



ESH Secondary Health and Safety Protocol

COVID-19

Students- March 2021

This protocol outlines the measures taken by the European School The Hague to protect the students and staff of the school as best as possible from the Coronavirus. These measures are based on the guideline of the RIVM and the VO-Raad. This protocol is an addition to the [‘Protocol opstart voortgezet onderwijs’](#) that we also follow.

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The RIVM guidelines

RIVM guidelines are leading which means that the basic rules for everyone applies¹ at ESH.

Hygiene

- Wash your hands often.
 - Wash your hands with soap and water for 20 seconds, then dry them thoroughly.
 - Wash your hands: before you go out, when you return home, after blowing your nose and of course before meals and after going to the toilet.
- Cough and sneeze into your elbow.
- Use paper tissues to blow your nose and discard them after use.
 - Then wash your hands.
- Don't shake hands with others.

The 1.5 metre rule

- All community members, both staff and students, regardless of age, must keep 1.5 metres (2 arms lengths) away from others at all times.
 - It does not apply if you are providing assistance to someone, for example pushing a wheelchair.

Face masks

- Face masks covering the mouth and nose should be worn by all staff members and students.
- Face masks must also be worn in classrooms, and may only be removed if everyone, including the teacher, is seated.
- Wearing masks in PE and Music lessons is not mandatory. Masks can be removed for eating and drinking.

On-site & Online lessons

From 2 March, ESH Secondary will implement a blended learning model. Students are split into two groups, A and B, and alternate between online lessons and on-site lessons. When not on-site, students still follow their normal timetabled lessons online from home.

Parents/guardians will contact the Cycle Leader and the Mentor if a student or a member of the household belongs to the at-risk group. Students may be exempt from physical education in consultation between parents/guardians and the school.

¹ <https://www.government.nl/topics/coronavirus-covid-19/tackling-new-coronavirus-in-the-netherlands/basic-rules-for-everyone>

Health requirements to attend school

Definition of Symptoms²

The most common symptoms of COVID-19 are:

- Cold-like symptoms (such as a nasal cold, runny nose, sneezing, sore throat)
- Coughing
- Shortness of breath
- Elevated temperature or fever
- Sudden loss of smell and/or taste (without nasal congestion)

Before coming to school, students should complete the RIVM checklist. If you answer 'yes' to one or more of these questions, do not come to school.



Did you have one or more of the following symptoms in the past 24 hours?



Coughing



Symptoms of a common cold



Fever or elevated temperature



Shortness of breath



Loss of taste and smell

Does anyone in your household have mild symptoms accompanied by fever or shortness of breath?



Have you had a novel coronavirus infection (laboratory-confirmed in the past 7 days)?



Are you in quarantine because:

- you had close contact with or someone with a confirmed COVID-19 infection?
- someone in your household had a confirmed COVID-19 infection?
- you have been in a COVID-19 high-risk area?*
- you received a notification from the Coronamelder-app?



² <https://www.rivm.nl/en/novel-coronavirus-covid-19/coronavirus-disease-covid-19>

Students with one or more symptoms

- A student stays at home when they have symptoms and contact the GGD to arrange a COVID-19 test.
- Parents/guardians report the student as 'onsite absent' by filling day of the [absence form](#) every (before 08:30)
- A student may return to school if they have had a negative COVID-19 test result.
- The student is expected to catch up on missed lessons by checking the work on SMS and attending online lessons if possible.
- Students with one or more symptoms are urgently requested to get tested.

A student with a household member who has tested positive for COVID-19

- The student should stay at home for the length of time specified by the GGD.
- Five days after contact with the person who tested positive, the student can be tested if they have symptoms.
- Parents/guardians report the student as 'onsite absent' by filling the [absence form](#) at the start of the home isolation period and contact school after 3 days to inform school further.

Developing symptoms at school

Students

- Staff members send the student to the reception and inform reception (2001)
- Reception register the student
- Reception contact the siblings (contact Primary when necessary)
- The student and siblings are sent home and are advised to get tested
- Reception inform students' parents/guardians
- If students cannot go home by themselves, then students stay in the Facility Manager's office until their parents/guardians pick them up.
- Parents/guardians do not enter the school, they call school reception to inform them of their arrival.
- Students are urgently requested to be tested.
- Siblings are advised to get tested if they develop symptoms.

Students tested positive to Covid

Student' household should remain home because they may also have become infected. GGD will advise when the quarantine period ends.

