

# DWC Covid Protocols June 2020



## Purpose

- The purpose of this document is to give in detail the measures that are being taken by Day Waterman College to protect the campus and all members of the DWC community during the Covid-19 pandemic.
- The document also sets out the steps Day Waterman College will take to ensure its practices are compliant with Federal and State Government regulations and are in line with best practice as defined by the World Health Authority.
- The document also aims to give details of the steps to be taken if a member of the community contracts the Covid-19 virus. The school already has a policy for Infectious Disease Management which may be referred to in this policy document.

## Principles

The principles influencing this policy are:

- The health, safety and wellbeing of all members of the DWC community
- The need to maintain a high-quality learning environment both in the classroom and in the boarding houses.

## Practice

### Resumption Process

**All students when resuming should present to the College a PCR Covid test record that shows a negative result. The test should have been completed within 7 days of resumption.**

- School will resume in staggered fashion. At the beginning of the school year new students together with their siblings and school prefects will arrive on Thursday morning for their induction.
- Years 10/11 will arrive in the morning of the Saturday of the weekend of school resumption; Years 8/9 will resume in the morning of the Sunday.
- Lessons for all year groups will begin on the first Monday of term.
- For students flying into Lagos from a destination in Nigeria there will be flexibility to facilitate a smooth resumption.
- For students returning from another country we expect that they will have been in Nigeria for two weeks before resuming school at Day Waterman College. If their return to school is delayed due to this requirement Teams will be used to ensure that students can engage with their learning.
- In Term 2 and Term 3 a staggered return will also be implemented if the situation requires the same approach.

- Parents should provide up to date medical records upon resumption, including any recent sickness.

#### **Responsibility to Report Your Own and Others Sickness**

- Staff will be back in school at least 14 days before school resumption. If for some reason, such as travel from abroad being restricted, then upon arrival on campus the member of staff will have to socially isolate for two weeks and work remotely. Daily exercise will be allowed provided social distancing protocols are observed.
- It is the responsibility of staff to report their own sickness and to look after the welfare of colleagues.

#### **Site Entry and Exit Procedures**

- The school conducts temperature checks when visitors, staff and students arrive on campus. It is insisted that all arrivals sanitise their hands on arrival; there are two handwashing basins also available for further health and safety measures. Signage at the entrance to DWC informs all visitors of the school's disease control measures on arrival.
- All visitors will have to sign in and out at the entrance gate and to wear face masks for the duration of their visit and observe social distancing protocols.

#### **Supervision and Duties**

- As is currently the case, staff will be divided into 5 duty teams. One team will be on duty each day of the week. The allocation of the duties will be the responsibility of the Duty Team Leader. During the course of each duty day staff will be on duty during breaktimes and lunchtimes. When on duty staff will be proactive in rewarding positive behavior, controlling and sanctioning anti-social behaviour and vigilant in enforcing 'Covid-19 protocols.'
- The school will be operating an 8 period day with split breaks and staggered meal times. Morning break and afternoon break snacks will be distributed from 3 service stations in the dining room for KS3 students and 2 service stations for KS4 students. The timetable will ensure that lunchtimes for KS3 and KS4 students will be at different times. Breakfast and supper times will also be staggered and supervised by house staff.

#### **Hygiene, Sanitisers and PPE**

- Hand sanitisers are placed around the school. All boarding houses have hand sanitisers at the entrance to the boarding houses. Personal hygiene notices will be placed in all boarding houses and at strategic locations around the school. All members of the school community will play their part in ensuring the right messages about personal hygiene are being embedded into the daily practice of the school.
- Personal hand sanitizing gel and washable face masks will be items added to the school pupil inventory list so that at the beginning of each half term students will return with these essential items.
- All members of the community will be reminded discretely and kindly that handwashing regularly, avoiding touching your mouth, nose and eyes is the best way to avoid contracting Covid-19.

