



COVID-19 Manual

December 11, 2020

The purpose of the SIS COVID-19 Manual (hereinafter SIS Manual) is to ensure the safety of students and staff at SIS and is follows the guidelines issued by the Korea Disease Control and Prevention Agency (KDCA) and the Gyeonggido Office of Education (GOE). The contents of this manual may be changed at any time in accordance with new guidelines and/or policies from the KDCA & GOE. If you have any inquiries or questions, please contact the school.

□ Contact SIS Nurse's Office

-TEL. : 031-750-1317 / 1391

-E-mail: nurseoffice@siskorea.org

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Definition of Terms

Fever is when there is a temperature of 37.5 degrees Celsius or higher when measured with a thermometer or thermal imaging camera.

Symptoms related to COVID-19 include:

Possible COVID-19 symptoms include a fever of more than 37.5 degrees, sore throat, cough, difficulty breathing, vomiting, and diarrhea, loss of sense of smell and taste, or chills. Younger students may have symptoms such as diarrhea and nausea. If you find any of the above symptoms, please follow the instructions in the SIS Manual.

High- risk groups for COVID-19 includes persons 65 years of age or older, pregnant women, and students and staff with underlying medical conditions (diabetes, chronic lung disease, cancer, kidney failure, immune deficiency, etc.) High risk group must minimize contact with potential COVID-19 confirmed cases. High-risk students will be marked as in attendance even if they stay at home. Please submit a doctor's statement or hospital medical certificate to process attendance.

SIS Orange Pass is a daily school form that must be submitted to the school by parents and includes the student's everyday symptoms and travel history. Students must submit the Orange Pass to the bus monitor or staff member upon arrival at school. Orange Pass will be provided by the school and is also available for download on the school homepage. All students are required to submit his or her Orange Pass before riding the bus every day or before taking their temperature upon arrival at the school. If a student does not have the signed Orange Pass, he or she will not be allowed to board the school bus and enter the classroom.

➤ **SIS Orange Pass (Student Health Check Confirmation)**

Seoul International School **ORANGE PASS FOR COVID-19**

Student's Name : _____

Grade Level : _____

Date : _____

1. My child's temperature is below 37.5 degree and does not have any COVID-19 symptoms. (sore throat, coughing, difficulty breathing, chills, muscle ache, headache, loss of smell and taste)
2. No one in my household is under quarantine or suspected of showing COVID-19 symptoms.
3. My child or family member has not been to any overseas country in the past 14 days.

I confirm all of it,

Parent's Signature : _____

➤ **Online Orange Pass submission**
 - [On-Line Orange Pass Link](#)

COVID-19 Screening Clinic is a medical institution designated by the KDCA to test for COVID-19. Screening Clinics include health clinics of each municipality.

The Orange Room is a temporary observation room for students exhibiting COVID-19 related symptoms.

The Orange Room is located in B106 of the Annex Building. A school nurse will be present and will check for COVID-19 related symptoms and protect the student until the arrival of a parent or guardian.

Social Distancing Levels (Level 1, Level 2, & Level 3) issued by the KDCA & GOE will determine the number of students returning to campus, continuation of distance learning, and various school activities.

➤ **Criteria for each level of social distancing (As of November 1, 2020)**

LEVEL 1	LEVEL 1.5	LEVEL 2	LEVEL 2.5	LEVEL 3
Infection Prevention and Control Measures	Community Infection Stage		Nationwide Infection Stage	
Social Distancing	Community Infection Begins	Community infection Rapid spread Nationwide spread begins.	Nationwide spread regularized.	Nationwide spread.

➤ **Social distancing for classroom & events (As of November 1, 2020)**

	LEVEL 1	LEVEL 1.5	LEVEL 2	LEVEL 2.5	LEVEL 3
School/ Kindergarten	① Density 2/3 ② Subject to adjustments	① Density 2/3	① Density 1/3 (HS 2/3) ② Operate w/in 2/3 as much as possible.	Density 1/3	Switch to on-line classes.
Meetings/Events	① Report event with more than 500 pers. ② Mandatory Infection Prevention and Control Measures	① Maintain Level 1 standards. ② Certain events not allowed over 100 pers.	Ban on events over 100 pers.	Ban on events over 50 pers.	Ban on events over 10 pers.
Sporting Events	50% of audience allowed.	30% of audience allowed.	10% of audience allowed.	No audience.	No event.

Return to School Guidelines

All SIS students, faculty & staff must follow the rules of conduct outlined in guidelines of the SIS Manual to ensure the safety of the community by preventing the spread of COVID-19. This includes prior to arrival on campus (from home), on-campus, and during school activities. The contents of the SIS Manual may change per new updates from the GOE.

Overall Guidelines

- All students, faculty & staff must measure body temperature times a day to: ① In the morning at home, ② at school, & ③ before lunch.
- Students showing COVID-19 related symptoms will be transferred to the Orange Room for confirmation by the school nurse.
- If symptoms are confirmed as possible COVID-19 related symptoms, the student must go to a screening clinic to get tested. Students who have been tested for COVID-19 will be restricted from attending school until directed by the screening clinic.
- If a student is exhibiting COVID-19 related symptoms at home, do not leave home and contact the School Nurse's Office.
 - a. **For asthma, rhinitis, cough, runny nose or stuffy nose, and diarrhea**, a doctor's note (or medical certificate) confirming that the underlying disease causing the symptoms began before January 20, 2020, when COVID-19 was first discovered in Korea must be submitted in order for the student to continue attending school with the symptoms.
 - b. If it is not possible to confirm the pre-corona disease of other diseases such as asthma or rhinitis, you can go to school by submitting a medical examination certificate and a doctor's statement for the relevant disease.
- All visitors, including parents, must enter the school through the temperature check points at the main gate. Students arriving by personal vehicle and not on the school bus must go through the temperature check points via thermal imaging camera and a non-contact thermometer at the entrance of the parking lot B1 entrance or the Main Building D-wing entrance on 1F. Students arriving on foot must go through the temperature check point in the corridor B1F of the annex (TG2). Parents dropping off kindergarten or lower grades of elementary school must also go through temperature check process.
- Students, faculty & staff are required to wear masks except when eating or drinking. Teachers may instruct children to take off their masks briefly during a class, but must guide everyone to put masks on again before the end of the class.
 - a. If you are experiencing a headache or shortness of breath, immediately remove your mask and rest until you feel okay. While you rest, try to keep as far away as possible from other people and stop talking. If adverse reactions persist, contact the guardian, take home care, and consult a doctor in the relevant field to guide the search for an appropriate treatment.
 - b. Students, faculty & staff are not required to wear masks if they are more than 1-2 meters away from others outdoors, such as on the playground or on campus. However, in such a case, you should not talk and if we are at Level 2 or above with Social Distancing, then mask wearing outdoors is mandatory.
- Students, faculty & staff are expected to adhere to social distancing. (KDCA recommends at least 1 – 2 meters when your arms are spread out.) Parents must instruct students to avoid physical contact at

school as much as possible, such as hugging, high-fives, and so on. Classroom furniture placement will be change to accommodate social distancing.

