

**UPDATED 11/09/2020**

**Vademecum**

**relating to the welcoming**

**of**

**pupils back at**

**the Secondary school**

**September 2020**

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## INTRODUCTION

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### General framework

The reopening of the school for face-to-face teaching will take place from Thursday September 3 2020, on a phased basis, for all levels.

Only pupils and employees that do not have any COVID-19 symptoms and who have complied with any applicable self-isolation measures imposed after they have arrived in the United Kingdom will be permitted to return to school. The Lycée would like to reiterate that a negative COVID-19 test result cannot be produced to end or reduce self-isolation measures.

The terms of this document result from an analysis of the conditions set by local authorities and are in compliance with the framework defined by the AEFÉ for the *Etablissements en Gestion Directe* (“EGD”, the schools managed directly by the AEFÉ). Protecting the health of pupils and staff is the primary objective of this protocol.

The guidelines that have been adopted will be monitored and will be amended if needed. Evaluation and adjustment are and will be the result of regular consultation with the various representatives of the school community.

This vademecum is for the school community. It is a framework document drawn up from the recommendations and instructions transmitted by the British authorities, recommendations from the AEFÉ and local consultations. It may evolve depending on the evolution of the current health situation, the directives of British authorities, the recommendations of the AEFÉ and the Diplomatic Post. It is (and may be) supplemented by annexes or addenda (with specific organisations set up on different sites and for different levels).

The terms contained in this text refer to the sources of information on which the principles of the reopening process are built:

- *Safe working in education, childcare and children’s social care: guidance*
- *guidance for full opening: schools*
- *Actions for schools during the coronavirus outbreak*
- *Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19*
- *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*
- *Vadémécum établissements (Agence pour l’Enseignement français à l’étranger)*

The preparation of this framework document has been based on guidance from the relevant authorities as of August 26, 2020 and is an updated version of the vademecum that was approved by the extraordinary *Conseil d'Etablissement* on Wednesday May 27, 2020.

## Organisational Principles

- Pupils will be welcomed in normal class sizes.
- The classes of each level will be grouped together to constitute separate bubbles. The concept of bubble means that each group (each bubble) is at a distance from any other bubble group during school time (entry-exit, lessons, meals).
- Teaching will be in the form of face-to face teaching, on site.
- The purpose of the concept of bubble is to avoid the closing of the entire school in the event someone at the school tests positive for COVID-19. Indeed, if a pupil tests positive for COVID-19, the relevant authorities may request that all or part of such pupil's bubble follow a 14-day isolation period. If this situation was to happen, distance learning would be implemented for the affected pupils within 48 hours.

## SANITARY RULES

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### Precautions to be taken by parents before pupils come to school



**Monitor the appearance of symptoms** in their child(ren), in particular by taking their temperature before leaving for school

A pupil should not go to school if he/she has **symptoms or a temperature >37.8°C**

- Parents will have to take medical advice before the child returns to school

Respect protective hygiene measures to prevent the spread of Covid-19, washing hands **before leaving home** for school and **when arriving home** from school

It is compulsory for secondary pupils to wear a face mask

- The situation of pupils with specific medical conditions will be considered by the school doctor and the family.

### Precautions to be taken by staff



- Teachers and staff must **respect protective hygiene and physical distancing measures to prevent the spread of Covid-19**
- It is compulsory to **wear a face mask (except in classes where a face shield/visor is allowed under certain conditions)**
- It is highly recommended to **maintain a distance of 2 metres from others**



#### PROTECTIVE HYGIENE MEASURES

- Wash hands regularly (see protocol for washing hands)
- Cough or sneeze in your sleeve
- Use single use tissues
- Wear a mask



#### PHYSICAL DISTANCING

- Observe the recommendation to maintain a distance of 2 metres from others



#### WEARING A FACE MASK

- **Wash hands** with water and soap or or hydroalcoholic gel **before putting or removing your mask**
- **See wearing a face mask protocol**



#### WEARING A FACE VISOR/SHIELD

- Staff members can wear a face visor/shield in shared spaces **provided they are also wearing a face mask**
- Staff members can wear a face visor/shield in the classroom with or without a mask on (in which case staff members should ideally maintain at least a 2m distance from pupils)
- **Disinfect** the face visor/shield at least once a day

## Personal Protective Equipment

### Face Mask

- A face mask covering the mouth and the nose is compulsory for any third party entering the school buildings: visitors, independent contractors, delivery people ...
- It is compulsory for members of staff to wear a face mask in interior common areas (in particular corridors) and exterior common areas (in particular playgrounds), and in the classroom if they don't wear a face shield.
- It is compulsory for the Lycée's secondary school pupils to wear a face mask in interior common areas (in particular corridors), exterior common areas (in particular playgrounds), and in the classroom.
- The Lycée recommends that each member of staff and each secondary school pupil own several reusable face masks.
- Face masks used in public transport cannot be the same as those worn in the school.

