

LWIS Istanbul

Health and Safety

Protocols and Procedures

COVID 19 Risk Assessment and Government Regulations

LWIS Istanbul school schedule since September 2020 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

LWIS Istanbul Hybrid Learning Model Schedule

Primary Years Programme (PYP) Early Learners 1,2,3 and Grades 1-5:

- Early Learners 1,2 &3 come to school daily from 9:30am-12:30pm for face to face learning.
- Grades 1-5 learners will come to school for face to face learning and connection time from 9:30am-12:30pm on Tuesdays and Fridays.
- Learners who are still not in Istanbul will join our virtual learning channels as set up by the teachers.
- Online learning will take place on Mondays, Wednesdays, and Thursdays at 8:30 am Istanbul local time starting with a face to face session with the teacher. Details are sent by the homeroom teacher via Seesaw account (and to parent's email).
- Individual sessions are scheduled by teachers on a weekly basis whereby the learner is invited for one-on-one sessions with various teachers to reinforce learning.
- All learning is posted to Seesaw. A weekly plan is shared by the homeroom teacher which includes the live/face to face sessions that your child needs to log into on a weekly basis.

Middle and High School Learners G6-11:

- Learners will come to school for face to face learning and connection from 9:30am-12:30pm on Wednesdays and Thursdays.
- Learners who are still not in Istanbul will join our virtual learning channels as set up by the teachers.
- Students attend individual sessions assigned by teachers on a weekly basis, in addition to the online and face to face sessions.
- Online 'live sessions' take place as per the schedule shared by your child advisor. Information is posted to Teams.
- Weekly planners are posted on Teams. Class advisors post the weekly schedule to Teams on Sunday evening (6pm Istanbul local time) of every week. Assignments is posted to teachers' various channels. Learners' attendance to 'live sessions' is noted and learners are expected to be on time for these sessions. Attendance and participation in learning is monitored and tracked for each student on a weekly basis.

While school is in session, parents are only allowed on campus by appointment.

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 advised by health authorities are used for cleaning with the recommended liquid ratio.
- Custom designed trash cans with lids and pedal are placed in classrooms, offices, hallways, gym, and playgrounds.

Cleaning Staff

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

Cleaning of Classrooms

- 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 with soap and vinegar.
- Sandwiches are wrapped with clear film before being served.
- Housekeeper who handles the snack wears gloves, mask and apron/uniform during food preparation.



Physical Distancing and Physical Movement on Campus

- COVID-19 health and safety advice posters are displayed in common areas.
- Floor stickers are placed to indicate physical distancing upon entering the school gate.
- Recess and school arrival and dismissal times are staggered to avoid crowding.
- School staff and School Nurse supervise physical distancing during instruction and movement in the school.
- Number of students in the classroom is up to 10 at most.
- Desks and chairs are spaced.
- No parents or adult visitors are allowed into the building without an appointment.

Arrival and Dismissal

- Student temperature is checked upon arrival to school.
- Hand sanitizing is performed before entering the school building.
- Students arrive and leave school at staggered times on different days of the week.
- Students leave the building when parents are present at the gate.
- No parents are allowed into the building at arrival and dismissal.

Medical Protocols

- Students and staff are asked to fill out the health form.
- Parents completed a signed form agreeing not to send their children to school if they have any of the following symptoms: high fever, cough, runny nose, etc.
- Faculty and staff have been trained about LWIS Istanbul Health and Safety protocols and procedures.
- Students are trained about hand washing and Covid-19 measures.



- Temperature is taken at the entrance for all staff and employees (handheld or thermal camera; 37.8 °C temperature, Stay at home!).
- Hand sanitizing protocols are followed at the entrance by all students, staff and employees.
- Mandatory use of face masks while on campus (except for Early Learners).
- All staff use PPE (Personal Protective Equipment) when needed.
- Designated areas set up to isolate suspected Covid-19 cases.

Procedures for suspected/diagnosed cases of Covid-19 as follows:

Scenario #1: A staff member is found to be infected with the virus.

Measures:

- The staff member must inform the School Principal, their respective manager and the School Nurse.
- A contact tracing is performed to determine who the person was in contact with at school (bus drivers, bus supervisors, cafeteria staff, cleaning staff and security guards included). The Ministry of Health will help the school trace back to the source.
- Relevant staff and students' parents to be informed.
- A follow up screening of the community would be required. The school is informed regarding any confirmed COVID-19 positive cases.
- Follow up steps will be taken in accordance with the Turkish authorities' policies.

Scenario #3: A student or a staff's family member is infected with the virus.

Measures:

- Parents must inform the school principal, the homeroom teacher, and the nurse as per the signed school agreement.
- Contact tracing must be performed to determine who the person was in contact with at school (bus drivers, bus supervisors, cafeteria staff, cleaning staff and security guards included). The Ministry of Health will help the school trace back to the source.
- School staff and relevant student parents should be informed.
- A follow up screening of the community would be required. The school is to be informed regarding any COVID-19 positive cases.
- Follow up steps will be taken in accordance with the Turkish authorities' policies.
- As determined by the school Health and Safety committee, distance learning may be implemented to protect the community.

Scenario #2: A student is infected with the virus.

Measures:

- Parents must inform the school principal, the homeroom teacher, and the nurse as per the signed school agreement.
- Contact tracing must be performed to determine who the person was in contact with at school (bus drivers, bus supervisors, cafeteria staff, cleaning staff and security guards included). The Ministry of Health will help the school trace back to the source.
- School staff and relevant student parents should be informed.
- A follow up screening of the community would be required. The school is to be informed regarding any COVID-19 positive cases.
- Follow up steps will be taken in accordance with the Turkish authorities' policies.
- As determined by the school Health and Safety committee, distance learning may be implemented to protect the community.

Scenario #4: A student / a staff / a family member is suspected, has symptoms (runny nose, coughing, diarrhea etc.).

- School Nurse will follow up regarding symptoms with staff and/or student families.
- School Nurse and Principal advise regarding attending school.
- Medical consultation and follow up may be recommended as seen appropriate by the School Nurse.

Protocols and Safety measures will continue to be updated to align with the Turkish authorities' COVID-19 policy and health requirements.