- Even if you do not have COVID-19 related symptoms, drinks, food, and masks are not to be shared with others.

Morning Routine

Parent Guidelines

Mandatory guidelines for parents to follow every morning:

- Measure the student's body temperature and complete the SIS Orange Pass (Student Health Check Form) SIS Orange Pass must be submitted to the school upon arrival.
- Students taking antipyretic drugs are not permitted to attend school as it can delay detection of COVID-19 related symptoms.
- **Do not** send student to school if he or she is showing COVID-19 related symptoms.
- Make sure that students are wearing masks when they leave for school. Students must wear a mask at all times on the bus and in the classroom. Keep 2 spare masks in the student's bag.
- Educate your children regarding social distancing. Guide students to refrain from visiting places where many people gather outside of school.
- Guide students to not share drinking water with others.

Kindergarten and lower elementary school students who do not use the school bus every morning:

- Parents and students can both go to the classroom after going through temperature check points.
- JK/SK students and their parents or guardians may enter school through temperature check points at Parking lot B1, Main Building 1F D-Wing (drive through drop off), or Annex B1(on-foot through the main gate) to measure body temperature (thermal imaging cameras or non-contact thermometer).

All Student Guidelines

Mandatory steps for students to follow each morning:

- Temperature check at home before school.
- Prepare the SIS Orange Pass signed by parents.
- Prepare 2 spare masks in case of loss or damage.

Students using the school bus:

- Submit your Orange Pass. You may not board the bus if you do not have your Orange Pass. You may submit your Orange Pass by cellphone photograph or screen capture of the day's Orange Pass.
- ☐ Wear your mask before boarding the bus.
- Avoid physical contact (hugging, high five, a handshake, arms around the shoulder, etc.) while waiting for the bus.
- ☐ Use hand sanitizer to keep your hands clean.

- Cooperate with the Bus Monitor's temperature checks.
- If the Bus Monitor observes fever (over 37.5C), you will be sent to the Orange in Room to check the health status with the School Nurse.

Students NOT using the school bus:

- Wear a mask before entering the campus.
- Submit SIS Orange Pass and measure body temperature (thermal imaging camera or non-contact thermometer) at Temperature Check Point
- Avoid physical contact (hugging, high-five, shaking hands, arms around the shoulder, etc.) while waiting at the Temperature Check Point.
- Must cooperate with Temperature Check by staff.
- If you do not have your Orange Pass or you have a fever (37.5C or more) you will be sent to the Orange Room for confirmation by the School Nurse.
- Temperature Check Points
 - Parking lot B1 (drive through drop off)
 - Main Building 1F D-Wing (drive through drop off)
 - Annex B1 (on-foot through the main gate)

All Staff Guidelines

Mandatory steps for all staff each morning:

- Temperature check at home before school.
- If you exhibit fever or COVID-19 related symptoms, immediately contact nurseoffice@siskorea.org or (31) 750-1317/1139.
- ☐ Temperature must take place before 07:30 in the morning. Temperature Check Points will open at 07:15.
- ☐ Temperature check before entering classroom/office.
- Open windows for ventilation immediately upon arrival at your classroom/office. Ventilate as often as possible within the scope of weather conditions. If the weather is too hot, too cold, or has low air quality let the office ventilate for 10 minutes whenever possible.
- Wash hands and use disinfectants before you start the day to maintain personal hygiene.

School Bus Drivers and Bus Monitors

Mandatory steps for all school bus drivers and monitors each morning:

- Bus monitors will collect students' Orange Pass before boarding the bus and measure temperatures before getting off the bus.
- Submit students' Orange Passes to the School Nurse's Office who will use the information for contact tracing if it becomes necessary.
- Check status of quarantine equipment and disinfect all handles on the bus.

School Nurse's Office

Mandatory steps for each morning:

- Collaborate with each Level Office to confirm number of daily student absences.
- Collect daily Orange Passes to use the information for contact tracing if it becomes necessary
- Check for students absent due to COVID-19 related symptoms.
- Contact parent or guardian of students missing Orange Pass.
- Health checks for students who are absent due to COVID-19 related symptoms.

Classroom Guidelines

Faculty Guidelines:

- Open windows frequently for air circulation. When using an air conditioner, windows must be open for natural ventilation. The use of air purifiers is restricted.
- Measure students' body temperature with a non-contact thermometer that was given before lunch break.
- Instruct all students to wear masks. If mask is interfering with the classroom activities, students may temporarily pull the mask down to the chin if 2m or more social distancing within the class can be arranged.
- Encourage students to wash their hands or use hand sanitizer before entering or leaving the classroom. Students must wash their hands frequently when they stay in the classroom for long periods of time
- Instruct students to clean each student's desk from time to time using the disinfectant spray provided in the classroom.
- Carefully watch for any student with fever or respiratory symptoms (cough or sore throat).

COVID-19 Safety Training

Teacher:

- Instruct students to use tissues when sneezing, and place tissues and covered trash cans where they can be easily found in the classroom. If there is no tissue, students should sneeze on the sleeves of the clothes, not their hands.
- Instruct students to wash their hands with soap and water for at least 20 seconds. Be sure to wash your hands after sneezing or coughing. If you don't have soap and water, teach them to use hand sanitizer.
- Educating students on possible defamation prosecution if they subject another student to hate speech targeting possible COVID-19 patients or spreading false information regarding the epidemic.

