



CAMPUS REOPENING GUIDELINES

MAY 25-29 AND JUNE 1-5, 2020

May 17, 2020

Concept	2
Specific Goals	2
Expectations for our Community	2
Health, Hygiene, and Social Distancing	2
Masks and Gloves	2
Disposal of Gloves, Masks, and Rubbish	4
Information about Covid-19	4
Expectations for TESIS Families	4
Health Center Use	6
Procedures for Entering and Exiting Campus	7
Morning Drop-offs and Afternoon Pick-ups	7
Additional Entry and Exit Protocols	8
Academic Expectations	8
The Academic Day	9
Procedures for entry of students and teachers into the building:	10
Procedures for entry and exit of students into the classroom	10
Classrooms	10
Movement in the Buildings and Classrooms	11
Class Materials	11
Science, Physical Education, Art, and Music Classes	11
Learning Resource Center (LRC) and Counseling Meetings	11
Expectations for TESIS Faculty and the Security Team	12
Campus Supervision During Entry and Exit	12
Fire Safety	13
Temperature Checks	14
Preparing Public Spaces and Common Areas	14
Additional Expectations for Teachers	14
Health & Hygiene Reminders	16
Dining Hall and Food	16
Expectations for Personale and Suppliers	16
Guidelines for Staff and Personale	16
Minor Additions to Campus (Maintenance)	17
School Cleaning Procedures	17
Questions	18
Appendix 1: COVID Symptoms, according to the Federal Office of Public Health (status 24.4.20)	18
Appendix 2: Relevant Diseases, according to COVID-2 Ordinance Art. 10	18
Safety Consultants	18

CONCEPT

We have structured our return to provide continuity and closure to the current distance learning program and a smooth transition back to school. When returning to school, the program will shift to end-of-year academic projects relating to the curriculum. This phased return to school provides the opportunity to achieve a safe return to campus with minimal transitions, maximum flexibility, and the most consistent experience for the students.

SPECIFIC GOALS

We are excited to return to school and come together again as a community. While learning our safety protocols is a serious matter, we also believe this is an opportunity for students to experience age-appropriate, content-related, engaging discovery projects. We have set the following goals for our return:

1. Structure a safe return to school for everyone involved.
2. Practice new school safety routines prior to the start of the 2020-2021 academic year in August 2020.
3. Pursue end-of-year academic projects related to the curriculum.
4. Enhance the school community by providing opportunities for in-person engagement between students and with teachers.
5. Provide an opportunity to bring closure to the school year in a positive and healthy manner.

EXPECTATIONS FOR OUR COMMUNITY

Health, Hygiene, and Social Distancing

Health and hygiene expectations apply at all times in accordance with federal and cantonal guidelines. This includes always keeping a 2-meter distance from others, washing hands frequently and thoroughly, and coughing or sneezing into a tissue or the crook of one's arm. More details are provided in this document, and further information can be found on Switzerland's [Federal Office of Public Health's website](#).

Masks and Gloves

TASIS families must supply their children with **two masks (at least Type II—see below) per day**: one for entry and one for exit. Smaller sizes for children are available in stores if necessary. Students should keep the second mask in a sealed plastic bag inside their backpacks. Teachers will assist younger students with safe storage of the second mask if necessary.



Above: Folded Type II masks are rectangular in shape with folds along the middle; when opened, they adapt to the curve of the face.

- Always wash or sanitize hands before putting on a mask.
- Remove the mask from the back of the head and wash or sanitize hands immediately.
- Special bins for disposal of the mask and/or gloves worn in the morning are provided in all classrooms and on campus.

MASKS ARE REQUIRED FOR EVERYONE when entering and exiting campus at busy times, or from roughly 7:30-9:00 and 11:15-12:45. This means that during these times, masks must remain on until arriving in the classroom or office and a new mask must be put back on before leaving the classroom or office until leaving campus. **Masks are required during these times and at any other time when social distancing of 2 meters cannot be respected.**

VISITORS TO CAMPUS ARE REQUIRED TO WEAR MASKS AT ALL TIMES. Visitors may include parents (for essential reasons only), suppliers, alumni, prospective families, HS day students, and MS and HS boarding students who are on campus to pack their belongings.

