

STANDARD OPERATING PROCEDURE (SOP) OF SCHOOL REOPENING AND PREVENTIVE MEASURES



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1. Objectives

- To ensure that students, parents, and all staff of the school are following the preventive measures to prevent the infection of COVID-19.
- To ensure students, teachers, and all staff are safe while in school.
- Implementing teaching and learning process in a safe environment.

2. Physical Preparations of School for Reopening

- Preparation/measures taken are based on the guidelines issued by the Ministry of Education of Malaysia.
- Physical preparations include the following:
 - (i) General cleaning up of the school building and compound.
 - (ii) Disinfecting the school compound and building after the general cleaning up and disinfecting the classrooms, office, staffroom, library, special rooms, waiting area and canteen a day before the school start.
 - (iii) Tables and chairs in classrooms, special rooms and canteen are arranged and marked with physical distancing of at least 1-meter distance.
 - (iv) Improving the existing washing basin outside the primary 1 area.
 - (v) Hand soap will be placed at all washing stations and toilets.
 - (vi) Corridors and foyers are labelled with movement direction with coloured markings.

3. General Compulsory Measures

- 3.1 Wear face mask/visor upon arrival at the school at all times.
- 3.2 Avoid crowded places and body contact, keep at least 1-meter physical distancing at all times.
- 3.3 Students and staff are not allowed to attend school when they have COVID-19 like symptoms such as fever, cough, sore throat, or flu. They should stay at home and seek medical attention if they feel unwell.
- 3.4 Avoid air-travelling if possible. Students and staff are required to do self - quarantine for 14 days or do a COVID-19 test (result must be negative) before they are allowed to come back to school.
- 3.5 Wash your hands frequently with soap and water for at least 20 seconds. When soap and running water are unavailable, hand sanitiser is recommended.
- 3.6 Avoid touching your eyes, nose, or mouth with unwashed hands.
- 3.7 Take body temperature at the three entrances (drop-off points) upon arrival at school. Any student with temperature of more than 37.5 °C will be isolated in the isolation room and parent will be informed immediately to take the child home.
- 3.8 Students are not allowed to enter the staffroom and school's office without prior permission from the teacher or office staff.
- 3.9 Always carry around with them a small pocket-sized hand sanitizer.
- 3.10 Practice good respiratory etiquette, including covering your mouth / nose when coughing or sneezing.
- 3.11 Discard used tissues or face masks in enclosed rubbish bins.
- 3.12 During school hours, **parents are not allowed** to deliver food to the students (including home lunch boxes). Instead, parents are encouraged to let their child/ren bring their own lunch boxes with them **when they come to school in the morning**.

- 3.13 Parents are not allowed to accompany their child/ren when they are having their meals during school recess or before school starts. This is to avoid close contact with other students from outside visitors. It is also the best opportunity to teach them to be independent and responsible.

4. Before School Hours Start

- 4.1 Students are not allowed to reach the school before 6.30am. However, if there are unavoidable circumstances, please inform the headmistress so that special arrangement can be made.
- 4.2 Disembark at either one of the three drop-off points and proceed immediately for temperature body scan. (Please refer to separate attachment below)
- 4.3 **Students will only enter and exit the school through these drop-off points.** They are not allowed to enter and exit the school other than that. We seek parents' cooperation to adhere to this and set a good example to these young children.
- 4.4 Only students are allowed to enter the school. We seek parent's consideration not to add up the crowd around the entrance area so taking of temperature will be faster and congestions can be avoided.
- 4.5 Students will only be allowed to enter the classroom after 7.00am. The class/relief teacher will be in the class to look after them until formal class starts.
- 4.6 Students will use marked direction to move around the school. There will be only one way up and one way down. Please follow the markings.
- 4.7 While waiting to enter the class at 7.00am, students are allowed to sit on the chairs and benches provided around the drop-off point, the hall and the new open area next to the canteen. Chairs and benches are marked for social distancing. Students can purchase food and drinks from the canteen but are not allowed to loiter around in that area.
- 4.8 No social activities (i.e. play basketball, play catch, sitting in groups, etc.) are allowed while waiting to enter the class.

