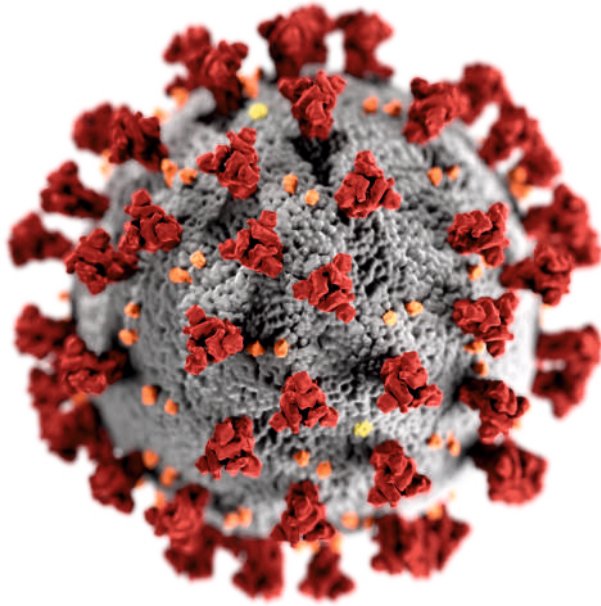




NEAR EAST YENİBOĞAZIÇI PRESCHOOL
NEAR EAST YENİBOĞAZIÇI JUNIOR COLLEGE
NEAR EAST YENİBOĞAZIÇI COLLEGE

COVID-19 HEALTH GUIDELINE



1 ENTERING THE SCHOOL BUILDING

- ☀ Middle school students will use the Main Entrance, year 9 and 10 students will use Entrance C and year 11 will use Entrance B, and 12 students will use Entrance A to enter the school building.
- ☀ School doors will be open at 7.50 am therefore it is recommended that students do not arrive before 7:50 am.
- ☀ Teachers on duty will be present at the entrances to monitor the temperature of all staff and students before entering the school.
- ☀ Students and staff with a fever of 37.5°C or greater will be reported and directed to the health department for further assessment.
- ☀ If a student's temperature is greater than 37.5°C it will be measured twice, 5 minutes apart and the family will be contacted immediately. The student will be kept isolated until the family arrives.
- ☀ Hand disinfectant and shoe disinfectant mats will be placed at each entrance.
- ☀ All staff, teachers and students as well as school visitors must wear a face mask at all times while at school.
- ☀ If a child has any symptoms of COVID-19 (fever, cough, sore throat, runny nose, etc.) the school should be informed by the parent/guardian. Parents/guardians must ensure they don't send their child to school.
- ☀ If a student develops a fever, cough, fatigue etc. while at school his/her parent/guardian will be informed and the condition of the student will be reported to Ministry of Health Covid-19 department.

2 HYGIENE MEASURES

- ☀ Our school is cleaned and disinfected regularly.
- ☀ Filters of room and vehicle air-conditioners are cleaned regularly.
- ☀ Hand disinfectant has been placed at entrances and inside the school building (classrooms, lunch rooms, toilets, corridors etc.).
- ☀ Frequently touched surfaces such as doorhandles, desks, tables etc. are cleaned and disinfected at every break time.
- ☀ Used masks, face shields, gloves etc. should be discarded safely in a refuse bin placed in the school building.
- ☀ Employees have been trained on the cleaning and disinfection procedures and personal protective measures

3 SOCIAL DISTANCING

- ☀ Social distancing must be maintained. Students and staff must avoid close contact at all times.

4 CLASSROOM PRECAUTIONS

- ☀ Protective face masks must be worn by the teachers and students at all times in the classroom.
- ☀ Desk spacing has been increased. Only one student is seated at each desk.
- ☀ Hand sanitizers have been placed in the classrooms.
- ☀ Students are not allowed to share their school materials.
- ☀ Filters of room air conditioners are cleaned regularly. Classrooms are well ventilated. Windows will be open to maximise airflow and ventilation.

5 DINING HALL AND CANTEEN PRECAUTIONS

- ☀ Hand sanitizers have been placed at the entrance to the dining hall.
- ☀ Tables and seats have been arranged accordingly to ensure social distancing.
- ☀ Food service staff wear aprons, bonnets, face shields, masks and gloves at all times during meal preparation and service.
- ☀ Tables and food preparation service and seating areas are cleaned and sanitized after meals.
- ☀ Packaged drinking water is served in the lunch room. Water dispensers won't be in place during COVID-19.
- ☀ Cutlery is placed in paper silverware bags. Our self-service salad bar has been replaced by a served salad bar.
- ☀ Meal service periods are staggered to limit the amount of contact between students.
- ☀ To reduce the number of students in the dining hall, lunch break times for each year is given below.

