



# BCIS

## COVID-19 HEALTH & SAFETY PROTOCOLS

The expectations and practices described in this document are intended to prevent, as far as possible, the introduction and spread of COVID-19 amongst our students, faculty and staff.

Throughout this document reference is made to “fever and/or other COVID-19 symptoms”. A “fever” is a temperature at or above 37.3°C. The “other COVID-19 symptoms” include dry cough, tiredness and difficulty breathing in severe cases. It is also recognized that other symptoms may be present including sore throat, body aches, runny nose, diarrhea and/or nausea.

The following protocols and requirements will be in place until further notice, understanding that adjustments may be made from time to time as determined necessary and appropriate.

## DAILY ROUTINES

### MORNING PROTOCOLS

#### HEALTH SELF-INSPECTION AT HOME (BEFORE SCHOOL)



Temperature **<37.3°C**  
体温不超过37.3°C

#### PARENTS

Parents should monitor their child’s health regularly. If their child has a fever and/or other Covid-19 symptoms, then they cannot go to school. The division secretary should be contacted immediately to inform the school (67700766 ext. 3107).

#### DROP OFF and PICK-UP

- PK and KG caregivers are permitted to drop students on the playground; wait for Teachers/ TA’s to pick greet them in the morning before leaving.
- Nursery and Toddler caregivers who have completed the 14-day temperature check list may enter the campus to drop off and pick up our youngest learners.

#### BUS STUDENTS

- Additional temperature checks will be given to bus riders before entering the bus. If your child has a fever, they will not be able to ride on the bus and you will be called to collect them from the morning bus pick-up point.

# CAMPUS PROTOCOLS

## First day of in-person learning on campus for students:

### Students must bring the following:

- The completed temperature record sheet, recording the previous 14 days of temperature.
- Commitment Letter.

### Entry to Campus

- A staggered start will be necessary, PK and KG 8:20 start time; Nursery and Toddler 9:00 a.m. start time.
- The school nurse will check each child's temperature upon entry.
- If a fever and/or other Covid-19 symptoms are present, students will be directed to the isolation tent inside the entrance and a parent will be contacted to collect the student. Students will be supervised.
- Students and caregivers may only enter campus through the designated entrance as instructed by staff, maintaining at least 1m distance around each student.
- You should expect delays as each student will have their temperature checked before entering campus and therefore queues may extend outside along the pathway – an adult will need to wait with younger students.

### On Campus

- Students are not required to wear masks but may choose to do so.
- All adults are to wear a mask in the public spaces; not while teaching.
- Masks should be disposed of only in the yellow bins found around campus.
- Frequent use of the hand sanitizer from the dispensers around campus are encouraged and directed.
- Frequent washing of hands is encouraged and directed.
- Maintain a distance of at least 1 meter between themselves and others as much as possible while on campus.
- The air conditioning in the building will be turned on and disinfected regularly.
- There are bottled water dispensers around the campus which will allow students to refill their own water bottles.
- Student temperatures will be checked and recorded twice a day (morning and afternoon) whilst on campus.



## CLASSROOM PROTOCOLS

Once the students arrive in their classroom:

- They will be encouraged to engage in social distancing as much as possible.
- Large group gatherings will not be permitted.
- Bring a personal water bottle for use each day.

At the conclusion of each day:

- Cleaning staff will spray each student's desk/tables/workstations with approved disinfectant solution (students must not touch the disinfectant bottle without a teacher directive).
- At each dismissal, students must use hand sanitizer provided by the teacher before proceeding to their next class.

## PE Protocols

The following guidelines will be implemented in all PE classes.

- Teachers will plan outdoor classes and activities whenever possible (following AQI protocols).
- Personal water bottles must not be shared at any time.
- Teachers will avoid activities requiring physical contact between students.
- Teachers will refrain from having students exercise on wrestling, yoga and gymnastics mats or using fitness equipment.
- Cleaning staff will disinfect sports, gym and playground equipment after each class.

## SNACK and LUNCH PROTOCOLS

- Sodexo will be serving snack and lunch each day.

To ensure student safety and hygiene, students will follow the protocols below at lunch and snack times:

- Students will wash their hands and use the hand sanitizer before eating.
- Students who are wearing a mask will hook their masks onto their arm whilst eating.
- Lunch will be served as usual with 1m social distancing in place.
- Students will be required to sit in the same seat each day to eat.

