



SAFELY LEARNING ON THE ISB CAMPUS

The safety of our students, staff, and community is our top priority and to this end ISB has established the following protocols to safely reopen campus.

Our school leadership team has designed and implemented a comprehensive and detailed action plan for the safe reopening of campus. This plan has also been reviewed by our safety and risk management consultants at Control Risks (Shanghai).

As we open the campus to learning, we continue to be guided by two principles:

- 1. The health and safety of students, staff, and our community are paramount, and*
- 2. The educational and social-emotional needs of students are best provided for in a face-to-face environment on campus.*

Please read and review the procedures in each section below.

All procedures below were focused on campus reopening in January 2023. These are based on best practices and current regulations and government recommendations.

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How to Access the ISB Campus

All students' families and employees will receive a WeCom message before their return to campus. Parents and employees are to read and complete the survey and electronically sign the survey to acknowledge that they will adhere fully to the following requirements established by ISB to mitigate the spread of Covid-19 on campus.

- ISB will take the temperature of everyone on campus daily and require all community members to wear a mask, except when eating, drinking, or taking part in performing arts, physical education classes, or after-school arts and sports programs.
- Anyone who tests positive MUST stay at home for a minimum of seven days (or until such a time that they have two consecutive days of negative tests). Please report any positive test to the appropriate office at the very earliest opportunity – the seven-day period off campus will begin from the moment the student or staff member informs the relevant office using the email addresses provided below:
 - » ES Students – ES Office: esoffice@isb.cn
 - » MS Students – MS Office: ms.off.web@isb.cn
 - » HS Students – HS Office: hsoffice@isb.cn
 - » Faculty and Staff – HR Office: mren@isb.bj.edu.cn
- If a student or staff member feels unwell on any day in the evening or early morning, they must remain at home and not attend school. If the student or staff member has a fever or other symptoms, but tests negative at home, please remain at home. Students and staff should not attend school until they are free of fever and symptoms for 48 hours.
- Any student or staff member on campus who is not feeling well and presenting with a fever or Covid-19 symptoms will be given a rapid antigen test at the ISB Nurses Office. If the result of the test is POSITIVE, and it is a student, then the student will be transferred to a designated holding space at the school and their parents will be contacted and asked to collect their child. Staff members will be asked immediately to go home and follow home quarantine guidelines.
- Anyone who tests positive MUST stay at home for a minimum of seven days (or until such a time that they have two consecutive days of negative tests). The seven-day period out of school will begin on the student's or staff member's first full day off campus. If a positive test result occurs while on campus, the seven days will begin the day after the test at the Nurses Office shows a positive result.

HOW TO ACCESS THE ISB CAMPUS

All ISB students and staff members



- Wear a mask each day – N95 is recommended but not mandatory.
- ISB will take the temperature of everyone on campus daily.



Anyone who tests POSITIVE:

- **REPORT:** to the appropriate office – the seven-day period off campus will begin when the relevant office is informed.
- **STAY AT HOME:** for a minimum of seven days (and until such a time that they have two consecutive days of negative tests).
- **RETURN:** students and staff members should complete the Return to Campus Survey when they have two consecutive days of negative tests.

ES Students: esoffice@isb.cn
MS Students: ms.off.web@isb.cn
HS Students: hsoffice@isb.cn
ISB Employees:
mren@isb.bj.edu.cn



Feeling unwell at home:

- If the student or staff member has a fever or other symptoms, but tests NEGATIVE at home, please remain at home.
- Report the student or staff member absence following normal procedure.
- Students and staff members should not attend school until they are free of fever and symptoms for 48 hours before returning to campus.



Feeling unwell on campus:

- Anyone presenting with a fever or Covid-19 symptoms will be given a rapid antigen test (RAT) at the ISB Nurses Office.
- **POSITIVE STUDENTS** will be transferred to a designated holding space at the school and their parents will be contacted and asked to collect their child.
- **POSITIVE STAFF MEMBERS** will be asked immediately to go home and follow home quarantine guidelines.



- Anyone who tests positive **MUST** stay at home for a minimum of seven days (and until such time that they have two consecutive days of negative tests).
- The seven-day period out of school will begin on the student's or staff member's first full day off campus.
- If a positive test result occurs while on campus, the seven days will begin the day after the test result at the Nurses Office shows a positive result.

