



KICS COVID-19 GUIDELINES FEB-2021

PARENTS/GUARDIANS-STUDENT EXPECTATIONS

1. Prior to coming on campus: Pre-screening and Self-reporting obligations

- Pre-screen children daily before they come to school. Check your child's body temperature and observe for any flu-like symptoms and any signs of illness.
- Keep children at home if they are exhibiting any flu-like symptoms and other illnesses as per school policy. Fever is defined as 37.3 degrees Celsius or higher and other illnesses include but are not limited to cough, shortness of breath, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting or diarrhea.
- Notify the School Nurse of the reason for your child's absence and ensure to consult with a physician and report back to the School Nurse.
- Your child may return to school if their doctor has confirmed that the student has something other than COVID-19. In this case, KICS will follow the regular illness policy which is to return to school after 24 hours of being free of symptoms without medication or the advice of the doctor for when to return to school.
- After self-screenings, report the following information and stay at home.
 - If there has been close contact with someone who is confirmed to have COVID-19. In this situation, students are required to stay at home until 14 days after the date of exposure.
 - If a member of your household is confirmed or suspected of COVID-19, children will be required to stay at home. In this situation, students may return to school after clearance through contact tracing. If exposure at household level is confirmed, a student will be allowed to return to school after the 14 days of quarantine from the date of exposure and a proof of a negative COVID-19 test from the affected family member.

2. What students should bring everyday

- Each student should bring at least 2 water bottles labeled with their name. Water dispensers and fountains will not be used during this season to minimize touch points. If a student runs out of water, bottled water will be provided at cost for the catering service.
- A comfortable pair of face masks appropriately covering both mouth and nose. School provided face masks are not mandatory and should not be used if not meeting requirements.
- Parents are expected to reinforce proper use of face masks with their children before start of school.

3. Physical Distancing

- Students will be required to follow physical distancing protocols at all times. In all classrooms, desks, activity stations, tables, and chairs will be spaced so that students will be spaced at least 1 meter apart from each other to the greatest extent possible.
- Sharing of materials will not be allowed.

- Students will remain in a designated classroom while teachers rotate with a few managed exceptions.

4. Hand Washing & Hygiene

- Students are required to wash hands with soap and water when arriving and leaving campus, before and after meals, after outside play, after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing the nose, coughing, and sneezing.
- Hand sanitizer is provided in all classrooms and common areas. Students using hand sanitizer should rub it into their hands until it is completely dry.
- Frequent handwashing is more effective than the use of hand sanitizers; therefore, whenever possible, handwashing will be the preferred method.
- Students will follow proper handwashing techniques, including washing their hands for at least 20 seconds with soap, rubbing thoroughly after application and rinsing completely.
- Parents are expected to teach students proper handwashing techniques and staff will reinforce these techniques.
- Students are expected to not touch their faces and will be reminded not to touch their faces, and to use a tissue to cough and wipe their nose. KICS encourages parents to remind students to follow these practices to ensure incremental behavioral change.

5. Face Masks Markers & Signage

- Pursuant to recommendations from the Ministry of Health, all students must wear a proper mask while at school, except during designated mealtimes.
- Parents will pack a clean “backup” facemask in a labeled Ziplock.
- Students and parents are responsible for maintaining face masks with proper care.
- The designated intervals of 1 meter have been placed throughout campus, and at entrances, to designate spaces where students should be to maintain physical distancing.

6. Upon Arrival on Campus

- Everyone on campus must wear a face masks properly covering the nose and mouth.
- Parents will not be allowed beyond the entrance without previous approval. Parents and visitors who are pre-authorized to enter the school’s facility must follow entrance procedures.
- While waiting to be screened keep at least 1 meter apart following the markers.
- Upon arriving at entry points, students must wash hands, have their temperatures taken by KICS staff and then walk to their assigned area, maintaining a distance from other people on campus of at least 1 meter. The temperature must be below 37.3 degree Celsius.
- The School Nurse may also ask a few wellness questions and perform a visual assessment for signs of illness.
- Parents should not leave student’s unattended before 8:15 am.

7. Students On-Campus

- Students will be physically distanced throughout the day.
- Regular handwashing will take place as needed throughout the time students are on campus.
- Students must keep their mask on appropriately during the entire time. Masks must always fit properly and be above the nose and below the mouth.
- High touch areas will be cleaned and disinfected regularly.