## OUTDOOR PLAY PROTOCOLS

- At recess time, students will ensure that their games allow for physical distancing as much as possible.
- Personal water bottles will be taken out for recess and will not be shared at any time.
- At the end of recess students will return to their classrooms whilst maintaining a physical distance of 1 meter from their classmates.
- Students must use the hand sanitizer provided by the teacher or go to the bathroom and wash hands thoroughly with soap and water before returning back to their class.
- The play frames and sandboxes will only be available for use when restrictions allow.

## END OF DAY ROUTINES

### Students:

- Will be chaperoned to bus waiting area where they will board their return bus home;

### OR

- They will be chaperoned to the designated exit meeting point and handed to a parent or caregiver.
- Families must go directly home; congregating together or remaining in common areas, library, etc. or outside the school grounds is not permitted during this period.
- Staggered exit from campus will be as follows:
  - o Nursery and Toddler 3:00 p.m. dismissal
  - o PK and Kg 3:20 dismissal
- All students must have vacated the campus shortly after they are dismissed from their final class of the day.
- Communication regarding after school activities, once permitted, will be sent separately.

## BUS ROUTINES

Bus riders will be able to use the bus services to and from school. The following protocols must be followed for all bus riders and monitors:

- The bus driver, bus monitor and student riders must wear protective masks at all times.
- The bus driver and bus monitor must clean and disinfect the bus in the morning and afternoon before pick-up and after drop-off.
- The bus driver, bus monitor and student riders must keep the bus windows open for proper ventilation, weather permitting.
- Social distancing measures will be enforced on the bus.
- All bus monitors and bus drivers will be checked carefully for their ongoing health status.

### Lining up at the bus stop:

Students must:

- Line up at the bus stop, keeping a distance of at least 1 meter between each student in the queue.
- Wear a protective mask at all times before and during the bus ride;

### Bus arrival at bus stop:

- When the bus arrives at a bus stop, the bus monitor will exit the bus and stand at the bus door.
- The bus monitor will check each student's body temperature and check for fever and/or other COVID-19 symptoms before the student can enter campus.
- For the first day of reopening the campus only, the bus monitor will check completed the temperature record sheet and 'letter of commitment' before the students can enter the school bus.



## BUS PROTOCOLS

Bus riders will be able to use the bus services to and from school. The following protocols must be followed for all bus riders and monitors:

If student does show fever and/or other COVID-19 symptoms OR shows any other symptoms of illness:

- the student will NOT be allowed to board the bus
  - the student's parent/guardian will be immediately contacted and the student must return home; bus monitor/driver will notify BCIS bus coordinator who will notify division secretary; Principal will contact parent/guardian of student and recommend medical attention for student.
- The student must visit the doctor for confirmation of COVID-19 or not. The student may return to campus with the updated negative nucleic acid test.

If the student shows fever and/or other COVID-19 symptoms or otherwise appears ill while on the way to school:

- Bus monitor/driver will inform nurse to re-check the student's status and check the temperature 3 times in half hour to confirm whether the student's temperature is normal.
- If the student has a fever, all the students and staff on the bus will not be allowed to enter campus, but will be sent to the hospital (accompanied by the nurse).
- the nurse will contact parents and division Principal. The parents will need to go to the hospital promptly.
- If the student is confirmed to have COVID-19, all the students and adults on the bus must follow the COVID-19 treatment procedure of the government.
- If the test is negative, the student with a fever and/or other COVID-19 symptoms may not come back to school until they are fever-free for 48 hours without taking fever reducing medication AND have a doctor's note stating that the student is healthy and can return to school.
- The bus monitor and driver will sanitize the bus.

If a student does NOT show fever and/or other COVID-19 symptoms AND does not show any other symptoms of illness:

- the bus monitor will dispense hand sanitizer into the hands of the student and the student will be allowed to board the bus.
- students will be asked to sit in their assigned seats; students will receive their assigned seats from the transportation coordinator in advance; seating will allow for as much physical distancing as possible and group family members together when appropriate;
- students will remain seated at all times in their assigned seats and follow all normal bus rules – students are asked to remain facing forward and not turn around to talk with other passengers.
- students are not allowed to eat or drink on the bus.
- when the bus arrives at its destination, the bus monitor will check every student's temperature again then exit the bus first and dispense sanitizer into students' hands as they leave the bus.
- students should keep to the 1m social distancing rule as they exit the bus.