Parents/Guardians inform school sec-absences@eshthehague.nl, +31 (0)70 700 1600 with the length of time quarantine is required. Students follow online lessons when possible.

Travelling from an orange/red country

Please consult the government travel advice. Community members are strongly advised to go into quarantine for 10 days upon returning home.

Students going into quarantine will not lead to an absence notification to Leerplicht. School will look in consultation with parents on possibilities of distance learning during the quarantine period.

Involvement of GGD

- The school contacts the GGD for an unusual number of pupils with complaints.
- School contacts GGD when staff members or students have tested positive. Communication to school community will be done according the information given by GGD.

Coming to school

Students

- Students are expressly encouraged to not use public transport and to come by bicycle or walking as much as possible or to be brought and collected by a parent.
- As an extreme consequence, the use of public transport is not excluded. As of June 1, wearing a non-medical mask is mandatory in public transport.
- School has to provide information about students who will make use of the public transport for the period from January 2021 to June 2021 (no personal date will be shared), this information is collected via an online form to be completed before Thursday 18 December 2020
- Parents/guardians are not allowed to enter the school unless they have been invited to do so.
- The taxi companies that provide the transport of pupils have their own Corona protocol. Parents will make direct contact with the company.

Visitors

- Visitors are allowed to come to school on invitation only
- Visitor will be asked some questions³ before being allowed to enter the school building

Check: Ask your customer the following questions:

Did you have one or more of the following symptoms in the past 24 hours ?



Coughing



Symptoms of
a common cold



Fever or elevated
temperature



Shortness of
breath



Loss of taste
and smell

Does anyone in your household have
mild symptoms accompanied by fever
or shortness of breath?



Have you had a novel coronavirus infection
(laboratory-confirmed in the past 7 days)?



Are you in quarantine because:

- you had close contact with or someone with a confirmed COVID-19 infection?
- someone in your household had a confirmed COVID-19 infection?
- you have been in a COVID-19 high-risk area?*
- you received a notification from the Coronamelder-app?



*If you answered yes to one or more of these questions,
do not make an appointment, or cancel your appointment*

³ <file:///int.rijnlandslyceum.nl/Home/Homedir-DC/ESH/F.BRUNA/Downloads/infographic%20COVID-19%20guidance%20visitor.pdf>

On school premises

Keep 1.5 meters apart

- All community members, both staff and students, must keep 1,5m distance away from each other.
- Students and staff members are responsible for respecting this social distancing
- Students and staff members are required to keep their line (to the right) when walking through the building.
- Calamities are dealt with by a first aider. There are always at least 2 first aiders/ERO officers in the building. In emergency situation the 1.5 meters may not be respected.

Face masks

- Face masks covering the mouth and nose should be worn by all staff members and students.
- Face masks must also be worn in classrooms, and may only be removed if everyone, including the teacher, is seated.

Ventilation

In order to prevent infection through aerosols, classrooms and corridors need to be ventilated between lessons and during the breaks by opening the windows.

The buildings and portacabins at both our Primary and Secondary schools make use of mechanical ventilation systems. Over the summer vacation we arranged to have a technical analysis of all ventilation systems at both school sites. The outcome of the analysis by the external supplier found that there is no re-circulation of air within the systems, thus confirming that the ventilation in our buildings minimizes the risk of the spread of the coronavirus. The analysis concluded that our buildings are therefore safe to be used. In addition to this, classrooms and corridors can be ventilated between lessons and during the breaks by opening windows and doors. Please note that as outlined in the VO-Raad and PO-Raad protocols, fans should not be used in the classrooms.

Arrival and departure of students

Drop off/Pick-up

- Parents are not present in the school building and on the square, unless they have been invited.
- Kiss&Ride in front of the student school gate

Entering school premises

- Students are allowed on school premises 30 minutes before the start of their lesson.
- Students enter their classroom and wait for the start of their lesson

One-way staircase-corridors

- All staircases are one-way only.
- All community members must keep right in corridors.

Cleaning

- Daily cleaning is carried out by Unidos. They comply with the RIVM guidelines.
- There are 3 rounds of cleaning a day. One in the morning, one in the afternoon and then there is another cleaning round where cleaning takes place according to the cleaning program (again including sanitary facilities).
- The sanitary areas are cleaned, as well as hand contact points in the building.
- If it is found that soap or towels are running low, please report this to the reception so that they can be supplemented immediately.
- Make sure that the surfaces which need to be cleaned in classrooms or offices are empty. For classrooms: please have the students put their chair on their desk at the end of the school day. First the floors will be cleaned, then the chairs (and put back on the floor) and then the tables.

