



SANITARY PROTOCOL

GUIDE TO THE REOPENING AND OPERATIONS OF THE LYCÉE FRANÇAIS RENÉ DESCARTES





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BACKGROUND

The health and sanitary situation in the country, related to the Covid-19 coronavirus, led to the closure of schools in two phases, on March 7 and March 16, 2020.

A distance learning continuity was set up to maintain regular contact between teachers and students to ensure the continuation of learning.

As part of the deconfinement strategy, the Cambodian authorities authorized the reopening of the school from September 2, 2020 and in strict compliance with the prescriptions issued by the health authorities. The reopening will take place in various stages and in a progressive way. A timetable will be provided prior to the reopening.

This guide sets out the practical arrangements for reopening and the operations of the establishment after the confinement period in compliance with the requirements issued by the Cambodian authorities. It is for the attention of all the members of the educational community of the Lycée français René Descartes.



GENERAL PRINCIPLES

The Lycée français René Descartes, an accredited school under agreement with the AEFÉ, is under the authority of the Embassy of France in the Kingdom of Cambodia.

This guide is based on the requirements set out by the Cambodian authorities in the local sanitary protocol.

The implementation of the issued provisions requires a very close collaboration between the families, the students and all the staff members.

The protocol includes this guide for classes from PS to Terminale, as well as the arrangements for signage and communication materials that are made available to all stakeholders. This guide is made up of a presentation of the general principles of the protocol and of factsheets setting out the measures and control procedures for each of the following themes:

- Cleaning and disinfection of the premises ;
- Sanitary facilities;
- Welcoming the students;
- Welcoming external persons;
- Students leaving the school;
- Classrooms arrangements;
- Circulating flows for students and adults;
- Organization of the canteen;
- Recess;
- Health center;
- Assisting in the return to school process;
- Specific teachings;
- Extracurricular Activities - AES/AAD;
- Computing;
- Staff;
- Suspected or confirmed case of Covid.

It is based on five fundamentals:

- Maintaining physical distance ;
- Implementing barrier gestures ;
- Limiting student interaction ;
- Cleaning and disinfecting the premises and equipment ;
- Training, informing and communicating.

The enrollment of a student in the school from the petite section to the terminale grade, implies for him/her and his/her family, adherence to the provisions of the present protocol, and a commitment to comply fully with them. In the case of failure, the school management reserves the right to take appropriate action.



Prerequisites

Parents play an essential role in the return of their children to the school. In particular, they undertake **not to send their children to school if the student or family develops symptoms that would suggest Covid-19**. Parents are invited to take their child's temperature before leaving for school. If a symptom or a fever (**37.5°C or higher**) occurs, the child should not go to school.

The staff members must proceed in the same way.

Staff members with any risk factors will not work in person. Based on the list defined by the decree n°2020-521 of May 5, 2020, vulnerable people presenting a risk of developing a serious form of infection with the SARS-CoV-2 are people who:

- ⇒ Are aged of 65 years and above;
- ⇒ Have a history of cardiovascular disease (ATCD): complicated arterial hypertension (with cardiac, renal or vascular-cerebral complications), ATCD of cerebrovascular accident or coronary artery disease, heart surgery, heart failure stage NYHA III or IV;
- ⇒ Have uncontrolled diabetes or diabetes with complications;
- ⇒ Present a chronic respiratory pathology likely to decline during a viral infection: (obstructive broncho pneumopathy, severe asthma, pulmonary fibrosis, sleep apnea syndrome, cystic fibrosis in particular);
- ⇒ Have chronic renal failure on dialysis;
- ⇒ Have a progressive cancer under treatment (excluding hormone therapy);
- ⇒ Suffer from obesity (body mass index (BMI) > 30 kgm²);
- ⇒ Have congenital or acquired immunosuppression:
 - Drug-induced: cancer chemotherapy, immunosuppressive therapy, biotherapy and/or corticosteroid therapy at immunosuppressive doses;
 - Uncontrolled HIV infection or with CD4 < 200/mm³;
 - Following a solid organ or hematopoietic stem cell transplant;
 - Related to a malignant hemopathy under treatment;
- ⇒ Have a stage B cirrhosis of the Child Pugh score at least;
- ⇒ Have major sickle cell disease or a history of splenectomy;
- ⇒ Are in their third trimester of pregnancy.

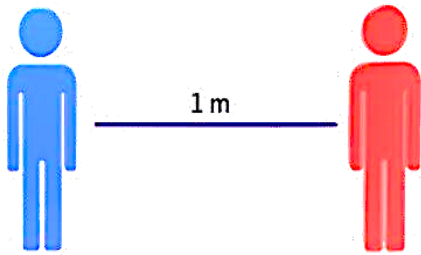
For students with a PAI (individual treatment) that falls within the known risk factors described above: parents will be required to provide a medical examination certificate of the student's ability to attend school (diabetes, asthma).

Families and personnel who have left Cambodia must inform the establishment and respect a 14-day mandatory quarantine from the date of return to the country before being allowed to return to the establishment.



FIVE BASIC PRINCIPLES

Maintaining physical distance



The rule of physical distance, which is based on the principle of maintaining a minimum distance of one meter between each person, can prevent direct contact, respiratory and/or droplet contamination.

The organization that has been set up in the establishment will allow this principle to be implemented in all contexts and all spaces.

Implementing barrier gestures

The barrier gestures described in this guide must be consistently enforced, everywhere and by everyone. They are the most effective individual prevention measures available at this time against the spread of the virus.

Hand washing (see annex)

Hand washing is essential. It consists of washing all parts of the hands with soap and water for at least 30 seconds, with careful drying using a disposable paper towel. Towels for collective use are prohibited. Otherwise, the use of a hydro alcoholic solution (HAS) would be considered.

For kindergarten students, hand washing with soap and water should be preferred. Alternatively, hand washing with HAS should be done under the close supervision of an adult.

Handwashing should be carried out, at a minimum:

- ⇒ Upon arrival in the school;
- ⇒ before getting into classroom, especially after recess;
- ⇒ before and after each meal;
- ⇒ before and after using bathroom;
- ⇒ after blowing nose, coughing and sneezing;
- ⇒ after physical or sport activity;
- ⇒ when they are visibly dirty.

Manual exchanges of supplies, balloons, etc. will be avoided or followed by disinfection procedures after each use. The transfer of objects or supplies between home and school will be limited to the minimum strictly necessary.

The respect of barrier gestures in the school environment will be subject to awareness, surveillance and a pedagogical approach adapted to the age of the student. The school's nurses will provide expertise and advices to students and teams concerning hygiene, the recommended gestures and the possible occurrence of cases of Covid-19. Parental awareness and involvement are also essential to ensure the permanent enforcement of these rules.





