BACK TO SCHOOL PROTOCOL AND SANITARY MEASURES

FRENCH INSTITUTE FRENCH COURSES AT THE SEOUL FRENCH SCHOOL

USER GUIDE TO THE ATTENTION OF TEACHERS, PARENTS AND PUPILS

This user guide is available in Korean and French language at www.institutfrancais-seoul.com
GENERAL PRINCIPLES OF THE FRENCH INSTITUTE BACK-TO-SCHOOL PLAN

- To admit that the teaching and learning conditions are different and that they require trust and confidence.
- Sanitary precautions and pedagogical continuity are the 2 major targeted priorities for all.
- The success of those health measures rests on collective protocol as well as its individual application.
- In agreement with the Seoul French School recommendations and according to the evolution of the Situation as well as in the light of internal assessment, the French Institute may decide to modify the protocol at any necessary time.
- All members of the community have a duty of being an exemplary person in applying the protocol.
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6 precaution rules to be respected by all

1. Indicate your presence and submit the health questionnaire
   Every Saturday, the health questionnaire has to be duly completed and submitted upon entry to the school.

2. Wear a mask all day
   Unmasked people will not be allowed to enter the school. Masks have to be worn all day long except when eating or drinking.

3. Maintain a 1M distance away from others
   In any situation, whether in the classroom or in the corridors, a 1-meter physical distance has to be observed between people.

4. Wash your hands regularly
   Practice good hand hygiene by washing your hands regularly with soap and water or with a sanitizer.

5. Do not touch other pupils’ belongings
   Do not touch, borrow or exchange any belongings, equipment, food, drinks, etc.
   Bring an individual name tagged water bottle

6. Submit to temperature checks
   Individual temperature check upon each entry within the school and additional temperature checks if necessary.

The 7 sanitary principles implemented at school

- Communication to the whole community on the 6 rules to be respected in the school
- Respect of those 6 rules by each person
- No entry or removal from the school in case of a temperature equal or superior to 37.5° and/or in case of cohabitation with a person in quarantine
- No access to the school with no mask, if the health questionnaire is not duly completed and submitted
- Regular disinfection of the premises, used surfaces and equipment
- Sanitizer is at disposal in classrooms and corridors
- Those rules are subject to change depending on the evolution of the situation and/or reports and/or decisions taken by the sanitary Korean authorities
II. COMPULSORY INDIVIDUAL EQUIPMENT TO BE BROUGHT EACH SATURDAY

2 masks
One mask to be always worn while in the school and one spare one. Both must be name tagged

A pack of disposable tissues

An individual name tagged water bottle

One bottle of personal hand sanitizer

FOR PUPILS AGED 10 AND PLUS
### ONLINE COMPULSORY HEALTH QUESTIONNAIRE

If you answered YES to any of the questions, do NOT come to school, immediately inform Soyoung KIM at soyoung.kim@institutfrancais-seoul.com and go to a test center.

If any of the symptoms are caused by chronic conditions not related to Covid-19, the student or staff is allowed to enter the school even if they have answered “yes” provided that they present a medical certificate attesting to the chronic nature of the symptom.

→ Health Questionnaire copy for reproduction in the annex document

- Each child must arrive at the exact requested time to allow a smooth process of entry within the school.

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**COVID-19 Questionnaire**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Name and contact information of legal guardian

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you have a normal temperature or greater than 37.5 °C?</td>
<td></td>
</tr>
<tr>
<td>2. Are you currently experiencing, or have you experienced in the past 14 days any of the following symptoms?</td>
<td></td>
</tr>
<tr>
<td>- Muscle pain</td>
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<td>3. In the past 14 days, have you been traveled outside of Korea?</td>
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<td>5. Is one of your family in quarantine at home?</td>
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</table>

If you answered YES to either of the above questions, please do not go to LFS and immediately inform us at the following address: soyoung.kim@institutfrancais-seoul.com

Signature of legal guardian:
### IV. PROTOCOL OF SCHOOL ENTRY AND EXIT BY AGE GROUPS

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Drop Off</th>
<th>Entry and Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>6–9 years</td>
<td></td>
<td>Asan court entrance</td>
</tr>
<tr>
<td>10–13 years</td>
<td><strong>15 min</strong> before class starts</td>
<td>main gate entrance</td>
</tr>
<tr>
<td>14 years and +</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
V.