5. During Lesson Times

- 5.1 Student must sit according to the seating arrangement. Students' sitting area will be labelled with their name, home address and parent's contact number. **STUDENTS ARE NOT ALLOWED TO CHANGE SEAT WITHOUT PRIOR APPROVAL FROM THE CLASS TEACHER.**
- 5.2 Remember to keep distancing of at least 1-meter. Avoid having group activities amongst students.
- 5.3 They must wear mask/visor in the class.
- 5.4 Going out from the class for personal matters will require approval from the teacher in class. Only one student is allowed at a time.
- 5.5 Students must look into the cleanliness of their own table.
- 5.6 Air-conditioning is not recommended in the early morning. Recommended to switch ON the fans and keep the windows and doors open to allow good ventilation.
- 5.7 If air-conditioning is switched ON, allow a window's gap of 10cm for each panel.
- 5.8 During recess, air-conditioner must be switched OFF and all the windows must be opened.

- 5.9 During recess or change of class periods, students are not allowed to wait outside the classroom or go into another classroom.
- 5.10 Students can go to the toilet only when a teacher is around. Only 5 students are allowed to enter the toilet at one time. There will be toilet tags outside the toilet. They will take a tag upon entering and to return them back when they come out. In the event that there are no more tags hanging, they must wait outside for their turn or go to the next available toilet.
- 5.11 If students suddenly feel unwell in school, he/she must inform the teacher in class. The subject teacher will contact the office staff to bring the student to the isolation room. Isolation rooms are located at the ground floor for the boys and 1st floor for the girls. The admin office staff will take body temperature and contact the parents to make arrangements to for the student to leave the school soonest possible.

6. When Daily School Hours Ends

- 6.1 Daily school hours (Mondays – Thursdays) will end at 12.50pm for Lower Primary and 1.20pm for Upper Primary. For Fridays, Lower Primary will end at 11.20am while Upper Primary will end at 11.50am.
- 6.2 Students must leave the class within 10 minutes after the last period so the cleaners can clean and disinfect the classrooms.
- 6.3 While waiting to go home, students must sit according to social distancing markings at the designated areas.
- 6.4 Parents **MUST** pick up their child/ren within half an hour after the school finish for the day to avoid congestion and possibilities of contact. No more waiting in school until late. Parents are advised to make proper arrangements in picking up their child/ren every day.
- 6.5 Students with siblings in other levels will wait in the waiting area. There will be teachers on duty.
- 6.6 Students with siblings in Maktab Nasional will wait in the drop-off points. They are not allowed to walk over to Maktab Nasional.
- 6.7 Students can no longer bring **smart mobile phones** or any **internet connected device** to school. They can use the school's phone should they need to contact their parents in an emergency. We advise parents to communicate with your child/ren on picking up time as well as which pick-up points they should wait. **Smart watch** with calling function or an **analog phone** however is **allowed**.

7. School Canteen/Recess and Lunch Break

- 7.1 All students will have their meals at their respective classrooms. Students are not allowed to eat at the school's canteen.
- 7.2 During recess, **only students who do not have food brought from home will be allowed to go down to buy food or to collect their pre-ordered meal.** There will be on-duty teachers at the canteen to ensure that social distancing is practised at all times.
- 7.3 Prior to taking their food, students are required to wash their hands at the canteen.
- 7.4 Two or more counters will be setup if necessary.
- 7.5 Students will go back to their respective classrooms once food is taken. One on-duty teacher will be allocated at each classroom during recess.

- 7.6 After meals, students are required to clean up their desks. Food wrappers/containers **must** be thrown into the big covered rubbish bins situated outside the classrooms.
- 7.7 Hand wash is required after meals. They may also use wet tissues/wipes.
- 7.8 Students are not allowed to order food outside other than the school canteen.
- 7.9 Only teachers and staff can have their meals at the canteen with condition that they must obey the social distancing.

8. Isolation Room and Student Sick at School

- 8.1 Two (2) isolation rooms are prepared for emergencies.
- 8.2 Face masks, hand sanitisers, thermometer, a fan and a sofa bed are available in the isolation room.
- 8.3 Any student having COVID-19 like symptoms such as fever, cough, sore throat or flu must be identified immediately. Teachers must also inform the school office immediately.
- 8.4 A staff would accompany the symptomatic student to the isolation room. Other students are strictly disallowed from accompanying any symptomatic student to the isolation room.
- 8.5 Only **two** students are allowed at any one time in the isolation rooms.
- 8.6 There is a record book in the isolation room. Student's name, body temperature, time-in and time-out are recorded by the staff who accompanies the student there.
- 8.7 The school will contact the parents immediately. Parents are required to bring the child to seek medical treatment as soon as possible.
- 8.8 The bedsheets and pillow covers are changed immediately after student leaves. The room will be disinfected too.
- 8.9 If parents are unable to pick their child after being informed and the child shows Covid-19 like symptoms such as fever, cough, sore throat or flu, the school will be required to contact the Health Department and Pejabat Pendidikan Daerah Kota Kinabalu to seek advices for further action. Parents have to ensure that their contact information updated.