Wearing a mask

The health authorities recommend the use of a face mask. No model will be imposed; however, it is mandatory to wear the mask so as to cover the nose and mouth. In order for the mask to perform its barrier function efficiently, it is imperative that the instructions for use described in the following annex be respected.

As the mask must be changed every 4 hours, or as soon as it is wet, it is imperative that each personnel and each student who needs to wear a mask is provided with a daily kit of at least two masks and a storage bag.

For the staff members

Wearing a mask is mandatory for all personnel. No model will be imposed. For physical and sports activities, there is a specific framework detailed in the "specific teachings" factsheet. The Lycée français René Descartes will provide to all staff members with 2 masks (known as "general public" category 1 masks) per day of presence in the school.

For the students

For **kindergarten students**, wearing a mask is not required. It will be left to family appreciation.

For **elementary and secondary school** students, wearing a mask will be mandatory when leaving the classroom. During class time, students may be equipped with a mask if they wish to, and if they are able to wear them without any risk of misuse.

For physical and sports activities, there is a specific framework detailed in the "specific teachings" factsheet.

It will be up to the parents to provide a daily kit including at least two masks and a storage bag.

Ventilation of classrooms and other premises

Ventilation of the premises is frequently carried out and lasts at least 10 minutes each time. Classrooms and other premises occupied during the day are ventilated in the morning before students arrive, during each recess, at lunchtime and in the evening after class during cleaning.

Limiting student mixing

The stability of classes and groups of students, the marking out of areas during canteen and recess times will help to limit mixing. The aim is to limit students of different classes or different levels cross over.



The following points require particular attention:

- o **Arriving and exiting the school** will be spread over time, and specific exit points will be allocated according to the students' class level (see the welcoming students and exiting school factsheets).
- o **Circulation in the buildings between and out-of-class time:** students' moves will be limited to what is strictly necessary, and will be organized and supervised. In secondary school as in primary school, each class will be allocated a room (except specialized rooms) in order to give priority to the movement of teachers rather than students.
- o **Recess** is organized by groups of classes or levels and organized by zone, taking into account the recommendations on distancing and barrier gestures.

Cleaning and disinfecting the premises and the equipment

Cleaning and disinfecting the premises and the equipment are an essential component of the fight against the spread of the virus. The details are provided in the specific factsheet of this guide.

Training, informing, supporting and communicating

Raising awareness and involving students, parents and staff members in the responsibility of everyone in limiting the spread of the virus is necessary.

The staff members

All staff members are trained in barrier gestures, physical distancing rules and wearing masks for themselves and for the students under their care, if any. These trainings are on the prescriptions of this guide. These trainings must be adapted to the age of the students under their care and carried out before class starts again. LFRD nurses will provide support for these training activities. Signage will be displayed in all areas of the school.

Parents

They shall be informed of this guide to the extent possible by the end of the school year 2019-2020.

Students

Before and on the first day of school, students will be provided with **practical information on physical distancing and barrier gestures, including hand hygiene**. It will be adapted to the age of the students (graphic illustration), explicative video, representation of the distance of one meter, etc.). This awareness-raising will be repeated as often as necessary, so that the implementation of these prescriptions becomes a routine.

A "Back to School" campaign will also be carried out by school psychologists to all classes from GS to Terminale.



FACTSHEETS



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

CLEANING AND DISINFECTION FACTSHEET

Actions to be implemented

Common provisions

Cleaning before beginning school : " deep cleaning"

- All spaces are cleaned according to a " deep cleaning " protocol.
- Cleaning and disinfection will be combined by using a detergent-disinfectant product that can combine cleaning and disinfection in one single operation.

TASKS
Cleaning / disinfecting tables/ chairs/ cabinets/ shelves.
Cleaning / disinfecting computers/ keyboards and mice
Cleaning / disinfecting telephones
Cleaning / disinfecting doors and windows handles + light switches
Cleaning / disinfecting window frames
Cleaning / disinfecting windows
Cleaning / disinfecting doors and walls
Sweeping and cleaning / disinfecting floors
Emptying the bins / changing the bins bags / washing the bins
Cleaning / disinfecting blind chains
Cleaning / disinfecting air blowers
Cleaning / disinfecting lift cabins / doors, walls, mirrors, floors
Sweeping and cleaning/disinfecting corridors and common areas
Cleaning / disinfecting sanitary facilities
Cleaning / disinfecting bulletin boards
Cleaning / disinfecting stairs / handrail / staircase walls

Cleaning after school starts : " deep cleaning" in 2 steps

- **Cleaning and disinfection will be combined by using a detergent-disinfectant product that can combine cleaning and disinfecting in one single operation.**
- These cleaning and disinfection operations will not be carried out in the presence of the students. A waiting time in conformity with the prescriptions of the products must be respected before the students can access classrooms.

The products are kept out of the reach of the students.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

CLEANING AND DISINFECTION FACTSHEET

Complementary actions

- To equip garbage bins with garbage bags, empty them and wash them daily.
- To dispose of single-use cleaning equipment in a tightly closed garbage bag.
- To ensure that sanitary facilities are always supplied with liquid soap and paper.
- To ventilate the premises regularly (before students arrive, at recess, after lunch time, when there is a change of classroom, during cleaning, etc.).
- Disinfection kits - comprising a plastic basket with a bottle of HAS, a box of gloves, a packet of disinfectant wipes, a plasticized protocol for using the kit - are available in all classrooms and sports areas.

Frequency

- Cleaning and disinfection of floors should be carried out at least once a day for all used or passing areas.
- Frequent cleaning and disinfection of used spaces and touched surfaces/ objects several times (during the day, if surfaces are not visibly soiled, direct disinfection without prior cleaning is sufficient):
 - ⇒ sanitary facilities: toilets, sinks, taps, flush toilets, latches, switches, etc. ;
 - ⇒ contact points: door and window handles, switches, elevator buttons, handrails, showerheads, fountains, etc.
- Teaching materials and objects handled by students or personnel may be disinfected after each use with disinfecting wipes complying with the above-mentioned standard (digital equipment, games, sports equipment, etc.). Removal of the so-called "optional" equipment, not used for teaching situations, such as tennis tables, pool tables, babyfoot).
- In addition to the daily cleaning, when different groups of students successively attend a class, especially for specific teachings, a deep cleaning of the tables, chairs, equipment in contact with students will be regularly carried out.
- A follow-up sheet will be posted (cleaning schedules) in front of each sanitary area.