PROTOCOL OF SCHOOL ENTRY AND EXIT

SUPERVISED ENTRY

Entry within the school is supervised by the coordinators

- Wearing a mask and submitting the health questionnaire is compulsory to enter the school.
- Children aged 6 to 9 must enter the school from the Asan court entrance. The adult in charge makes sure to prepare the child ID and the health questionnaire.
- The adult in charge is requested to stay around until the child’s temperature has been checked.
- Children aged 10 and above enter the school using the outside ramp of the main entrance.
- Adults are not allowed to enter the school.
- Parents are requested to be reachable by phone during their child class.

After children have entered the school, they must:

- Wait where told by the coordinators respecting distance with the other children.
- Go up to their classroom supervised by their teacher.
01
Wait maintaining a 1-meter distance with the others
Before the doors open, pupils and their parents have to wait respecting the marks on the ground and a 1-meter distance with the others.

02
Give your identity and submit your health questionnaire
The health questionnaire must be duly completed and submitted every Saturday in order to enter the school.

03
Disinfect your hands with the sanitizer
Everyone must disinfect their hands with the provided hand sanitizer.

04
Temperature checks
Temperature checks are made by a coordinator prior to accessing the school. If the temperature is equal or superior to 37.5°, a specific protocol will be applied.
LEAVING THE SCHOOL PREMISES

• As during the drop off time, when picking up their child, parents should not regroup in front of the school gates.
• Pupils aged 6 to 9 will be accompanied by the coordinators to the gate to be picked up by their parents.
• Pupils aged 10 and above will be accompanied by their teacher.
IN THE CLASSROOM

Physical distance

- Pupils enter the classroom one by one.
- In the classrooms, a minimum distance between pupils is ensured.
- In some classrooms, an additional partition separates seats.

Material

- Pupils must use their own material exclusively and must not share it with others. Collective use of material is not allowed.
- For specific activities requiring the use of collective material, disposable gloves will be distributed. The material used will be disinfected by the pupils at the end of the class under the teacher's supervision.
- Disposable gloves will be used when using computers.
IN THE CLASSROOM

Disinfection & Ventilation

• Every Saturday, each teacher is given a safety kit comprising: ethanol, paper towels, disposable gloves, one spare mask, and sanitizer.
• Teachers and pupils wash/disinfect their hands at each change of location.
• Teachers and pupils disinfect their working station at the beginning and at the end of each class: table, chair, computer.
• Doors must be left open.
• Windows must be left open except if the AQI rate is above 100.
MOVING IN THE SCHOOL

• when pupils are moving in the school, they must always be accompanied by a teacher or a coordinator.
• When moving in the corridors, a minimum distance is maintained between each student, with everyone always following the ‘preventive manners.’
• In the primary school Deoksan building, pupils use the south staircase to go up and the north staircase to go down.
• In the secondary school Kaehwasan building, pupils aged 14+ use the central staircase while the pupils aged 10 to 13 use the ramp.
• Each pupil must respect the mark on the ground.
• Wearing a mask is mandatory at all times.
USING THE RESTROOMS

- Pupils can go to the toilet only during class hours, one by one, to avoid clustering.
- After using the toilet, everyone must wash their hands under running water thoroughly with soap.
- Wearing a mask is mandatory at all times.
RECESS TIME

- Recess time take place within the classroom except for children aged 7 to 9 registered in a workshop.
- Wearing a mask is mandatory at all times.
- Pupils may have a small snack and can only drink water from their individual water bottle.

For pupils going to a workshop

- Recess time before the workshop takes place in the dedicated space.
- Contact and ball games as well as anything implying exchanging objects are strictly prohibited.
- A marking displaying a safe distance is placed on the benches.
- Pupils wash or disinfect their hands before and after each recess time.
- At the end of recess, pupils must return to the marked places on the ground, respecting a safe distance before joining their workshop group.
1. If a temperature higher than 37.5°C is detected upon entry to school, a second check is carried out few minutes later.
2. In case of temperature equal or higher than 37.5°C detected in class, a coordinator will come and accompany the said pupil to the designated room J41 to take additional new temperature readings.
3. If, after this second check, the person’s temperature is still equal or higher than 37.5°C, a KF mask is given to the person. If it is a pupil, the family is contacted.
4. The coordinator calls the KCDC at 1339 and follows the instructions of the sanitary authorities.
5. While waiting for his/her parents, the pupil stays in the isolated room. The coordinator also wears a KF mask as well as disposable masks and respecting a sanitary distance.
APPEARANCE OUTSIDE LFS

