

# ST JOHN'S COLLEGE

## St John's College Phased Return-to-School Protocols and Procedures



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## ST. JOHN'S COLLEGE PHASED RETURN-TO-SCHOOL PROTOCOLS and PROCEDURES

The coronavirus disease, COVID-19, has been declared a pandemic by the World Health Organization. The virus is spread via respiratory droplets from an infected person generated through coughing and sneezing and through touching contaminated surfaces and then touching your face where the virus enters the body via the eyes, nose or mouth. One of the many consequences of the pandemic has been the closure of schools around the world. St. John's College reacted swiftly to the closure of schools in Zimbabwe and moved all lessons online using the MS Teams platform on March 24<sup>th</sup>, 2020. Now, nearly mid-way through Trinity Term, in anticipation of the phased return-to-school of examination classes at a yet-to-be announced date, followed later by the junior forms, St. John's College has prepared the following protocols and procedures for the safe return of our students and staff.

### GENERAL COVID-19 REQUIREMENTS

With guidance from the World Health Organization, the Zimbabwean Government has outlined several rulings (found in the amended SI 110, 83 and 99 of 2020), which are to be followed to help prevent the spread of COVID-19. In accordance with the above, the St. John's Trust Schools undertake to implement the various rulings by:

- **Testing** all members of staff belonging to the College Faculty for COVID-19 using C19 Rapid Testing kits;
- Preparing the campus to ensure **social distancing** can be maintained by staff and students;
- Establishing and maintaining **sanitisation facilities** throughout campus; and
- Enforcing the **wearing of masks**.



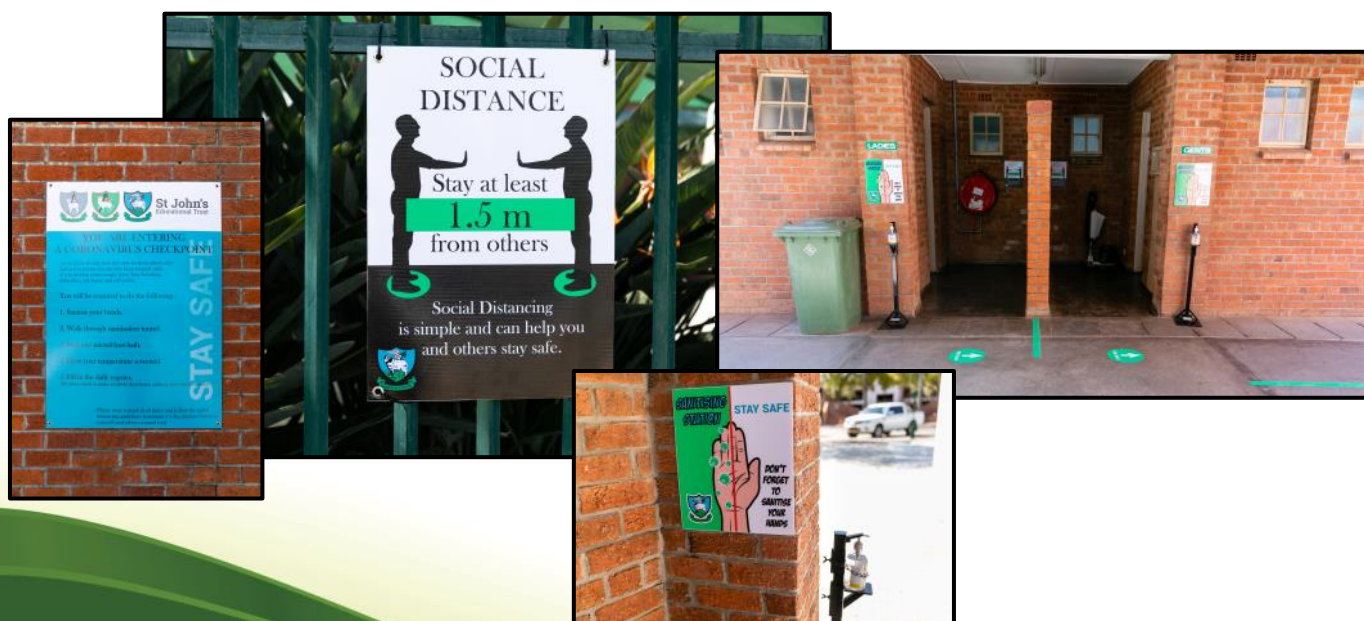
## SANITISATION and DISINFECTION PROTOCOLS

Assisting the St. John's Trust Schools is the team from Ecomark Limited and Ecomed Manufacturing P/L, who have worked with the First Aid Department to develop comprehensive protocols and procedures. Ecomed has supplied the College with cleaning, sanitisation and disinfecting materials that have been tested and approved by the Standards Association of Zimbabwe. The products are environmentally safe, non-toxic and contain low allergen properties. The cleaning and disinfecting procedures on the College campus are as follows:

- Classrooms, the Science and Computer Laboratories, Music Centre, Library, all corridors, railings and communal areas will be disinfected 2 to 3 times per day.
- Toilets, ablution blocks and changing rooms will have a dedicated custodian for cleaning and disinfection of toilet areas and basins. PPE for the custodians and check lists will be provided.
- Covered disposal bins will be placed at strategic points around the campus and used cleaning materials and tissues will be removed daily and disposed of safely.