9. Usage of Library

- 9.1 The library will be closed for students until further notice.
- 9.2 The usage of library is only for teachers to take Oxford Readers, NILAM books and teaching resources. No parents or visitors are allowed inside.

10. The Roles of Parents

- 10.1 Supply face mask and hand sanitizer for the student
- 10.2 Monitor the child's health condition.
- 10.3 Do not send the child to school when he or she is not well. Write a letter to inform the school and apply for Leave of Absence. Letter can be sent via WhatsApp to the principal or class teacher.
- 10.4 Always remind your child:
 - i. To wear face mask/visor
 - ii. Wash hands regularly
 - iii. Practice Social distancing

11 Visitors and Parents

- 11.1 The school gates will be closed at 7.30am and will only be opened half an hour before the school ends.
- 11.2 **Parents are not allowed** to hang around in the school or canteen during school hours. We would like to keep the crowd as small as possible.
- 11.3 Parents can stay inside their car when sending or picking up their children. Parents are not allowed to go to the classroom.
- 11.4 Parents and visitors are only allowed to park their car at the designated car parks.
- 11.5 Parents/visitors who wish to go the office to see any staff, please make an appointment in advance.
- 11.6 All visitors must report themselves at the security station and have their body temperature taken, and leave immediately after conducting their personal matters.
- 11.7 Every visitor must wear a face mask, keep 1-meter physical distancing and follow the markings when moving around in the school compound.

13. School Hours and School Terms

Monday to Thursday:

7.10am – 12.50pm (Lower Primary)

7.10am – 1.20pm (Upper Primary)

Recess for Lower Primary – 9.20am to 9.50am

Recess for Upper Primary – 9.50am to 10.20am

Friday:

7.10am – 11.20am (Lower Primary)

7.10am – 11.50am (Upper Primary)

