

Learner's World International School (LWIS) Istanbul

HEALTH & SAFETY PROTOCOLS

"we measure success one happy learner at a time"

HEALTH AND SAFETY PROTOCOLS

Health Protocols

- ☺ Students, staff and teachers who feel unwell and have symptoms such as cough, fever and weakness should wear a mask.
- ☺ Hand sanitizers are used on a regular basis and when entering school and common areas.
- ☺ Children who demonstrate any signs of illness, such as runny nose, fever, body aches, should be kept home until all symptoms subside.
- ☺ Children who are absent for more than three consecutive days must present a medical certificate by a doctor in order to be admitted to class. The medical certificate should be handed over to the school nurse.
- ☺ The school nurse and or the class teacher / student advisor need to be informed of a student/ child's sickness.
- ☺ Teachers and staff need to report symptoms of sickness related to them and or their family, to the school nurse.
- ☺ In the case of testing positive for COVID 19, students, teachers and staff will be required to self-isolate for the duration of the period assigned by medical experts.
- ☺ Community members including teachers, students and parents testing positive for COVID- 19 need to inform school nurses. Family information will be kept confidential; however, information will be used for contact tracing when and if needed.
- ☺ The community, including students, staff, and teachers, continue to apply a safe distance when in common spaces.
- ☺ All classes, dining hall, common room to be ventilated regularly several times throughout the day.
- ☺ Community members have the option to wear face masks. This is not a requirement unless indicated otherwise by the ministries of health and education.

COVID 19 Risk Assessment and Government Regulations

LWIS Istanbul school's schedule from September 2022 has taken into consideration several factors which include:

- Guidelines presented by the Ministry of Health and Ministry of Education
- School relevant health and risk assessment, policies, and procedures
- Relevant numbers and observed patterns of COVID-19 within our region and beyond.

Cleaning Procedures

- The school building is sanitized with steam regularly.
- Hand sanitizing stations are placed strategically in a way to allow access to all.
- Detergents recommended by health authorities are used for cleaning with the recommended liquid ratio.
- Custom designed trash cans with lids and pedals are placed in classrooms, offices, hallways, gym, and playgrounds.

Cleaning Staff

- Cleaning staff are assigned specific areas of the building to clean.
- Cleaning staff will wear face masks if advised, and will wear gloves when handling items and food.
- Masks and gloves are changed at least twice a day.

Cleaning of Classrooms

- Number of students in the classroom are up to 18 at most.
- Desks and chairs are spaced.
- Stairs and common areas are wiped and cleaned regularly during the day.
- Classrooms are well ventilated.
- Classrooms are cleaned before student arrival and after their departure.
- Desks, chairs, surfaces, and accessories are wiped regularly (toys, doorknobs, light switches, etc.).
- Charts on doors indicate the number of times classrooms have been cleaned.

Cleaning of Common Areas

- Common rooms (library, robotics lab, makerspace, science lab, etc.) are cleaned before and after use.
- WCs are sanitized throughout the day (especially after each student uses the stalls).



- Hallways and Staircases are cleaned regularly.
- Playgrounds and playground equipment are cleaned before and after use.

Snack Service

- Fruit is washed with water and vinegar
- Pastries are packaged from source
- Fruit juice cartons are cleaned
- Sandwiches are wrapped with clear film before being served
- The housekeeper who handles the snack wears gloves, masks (if advised) and apron/uniform during food preparation
- Items sold at the snack bar are packaged and labeled

Lunch Service

- Our catering company applies the same health and safety protocols as the snack service.



Arrival and Dismissal

- Student temperature is checked if and when signs of sickness is demonstrated.
- Hand sanitizing is performed before entering the school building, and common areas.



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Safety Policy

As a school, we are committed to providing and maintaining a safe workplace for our community through a transparent and collaborative approach.

Safety protocols such as 'fire drills' and 'earthquake drills' are practices that are scheduled periodically throughout the school year to ensure the community is aware of procedures to remain safe and unharmed.

Our community includes staff, teachers, learners and parents to:

- follow all instructions, protocols and procedures while on the school grounds
- report all injuries, incidents and prospective cases to their teacher or other staff members
- wear appropriate clothing to minimize exposure to hazards while on school premises
- Community members are provided with health and safety information and training to engage in positive health and safety practices.
- Health and safety is everyone's responsibility.

LWIS Istanbul Safety Protocols

Fire Safety Protocol

- Fire Alarm sounds, all community heads out of the building to the designated safety areas in complete silence and order:
- Early Years- Basketball court
- Elementary Students- Football court
- Middle & High School- Area outside the Football court
- All community members' attendance is marked

Earthquake Safety Protocol

- Drop, cover, hold
- Listen for instructions
- Follow instructions to evacuate the building
- Safety Spot: Azur Park, facing Azur

Intruder Danger- Lockdown Safety Protocol

- Close and lock doors
- Stay out of sight
- Remain quiet
- Close curtains
- Remain calm and wait for instructions to evacuate
- Safety spot: Indoor gym

General Guidelines

There are designated Sweepers for each floor. Sweepers are responsible for checking the area is empty before locking down or vacating the space.

Floor	Sweeper
Levels -1 & 2	Custodian
Level 0 (Ground Floor)	School Nurse
Level 1	Head of School
Level 2	School Receptionist
Level 3, 4	Business Manager

All community members need to follow the safety guidelines to ensure that all individuals are safe.



What to do during an earthquake

01

DROP DOWN



02

PROTECT YOUR HEAD



03

HOLD ON TO SOMETHING
STRONG



04

AVOID OBJECTS THAT
COULD FALL



05

STAY AWAY FROM
WINDOWS



06

REMAIN WHERE YOU ARE

