

**Updated 19.04.2021**

# **Vademecum**

## **relating to the welcoming**

### **of pupils back at**

#### **the Primary schools**

##### **September 2020**

# Contents

## INTRODUCTION

---

General framework .....	P4
Organisational principles .....	P5

## SANITARY RULES

---

Precautions to be taken by parents before children come to school .....	P5
Precautions to be taken by staff .....	P6
Personal Protective Equipment .....	P6
How to wear face masks protocol .....	P7
Hand washing protocol .....	P8
Buildings .....	P8
Physical distancing .....	P9
Risk groups .....	P10
Protocol for parents showing Covid-19 symptoms .....	P11
Protocol for pupils/staff showing Covid-19 symptoms .....	P11
Testing.....	P12
Protocol in case of pupils/staff Covid-19 confirmed case .....	P12
Communication .....	P13

## EDUCATIONAL ORGANISATION

---

Children with special educational needs who are assisted by a special educational need support assistant (“AVS”) .....	P13
Space Management .....	P13
School equipment .....	P13
Timetable and lessons .....	P13

## ORGANISATION OF SCHOOL LIFE

---

Staff timetable .....	P14
Movements and flows .....	P14
Break time adjustments .....	P14
Running of the canteen .....	P14

## INTRODUCTION

---

### 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*
- *Schools coronavirus (COVID-19) operational-guidance*
- *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*
- *Vademécum 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.
- Classes will be grouped together to constitute bubbles, in accordance with criteria that will be defined by each site (see Addendum). 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, breaks).
- 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

---

### 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

- 1 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
- 2 Respect protective hygiene measures to prevent the spread of Covid-19, washing hands **before leaving home** for school and **when arriving home** from school
- 3 Wearing a face mask is not recommended for primary school pupils
  - Pupils with specific medical conditions can wear a face mask if their parents want them to and if they are capable of wearing it in satisfactory conditions

## 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 in shared spaces**
- It is highly recommended to **maintain a distance of 2 metres from others**
- Staff members can wear a **face visor/shield** in the classroom



### 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 hydroalcoholic gel **before putting or removing your mask**
- **See wearing a face mask protocol**



### WEARING A FACE VISOR/SHIELD

- Teachers 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)
- Teachers can wear a face visor/shield in shared spaces provided they are also wearing a face mask
- **Disinfect** the face visor/shield at least once a day

## Personal Protective Equipment

### Face Masks

- 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).
- The Lycée recommends that each member of staff own several reusable face masks.
- Face masks used in public transport cannot be the same as those worn in the school.
- For young children, in particular in *maternelle* (*Petite Section, Moyenne Section* or *Grande Section*), masks or face coverings do not have to be worn as it is considered potentially traumatising and carries risks arising from multiple manipulations.

## 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 quantities.
- 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 (constantly when possible), 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.