Recess for Lower Primary – 9.20am to 9.50am

Recess for Upper Primary – 9.50am to 10.20am

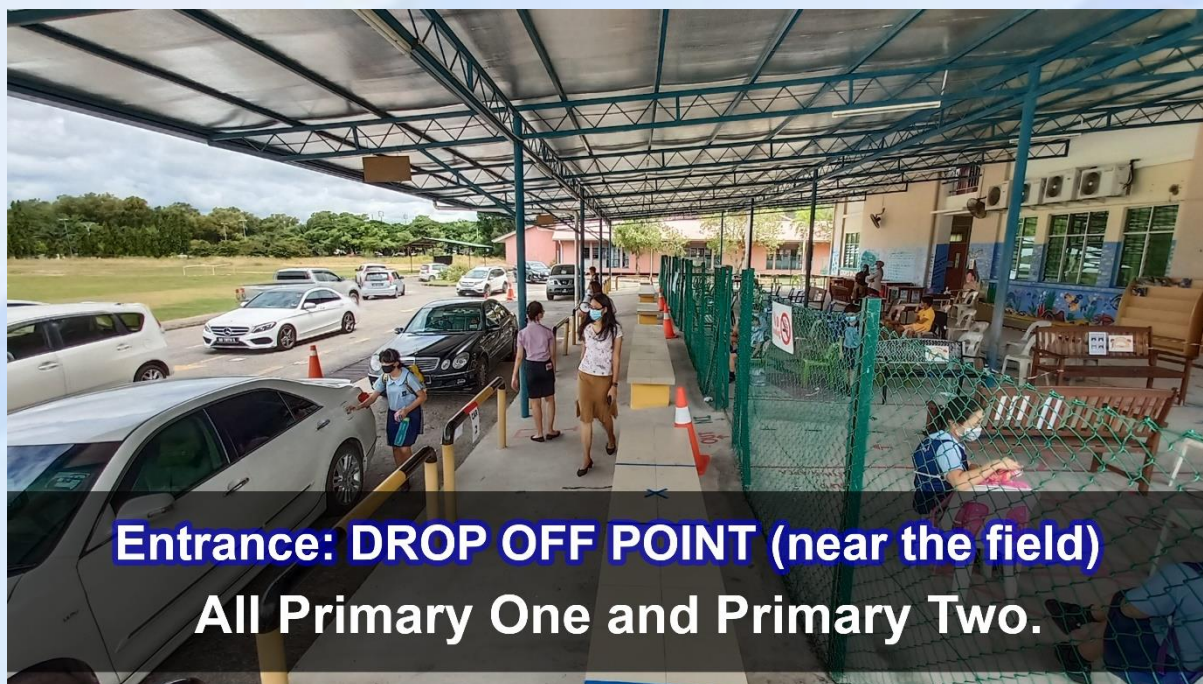
School Terms

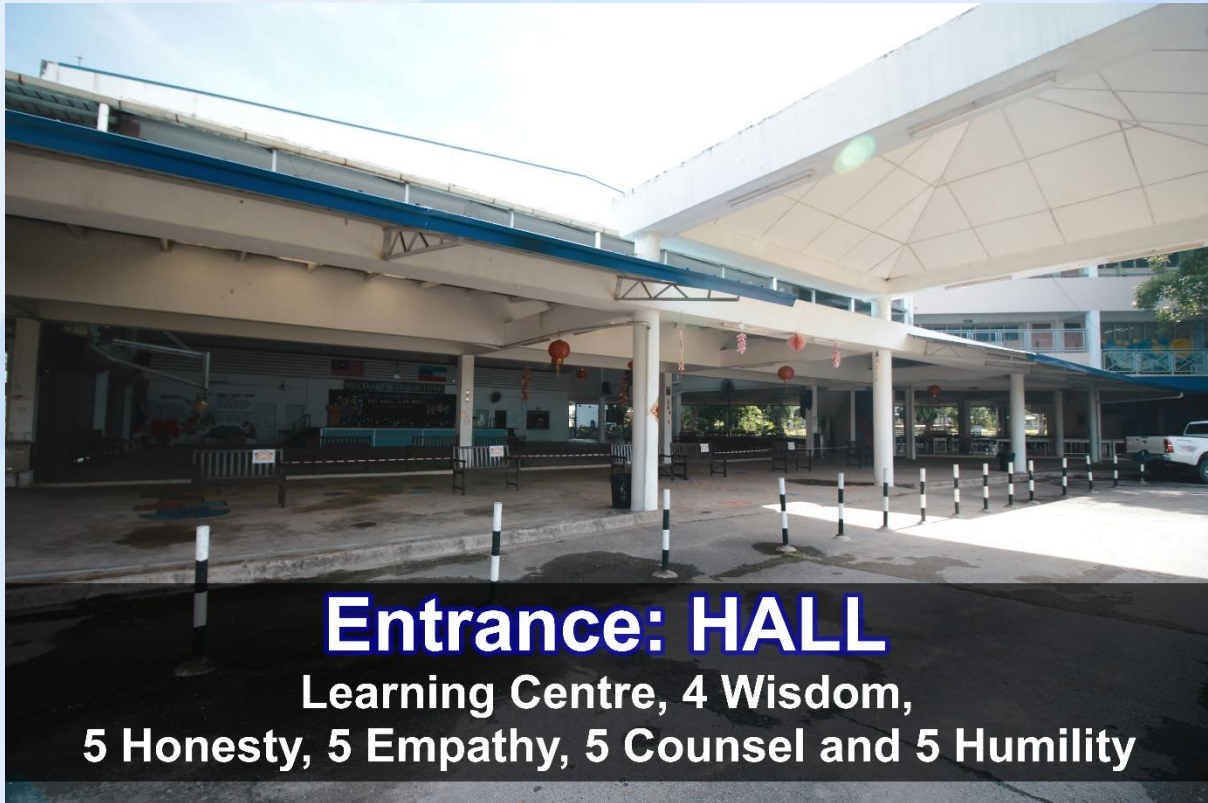
- The school term is as per Ministry of Education Guidelines.
- Extra online remote classes will be conducted during holiday time if necessary.

As this is very new to us in school, we hope parents can cooperate and support our effort to keep everyone safe and to rule out further infection of Covid-19.

Thank you and stay safe.

