



**和景華人聯誼會**  
**CHINESE ASSOCIATION OF WOKING**

**和景中文學校**  
**WOKING CHINESE SCHOOL**

## **Quick Guide to COVID-19 Procedures**

### **General**

**Students 11 years old and above and all adults must wear facemasks in communal areas of the school buildings (e.g. canteen, corridors, toilets).**

**Only Chinese School staff and volunteers and students may enter the main school building.**

Parents and students may enter the canteen to talk to school staff.

Parents, adult students and staff should use the toilets designated for their use.

**All students 11 years old and above and all teaching staff and volunteers, should have a lateral flow test (or PCR test) before each school day.**

Ideally these test should be taken the day before a Chinese school day, but must be within the previous five days.

### **Arrival and Departure**

**Students should arrive no more than 5 minutes before their class starts and go directly to their classroom on arrival and stay there until the end of the morning classes.**

**Teachers should be in their classrooms at least 5 minutes before the class starts.**

Students should remain in their classroom for the mid-morning break supervised by a teacher or other member of staff.

**Students should enter and leave the building by the external door nearest their classroom (see map)**

**Volunteers will be stationed near these doors and at two or three points on the corridors**

To supervise students in the corridors and watch classes if teachers have to leave for a short time

**Class times will be staggered with years 1-4 starting at 10:00am and years 5-10 at 10:15am. Break and finish times will be similarly staggered. Students should not enter classrooms unless accompanied by a member of the school staff**

### **Classroom procedures**

**Students and staff will use hand sanitiser on entry to classrooms and use tissues to “catch it, bin it, kill it” for coughs and sneezes. Teachers should open the classroom windows at the start of the lesson to improve ventilation. The windows should be closed at the end of the lesson.**

Classrooms will be cleaned by SJB cleaners before and after Chinese School use

**Teachers should aim to minimise close face-to-face contact between students and between students and staff.**

Students should be encouraged to avoid touching staff or other students. The extent to which this is possible will depend on factors such as the age of the students

**Teachers and students should have their own frequently used equipment, such as pencils and pens. Shared resources, such as books and games, can be used and shared within the class.**

Shared resources should be cleaned regularly along with frequently touched surfaces.

### **Afternoon activities**

**Students in afternoon activity classes should follow these procedures or the procedures published specifically for the activity class.**

A copy of any specific procedures will be provided when students register for the class



**和景華人聯誼會**  
**CHINESE ASSOCIATION OF WOKING**

**和景中文學校**  
**WOKING CHINESE SCHOOL**

**Between morning language classes and afternoon activity classes, activity class students may wait in the covered area outside the canteen.**

They may bring lunch to eat there. In the event of bad weather, they may wait in the canteen but must wear masks while inside

**Potential Covid infection**

**If a student, member of staff or volunteer is ill they should not come to school. If they fall ill at school, they will be isolated and sent home**

Current variants of Covid-19 do not always show the standard symptoms of temperature, cough and change of sense of taste. Many cases have cold-like symptoms. Any such illness should be considered as possibly Covid-19 and a lateral flow (or PCR) test performed.

If a student tests positive for Covid-19 within 3 days of attending class, the class teacher should be informed. The teacher should inform the rest of the class so that they can take a lateral flow test before returning to school.

**Teachers should be vigilant for signs of Covid-19 in their students and inform the administrator immediately if any student displays symptoms.**

**If a student falls ill at school and potentially has Covid-19, they will be isolated, their parents will be contacted and they should collect their child as quickly as possible**

**If a student, member of staff or volunteer possibly has Covid-19 they/their parents should follow Government Guidance for households with possible or confirmed COVID-19.**

The person with suspected Covid-19 should take a lateral flow test. If the test is positive they should self-isolate for up to 10 days. They can stop self-isolating from day 6 provided they do not have a temperature and have negative results from two lateral flow tests taken one day apart.

Other members of the household who are fully vaccinated or under 18 years and 6 months need not self-isolate but are strongly advised to take daily lateral flow tests for 7 days. If any test is positive then they should self-isolate as above.

Members of the household who are over 18 years and 6 months and are not fully vaccinated are legally required to stay at home and self-isolate for 10 days from the day the first person in the household had symptoms.



# 和景華人聯誼會 CHINESE ASSOCIATION OF WOKING

## 和景中文學校 WOKING CHINESE SCHOOL