Please note: There is a difference between bacteria and viruses. Bacteria are everywhere and a lot of those bacteria are good. Our body needs bacteria to function. With disinfecting, everything is wiped from a surface. Disinfecting is not a good solution, but good cleaning is! Cleaning is preventive. Use clean cleaning material that is cleaned every day. Do not use complicated cleaning products and do not unnecessarily clean with disposable materials. Please do not bring cleaning materials from home.

Presence of facility staff

Every day there are 2 concierges present. No more than 2 people are allowed into the concierge office. No students are allowed in the offices.

In the classroom

Requirements for all classes.

- Every room and office will be provided with cleaning spray, paper towels, a bottle of disinfecting hand gel and a bin.
- Plastic cover for cupboard and special cleaning spray or wipes for electronic devices.

ICT room

- The ICT room is cleaned with special cleaning wipes that do not damage the equipment.
- Keyboards will be covered by a coversheet. This sheet can be clean before/after every user.
- DO NOT clean PC/computer equipment with products that contain alcohol (such as the hand gel). These products damage the equipment!

When entering a classroom

- Students clean hands using sanitizer gel and enter.
- Students take a paper towel with cleaning gel.
- Each student wipes down desk and the chair with paper towel and cleaning spray.
- Students place used paper towel in bin at front entrance of classroom.

During the lesson

- Resources can be shared with students, if hygiene measures are followed.
- We encourage the use of the free app, Office Lens, to collect students work.

- All homework tasks should continue to be posted online via SMS and (electronic) lesson resources should also continue to be posted on SMS so that students still at home have equal access to the content and tasks set in the lesson.

End of each lesson

- Each student wipes down desk with paper towel and cleaning spray.
- They place the used paper towel in the bin as they leave.
- Students clean hands using sanitizer gel.
- Windows are opened between classes to ventilate the room.
- Students are only allowed to exit the room if wearing a face mask.

Moving from one classroom to another

- Students are required to follow the protocol when entering the classroom (gel, clean up his desk and chair with the spray and a paper towel)
- Students will keep right when moving in the building.
- Students will wear a face mask.

Free periods, lunch, teacher absence

Lunch

- The canteen will operate in a limited capacity. Please refer to the latest communication for more information.

Free periods and teacher absence

- Smoking is not allowed in the schoolyard.
- Students from S5 onwards can leave school premises during their free periods if they have the permission to leave the school premises.
- During free periods, students can go to The learning Hub, the common room, the library or the canteen. Students are responsible to respect the 1,5m distance.
- In case of teacher absence, students are required to go to the Learning Hub as usual.
- In case of too many staff absence, the management can decide to send the students home.
- Students are encouraged to check Webuntis before leaving home to check their timetable and their starting time.

Study spaces

- Library, common room and the Learning Hub will remain open for students as studies spaces.

Support

- Care provision in the school by, for example, outpatient youth care has restarted.
- Support lesson will restart for school year 2020-2021.

Library-Mediatheek protocol

- Masks have to be worn at all time in the library.
- Use the Library only to pick up books, individual study or reading.
- 4 PCs and 3 iPads will be available only for study.
- Clean the PCs, iPads before and after use with the special wipes.
- Clean desk and chair before and after use with paper towel and cleaning spray (available at the entrance of the library)
- Keep 1.5m distance from others.
- Return your books in the box at the Library's entrance door.

Meetings

- The following meeting are planned onsite:
 - Student assemblies
 - Student meetings (student council, student clubs etc.)
 - Meetings with parents/guardians when necessary
- Visitors are allowed on school ground when necessary (please refer to [Visitors](#))

Adapting our teaching to the situation

- Staff members will update SMS with the topic taught and the assignments.
- Absent students are expected to catch up with the lesson they would miss by checking SMS.
- When possible, online lesson will be given through Teams.

Trips & Activities

- Regular educational activities under the supervision of teaching staff and educational support staff will continue.
- Other activities that fall under the responsibility of the school may take place, depending on the situation and the trip/activity (e.g. excursions, study trips).
- All residential trips and daytrips are cancelled for the calendar year 2020.
- The S4-S5 Exchange programme is cancelled for the school year 2020-2021.