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CLEANING AND DISINFECTION FACTSHEET

Specific provisions for « primary school »

- If a material is to be transferred from one student to another student, a disinfection cleaning must be conducted (disinfection kit).
- Carpets and textiles are removed from classrooms.
- Towels for collective use are prohibited.
- The frequency of deep cleaning is increased in areas used for all points of contact, frequent used areas and multiple-use materials ;
- A deep cleaning of tables, chairs, equipment, and materials in contact with the students when different groups of students successively attend class in the same room.
- Compliance with safety instructions related to the use of cleaning products.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

SANITARY FACILITIES FACTSHEET

Actions to be implemented

Common provisions

Sanitary

- Limit the number of people present in the sanitary facilities in order to respect the physical distance: signage, floor markings.
- Manage the flow of students to and from the washroom.
- To use urinals at least one meter apart (or neutralize every other urinal).
- Frequently ventilate the sanitary facilities.
- Ask students to wash their hands before and after using the toilet: awareness posters.
- Supervise hand washing after using the toilet for the youngest children.
- Regularly ensure the supply of toilet consumables (liquid soap, toilet paper, single-use hand towels, etc.) throughout the day.
- Ensure daily thorough cleaning and regular disinfection of the frequent used surfaces (see "cleaning and disinfection" factsheet).
- Make sure that garbage bins are emptied as often as necessary.

Changing rooms

- Limit the number of people present in the changing rooms: stagger arrivals/departures to respect physical distance, signposting.
- Neutralize seats or bench seats to keep the distance greater than one meter: signposting.

Shower rooms

- Limit the number of people present in the showers in order to respect the physical distance.
- Ventilate showers frequently and/or check that ventilation is working properly.
- Reinforced shower cleaning and disinfection (special attention is paid to shower heads).



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

WELCOMING STUDENTS FACTSHEET

Actions to be implemented

Common provisions

- Several staff members will be placed at the school entrances to filter the arrivals and the flow of people, to control the temperature with thermal cameras, to control the wearing of masks for secondary and elementary students and the use of the hydro alcoholic solution (school life + SAF).
- Staff welcoming at the entrances must wear a mask and a hydro alcoholic solution is at their disposal.
- Maintain physical distance in the entrance lane: markings on the ground in front of the gate.
- Favor entrance through several accesses to divide the volume of the flow.
- In the event of arriving late, the records will be noted directly on Pronote (no more late notice).
- Keep the entrance doors (door, gate and turnstile) open at peak welcoming times to limit points of contact. **Wearing a badge will therefore be strictly compulsory for students.**
- Families must imperatively respect the arrival times to avoid congestion at the entrance.
- **If a student has a temperature of 37.5°C or higher:**
 1. The student will be under observation at the isolation area reserved for this purpose (photo in the annex), the accompanying adult must wait until the end of the procedure in front of the school.
 2. The personnel in charge will notify a nurse who will meet the student at the observation area.
 3. The nurse fills in the information form and takes the temperature after 5 minutes of waiting:

Case a: If the student has a temperature below 37.5°C, he/she is allowed to enter in the school.

Case b: If the student still has a temperature of 37.5°C or higher, the student is not accepted in the school.

⇒ He/she leaves with the accompanying adult (in primary school).

⇒ The student remains in the observation area and the staff in charge contacts the secretariat who calls the parents to come and pick up the student.

- When a student falls under case b, he or she will be able to return to school 48 hours after symptoms disappear without taking medication.
- As a reminder, parents are invited to take their child's temperature before going to school. In case of symptoms or fever (37.5°C or higher), the child should not go to school.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

WELCOMING STUDENTS FACTSHEET

Specific provisions for kindergarten

- Kindergarten students are divided in half groups as defined in the annexed calendar.
- Students can access through the usual gate **between 7.45am and 8.10am and between 12.45pm and 1.00pm.**
- Parents must respect the physical distances and not clutter up the entrances.
- The ATSEMs pick up the groups of students directly after the "temperature control" procedure and accompany them into the classrooms.
- Kindergarten students must be accompanied to the gate by an adult who must wait there until the end of the "temperature control" procedure. The "minute drop" system will therefore be put on hold.
- Parents are not allowed to enter the school. If it is necessary to meet a nurse, they will be called to meet at the gate.

Specific provisions for elementary school

- Students from CP to CM2 are divided in half groups as defined in the annexed calendar.
- Students can access through the usual gate **between 7.40am and 8.00am and between 12.45pm and 1.00pm.**
- Parents must respect the physical distances and not clutter up the entrances.
- Elementary students must be accompanied to the gate by an adult who must wait there until the end of the "temperature control" procedure. The "minute drop" system will therefore be put on hold.
- Parents are not allowed to enter the school. If it is necessary to meet a nurse, they will be called to meet at the gate.
- After the temperature-control procedure, students go directly to their classrooms and do not stay in recess.
- **Primary school students will attend class alternatively face-to-face and distance learning every other day.**

Specific provisions for middle school

- Middle school students can access the school by the usual gate on presentation of their badge **from 7.30am and 12.45pm.**
- They go to the courtyard in their dedicated space (see recess factsheet) and make sure to respect the physical distances.
- At the 7.50am and 12.50am ringing time, they go to the waiting areas corresponding to their access stairs (display, signposting).
- The use of lockers is not allowed.

Specific provisions for high school

- High school students can access the school through the usual gate on presentation of their badge **from 7.30am and 12.45pm.**
- They go to the courtyard in their dedicated space (see recess factsheet) and make sure to respect the physical distances.
- At the 7:45am audio announcement, they will go to their assigned classroom.
- At 12:45pm, they will go directly to their assigned classroom.
- The use of lockers is not allowed.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

WELCOMING EXTERNAL PERSONS FACTSHEET

Checkpoints

Common provisions

- Access to the buildings by anyone outside of the school (parents, others, accompanying persons, etc.) is prohibited if there is no appointment.
- By appointment only, parents are allowed to access to the administrative services on Wednesdays between 2pm to 5pm. Wearing a mask is mandatory.
- If it is necessary to meet a nurse, the parents will be called to meet at the entrance gate.
- Parent-teacher meetings will be conducted by videoconference or phone calls.
- The educational meetings will be organized by videoconference preferably, and in exceptional situations, in face-to-face meetings (organization of the meeting room to respect social distances, wearing of masks is compulsory).



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

EXITING SCHOOL FACTSHEET

Actions to be implemented

Common provisions

- At the end of classes, all students must leave the school.
- To control the flow of students, a staggered exit schedule is organized as defined below.
- Families must imperatively respect the exit times for obvious safety reasons.
- **NO CANTEEN ON WEDNESDAYS (except for students participating in extracurricular activities -AES/AAD).**
- **A MINIMUM DAYCARE SERVICE WILL BE OFFERED.**

Specific provisions for kindergarten

Kindergarten students are accompanied by ATSEMs and teachers all the way to the exit gate. For obvious security reasons, no lateness will be allowed.