MASKS AND GLOVES ARE REQUIRED for

- those providing temperature checks and opening doors in the parking lot during drop-off.
- kitchen staff as per department guidelines.
- food service staff as per department guidelines.
- those who are delivering snacks to classrooms.

Outside of busy times (entry and exit of students), masks and gloves are optional for ES and MS day students, faculty, administrators, staff, personale, and the security team.

Masks and gloves will be on hand at all times should unexpected situations arise. Contact the departments below as needed.

Masks and gloves for employees will be available at the following locations:

- Gazebo/Security Checkpoint (extension 5415)
- Security (extension 5412 or 5413)
- Health Center (extension 5426 or 091 986 5426); open 7:30 to 12:30
- Reception (extension 5111); open from 8:00 to 12:30

- Focolare (extension 5493)
- Hadsall (extension 5460)

If employees have questions about wearing masks and gloves, they should contact their division leaders, manager, or the HR Office.

In situations where physical contact is unavoidable, whether during or outside class, wearing masks is **mandatory for everyone**.

Disposal of Gloves, Masks, and Rubbish

- Specific bins are available to dispose of used gloves and masks.
- Specific bins with foot pedal opening systems are available to dispose of rubbish, including paper towels and tissues. (Should these not be available, closeable plastic bags will be used in normal bins.)

Information about Covid-19

Please see the following websites for up-to-date information about Covid-19.

- [Canton Ticino Coronavirus Information](#)
- [Swiss Government Coronavirus Information](#)
- [Swiss Government Instructions on Self-isolation](#)
- [Swiss Government Instructions on Self-quarantine](#)

EXPECTATIONS FOR TESIS FAMILIES

TESIS families must immediately inform the School should anyone in their family or other close contacts test positive for Covid-19. If necessary, instructions about how to proceed will be communicated by the School.

TESIS families must inform the school should someone in the family display typical symptoms and/or a temperature of 37.7 C or higher; should these be present, the child must stay home (see Appendix 1 at the end of this document), and if the child displays symptoms while at school, he or she will be sent home.

Please pay close attention to the following:

- Individuals who show Covid-19 symptoms must stay home. They must be symptom-free for at least 48 hours before returning to school.
- Individuals who test positive for Covid-19 must wait at least 10 days after the onset of symptoms before returning to school. They must be symptom-free for at least 48 hours before returning to school.
- Individuals who are or have been in unprotected contact with infected persons must stay home for at least 10 days and must be free of symptoms for at least 48 hours before returning to school.

- Individuals who suffer from an illness noted in the Covid-2 Ordinance, Art. 10 (see Appendix 2 at the end of this document) should [remain at home](#) until further notice.

To reiterate, TASIS families must supply their children with two Type II masks per day (one for entry and one for exit). Teachers will assist younger students with safe storage of the second mask if necessary. Ideally every child should also bring a personal hand sanitizer.

All ES and MS students who are planning on returning to campus must participate in online assemblies and/or meetings that discuss social distancing, hygiene, and other expectations before school resumes on May 25.

Virtual Meetings for students who signed up for live learning are scheduled for the following dates:

- Middle School: **Wednesday, May 20, from 10:30-11:30**
- Elementary School: **May 21 and May 22 from 8:30-9:00**. Students must attend both meetings. Children in Pre-K to grade 1 must have one parent attend with them.

