



Matija Gubec International School

*IB Middle Years Programme*

[www.os-mgubec.eu](http://www.os-mgubec.eu)

# Smart School Life to Prevent Covid-19



Dear Parents and Students,

As we prepare to open the school to learning, we are guided by two principles:

- the **health and safety** of students, staff and our community
- the **educational and social-emotional needs** of students are best provided in a face to face environment in school.



# Facilities procedures and preparations

## **Prior to school opening:**

- Prior to school opening, a deep cleaning and disinfection of all facilities and classrooms has taken place.

## **After school opening:**

- All facilities and classrooms will be disinfected regularly.
- Each classroom and all entrance areas will have hand sanitizer available.
- Cleaning staff will keep classrooms, kitchen, lockers, cafeteria and toilets clean and hygienic to maintain good hygienic standard of the school premises through thorough cleansing and disinfection daily.
- Cleaning staff will clean and disinfect frequently touched surfaces, furniture, commonly shared items and floor daily by using appropriate disinfectant.
- All cleaning staff will wear face masks and gloves during their working hours.
- Liquid soaps and disposable paper towels will be provided at places where there are handwashing facilities, e.g. toilets, cafeteria.
- Disinfection floor mats will be at each entrance in order to sanitize the soles of shoes on entering the building.
- The classrooms windows will be frequently opened for better ventilation.
- All other devices or materials used during the school day will be cleaned between uses or stored away from students until the object can be cleaned effectively.



# Health Guidelines

**Your child should stay at home or will be sent home if they have any of the following:**

- If the child was in contact with anyone who has tested positive for the SARS-CoV-2 virus
- The family doctor or an epidemiologist has recommended self-isolating in the last 14 days
- If the child is displaying any of the following symptoms:
  - temperature higher than 37.2°C (axillary thermometer)
  - respiratory symptoms (sore throat, sneezing, runny nose, breathing difficulties)
  - sore muscles, aches or chills
  - loss of smell and/or taste
  - vomiting or diarrhoea
  - skin rash/fingers or toes discoloration
- In the event that the results are positive, you should follow the Croatian Institute of Public Health Guidelines (<https://www.hzjz.hr/>) regarding quarantine and self-isolation for the family. The student may not return to school earlier than the minimum quarantine requirement even if the student is feeling well.
- **If a member of the family receives a positive COVID test result, the family should self-isolate and students must not come to school during this time.** The length of quarantine is 14 days from the onset of symptoms. If the symptoms extend longer than 14 days, then you should remain in quarantine until you are 48 hours symptom-free.
- If the COVID-19 test is not advised, a normal absence process is followed and the child must remain home until symptom-free.
- **In case of any symptoms of infection noticed in school, students will be held in a designated quarantine area where they will wait for their parents.** Parents must be available to pick their child up once they have been contacted by the school. Parents/emergency contacts will be expected to collect the child by car in order to avoid possible spread on public transport.
- In the event of suspected COVID-19 testing, the student must not return to school until negative results have been received from the family's doctor.
- Essential: **return to school after a communicable disease must be approved and certified by the family doctor.**



# Health Guidelines

## Seasonal Allergies:

- Seasonal allergies can cause similar or the same respiratory symptoms as COVID-19 infection.
- Parents must inform the homeroom teacher of any allergies or any other medical condition that have been recently diagnosed.
- Parents must ensure that children have received their allergy medication before coming to school in order to avoid any misinterpretation or confusion of their symptoms.



# Expectations for Students

You are expected to adhere to all new procedures so the school can follow the guidelines for health and safety.

## **1. Ask questions, educate yourself and get information from reliable sources:**

- In a situation like this it is normal to feel sad, worried, confused, scared or angry. Know that you are not alone and talk to someone you trust, like your parent or teacher so that you can help keep yourself and your school safe and healthy.



# Expectations for Students

## 2. Protect yourself and others:

- **Sanitize your hands** when entering the school building.
- **Wear indoor shoes** at school.
- **Wash your hands frequently and thoroughly** always with soap and water. Scrub all over including the back of your hands, between fingers, and around nails, for about 45 seconds, about the time it takes to sing the *Happy Birthday* song twice. Then rinse well in warm water, dry with a paper towel, and use the towel to turn off the water. Paper towels and tissues should be disposed into the bins immediately.
- **Avoid touching your eyes, nose and mouth** unless you have just washed your hands.
- Always adhere to a **1.5 meters physical distance** requirement (double arm's length).
- **Wear a mask** at all times (except in very specific instances).
- **Avoid sharing with others**, especially food, drinks, pencils, sharpeners.
- **Bring a full water bottle, clearly marked with your name.** Do not share water bottles.
- **Bring the paper tissues and pocket hand sanitizer.**
- Bring to school only the minimum supplies and materials that are needed.
- **Keep your backpack and locker clean.**
- **Build your immunity:** get plenty of sleep, be physically active, manage your stress, drink plenty of water and eat nutritious food.
- **Cover your nose and mouth with a bent elbow or tissue when you cough or sneeze:** sneeze into a tissue and throw it in the trash right after, then wash your hands; otherwise, cough or sneeze into crook of your elbow, not your hands.



