricted and any allowed on campus must wear masks and have their temperature checked.
- Visitors to complete a form outlining travel history and symptoms at the gate before being allowed entry

Intensify cleaning, disinfection, and ventilation

Upon arrival to AISK there will be a sanitization station at the front of the walkway. All members of our community will be mandated to wash their hands before entering the campus.

The school will be equipped with following items that will be strategically placed around the school for easy access to all students and staff members.

- Portable Hand Washing Stations
- Hand Sanitizing Stations

Clean Disinfect and sanitize frequently touched surfaces four times daily:

- Door handles
- Light switches
- Railings
- Sink handles
- Air Conditioning remotes
- Desks
- Chairs
- Playground equipment
- Drinking fountains
- Toilets and sinks will be sanitised on a continuous basis throughout the day by the cleaners
- Fogging of bathrooms hourly

Classrooms Equipped Sanitizing Caddy

- Hand Sanitizer
- Alcohol Spray
- Disinfectant
- Paper Towel
- Hand Cream

After each seat change teachers are mandated to wipe down each desk and chair and any other surface in their classrooms.

Garbage receptacles will be closed and emptied and cleaned daily. Where possible all plush toys, bean bags and carpets will be removed.

No items will be allowed to be applied to the walls. All classrooms will be fogged daily at the close of the school day.

Air conditioner filters will be cleaned once a week. We will increase circulation of outdoor air as much as possible by opening windows and doors.

The following expectations and procedures are in place to ensure the health, safety and hygiene standards are met.