Students, please remember the following:

- Masks are required when entering and exiting campus. They must remain on until arriving in the classroom and a new mask must be put back on before leaving the classroom until leaving campus.
- Keep a social distance of 2 meters around you at all times.
- Do not touch other students under any circumstances.
- Keep your hands away from your face.
- Always wash your hands or use hand sanitizer at the start and end of class, before putting on a mask, after a sneeze, after breaks, and after using the bathroom. Teachers will assist with younger students as necessary.
- Do not share any school materials (school books, paper, pens, scissors, etc.) or personal belongings.
- Wash or sanitize hands if there is an exchange of documents (teacher to students and vice versa).
- If you touch a door handle, a window, a door, or stair railings, hands must be washed or sanitized.
- If there is no sink in the classroom, sanitizer dispensers will be available on the teacher's desk. Sanitizer dispensers may not be moved from the desk.
- Please come to school in a clean uniform every day.

ES students must bring

- a small bag with 2 Type II masks per day in a sealed plastic bag, a small bottle of hand sanitizer, tissues, their iPad, and a water bottle.
 - Pre-K students will have a water cup placed on their desk, as usual (water bottles are unnecessary).
- ES students will be provided with individual school supplies (pencils, pens, ruler, scissors, etc.).

MS students must bring

- a small bag with 2 Type II masks per day in a sealed plastic bag, a small bottle of hand sanitizer, tissues, a water bottle, and electronic devices.
- a binder, pencil case, and notebook. These will be left at school, on their desks, until June 5.

Parents, please remember the following:

- Provide your child with two Type II masks. The second mask should be placed in a sealed plastic bag.
- Ideally, equip your child with a personal hand sanitizer.
- Review all guidelines with your child so they are aware of our expectations.
- Abide by the assigned drop-off and pick-up times and locations listed below.
- Do not use the Hadsall parking lot as a meeting point, including to gather after drop-off or before pick-up.
- Do not enter campus unless it is for an essential purpose (such as picking up a sick child).
- If your child displays symptoms, please do not bring him or her to school and inform the respective division: es.attendance@tasis.ch or ms.attendance@tasis.ch.
- If your child cannot attend for any other reason, please inform the respective division as attendance is taken daily.

Potential symptoms of Covid-19:

Symptoms	Action taken
Temperature of 37.7 C or higher	Stay home
Sore throat, persistent cough, breathing difficulties, muscular aches, sudden loss of taste and smell, diarrhea, vomiting, headache, conjunctivitis, runny nose	Stay home

- Students who show **any** signs of illness must remain at home.
- Students who come to school and have a temperature of 37.7 C or higher will be sent home. The Health Center will call the parents to arrange immediate pick up. The child will be provided with a mask.

For all *frontalieri* families:

- The family will be emailed a statement attesting to the child’s enrollment at TASIS.
- The family needs to complete [this Autocertificazione](#).
- The parent who accompanies the child or children across the border must have both of these documents in order to be allowed to cross into Switzerland.
- Only one parent per family may accompany the child or children across the border.

Health Center Use

- During the morning, the Health Center will only be available for students who need to be sent home due to illness or injury.
- If a student needs to be sent home, he or she will be provided with a mask and will be isolated until picked up by a parent. The Health Center will inform the security checkpoint so that the parent is allowed to enter campus.
- The Health Center is open from 7:30 until 12:30 and school nurses can be contacted by phone: 5426 (internal number) or 091 986 5426.

PROCEDURES FOR ENTERING AND EXITING CAMPUS

Everyone in our community is expected to follow the protocol for social distancing and leave 2 meters between each other at all times. Mandatory temperature checks and hand sanitizing will take place at all designated campus entrances, and the following guidelines must be adhered to:

- All mask guidelines listed earlier must be followed.
- Students must only enter or exit campus at the designated times and locations.
- Families with children in multiple grades must respect the staggered entry times and locations.
- Students may walk to school but must respect staggered entry and exit times and locations.
- Students do not have access to the Belvedere gate.
- Supervision is in place during arrival/entry and dismissal/exit times to ensure smooth entry and exit of campus and movement within campus.

MORNING DROP-OFFS AND AFTERNOON PICK-UPS

Drop-offs and pick-ups will be at Hadsall and Focolare.

- Administrative supervision and support is present upon arrivals and departures to ensure the smooth flow of movement.
- Administrators and nurses do temperature checks and hand washing/sanitizing at the locations designated below.
- Security focuses on traffic, drop-offs, pick-ups, and campus safety and social distancing.