Physical Education Guidelines

Faculty Guidelines for PE Classes:

- When necessary, the mask can be lowered under the chin for a short time if the social distance is maintained at least 2M.
- Recommended to plan class content based on individual activities, and avoiding activities that involve teams or physical contact.
- Gymnasiums (TG1, TG2, TG3), Fitness/Yoga rooms, etc. should be ventilated frequently and maintain social distancing. Whenever possible, classes are encouraged in open outdoor spaces.
- Instruct students not to keep their personal gym clothes in locker rooms after using them.
- Educate people not to share their water with others.
- Disinfectant spray or equipment to disinfect parish, instruments, etc. that have been in contact with anyone.
- Changing rooms and shower rooms are shared in groups, and are used while maintaining social distancing.

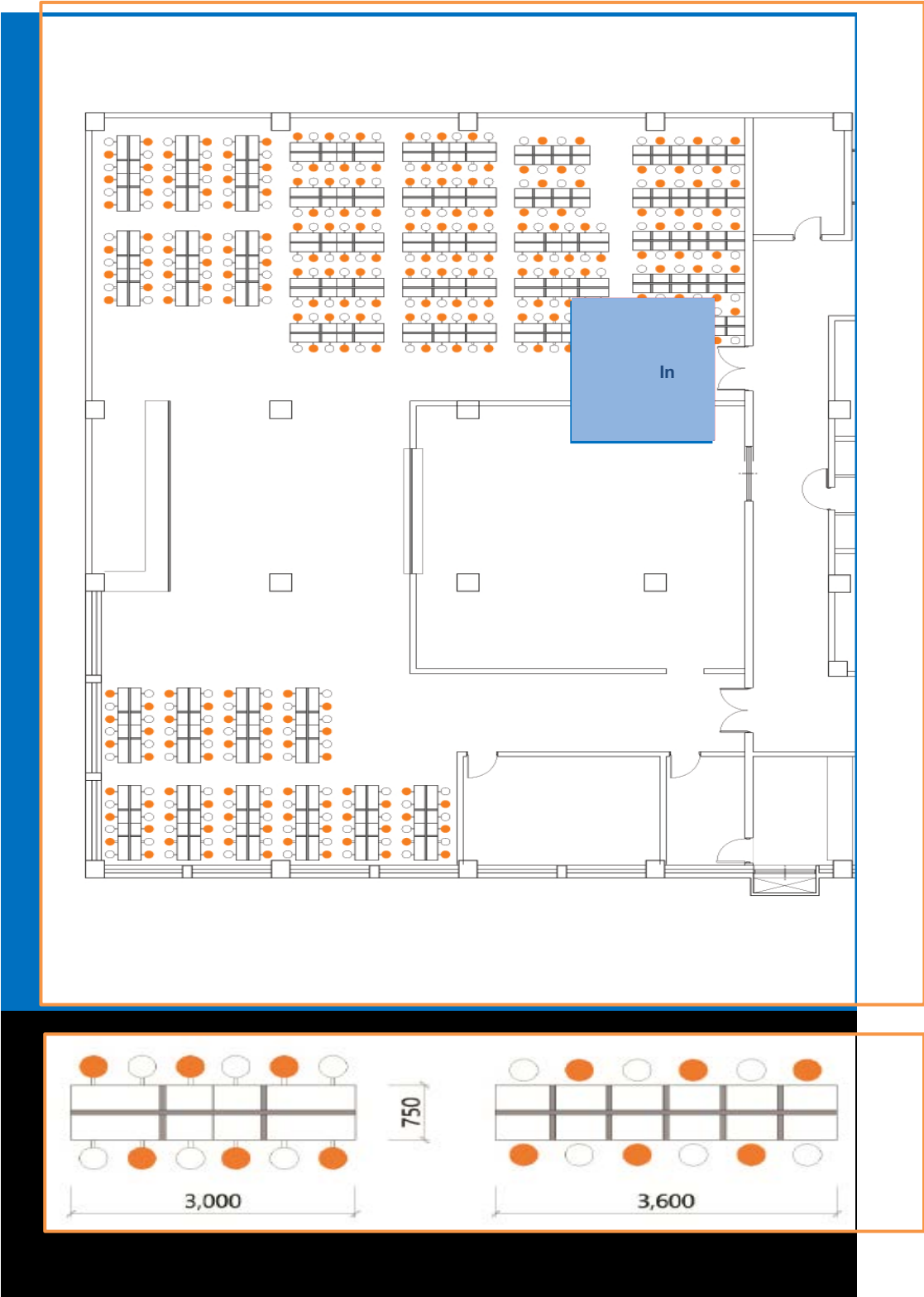
Lunch Guidelines

- Lunch time will be staggered seating arrangements in accordance to social distancing.
- Temperature measurement in take place in each classrooms before leaving for lunch.
- Dividers are installed on all tables so that seats are not in contact with each other during meals.
- Faculty & Staff cafeteria users must use hand sanitizer and plastic gloves before picking up food.