Return to ISB Campus after a Positive Test Result

After a positive Covid-19 test result, the ISB student or staff member **MUST** stay at home for a minimum of seven days (or until such a time that they have two consecutive days of negative tests).






Students and staff members should report any positive test at the very earliest opportunity – the seven-day period off campus begins from the moment the student or staff member informs the relevant divisional school office if at home, or the day after any positive Covid-19 test taken on campus.

- Once the student or staff member reaches the sixth day recovering off campus, and symptoms have disappeared or begun to fade, they should commence rapid antigen tests at home in the evenings, after 6:00 pm.
 - After the student or staff member has been off campus for a minimum of seven days, and has tested negative on two consecutive days, they can return to school.
 - To make the return as smooth as possible, students and staff members must inform the relevant divisional office that they are now able to return to campus, using the email addresses provided below:
 - » ES Students – ES Office: esoffice@isb.cn
 - » MS Students – MS Office: ms.off.web@isb.cn
 - » HS Students – HS Office: hsoffice@isb.cn
 - » Faculty and Staff – HR Office: mren@isb.bj.edu.cn
- Upon receipt of their email notice, ISB will provide the student or staff member with a link to complete the following two tasks:
 - » Upload a picture of both negative tests taken on consecutive days.
 - » Provide a digital signature – this signature will acknowledge that the student or staff member has complied fully with the requirements set out by ISB to safely return to campus.
 - Once the negative test results have been uploaded, and the acknowledgement digitally signed, the student or staff member can return to campus, and to regular ISB life with all their Dragon friends and colleagues!

RETURN TO ISB CAMPUS AFTER A POSITIVE TEST RESULT

After a positive Covid-19 test result, the ISB student or staff member **MUST** stay at home for a minimum of seven days (or until such a time that they have two consecutive days of negative tests).

Students and staff members should report any positive test at the very earliest opportunity – the seven-day period off campus begins from the moment the student or staff member informs the relevant divisional school office if at home, or the day after any positive Covid-19 test taken on campus.

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| <p>Day 6 recovering off campus:</p> <ul style="list-style-type: none">Commence rapid antigen tests at home after 6:00 pm. | <p>The student or staff member may return to campus after:</p> <ul style="list-style-type: none">They have been off campus for a minimum of seven days.They have tested negative on two consecutive days.They have completed the Return to Campus Survey. | <p>Students and staff members must inform the relevant office that they have tested positive for Covid-19 using the email addresses provided below:</p> <p>ES Students: esoffice@isb.cn</p> <p>MS Students: ms.off.web@isb.cn</p> <p>HS Students: hsoffice@isb.cn</p> <p>ISB Employees: mren@isb.bj.edu.cn</p> | <p>Upon receipt of their email notice, ISB will provide the student or staff member with a link to complete the following two tasks:</p> <ul style="list-style-type: none">Upload a picture of both negative tests taken on consecutive days.Provide a digital signature to acknowledge that the student or staff member has complied fully with the requirements set out by ISB to safely return to campus. | <p>Once the negative test results have been uploaded, and the acknowledgement digitally signed, the student or staff member can return to campus, and to regular ISB life with all their Dragon friends and colleagues!</p> |

Expectations for our Community Members

Expectations for Students

- Students must complete the return to campus survey and follow the regular testing and health and safety requirements to access the ISB campus.
- Students must sanitize their hands when entering the campus and wash their hands frequently while on campus, including before entering classrooms or other rooms.
- Students must always wear a mask (except in specific instances).

Expectations for Parents

- Parents must follow the testing and health and safety requirements to access the ISB campus.
- Parents with an appointment or essential purpose to access campus, must present their requisite testing results and check in at the main campus entrance.
- Parents must always wear a mask on campus.

Expectations for ISB Employees and Contractors

- Employees and contractors must complete the return to campus survey and follow the regular testing and health and safety requirements to access the ISB campus.
- Employees and contractors shall remain home if they are unwell or have a fever.
- Employees and contractors must sanitize their hands when entering the campus and wash their hands frequently while on campus, including before entering classrooms or other rooms.
- If supervising students, employees should ensure that students are regularly washing their hands and wearing masks.
- Employees and contractors must always wear a mask (except in specific instances).



Mask Guidelines

Mask wearing on the ISB campus is one of the primary measures the school is focusing upon to ensure the continued health and safety of our community. Anyone on campus is to always wear a mask unless it is deemed unsafe or impractical.