All adults involved with drop-offs, pick-ups, and temperature checks will wear masks and gloves.

Attendance is taken every day at the entrance to both campuses.

Note that the Shuttle Service is not available for the duration of this two-week period.

DIVISION	GRADE LEVEL	DROP-OFF & PICK-UP LOCATIONS	DROP-OFF TIMES	ENTRY TO CAMPUS & TEMPERATURE CHECK	DISCOVER Y PROJECT TIME	PICK-UP TIMES
ES	PK-K	Focolare	8:00 - 8:15	Focolare	8:20 - 11:40	11:45 - 12:00
ES	G1	Focolare	8:15 - 8:30	Focolare	8:35 - 11:55	12:00 - 12:15
ES	G2 & G3	Hadsall	7:45 - 8:00	Hadsall	8:05 - 11:25	11:30 - 11:45
ES	G4 & G5	Hadsall	8:00 - 8:15	Gazebo	8:20 - 11:40	11:45 - 12:00

MS	G6 & G7	Hadsall	8:15 - 8:30	Casa Fleming Garden	8:35 - 11:55	12:00 - 12:15
MS	G8	Hadsall	8:30 - 8:45	Gazebo	8:50 - 12:10	12:15 - 12:30

Additional Entry and Exit Protocols

- **ES, MS, and HS Faculty and Dorm Parents** who come to campus must abide by all guidelines in this document, such as mask guidelines and temperature checks.
- **Staff & Personale** will follow their supervisor’s guidelines along with all guidelines in this document.
- **Visitors & Parents** will be allowed on campus for essential reasons and/or emergencies. They must receive approval from the department they are visiting beforehand and follow all health and hygiene guidelines.
 1. **Parents of sick children** will be contacted by the Health Center.
 2. **Suppliers** must go to the security checkpoint, who will contact the appropriate department. (See below for further information.)
 3. **Construction workers** from external companies must go to the security checkpoint, who will contact the Facilities Manager.
 4. **Alumni** should contact alumni@tasis.ch.
 5. **Prospective families** should contact admissions@tasis.ch.
- **MS and HS Boarding Students** may enter campus on their appointed day and time to pack their rooms. All boarding students should meet their assigned person at the Gazebo.
- **HS Day Students** can make an appointment through the [HS Dean of Students](#) to collect any materials they need.

ACADEMIC EXPECTATIONS

Beginning on Monday, May 25, all PK-8 day students will transition to Discovery Projects. All TASIS families must choose between two modes of instruction: distance learning at home or live learning on campus. **The only students permitted on campus** during the two weeks of discovery projects **are those who have signed up for live learning**. Students who are continuing distance learning will not be allowed on campus.

We designed this structure to avoid hybrid instruction—which often involves teaching to both live and remote students simultaneously and alternating days between home and school—and to consolidate as many of our curricular goals as possible through distance learning prior to transitioning back to the campus.

In brief, Discovery Projects are end-of-year academic projects in various disciplines relating to the curriculum. Teachers will choose topics of intellectual interest to them and students that relate to our curriculum, and they will work with students on these topics. These end-of-year academic projects will allow students to explore a specific area more deeply while promoting interdisciplinary thinking, creativity, and, most importantly, passion

about an engaging academic topic. The academic schedule and the Discovery Projects will be explained in greater detail in forthcoming communications. Please note the following:

- Participation in Discovery Projects is required for the entire ES and MS community—through either live learning or distance learning.
- Programming (whether live or online) will be based on the number of students participating.
- Families must commit to either on-campus classes or online classes for the entire two-week period.
- To reiterate: the only students permitted on campus during the two weeks of discovery project are those who have signed up for live learning.

