



Stay Safe at **Billabong High International School**, Thane

Guidelines for Reopening our Campus



BILLABONG HIGH
INTERNATIONAL SCHOOL, THANE

30th September 2021

Welcome Back to Campus

BHIS, Thane will be welcoming students back with a staggered start, following clear guidelines focused on the health, wellness and safety of all those on-campus. It has been our consistent approach to follow guidance from the World Health Organisation (WHO), the Center for Disease Control (CDC), and the Governments of India and Maharashtra, and our return to school will be no different.

This document outlines our guiding principles and sets out the processes and procedures for our community to follow in order for us to reopen school safely.

Illness While at School

If a person becomes unwell for any reason while at school, assistance should be obtained from the Wellness Center. Assessment will be made to determine the appropriate care for the individual.

If symptoms are suggestive of COVID-19, the individual will need to leave campus.

If a person who has been on-campus within the last 2 days tests positive to COVID-19, or has been in contact with a person who has had a positive test, will have to isolate and quarantine for a fortnight.

Emotional Wellness and Support

The emotional well-being of our students, staff and community is paramount, and while we are excited about returning to campus, we recognize that there may be students and staff who feel overwhelmed and/or nervous. Our new processes and protocols will require a certain level of discipline from all of our community, and we appreciate that this may put some strain on individuals.

As part of our commitment to ensure the emotional well-being of our community:

- We will continue to utilize the Social, Emotion, Ethical Learning framework to structure and guide our school wide social emotional learning instruction.
- We will continue our social emotional learning opportunities for all divisions, each school day. These sessions will allow staff to provide opportunities for students to express their thoughts and feelings in a structured setting.
- Our Counselling team will continue to provide students access to our counselling team virtually for all students. On campus support will be available based on the division and/or rotation of the counselling staff.
- We will continue with Class connect sessions to support the needs of each division.

Standard Operating Procedure

Back to School

2021-22

Time

Entry 8:00 am - 8:50 am
Exit 1:00 pm - 1:30 pm

Check in and Check out Details

Use MCB Parent portal app daily for

- Check in at 8:00 a.m.
- Check out by 3:00p.m.

Entry and Exit Points

Entry and Exit

- Students enter in order
- Maintain 6ft distance from each other
- Gate No 1 - Only for Bus transport Students
- Gate No 2 - Only for Teachers
- Gate No 3 - Own Transport Students & Students on foot

Floor Plan

- Second Floor - Grade 8, 9 & 10
- Third Floor - ISC
- Eighth & Ninth Floor - IG and IBDP

1. Covid-appropriate behaviour

- Students wear a clean mask
- Masks cannot be removed when on campus
- Masks should cover the nose and the mouth and be well fitting
- Preferably to use a disposal mask. (N95/ 3 Ply to 6 ply Surgical Mask)
- Avoid using cloth mask
- Double masking is advised
- Students carry a spare mask in a resealable ziploc bag
- Additional masks will be available in school in case a replacement is required
- Avoid touching door handles and knobs, staircase banisters
- Use elbow and knuckle to press lift buttons and electrical switches
- Sanitize hands after use of washrooms
- Only 1 child at a time to enter the washroom
- Do not gather in the corridors
- Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottles, etc.) with each other
- Parents will not be allowed entry without prior appointment
- Parents must ensure that their ward carries necessary items from home
- Delivery of missed items is strictly not permitted after the school day begins
- Some light snacks like biscuits should always be kept in the bag
- All students to carry their own water bottles
- ACs to be switched off for the time being
- All windows to be kept open

2. Covid Essentials

- Students to carry their own sanitizers
- Sanitize hands at the entry gate
- Comply with thermal screening during entry and exit
- Follow distancing marks on the floor

3. Covid Communication

- Students with Flu-like symptoms stay at home to recover
- If diagnosed with Covid-19, to inform school immediately through an email to the Section Head and Class Teacher
- Send test report to the Class Teacher
- Submit fitness certificate on resumption to the Class Teacher

4. Usage of Lift

- Service Lift - For Support staff only
- Lift 1- Only for Teachers
- Lift 2 & 3 - Students of Eighth floor
- Students not to use lift for 2nd & 3rd floor
- Only 3 members at a time inside the lift

5. Seating Plan

- 12 Students in each classroom

6. Covid Protocol Awareness

- Display of posters on campus
- Visuals, videos on school app from time to time
- Covid pledge during assembly
- Hourly announcement on School PA system

7. Dispersal

Students must leave in the following order during the dispersal

- Bus users (1:05 p.m. to 1:15 p.m.)
- Own Transport, Private and Public transport and Students on foot (1:15p.m. - 1:30p.m.)

8. Sanitization

- All furniture, door handles, door knobs and lifts will be sanitized twice a day.
- Washrooms will be sanitized every hour.

