

COVID-19

Strategic Preparedness and Response Plan

Parents' Back-to-School Guide
2020-21



LA CÔTE INTERNATIONAL SCHOOL
AUBONNE
A NORD ANGLIA EDUCATION SCHOOL

You want the best for your child.
So do we.

Protecting our community - *Principles & Structure*

- The COVID-19 virus continues to affect our local and global communities and has serious implications for our health and economic well-being.
- At La Côte International School, our objective is to provide face-to-face teaching to the maximum extent possible while maintaining a healthy, safe environment for everyone in our school community.

Two equal *priorities*



We follow all Swiss federal and the Canton of Vaud's directives for schools regarding COVID-19. These have helped us to form the school's Plan de Protection, our detailed guide to operating all educational activities in a safe manner. The Plan de Protection includes 3 basic sections:



Plan A: Protective measures in place for the start of the school year 2020-21 are included in this section. We will keep this plan in place unless the Canton of Vaud changes its current directives for schools.

Plan B: This section includes additional measures we can add to maintain our face-to-face teaching as much as possible if the situation changes and we see an increasing rate of COVID-19 infections in Switzerland.

Plan C: Our Virtual School Experience (VSE) would be employed to ensure educational continuity during enforced closure.

Parents role in creating *a safe environment*

Everyone has a role to play in protecting our school community. We ask parents to support us by following these important guidelines:

Check your child for signs

of fever, chills, cough, sore throat, loss of smell and/or taste, muscle ache, headache or conjunctivitis

Check your child's temperature

Keep your child at home

if they are unwell

Be available

to pick up your child if they become unwell at school

Use drop-off and pick-up zones

to bring your child to and from school

Keep social distance in mind

1.5m at all times

Everyone in the school community should try to stay informed about our local situation in Switzerland.

For official information:

- www.vd.ch (Canton Vaud) and www.bag.admin.ch (Swiss Federation)
- Corona check - <https://coronavirus.unisante.ch/evaluation>
- Hotline number 0800 316 800

Returning to Switzerland from high-risk countries will require a quarantine period - children must remain at home during this time. Please stay informed about local laws and international travel restrictions.

We ask all parents to inform the school if anyone in the household has tested positive for COVID-19 or if your child needs to observe a quarantine period. Please contact our school nurse:

nurse@international-school.org or the main office lcis.reception@international-school.org

Protective measures - *fundamentals*

The set of protective measures we have in place to support all of our school operations are based on these fundamentals:



Screen

Children are checked at home;
all visitors to the school
are given health checks



Clean

Enhanced cleaning routines
are in place during the
school day and every evening



Hygiene

Regular hand-washing
routines are practiced and
hygiene supplies are available



Distance

Bubble system and social
distance is maintained
using procedures and barriers

Protective measures - *Health and safety procedures*

Screen

- Parents, students and staff are informed about COVID-19 symptoms and are required to stay home if not feeling well.
- Parents are asked to check for any signs of their child being unwell and to **take their temperature every morning before coming to school.**
- Health checks and temperature screenings will be conducted for all visitors.
- Any person exhibiting symptoms of COVID-19 on campus will be immediately brought to a separate room, masks and PPE will be used, and the school nurse will arrange for the person to have the appropriate checks and to seek medical advice.

Clean

- Cleaning routines have been enhanced across the school to reduce the risk of transmission via surfaces.
- Point-of-contact surfaces are cleaned several times per day with disinfectant. These include door handles, handrails, keyboards, tables and desks, etc.
- Dining Room tables are cleaned after every lunch sitting.
- Items which cannot be sufficiently cleaned have been removed, e.g. textiles, microwaves, most carpets and cushions.