### Face shields

- Face shields may be worn by staff members:
  - in the classroom with a face mask, or in the classroom without a face mask (in which case, ideally, staff members should position themselves at least 2 meters away from the pupils)
  - 
  - in interior common areas (in particular corridors) and exterior common areas (in particular playgrounds), **subject to also wearing a face mask.**
- Face shields will be made available to staff members on the « pre-back to school » day. The medical staff may answer any question relating to the proper use of personal protective equipment.

### Hydro alcoholic gel

- A pump bottle of hydro alcoholic gel will be made available in each classroom and in common areas and will be refilled when needed. The use of hydro alcoholic gel by pupils is done under the supervision of adults who will ensure that it is used properly.

## How to wear a mask protocol

**A mask is an additional protection that does not replace protective hygiene and physical distance measures**

You may want to watch this [video](#) on wearing a mask made by staff at Nantes hospital

### 1. BEFORE PUTTING ON OR REMOVING YOUR FACE MASK



Wash hands with water and soap or hydroalcoholic solution

### 2. TO PUT ON YOUR FACE MASK



Hold your mask by the elastic ear loops  
Adjust the mask so as to cover your nose, mouth and chin

### 3. TO REMOVE YOUR FACE MASK



Remove the elastic ear loops to move the mask away from the face  
Wash hands with water and soap or hydroalcoholic solution



Do not touch the mask while using it

## Hand Washing Protocol

**Covid-19 can easily be transmitted when touching another person, surfaces or objects, and then coming into contact with your face (mouth, eyes and nose)**

You may want to watch this [video](#) made by the INRS

### WHEN SHOULD YOU WASH HANDS?

It is recommended to always wash hands:

- After travelling on **public transport**
- When arriving at school or home
- **After going outside**
- After blowing your nose, coughing or sneezing
- Before preparing meals, serving meals, eating
- After using the toilet



Remember to **disinfect** regularly **your phone** and **your computer keyboard**

### HOW TO WASH HANDS?

Hands must be washed with water and soap (preferably liquid soap) for 20 seconds

Rub the **palms of your hands** together

Clean the **backs of your hands**

Clean **in between the fingers**

Rub the **top of your fingers**

Clean **your thumbs**

Also clean your **fingertips** and **nails**

**Dry your hands** with a clean towel or in the open air

➤ Washing hands is compulsory for anyone who arrives at the school. Hands should be washed with water and soap, for 20 seconds. The temperature of the water does not matter.



- Hands must be washed several times a day, in particular after sneezing, coughing, going to the toilet, having a meal. Staff and pupils will be given a training on good practices.
- Hand dryers in the toilets will be deactivated as a precaution to avoid splashing. There is soap and there are paper towels in the toilets in sufficient quantity.
- If they have not washed hands, pupils will use hydro alcoholic gel.