# Expectations for Students

## **3. Be a leader in keeping yourself, your school, family and community healthy:**

- Share what you learn about preventing disease with your family and friends, especially with younger children.
- Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members.

## **4. Don't stigmatize your peers or tease anyone about being sick; remember that the virus doesn't follow geographical boundaries, ethnicities, age or ability or gender.**

- If your friend becomes a confirmed case, do not panic, just follow your teacher's instructions.

## **5. Tell your parents or another family member, if you feel sick, and ask to stay home.**



# How to protect yourself and others

## CORONAVIRUS COVID-19



Wearing a mask or any other means that effectively covers the nose and mouth is recommended whenever going outdoors.

**Wash your cloth mask every day and at a minimum temperature of 60°.**

### HOW TO USE A MASK:



- Position the mask so that it covers the mouth and nose.  
Attach it carefully to limit the appearance of gaps between the face and the mask.
- Avoid touching your mask while wearing it.
- When removing the mask, do not touch the front part.
- After touching or removing the mask, wash your hands thoroughly.



**Wearing masks is used as a complement to other precautionary measures. It can thus help to prevent transmission of the virus by people who are unknowingly carriers of the virus and help to slow the spread of the virus.**

### HOW TO PROTECT YOURSELF?



Wash your hands regularly and properly with water and soap.



Cough or sneeze into the crease of the elbow or in a tissue.



Avoid shaking hands or kissing.



Avoid close contact with people.



**#BleiftDoheem**  
Stay at home if possible!



Avoid touching your face with your hands.



**Be respectful:** please dispose of used masks and gloves properly.

How-to video on masks and more info:  
[www.covid19.lu/demo-masks](http://www.covid19.lu/demo-masks)

# How to wash your hands

01



Soap & water

02



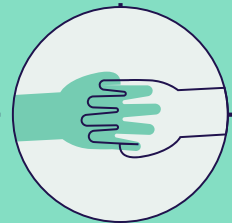
Fingers

03



Palm to palm

04



Fingernails

# How to wash your hands

05



Wrists

06



Thumbs

07



Rub until dry

08



Disinfected!



# How to wash your hands

- **Wash your hands frequently and thoroughly** always with soap and water.
- Scrub all over including the back of your hands, between fingers, and around nails, for about 45 seconds, about the time it takes to sing the *Happy Birthday* song twice.
- Then rinse well in warm water, dry with a paper towel, and use the towel to turn off the water.
- Paper towels and tissues should be disposed into the bins immediately.
- **How to wash your hands (click to see a video):**  
<https://www.youtube.com/watch?v=3PmVJQUCm4E>



# Mask Wearing Guidelines

- Students from 5th to 8th grade **must wear masks at all times**:
  - in all common areas (library, hallways, bathrooms, etc.) and classrooms
  - during arrival and departure times
- There are some locations in the school building where **masks may be removed**:
  - in the **cafeteria** when students are eating (when finished eating, masks are to be worn)
  - **P.H.E. classes** during activities where wearing a mask is unsafe and strict physical distancing measures are enforced
- **How to use a mask (click to see a video)**:  
<https://www.youtube.com/watch?v=gCX69b5R9N8>



# Expectations for Parents

## What can you do leading up to school opening?

- **Talk to your children** openly about physical distancing requirements, make sure they understand and follow safe hygiene procedures as a regular part of their day to day lives.
- Make sure **your children understand that they are expected to adhere to all new procedures** so the school can follow the guidelines for health and safety.
- Be aware that school will probably look different from what we are used to.
- **Read all our guidelines**, but be aware some of the specific things may be adapted over the next few days depending on the epidemiological situation.



# Expectations for Parents

- Parents who need to drop off and pick up their child must arrive at the assigned start time and dismissal time for their child – it is very important to keep to these times to maintain physical distancing and avoid congestion.
- Parents should **drop off and pick up their child in front of the school.**
- Parents are **obliged to pick up their child right after their classes.**
- **Parents may only enter the school building by previous appointment.**
- Parents are to **wear a mask** at all times in all areas of the school.
- **Individual interviews and parent meetings will take place online.**

## Morning Health Check:

- Parents should take their child's temperature before sending them to school. Students must be symptoms free with a temperature bellow **37.2°C (axillary thermometer).**
- Parents should **fill in the daily temperature log** prior to coming to school each day.



STUDENT:	
CLASS:	
HOMEROOM TEACHER:	

	DATE	BODY TEMPERATURE	PARENT'S SIGNATURE	NOTE
SEPTEMBER	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

	DATE	BODY TEMPERATURE	PARENT'S SIGNATURE	NOTE
OCTOBER	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
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# Parents and visitors in school

- Access to school will be limited to students and staff.
- **Parents and visitors are not allowed to enter the school building except for emergencies or by previous appointment.** We will welcome parents back to school as normal as soon as we can.
- Parents and visitors are to wear a mask at all times in all areas of the school.