Exits on Mondays, Tuesdays, Thursdays and Fridays (mornings only) :

LUNCH TIME	
11h15	All Petites Sections -PS (no canteen, no nap)
11h15	Moyennes Sections -MS who do not eat in the canteen
11h30	Grandes Sections -GS who do not eat in the canteen
END OF DAY	
14h40	Moyennes Sections -MS A-B-C
14h50	Moyennes Sections -MS D-E-F
15h00	Grandes Sections -GS A-B-C-D

Exits on Wednesdays :

LUNCH TIME	
11h30	Petites & Moyennes Sections -PS/MS A-B-C
11h45	Petites & Moyennes Sections -PS/MS D-E-F
12h00	Grandes Sections -GS A-B-C-D

Specific provisions for elementary school

Elementary school students are accompanied by teachers to the assigned gate. For obvious security reasons, no lateness will be allowed.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

EXITING SCHOOL FACTSHEET

Actions to be implemented

Specific provisions for elementary school

Exits on Mondays, Tuesdays, Thursdays and Fridays :

LUNCH TIME		
11h15	CP not eating in the canteen	ENTRANCE 2
11h30	CE1 CE2 not eating in the canteen	ENTRANCE 2
11h15	CM1 not eating in the canteen	ENTRANCE 4
11h30	CM2 not eating in the canteen	ENTRANCE 4
END OF DAY		
14h45	CP	ENTRANCE 2
15h00	CE1 CE2	ENTRANCE 2
14h45	CM1	ENTRANCE 4
15h00	CM2	ENTRANCE 4

Exits on Wednesdays :

LUNCH TIME		
11h45	CP	ENTRANCE 2
12h00	CE1 CE2	ENTRANCE 2
11h45	CM1	ENTRANCE 4
12h00	CM2	ENTRANCE 4

Specific provisions for middle school

- Middle school students exit through the usual gate.
- To avoid a grouping in front of the gate, school life will make audio announcements to invite students to go out by class. They will be in the courtyard in their dedicated space in the meantime.
- Ground markings of social safety distance to be respected.

Specific provisions for high school

- High school students exit through entrance gate 4.
- To avoid a grouping in front of the gate, school life will make audio announcements to invite students to go out by class. They will be in the courtyard in their dedicated space in the meantime.
- High school students finishing at noon on Wednesdays will go out exceptionally at 12:30. They will be waiting in the courtyard.
- Ground markings of social safety distance to be respected.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

CLASSROOMS FACTSHEET

Actions to be implemented

Common provisions

- The classrooms are set up to respect physical distance of at least one meter apart, which implies :
 - To arrange the furniture in such a way as to respect the physical distance ;
 - To avoid face-to-face table installations ;
 - To remove unnecessary furniture and equipment ;
 - To limit movement in the classroom ;
 - To occupy the classroom according to the number of students ;
 - To favor an organization with assigned seats.
 - To favor the use of individual equipment or to ensure regular and appropriate disinfection (disinfectant wipes).
- Wear the mask as defined in the "5 basic principles" section.
- Ventilate classrooms for 10 minutes. Classrooms and other premises occupied during the day are ventilated in the morning before students arrive, during each recess, at lunchtime and in the evening after class.
- Systematic use of hydro alcoholic solution in each room, before entering and leaving the classroom (hand washing with soap under adult supervision for the youngest children).
- Parents are also advised to provide their child(ren) with a hydro alcoholic gel.

Specific provisions for kindergarten

- Half a group of students is welcomed per day.
- Removal of carpets and textiles.
- Preference to the use of individual equipment.
- Remove all sets that can be handled by more than one person or, failing that, ensure regular and appropriate disinfection (disinfectant wipes) with **a rotation of the sets during the day.**

Specific provisions for elementary school

- Half a group of students is welcomed per day.
- Removal of carpets and textiles.
- Preference to the use of individual equipment.
- Remove all sets that can be handled by more than one person or, failing that, ensure regular and appropriate disinfection (disinfectant wipes).



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

CLASSROOMS FACTSHEET

Actions to be implemented

Specific provisions for middle and high school

- Apart from "specific" courses (lab rooms, language courses, PSE), secondary school students will no longer move between classes. The teachers will move around to reduce movements and crossings in the corridors.
- Free/study hours will be organized outside in the covered courtyard areas.
- One classroom is allocated per class according to the number of students (display in front of each room) :

CLASS	ROOM	CLASS SIZE
6A	C3-08	25
6B	C3-07	25
6C	C3-06	21
6D	C3-05	22
5A	C2-01	24
5B	C2-02	21
5C	C2-03	21
5D	C2-04	22
4A	C2-05	25
4B	C2-06	25
4C	C0-08	27
3A	C2-07	22
3B	C2-08	20
3C	C0-09	20
2A	C4-06	20
2B	C4-05	20
2C	C4-04	21
1A	C4-02	24
1B	C4-03	22
1C	C3-04	21
T	C3-01	19
T	C3-02	16
T	C3-03	19