## GENERAL HEALTH and SAFETY PROTOCOLS

- Masks, whether disposable or washable, must be worn by students and staff at all times.
- All students and staff must adhere strictly to the daily sanitisation protocols before entering campus: temperature checks, sanitisation of hands and shoes, and walking through the sanitisation tunnel.
- Hand washing with soap and water for 20 seconds will be encouraged. All students will also be provided with bottles of hand sanitizer, which they will be required to carry with them and use frequently throughout the day. Hand sanitiser stations have been placed around the campus.
- Signage has been placed in clearly visible areas encouraging social distancing, hand washing and good respiratory hygiene; demarcating the one-way traffic system in the corridors; and identifying the hand sanitiser stations and disposable bins.



## GENERAL HEALTH and SAFETY PROTOCOLS (contd)

- Students will walk single file and in one direction only.
- Classrooms have been re-arranged so that there are no more than 20 desks in a classroom, and they are positioned one metre apart on all sides.
- Before every class, students' hands will be sprayed with hand sanitizer by the teacher before they enter the classroom.
- Teachers must teach with classroom doors and windows open.
- Students must not share textbooks or stationery, and movement around the classroom must be limited.
- Any person displaying symptoms of COVID-19, flu, cold, or generally feeling unwell **MUST** not come to school.
- Parents are to drop off their children at the Burnett Gate and are encouraged not to assemble in the car park.
- Parents and visitors will not be allowed on campus unless by appointment. Those entering the campus will be required to use the hand sanitiser provided, walk through the sanitisation tunnel and foot bath, and have their temperature taken.
- The Front Office and Bursars Office have safety screens and hand sanitiser in place.



## PHASED RETURN-TO-SCHOOL

### The Green and White Timetable

To maintain social distancing on campus, the five-day College timetable will be doubled into a ten-day timetable whereby all days will be followed twice i.e. Monday's timetable will be taught on a Monday and Tuesday and so on. The alternating days will be dubbed 'Green' and 'White' days and a marked calendar will be provided to students.

All students in Forms 1 to 4 have been divided into two corresponding groups, one 'White' and one 'Green', and when students are allowed to return, they will only come to campus for lessons on their allocated days. In this way, all students will receive face-to-face lessons with their teachers on alternating days but there will not be more than 15 students in a classroom.

The 6<sup>th</sup> Form have *not* been divided into 'Green' and 'White' groups as the majority of A/AS Level classes do not exceed 20 students. They too will follow the Green and White Timetable, though, but will be attending lessons every day.

### Phase 1: Return of Examination Classes (Date TBA)

Examination classes to return to school are all students in the following forms: Form 4 students writing IGCSE, Lower 6 students writing AS Level, and Upper 6 students writing A Level. The students in Form 4 will attend school on alternating 'Green' and 'White' days to ensure that class sizes do not exceed 15 students. 6<sup>th</sup> Form students will come to school *every* day. 6<sup>th</sup> Form students will go to the Hall for their study periods as the 6<sup>th</sup> Form Study Centre and Prefect Common Room will be out-of-bounds.

Forms 1, 2 and 3 students will remain at home and continue to be taught on MS Teams on *both* Green and White days.

### Phase 2: Return of Junior Forms (Date TBA)

Once students in Forms 1, 2 and 3 are allowed to return to school, they will follow the 'Green' and 'White' timetable and groups and attend school on their designated days. On the days that they do not come to campus, students will be given work to do at home.

Please note: The Green and White Timetable and student groupings, as well as detailed instructions regarding daily procedures and protocols will be shared with all students before we return to campus.

The detailed [SJET COVID-19 Return-to-School Protocols and Procedures](https://stjohnszim.com/wp-content/uploads/2020/06/Covid-2020-Procedure-and-Protocol-1.pdf) document, prepared by the First Aid Department, can be found on the St. John's Educational Trust web site: <https://stjohnszim.com/wp-content/uploads/2020/06/Covid-2020-Procedure-and-Protocol-1.pdf>