



NOBELHOUSE COLLEGE, ABEOKUTA.

BASIC COVID-19 GUIDANCE IN PREPARATION FOR SCHOOL RESUMPTION

PART 1

1.0 HEALTH AND SAFETY STRUCTURES FOR STAFF AND STUDENTS

- a. Fumigation and decontamination of school before full resumption of staff and students.
- b. Increased hand washing facilities placed around the school.
- c. Mandatory scheduled hand washing during lesson hours and before accessing the hostel after lessons.
- d. Mandatory wearing of face masks (including face shields for teachers and administrative staff).
- e. School assemblies to hold in the open space in front of the classroom block with students observing social distancing.
- f. Mandatory wearing of face masks by students (Students are required to resume with at least two face shields and reusable or disposable face masks)
- g. Two isolation rooms provided to separate staff and students who fall ill suddenly during the school day.
- h. Reduced class size to maximum of 10 students per class with 6 meters spacing.
- i. Introduction of phased lessons in sets and blended learning.
- j. Option of onsite schooling and online schooling allowed
- k. Reduced hostel room occupancy to 2 students per room
- l. Deep cleaning of school regularly
- m. Reviewed sick leave policy for staff to allow work from home if ill, and resumption with doctor's clearance.
- n. Routine daily temperature checks of staff and students by the school nurse

1.1 MANDATORY REQUIREMENT FOR STAFF

- i. Each teacher and admin staff is required to possess a handy alcohol-based hand sanitizer at work.
- ii. Mandatory wearing of cloth masks when around others.
- iii. Cleaners and staff to clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- iv. Mandatory practice of social distancing by avoiding in-person meetings or (and) large gatherings and staying 6 feet away from others when possible.
- v. Any in-person meeting must not be more than five people in a room staying 6 feet away from each other.

- vi. Comply with flexible policies that permit employees who are sick or who need to care for sick family members to stay home and work from home.
- vii. Teachers' lesson planning to be done electronically.
- viii. Every lesson will be placed on the learning management system to take place virtually, and delivered in-person.

2.0 WHAT TO DO IN SPECIFIC SITUATIONS WITH EMPLOYEES

2.1 EMPLOYEES WHO HAVE A FEVER OR WHO ARE ILL

If an employee has a temperature of > 100.4 (38 C) or higher when arriving to work or is sick with respiratory symptoms at work with no known exposure to COVID-19:

- i. The school nurse would isolate and give the employee a note with the temperature written down, inform the staff's line manager who would provide exist for the staff to seek medical intervention.
- ii. The employee should be fever-free for 48-72 hours before returning to work with a signed and stamped medical report to the V.P Administration before being allowed to work.

2.2 WHAT AN EMPLOYEE SHOULD DO IF SICK AT WORK AND THINKS HE/SHE MAY HAVE BEEN EXPOSED TO COVID-19, BUT IS NOT SURE:

- i. The employee should contact a medical facility or the NCDC.
- ii. If the employee is sick at work, the staff should volunteer to be isolated by the nurse away from other employees, then call medical authority or a local COVID-19 screening hotline for guidance if Covid infection is suspected .
- iii. An employee should be fever-free for 48-72 hours before returning to work.
- iv. To resume work, he or she MUST present themselves to the V.P Admin with a fit to work medical report before clearance can be given to the staff to return to his/her workstation.
- v. In the case of an actual contraction of Covid-19, the staff must provide Covid -19 test result declaring the staff to be Covid free.
- vi. Failure to comply strictly to section 2.2: iv and v above, the employee will be sent home and recorded as absent without pay.

2.3 WHAT TO DO IF AN EMPLOYEE IS SICK AT HOME AND HAS HAD A CLOSE CONTACT OR HOUSEHOLD MEMBER WITH KNOWN OR SUSPECTED COVID-19:

- i. The employee should call his / her line manager from home about proposed absence from work, and seek immediate medical attention.
- ii. The employee should self-isolate at home while working remotely if not in health until they have recovered; and should follow any instructions given to them by the NCDC or medical personnel.
- iii. The employee can only return to work if it has been more than 10 days **since** the symptoms began; and if he/she has been fever-free for more than 24 hours without the use of fever-reducing medications, and other symptoms have improved.

2.4 WHAT TO DO IF AN EMPLOYEE IS DIAGNOSED WITH COVID-19:

- i. The employee should self-isolate at home and follow all instructions given to them by medical officers.

2.5 EMPLOYEES WITH POSSIBLE OR KNOWN EXPOSURE TO COVID-19 EMPLOYEE WHO ARE NOT ILL

- i. The employee(s) should monitor themselves for symptoms of fever, cough, or shortness of breath (checking their temperature daily or twice daily may be advisable).
- ii. Unless the employee develops a fever or other symptoms, they should be allowed to continue to work and do not need to be tested.
- iii. The key to workplace exposure is whether there has been “Close Contact” or not. (i.e any employee who has been in close face-to-face or touching contact; anyone talking with or being coughed on for any length of time while the employee was symptomatic; anyone who has cleaned up any bodily fluids; close friendship groups or workgroups need to follow the precautionary measures identified in this document).
- iv. Anyone in close contact should self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the guidance received from the NCDC or medical officers. If they develop symptoms, they should be tested for COVID-19, then follow any guidance.
- v. If they do not develop symptoms, they should be allowed to return to work after 14 days, and do not need to be tested.

