



ONGOING PRECAUTIONS AND COVID 19

Please read our updated COVID-19 protocols and all instructions on this page.

Please note:

- Non-essential adults are still not permitted on school grounds or at school events
- This includes parents except for events and activities that parents are notified they can attend
- Parents who need to attend meetings or events at the School must do so by sign in via the appropriate campus entry gate or through the method communicated to them by the school
- All visitors must sign at reception each time they visit the School except for the drop off and pick up of students
- Please note that all adults visiting a school must comply with the school's COVID-safe requirements including sign-in procedures, self hygiene, infection control and physical distancing guidelines

M A S K S

Staff and students are required to wear a face mask while at school.

Students and staff must comply with the **Public Health (COVID-19 Mandatory Face Coverings) Order** when travelling to and from school and during school excursions by public transport, or by private transport services.

M U S I C

Music will continue for students and all ensembles will continue with appropriate COVID-19 Safety plans.

S P O R T A N D S P E C T A T O R S

All sporting activities will continue in Term 1 with appropriate COVID-19 Safety plans.

Parents may attend sporting fixtures such as Sports Day as per guidelines, but not events that take place during the normal school day.

A S S E M B L I E S A N D L A R G E G A T H E R I N G S

The School will conduct assemblies and meetings in appropriate venues following appropriate COVID-19 Safety plans.

EXCURSIONS

Excursions may continue with the appropriate COVID-19 safety plans from the school and offsite providers.

Only Incursions that are essential for the delivery of curriculum will be available in appropriate venues, incorporating appropriate distancing and hygiene requirements.

External educational support providers will be able to conduct their sessions with parent consent in appropriate venues, incorporating physical distancing.

ONGOING COVID-19 SAFETY MEASURES

What do parents now need to do if a student is symptomatic or taking a COVID-19 test?

TPS requires students and staff with **even mild symptoms of COVID-19** to be excluded from school and to be tested. Students and staff are not to return to school until symptoms have ceased, a negative test result has been received, and proof of the negative result has been provided to the school.

Parents are to notify the School if a student is being tested for COVID-19, and to provide the negative test result through the relevant absentee email address/portal before the student returns.

In situations where a parent is unwilling to allow their child to undertake a COVID test or provide the school with a negative COVID-19 test result, the student is to be excluded from school for a 10 day period.

Additionally, the student must have been symptom free for at least 3 days before returning to school.

How will the School manage suspected cases of COVID-19?

Any student who is unwell or displays symptoms potentially associated with COVID-19 must not attend School.

MoHFW recommends anyone with symptoms should be tested.

Any Student who has been tested must not attend School while waiting results and adhere to isolation/quarantine protocols.

Any student who, while at School, becomes unwell or displays symptoms potentially associated with COVID-19 must immediately inform his teacher and report to the Health Clinic.

If required, parents will be contacted by the School to collect their kid and seek appropriate medical attention.

The School should be notified by the responsible parent/guardian of any student who is confirmed COVID-19 positive. Return to School will not be permitted until formal release has been received from the local public health clinic or treating physician.

What happens in the event of a shutdown because of a confirmed case of COVID-19?

The School will contact you using the **Tagore School App (Campus Pro), Email or Broadcast list**. We have a comprehensive plan for an orderly departure of students from the campus in such case. It may take up to 2 hours for an orderly departure from the campus. Our advice remains that the risk to children and young people remains low. Please review the **School's In Event of Closure FAQ page at the last**.

Will the School be maintaining its cleaning arrangements to prevent the transmission of the coronavirus?

As well as the provision of soap and hand-sanitizer, there will continue to be a rigorous cleaning regime across campus, as per MoHFW guidelines and DEO's circulars, including:

- clean and disinfect frequently-used high-touch surfaces such as bench tops, desks, doorknobs, taps, and hand rails at regular intervals throughout the day
- clean and disinfect frequently used objects such as computers, photocopiers and sports equipment
- provide bins in every classroom and empty them regularly throughout the day
- thoroughly clean frequently touched points in bathrooms after each recess and at the end of the day

Are the students being encouraged to practice good hygiene?

Students will be required and reminded to practice good hygiene as directed for COVID-19. Please support the School in reminding your kids to support these practices:

- wash hands regularly (before and after eating, using the bathroom, etc)
- use hand sanitizer
- cover coughs and sneezes with elbow or tissue
- place tissues/waste straight in the bin
- avoid touching eyes, nose and mouth
- do not share food and drink
- do not share equipments or stationery
- initiate non-contact greetings
- limit physical contact in the playground

How is the School managing appropriate physical distancing requirements?