## HEALTH CLINIC PROTOCOLS

Our Health Clinic will remain open at all times during the school day and will treat common ailments in accordance with normal school procedure. There are two isolation rooms available should someone be taken ill during the day and is suspected to have Covid-19.

The following protocols must be followed if it is necessary for an individual to visit the health clinic:

### **If a student shows fever and/or other COVID-19 symptoms while at school:**

- the teacher will inform the Nurse and keep all students in their seats, asking the student with fever or other symptoms to move as far as possible from others and as close as possible to window.
- Nurse will put on full PPE and go directly to the classroom; symptomatic student moves outside classroom to meet Nurse; Nurse checks for fever; if fever then the following:
- Nurse will direct the student to the isolation room along a pathway with the least likelihood of contact with anybody else in the school
- Nurse will give him/her a N95 mask to wear and discard his/her current mask in the biohazard bin
- the Nurse will contact the parents to take the student to see the doctor. If the disease is severe, the Nurse will accompany the student to hospital. The parents will be informed to go to the hospital.

### **MEANWHILE**

- *all individuals that are in the same classroom or in close proximity to the sick individual must stay in place in that classroom until the student is not suspected to have COVID-19*
- *OR, if COVID-19 is suspected, then all must wait until the CDC or other health authority gives further instruction. Patience will be required.*
- the Nurse may only receive one individual at a time in the isolation room.
- if more than one individual needs to be seen by the Nurse for a fever and/or other COVID-19 symptoms, the individuals will be kept separate from each other and the rest of the individuals in the building.
- the Nurse must wear a clean set of PPE including mask, goggles, gloves and gown for each individual she assesses and treats.
- the whole school will undergo comprehensive disinfection.

### **If a student has a medical issue other than fever and/or other COVID-19 symptoms – such as a scrape, cut, sprained ankle, migraine, etc. while at school:**

- in the situation of a student, the teacher will inform the Nurse.
- the teacher will direct the student to go directly to the health clinic unless told otherwise.
- staff will ensure that the Nurse is available before sending the individual to the health clinic.
- the Nurse will assess the student and take appropriate action.
- if the Nurse is busy, the student will wait outside of the health clinic.
- further action will be taken as usual with incidents involving Nurse's intervention.

**If the Nurse does suspect that an individual may have COVID-19, she will:**

- Check the temperature to ensure he/she is running a fever.
- review the student's medical alerts in PowerSchool;
- Call division secretary;
- Call Campus Management Manager;
- call 120 for the ambulance; \*

**Meanwhile General Operation Manager will:**

- notify Principal and HoS;
- notify the Community Sub-district Health office;
- notify the CDC;
- attempt to trace all possible contacts within the school and inform them to remain in place;

**Meanwhile division secretary will:**

- notify parents (or designated emergency contact person) immediately; \*
- parents may be instructed to go to hospital or come to school depending on instructions from Campus Management Manager; \*

Further actions for the school and especially for those in the classroom or otherwise in close contact with the suspected COVID-19 positive person will be dictated by local authorities and will likely include initiatives such as contact tracing, quarantine and/or isolation procedures.

\*If parents want to take their child to the hospital, they may do so – to the Fever Department; BCIS must follow up closely on the progress of the student's situation.

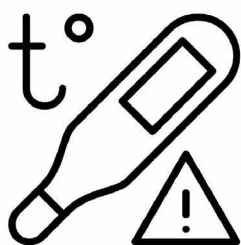
**NOTE:** It is possible that the school will be closed and many students & staff, if not all, will be tested again.

**If the nurse does not suspect that an individual has COVID-19 she will:**

- review the student's medical alerts in PowerSchool;
- notify division secretary;
- determine whether the individual needs to be sent home or back to class;
- allow classmates and those that were in close contact with the sick individual to be released from the classroom or area that they are being held and permitted to move about the school;
- inform Campus Management Manager, Principal, and HoS.