Students are to always wear masks:

- in all common areas (hallways, bathrooms, etc.), classrooms and other learning spaces
- during arrival and dismissal times
- on the ISB buses

There are some locations around campus where masks may be removed. These would include:

- in the cafeteria, when students are eating. When finished eating, masks are to be worn.
- PE and athletics during indoor activities where wearing a mask is unsafe
- while outdoors for recess and activities
- during band and music activities when appropriate

Teachers and staff are to always wear masks:

- in all common areas (hallways, bathrooms, etc.), classrooms and other learning spaces

- office staff are to always wear masks, unless they are alone in their office or workspace
- during arrival and dismissal times
- on ISB buses
- during meetings

There are some locations around campus where masks may be removed, but only if other provisions have been put in place to minimize any risk. These would include:

- faculty lunchroom
- PE and athletics during strenuous activities (teachers are to wear masks during indoor class activities)
- when teachers and staff are in their classrooms or offices and no other students, visitors, or staff are present

Parents, Visitors, and Associates:

Parents, visitors, and associates are to always wear masks in all areas of the school. Those associates affiliated with ISB activities or other school activities will receive specific guidance about the expectations for wearing masks from those departments. School guidelines and government requirements must be adhered to.



Facilities Procedures

To ensure a safe environment for staff and students, and in line with best practices, Sodexo cleaning staff will follow the cleaning and disinfection protocols below. This work is supervised by the Facilities Department, which will review Sodexo cleaning logs, and the Security Department, which will check security camera footage on a regular basis to ensure cleaning requirements are met.

Cleaning and disinfection requirements

1. Toilet surfaces are disinfected once every two hours from 8:00 am to 5:00 pm (rinsed off with water after 30 minutes). Deep disinfection of toilets is twice a day; mop with disinfectant liquid on all surfaces and floors of bathroom (30 minutes before rinsing off with water).
2. Classrooms and offices will be cleaned and disinfected after the school day. Disinfectant liquid will be used to clean surfaces of keyboards, telephones, tables, chairs, and all other furniture (allow 30 minutes before rinsing with water). Mop floors with disinfectant liquid and wash away with water after 30 minutes.
3. Indoor public areas will be wiped and mopped with disinfectant liquid to clean surfaces of all furniture and floors (allow for 30 minutes before rinsing with water). Spray disinfectant liquid on towels and wipe the surface of books or bookcases when cleaning library areas. Water fountains are cleaned with disinfectant four times per day (7:00 am, 1:00 pm, 4:30 pm, 8:00 pm). Elevator buttons disinfected with 75% medical alcohol every two hours. Handrails are disinfected with disinfectant liquid once every two hours.
4. Outdoor public areas: Benches, chairs, bleachers on sports fields, and courtyards are sprayed and wiped with disinfectant (250mg/L) twice a day before 8:00 am and after 1:00 pm. All play equipment in courtyards will be cleaned with disinfectant (250mg/L) twice a day, before 7:50 am and before after lunch recess.
5. Swimming Pool: Increase fresh air supply, keep air exchange rate at three times per hour. Disinfect locker rooms (including lockers, benches, shower hardware, and bathrooms) by using disinfectant twice a day,



before 8:00 am in the morning and before first class in the afternoon. Check and take all used towels away for washing with diluted disinfectant, twice a day, at 12:00 noon and 6:00 pm.

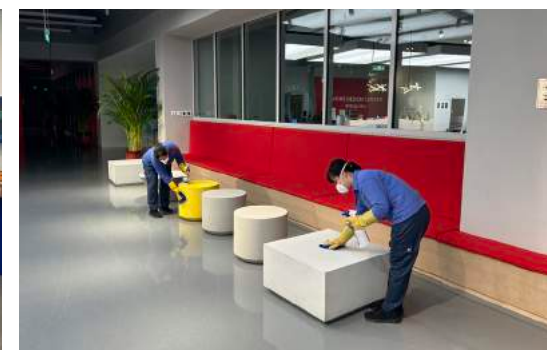
6. Elementary School toys: After school, clean toys in disinfectant liquid with chlorine concentration of 250 mg/L for 30 minutes and rinse with water.
7. Disinfect the waste collection room with disinfectant liquid once a day after school.



Environmental ventilation and disinfection

The Facilities Department will supervise Sodexo workers in the execution of the building ventilation management.

