Schools Operation Protocol Matrix DURING COVID-19
This matrix of operation is applicable to all schools in the de-escalation process during the outbreak of COVID-19.

<table>
<thead>
<tr>
<th>STAGE / LEVEL 0</th>
<th>STAGE / LEVEL 1</th>
<th>STAGE / LEVEL 2</th>
<th>STAGE / LEVEL 3</th>
<th>STAGE / LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVIEW</td>
<td>REVIEW</td>
<td>REVIEW</td>
<td>REVIEW</td>
<td>FULL OPERATION</td>
</tr>
<tr>
<td>30th March onwards</td>
<td>2nd June – 13th June</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>TBC</td>
</tr>
<tr>
<td>Exam classes only</td>
<td>2 weeks</td>
<td>TBC</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>All year groups</td>
<td>Primary Schools Only</td>
<td>Secondary Schools &amp; 6th Form</td>
<td>Normal STAGE / LEVEL 4</td>
<td></td>
</tr>
<tr>
<td>Home Based/</td>
<td>Schools may use any model</td>
<td>Schools may use any model</td>
<td>• All year groups resume</td>
<td></td>
</tr>
<tr>
<td>Online Learning</td>
<td>• Social distancing guidelines apply</td>
<td>• Social distancing guidelines apply</td>
<td>• CCA and assemblies may resume</td>
<td></td>
</tr>
<tr>
<td>(Year 6, 8,</td>
<td></td>
<td></td>
<td>• Maintain temperature check</td>
<td></td>
</tr>
<tr>
<td>10, 11 &amp; 13)</td>
<td></td>
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</tbody>
</table>

HBL

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1. To ensure social distancing, schools with small-sized classrooms are to use large spaces such as conference rooms, libraries, school halls and suraus.
To **minimize number of students (BCP in classroom)**, schools can opt for a mixture of S@S and HBL where teachers can teach via **video-conferencing for students with internet access at home**, and those who do not have can attend school;

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**Note:**

- **HBL** – Home Based Learning
- **S@S** – Study at School
- **BCP** - Business Continuity Plan
3. *Small schools* especially those with internet connectivity issues can do *S@S 5 days in a week*
4. **Vulnerable students** and those showing symptoms are advised to do **HBL 5 days in a week**. Parents are required to immediately take their child from school if they develop any symptoms whilst in school.

5. **IEP students** can do **1 day S@S and 4 days HBL**, and **REP students** can do **3 days S@S and 2 days HBL**

Note:
- **HBL** – Home Based Learning
- **S@S** – Study at School
- **IEP** - Individualized Education Plan (IEP)
- **REP** - Remedial Education Plan
THINGS TO CONSIDER
FOR SECONDARY SCHOOL

1. Practical classes can be conducted in the afternoon or split into smaller groups where possible.

2. To ensure social distancing, schools are to use large spaces such as conference rooms, libraries, school halls or suraus.
3. To **minimize number of students (BCP in classroom)**, schools can opt for a mixture of S@S and HBL where teachers can teach via **video-conferencing for students with internet access at home**, and those who do not have can attend school;

Note:
- HBL – Home Based Learning
- S@S – Study at School
- BCP - Business Continuity Plan
4. **SPORT SCHOOL**: hostel will be closed. Students from far away can do **HBL 5 days a week**.

5. **MSPSBS**: S@S only for subjects involving **projects and practical classes**.

6. **Vulnerable students** are to do **HBL 5 days a week**.

**Note:**
- **HBL** – Home Based Learning
- **S@S** – Study at School
7. Pre-Voc and IEP students can do S@S 1 day a week, and HBL 4 days a week; REP students can do S@S 3 days a week, and HBL 2 days a week.

8. Students taking subjects with Practicals and Projects can do S@S when needed.
IMPORTANT INFORMATION FOR STUDENTS

BRING

- Tissue / Face Towel
- Drinking Water
- Hand sanitizers (if any)

DO’s

- Have your food in your respective classrooms (during breaktime)
- Follow MOH’s guidelines
  - Social distancing
  - Cover face with tissues when coughing/sneezing.
  - Do not touch face unnecessarily
  - Wash your hand with soap or use hand sanitizers
    - After cough/sneeze
    - Before and after eating
    - After every toilet use
    - When hands are unclean and dirty

WASH your hands often with soap or use hand sanitizers, if any:

- After cough / sneeze
- Before / After eating
- After every toilet use
- Hands are unclean / dirty

Recommended to wear face masks at all time (e.g. cloth mask)

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IMPORTANT INFORMATION
FOR STUDENTS

DON’T’s

Go to school if you are unwell
Share personal items/food
Shake hands or hold / touch your friend(s) hand

Touch of your face unnecessarily
Sit close to a friend(s)/teacher
Spit on the ground / floor

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IMPORTANT INFORMATION FOR PARENTS

**PROVIDE your child with:**
- Tissue / Face Towel
- Drinking Water
- Hand sanitizers (if any)
- Pocket money with exact change ($1 notes and 50 cents coins only)

**REMIND your child to**
- NOT Share personal items/food
- NOT touch their face
- ALWAYS wash their hands
- DO social distancing

**DROP-OFF & PICK-UP your child at the designated area only**
IMPORTANT INFORMATION FOR PARENTS

DON’T’s

× Send your child to school if they are unwell

Enter the school if you are unwell

Enter the school area unless you have an appointment

Allow your child to bring big notes (e.g. $5, $10, etc) to minimize touching the change

IMPORTANT

Only ONE adult per family is allowed to enter the school area (to drop off and pick up your child) to avoid crowding.

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IMPORTANT INFORMATION
FOR TEACHERS

Do’s

Social distancing with students and colleagues

Teachers are to wear facemask at all time and to frequently wash their hands

Follow MOH’s guidelines:-

☑️ Social distancing
☑️ Hand Hygiene
☑️ Cover face when coughing/sneezing
☑️ Do not touch face unnecessarily
☑️ Wash your hands often with soap/sanitizers
  - After cough/sneeze
  - Before/after eating
  - After toilet use
  - When hands are unclean/dirty

Vulnerable teachers only come to school for their lessons

Teachers are advised to wear facemask while teaching
IMPORTANT INFORMATION FOR TEACHERS

DON’T’s

- Conduct student group activities
- Sit close to a friend(s) in the staffroom
- Go to school if you are unwell
- Touch your face unnecessarily
- Share your personal items
- Spit on the floor or ground
- Allow others to come close to you
- Allow students to sit less than 1m apart
- Allow students to share physical study materials (unless it has been clean prior)

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1. Check body temperature of all before entering school area

2. Hand sanitizers placed at strategic locations

3. No assemblies, CCA, PE and Drama classes;

4. Classroom: seating at least 1m apart

5. Modified timetable

6. Staggered breaktime;

7. HLP* prepared for all levels;

*HLP – Home Learning Pack
8. All classes to be cleaned at the end of each school day

9. Minimise students’ movement

10. Mark walking path to control student traffic

11. Ensure sufficient ventilation of class (e.g. open all windows)

12. Only virtual meetings and PDs

13. Social distancing tape in common areas for queuing (e.g. canteen, library)

14. PE teachers to help supervise students at the canteen

15. Only ONE student is allowed to go to the toilet at a time
Canteen Operators/Staffs to:

- Wear face mask & gloves
- Observe cleanliness at all time (wash hands before handling food)
- Clean the canteen area frequently
- All food sold must cost either $1 or 50 cent ONLY*
- Implement pre-ordering system (1-day prior)*

*Optional