■ Lunch Schedule

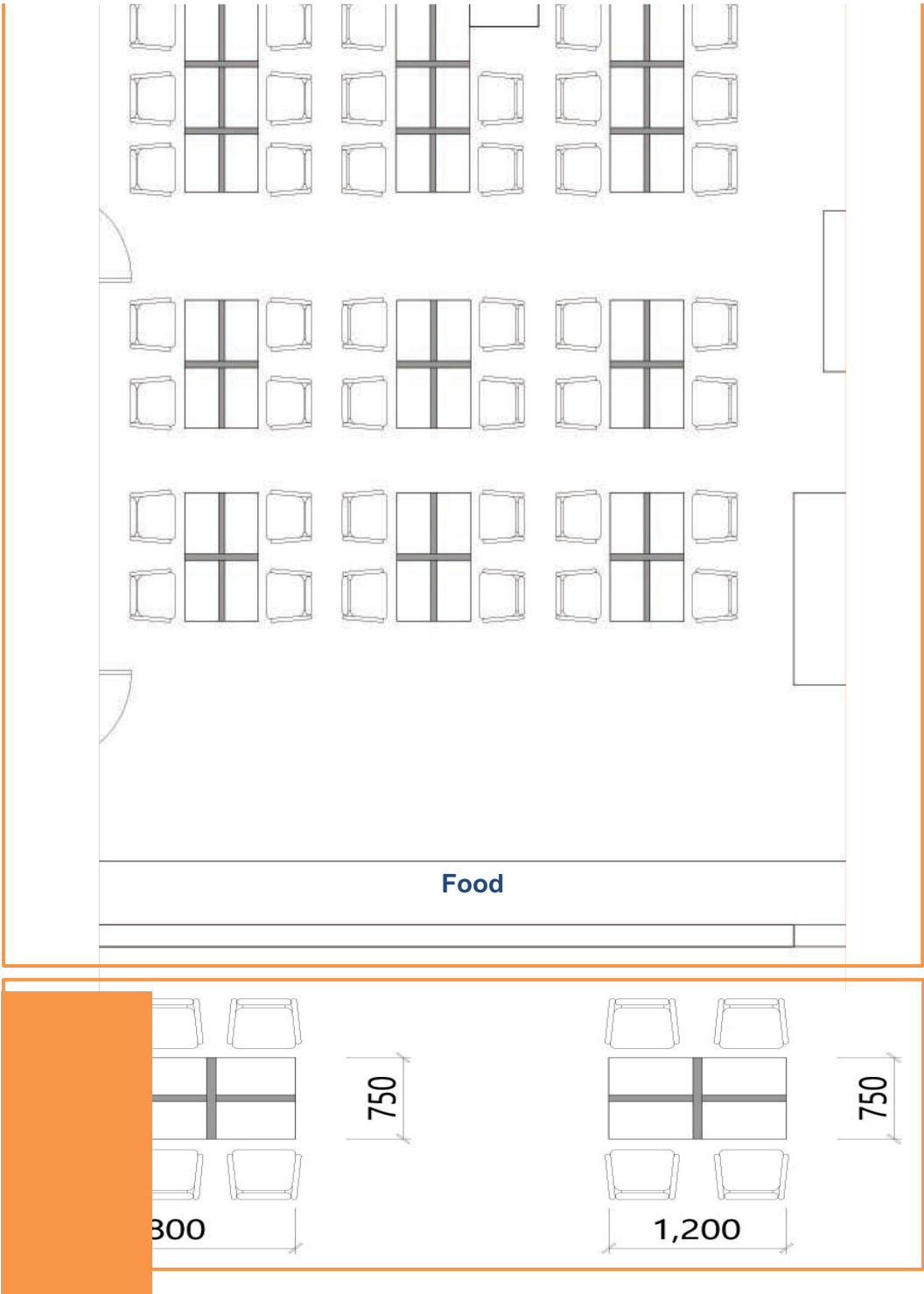
	JK/SK	ES	MS	HS	Faculty & Staff
Kindergarten (Classroom)	10:30 ~ 11:00				
ES/MS/HS Students		10:30 ~ 11:00 (Gr.1 ~ Gr. 3)	11:05 ~ 11:35	12:40 ~ 01:40	
		11:45 ~ 12:15 (Gr.4 ~ Gr.5)			
Faculty & Staff					10:30 ~ 13:30

■ Cafeteria layout (with partition)



# of Seats	Social Distancing Seats	Usage

■ Faculty and staff cafeteria layout (with partition)



# of Seats	Social Distancii Seats	Usage

to minimize staff contact during lunch, staff cafeteria hours are widespread from 10:30 to 13:30.

After School Activities

- After school activities will be decided according to the guidelines of the Ministry of Education based on the social distancing stages (L1, L1.5, L2, L2.5, L3). However, at Level 3 of social distancing upon shift to on-line classes, all after-school activities will be cancelled.
- During after school activities, Activity Buses will operate normally.
- The detailed schedule and content of after school activities will be announced for each level (ES, MS & HS).

Basic Guidelines

- Department of Education (MOE) / Disease Management Division (KDCA) according to the instructions of the then everything under control
- Wear a mask and gloves when you need to take care of someone suspected of having COVID-19 symptoms. Anyone dealing with a suspected patient is concerned with health and safety.
- High-risk employees vulnerable to COVID-19 limit contact with students with COVID-19 symptoms
- Be careful in all circumstances, care must act carefully. COVID-19 is highly contagious and everyone should be careful, while at the same time being considerate of those with symptoms. Be considerate of anyone who is awaiting COVID-19 test results or has been confirmed

Course of Action: Staff

Situation/Action

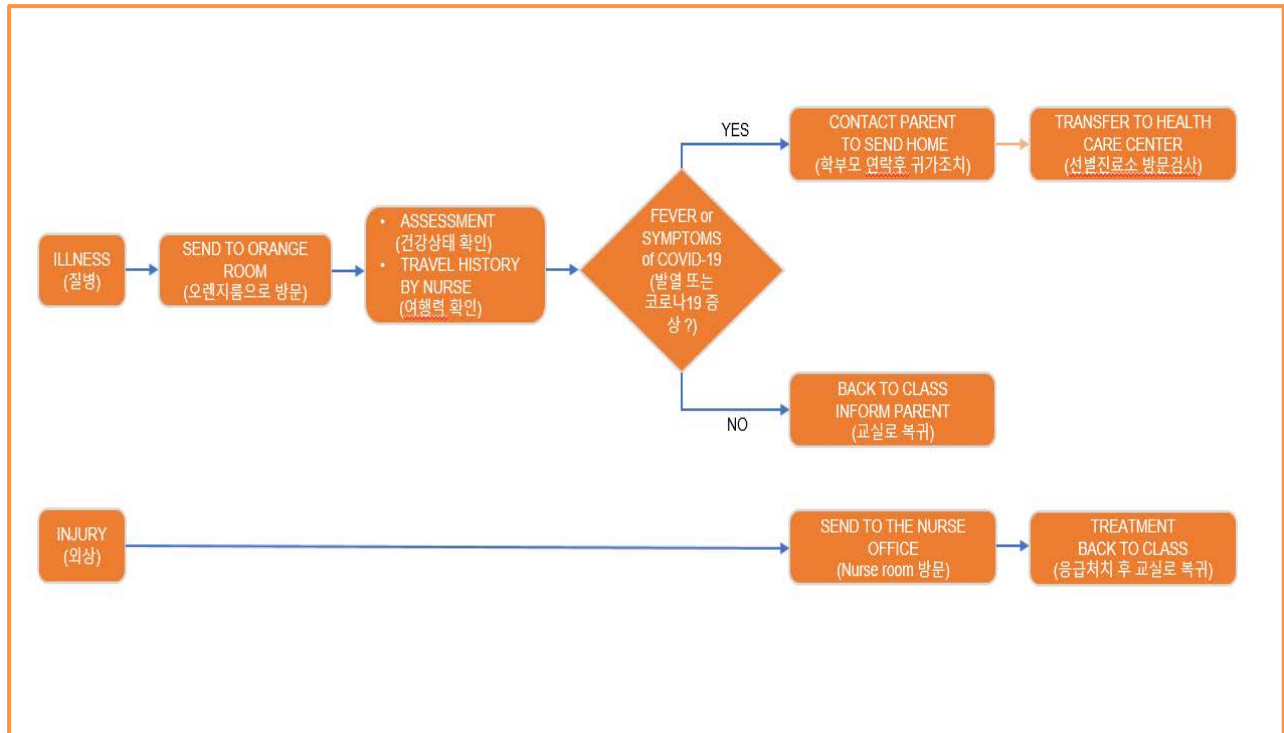
Exhibiting COVID-19 Related Symptoms (Fever, Sore Throat, Cough, Respiratory Problems)	➡	Faculty/Staff	<ul style="list-style-type: none"> • Give student a new mask (Safety Kit has extras) • Contact: School Nurse, Level Office, & Leadership Team • Ventilate room, sanitize doo
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➡ 학교 간호교사 ➡