Dates and Times

- Monday to Friday, May 25 to May 29, and Monday to Friday, June 1 to June 5 (10 days total)
- Students will work on Discovery Projects related to the curriculum in the morning (both live and distance learning) between 8:00 and 12:30, depending on the grade level.
- Students (both live and distance learning) will have a combination of independent work, specials, and checkpoints in the afternoon.
- Live classes for both the ES and MS divisions will conclude on June 5 at 12:30.
- Afternoon classes (specials), coursework, and activities will take place for all students virtually at home.
- Please see the Academic Schedule for details (shared by each division separately).

Daily Schedule

- The modified daily schedule is for mornings only, from 8:00 to 12:30.
- The dining hall will not be serving lunch, but snacks will be provided in the classrooms.
- No recess will be held—only staggered short breaks of 5-10 minutes per class.
- Break locations will be assigned (e.g. outside Hadsall, outside Focolare, in front of Monticello, by the Belvedere entrance, in front of the Palmer Center, etc.).
- Teachers will be responsible for the supervision of their students when the group goes outside for these short breaks, during which all social distancing measures must be observed.

THE ACADEMIC DAY

From their designated temperature check location, students must go directly to their assigned building and classroom. Aside from the short breaks discussed above, they will stay in their assigned classroom until the end of the school day.

The 2-meter distancing guidelines are to be respected at all times in the classroom. This will be monitored by the teachers.

Bathrooms for students and teachers will be assigned, and only one person will be allowed in at any time. Handwashing is required after toilet use. See cleaning procedures below.

Procedures for entry of students and teachers into the building:

- Follow mask guidelines listed earlier.
- Students and teachers must enter and exit the building at a distance of 2 meters from each other.
- Once the student has entered the building, he or she must go directly to the classroom.

Procedures for entry and exit of students into the classroom

- Follow all mask guidelines listed earlier.
- Students must enter and exit the classroom at a distance of 2 meters from each other.
- Students must wash or sanitize their hands immediately upon entering the classroom.
- After sanitizing or washing hands, they must go directly to their desks.
- Teachers will be in their classrooms at the campus entry time of their students to monitor hygiene and social distancing procedures.
- Students should wash their hands or use hand sanitizer frequently throughout the morning and every time they enter or leave the classroom.

Classrooms

- Classrooms will be assigned according to the topic of the Discovery Project and the number of students. Students will be informed of their building and classroom in advance of May 25.
- Classes will include a maximum of 12 students (or fewer depending on the classroom size).
- Only one student can be seated at each desk, and students will use the same desks every day.
- Students will stay in only one classroom throughout the morning.
- Students may not share food or beverages with other students.
- All classrooms will either have a sink with disinfectant soap or hand sanitizer available.
- Snacks will be delivered to all classrooms.
- All classrooms used will have windows.
- Some High School classrooms will be used for Middle School classes (see list below).

PK-Grade 5	Classrooms TBD: information will be shared with parents and students directly
Grade 6 Group A	Campo Science Lab Right
Grade 6 Group B	Campo Science Lab Left
Grade 7 Group A	Fiametta 4
Grade 7 Group B	Fiametta 1
Grade 8 Group A	Lanterna 2
Grade 8 Group B	Lanterna L1

Movement in the Buildings and Classrooms

All movement around and within the buildings and classrooms must respect the 2-meter distancing guidelines. Floors will be marked with yellow and black tape to indicate the 2-meter distance. Teachers must reinforce this consistently.

Class Materials

- No sharing of school materials (e.g. school books, paper, pens, scissors, etc.) is allowed.
- Any school books will be used by the same student and will stay at school.
- Activities that require handling school and/or home materials are not permitted.

Science, Physical Education, Art, and Music Classes

- Discovery Projects will vary from one class to the other and from one grade level to the other.
- Activities that involve the sharing of materials are not permitted.

Reminders:

- All school events, student gatherings, assemblies, extra-curricular and after-school activities, and field trips are cancelled.
- Changing rooms, playgrounds, sports fields, elevators, libraries, the Snack Bar, and the Belvedere Salon are all closed to students.

