



# COVID SAFETY HANDBOOK

KEY INFORMATION FOR UWC THAILAND TO PROMOTE  
HEALTH AND SAFETY ON CAMPUS AND KEEP OUR  
SCHOOL COVID FREE

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## Arrival

- Staggered entry times for first day of school (Friday 14 Aug) then normal time; arrive in class by 8:00am
- Masks to be worn at all times when in the car park and school
- Do not come to school if you show any signs of COVID (see later section)
- Maintain 1m distance when on walkways
- Temperature check at entrance
- Drop & Go (parents of ECC & G1-3 may enter school to take their child to classroom)
- Thanyapura Turnstile will be closed (to be reviewed after two weeks)

## Dismissal

- Staggered dismissal time for first day of school Friday 14 Aug, then normal timetable.
- Parents wait by cars in car park (please do not crowd around the school entrance)
- Parents of ECC & G1-3 may enter school to pick up their child from their class teacher.
  - When collecting children please wait outside the building, students will be brought out to the parents
- Thanyapura turnstile will be closed (to be reviewed after two weeks)
- At the end of your school day, CCA/ECA or team practise, students are required to leave school immediately to go home
- After school library access:
  - Preschool to G3 student with parents
  - G4-5 on request
  - G6-12 for book drop off / collection
  - Library closes at 4:40pm

## On Campus

- Wear mask at all times and bring a spare mask as well; please mark with student's name
- A face shield can be used with a mask, but not on its own
- Social distancing: remain at least 1m apart
- Observe spacing lines on the floor and any flow direction arrows
- Wash hands regularly for at least 20 seconds and use hand sanitizer frequently
- Bring a water bottle; please mark with the student's name
- Students are encouraged to bring their own stationery (pens, pencils, rulers) so as not to share



## In the Classroom for Students

### ECC

- Nursery and Preschool, no mask required, but they are encouraged
- Kindergarten to wear masks
- Maintain 1m social distancing
- Wash hands or use hand sanitizer before entering the classroom and when changing classrooms

### G1-12

- All students are required to wear a mask
- Maintain 1m social distancing
- Wash hands or use hand sanitizer before entering the classroom and when changing classrooms

## PE

- Masks are optional, but encouraged
- No social distancing required
- Equipment will be sterilized after use

## Music

- Wind instruments will not be used
- All instruments will be sterilized after use
- Singing/choir with masks on

## Recess

- Kindergarten - G12 wear a mask
- 1m social distancing
- Outdoor play equipment is available (one person at a time on the trampoline)
- Wash hands before and after eating snack
- Nursery - G5 will be served snack in their classroom before going to play
- G6-12 will be served snack in the cafeteria by staff (students line up)

## Cafeteria

- Nursery & Preschool will be served lunch in the ECC building
- Kindergarten will be served lunch at the front of the cafeteria 12:00-12:20pm
  
- G1-12 will be served lunch (no self-service) in the cafeteria in shifts:
  - 12:00-12:25 G1-2
  - 12:25-12:50 G3-5
  - 12:50-13:20 G6-8
  - 13:20-13:50 G9-12
- Wash hands before and after eating
- Follow flow arrows
- 1m social distancing
  
- Sit at marked places (do not move chairs to be closer to each other)
- Masks to be worn when collecting food and removed when sat at the table to eat
  - Replace mask when clearing plates
- Ensure used water cups are placed in the used tray

## CCA/ECA

- Masks are optional, but encouraged
- No social distancing
- On-site 3rd Party Providers require a COVID declaration
- Off-site 3rd Party Providers require:
  - COVID declaration
  - Handwashing facilities
  - Hand sanitizer
  - Toilets
  - Regular hygiene cleaning

## Emergency Procedures

### Fire Alarm

- Evacuate to Assembly area via the most direct route to fresh air
- Disregard flow arrows when evacuating the buildings
- Disregard 1m social distancing
- Remove face masks when evacuating building so staff can recognise students and staff

### Shelter Protocol

- Follow protocol to take cover

- Disregard flow arrows when evacuating the buildings
- Disregard 1m social distancing
- Remove face masks when evacuating building so staff can recognise students and staff

### Earthquake

- Follow earthquake procedures (drop & take cover)
- Disregard 1m social distancing
- Disregard flow arrows when evacuating the buildings
- Remove face masks when evacuating building so staff can recognise students and staff

### School Transportation

- All seats will be used within the school bus
- Wear a mask
- No eating or drinking whilst in the bus
- For morning school bus pick up, student's will be temperature checked before boarding
- Buses will be cleaned after each journey

### COVID Symptoms

When entering the campus everyone will be required to have their temperature checked; if their temperature is 37.5C or above then they will not be allowed to enter.

If during the school day anyone shows the following COVID symptoms that cannot be easily associated with another condition, then they will be required to leave the campus; we will require for them to see a doctor to get a further assessment of their illness:

- Body temperature of 37.5C or above
- Dry cough
- Tiredness / difficulty breathing
- Loss of smell or taste

Day students will be isolated in the medical centre until their parent/guardian can collect them. Boarding students will be isolated in the boarding house until medical advice can be sought.