2.6 RETURN TO WORK CLEARANCES AND NOTES

- i. Employees are required to provide a “doctor’s note” or a clearance that they can return to work after they interact with the healthcare system. This MUST be provided to the V.P Administration who would give that staff clearance to return to work. Failure to do so will be penalized as in section 2.2, vi, or excluded without pay.

PART 2

ROUTINES FOR RESUMPTION

DAY STUDENTS AND STAFF:

- i. All drop offs **MUST** be done in front of the Administrative block.
- ii. All must wash their hands at the wash hand sink before stepping into the foyer.
- iii. All will be received by the school nurse with a temperature check. Students and staff with a temperature of > 100.4 (38 C) or higher will not be accepted to attend school.
- iv. All pedestrians into the school will receive a temperature check at the school gate and be offered hand sanitizers before being allowed into the premises.

ON RESUMPTION TO THE BOARDING HOUSE

- i. All returning boarders will be dropped off in front of their hostels.
- ii. All must wash their hands before stepping into the hostel block.
- iii. All will be received by the school nurse and with a temperature check. Students with a temperature of > 100.4 (38 C) or higher will not be accepted into the hostel.
- iv. Students will be reassigned rooms on a 2 students to one room basis.
- v. Students will receive training on the new code of conduct in the boarding house which includes the following:
 - a. Regular handwashing with soap and water
 - b. Mandatory social distancing rule
 - c. No clustering of students at any point
 - d. No sharing of crockery
 - e. Wearing of face mask (and face shield) if in any type of gathering with staff
- vi. Deep cleaning and disinfecting of frequently touched surfaces by hostel cleaners.
- vii. Regular wiping of personal frequently touched surfaces by students.

BLENDED LEARNING STRUCTURE

- i. NHC now offers an open school attendance. All lessons will be available on our online learning management system for students who choose to attend school at any time from home online.
- ii. Extracurricular will be available at the weekends virtually.
- iii. Lessons will be scheduled on the school time table to break larger classes to learning in groups of not more than 10 students in a room, in the case of in-class / face to face learning.
- iv. All students will be required to bring their personal laptops (only) to school. **No** phones, ipads and other devices are allowed. If they have a personal laptop. This would be presented to IT support through form teachers in the first week of resumption for formatting and connection to the school network.
- v. Each student will be required to sign to the new personal laptop use code of conduct before being allowed to use their personal laptops in school. Default would result in total reformatting of laptops and the student will be responsible for reinstalling the required Microsoft applications.

- vi. Students will be responsible for safe keeping of their personal laptops, and only retrieved by house parents in the hostel at regulated times.
- vii. Consistent non-compliance with the laptop policy will lead to the following consequences:
 - a) Repeated offenders (up to three times) will have their laptops confiscated until the end of the term, and the students would be subjected to using any available school desktop when necessary.
 - b) Any student responsible for vandalizing another students' laptop will be billed for the repair of the laptop broken from the culprit's pocket money, and overdraft will be passed on to parent.
 - c) Theft of another student's laptop or laptop accessories will be treated as a very serious offence attracting either an internal suspension, external suspension or an outright exclusion depending on the circumstances of the case.
 - d) Any other dispute arising from the possession and use of a personal laptop in the school will be presided over by a disciplinary committee who will make recommendations on relevant disciplinary measures.

PERSONAL LAPTOP USE POLICY

This page is to be signed and returned to the school on resumption day / sent by email to the Vice Principal Administration on nobelhousecollegevpad@gmail.com

Every student is required to return to school with a personal laptop if the student has one. Students without personal laptops will be allowed to use the limited desktop computers at the school at scheduled times. If you resume with your personal laptop, you are required to commit to the following code of conduct:

- i. Submit your personal laptop to your class teacher to work with IT support to format your laptop and connect to the school network on your first day of school.
- ii. No unauthorized music, videos and other material **MUST** be found in your laptop at any time.
- iii. Should there be a need to store music for school purpose, it **MUST be in a flash drive and kept with the staff** who has required it.
- iv. Any lack of compliance will result in total formatting of the questionable laptop, or flashdrive, and the student will be responsible for reinstalling the required Microsoft applications on the laptop. Other disciplinary consequences will apply which could range from chores to internal suspension, a total confiscation of the laptop until the end of the term or the session, or other consequences.
- v. All students would be responsible for the safety of their laptops. The school will not be liable for any damage or theft. So students must be diligent to protect their property.
- vi. Any problem or dispute which arise from the use and possession of a personal laptop must be reported by the aggrieved student immediately to the staff overseeing the activities of the student. This staff would work to resolve the problem.

Each student and parent is required to sign this Code of Conduct sheet and send the signed copy to the Vice Principal Administration before resumption of in-person schooling at Nobelhouse College.

I have read and understood the Personal Laptop Use Policy of Nobelhouse College. I hereby commit to abide by the Code of Conduct, and will be responsible for any breach of this policy.

.....
Student's Signature

.....
Parents' name, signature and date

Witnessed and agreed to by parent.