## **Boarding Houses**

- There are 18 study bedrooms in the boarding houses. We can accommodate 3 students in 4 person rooms and 2 students in 2 person rooms.
- Use of washrooms and shower facilities will be staggered to ensure social distancing protocols.
- Bathrooms will be designated to particular 'bubbles' of students
- Use of the recreation and prep rooms will need to be closely monitored. No more than twenty in either room at a time will be allowed. House film nights will have to be restricted in number but could be staggered over a weekend.
- There will be no visiting of rooms allowed.
- Year 10 and Year 11 students will be trusted to do their homework assignments in their rooms. Years 7-9 will do their homework in the prep and recreation rooms.
- Noticeboards in the houses will make clear daily routines and will remind students about the importance of handwashing and social distancing. The NCDC has many posters that can be used in the boarding houses.
- A covid contact friend to be appointed in each boarding house. This is most likely to be the matron. Matrons are qualified nurses. The covid contact person should at the beginning of term go through the covid protocols the school is implementing in the social bubbles that will operate in the house.
- At the beginning of term matrons will do daily temperature checks for two weeks.
- All cleaning staff working in the boarding houses must wear facemasks and must wear gloves.

## **Timing of The School Day**

- The school day will operate as normal but there will be certain Covid-19 protocols that will be put into effect:
- Movement around the campus will be restricted by timetabling.
- Students will be given a homeroom in which most academic lessons will be taught. Subjects that require dedicated classroom space (such as Art, Science, Computing, Design and Technology, Music and Drama) will continue to be taught in those classrooms. However creative timetabling will reduce the movement of students around the campus.
- Break times for the two key phases (Key Stage 4 and Key Stage 3) will be at different times.
- Movement in and out of the administration block and teaching blocks will be via a one-way system. Signs will be posted in the classroom areas to instruct students of the new protocol system. Where possible doors into the classroom blocks will be kept open to assist free flow of air.

## **Dining room**

- Mealtime will be staggered to avoid overcrowding in the dining room. The number of service stations will be increased to reduce waiting time and to reduce queuing. Safe distance will be observed when queuing. Duty staff will control entry to the dining room to ensure that queuing

will be controlled. Students will be told to wait outside the dining room and will be let in at regular intervals. A one-way system of entry and exit to the dining room will be introduced.

- Better use of the space in the dining room will be made to reduce crowded dining. Tables will be a safe distance apart. The upper floor of the dining room will be used.
- There will be three serving points to ensure swift service. The cutlery will be wrapped in serviettes. There will be no buffet or self-service stations; all food will be served by KOTS staff. Crockery and cutlery will be handed out by a member of the KOTS Team who will be in full PPE.
- Safe distance markings will be placed on the floor.
- Tables will be cleaned between sittings.

### **Classrooms**

- The number in each classroom will be restricted to what is deemed at the time to be safe. In some cases where the classroom is exceptionally large a class size may exceed that number provided social distancing can be maintained. Tables and chairs will be organized to ensure social distancing protocols can be accommodated. A one-way system of entry and exit will be introduced. Cleaning of vulnerable classroom furniture (tables, chairs, door handles and doors) will be completed three times a day. As well as an individual teacher timetable there will also be room timetables; this will assist the cleaners in ensuring that vulnerable areas of each classroom are cleaned regularly. In addition, teachers will have cleaning equipment and can be entrusted to clean areas of their room which will consist of disinfectant solution, disposable gloves and tissues. After each lesson tables should be cleaned with disinfectant solution.
- Teachers will ensure an orderly entry and dismissal from each classroom.
- Teachers will ensure that seating plans are used and adhered to. This will help if there is a need to trace and contact.
- The use of air conditioning units should be reduced and wherever possible windows and doors should be kept open to allow air flow.
- Each student will be responsible for bringing the correct books and stationery items to the classroom.
- There will no sharing of textbooks or of stationery items. Each classroom will have a set of rulers, pens, pencils etc that can be used in an emergency. After use the teacher will be responsible for ensuring that the item is sanitized. The set will consist of 5 of each item.
- Face masks should be worn by students and staff in the classroom for the first two weeks of each term.
- For the first two weeks of term all work will be submitted electronically

### **Movement around the school**

- The school will implement a one-way system in the teaching blocks and during the teaching day to reduce congestion in doorways and on paths around the campus. Signage will be placed around the school campus to indicate direction of travel routes. Where possible double doors should be opened by security guards, who will be wearing gloves, before the student flow begins to prevent bottlenecks. Teachers will be proactive by standing outside their rooms to ensure the one way system operates and to control entry into their respective classrooms.

- In each teaching block and around the campus tape will clearly mark safe distance to be observed when moving around the college.