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

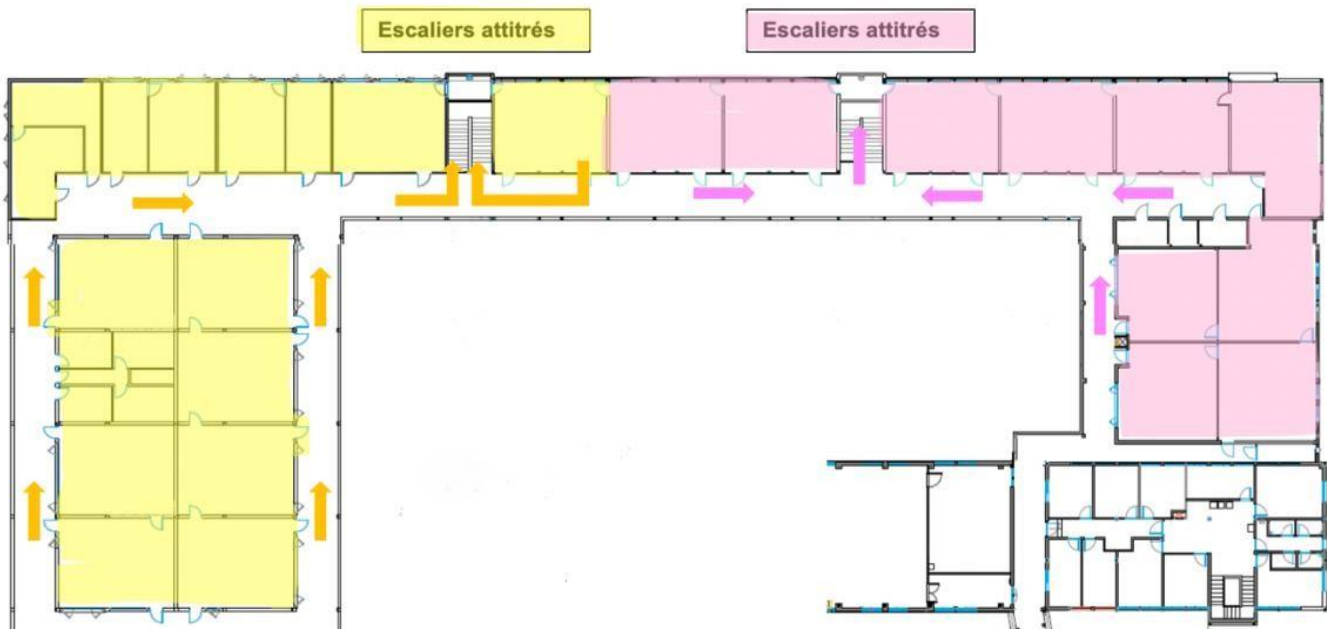
CIRCULATING FLOW FACTSHEET

Actions to be implemented

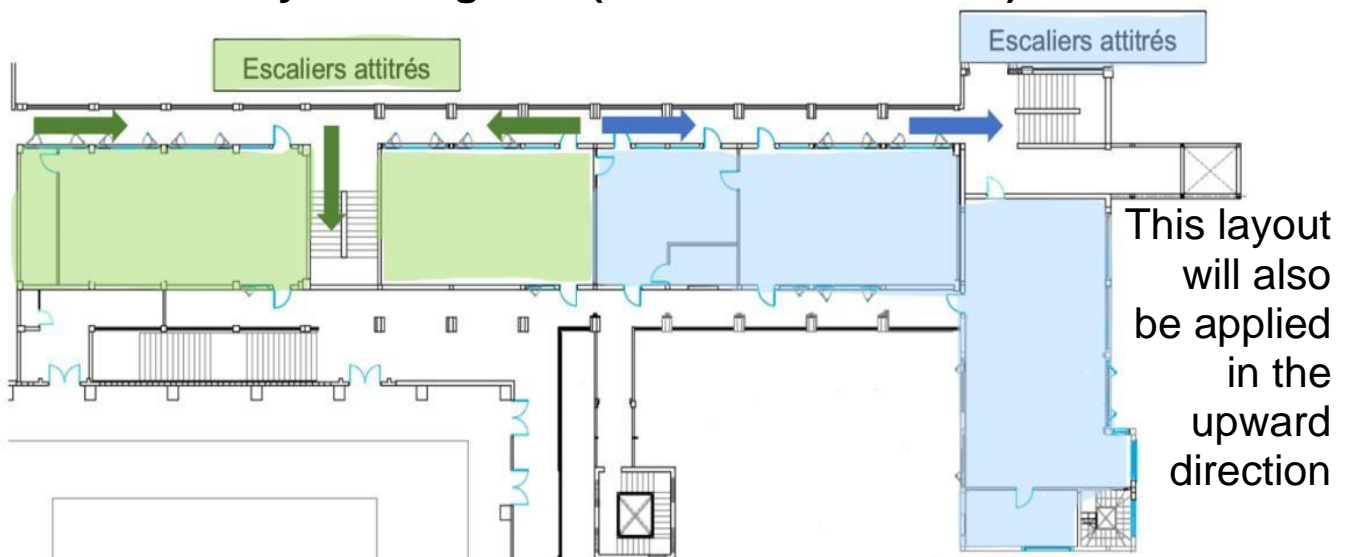
Common provisions

- Define a direction of traffic in compliance with fire and evacuation rules :
 - Definition of a priority traffic direction with visible easy-to-understand signages (panels, signposts);
 - Limit crossings by defining traffic zones according to the location of classrooms.
- Doors will remain open if possible, to avoid contact points.
- Doors are kept open until all students arrive.

Elementary building flow (downward direction) :



Secondary building flow (downward direction) :





SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

CANTEEN FACTSHEET

Actions to be implemented

Common provisions

- To wash hands before and after each meal.
- To limit queues and student group crossings :
 - Two services are organized (see below).
 - No badge control at the entrance, it is done at the table (the student puts his badge near the food tray).
 - Food is directly provided in trays that are placed on the table by the staff (no more self-service).
 - Students enter through 4 different entrances and seat directly at the table.
 - The flow direction is indicated by a road marking.
 - Students are organized by zones in the canteen (class level groups).
 - Students wishing to refill their drinks raise their hands and a staff comes to serve them.
 - No more movements in the canteen hall. The student may leave the table once that he/she has been cleared by the staff in charge.
 - The flow direction is indicated by signs on the ground.
- To respect physical safety distances, the tables are spaced apart and the number of seats per table is reduced. Where necessary, plexiglass dividers are placed on the tables (see Annex).
- All staff members to wear a mask and wash their hands after each contact.
- Cleaning of tables and chairs after meals are done according to the method defined in the "cleaning and disinfection" factsheet.
- Distribution of water by canteen supervisors to limit contact.
- To ventilate the dining room before and after meals by opening the doors.
- The "adult" canteen operates with a system of orders from --- (to be specified). The room reserved for this purpose will accommodate a maximum of 7 people at a time.
- Two services are organized:

Canteen room 1 :
11h20-12h00 : MS / GS
12h00-12h40 : CP

Canteen room 2 :
11h30-12h10 : CE1 / CE2 / CM1 / CM2
12h10-12h50 : middle school / high school



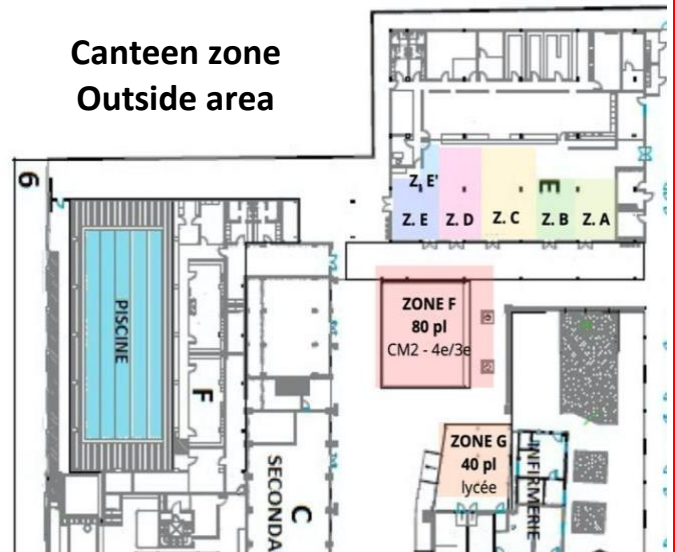
SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

CANTEEN FACTSHEET

Canteen zone - Inside area



Canteen zone Outside area



Specific provisions for primary school

- Every class has a designated supervisor. When the student has finished lunch, he or she joins his or her supervisor.
- In order to limit the crossing of groups of students, during the lunch recess time, activities are organized by class and in a defined area. A system of rotation of the proposed workshops allows students to discover different activities during the week.
- Regular cleaning and disinfection and systematically between each workshop of the equipment that are handled by all (disinfection kit).

