

GUIDELINE PRINCIPLES FOR STUDENTS RETURNING TO COLLEGE FOR FACE-TO-FACE LEARNING OR ATTEND CERTAIN LESSONS

PROGRAMME

- Only AS and A level students may return to the College at Willowbrooke campus on Fridays, starting 5 June 2020 : 08:30 – 14:45.
- All other students work from home on Teams (until further notice).
- Five classes of one hour each have been scheduled for Friday for AS and A level. The timetable has been uploaded onto Team : **College Students** and whats-apped to you the student group.
- Movement will be limited. Students will remain in the venue as indicated on the timetable. They will only be allowed to move if necessary - subjects in the same key.
- Students having an open period and awaiting a further period, may use one of the smaller classrooms when they do not have a lesson. Students who have completed their lessons for the day must please go home.
- Keep in mind if you opted for option 3 (letter from Mr Moir on Teams) you will miss some of your online lessons. Ensure to be at the College at least 15 minutes before a lesson starts.
- Students need to be picked up as soon as possible after their last lesson and no later than 14:45. COVID-19 precautionary processes must be followed at all times.

PROCEDURE ON ARRIVAL

- On arrival after drop-off, each student's temperature will be measured. A student with a temperature of 37.5 °C and above will not be allowed to enter the College classroom area.
- Hands will be sanitised by the staff member on duty or students may use their own sanitiser.
- It is compulsory for students to wear a mask or shield. We advise that they have an extra mask in their bags. Cloth masks must be washed daily.
- Students proceed to the venue for the first lesson as indicated at the entrance door of the College venue.

BREAKS AND SNACKBOX

- A lunch break is scheduled at 12:30. Snacks may be eaten during free periods.
- All safety procedures have been put into place according to government regulations with regards to social distancing.

BATHROOM

- Bathrooms will be cleaned and sanitised regularly.
- Soap, sanitiser and paper towels will be available.

ISOLATION OF UNWELL STUDENTS

- Students feeling unwell and experience symptoms, e.g. fever, dry cough and shortness of breath report to their teacher. The teacher must whatsapp/notify Amanda or Linda. They will contact the student's parent/guardian for immediate collection.
- The parent/guardian must take the student to seek medical attention and a COVID-19 swab test.
- Student to remain at home in self isolation until the results of the COVID-19 swab test have been issued.
- The parent/guardian must inform the College once the results of a COVID-19 test have been issued by sending a copy of the results via email to: college@almainternational.co.za. Further protocols and procedures to commence.
- The teacher should immediately sanitise the students' desk and chair. All other students to sanitise their hands.

GENERAL INFORMATION

- **No physical contact between staff/students/parents must be allowed (no hugs, no handshakes, no high fives).**
- Students must raise a hand to speak or ask a question, they may not approach a teacher.
- The College area has been deep cleaned and disinfected and this will continue daily.
- Sanitising bottles will be available on the campus, in classes and bathrooms. Posters with information on standard operational hygiene procedure will be on display.
- All staff have received COVID-19 training.
- Visitors or parents will not be allowed in the College area without prior arrangements.
- Stationery, food and utensils may not be shared. Please bring own water bottles.
- Changes to the timetable and calendar will be available on Teams.

It remains the responsibility of **each individual** to take accountability for their own personal safety and the safety of others.