COVID-19 Symptoms Confirmation Procedure	➡	School Nurse	➡	<p>status</p> <ul style="list-style-type: none"> • Check travel history • If confirmed symptom free, return to class • Update Google Spreadsheet • Monitor student until parent/guardian arrives • Let the student collect personal things • Provide COVID-19 Manual to the parent/guardian and inform that the School
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Course of Action: School Nurse

The School Nurse's Office will confirm student's health status and proceed with diagnosis.



Orange Room (Annex B106 / B107)

E- mail: nurseoffice@siskorea.org / ☎ 031)750-1395

Orange Room is a temporary observation room for observing possible COVID-19 related symptoms. School Nurse will be stationed in the Orange Room and monitor the student until a parent or guardian arrives. If a student needs to be tested at the screening clinic, parents will be contacted to pick up the student and provide guidance on COVID-19 testing. If the student's condition is confirmed to be a symptom not related to COVID-19, the student will be returned to the classroom.



Basic Guidelines

- When contacting the school, communicate the student's symptoms in as much detail as possible (body temperature, cough and other respiratory symptoms, digestion, appetite, etc.)
- Regardless of the severity of the student's symptoms, visit the nearest COVID-19 public health clinic or screening clinic for testing.
- Prepare the necessary documents for the student's return to school in accordance with the SIS Manual standards. (Medical confirmation at the screening clinic, certificate of negative result, self-isolation notice, home care certificate, etc.)
- □ The School Nurse will regularly contact and monitor the student's progress and health symptoms.

Situation/ Action/Regulations		Details
Confirm Student's Medical Absence	Staff who contacted the parent/guardian	Google Sheet: enter as much detailed information on the student as possible. <ul style="list-style-type: none"> Inform the parent that the School Nurse's Office will
	School Nurse	Trace student's current symptoms and travel history <ul style="list-style-type: none"> Provide info on COVID-19 testing clinics and confirm test results Report case to GOE
		Convert to Distance Learning <ul style="list-style-type: none"> Contact Tracing by KDCA Notify all SIS community and continue with communication
	School Nurse	Daily check on the student's health status <ul style="list-style-type: none"> Return to school if no symptoms (provide documentation)

In case of a confirmed case in school

- All actions will follow the instructions of the KDCA & GOE.
- Epidemiological investigations to be conducted in consultation with the Education Support Office and health authorities.
- Contact parents or guardians to ensure all students' safe return home.
- The specific scope of the school's temporary restrictions, access restrictions, and disinfection and quarantine measures will be determined by the HOS in accordance with the result of the epidemiological investigations by the health authorities.
- Contact tracing to begin from 2 days before the first symptoms occurred. For example, if the confirmed person had a mild fever 3 days before the test, the epidemiological investigation includes the person and place contacted from 5 days ago.
- During the epidemiological investigation and disinfection, all classes will be converted to distance learning.
- School will be reopened once disinfection and epidemiological investigations have been completed (typically within 3 days).
- All students and staff should at home during the investigative period, refrain from going out, and visit public health clinics for testing should any COVID-19 related symptoms manifest.
- If a confirmed COVID-19 case occurs on campus, the following procedure must be taken.
 - a. **In case of confirmed COVID-19 outbreak after school or on weekends ;**

School will be closed and all classes will be converted to a distance learning.
Close contacts of confirmed patient and self-isolation targets will be determined via the epidemiological investigations by the KDCA.
 - b. **In case of confirmed COVID-19 outbreak during class;**

School will immediately notify parents and all staff via SMS. KDCA's epidemiological investigations team will visit campus. Students will be on standby in their classrooms until KDCA's releases them to return home. SIS will follow directions of KDCA & GOE and communicate any updates to the SIS community.

Step 1	Procedure for reporting COVID-19 confirmed cases	<ul style="list-style-type: none"> • School Nurse (first report) • HOS • Level Principals • Business Manager • HOD, General Affairs Department • Team Leader, COVID-19 Task Force Team
Step 2	<ul style="list-style-type: none"> • School Nurse: Report to local health authorities and GOE • Elementary, Middle, and High School Principal: <ul style="list-style-type: none"> • Immediately notify all faculty that a confirmed case has occurred on campus in order to minimize student movement • Assist in classifying “close contacts” and identify the movement of confirmed patients 	
Step 3	<ul style="list-style-type: none"> • Cooperate with local health authorities, HOS, HOD of General Affairs Department, and Corona 19 TFT to coordinate crisis response • Health authorities notified SIS after diagnosis of the situation 	
Step 4	<ul style="list-style-type: none"> • Health authorities will brief confirmed persons and close contacts on self-isolation and compliance issues regarding self-quarantine. 	
Step 5	School-wide Notification	<ul style="list-style-type: none"> • Announcement to the SIS community (excluding personal information)
Step 6	<p>After confirming the occurrence of confirmed cases at the school, measures for students to return home will be implemented immediately upon confirmation with the KDCA.</p> <p>Health authorities conduct epidemiological investigations to identify close contacts with the confirmed person.</p>	<ul style="list-style-type: none"> ● All students switch to a distance learning and employees work from home. (Close school cafeteria) ● Confirmed persons and close contacts designated by the Centers for KDCA: Mark as in attendance/at work until health authorities release them from quarantine. ● Close contacts: Must return home via personal vehicle and self-isolate for 14 days even if the test result is negative.
Step 7	<ul style="list-style-type: none"> • Classes may resume per approval by the KDCA. 	
Step 8	<ul style="list-style-type: none"> • School Nurse-Continuous observation of changing circumstances. 	