Specific provisions for middle school

- In order to limit the number of student groups crossing each other, during the lunch recess time, students are divided by zone as defined in the "recess factsheet".

Specific provisions for high school

- In order to limit the number of student groups crossing each other, during the lunch recess time, students are divided by zone as defined in the "recess factsheet".
- Only Terminale students can go to the cafeteria area - chairs and tables are not allowed to be moved.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

RECESS FACTSHEET

Actions to be implemented

Common provisions

- To avoid crossing classes and students :
 - Staggered recess times ;
 - Grouping of levels by zones ;
 - Make the students go out and come back in respecting the physical distance between each student;
 - Respect the flow direction in corridors and stairs.
- **The students will have to bring their own water bottle with their name on it.** No plastic bottles.
- To wear a mask for all adults and students from CP to Terminale.
- Activities requiring a high level of physical effort are prohibited (running, chasing games...).
- Supervisors ensure that barrier gestures and physical distancing are respected.
- Games (ball, table tennis, billiards, sandbox) and play structures in kindergarten are prohibited ("rubalise").
- Organize hand washing before and after playtime. Using a hydro alcoholic solution, under close adult supervision, may be necessary.

Specific provisions for middle and high school

School life will only receive **one student at a time in their office.**

In order to limit crossings of groups of students, during recess time, students are divided into zones:

Lounge / cafeteria area	Courtyard area	Covered courtyard area
Terminale students	Middle school students	Students of 2nde and 1ere



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

RECESS FACTSHEET

Specific provisions for kindergarten

RECESS ORGANIZATION										
Hours/Days	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
7h45 - 8h	Welcoming in the classrooms									
9h45 - 10h	PS/MS ABC	PS/MS DEF	PS/MS DEF	PS/MS ABC	PS/MS ABC	PS/MS DEF	PS/MS DEF	PS/MS ABC	PS/MS ABC	PS/MS DEF
10h - 10h15	GS ABCD		GS ABCD		GS ABCD		GS ABCD		GS ABCD	
12h45 - 13h	Welcoming in the classrooms					Welcoming in the classrooms				
13h50 - 14h	MS DEF	MS ABC	MS ABC	MS DEF			MS ABC	MS DEF	MS DEF	MS ABC
14h - 14h10	GS ABCD		GS ABCD				GS ABCD		GS ABCD	

Legend :	Courtyard 1	Courtyard 2	Classrooms
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Specific provisions for elementary school

RECESS ORGANIZATION										
Hours/Days	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
7h40 - 8h	Welcoming in the classrooms									
9h45 - 10h	CE2 ABCD	CP ABCDE	CE2 ABCD	CP ABCDE	CE2 ABCD	CP ABCDE	CE2 ABCD	CP ABCDE	CE2 ABCD	CP ABCDE
10h - 10h15	CM1 ABCD CM2 ABCD	CE1 ABCD	CM1 ABCD CM2 ABCD	CE1 ABCD	CM1 ABCD CM2 ABCD	CE1 ABCD	CM1 ABCD CM2 ABCD	CE1 ABCD	CM1 ABCD CM2ABC D	CE1 ABCD
12h45 - 13h	Welcoming in the classrooms					Welcoming in the classrooms				

Legend:	Artificial field	Courtyard Covered courtyard	Classrooms
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SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

HEALTH CENTER FACTSHEET

Actions to be implemented

Specific provisions for the health center

Admission to the health center and the actions of nurses in the school are adapted to the specific context related to Covid-19. Barrier gestures are reinforced and flows are organized to limit contact.

Arrangement of the premises :

The health center is arranged in such a way as to respect the rule of physical distance between people:

- Spaced waiting area with the possibility of a maximum of 2 people at the same time
- Rest area limited to two beds
- Care area limited to one person at a time
- Separate area for interview in the small room of the health center

Shared material for students is not available.

Cleaning and ventilation of the health center :

Surface disinfection is carried out after the morning recess, after the lunch recess, and a thorough disinfection is done at the end of the day when the nurses leave. Products specific to healthcare facilities are used (ANIOS). The used cleaning equipment must be specific for the health center.

- Intermediate surface disinfection with Surfa'Safe Premium: treatment table, waiting chairs, treatment bench, sinks, sanitary facilities, interior door handles, bed frames, water fountain.
- Daily cleaning and disinfection at the end of the day: all surfaces are cleaned and disinfected after the nurses leave. The surfaces are disinfected with Surfa'Safe Premium and the floor with Surfanios Premium.
- The health center is ventilated at least 10 minutes in the morning before the arrival of the students, after the 10 am recess time, after the lunch recess time and at the 4 pm recess time.

Care procedure:

Access to the health center is supervised by a nurse according to two criteria:

1. the respect of the maximum number of persons present in the health center,
2. a temperature not exceeding 37.5°C.

Steps to access the health center:

- Taking temperature at the entrance of the health center (if temperature is equal or higher to 37.5°C, the student is taken to the isolation room by a nurse. Refer to the specific section below).
- Wearing a mask is compulsory for anyone entering the health center and must be worn at all times in the health center (except for kindergarten students).
- Hand washing with hydro alcoholic solution or with soap and water.
- Waiting in the dedicated area or immediate care by a nurse (depending on how urgent it is and depending how many people are waiting).

Care treatment :

- The time of presence in the health center is limited to allow a rotation in the flow. Students who are not able to return to class after 30min of rest will be sent home.
- Priority of care is given to students requiring care on physical symptoms.
- Health center treatment notice are no longer given to students in order to limit hand to hand exchanges. When the nurse is not in a tight-flow situation, the student's passage will be recorded in Pronote.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

HEALTH CENTER FACTSHEET

Specific provisions for the isolation room

The isolation room is used for any person with a temperature equal or higher to 37.5°C, associated or not with at least one of these symptoms: sore throat, cough, rhinitis, shortness of breath, fatigue, digestive disorders.

Arrangement of the premises :

- One examination bed
- One table
- One chair
- One garbage bin
- One bottle of hydro alcoholic solution

Outside the room:

- One pedestal table with a closed box comprising: an axillary thermometer, disinfecting wipes, a box of gloves, a bottle of hydro alcoholic solution, a box of surgical masks, a box of tissues.
- One garbage bin
- Two chairs

Single-use kit for any person entering the isolation room :

- FFP2 Mask
- Protective visor
- Gloves

This kit is kept in the health center. It is intended for the people in contact with the student: nurse, caregiver (if the latter enters the isolation room) and the agent dedicated to cleaning this room.