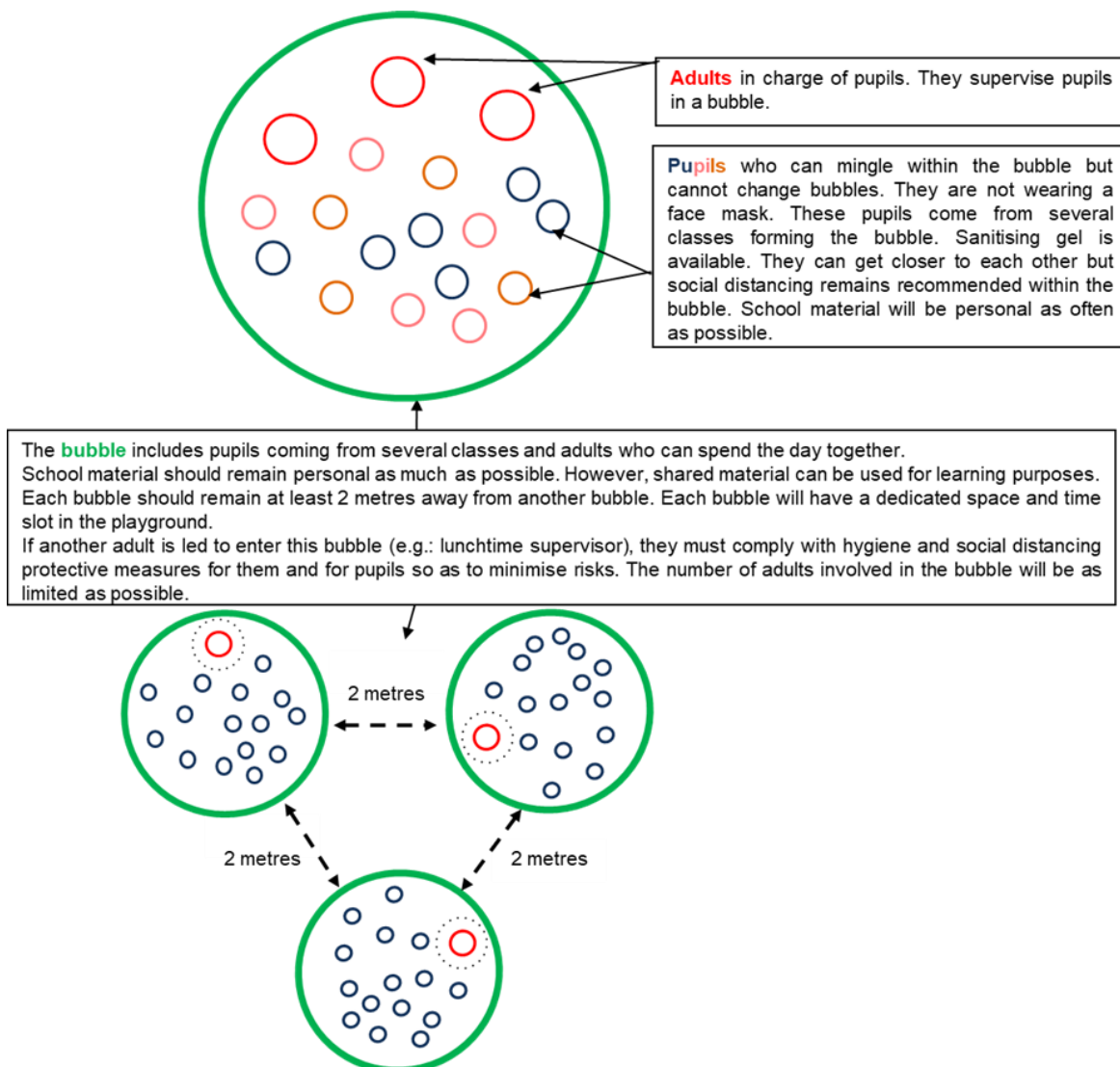


- There will be a cleaning kit in each room that is used by pupils belonging to different bubbles for the purposes of cleaning the shared workspace (desk, keyboard and computer mouse).
- Third parties can only be inside the school buildings if they have an appointment. Also, visitors will be requested 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 pupils and adults from several classes.

Example of a three-class bubble:



- 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.
- Gatherings are not permitted. Movements within the buildings are to be avoided as much as possible.
- Teacher rooms are 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 quarantine measures imposed after they have arrived in the United Kingdom).

## Protocol for parents with Covid-19 symptoms

**Covid-19 symptoms:** feeling feverish, cough, sneezing, shortness of breath, sore throat, fatigue, digestive trouble, 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:

**Commit** not to send their child(ren) to school

**Liase with the school** to ensure online distance learning continuity

**Send the child back to school only after favourable medical advice** from the GP (compulsory certificate)

## 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:** feeling feverish, cough, sneezing, shortness of breath, sore throat, fatigue, digestive trouble, 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 (if South Ken)
- 3 **Inform** the parents immediately
- 4 **Ensure the pupil goes home** 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**



- 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 the medical advice of their GP**
- It is **imperative to inform** school Heads + the school doctor **if the Covid-19 test is positive**

## Testing

- Two types of tests are currently being used to detect if someone has Covid-19: PCR for symptomatic individuals; LFT/LFD for asymptomatic individuals.
- Staff members and families are encouraged to self-test bi-weekly using home test kits.
- According to NHS 31st March guidance, all staff, pupils and students who get a positive LFD test, should get a confirmatory PCR. The PCR test should be booked immediately either online or by calling 119 and should be undertaken within 2 days.
- Staff, students and pupils who had a positive LFD test result, and their close contacts and other members of their household, should self-isolate immediately in line with NHS Test and Trace guidance and while awaiting the PCR result. If the PCR test is negative, it overrides the LFD test and the staff member, pupil or student can return to school, and their close contacts can end their self-isolation.
- Government's latest guidance about asymptomatic testing in educational settings
  - Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK ([www.gov.uk](http://www.gov.uk))

## Protocol in case of a Covid-19 confirmed case

- If a pupil or a member of staff has tested positive (LFT or PCR), they should immediately be isolating for 10 days from the onset of symptoms or from the test result date.
- Potential contact cases among pupils and/or staff members will be identified by the Lycée.
- Who can be a contact (cf. latest government guidance)?
  - Direct close contacts
    - living in the same household
    - OR face-to-face contact for any length of time
    - OR within 1 metre for more than 1 minute
  - Proximity contacts
    - within 2 metres for more than 15 minutes (*either as a one-off contact, or added up together over one day*)
  - Travel contacts
    - shared a small vehicle together
- Contact cases will be informed so they can self-isolate for 10 full days from date of last contact with the person who tested positive.
- Contacts of contacts do not need to self-isolate. This means that household members of pupils/staff that are self-isolating because they are contacts of a case do not need to self-isolate themselves.

## 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

---

### 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.
- Students are seated a minimum of one meter apart. This distancing is recommended and must be respected where possible. To the extent possible, pupils sit side by side and face the board.
- Premises are ventilated regularly throughout the day. This ventilation is even 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 favored.
- Pupils are allowed to come to school with their school bag.
- Classroom resources, such as books and games, 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 will be adapted in order to reduce the arrival and departure flows. These times will be defined by the Heads of the 4 primary schools and communicated to the families in each Addendum.  
From 19th April onwards, in compliance with health guidance, primary schools can resume welcoming outside tutors. As far as possible, the activity they lead will be carried out with pupils

outdoors. In class sessions may be scheduled, provided they comply with current health rules and with schools' protocols.

This calendar is subject to review and amendment, should official guidance so dictate.

The school calendar for the year remains unchanged.

## ORGANISATION OF SCHOOL LIFE

---

### Staff timetable

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

### Movements and flows

- Arrival and departure times are determined with a view to avoiding large flows of people.
- Outside of the first day of school, Parents of pupils will not be allowed to enter the school premises, except for *maternelle* (*Petite Section, Moyenne Section, Grande Section*) parents, depending on the school site attended, and under the conditions set out in each addendum.
- Circulation flows around the school and the detailed arrangements around the entry of pupils into the school will be communicated to the families according to the site they attend.
- Upon arrival, pupils will be taken care of by a member of staff in pre-established bubble area.
- A new organisation is set up to minimise the movements of pupils.
- New circulation routes are established to avoid pupils crossing paths and to help them respect distances.

### 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.

### Running of the canteen

- Canteen times will be organised according to the specificities of each site, which will be detailed in each Addendum.
- The tables will be cleaned after each bubble has had their meal.