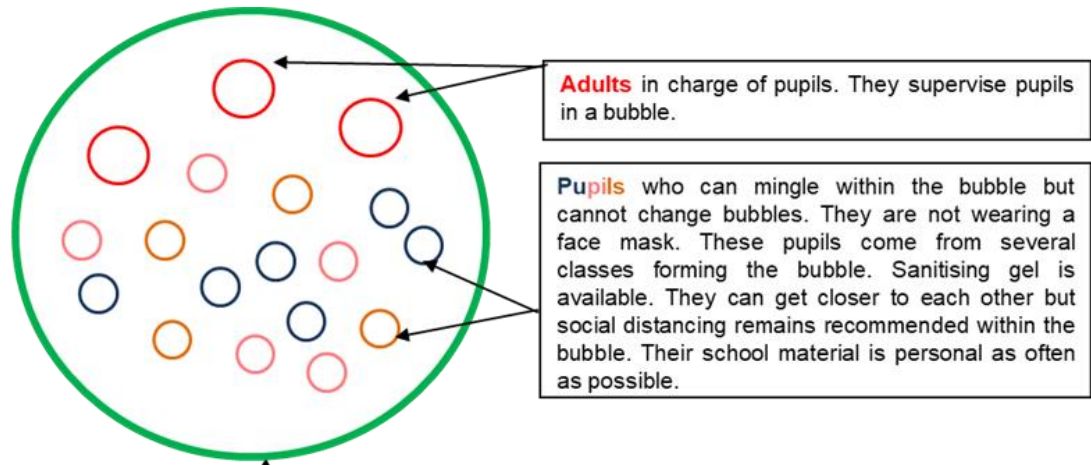
## Buildings

- All buildings will have been cleaned before the return of pupils and staff.
- The use of water fountains on the different sites is not allowed. Families will be asked to provide their child with a flask labelled with their name.
- The doors of communal areas will be blocked in the open position to avoid contacts, except for fire doors that are not fitted with suction cups, as they must remain closed to guarantee the fire safety of the site.
- The premises, door handles and light switches will be cleaned and disinfected frequently.
- The premises must be ventilated regularly, the distances between groups of individuals (concept of "bubbles") must be respected, and hand washing must become a ritual.
- The cleaning teams are made aware of the new applicable measures. A specific organisation is defined and monitored on a register. A thorough cleaning of the premises that are used is carried out and shared working spaces are disinfected.
- There will be a cleaning kit in each room for the purposes of cleaning the shared workspace (desk, keyboard and computer mouse).
- Third parties can only be inside the school buildings if they have an appointment. Also, visitors will be requested to complete a form in the schools certifying that they do not have any symptoms and that they are not subject to any self-isolation measure. More generally, preference will be given to meetings by telephone or videoconference.

## Physical distancing between people

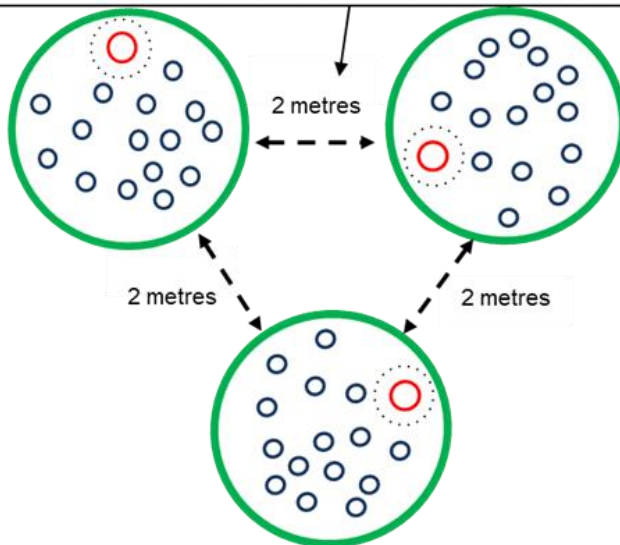
The concept of bubble: a bubble will consist of the pupils from all classes of the same level.

Example of a three-class bubble



The **bubble** includes pupils coming from several classes and adults who can spend the day together. School material should remain personal as much as possible. However, shared material can be used for learning purposes. Each bubble should remain at least 2 metres away from another bubble.

If another adult is led to enter this bubble (e.g.: teacher, lunchtime supervisor), they must comply with hygiene and social distancing protective measures for them and for pupils so as to minimise risks.



- In administrative areas, only one person outside the department at a time can be there in addition to the staff working there.
  
- School board meetings and other meetings take place on a face-to-face basis if distancing measures can reasonably be implemented. If the number of participants in relation to the space in which the event takes place is inadequate, School board meetings and other meetings may take place by videoconference. The head of the organising department determines the number of participants according to the space occupied. He/she communicates with those concerned about compliance with health rules.
  
- Until further notice, no school event or school outing involving the use of public transport can be organised. No outside speaker can be invited to the Lycée until further notice.
  
- Gatherings are not permitted. Movements within the buildings are to be avoided as much as possible.
  
- The staff room is accessible, in strict compliance with the measures adopted by the school Heads:
  - A distance of 2 meters from others is recommended
  - A maximum number of persons allowed at a time is indicated at the entrance of the room.
  - Any person must clean their table before leaving, using the cleaning kit made available to them
  - Any equipment that is used (coffee machine, microwave oven, etc ...) must be cleaned before and after use with the cleaning kit that has been made available to the staff
  
- These measures will be displayed at the entrance of the areas that are subject to these rules.
  
- Specific sessions will be devoted to educating pupils about Coronavirus and educating them about protective measures. This awareness is adapted to the age of the pupils.
  
- Parents who take their children to school make sure to leave the area surrounding the school as soon as possible. They are not allowed to enter the buildings or dedicated spaces, even when this is because they are late.

## Risk groups

➤ Risk groups are defined by the NHS. Persons identified as being at higher risk from Coronavirus have been contacted by the NHS.

➤ In accordance with the provisions of *Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19*, the teachers, other members of staff and pupils concerned return to the Lycée (subject to not showing COVID-19 symptoms and having complied with any applicable self-isolation measures imposed after they have arrived in the United Kingdom).

## Protocol for parents with Covid-19 symptoms

**Covid-19 symptoms:** fever (high temperature > 37.8°C, new continuous cough or change to your sense of smell or taste).