Sending Students Home & Epidemiological Investigation

- SIS Nurse's Office makes immediate report to the Seongnam Education Support Office in Gyeonggi-do and Sujeong-gu Public Health Center when a confirmed case occurs.
- Health authorities visit schools to conduct epidemiological investigations. The epidemiological investigation will determine confirmed persons, close contacts, and scope of limiting the facilities. The investigation also includes analysis of the potential for transmission. The analysis considers the health status of the confirmed person, whether a mask has been worn, the type of activity involving the confirmed person, and environmental aspects such as student density and the school's basic preventive control measures.
- SIS will inform the SIS community of the confirmed case and any relevant updates through emails, letters, SNS, and so on. SIS will take the following steps to ensure students' safe return home.
 - Upon release of students by the KDCA, notify parents of students' departure/return time.
 - All school buses may operate excepting the bus used by the confirmed case.
 - Students being picked up by parents directly will wait for pick up on the playground benches while wearing masks & keeping social distancing measures. Faculty will monitor and wait with the students. (When returning home, refrain from using public transportation such as bus or subway. Only taxis are possible.)
 - Close contact students and staff will avoid contact with the community by waiting in a separately designated area (Annex TG2). The School Nurse will monitor and wait with the students.
 - To minimize spread, the school will not provide any food and water while students are waiting for their parents. Students can drink water from their own water bottle. Individual snacks may be provided if the student is hungry.
 - KDCA may provide additional diagnostic clinical equipment to the school. In such a case, all close contacts of the confirmed person may be tested on campus.
 - Epidemiological investigation and confirmed students and staff will remain in self quarantine for 14 days. Confirmed person and the close contacts will be tested. Self-quarantine shall continue for 14 days even if the test is negative.
 - Campus facilities used by confirmed persons are restricted from use. Public health centers provide specialized disinfection for restricted access areas. SIS contracts with a professional disinfection company to regularly disinfect the entire school.
 - School will offer distance learning to provide psychological support for students in self-isolation and to ensure the student's right to learn.

School facility disinfection & quarantine equipment

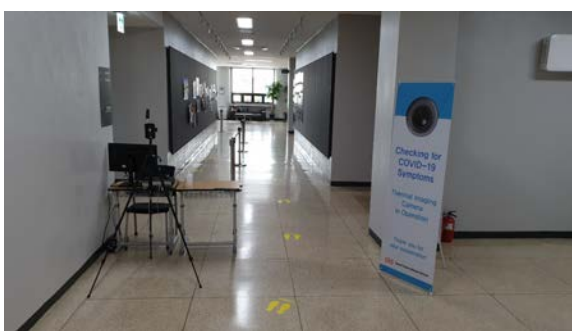
- All campus facility will be regularly disinfected by a specialized contractor.
 - Hand sanitizers will be provided at the entrances and exits of each building on campus so that students and staff can use them at all times.
 - After school, all classroom service providers will disinfect desks and chairs.
 - After school, bathroom sinks and toilets will be disinfected.
 - The General Affairs Department (Facilities Dept) will disinfect all door handles and stair hand rails daily.

Disinfection Specialist (Regular Disinfection)



- Students and staff cafeterias will be disinfected once before lunch and once after school, to a total of two times per day. Tables will be wiped after each level (ES/MS/HS).
- 4 thermal imaging cameras will measure body temperature for all visitors on campus.

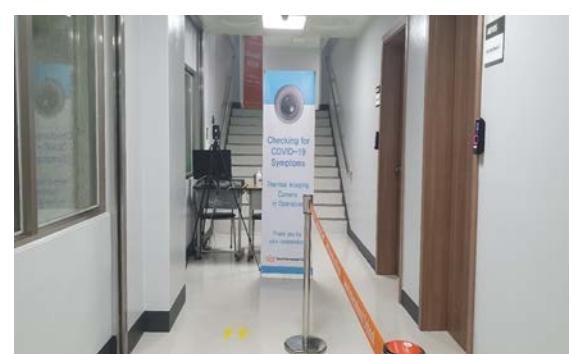
Thermal Imaging Camera #1 (Main Bldg 1F D-wing)



Thermal Imaging Camera #2 (Parking Lot B1 Lobby)



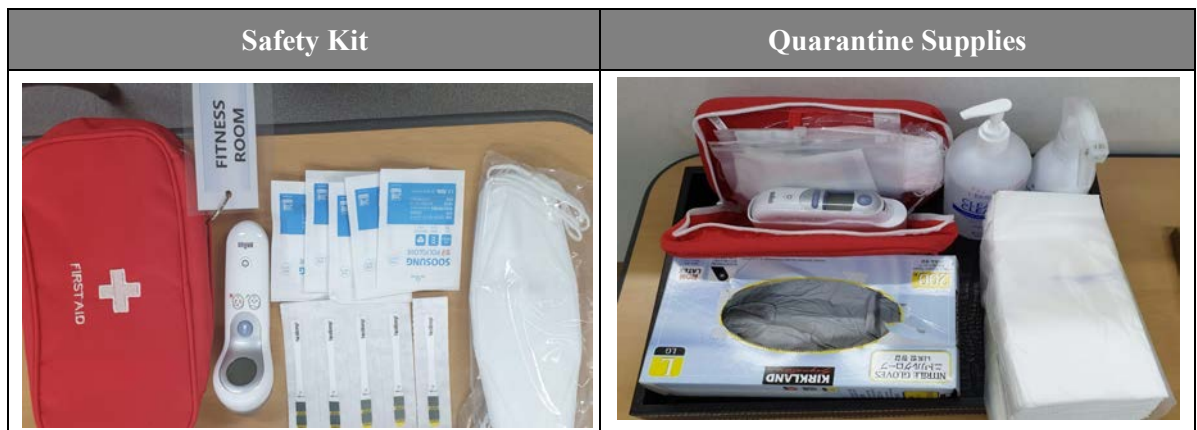
Thermal Imaging Camera #3 (Annex B1)