Learning Resource Center (LRC) and Counseling Meetings

Adults or students who attend meetings in the LRC or with the Counselor must adhere to the following guidelines:

- Wash or sanitize hands when entering and exiting the office.
- Keep a distance of 2 meters at all times.
- If the meeting lasts longer than 15 minutes, the Counselor or LRC staff member must wear a mask or face shield (see image below).

For now, no in-person meetings with parents are permitted.



EXPECTATIONS FOR TASIS FACULTY AND THE SECURITY TEAM

Campus Supervision During Entry and Exit

Note that masks are required of everyone during busy entry and exit times. All duty adults are required to wear masks and gloves during entry and exit periods.

Student key cards will only work during designated entry and exit times and locations.

LOCATION	DETAILS	ENTRY TIME	EXIT TIME	PEOPLE RESPONSIBLE
Outside Focolare	Outside the gate, in the school parking lot	8:00 - 8:30	11:40 - 12:15	1 Administrator 1 Security Guard - GSS
Focolare	Guide the students to temperature checks and/or classrooms	8:00 - 8:30	11:40 - 12:15	1 Administrator
Drop-offs/pick-ups	Public parking ramp near Hadsall	7:45 - 8:45	11:25 - 12:30	1 Administrator, 1 Security Guard - GSS
Public Parking Area	Near the small gate	7:45 - 8:45	11:25 - 12:30	1 Administrator
Hadsall Campus	Near Hadsall & Coach House	7:45 - 8:45	11:25 - 12:30	1 Administrator
Main Campus Gate	Between main gate and the street	7:45 - 8:45	11:25 - 12:30	1 Administrator
Main Campus	Bottom of the stairs in front of the De Nobili entrance, to direct students to the Palmer Center / exit	7:45 - 8:45	11:25 - 12:30	TASIS Security Officer
Main Campus	In front of the Palmer Center to guide 3rd, 4th, 5th, and 6th graders towards Monticello / exit	7:45 - 8:45	11:25 - 12:30	1 Administrator
Main Campus	Start of Monticello/Lanterna steps to direct 7th and	8:00 - 8:45	11:40 - 12:30	1 Administrator or TASIS Security Officer

	8th graders towards Fiammetta and Lanterna / exit			
Main Campus	Near Fiammetta stairs to show 7th graders towards the Fiammetta Right classroom / exit	8:00 - 8:45	11:40 - 12:30	1 Administrator or TESIS Security Officer
Main Campus	Near Lanterna, top of the stairs, to supervise and guide MS students towards Lanterna classrooms / exit	8:00 - 8:45	11:40 - 12:30	1 Administrator or TESIS Security Officer
Main Campus	In front of the Palestrina to direct students to where they need to go	7:35 - 8:45	11:25 - 12:30	1 Administrator or TESIS Security Officer
Main Campus	Steps to and outside Aurora to supervise ES students going to Aurora / exit	7:45 - 8:45	11:40 - 12:30	1 Administrator or TESIS Security Officer

Fire Safety

Students and faculty must maintain the 2-meter social distancing expectations when leaving a building due to evacuation and at the fire meeting point. See the evacuation procedures ([Italian](#)) ([English](#)).

Temperature Checks

The nurses and administrators will do temperature checks in the morning and ensure handwashing or hand sanitizing.

LOCATION	GRADE LEVEL	TIME	PERSON RESPONSIBLE	TEMPERATURE SCREENING
Focolare	PK-K	8:00 - 8:15	1 Nurse 1 Administrator	Non-contact thermometers
Focolare	G1	8:15 - 8:30	1 Nurse 1 Administrator	Non-contact thermometers

Hadsall	Grades 2 & 3	7:45 - 8:00	1 Nurse 1 Administrator	Non-contact thermometers
Gazebo Entrance	Grades 4 & 5	8:00 - 8:15	2 Administrators	Thermal & optical camera
Casa Fleming Garden	Grades 6 & 7	8:15 - 8:30	2 Administrators	Non-contact thermometers
Gazebo Entrance	Grade 8	8:30 - 8:45	2 Administrators	Thermal & optical camera

Preparing Public Spaces and Common Areas

All newspapers, magazines, and books must be removed from public spaces and common areas, such as the libraries, Admissions Office, Reception area, etc.