- If you show symptoms or have fever equal or higher than 37.5°C, do not come to school.
- Inform Soyoung KIM at IFCS: soyoung.kim@institutfrancais-seoul.com
- Call the KCDC at 1339 and/or a local test center, and follow their instructions.
- Do not come to the school until the test result is known.
- Inform immediately IFCS of the test results at: soyoung.kim@institutfrancais-seoul.com
- If the test result is negative:
  - If the symptoms have completely disappeared, return to school with the test result.
  - If symptoms persist, stay at home for 3-4 days for observation, during which you can consult a doctor if necessary.
  - If symptoms continue to persist after 3-4 days, contact KCDC.
- If the test center decides not to give you the test:
  - If symptoms have completely disappeared, return to school with the center’s permission to return.
IN CASE LFS MEMBER OR VISITOR TO LFS TESTS POSITIVE

If a member of the community or a visitor tests positive for Covid-19, the Academic Director will follow the following instructions from the health authorities in accordance with the LFS prerogatives:

- As soon as the school is informed, classes stop and all persons present in the school must return to their homes.
- Investigation by health officers.
- Communication of the rules to be followed by the community.
- Students’ exit will happen according to internal rules and will be communicated to parents.
- An SMS will be sent to the community to consult their mailbox.
- An email is then sent to parents specifying:
  - the decision to close
  - if known, the duration of the closure
  - how pupils can be withdrawn during the day
  - subsequent communication arrangements
ANNEX

General Disinfection Measures

- Disinfection of all the premises by a professional company once a month.
- Disinfection of surfaces frequently used in class (tables, computers, chairs) by pupils under the supervision of their teacher at the beginning and at the end of each class.
- Regular disinfection of frequently used surfaces (tables, computers, handles, chairs), toilets, water fountains and school bus, elevator, stair railings by maintenance team.
- Water fountains are removed from the corridors and reinstalled in the classrooms with disposable cups available.
- All trash bins have been replaced with ones with lids to minimize the spread of infection.

Ventilation

- Windows are left permanently open, except in case of pollution of AQI over 100, in which case the air conditioning must also be turned off.
- Air conditioning use is authorized if 1/3 windows are opened for ventilation.
- Air purifier use is prohibited.
WHEN WEARING A MASK

Masks should be properly worn, not only for your own but also for other people's safety.

Do:

- **DO** Wash or disinfect your hands thoroughly before putting on the mask.

- **DO** Make sure when putting on the mask, the mask fits & covers your nose and chin.

- **DO** Make sure that there is no space between the mask and your face at all times.

- **DO** Throw away the mask by holding onto the straps, not by the front of the mask. Wash or disinfect your hands immediately afterwards.
WHEN WEARING A MASK

Masks should be properly worn, not only for your own but also for other people’s safety.

Do NOT:

Wear it with your nose out: this is like not wearing a mask at all.

Wear it on your chin or neck: this is not a fashion item.

Touch or adjust the mask once it’s on: this can cause contamination.

*In case you touched your mask, please wash or sanitize your hands immediately.
Check your child’s school bag where there must be: a complete individual **safety kit** (spare mask, water bottle, tissues, sanitizer) and mandatory material to study (textbook, notebook, school stationary).

Complete the health questionnaire in order to hand it out quickly.

Respect the safety distance and the safety gestures during drop-off and pick-up.

Be reachable all through the time of the class.

Fully respect the sanitary precautions and to remind his/her child of the importance of those rules.
I AM A PUPIL

5 key actions

To respect the sanitary distance and apply the safety manners before, during and after class.

To only use my own equipment. Don't borrow anything from my peers.

To wash my hands as regularly as possible (and each time I change location).

To clean my working space before and after each class.

To carefully listen to the adults requests. To move in the school only when accompanied by an adult.
5 key actions

- To pick up my safety kit before class.
- To supervise groups before and after class.
- To make sure the safety manners are respected before, during and after class.
- To make sure that the cleaning of work spaces is done before and after class.
- To inform the coordinators immediately in case of symptoms appearance during the class.
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23  Back to school 2020-2021 – Institut français
In the face of this exceptional situation, let us all come together to ensure the safety, learning, and working conditions of everyone.

Have a good back-to-school