- The indoor central ventilation system shall be kept on for 24 hours, seven days per week, and regularly checked by technicians
- Check all HEPA filters in AHUs (air handling units) and ensure they are installed properly and in good condition before school reopens
- Check UV lights in each AHU every day and ensure they are working 24 hours, seven days per week
- » During school days, increase fresh air flow and keep air exchange rate at three times per hour



Food Service Procedures

To enhance food safety in ISB cafeterias during the Covid-19 prevention and control phase, all aspects of work in the cafeterias will be in accordance with the requirements of local authorities.

1. All Sodexo catering staff will complete training led by Sodexo's health, safety, and environment (HSE) experts on infectious disease control.
2. Information management of Sodexo cafeteria staff: all workers must have a valid health code/certificate. The temperature of all cafeteria staff will be taken twice a day and records will be kept. Any staff with any cold or flu-like symptoms will not be allowed to work and school fever protocols will be followed, including notifying school leadership personnel immediately. This will be managed by Sodexo managers.
3. All food delivery personnel and food waste collection personnel must have temperatures checked, and wear masks and disposable gloves when entering the school. A health code/certificate will also be requested. Related records shall be kept. This will be managed by Sodexo managers and implemented by the security guards on duty.
4. Management of raw materials delivery and supply chain control: strictly implement the requirements of certificates, invoices and inspection of goods delivered. This will be managed by Sodexo managers.
5. Disinfection management of kitchenware and kitchen environmental sanitation: clean and disinfect utensils as required by protocols. Food processing areas and dining areas will be disinfected with disinfectant fluid. Ensure that surfaces and kitchenware are cleaned with clean water after being disinfected with chemicals.
6. The Sodexo cleaning department is responsible for the sanitation and disinfection of the cafeteria spaces, supervised by the ISB Facilities Department.



Transportation Procedures



ISB has a daily health inspection report system for school bus staff and a standard process for daily cleaning and disinfection of school buses. The school's Facilities Department and nurses will provide refresher training to the bus office on Covid-19 control, including cleaning, disinfecting, and taking temperatures. The specific provisions are as follows:

Personnel management:

- Every morning before departure, all bus drivers and bus monitors must have completed the required Covid-19 testing, and their temperatures checked. Any bus monitor or driver with a temperature over 37.3°C is not allowed to ride the school bus.
- Drivers or bus monitors with any symptoms (including fever, rash, cough, sore throat, chest distress, breathing difficulties, lacking in strength, nausea and vomiting, diarrhea, conjunctivitis, muscle soreness, etc.) must inform the bus office manager immediately and should not continue working until cleared with a health certificate.
- Drivers and bus monitors must always wear protective equipment (face masks and gloves) while on duty.

Bus cleaning & disinfection:

1. The Facilities Department will provide bus drivers and bus monitors with cleaning and disinfection refresher training and will inspect the cleaning and disinfecting work on buses.
2. All buses shall have instant hand sanitizer stored near the front door of the bus for student use.
3. Drivers must wipe the steering wheel and operation panel with disinfectant liquid after each journey.
4. After each journey, drivers and/or bus monitors must carry out a thorough disinfection when all students get off, which includes:
 - a. Buses (including seats, handles, seatbelts, and floor) are cleaned with disinfectant.
 - b. Rubbish bins are emptied and disinfected.
5. Disinfection logs will be completed and submitted daily.
6. Air circulation on the buses will remain on throughout each journey.

Boarding Supervision:

1. Parents of students shall check students' temperatures before arriving at the bus stop. Lower Elementary School students should be accompanied by an adult to the bus stop in case they have a fever and are asked to return to their home.
2. When returning to campus, all bus rider rosters of students will be cross-checked with ISB health and quarantine survey data to verify completion of all necessary documents and testing prior to boarding the bus for a trip to school. Any students without a completed questionnaire and required documentation on file will not be permitted to ride the bus to school.

3. Bus monitors check the riders' temperature before they get onto the buses. All readings are recorded on Daily Health Check Form. If their temperature exceeds 37.3, riders will not be allowed to board the bus. The school nurses will provide drivers and bus monitors with refresher training on how to record and report temperatures.
4. All riders must wear face masks when getting on the bus. For riders who forget their masks, bus monitors will have spare masks to hand out when needed.
5. Where possible, riders should be seated so that they are not next to other riders.
6. Allocation of buses to routes based upon the number of riders will be reviewed and assessed for riders sitting with a distance between each other.
7. The bus office shall summarize and report temperature data daily and supervise the bus cleaning and disinfecting before each run and record the work.





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