8. Campus Access

- Primary Students
 - Primary students will enter and exit campus through the Primary Gate.
 - Primary students are not allowed to access secondary designated spaces.
- Secondary Students
 - Grade 6 –10 students enter and exit through the secondary gate.
 - MS students are required to remain on the lower campus with supervised access to the basketball court and no access to the primary school block except going to the health office.
 - Grade 9 and Grade 10 classes are located on the upper campus block. G9 is room number 203 and G10 is room number 202. G9 & G10 may only access these classrooms and other designated areas using a specific route. They will only use the bathrooms located between rooms 202 and 203. G9 and G10 students will not be in contact with primary students at any point. Students must follow guidelines as provided by the principal on the first day of school.
 - Grade 11 and Grade 12 Classrooms are at the CCR building. Some classes however will be taken on the main campus. Access to the main campus will be through the primary gate and movement will be restricted to one route to the specified classrooms.
 - High school students are not allowed on the lower secondary campus except for during drop-off and pick-up and must use specified routes and remain designated waiting areas.

9. Lunch

- Students packing lunch from home will keep their lunch in their back packs.
- Lunch deliveries will be received at the student's respective gate. Primary at the primary gate, Grades 6 - 10 at the secondary gate. G11 and G12 lunches will be delivered to CCR.
- Delivered lunches must have a student name and grades visible from a distance of 1.5 meters.
- Physical distancing requirements will be in place for recess and lunch periods. Lunches will take place in individual classrooms or at outdoor spaces.
- Students are not permitted to touch or share each other's food.
- A KICS staff will take a second temperature check during the lunch break.

- Temperature re-checks: Re-check protocols apply to any person with a temperature reading of 37.3 degrees Celsius or higher, with rechecks administered in the health office.
- Irrespective of temperature check readings, any person presenting COVID-19 symptoms shall be directed to the health office for further examination by the school nurse.

10. Drop-Off and Pick-Up

KICS safety policy is “No Kite remains unsupervised” and more so in this season where children have to remain physically distanced. To ensure safety and observe social distancing measures, students must be supervised by parents until drop-off opens at 8:15 am and at pick-up. Early drop-off and late pick-up are strictly prohibited. Drop-off and Pick-Up will be directed by KICS staff.

- Drop-off
 - Morning drop-off starts at 8:15 am and ends at 8:30 am at designated drop off points (See Drop-Off Map) for K – 12 students and morning Pre-K.
 - Pre-K afternoon session drop-off begins at 12:15 pm and ends at 12:25 pm.
 - Early drop off is prohibited. Students dropped off earlier than 8:15am are regarded as unsupervised and will be issued an “early ticket.” Accruing two early tickets results in missing the next day of school and so on for every other reoccurrence.
 - Drivers must wear proper facemasks during drop-off and may not exit the car.
- Pick- up
 - Pre-K morning session pick-up starts at 11:10 am. Afternoon session pick-up starts at 3:15 pm.
 - KG – Grade 5 pick-up starts at 3:30 pm and ends at 3:44 pm
 - Secondary school pick-up starts at 3:30 and ends at 3:44 pm.
 - Late pick-up is strictly prohibited. Students remaining on campus by 3:45pm will be issued a late ticket. Students accruing two late tickets miss the next day of school.
 - At pick-up, you will be required to present a student ID before a student can exit.
 - The driver may not exit the car.
 - Parking spots are available but limited. Plan to be in the parking lot for no more than five minutes unless you have an appointment.
 - Parents or drivers must wear proper face masks during pick-up.
 - Students will walk (physically distanced) to the exit point and will be released to their parents one at a time by KICS staff.
 - Students need to wait for the teacher’s permission to exit campus.



KICS Drop-Off Traffic Flow Map 2020-2021



KICS Pick-Up Traffic Flow Map 2020-2021

11. Parents and Guests Visiting Campus

- Visiting on campus requires an appointment and pre-screening. All appointments must be approved by one of the six members of the KICS leadership team:
 - School Director – Dr. Benjamin P. Thomas
 - Primary Principal – Ms. Kerry Munsey
 - Secondary Principal – Kari Hanlon
 - Director of Finance – Mrs. Janet Murenzi
 - Director of Operations – Mr. Ivan Mbaraga
- Upon arrival, pre-approved visitors are required to follow campus entrance guidelines including taking a temperature check.
- No visitors are permitted to visit classrooms or students while school is in session.

12. Health Office Expectations

Our Health office, led by the school nurse, has been expanded and stocked to include a distinct waiting room for students and staff who may exhibit COVID-19 symptoms. The nurse's office continues to provide health services to students on a regular basis. We have stepped-up measures and procedures to swiftly identify COVID-19 symptoms and take necessary precautions.

When will a student be sent home?

- Students who appear to be ill, have a fever, or exhibits flu-like symptoms will be sent home as soon as possible.
- If a student is sent home sick, and their doctor has confirmed that the student has something other than COVID-19, such as the flu or strep throat, KICS will follow the regular illness policy or directions from the doctor for when to return to school.
- All students must stay home if they feel unwell. This includes staying home for at least 24 hours of being fever free without using fever reducing medications.
- Students exhibiting symptoms associated with COVID-19 and have been in contact with someone who tested positive will not be allowed to return to campus until the following occurs:
 - In case a student is confirmed exposed through contact tracing or has been infected, you will undergo mandatory quarantine for 14 days from the date of exposure and/or infection and test negative before returning.

