



**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 are encouraged to 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 use the canteen at any time.

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

**Until 1<sup>st</sup> April when free lateral flow test kits are still available, all students 11 years old and above and all teaching staff and volunteers are encouraged to have a lateral flow test (or PCR test) before each school day.**

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

### **Arrival and Departure**

**Students should wait in the canteen for their teacher to collect them and take them to their class. Adult students may go directly to their classroom but should not arrive more than 5 minutes early.**

**Teachers should collect their students from the canteen just before the start of the class and escort them to their classroom.**

Students may go to the canteen for the mid-morning break. They should not stay in the classroom unless the teacher or other responsible person is present.

**Volunteers will be stationed near the door into the main school building 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.**



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A copy of any specific procedures will be provided when students register for the class  
**Between morning language classes and afternoon activity classes, activity class students may wait in the canteen or the covered area outside the canteen.**  
They may bring lunch to eat there

**Potential Covid infection**

**If a student, member of staff or volunteer is ill they should not come to school.**

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.

**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 is ill at school and potentially has Covid-19, 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 Advice for households with possible or confirmed COVID-19.**

The person with suspected Covid-9 should take a lateral flow test. If the test is positive they advised to self-isolate for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.