



# BRITISH INTERNATIONAL SCHOOL OF CASABLANCA

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## Protocols for the reopening of the British International School of Casablanca

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0520 500 200



Action	Short Description
<b>A. Entry, Pick up, and School Visit Procedures</b>	<ol style="list-style-type: none"><li>1. Modes of thermal screening are present at the entrance of the School. Children who are taking the bus, should get scanned for their temperature before getting onto the bus. Anyone with a fever <math>\geq 0</math> 37.5 C will not be allowed entry.</li><li>2. The class teacher is responsible to refer students with COVID 19 symptoms such as cough, body aches, fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, and headache, to the school nurse for further screening as per the guidelines.</li><li>3. Teachers and students older than 6 years of age are required to wear face masks at all times.</li><li>4. Staff will be discouraged from exiting the school during the day, but if they do for emergency purposes, they are requested not to return to the premises unless they have fully sanitized and changed their clothes upon return. They will also undergo thermal screening before entry.</li><li>5. No family member or guardian is allowed to enter the school facility for drop off/pick up his/her child.</li><li>6. There should be no access to the rest of the school facility by family members and visitors. Family members should be given maximum time limit of 10 minutes in the designated area to pick up / drop off with no crowding, maintenance of a 2 metres distancing, and wearing of masks at all times.</li><li>7. Meetings are encouraged to take place online, unless there is a critical need for one to one meeting which should take place on an appointment by email* basis and will need to be made and approved beforehand.</li></ol> <p>*School Administration: <a href="mailto:Info@bisc.ma">Info@bisc.ma</a>   Primary School: <a href="mailto:s.jaafar@bisc.ma">s.jaafar@bisc.ma</a>   Secondary School: <a href="mailto:m.benaissa@bisc.ma">m.benaissa@bisc.ma</a></p>



Action	Short Description
<b>B. Screening &amp; Contingency/ Emergency Plan</b>	<ol style="list-style-type: none"><li>1. In cases of <b>emergencies</b>, such as having unstable cases amongst staff, pupils or visitors, the school will immediately contact 0801004747 or 141 or 300.</li><li>2. A health and safety designated staff is identified and assigned to handle any emergency situation, follow up and monitor the implementation of health and safety procedures, and conduct all necessary trainings for pupils and staff. This person is also responsible for the designated isolation room within the school premises.</li><li>3. In cases of COVID 19 emergency, the school will follow its endorsed guidelines for emergencies by the school's qualified nurse while wearing adequate personal protection equipment. Also, the health and safety in charge should ensure that the child is accompanied by an adult wearing the full PE when transported to home or to the hospital.</li><li>4. Measures for disinfection are taken as per the guidelines, for the classroom and the school premises used by the child as traced, and the holding isolation room where the staff and pupils will wait for their transportation.</li></ol>
<b>C. Monitoring Attendance and Contact Tracing</b>	<ol style="list-style-type: none"><li>1. If staff, guests and/or pupils are confirmed positive according to a COVID 19 PCR test by an accredited facility, they are not to return unless they are granted a clearance stating that they are discharged from isolation.</li><li>2. The school maintains adequate records of its staff/guests/members/pupils, including names, telephone numbers and visit dates, to assist if contact tracing becomes necessary. And to maintain accurate work records of its staff for contact tracing purposes.</li></ol>



## Action

## Short Description

### D. Hygiene

1. Common areas in the school (i.e. toilets, pantry, waiting areas, etc.) will be cleaned and disinfected every hour or after every use. This also applies to frequently used areas/ surfaces such as door handles, dining tables, seat rests, etc.
2. Total sanitization of the school prior to the official opening has been done.
3. Daily clean up and sterilization of all areas and surfaces of the school premises and effective sanitization post completion of each day will be conducted and cleaning process is in line with Morocco's guidelines for schools and U.K schools' best practices.
4. Frequently touched areas/surfaces will be disinfected after every use to ensure the highest efficacy of disinfectant action.
5. Clear guidelines are set for security staff and those who are cleaning the school facility to ensure they follow the right measures such as wearing gloves and masks while cleaning.
6. We will encourage strict hand washing regime and adequate hand washing breaks for children. Assist children with handwashing, especially younger children who cannot wash hands alone.
7. Anyone entering the premises will be checked for wearing mask and will be asked to use the hand sanitizer available at the entrance.
8. Staff and children's bags and shoes will be encouraged to be sprayed with sanitizer upon arrival to school.
9. Frequently used electronic devices will get disinfected after each use (i.e. Tablets, computers, etc.).
10. BISC has placed awareness/educational posters describing handwashing steps near sinks.
11. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
12. BISC will ensure that all staff and children:
  - o Frequently wash their hands with soap and water for 20 seconds.
  - o Clean their hands upon arrival at the setting, before and after eating, and after sneezing or coughing.
  - o Are encouraged not to touch their mouth, eyes and nose.