Cleaning, disinfection and ventilation :

- After each use, the isolation room is ventilated 15 minutes before cleaning (opening of doors and windows managed by the nurse).
- A deep cleaning is carried out after each use. The product dedicated to clean surfaces is used with disposable paper. All surfaces (including the garbage bin which is emptied and disinfected) and the floor are cleaned and disinfected after each use of the room.
- Use a cleaning cart dedicated to the isolation room. The mop must be washed at 60°C minimum and changed between each cleaning.
- Room ventilation is maintained throughout the cleaning process.
- The outdoor chairs as well as the pedestal table and the (emptied) garbage bin are also cleaned and disinfected after each use.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

« ASSISTING IN THE RETURN TO SCHOOL PROCESS » FACTSHEET

Actions to be implemented

Specific provisions for « the listening point »

In the context of COVID-19 and in preparation for the return to school after a long period of confinement, a "listening point" is set up to support and to guide both staff and students, ensuring a return in the best conditions.

The "Listening Point" is part of a "non-therapeutic" framework and is open to anyone who wishes to participate. Within this specific and defined framework, parental authorization is not required.

For the students:

The "students listening point, back to school" is a one-off, non-therapeutic program. It is proposed by school psychologists in the form of a permanence offered on the lunch times. Its aim is to listen to students who feel the need to speak up when they return to school and during this phase of school and health readjustments.

→ **Primary school:**

Presentation of the program in the classrooms by Mrs. Aurélie LIMOUSIN-COMBETTES to identify her as the psychologist and to introduce "the listening point". A poster "Listening Point" will be put in the classrooms. The permanence of the listening point:

- 2 times a week (times and days to be defined) during the first 2 months of the new school year.
How to get in touch? => directly with Mrs. Aurélie.

→ **Secondary school:**

Presentation of the program in the classrooms by Mrs. Candice TEP, psychologist, with the nurses. The permanence of the listening point:

- Once a week (times and days to be defined) during the first 2 months of the new school year.
- How to get in touch? => point.ecoute@lfrd.net

For the staff:

- Psychologists are on duty on Wednesdays from 1:30 pm to 3:30 pm.
- Speaking groups of 6 to 8 people are also offered on Wednesdays from 3.30 pm to 4.30 pm. The objective is to allow people to express themselves, to get rid of anxiety about this new school and health organization. Once the groups have been set up, a second "debriefing" session can take place after 1 to 2 weeks.
How to get in touch? point.ecoute@lfrd.net



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

SPECIFIC TEACHINGS FACTSHEET

Actions to be implemented

Common provisions

Physical and Sports Education (PSE) :

- PSE lessons are organized in half groups.
- Hands cleaning and/or use of hydro-alcoholic solution before and after each class.
- Wearing a mask is not recommended when engaging in medium and high intensity physical activities. Therefore, teachers may ask students to remove their masks by following the instructions for use as described in the annex.
- Limit practice to low-intensity physical activities only if the distancing physical activity is not possible.
- Avoid contact activities.
- Cleaning of the changing rooms and showers between each class.
- Regular disinfection and systematically between each class of the sports equipment that is handled by all (disinfection kit).
- A flow direction is marked by signs on the ground to avoid crossings between the classes.
- For swimming class, please refer to the corresponding annex.

Arts education (arts and music) :

- Hands cleaning and/or use of hydro-alcoholic solution before and after each class.
- Favor the use of individual equipment (instruments, utensils, tools, paint pot, etc.) or, failing this, regular adapted disinfection (disinfection kit).
- Regular disinfection and systematically between each class of the equipment that is handled by all (disinfection kit).



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

SPECIFIC TEACHINGS FACTSHEET

Primary school library (BCD) : (see attached charter)

- Each day, a selection of books per class will be offered to the students.
- At the end of each session, the books of the selection handled by the students are placed in a box reserved for this purpose.
- Social safety distances are respected (ground markings, supervision of documentarists).
- Kindergarten BCD: a maximum of 6 students can be accepted at a time.
- Elementary BCD: a maximum of 12 students can be accepted at a time.
- Reinforced cleaning and disinfection of returned books and 5 days of "quarantine".

Secondary school library (CDI) : (see attached charter)

- A group of up to 23 students can be accepted in the reading areas.
- A group of up to 6 students can be accepted in the computer rooms.
- At the end of each session, the books of the selection handled by the students are placed in a box reserved for this purpose.
- Reinforced cleaning and disinfection of returned books and 5 days of "quarantine".
- For the free/study hours, the librarian comes to pick up the group of students.

Science education :

- When using the laboratories, the classes are organized in half groups.
- To sit at least 1 meter apart from each other and avoid sitting face to face.
- Favor the use of individual equipment (instruments, utensils, tools, paint pot, etc.) or, failing this, regular adapted disinfection (disinfection kit).

All school outings and trips are cancelled until further notice.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

EXTRA CURRICULAR ACTIVITIES FACTSHEET

- A daycare, AAD and AES should be set up from 20 September 2020.
- In compliance with the hygiene and safety measures described in this protocol, the number of places will be limited.
- The periodicity will be quarterly (from 20/09 to 18/12 for the first protocol period).
- Registrations for the first trimester will not be automatically renewed for the second trimester.

Daycare

It will be open at the following times:

- Mondays – Tuesdays – Thursdays, from 3pm to 5pm, from MS to CM2.
- Wednesdays, from 1pm to 5pm, from MS to CM2.
- Fridays, from 1pm to 5pm for MS & GS and from 3pm to 5pm from CP to CM2.

The daycare will not be open to Petite Section students.

- The daycare will respect the class rotation system and will therefore only be open to students who have classes on the same day.
- The daycare will operate by zone and by class level.
- Daycare spaces will be limited to a maximum of 15 students per zone and therefore per level. The priority will be given to students waiting for an activity in the next time slot.
- Pre-registration will be mandatory. **The exceptional daycare service will no longer be offered.**
- The activities usually offered at the daycare center will be adapted in compliance with the health and safety measures as described in this protocol.
- Going to the Daycare: one person in charge per zone will go to the classrooms to pick up the children registered at the daycare/AES/AAD while the teachers will go to the designated gate with the non-registered children. The person in charge will bring the children to the dedicated area and make them wait until they exit.

Leaving Daycare: to be defined at the beginning of the school year.

EXTRA-CURRICULAR ACTIVITIES (AES) AND HOMEWORK HELP (AAD)

AES and AAD will be offered at the following times:

- Mondays: from 4pm to 5pm (from CP to CM2) - from 4pm to 6pm (middle school)
- Tuesdays - Thursdays: from 3pm to 5pm (from MS to CM2) - from 4pm to 6pm (middle school)
- Wednesdays: from 1pm to 5pm (from MS to CM2)
- Fridays: from 1pm to 3pm (MS & GS) - from 3pm to 5pm (from CP to CM2) - from 4pm to 6pm (middle school)

No AES for Petite Section students.