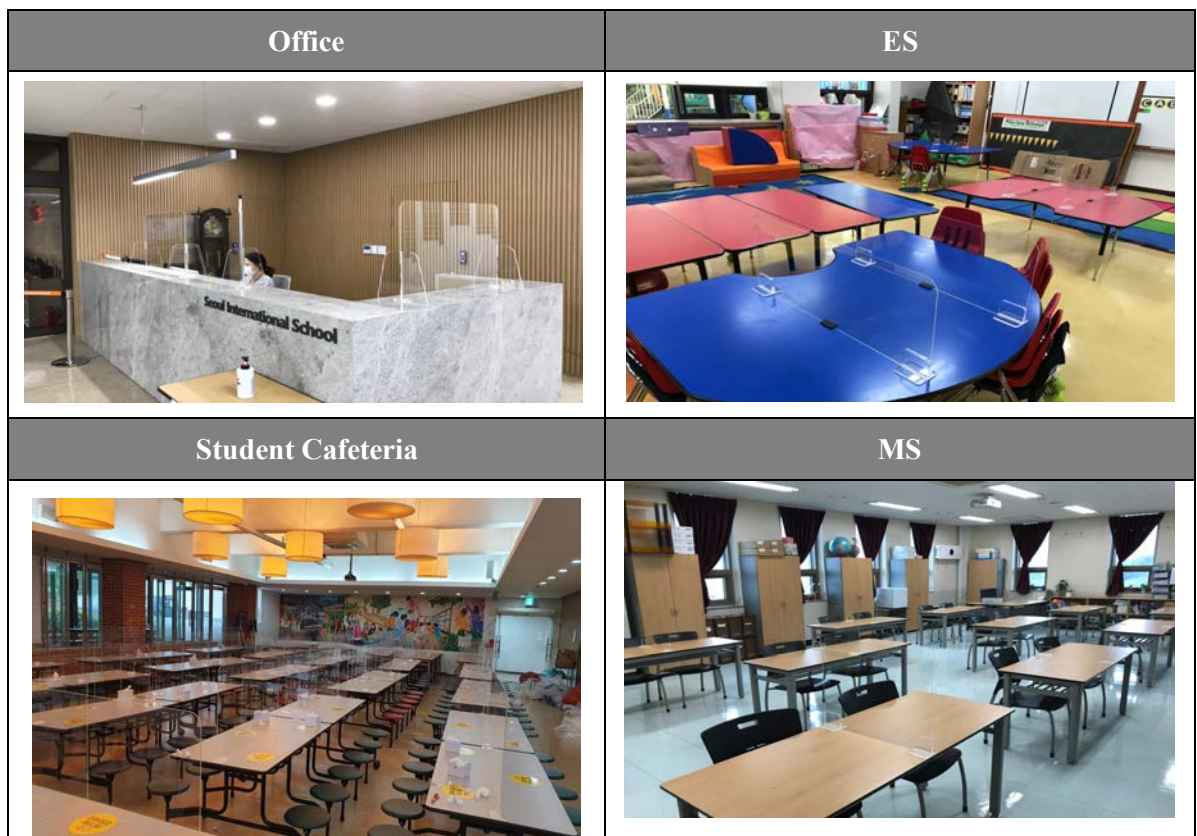
Thermal Imaging Camera #4 (MS Bldg B1 Entrance)



- To ensure the safety of students and staff, Safety Kits & Quarantine Supplies have been distributed to all classrooms and offices.

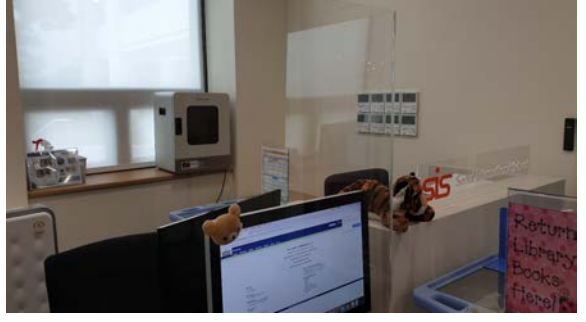


- Partitions to prevent contact were installed in classrooms (ES/MS/HS), offices, and cafeterias in compliance with the GOE guidelines.



- Disinfection Machines are being used by students to treat items used by multiple students in Art classrooms, Maker Space classroom, and JK/SK.

UV Disinfection Machine (Library)



UV Disinfection Machine (Art & Maker Space Classrooms)



Daily temperature checks in the morning, filling out daily Orange Pass (student health check confirmation) to be submitted when students get on the school bus or when they go to school. Students cannot board the school bus or enter campus without an Orange Pass.

- Students will not attend school if they have any of the following symptoms
 - Body temperature 37.5 degree than when
 - Have one or more of the symptoms related to COVID-19 (sore throat, cough, difficulty breathing, diarrhea, nausea, vomiting, loss of sense of smell and taste)
 - While taking antipyretic drugs
 - A student or a family member has been abroad in the past 14 days
 - When a family member is in self-quarantine
- Please prepare a spare mask in case the student's mask is damaged or lost.
- Educate students on the following precautions to prevent exposure to COVID-19.
 - Wash hands often with soap and water. If you don't have soap and water, use hand sanitizer
 - Do not touch your eyes, nose or mouth with unwashed hands
 - Avoid contact with people with respiratory symptoms
 - Refrain from visiting crowded places
 - Practice social distancing
- If you observe COVID-19 related symptoms (sore throat, cough, shortness of breath, diarrhea, nausea, vomiting, loss of sense of smell and taste, etc.) At home:
 - Follow the instructions of the Manual to visit a screening clinic. Wear a mask and move when characters have primary amount of use, please. Please inform your school's School Nurse Office of your results.
- If a student has symptoms of COVID-19 at school, parents will be contacted immediately. Parents shall:
 - Pick up the student immediately. If you contact the Orange Room through the main gate security office and are waiting at the main entrance, the School Nurse or staff will lead the student to the main gate.
 - In accordance with the guidance of the GOE, the symptomatic student will visit a local public health clinic or a COVID-19 screening clinic. Wear a mask and move when characters have primary amount of uses.
- After being tested for COVID-19, students must refrain from outdoor activities or going out and self-isolate until results are obtained. Nursing saga of the student health status contact for verification studies will be parents.
- Please guide your students away from formulating a bias against those who are a confirmed case.