The greatest risk of transmission in the school environment is between adults. Staff and parents alike will be required to maintain physical distancing and the School has made the following changes to a number of arrangements:

Arrival and departure from school

- Parents should only use the supervised drop-off and pick-up facilities on campus
- Parents may enter the campus to drop off and pick up students, they are not to congregate on school grounds
- Students being transported to School by school vehicle may only exit/enter the vehicle at designated drop-off and pick-up areas.
- Students should, where possible, maintain physical distancing when arriving or departing School and waiting for transport (private and public)

How is physical distancing being managed for students?

Students will be required and reminded to practice physical distancing. Please support the School in reminding your kids to adhere to the following practices:

- avoid close-proximity queuing (on entering and leaving classrooms),
- space out in classrooms as much as possible from other people

- maintain 1.5m physical distancing from academic and support staff
- maintain physical distancing when moving between classrooms or activities
- limit the use of shared equipment or resources
- limit physical contact during activities
- submit work electronically for feedback where practicable (using Campus Pro)

Is physical distancing being followed at recess and lunchtime?

Kids will be required and reminded to practice physical distancing. Please support the School in reminding your kids to adhere to the following practices:

- maintain physical distancing and follow directional markings and signage when queuing
- not to congregate in common areas during recess and lunch
- bring an individual water bottle to School for use as water bottle refill stations will be open

Does the instruction not to share food and drink extend to sending in celebratory food to share with my kid's friends, like birthday cake?

Regretfully, yes. Distributing and sharing food, even on wonderful celebrations like birthdays, is an unnecessary risk in our current climate. Due to our protocols concerning hygiene, kids are not able to celebrate birthdays by bringing items to distribute (eg. cakes, chocolates, toffees) for the time being. We will advise if and when this restriction is reconsidered.

How will physical distancing be managed during teaching and learning?

- Smaller classes will be maintained, where possible
- Avoid close-proximity queuing – enter and exit with 1.5m distancing
- If required Student work to be submitted on-line (through Campus Pro) for review rather than physical provision, where practical
- Where appropriate, no assemblies will be conducted
- Class rooming will be reviewed to place larger classes in larger rooms

How will you be managing meetings between parents and Tagore Staff?

Parent/Teacher meetings, or any other required contact with Staff will be conducted through given time slot, which has to be followed strongly. Not all parents will be called at one time. If in per kid meetings are taking place, Parents must follow the sign in procedures and the Schools COVID 19 Safety Guidelines around the School premises.

Have any staff or students at Trinity been diagnosed with COVID-19?

Thankfully, no. If the School is notified that a member of staff or a student is diagnosed, and if they have potentially attended school whilst infectious, the School community will be notified and we would expect to be closed for one or two days to enable contact tracing and thorough cleaning.

Will students and staff be required to wear face masks to school?

Staff and students are required to wear a face mask while at school.

Students over the age of 3 and staff must comply with the Public Health (COVID-19 Mandatory Face Coverings) Order when travelling to and from school and during school excursions by public transport,

or by private transport services. Refer to the Government website for more information on wearing face masks.

Wearing a face mask is mandatory for parents visiting schools and maintain physical distancing and hygiene practices while at school.

Will the School be checking students' temperature?

Based on [MoHFW advice to schools](#), good hygiene practices and environmental cleaning are more important for reducing risk. MoHFW advice is schools should not conduct wide-scale temperature checking of students as there is limited evidence to demonstrate the value of such checks. If your kid is sick or has a temperature, he must not attend School.

Will staff and students be required to download the [Aarogya Setu app](#)?

The strong recommendation of public health authorities and government is that people should download the [Aarogya Setu app](#). The decision whether or not to do this rests with individuals.

What if I am not comfortable to send my kid to school for face-to-face learning because I have general concerns about COVID-19?

The School understands and has some sympathy for those concerns; we have all experienced some anxiety during this time. However, by way of reassurance, it is important to note that the public health authorities, the government, and educators all recommend that students attend school. In addition, Tagore has put into place extensive strategies to manage the risks associated with COVID-19, which are detailed on this page. The School will continue to monitor the risks in the weeks and months ahead. Given the likelihood that the coronavirus will be active in India for many months to come, holding a child back from school because of general concerns is not sustainable.

What if my kid is absent because he is deemed high-risk or vulnerable to COVID-19?

If your kid is:

- high-risk or vulnerable to COVID-19, or
- living in a household with someone who is vulnerable, or
- required to self-isolate because of close contact with a confirmed case of COVID-19

Please make contact with the respective Head of School in the first instance, so we can work out how best to support your kid using a separate, case-management approach.

As we have consistently demonstrated, the School will always go over and above to support those kids with particular needs or vulnerabilities.

What if my kid is absent because he is sick (unrelated to COVID-19)?

This category of absence will be managed as it always has been; the student's main responsibility is to recover, and he will then be supported to catch up on work missed. The usual processes for documenting and verifying student absence will take place.

Will ongoing remote learning be available?