# Stay Safe & Healthy

保持安全与健康



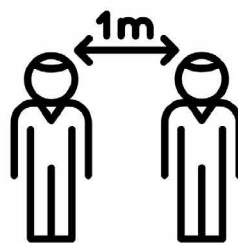
Temperature **<37.3°C**  
体温不超过37.3°C



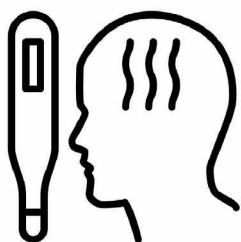
Wear a **mask**  
Put old masks in special bins  
佩戴口罩 | 废弃口罩投放专属垃圾桶



**Wash hands**  
regularly & sanitize  
勤洗手及使用手消



Keep a safe **distance**  
Wait in line / Use labeled seats  
保持安全距离 | 排队、按标签就坐



Feel **unwell?** Tell a teacher  
身体不适? 报告老师







## 北京乐成国际学校新冠肺炎健康与安全守则

本守则所述目标与实践旨在尽可能防止新冠肺炎在学校师生及员工中的引入与传播。

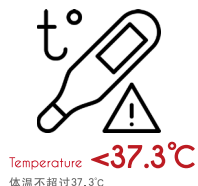
全文均有提及“发热和 / 或其它新冠肺炎症状”。“发热”是指体温等于或高于 37.3°C。“其它新冠肺炎症状”中重症感染者会出现干咳、疲倦、呼吸困难等症状。可能还会出现包括咽痛、肌肉酸痛、流涕、腹泻和 / 或恶心等症状。

除另行通知，以下规定与要求将持续有效，请理解有可能在必要和适当情况下不时作出调整。

## 日常安排

### 入校前规定

#### 在家健康自查（上学前）



#### 家长

家长应定期检测孩子的健康状况。如果孩子有发热和 / 或其它新冠肺炎症状出现时，孩子不可来上学。并应立即联系学部秘书通知学校（总机：67700766，分机：3107）。

#### 接送学生

- 幼儿园中班和大班学生看护人可以将学生送至操场；待老师或助教进行早间问候并将孩子接走后方可离开。
- 小班和小小班看护人只有在完成 14 天体温检测表方可进入校区接送我们年龄最小的小朋友。

#### 校车学生

- 乘坐校车之前，会为学生进行体温检测。如果您的孩子出现发热症状，将不得乘坐校车，校方会电话通知您到校车接送点来接孩子。

### 学生首日入校进行校园内课堂学习：

#### 学生须携带：

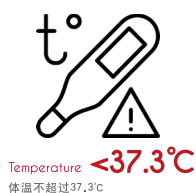
- 记录学生入校前 14 天、填写完整的体温检测表。
- 承诺书。

#### 入校

- 有可能采取错峰上下学，校方会提前通知。
- 学校护士会在学生入校时对孩子进行体温检测。
- 如果孩子到校时出现发热和 / 或其它新冠肺炎症状，将被安置在校内隔离帐篷内，之后通知家长到校接走孩子。在此期间，学生会得到监管与照顾。
- 学生和其看护人须按工作人员指示从指定入口进入校园，每个学生之间须保持至少 1 米距离。
- 由于每位学生都须接受体温检测，所以学生进入校园可能会有所延迟，等候入校的队伍可能会沿着通道向外延伸 - 请低年龄段学生家长 / 看护人陪同学生一同等候。

#### 校园内

- 不要求学生戴口罩，但学生可自行选择是否佩戴。
- 所有教职员工与成人均须在公共区域佩戴口罩，课堂教学时除外。
- 如果家长希望孩子全天戴口罩，学生需携带备用口罩到校。
- 废弃口罩须丢弃在校园内黄色垃圾箱内。
- 鼓励并指导学生勤用手部消毒液消毒双手。
- 鼓励并指导学生勤洗手。
- 校园内尽量与他人保持至少 1 米距离。
- 教学楼内空调开启并定期消毒。
- 学校将会提供桶装水饮水机，学生可以随时为自带水瓶补水。
- 在校期间，每日两次（上午和下午）检查和记录学生体温。



## 教室内规定

### 学生进入教室后，须遵守如下规定：

- 鼓励学生尽可能保持安全社交距离。
- 不允许多人聚集。
- 每天自带水瓶到校。

### 每节课结束时：

- 保洁人员会使用合格的消毒液对学生课桌/桌子和学习区域进行消毒(未经老师指示,学生不得触摸消毒剂瓶)。
- 每节课下课时，学生必须使用老师提供的手部消毒液对双手进行消毒，之后方可继续上下一堂课。

## 体育课规定

### 所有体育课课程将执行以下规定：

- 条件允许时，老师会为学生安排户外课程与运动（根据 AQI 规定执行）。
- 学生自用水瓶任何时候不得与他人共用。
- 老师会避免安排学生间有身体接触的运动。
- 老师会避免让学生在摔跤垫、瑜伽垫和体操垫上的锻炼或使用健身器材。
- 每节课下课后，保洁人员都会对所有涉及体育、健身房和操场的设备设施进行全面消毒。