### **Breaktimes**

- During breaktimes duty staff will be visible and proactive. The use of washrooms will be supervised. A one in one out system will be implemented. The security guards are asked to monitor this. All washrooms should have paper towels available for drying of hands and bins for disposal. Notices will be posted in washrooms reminding students and staff of the importance of handwashing.

### **Assemblies**

- The school will initially only have year group assemblies in the multi-purpose hall. Seating will be arranged in accordance with social distancing protocols. Heads of Year, form tutors, matrons and at least one member of the Senior Leadership Team will be in attendance. The Assembly Prefects will continue to coordinate the themes of the assembly each week.
- The school orchestra will not be involved in assemblies until further notice. In place of this students from year groups will be encouraged to show case their talents during assemblies so these gatherings become student led.
- Whole school assemblies will be occasionally conducted using the PSHE lessons and by using technology to record and then broadcast the assembly.

### **Communal Gatherings and Social Events**

#### **A) Religious Services**

- The theatre can be used for catholic services and the learning resource centre can be used for Islamic worship.
- For interdenominational services a different approach will be needed. On Sunday mornings at least two services will be required which will be shorter in duration. The maximum number in the MPH will be capped at 90.
- Staff who would usually attend the one service on the Sunday morning will be distributed evenly between the two services. The member of staff in charge of religious services is asked to coordinate this rota.
- The leadership of each service would be divided between the members of the religious services group. This will strengthen leadership opportunity for the students involved.

#### **B) Visiting Days/Weekends**

- The significant increase in numbers during a visiting day and the increased risk that this brings means that this area of school life needs to be adapted significantly. For Term 1 there will be no visiting weekends. It is hoped that during Terms 2 and 3 a different approach can be adopted. Students will be able to contact their parents more regularly via Skype or Teams.
- In Term 2 and 3 the situation may have changed allowing whole school visiting weekends. An alternative we are considering is to have Year Group visiting days over a series of weekends. This will

reduce the numbers of visitors to the school and reduce the pressure on school facilities. Even with this approach there will be challenges. The following areas could be used for parents to visit with their children: The Guest House Area and the MPH. The dining room cannot be used as it will be required for normal dinner service. The Guest House has a dining area and an outside shaded space. All areas of the MPH could be used including the gallery and the classrooms.

- All visitors to the school campus must wear face masks at all times to protect those with whom they come into contact.
- The swimming gala during Term 1 will not be a public event; instead an internal gala will be run. The DWC Sports Day in Term 2 will also be an internal event unless the health guidelines change.

### **C) Film Nights/End of Term Parties**

- It will be possible to have film nights in the MPH for one year group at a time but end of term parties will not be possible in the present circumstances.

### **Medical and sickness procedures**

- It should be remembered that only the most serious cases of Covid-19 are hospitalized. The vast majority of cases stay at home, self isolate and return to work when the symptoms have passed and the patient has fully recovered. This section of the policy will be reviewed regularly in line with medical guidance as it develops.
- The medical centre will have a supply of PPE for use by medical staff.
- If a member of the community presents with Covid-19 symptoms then the medical centre will conduct an initial assessment and then decide on next steps. The current advice suggests a triage of all patients at a neutral venue by a nurse. If the person does not have suspected Covid they should go to the medical centre, if Covid is suspected they will go to an isolation room and await further diagnosis. The triage centre will be in a central location and staffed by a qualified nurse.
- An isolation centre and a quarantine centre will be created in the school to isolate members of the community who display symptoms.
- If a student displays Covid-19 symptoms the student will be isolated in the isolation centre. A test will be arranged if the medical team judge it necessary. If the test proves positive, then the student will be medically evacuated to hospital or collected by parents. The student's room-mate(s) will be taken to the quarantine centre. Students can return to school once a two-week quarantine period has passed should it be confirmed that the tested patient does indeed have Covid-19. If the patient does not have covid then the isolated room-mates can return to school and to their boarding house. During this quarantine period daily contact with home will be encouraged. During this period the quarantined student must not be in close contact with any member of the school community other than medical staff who will be dressed in PPE.
- Students in the boarding house where the suspected case has occurred will be asked to wear face masks from the time that the case presented with symptoms; if it is confirmed that the index case has contracted Covid-19 then face masks will be worn around the school for two weeks by all members of the school.
- We shall continue to amend this section of the policy in the light of medical advice.

