

# Covid-19 School Safety Protocols

## Atlas Malta



### General Information on COVID-19

Coronaviruses are viruses which cause respiratory symptoms ranging from the common cold to more serious illnesses such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). They are a family of viruses which are present both in humans and in animals. They are spread from one person to another through:

- Coughing and sneezing (via droplets)
- Hands which have become contaminated with the virus after touching contaminated surfaces or
- Through direct contact with a person infected with the coronavirus (such as caring for a sick person)

For further information on how the virus is transmitted, the symptoms of the illness and what to do if sick or have symptoms, refer to:

<https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Pages/symptoms.aspx>

<https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Pages/resources.aspx>

### Purpose of this document

This protocol has been drawn up for Atlas Language School Malta. Please note that this is a living document, corrected at the time of writing and based on currently available evidence. As new evidence emerges updates will be made accordingly in consultation with the stakeholders. A senior member of staff has been assigned as Mitigation Officer to ensure that the protocols issued by the Health Authorities are followed up accordingly.

***These guidelines are meant to mitigate, as much as possible, against the transmission of COVID-19. Although the risk of infection is reduced, it can never be completely eliminated. Clients and staff need to understand that a risk of transmission will still exist even if these guidelines are rigorously followed and implemented.***

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### General Protocols

- Placement and progress assessments, induction and graduation may be done virtually where social distancing cannot be provided.
- Only students who have travelled from the countries in accordance with government travel advice can be accepted for bookings. It is necessary that travelling students abide by all the legislation and regulations which are drafted with respect to travelers from overseas.  
\*\*\*[Last update](#)
- Atlas has the right of refusal of entry into the premises if students or staff are visibly unwell or with any COVID-19 symptoms.
- There is a temperature check station at the entrance to check for the presence of fever. Persons with a temperature of 37.2°C or higher will be denied entrance.
- Atlas provides containers with 70% alcohol hand-rub at the entrance of the premises, in each classroom and at strategic points throughout the school. All persons should frequently sanitise their hands and on entry and exit of the building.
- Atlas regulates the entrance into and exit from the premises, adopting crowd management techniques with visible markings where possible.
- There are no large gatherings or assemblies allowed, with the exception of an emergency evacuation.
- There is a no hand shaking / hugging policy.
- Signs are posted prominently throughout the school to remind everyone of the importance of social distancing measurements and hygiene.
- Daily attendance of students and staff is taken and monitored.
- Staff are required and students are strongly recommended to wear face coverings at all times inside the premises.
- Vigorous and regular cleaning regimes are in place to make our school as safe as possible for all students and staff. Cleaning and disinfection regimens are to be documented.
- Atlas will keep the contact details of all people accessing the premises for 28 days.
- If students or staff are leaving and returning to Malta (e.g. holidays) they must inform the school of their travel plans and flight details. Depending on the destination, a quarantine period of 14 days may be required upon return to Malta during which entry to the school building will be denied. There is no online component to make up for these classes. The advice is **not** to travel outside Malta.

### Testing of students for COVID-19

- Atlas follows local protocols for staff or students who show COVID-19 symptoms or who test positive for COVID-19.

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### Structure

Proper indoor ventilation is essential. In order to ensure adequate circulation of air, and to reduce the level of pathogens in the air, windows should remain open throughout the day where possible to allow cross ventilation.

All precautions are taken to ensure that water systems are safe to prevent the risk of infections derived from water.

### Reception & Admin

- The maximum number of students allowed in each classroom and common areas is indicated outside each room.
- A minimal physical distance of 1m between persons should be kept at all times and unessential physical contact of any nature should be avoided.
- Any staff member or student exhibiting signs or symptoms of COVID-19 will be refused entry.
- There is a temperature check station at the entrance of the premises to check for the presence of fever.
- An isolation room is available for any student or staff feeling unwell during the day until they can leave the school.
- Frequently touched surfaces such as door handles, light switches, reception desks are cleaned frequently throughout the day.
- Protective screen barriers are fitted on the reception desk.
- Visible signage regarding cough etiquette, maintaining an adequate physical distance from others and appropriate hand washing techniques are available in common areas for everyone to see.

### Classrooms

- Students need to maintain a minimum distance of 1m between themselves whilst sitting in the chair.
- Students should all face in the same direction and none should be facing each other.
- During the lessons it is very important that there is no unnecessary contact between students or between students and staff.
- Students receive their own coursebook. No shared resources are available in classrooms.
- Students are required to bring their own writing materials and notebooks.

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### Common areas

- The cafe is closed until further notice. Students can eat lunch in their classroom 'bubble' to minimise contact with other classes.
- We recommend students bring food and water for break time and not leave at break time.
- Our computer labs are not available for use, so we recommend students bring their own mobile or other electronic devices for personal use.
- Our self-study areas are closed, however, our staff can assist you with borrowing resources that you can use at home.
- Social distancing measures are in place for the use of any bathroom facilities.
- Water coolers are not available in the school. All students and staff are encouraged to bring their own water.

### Cleaning

- The school is cleaned regularly with specific attention to door handles, drawers, windows, keyboards, handrails, light switches, tables, phones, buttons, reception desk and grip areas with approved products.
- Toilets are cleaned frequently throughout the day.
- Hand sanitisers, paper and antibacterial sprays are stationed throughout the school for use by staff and students.

### Protocol on dealing with a suspected case of COVID-19

While a staff member or a student should not attend school if displaying any symptoms of COVID-19, the following protocol will be implemented:

#### Case A: Fever at screening

Any student or staff member that is found to have a temperature of over 37.2°C or other symptoms when trying to attend school.

In this case, the staff member/student will be refused entry to the premises and asked to return home. If symptoms are suggestive of COVID-19, then they are strongly advised to call a GP and follow their instructions. Students shall remain at home until symptoms have completely resolved.

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### **Case B: Any member of staff or student results in having fever or developing other symptoms during office hours.**

The staff member or student who develops any symptoms suggestive of COVID-19 will need to isolate in the designated room and leave the premises as quickly as possible. They are advised to call a GP and follow the instructions.

*In case of a potential COVID-19, the school will inform the Health authorities.*

### **Case C: Plan to follow if a staff member or a student is or becomes sick.**

- Arrange the isolation room to be used for any staff or student.
- Disinfect the rooms which the staff or student have come into contact with whilst symptomatic.
- If the isolation room is used, clean and disinfect surfaces after the individual has gone home.

### **Protocol for dealing with a confirmed case of COVID-19**

Any staff member or a student should not attend school if displaying any symptoms of COVID-19.

1. If a student or teacher tests positive, the student will receive supplementary materials for the time he/she needs to self-isolate until recovered.
2. The whole class will need to quarantine until such time all students have been tested. The class will move online within a maximum of 2 days for the duration of this quarantine period.
3. Students who test negative will go back to face-to-face classes, while point 1 applies to students who test positive.

In the event that the school needs to close due to a further wave of COVID-19, course continuation will be provided online.