## 加餐与午餐规定

- 埃顿供餐公司每天为学生提供加餐与午餐。

### 为确保学生安全与卫生，在午餐和加餐时间，学生应遵循以下规定：

- 学生在用餐前需洗手并使用手部消毒液消毒双手。
- 戴口罩的学生，用餐时需将口罩脱下挂在手臂上。
- 午餐照常，依旧遵守 1 米社交距离的原则。
- 学生每天用餐座位固定。

## 户外活动规定

- 课间休息时，学生应确保游戏时尽可能保持安全的社交距离。
- 学生课间休息时可携带水瓶，但任何时候都不得与他人共用。
- 休息结束，学生返回教室途中需与同学保持至少 1 米距离。
- 学生须使用老师提供的手部消毒液，或去洗手间用洗手液和水彻底清洁双手后方可返回教室。
- 攀爬架和沙坑只有在规定条例放开后方可使用。

## 放学安排

### 学生：

- 学生有工作人员陪同送至校车等候区，上车返程回家；

### 或

- 学生有工作人员陪同送至指定接送点交予家长或学生看护人。
- 接到学生后须直接回家；此期间不可在公共区域、图书馆等地或校园周边聚集或逗留。
- 学校将采取错峰放学，具体离校时间如下：
  - 小班和小小班 3 点离校
  - 中班和大班 3.20 离校
- 学生结束当天最后一堂课后应尽快离开校园。
- 有关课外活动，一经允许，将另行通知。

## 校车安排

校车学生可以乘坐校车上下学。以下是所有乘坐校车的学生和校车监管员所应遵守的规定：

- 校车司机、监管员和乘车学生须全程佩戴口罩。
- 校车司机、监管员须在上下午接学生前与学生下车后对校车进行清洁与消毒。
- 天气允许的情况下，校车司机、监管员和乘车学生须打开车窗保持适当通风。
- 在校车上须按要求保持社交距离。
- 校方将仔细查验所有校车监管员与司机的健康状况。

### 在校车停靠站排队候车：

学生必须：

- 在校车停靠站排队等候校车，排队时与他人保持至少 1 米距离。
- 乘坐校车之前以及乘坐校车期间须全程佩戴口罩。

### 校车抵达停靠站时：

- 校车抵达停靠站时，校车监管员会下车站在车门处。
- 学生入校前，校车监管员会检测学生体温并查看学生有无发热和 / 或新冠肺炎症状。
- 仅在返校首日，校车监管员会在学生上车前检查填写完整的体温检测记录表。

## 校车乘车规定

校车学生可以乘坐校车上下学。以下是所有乘坐校车的学生和校车监管员所应遵守的规定：

如果学生确实出现发热和 / 或其它新冠肺炎症状或任何其他疾病症状：

- 不允许该学生乘坐校车 – 将立即联系该学生家长 / 监护人，该学生必须返回家中；校车监管员 / 司机将通知 BCIS 校车协调员，校车协调员通知学部秘书；学部校长联系学生家长 / 监护人，并建议学生就医。
- 学生须去医院就诊确认是否感染新冠肺炎。学生须持最新核酸检测阴性证明方可返回校园。

如果学生在来校途中出现发热和 / 或新冠肺炎疑似症状或其它不适症状：

- 校车监管员 / 司机通知护士重新检查学生状态，并在半小时内测量体温三次，确认学生体温是否正常。
- 如有学生发热，校车上所有学生和工作人员将不许进入校园，而将被送往医院（由护士陪同）。
- 护士将通知家长和学部校长。家长需立即前往医院。
- 如果学生被确诊感染新冠肺炎，校车上所有学生与工作人员必须遵循政府有关新冠肺炎医疗规定流程。
- 如果测试结果为阴性，出现发热和 / 或其它新冠肺炎疑似症状的学生在未服用退烧药的情况下连续 48 小时没有再出现发热情况，并且获得医生开具的健康证明后，方可返校上课。
- 校车监管员和司机对校车进行全面消毒。