**If a parent is showing a symptom or is identified as a « confirmed case », the parent must:**

- 1 **Commit** not to send their child(ren) to school
- 2 **Liaise with the school** to ensure online distance learning continuity
- 3 **Send the child back to school only after favourable medical advice** from the GP (compulsory certificate)
- 4 Please note: as per NHS guidance, people with symptoms need to get a test done in the first 5 days of experiencing symptoms

## Protocol for pupils or staff with Covid-19 symptoms

➤ Parents whose children show signs of illness (high temperature) are asked not to send them to school.

➤ School Heads should be informed of any suspected or new reported cases of Coronavirus.

➤ All decisions in case of suspicion or declared case of Coronavirus will be taken in conjunction with the health authorities and the Diplomatic Post.

➤ School Heads inform those affected by the measures that are taken (removal from the school, closing, etc.).

**For all persons showing one or more Covid-19 symptoms:** fever (high temperature > 37.8°C, new continuous cough or change to your sense of smell or taste.



**IF A PUPIL IS SHOWING A SYMPTOM, THE TEACHER MUST:**

- 1 **Isolate the pupil** in a ventilated room and give him/her a mask immediately
- 2 **Inform** school Heads + medical team  
[infirmerie@lyceefrançais.org.uk](mailto:infirmerie@lyceefrançais.org.uk)/[pmomeni@lyceefrançais.org.uk](mailto:pmomeni@lyceefrançais.org.uk)
- 3 **Inform** the parents immediately
- 4 **Ensure the pupil goes home** as soon as possible
- 5 **The pupil will have to get tested** as soon as possible



**IF AN ADULT PRESENTS A SYMPTOM, THEY MUST:**

- 1 **Isolate** in a ventilated room and wear a mask immediately
- 2 **Inform** the school Heads
- 3 **Inform** the HR department so that they can be replaced
- 4 **Go home and get tested** as soon as possible



- The school Heads must organise a deep cleaning of the room where the person has been isolated allowing for a few hours delay
- The person with a Covid-19 suspicion **is not allowed to return to school without their GP's medical advice**
- It is **imperative to inform** school Heads + the school doctor **if the Covid-19 test is positive**

## Communication

- Staff and parents will be able to consult this Vademecum on the Lycée's website.
- Internal signage is installed in various areas of the school. It incorporates the directives of local or French authorities.

## EDUCATIONAL ORGANISATION

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### **Children with special educational needs who are assisted by a special educational need support assistant (“AVS”)**

➤ If a child has special educational needs and is assisted by a special educational need support assistant (“AVS”), exchanges with the family or an educational team meeting will enable to assess the situation on a case-by-case basis. Therefore, we will be able to determine in which conditions the child can be assisted while observing sanitary rules and protecting the child’s health and wellbeing.

### **Space management**

- Pupils always sit at the same place in their classroom where possible.
- During each break, the premises are ventilated for at least 5 minutes. This ventilation should even be permanent when possible.
- The library may not be accessible by pupils to avoid the manipulation of books by different bubbles.

### **School equipment**

- individual daily equipment is to be favoured.
- Pupils are allowed to come to school with their school bag.
- Classroom resources, such as books, can be shared in the bubble. They are cleaned regularly.
- A resource that is shared between bubbles is cleaned beforehand or left unused for 72 hours.

## Timetable and lessons

- The start and end times of the school days may be adapted in order to reduce the arrival and departure flows.
- All extracurricular activities (clubs, sports association) may be suspended until further notice. In this situation, the school will review whether such activities can resume, taking into account its own organisation and the capabilities of the club or association that manages the relevant activities.
- The school calendar for the year remains unchanged.

## ORGANISATION OF SCHOOL LIFE

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### Staff timetable

- Heads of departments readjust staff activities according to the needs of the school (timetable and tasks).

### Movements and flows

- Parents of pupils will not be allowed to enter the school premises, except by appointment, agreed in advance by email or phone.
- Circulation flows around the school and the detailed arrangements around the entry of pupils into the school may be amended if necessary. Families would be informed in advance of any such change.
- Students and staff will make sure to move around in such a way as to observe - as much as possible - distancing measures, will take care not to “stagnate” in the corridors and stairs in order to avoid “traffic jams” and will take particular care to wear their face mask in these relatively narrow spaces.

### Break time adjustments

- Break times and areas can be arranged in such a way as to avoid the grouping of pupils from different bubbles.



- Each bubble will be allocated an area and times to use this area. Within the bubble, distancing is recommended.
- The number of secondary school students in relation to the size of the playgrounds does not allow the playgrounds to be split in separate zones. Wearing a mask therefore remains the best way to protect everyone's safety during break times.

## **Running of the canteen**

- Canteen times will be organised with a view to avoiding the mixing of pupils: meals will be organised by bubble. This operation generates a constraint: pupils will be invited to take their meal during a specific time.
- The tables will be cleaned after each bubble has had their meal.