Additional Expectations for Teachers

TASIS families must immediately inform the School should anyone in the family test positive for Covid-19. If necessary, instructions about how to proceed will be communicated by the School.

Please pay close attention to the following:

- Teachers who show Covid-19 symptoms must stay home. They must be symptom-free for at least 48 hours before returning to school.
- A teacher who tests positive for Covid-19 must wait at least 10 days after the onset of symptoms before returning to school. He or she also must be symptom-free for at least 48 hours before returning to school.
- Teachers who are or have been in unprotected contact with infected persons must stay home for at least 10 days and must be free of symptoms for at least 48 hours before returning to school.
- Teachers who suffer from an illness noted in the Covid-2 Ordinance, Art. 10 (see Appendix 2) should [remain at home](#) until further notice.

Potential symptoms of Covid-19:

Symptoms	Action taken
Temperature of 37.7 C or higher	Stay home
Sore throat, persistent cough, breathing difficulties, muscular aches, sudden loss of taste and smell, diarrhea, vomiting, headache, conjunctivitis, runny nose	Stay home

As you prepare:

- The Discovery Project and choice of teaching methods must be adapted and adjusted to ensure that social distancing guidelines are respected.
- The School will provide teachers with whiteboard markers and an eraser. They will mark these with their name and use only their own supplies.
- Teachers can hold their classes outside as long as social distancing guidelines are followed. For example, the outdoor area between Hadsall and Coach House can be used as a “classroom” but not as a playground. This must be approved by the division leaders beforehand.

First day of classes (Monday, May 25):

- All students will review the School’s expectations during their advisor period/homeroom on Monday, May 25.
- Teachers will remind students of the emergency meeting point (the usual place for that particular room). In case of emergency, please ensure students remain 2 meters apart even when at the meeting point.

Ongoing expectations:

- Masks are required when entering and exiting campus. They must remain on until arriving in the classroom, and a new mask must be put back on before leaving the classroom until leaving campus.
- Teachers must be in their classrooms **at the campus entry time of their students** to monitor hygiene and social distancing procedures.
- The first teacher who arrives in the classroom in the morning should prop open the door before the students start arriving, and the door should remain open for the duration of the morning. Do not prop open the door with a stopper or other object; if the door doesn’t remain open by itself, contact Security ASAP and they will have the spring removed so the door can remain open on its own.
- Ensure students keep a 2-meter distance from each other as they enter the classroom.
- Younger students may need assistance with storing their masks.
- Teachers must keep a social distance of 2 meters from everyone at all times. Keep an eye on students to ensure they are doing the same.
- Please make certain students use their own materials, books, etc.
- Wash or sanitize your hands often, particularly when in the classroom at the start and end of each class.
- After you touch a door handle, a window, a door, or stair railings, your hands must be washed or sanitized.
- In case there is an exchange of documents (teacher to students and vice versa), hands must be washed or sanitized.
- Only one student may be excused to go to the bathroom at a time.
- Please air your classroom as often as possible, but minimally for 10 minutes every hour.

Break time:

- The 2-meter distance rule extends to break time. Please make sure students respect the 2-meter rule.
- The timing of breaks is staggered throughout the day to help ensure social distance rules can be applied.
- Snacks arrive from the kitchen in a box. Please wear gloves when distributing snacks to students.

Changing or leaving the classroom:

- When you change classrooms, clean the surface of your desk and chair (safe cleaning materials will be provided).
- If students need to change classrooms, ensure they clean the surface of their desks and chairs (safe cleaning materials will be provided).
- The teacher who uses the classroom last must close the door.

Health & Hygiene Reminders

Information/instructional guidelines promoting good hygiene practices, social distancing, and procedural steps to be taken in case someone experiences respiratory symptoms will be posted throughout the school.