9. Student Well-being

- To attend Gupshup sessions online
- Communicate with the buddy teacher when needed
- Attend all co-curricular activities online
- Report to the school nurse in case of any discomfort
- Remedial Sessions to continue virtually on 1st and 3rd Saturday

10. Vaccination Status

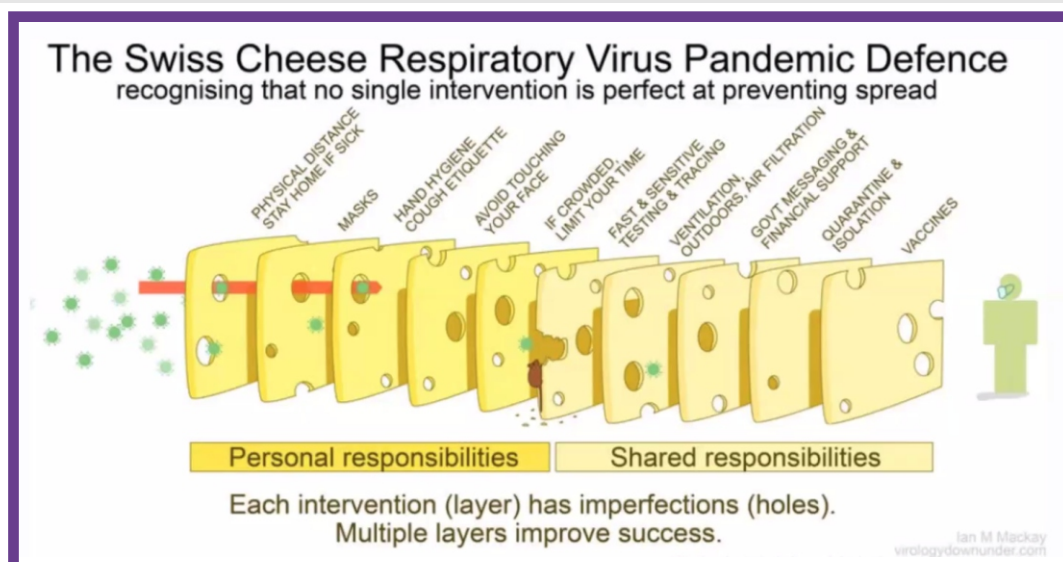
- 93% staff vaccinated with the first dose
- 46% staff vaccinated with the second dose
- Unvaccinated staff to submit RTPCR report not older than 48 hours if they are conducting classes from school
- Random weekly Testing of staff will be undertaken

11. Correction of CW/HW and Tests

- As per Government's guidelines, all corrections will be done virtually as we have been doing
- Students will carry notebooks of subjects as per time table to school. They will write in those as directed by their teachers.
- Notebook work to be scanned and uploaded on Google classroom for correction
- Details regarding tests will be shared closer to the date

12. Isolation and Quarantine

- If body temperature is found to be above 99 degrees Fahrenheit, student & teacher will have to return home immediately
- In case anyone develops FLS during the school hours, will be shifted to the isolation room immediately. Parents/family will be contacted for pick up
- Health Form must be filled up by every student and teacher and submitted to the School Wellness office on the first day
- If diagnosed with COVID-19, contact tracing will be done on campus and people who have been in close contact will be advised to quarantine and submit test report for resumption
- Premises will be closed for a day for deep sanitisation if a case happens



**Standard Operating
Procedure**

Laboratory Usage

Venue

Physics, Chemistry, Biology and Computer Labs

Time

School Hours

Protocol

- 1. Sanitization of lab and lab equipment will be done before and after every lab access**
- 2. 12 students in a lab at a given time**
- 3. All students and staff to**
 - Wear double masks inside the lab
 - Follow social distancing in the corridor while entering & leaving the lab
 - Sanitize hands before entering the lab
 - Wait for a few minutes for the hand sanitizer to evaporate before working near the burner
 - Not carry hand sanitizer inside the Science labs
 - Maintain 5 ft. distance while working in the lab
 - Not to touch any apparatus/ equipment other than required for practical
 - Be provided with individual apparatus/ Computer
 - Not to leave his or her assigned place
 - Not to share stationery in the lab
 - Not to be permitted to enter if he/she is observed disrespecting the norms

Standard Operating Procedure

**School, Private and Public
Transport**

Mode

School Buses

Time

Entry 8:00 am - 8:50 am

Exit 1:00 pm - 1:30 pm

Protocol

- Wear a double mask throughout the journey
- Sanitize hands frequently when in the bus
- Remain seated at all times
- One student on one seat
- Last seat to remain vacant
- Avoid touching seat handles, window rods and door handles
- No student to alight from the bus once he/she has boarded during dispersal
- Windows to be kept open during the journey
- Any incident of bullying or altercation among students in the bus will result in discontinuation of service with immediate effect

Note for public transport users

Vans, Rickshaws, Public buses and own vehicle

- Students commuting through public transport to maintain physical distancing with co-passengers
- Cover nose and mouth with well fitted masks
- Sanitize hands frequently
- Avoid touching any surface



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LET'S START FORMING NEW HABITS!