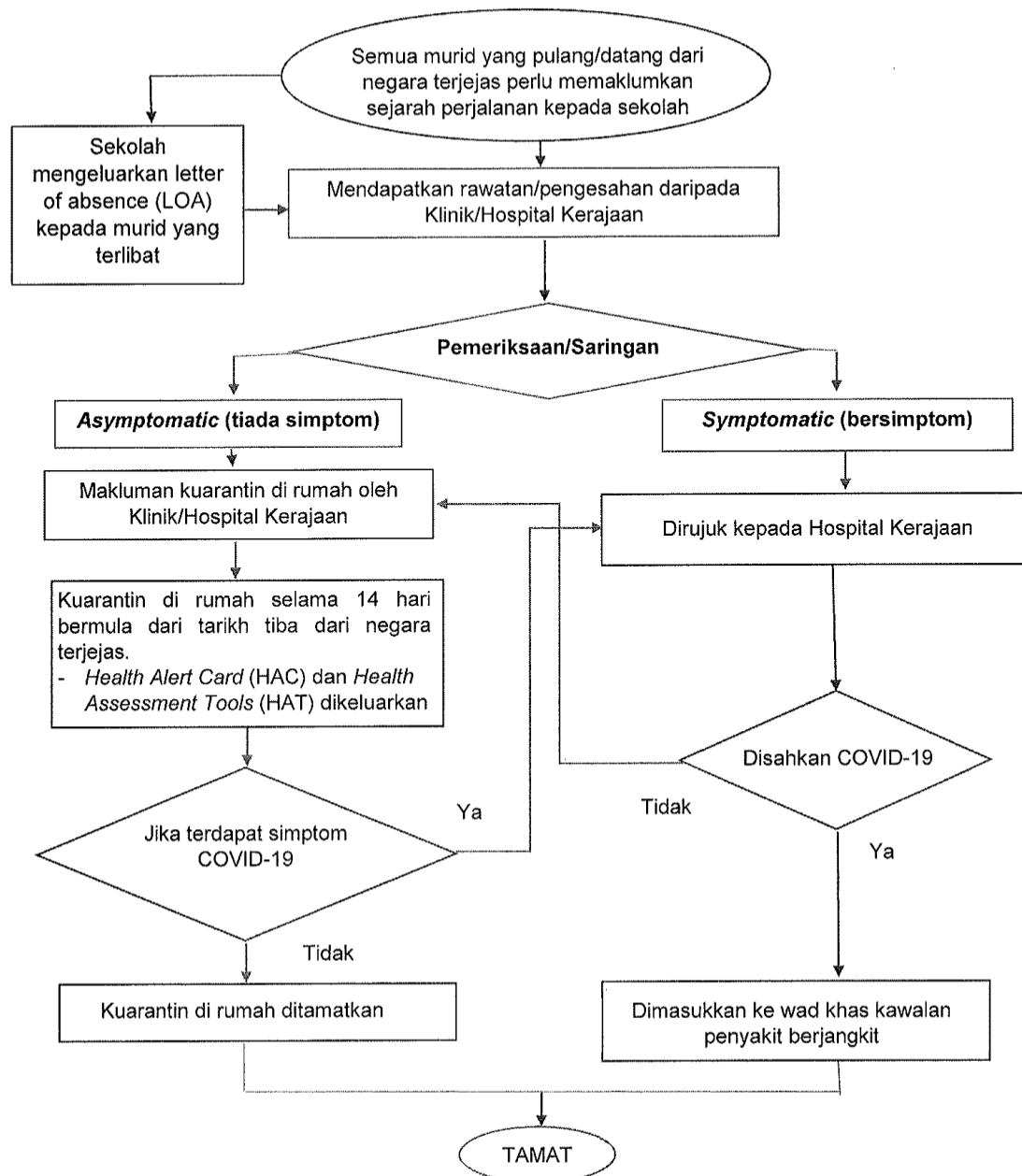
DROP-OFF & PICK-UP POINTS





Lampiran 1

**CARTA ALIR PENGURUSAN MURID YANG PULANG/DATANG DARI NEGARA
TERJEJAS WABAK PENYAKIT COVID-19 YANG DIISYTIHARKAN OLEH
KEMENTERIAN KESIHATAN MALAYSIA**



GARIS PANDUAN PEMANTAUAN/KUARANTIN DI RUMAH