Dining Hall and Food

- There is no food service for students.
- ES, MS, and HS teachers and school employees will receive pre-portioned take-away meal bags.
- Breakfast bags can be picked up at the Hadsall canteen between 7:30 and 8:30.
- Lunch and dinner bags can be picked up at the Hadsall canteen between 12:00 and 13:15.
- Social distancing guidelines must be followed when picking up meals.
- No more than 5 teachers may be in the Hadsall canteen space at any time.

EXPECTATIONS FOR PERSONALE AND SUPPLIERS

Guidelines for Staff and Personale

During these two weeks, Staff and Personale must adhere to the guidelines above. More specific guidelines will be given by department managers and /or HR.

Minor Additions to Campus (Maintenance)

- Floor markings will be applied in the relevant areas to indicate the 2-meter distance required between individuals.
- Plexiglass panels and other partitions must be installed at customer-facing counters (the Gazebo, Reception, etc.), where possible.

School Cleaning Procedures

Prior to reopening on May 25, every classroom and building that will be used and all air conditioning ventilation systems will be thoroughly sanitized. The following guidelines will also be in place:

- If a classroom is used by the same students all morning, the classroom will be sanitized at the end of each academic day.

- If a classroom is used by multiple groups of students, door and window handles and light switches will be sanitized before the next group comes in.
- Specific surfaces like light switches, ramps, door handles, and bathrooms will be cleaned regularly throughout the morning.
- Tables, desks, chairs, reusable materials, door handles, lift buttons, stair railings, coffee machines, and other objects that are often touched by several people will be cleaned and disinfected regularly.
- In the classrooms, soap dispensers and paper towels will be placed by every sink. Other sinks across campus will continue to be equipped as usual.
- Hand sanitizers will be placed in all classrooms (on the teacher's desk) without sinks. An instruction sheet indicating how to properly disinfect hands will be placed near the dispenser.
- Specific bins will be put in each building for used gloves and masks only.
- Closed bins with a foot/pedal opening system will be placed in various areas of the buildings for paper towels and tissues. Should this not be possible, closeable plastic bags will be used in normal trash bins and emptied every day.
- Routine checks for legionella will continue to take place.
- All classrooms must be ventilated as often as possible, minimally twice a day.

Policy for Suppliers

- All non-food and beverage suppliers should announce their visit at the Gazebo checkpoint.
- Checkpoint will contact the appropriate department to approve the supplier's entry.
- Checkpoint will ensure the supplier is wearing a mask before entering campus.
- Food and beverage suppliers can go directly to the Certenago food supplier entrance. The Chef or Food & Beverage Controller Assistant will meet the supplier at the door. Direct access to the kitchen is forbidden.
- All other suppliers may be escorted by the specific department member who has requested the delivery or the maintenance intervention.
- For the duration of the supplier's stay on campus, masks are required.

QUESTIONS

Please direct questions to the following people:

- Students, families: [MJ Breton](#)
- Faculty: [MJ Breton](#)
- Staff, Personale: [Luca Ugolotti](#)

APPENDIX I: COVID SYMPTOMS, ACCORDING TO THE FEDERAL OFFICE OF PUBLIC HEALTH (STATUS 24.4.20)

These symptoms occur frequently:

- Coughing (mostly dry)

- Sore throat
- Shortness of breath
- Fever, feverish feeling
- Muscle aches
- Sudden loss of the sense of smell and/or taste

Rare, but connected symptoms include:

- Headaches
- Gastrointestinal symptoms
- Conjunctivitis
- Sniffles

The symptoms of the disease vary in severity; they can also be mild. Complications like pneumonia are also possible.

APPENDIX 2: RELEVANT DISEASES, ACCORDING TO COVID-2 ORDINANCE ART. 10

- High blood pressure
- Chronic respiratory diseases
- Diabetes
- Diseases and therapies that weaken the immune system
- Cardiovascular diseases
- Cancer

SAFETY CONSULTANTS

This handbook was created in cooperation with the safety consultant company [ProCert AG](#).