# Arrival/Departure Protocol

- Students **need to arrive at their designated time:**

	MYP0	MYP1	MYP2	MYP3
Arrival time	<b>07:40</b>	<b>07:50</b>	<b>07:40</b>	<b>07:50</b>
Entrance	<b>D2</b>	<b>D2</b>	<b>north entrance</b>	<b>north entrance</b>

- Students should be **on time**. They shouldn't come too early or be late as there will be a special protocol to enter the school.
- If the student is late for their designated time, they will not be permitted to enter with another group of students. They will be permitted to enter at their designated entrance at 08:45.
- The MYP0 and MYP1 students must **enter the schoolyard from the Davorina Bazjanca Street (south), turn left at the athletic track and at the end turn right to the entrance D2.**
- The MYP2 and MYP3 students must **enter the schoolyard from the Davorina Bazjanca Street (south), turn left at the athletic track, turn right and walk around the entire school building towards the north entrance (next to the highway).**



**D2 entrance**  
(for MYP0 and MYP1)



**north entrance**  
(for MYP2 and MYP3)



# Arrival/Departure Protocol

- Students **must use their designated grade level entrance only**, even if they have a sibling who enters through a different entrance.
- Students should adhere to a **1.5 meters physical distance** requirement.
- If there is a queue, students will line up on the designated 1.5 meter spaced 'Physical Distancing' markers at the entrance to maintain proper spacing.
- Students should **wear a mask**.
- Students should **sanitize their hands** when entering the school building.
- **Parents should take their child's temperature** in the morning and **fil in the daily temperature log**. The students must be symptoms free with a temperature bellow 37.2°C (axillary thermometer). The teacher on duty will check the daily temperature log on arrival at the entrance.
- Students should **change into indoor shoes** in the locker room.
- Students should wait in the locker area respecting the safety distance until their teacher takes them to the classroom.
- **Parents are not allowed to enter the school building.**

Departure: **After school care is not provided.** Students need to leave the school building through their designated entrance/exit after their classes. If students don't have their parent's permission to go home alone, parents are **obliged to pick them up right after their classes in front of the school** (Davorina Bazjanca Street entrance). Students are **not permitted to re-enter the building after dismissal** unless it is an emergency.



# School Meals Procedures

## Students...

- ✦ should line up at 1.5 meters physical distance in front of the cafeteria and wait for the teacher's permission to enter
- ✦ should **take off their mask right before eating** their meal and put it back on immediately after
- ✦ should not talk while eating
- ✦ **must not bring their own food to cafeteria/no outside food allowed**
- ✦ **must not take food or drinks out of the school cafeteria**
- ✦ must not eat during the classes and in the hallways
- ✦ must not enter the cafeteria in jackets and shoes
- ✦ must return the tray after having lunch
- ✦ **must leave everything in order**



# Class rules

- The classes will be organised in a way that students **spend all their time in the same classroom:**

	MYP0	MYP1	MYP2	MYP3
Classroom	B6	B7	B9	B10

- The duration of school period is **40 minutes**.
- Students should **wash their hands with water and soap before entering the classroom** or in the classroom sink.
- There will be sanitisers in all classrooms and other rooms in the school.
- In order to avoid contacts among different grade-level cohorts/groupings **students will have their breaks in different time**.
- Students should sit according to the **seating plan** arranged by the homeroom teacher.
- Students **must stay in the classroom during short breaks**. They are only allowed outside of the classroom during organised and supervised main breaks.
- Students are **not permitted to go anywhere without supervision and/or permission**.



# Class rules

- Foot traffic in school will be directed in designated areas to reduce congestion. Students should walk on the marked side of corridors with regard to the physical distance from other groups.
- **Physical contact should be avoided.**
- All students will **receive a demonstration** on how to wash their hands, instructions on physical distancing rules and instructions how to wear a mask.
- The classrooms windows will be opened whenever possible.
- Students can go to the toilet at the designated time.



# Learning environment

- Extracurricular activities and help/extra classes will be offered when the circumstances allow or online.
- P.H.E. classes will offer modified activities with 7 square metres physical distancing.
- Learning methods and teaching methodologies will be adjusted to the new circumstances. If possible, we will organise lessons outside.
- We will **post the materials on the Microsoft Teams for the students who will stay at home (in isolation)** and we expect them to complete their work and send it to their teachers.
- We will continue using the Microsoft Teams for all students to post the subject materials to avoid printing.

While facing the continuation of these challenging times it is a shared responsibility of all members of the school community (teachers, staff, parents and students) to **work together** and **be supportive** in order to **provide the best and safest education possible** in these demanding circumstances.

Thank you for your cooperation!  
MYP Team