### **Face Masks**

- Face masks can be worn by any member of the community if they choose to. For the first two weeks of term face masks will have to be worn in the classrooms and when moving from class to class but will not need to be worn in open spaces when moving around the campus.
- In the boarding houses for the first two weeks after term starts face masks will need to be worn in the recreation rooms and work rooms.
- All visitors to the school will have to wear facemasks. All staff who live outside the campus and travel in daily will have to wear facemasks when working in a confined area. At all times visitors and employees living off campus must observe social distancing protocols.

### **People who have recently travelled**

- Prior to each holiday matrons will need to collate a 'Travel Destination' list for the students in their boarding houses. This should be done through direct contact with the parents of each student. Students should return to Nigeria two weeks before term starts to observe a form of quarantine in Nigeria before returning to DWC. Failing this, a Covid-19 test should be taken between 2-5 days before term starts (if available), paid for by the parents, and if the result is negative then the student can return to DWC. If the student has returned to Nigeria inside the two-week window and cannot take a test, then the two-week quarantine will need to be observed and the student will miss the start of term. In this case work will be set via Teams and arrangements will be made for the student or students to attend lessons remotely.
- Prior to arrival at school parents will be required to complete a travel questionnaire which will confirm the travel activities undertaken during the vacation. This questionnaire will need to be handed in to house staff when students are dropped off at the beginning of term.

### **PE and sport**

- The programme of study for PE will begin with an emphasis on personal fitness and wellbeing. There will be no contact sports coached (such as football and rugby) until the governing bodies of each sport judges it safe to do so.
- Racquet sports will be coached, dance instruction given and exercise classes taken. When this instruction takes place social distancing protocols will be observed.
- The school currently has swimming pool protocols in place. These protocols state that only six people may swim at a time in a leisure context. In an instructional context the number in the pool can increase to 11. The changing rooms, both male and female, are large enough to accommodate six people and there are ample showering facilities.
- The school in the past employed outside contract staff to coach various sports. This practice will not operate for the foreseeable future. Instead the sports programme will be organized and staffed by the PE Department with support from able colleagues.
- PE and co-curricular activities will be guided by government, BSA, COBIS and governing body guidelines (applied to the specific circumstances of DWC and will be updated regularly).

### **Enrichment Programme**

- The enrichment programme will be designed so that social distancing protocols can be maintained. Groups will be limited in size. No activity can have more than 16 in it. For activities in the teaching blocks the entry, exit, movement protocols will continue to operate.

#### **Technicians and contract staff**

- Many technicians and contract staff travel into school each day. Contact between contract staff and students should be kept to a minimum. Security guards in buildings should wear face masks and gloves; security guards outside buildings do not need to wear face masks when in isolated locations. Technicians doing work in a boarding house should always wear a face mask and once the work is completed the area should be thoroughly cleaned.

## **Stakeholders Responsibilities**

#### **SLT responsibility**

- The SLT and ultimately the principal, will be responsible for ensuring that all changes indicated in this document are in place before the start of the school year.
- The SLT and ultimately the principal will be responsible for ensuring that all staff, students and parents are fully aware of the DWC Covid-19 Protocols; and that any training needed is completed to ensure that the protocols can be successfully implemented.

#### **Staff responsibility**

- Staff will be responsible for acting on the spirit and message of these protocols by executing to the best of their ability the tasks given to them through these protocols.

#### **Pupils responsibility**

- Students are expected to faithfully follow the guidance, rules and regulations resulting from these protocols and to help each other in this process.

#### **Parental responsibility**

- Parents are asked to cooperate fully with these protocols; in particular, the protocols relating to travel, visiting days and the resumption process.

#### **Further note**

This policy will be reviewed and updated on a regular basis in the light of advice from Government bodies and health authorities such as the WHO.

### Some useful links

- [General Preparedness and Planning](#)
- [If Your Child Care Program Remains Open](#)
- [Social Distancing Strategies](#)
- [Parent Drop-Off and Pickup](#)
- [Screen Children Upon Arrival](#)
- [Clean and Disinfect](#)
- [Healthy Hand Hygiene Behavior](#)
- [Food Preparation and Meal Service](#)
- [Vulnerable/High Risk Groups](#)
- [Other Resources](#)