Hygiene

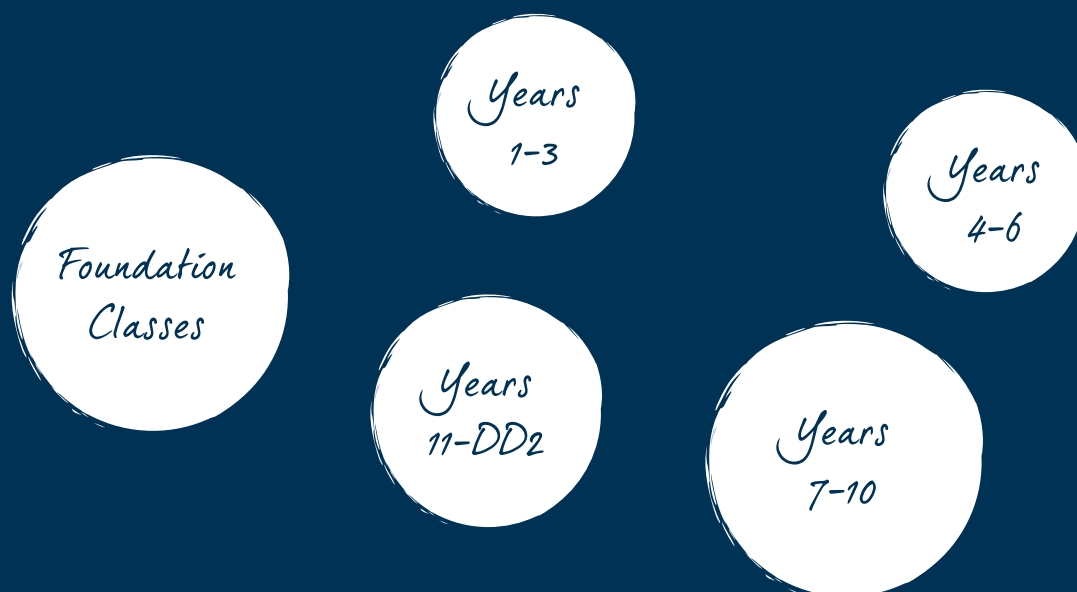
- Handwashing is done frequently during the day; upon entry into the school, before eating, after breaks and after using the toilets.
- Students are given time for handwashing and are reminded to do this often. Sinks with soap and water are available in every Early Years and Primary classroom.
- Hand sanitiser stations are positioned in areas where sinks are unavailable.
- Signage showing good hygiene routines for hand-washing and sneezing into the crook of your arm are present in the school.
- Masks are available to anyone who requests them, though they are not advised for very young children. Masks are required for adults and students in Years 11, DP1 and DP2 if a distance of 1.5 metres cannot be maintained. Students in these year groups must wear them at all times until they are seated in a place which will remain 1.5 metres from the next person.

Distance

- The bubble system comprising several year groups is used to organize lunch, breaks and ECAs and helps to maintain social distance between **The bubbles are: Foundation classes, Years 1-3, Years 4-6, Years 7-10, and Years 11-DP2.**
- A distance of 1.5 metres must be maintained between all adults (parents, visitors and staff), between staff and students, and also between students in Years 11, DP1 and DP2.
- Procedures for drop-off pick-up, and limiting visitor access are designed to minimize contact between individuals.
- Floor markings, 1-way systems, furniture layouts and total room capacity limits help to maintain social distance within the school.

Lunch & Break Times

This bubble system is in place for lunch and break times to keep each group separate during the school day:



Lunch

- Food must not be shared at school during lunch or any snacks.
- **Please send a water bottle** with your child's name clearly labeled.
- **No microwave ovens are available for reheating food** – please use a thermos instead if needed
- **Please do not send in birthday cakes or other treats** until protective measures have been lifted

Our professional catering service has a comprehensive set of protective measures in place, tailored to our kitchen and dining room facility:

- No self-service buffets (e.g. salad bar) are used.
- Staff wear masks during all food service.
- Barriers are placed in front of service buffets.
- Tables are cleaned after every use.

Break Times

- EYFS and Primary students go outside for most breaks, weather permitting, in their bubble groups. Secondary students have indoor and outdoor options during break times, always maintaining their bubble groups.
- Secondary students may access the Coffee Corner at break times for the purchase of food and drinks only. They must be consumed in the Dining Room, careful to observe appropriate social distance of 1.5 metres.

Music & Performing Arts

- Our bubble system is maintained for all music activities in school and any music ECAs.
- Cleaning routines are enhanced for any musical equipment used.
- Additional protective measures are in place for singing and playing wind instruments – larger rooms and sufficient ventilation are required.

Sports & PE

- Cantonal guidelines for all sports, especially contact sports and competitions, will be strictly observed.
- Our Swimming Programme (EYFS and Primary only) will continue as long as pools remain open; hygiene routines will always be observed.
- **All students should come to school in their PE kit on days when they are scheduled for PE class** avoid close contact in changing rooms.

School Transport

- We have enhanced hygiene routines and use masks on all school transport. Drivers, accompanying staff and students in Year 7 and older will wear masks as social distancing is not possible on buses, in accordance with Federal and Cantonal directives.



Trips, Excursions and Residential Camps

- All excursions, day trips and residential camps will be risk assessed within the COVID context and could be postponed or cancelled if required.
- The school will ensure that sufficient protective measures are in place for any trips or camps which can take place, and that these are communicated to parents.