Year 9 and 10	12.10 - 13.00: Lunch 13.00 - 13.50: 5. Lesson
Year 11 and 12	12.10 - 13.00: 5. Lesson 13.00 - 13.50: Lunch
All Classes	13.50 - 14.00: Break

- ☀ COVID-19 prevention strategies (masking, physical distancing, hand washing etc.) are implemented at the canteen.
- ☀ Students are not allowed to purchase food and drink from the canteen during lessons or between lessons.
- ☀ Year 9 and 10 can access Canteen 1 (next to the sports hall) and year 11 and 12 can access Canteen 2 (main canteen) during breaks.
- ☀ Toilets and sinks will be sanitised continuously basis throughout the day and kept well stocked by the cleaning staff.
- ☀ Students are not permitted to go to the toilets during lessons unless it is urgent.

6 LABORATORIES AND ATELIERS

- ☀ Instructions for safe and effective use of surfaces and objects in the laboratory must be followed.
- ☀ Shared objects and surfaces are cleaned and disinfected before and after each use.
- ☀ Ventilation systems are checked frequently. Windows are opened, when possible, to maximise ventilation.

7 LIBRARY

- ☀ When entering the library, hands should be disinfected, masks must be worn and social distancing must be maintained.
- ☀ The school library cannot be used unless permission is given by the librarian.
- ☀ After a book is returned it is disinfected before being put back on the shelf.

8 SCHOOL BUS SAFETY DURING THE COVID-19 PANDEMIC

- ☀ It is highly recommended that students with a fever (38°C or greater) don't board the school bus.
- ☀ Buses are equipped with hand sanitisers and will be disinfected regularly.
- ☀ Everyone on the bus must wear masks. Bus drivers must wear masks and gloves while on board.
- ☀ Students must be seated in the same seat every day. Buses will operate with windows open when possible.
- ☀ School bus drivers have to repeat their antigen / PCR tests once every 7 days if they are vaccinated, and once every 3 days if they are not vaccinated.

9 VISITORS TO SCHOOL

- ☀ All visitors must wear masks while visiting school.
- ☀ We strongly recommend parents/guardians do not come into school unless it is essential and by appointment only. If it is possible online meetings should be preferred.
- ☀ For the safety and security of our students, personal packages are not to be delivered to our school.
- ☀ Receiving a takeaway delivery is not permitted.

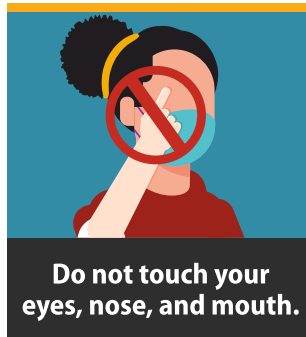
10 COVID-19 POSITIVE PATIENT AND CONTACT

- ☀ Parents should not send their children with symptoms such as cough, loss of taste and smell, sore throat etc. to school. When the child is recovered, a negative test result is needed to return to school.
- ☀ The follow-up of COVID-19 positive patients and contacts will be managed in consultation with the School Pandemic Committees and the Ministry of Health contact team.
- ☀ People working at school will repeat their antigen/PCR tests once every 7 days.
- ☀ Students will repeat their antigen/PCR tests once every 7 days.

Stop the Spread of Germs

Accessible version <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

HOW CHILDREN CAN WEAR FABRIC MASKS

TO PROTECT YOURSELF AND OTHERS, REMEMBER TO:

- Keep at least 1 metre distance from others
- Clean your hands often
- Avoid touching your face and the front of the mask
- Wear the mask with the correct side up and out



Clean hands before touching the mask



Inspect the mask for damage or if dirty



Identify the inside of the mask which will touch the face and the upper part that will cover the nose



Adjust the mask without leaving gaps on the sides



Cover mouth, nose and chin



Avoid touching the front of the mask



Clean hands before removing the mask



Remove the mask by the straps



Store the mask in a clean bag or container



Clean hands after removing the mask



Wash the mask at least once a day, preferably with hot water



Do not share masks with others

When going to a health care facility of any kind

In areas where **COVID-19** is spreading



Maintain a distance of at least 1 metre from others



Clean hands frequently



Wear a mask

September 2020



WASH YOUR HANDS

Wash your hands

Wash your hands with soap and running water when hands are visibly dirty



If your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water



Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



Protect others from getting sick

When coughing and sneezing cover mouth and nose with flexed elbow or tissue



Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick





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