Action	Short Description
<b>E. Restrictions</b>	<ol style="list-style-type: none"><li>1. All staff, visitors, and pupils over the age of 6 are mandated to wear masks at all times inside the school from entry. Non compliance will lead to denial of entry to the school facility.</li><li>2. Children over the age of 6 should wear masks.</li><li>3. Staff who are in direct contact with children will wear transparent masks / face shields to enable lip reading, and facial expression.</li><li>4. School cleaners wear gloves and masks while cleaning the facility.</li></ol>
<b>F. Setup / Physical Distancing Arrangements</b>	<ol style="list-style-type: none"><li>1. Ensure the 1,5 metres distancing measure is maintained in all common areas, service desks, etc. where different groups of pupils, staff and visitors are mixing.</li><li>2. Classroom area will support sufficient room for groups to maintain physical distancing of at least 1.5 metres per child in each classroom.</li><li>3. BISC ensures that toilets do not become crowded by limiting the number of pupils who use the toilet facilities at one time.</li></ol>



Action	Short Description
<b>F. Setup / Physical Distancing Arrangements (Continued)</b>	<p>4. Use of outside space is encouraged:</p> <ul style="list-style-type: none"><li>o for exercise and breaks.</li><li>o for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</li></ul> <p>5. Lockers are permitted as long as physical distancing measures are not compromised, and in such a way that each locker is designated to a specific pupils (alternated and not shared).</p> <p>6. BISC has created visible markers on the floor to indicate appropriate spacing.</p> <p>7. Contactless payments to be encouraged, yet cash payments are allowed.</p> <p>8. Showers and changing rooms are not permitted. On the days where pupils have PE lessons, they must come to school in their full PE uniform.</p>
<b>G. Educational Provision</b>	<p>1. Pupils ratios will vary depending on the size of the classroom. The school will have the liberty to decide on the number of pupils per class as long as a safe distance of at least 1.5 metres per child or person is maintained.</p> <p>2. Keep cohorts together where possible and:</p> <ul style="list-style-type: none"><li>o Ensure that children and young people are in the same small learning groups at all times each day, and different groups are not mixed during the day, or on subsequent days.</li><li>o Class rotations are not permitted. For curriculums featuring class rotations, pupils will remain in a designated classroom, while teachers rotate instead.</li></ul>



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<b>H. Special Events</b>	<ol style="list-style-type: none"><li>1. BISC has cancelled or postponed special events such as festivals, holiday events, special performances, and sports tournaments until further notice.</li></ol>
<b>I. Shared Resources / Materials</b>	<ol style="list-style-type: none"><li>1. We have placed awareness/educational posters explaining the rules for handling shared materials, while maintaining constant disinfection after every use.</li><li>2. All equipment in classrooms such as toys, books, scissors, pens, pencils, crayons, arts and crafts materials and messy play resources as well as role-play and other materials will be sanitized after each and every single use where possible.</li><li>3. Pupils should not share their stationery. If the children need a supply of stationery, it should be done by the teacher via proper disinfection.</li><li>4. BISC will avoid using equipment that will require blowing (musical instruments, whistles, blow pipes, etc ) or encourage the parents to supply their child with their own equipment if possible.</li><li>5. Teachers will provide soft copies of teaching and review materials and should encourage paperless work in class or for homework. Digital hand writing and typing is accepted for relevant school work.</li><li>6. Unnecessary material, carpets, equipment and furniture are removed from classrooms.</li><li>7. Open areas will include furniture and equipment that is easy to clean.</li><li>8. Toys and other common resources will not be shared with other groups of pupils, unless they are washed and sanitized before being moved from one group to the other.</li></ol>



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<b>J. Food and Beverages)</b>	<ol style="list-style-type: none"><li>1. Buffets or other forms of meal gatherings are not allowed.</li><li>2. The school will implement staggered meal breaks that will ensure the safe minimum 1.5 metres distancing between pupils of the same class and 2 metres distancing between pupils of different classes.</li><li>3. Pupils must bring their water bottle.</li></ol>
<b>K. Physical Education</b>	<ol style="list-style-type: none"><li>1. BISC will temporarily cancel swimming lessons, until further notice.</li><li>2. During PE lessons, pupils and PE teachers will not be required to wear masks when engaged in strenuous physical activities such as running and workouts, as long as they adhere to physical distancing measures.</li><li>3. PE lessons will focus on sports that do not require physical interaction.</li><li>4. BISC will encourage outdoor activities whenever possible.</li><li>5. BISC will ensure ventilation of the gym.</li><li>6. No tournaments or events will take place at this time.</li></ol>





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<b>L. Transportation</b>	<ol style="list-style-type: none"><li>1. The School will use buses at half capacity and place marks on chairs for seating guidance.</li><li>2. Anyone entering the bus should undergo temperature screening. Anyone with a temperature <math>\geq 37.5</math> C should not be allowed on the bus.</li><li>3. All bus riders, with the exception of children younger than 6 years need to wear masks.</li><li>4. BISC will ensure proper ventilation in the vehicle at all times. Avoid recirculating air and encourage the use of windows whenever possible.</li></ol>
<b>M. Communications</b>	<ol style="list-style-type: none"><li>1. BISC will ensure that sufficient and accessible training and communication channels are utilized to keep all staff, parents and children informed of new settings, practices and hygiene approaches for the start of the academic year.</li><li>2. BISC will organize adequate training to the health and safety in charge, and the attending nurse to ensure proper handling of any potential cases.</li></ol>



Action	Short Description
<b>N. Readiness Plans</b>	<p>1. The School will implement its approved Readiness Plans. These Readiness Plans ensure that there are appropriate procedures in place to safeguard the continuity of operations and the safety of everyone on the School premises in alignment with the endorsed guidelines.</p>
<b>O. School premises (other than classrooms)</b>	<p>1. Libraries will implement the following guidelines:</p> <ul style="list-style-type: none"><li>o Staggered entry to the library.</li><li>o Adequate cleaning and disinfection between lessons.</li><li>o Library lessons and reading corners will maintain the minimum 1.5 metres physical distancing between pupils in the same class and 2 metres otherwise.</li><li>o The librarian and support staff will be wearing masks, gloves and use hand sanitizer (over gloves) after each interaction.</li><li>o The teacher supervises the process of book viewing and selection to minimize children's touching of the books and the library equipment.</li></ul> <p>2. Physical distancing of 2 metres, constant disinfection and limited use of equipment will be adhered to in outdoor learning areas.</p>