Note that all student's medical records are maintained at a high degree of confidentiality.

Emergencies

- Students developing emergency conditions including COVID-19 related will be immediately transferred to King Faisal Hospital for emergency services and hospitalization.

- Parents are responsible for their children's medical insurance including ambulance charges where applicable.

STAFF EXPECTATIONS

Staff members are responsible for implementing student-parent/guardian guidelines and expectations. Review the Student-parent expectations section before you proceed with this section.

1. Prior to coming on Campus: Self-Screening and Self-Reporting Obligations

- All Staff members are expected to do self-screening every Sunday, observing for any flu-like symptoms and other illnesses prior to coming on campus.
- A staff member exhibiting one or more flu-like symptoms must inform their supervisor and the school nurse at the earliest possible time.
- Staff must stay home until they feel well and have been fever free for 24 hours without using fever reducing medications. Contact the nurse the day before your return to campus.

2. Entering, Exiting and Movement Campus

Campus Access

- Practice and model proper hand washing at the entrances and on campus all throughout the day.
- Staff members will have their temperature checked on entry. A temperature record of 37.3 degrees Celsius or above is considered a fever.
- Second temperature checks will be taken during the progression of the day.
- Staff are required to use the non-contact check-in and Check-Out scan option. This option replaces the physical check-in check-out form. Alternative options will be provided for staff with limitations to the scan option.

Movements on Campus

- Staff are required to stay in the schedule designated classes and sections unless inevitable to cross over from one class to another or section to another.

Masks and Face Shields

- Pursuant to recommendations from the Ministry of Health, all staff must wear a proper mask. It is essential and required to use face masks properly to optimize protection and efficacy. A face mask must fully cover your nose and mouth. Staff will remove their masks during designated mealtimes and while in your workspace alone. Keep the face mask on all the time while using common areas and during meetings.
- Face shields will be used for complementary protection-in addition to a face mask. Crossing over staff may be required to used complementary protection.

3. Meals

- Staff can pack lunch from home, do from-home-deliveries or order lunches through Master's and Mocha restaurants. On Thursdays, staff may order from Turambe. Third party deliveries (e.g. Vuba-Vuba) are restricted. All lunches will be delivered at your respective entrance gate and put at staff designated table at both primary and secondary receptions.
- Water dispensers remain functional in staff lounges. Only operate a water dispenser with clean hands. Sanitize your hands before operating the dispenser and photocopiers.

4. Drop-Off, Pick-Up and Tardy Slips

- Student will be drop-off starting 8:15 am and will proceed to their respective classrooms. Parents will not be allowed beyond the gate including for younger grades.
- Staff in the last period of the day are expected to dismiss students and supervise students during the pick-up until 3:45 pm. Remaining students at 3:45pm should be walked to primary reception for primary and secondary reception for secondary. High School students will be sent to primary front gate and remain at the outside during this time.
- Students may be brought out of classroom to their designated dismissal areas or dismissed from the classroom depending on the situation.
- Before student leave their classroom at the end of the day, require your students to invert their chair over the desk to ease the process of floor cleaning for the support staff.
- Staff kids must be guided to their parent's workroom at 3:45pm. Unsupervised staff kids on campus after pick-up hours may be issued a late pick-up ticket. See Student' expectations for details of late tickets.

5. Staff Exposure and Confirmed Cases

In case a Staff gets exposed or test positive for COVID-19

- In case a staff is a confirmed exposed through contact tracing, you will undergo mandatory quarantine for 14 days from the date of exposure and test negative before returning.
- Communicate with your supervisor to create a workplan for supporting the schedule while undergoing 14 days quarantine. Where your health status allows, you may continue instruction online.

In case of teaching spouses with staff kids

- If a member of your household is confirmed or suspected of COVID-19, all members of the household will stay at home. In this situation, staff and their children may return to school after clearance through contact tracing. In case of exposure at the household level, a staff and student will return after the 14 days of quarantine from the date of exposure and a proof of a negative COVID-19 test from the affected family member.

- Plan with your direct supervisor to work out plans for supporting your classes and your children. All is contingent on the health state.
- In this case, continuity of classes on campus or online are contingent on the contact tracing recommendations from Rwanda Biomedical Centre.

In case of developing illness while on campus and handling emergencies

- If a staff member is developing flu-like symptoms during school hours, staff will inform their immediate supervisor and the school nurse.
- Utilize the school health office for initial assessment.
- In a situation of serious illness, staff will be immediately transferred to King Faisal Hospital for emergency services and hospitalization.