如果学生没有出现发热和 / 或其它新冠肺炎疑似症状或其它疾病症状：

- 校车监管员为学生分发手部消毒液进行手部消毒，之后学生方可登上校车。
- 学生就座于指定座位；校车协调员会提前将相关安排发给家长和学生；安排座位时我们会尽可能拉大学生之间的距离，并尽量为一家人安排相近座位。
- 学生乘坐校车时须全程坐在指定座位上，并遵守所有平时须遵守的乘车规定 — 学校要求学生乘坐校车时一律面向前方，不得转身与他人聊天。
- 校车内禁止学生饮、食。
- 校车抵达目的地后，校车监管员将再次检查学生体温，然后先行下车，并在学生下车时为学生分发手部消毒液消毒双手后方可离开校车。
- 学生下车时应遵守 1 米距离规则。

## 医务室规定

医务室在学生上学期间全程开放，并按照正常流程为学生治疗常见疾病。如有任何人在在校期间生病或疑似感染新冠肺炎，学校有两间隔离室可供使用。

如果个人需要到医务室就诊，须遵守以下规定：

### 如果学生在校期间出现发热和 / 或其它新冠肺炎症状：

- 老师将通知护士，并让其他学生保持在原位不动，该名发热或伴有其它症状的学生须尽量远离他人，并尽可能靠近窗户。
- 护士会穿好全套防护服直接去该名学生在教室；出现症状的学生从教室出来见护士；护士检测其是否发烧；如果发烧，则：
- 护士将指引学生沿着一条与学校其他人接触可能性最小的路径进入隔离室。
- 护士会给他 / 她一个 N95 口罩让其佩戴，并将其目前佩戴的口罩丢弃至有害生物专用垃圾箱中。
- 护士会联系家长带学生去医院就诊。如果病情严重，护士将直接将学生带往医院，并通知家长前往医院。

### 与此同时

- 所有与该名学生同在一间教室或与其密切接触者都必须暂留在该教室中，直至该名学生确定并非感染新冠肺炎。
- 或，如果该学生疑似感染新冠肺炎，所有人须原地等待，直至疾控中心或其他卫生部门作出进一步指示。此时需要耐心等待。
- 护士在隔离室一次只接待一位隔离人员。
- 如果需要护士检查的发热和 / 或出现其它新冠肺炎疑似症状的人员不止一名，这些人员会被分开隔离，同时须与教学楼里其他人员隔离开来。
- 护士在对每一个人进行检测评估时都须穿戴一套洁净的个人防护装备，包括面罩、护目镜、手套和防护服。
- 全校范围进行全面消毒。

### 如果学生在校期间有其它医疗问题，而非发烧和 / 或其它新冠肺炎症状，如擦伤、割伤、脚踝扭伤、偏头痛等：

- 如果学生出现此种情况，老师会通知护士。
- 除非另有指示，否则老师将指引学生直接前往医务室就医。
- 工作人员须先确认护士在岗方可指引学生前往医务室。
- 护士会对学生进行评估并采取恰当措施。
- 如果护士正在忙碌中，学生需要在医务室门口等候。
- 需要护士处理的医疗问题，护士会同往常一样采取医疗措施。

**如果护士确实怀疑有人感染新冠肺炎，将会：**

- 检测体温确认他 / 她在发烧
- 查看学生在 PowerSchool 中的医疗警示信息
- 电话通知学部秘书
- 电话通知校园管理部经理
- 拨打 120 呼叫救护车 \*

**与此同时，总务部经理将：**

- 通知学部校长和大校长
- 通知社区街道卫生办
- 通知疾控中心
- 追踪校内所有可能的接触者，并通知他们留在原地；

**与此同时学部秘书将：**

- 立即通知家长（或指定紧急联系人）；\*
- 家长将根据校园管理部经理的指示前往医院或到校；\*

学校将根据北京市政府指令，对学校、特别是新冠肺炎疑似感染者同教室学生和其它密切接触者，采取进一步行动，可能包括接触者追踪、检疫和 / 或隔离等措施。

\* 如果家长想带孩子去医院就诊，可以直接去发热门诊；学校须密切关注学生病情进展。

**注：**校园有可能关闭，会有很多学生和工作人员将再次接受核酸检测（如果不涉及所有人的话）。

**如果护士确认该学生未感染新冠肺炎，将会：**

- 查看学生在 PowerSchool 中的医疗警示信息；
- 通知学部秘书；
- 决定此学生是否需要回家还是可以继续回班上课；
- 允许该名学生的同学和其密切接触者离开被暂留的教室或区域并允许他们在学校内活动；
- 通知校园管理部经理、学部校长和大校长。