- The AES and AAD will respect the class rotation system and will therefore only be open to students who have classes on the same day.
- The number of places per AES group will be limited (a maximum of 4 to 12 students depending on the activity).
- The number of places per group in AAD will be limited.
- The choice of activities will be limited, they will be adapted in compliance with hygiene and safety measures as described in this protocol.
- The activities will be offered by class level and will take place (except for specific AES) in the classes of the corresponding levels.
- Going to the AES-AAD: the child care worker picks up the group in the corresponding daycare zone to the designated room.
- **Leaving AES-AAD**: to be defined at the beginning of the school year.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

COMPUTING FACTSHEET

Actions to be implemented

Common provisions

- The special computer classrooms are no longer used for their previous purposes.
- Mobile classrooms (tablets and laptops) will be available to each department. A registration system is set up by the IT department.

Intervention of the IT department for troubleshooting :

- Officers will wear disposable gloves and masks for all troubleshooting.
- Troubleshooting requests must be formalized by email in order to limit the number of visitors to the office.
- Prior to any use, the control points listed in the vademecum provided for this purpose (poster in each class) must be checked.
- A "help desk" material storage system will be set up outside of the office.

Specific provisions for primary school

- Desktop computers are used in such a way as to respect the physical distance.
- In addition to the daily cleaning protocol, between each group of different students, disinfection is carried out by the teachers using the disinfection kit provided in each classroom.

Specific provisions for middle and high school

- In addition to the daily cleaning protocol, between each group of different students, disinfection is carried out by the students using the disinfection kit provided in each classroom.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

FACTSHEET FOR THE STAFF MEMBERS

Actions to be implemented

Common provisions

General guidelines for all staff members (teachers and non-teachers)

- To read the instructions described in this protocol.
- As a reminder, the use of a mask is mandatory for all staff members. No model will be imposed. For physical and sports activities, a specific framework is specified in the "specific teachings" factsheet.
- To implement barrier gestures.
- To maintain a distance of at least 1 meter in rooms, rows and at crossroads of pedestrian flows.
- To avoid shared equipment (computers, office equipment, tools, books, games, etc.) by several people during work or provide appropriate disinfection methods (involving secondary school students under the teacher's supervision). To prefer individual equipment.
- To limit movements within the school to what is strictly necessary.
- To stagger the times of presence in common areas and meals to limit the number of people present at the same time (canteen room, meeting room, staff room)
- On the reopening day, to organize a meeting to explain the different prevention measures to be implemented and what to tell the students. If possible, the nurses will assist.
- To remind students of the instructions very regularly.
- To identify the room dedicated to refer suspicious cases at Covid-19 (room B07).
- Anyone who is symptomatic (fever or a feeling of fever, cough, difficulty breathing) should not go to school.

As a reminder, staff who have left Cambodia must inform the establishment and respect a 14-day mandatory quarantine from the date of return to the country before they can return to the establishment.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

FACTSHEET FOR THE STAFF MEMBERS

Premises for the staff

Meeting room / staff room

- To sit at least 1 meter apart from each other and to avoid sitting face to face.
- To clean and disinfect before/after a meeting, do not leave any objects, or to disinfect before use (remote control).
- To ventilate regularly and systematically before and after a meeting.
- If possible, to keep the doors open (to renew the air and to avoid multiple contacts of the handle).
- To keep hydro alcoholic gel available on the table, especially if there is an exchange of paper documents.
- To ensure regular disinfection of collective equipment (printers, photocopiers, etc.).

Classroom

- **To ventilate (open windows and doors) before leaving the room during recess (morning, noon and afternoon).**
- In shared offices, do not stand face to face and respect physical distance.
- At the end of each class, to ensure regular disinfection of shared equipment (mobile classrooms, classroom computer, remote control...)

Parent Meetings

- Parent/teacher meetings will be conducted by distance. (videoconferences, telephone calls).
- Establishment and school councils will meet in the canteen room, keeping a protective distance (more than one meter between people) and, as far as possible, when the students are not in school.
- Exceptionally, educational teams that cannot hold videoconferences will meet in the canteen room, ensuring that the protective distance (more than one meter between people) is respected and, as far as possible, when the students are not in school.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

COVID CASE MANAGEMENT PROCEDURE

1 - If one or more symptoms occur in a student

Any student with a temperature equal or higher to 37.5°C associated or not with at least one of the following symptoms: sore throat, cough, rhinitis, shortness of breath, fatigue, digestive problems, is taken to the isolation room.

What to do:

- The student is taken to the isolation room by a nurse. A thorough clinical examination and risk factor assessment are conducted in the isolation room by a nurse.
- The administration of any treatment shall be carried out in compliance with the procedures in force.
- Immediate call of parents/legal guardians to pick up the student in respecting barrier gestures.
- Reminder by a nurse of the procedure to be followed by the parents: avoid contact and consult with the family physician who will decide whether and how to carry out a screening test if necessary.
- Deep cleaning and disinfection of the room where the person was isolated after 15 minutes of ventilation.
- Strict enforcement of barrier gestures.
- The student will only be able to return to the classroom after the presentation of medical certificate from the family physician.

In case of a positive test:

- Information to the diplomatic post and the services of the AEFÉ.
- Information to staff and parents of students who may have come into contact with the sick student according to the communication plan defined by the school.
- The procedure for identifying and tracking suspected persons in contact and the procedures for their eviction will be defined by the health authorities in conjunction with the diplomatic post. Decisions on the closure of classes, levels or school may be taken by the latter.
- Deep cleaning and disinfection of occupied premises and objects potentially affected by the sick student in the 48 hours prior to isolation.
- Psychological and health personnel to provide support.



SANITARY PROTOCOL KINDERGARTEN, ELEMENTARY, MIDDLE, HIGH SCHOOL

COVID CASE MANAGEMENT PROCEDURE

2 - If one or more symptoms occur in an adult

Any adult with a temperature equal or higher to 37.5°C associated or not with at least one of the following symptoms: sore throat, cough, rhinitis, shortness of breath, fatigue, digestive problems, is taken to the isolation room.

What to do:

- A nurse is contacted right away and the adult is isolated with a mask if he/she cannot go home immediately. It is imperative that barrier gestures are respected.
- Reminder of the procedure to be followed: avoid contact and consult with the family physician who will decide whether or not to carry out a screening test.
- Deep cleaning and disinfection of the room where the person was isolated after 15 minutes of ventilation.
- Strict enforcement of barrier gestures.
- The adult may only return to the establishment after the presentation of medical certificate from the family physician.

In case of a positive test:

- Information to the diplomatic post and the services of the AEFÉ.
- Information to staff and parents of students who may have come into contact with the sick adult according to the communication plan defined by the school.
- The procedure for identifying and tracking suspected persons in contact and the procedures for their eviction will be defined by the health authorities in conjunction with the diplomatic post. Decisions on the closure of classes, levels or school may be taken by the latter.
- Deep cleaning and disinfection of occupied premises and objects potentially affected by the adult in the 48 hours prior to isolation.
- Psychological and health personnel to provide support.



ANNEXES