ECA's and After-School-Care

- Our bubble system is maintained for all activities, with 1 or 2 exceptions. In these exceptional cases, the school will describe the extent of protective measures in detailed communications to parents.
- Hygiene and social distancing rules will be observed during all ECA's and After-School-Care.
- External ECA leaders will cooperate with all school Health & Safety procedures.
- While we are happy to be able to offer ECA's again, total numbers of any ECA group may need to be limited so that our staffing resources can provide the required supervision in line with our protective measures. This applies to Continuity Care and After School Care in particular. In the case of over-subscription, parents who are both working in places outside of their homes will be given priority for ECA, Continuity Care and After School Care provision.
- Additional details about each ECA are provided through the ECA registration process.



Visitor Policy

Protecting the whole school community during a pandemic means we cannot welcome visitors as freely as we would like to do under normal circumstances. Parents, suppliers, ECA leaders, workmen and other collaborators will be able to enter the school only as necessary. Any face-to-face meetings must be requested and organised in advance. Entering the school on a 'drop-in' basis will not be possible for visitors until protective measures are lifted.

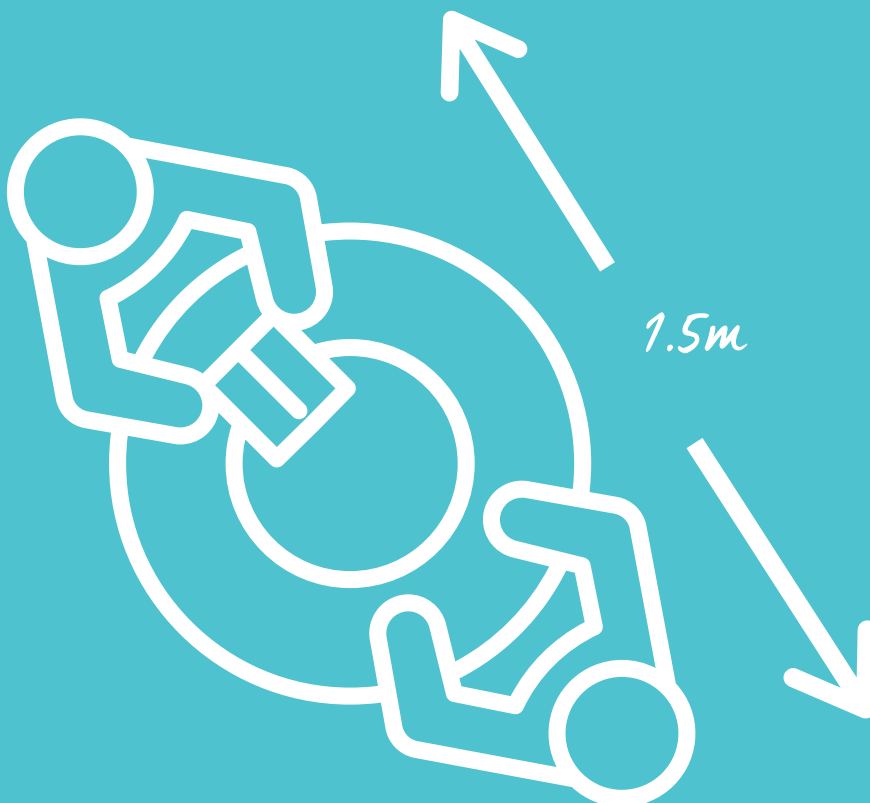
For all visitors to the school, we will:

- Undertake health screening - temperature checks and health declarations.
- Ask all visitors to practice hand hygiene and social distancing.
- Avoid having visitors arrive and leave during busy times.

School events will be held using virtual options whenever possible. Unfortunately, for now, we will not be able to hold whole-school events which could put our community at a higher risk.

At this time, our Coffee Corner will be open for internal use by staff and Secondary students only. Once protective measures can be lifted, we will re-open the café to parents and visitors.

If you would like to request a face-to-face meeting, **please email your request in advance** to your child's class teacher, tutor, or the school office.



Final words

We look forward to welcoming you back, and thank you in advance for your care and attention to these procedures to help us all stay safe and healthy.

Information Resources

Canton of Vaud - www.vd.ch

Corona check - <https://coronavirus.unisante.ch/evaluation>

Hotline number 0800 316 800

Swiss Federal Office of Public Health - bag.admin.ch

<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/isolation-und-guarantaene.html> (in English and French)

Contacts

La Côte International School
Chemin de Clamogne 8
Aubonne
Vaud
1170
Switzerland
General Enquiries +41 (0)22 823 26 26