Visitor Access

All visitors entering or leaving the school must adhere to the following protocol.

- Present personal identification at the gates
- Always wear a mask
- Write and sign visitor health and travel records
- Body temperature measurement before entering the school
- Receiving the visitor ID card and moving to the destination

After visiting your destination, please go back to the front door to return your Visitor's ID card and collect your personal ID. Entry to campus is not possible without a Visitor's ID.

Seoul International School – Main Gate



A Smart School Life to Prevent COVID-19



Open windows often to let fresh air in and clean your desk regularly.

- Occasionally open the windows for your health and that of your friends. Especially, do so right after arriving at school and during break, lunchtime, and clean-up time!
- Clean your own desk regularly.

This is how your school life should be:

- Always wear a mask during classes and breaks.
- Wash your hands often.
- When coughing or sneezing, cover your mouth and nose with your sleeve.
- Avoid physical contact, such as holding hands.
- Do not let others use your personal belongings.



Be considerate to your friends during lunchtime.

- In the school cafeteria, line up at double arm's length apart from each other.
- Do not talk while eating.
- Take off your face mask right before eating your meal and put it back on immediately after.



If you are feeling ill, tell your teacher.

- If you have fever, sore throat, cough, or runny nose, tell your teacher right away.
- If your friend becomes a confirmed case, do not panic; just follow your teacher's instructions.




KDCDC
교육부


Recommendations for preventing COVID-19

KDCDC
1339


General Public Code of Conduct for Prevention




Wash your hands frequently and thoroughly with soap and water.




Do not touch your eyes, nose, or mouth with unwashed hands.




Cover your mouth and nose with your sleeve when coughing or sneezing.



Avoid contact with people who have symptoms of fever, cough, or other respiratory symptoms.




Avoid visiting crowded places.




Especially, the elderly - pregnant women - the people with underlying chronic conditions must wear a facemask when going outside.


Code of Conduct to Abide by When Having Fever, Cough or Other Respiratory Symptoms




Wear a facemask.




Avoid outdoor activities and stay at home for 1 or 2 days to monitor symptoms.




Avoid visiting large hospitals and emergency rooms. And contact your local health center or 1339 or Area Code + 120 for consultation.



When visiting healthcare facility (*selected clinics), be sure to wear a facemask and try to use personal vehicles for transportation.



Inform your health care provider of your travel history and contact history with patients with respiratory symptoms before getting a consultation.



Follow guidance provided by health care provider and public health authority.

* Selected clinic information: Check KDCDC homepage, contact local public health center, or call 1339 or area code+120

For more information on COVID-19, visit COVID-19 official homepage www.mohw.go.kr

Issue Date: 2020.2.22

KDCDC
1339



WASH YOUR HANDS

with running water and soap for at least **30 seconds**

Proper hand washing can reduce the spread of infectious diseases by half.

- PALMS**
Rub hands palm to palm
- BACKS OF THE HANDS**
Right palm over left dorsum with interlaced fingers and vice versa
- BETWEEN THE FINGERS**
Palm to palm with fingers interlaced
- FINGERS INTER-LOCKED**
Backs of fingers to opposing palms with fingers interlocked
- THUMBS**
Rotational rubbing of left thumb clasped in right palm and vice versa
- UNDER THE NAILS**
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa

Publication Date: 2017.12

KDCDC

#COVID-19_We Will Win

Enhanced Social Distancing Campaign

Stay at home as much as possible to protect yourself and others from COVID-19.

I Call to actions for all citizens I

- Cancel or postpone all non-essential gatherings, dining out, social events, and travel plans.
- If you have fever, cough, sore throat, or other respiratory symptoms, do not go to work. Stay home and get sufficient rest.
- Wash your hands, cover up your sneezes/coughs, and generally maintain strict personal hygiene.
- Avoid leaving home except to purchase necessities, to get medical care, or to go to work.
- Avoid handshakes and other forms of physical contact. Keep a 2-meter distance from each other.
- Disinfect and ventilate your space every day.

I Call to actions for citizens in the workplace I

- Wash your hands thoroughly with soap under running water.
- Refrain from using changing rooms, indoor break rooms, and other public areas.
- When eating meals together, maintain a distance and avoid sitting face to face.
- Use your own personal cups and utensils.
- Avoid handshakes and other forms of physical contact. Keep a 2-meter distance from each other.
- Return home directly after leaving work.

Published 05 April 2020



These prevention rules are in accordance with KCDC guidelines(Feb. 20).

Let's Work Together to Prevent COVID-19!

Prevention Rules for COVID-19


- 1. Wash your hands** frequently and thoroughly with **soap** and **running water** for more than 30 seconds.
- 2. Do not touch** your **eyes, nose, or mouth** with unwashed hands.
- 3. Cover your mouth** and nose with your **sleeve** when **coughing** or sneezing.
- 4. Avoid contact** with people who have symptoms such as **fever, cough,** or other **respiratory symptoms**.
- 5. Wear a mask and avoid visiting crowded places.**
 - ▶ If you are **elderly/pregnant** or have **chronic conditions**, you **MUST** wear a mask when going outside.
 - ▶ If you show symptoms such as **fever, cough,** or other **respiratory symptoms**, please refrain from taking off your mask.

For inquiries ☎ 1330 / 1345 / 120

※ If you have mild fever, cough, or other respiratory symptoms, please avoid visiting hospitals and emergency rooms. Call the numbers above first and follow the instructions.
Only if required, visit designated clinics for triage.

※ When visiting hospitals or clinics, please wear a mask and avoid using public transportation. Please use your personal means of transportation to prevent infections.

Seoul Metropolitan Disaster and Safety Countermeasures Headquarters



WEAR A MASK




WASH YOUR HANDS



STAY 2m APART

SIS Seoul International School



Checking for COVID-19 Symptoms

Thermal Imaging Camera in Operation

Thank you for your cooperation

SIS Seoul International School

► Reference documents

- COVID-19 Infectious Diseases Control and Prevention Guide (Ministry of 3 plates / 12.11.2020)