Since students should attend school unless unable to do so (*see above*), the School will not support ongoing remote learning as a parental choice once face to face learning has resumed.

HELPFUL LINKS AND INFORMATION

https://www.mohfw.gov.in/covid_vaccination/vaccination/index.html

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/covid-19-vaccines>

GENERAL PROTOCOLS

These protocols are in place to ensure the safety of all players, staff and parents attending school. Please carefully read our COVID-19 safety Protocols and all instructions.

Do not attend the School Campus if you have:

- tested positive to COVID 19
- been in close contact with a confirmed or suspected case of COVID 19
- required to self-isolate as per current government guidelines
- are unwell or are displaying flu like symptoms

Practice good hygiene at the School Campus:

Wash your hands regularly and thoroughly. Wash your hands or use hand sanitizer on arrival to the School. Implement hand hygiene practices at regular intervals throughout your visit to the school.

Maintain respiratory hygiene. Cover your cough or sneeze through coughing or sneezing into your elbow or tissue, and then disposing of tissues immediately. Always wash your hands after you have coughed, sneezed or blown your nose.

Avoid shaking hands. Adopt non-contact greetings.

Maintain physical distance. Maintain physical distance from other people while on the School campus and be in allocated areas.

HOW THE SCHOOL WILL ENACT A TEMPORARY CLOSURE: IMPORTANT INFORMATION

How will parents be alerted if the School has a confirmed case and needs to temporarily close?

Parents will be alerted via School app notifications, email and broadcast list.

The communications will include the timing of and instructions for collection of students if the closure takes place during School hours.

We ask that all parents remain calm and follow the instructions per campus.

The School will tell you what time your kid/s will be available for pick up. Please do your best adhere to these times.

Ongoing information in the event of a closure will continue to be provided to parents, students and staff through the School's website/email channels/School app/Broadcast list.

How can I be prepared for a COVID-19 temporary closure of the School?

We recommend each family plans and prepares for the temporary closure of the School in advance. We may face the possible evacuation of students in the middle of the School day.

Please have this conversation at home:

- **Discuss** what you will do: will your kid/s be picked up by car? Who will be picking him up? Will he catch a School bus? Having this discussion will help alleviate any anxieties
- **Prepare:** Have the discussion in advance about pick-up. Ensure supplies of stationery etc. are at home: the School may need to be in remote/virtual learning mode for a period of time
- **Know** the process for collecting your kid/s from School if the need arises – it will be retrievable from the School app and email
- **Keep** all the School's App on your smartphone. Ensure the school app notifications are set to On.

Will the school campus be closed, if the case was diagnosed?

Based on direction from Health Department, and the pattern of closure observed in other schools, we expect campus closure and virtual classes will take place.

How do I collect my kid/s from school?

Follow the timing that will be provided via the app notification/email in the event of a closure. You will get a call from class teacher also.

If the School campus is closed, pick-up will occur in the school parking area. Class teachers will supervise and complete a roll as students are dismissed.

All parents must adhere to social distancing if choosing to collect from school.

Students travelling on Tagore buses will be escorted to and supervised as usual.

No students are to use public buses. Students normally travelling on public transport will not be allowed to do so. Please review in advance the alternate travel arrangements your kid/s would use in the event of closure.

Students will only be allowed to walk home with specific parent permission and previous arrangement to do so.

What if I am delayed in collecting my kid/s from school within the window of time that the temporary closure and evacuation is communicated?

The School will evacuate and close in a calm, ordered manner. By requesting our families to plan and prepare for the temporary closure of the School in advance our intent is to minimize parent delay. If a parent is delayed, they are to contact on relevant campus numbers.

- 9053905344
- 9053905345
- 0124-5006282

Will Tagore buses be available to transport students if the closure is in School hours but outside of usual timetabled routes?

Yes. Timetabling will be communicated via the app/call/email/broadcast list.

What should I do if my kid/s displays symptoms during temporary closure?

If your kid/s develops any symptoms such as a fever, cough, sore throat or shortness of breath, please:

- See a doctor (call ahead to alert your doctor about the possibility of COVID-19 before visiting)
- Call the School to let us know
- If your child has a health condition or complex health needs, please discuss this with your medical specialist
- More information about the COVID-19 virus is available from MoHFW site at <https://www.mohfw.gov.in/>

How will I know if we have been exposed to ‘close contact’?

After contact tracing has taken place, the School will contact you by email/call if there is exposure.

Will remote learning begin immediately?

The School will support students through its previously-established remote learning arrangements while the School site is non-operational. Remote learning will commence within one or two day of a closure.

How will the students be informed about a confirmed case and School closure, if it happens during school hours?

Students will be alerted by classroom teachers and Head of School.

If there is a confirmed case and the School closure is mandated outside of school hours, how will parents be informed?

Parents will be sent a notification through the School app/via email/broadcast list.