

# COVID-19 GUIDELINES

FOR ONSITE INSTRUCTION

2020-2021

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## GENERAL GUIDELINES

### Basic Health and Safety Measures

Following these basic measures can help prevent the transmission of disease:

- Do not come to school if you have any COVID-19 symptoms
  - Fever of 37.5°C (99.5°F) or higher
  - Cough
  - Sore throat
  - Difficulty breathing
  - Chills
  - Body ache
  - Severe headache
  - Lack of sense of smell or taste
- Wear a mask when on the school bus and on campus
- Wash hands or use hand sanitizer frequently
- Practice safe distancing (one to two meters)



**YISS** Yongsan  
International  
School of Seoul

# COVID-19 PROCEDURES



If you or someone in your home has arrived from a foreign country in the last 14 days, you are not permitted to visit our campus.



If you have a person in your home under self-quarantine due to possible contact with a confirmed case, you are not permitted to visit our campus.



All visitors must report directly to the reception desk to sign-in, complete the visitor log, and have their temperature taken.



Wear a mask.



Wash your hands and use hand sanitizer during your visit.

THANK YOU FOR YOUR COOPERATION

## Measures to Create a Safe School Environment

- Temperature checks for students three times per day
  1. At home in the morning before coming to school (parent/guardian)
  2. Before students enter the building or board the school bus
  3. Mid-day before lunch
- Allow time for frequent hand washing or use of hand sanitizer
- Place hand sanitizers in each classroom, at entrances, and in the cafeteria
- Open doors and windows to ventilate classrooms and halls
- Store sufficient supplies to clean and disinfect the school
- Clean and disinfect school buildings, classrooms, and restrooms daily and surfaces that are touched by many people (handrails, doorknobs, etc.) several times per day
- Restrict campus access for anyone (includes family members) who has arrived from a foreign country in the last 14 days
- Restrict campus access for anyone who is living with a person under quarantine due to possible contact with a confirmed case



- Determine the maximum capacities of common spaces throughout the campus
- Install thermal and mask detection cameras at all basement and first floor entrances
- Install H-ion cluster devices that sanitize the air throughout the school in common spaces (Gymnasium, Min-Gym, Auditorium, Cafeteria, B1 Cafeteria, Multi-Purpose Rooms, Library, Media Center, etc.)
- Install air curtains with H-ion cluster devices inside at all basement and first floor entrances
- Disinfect all classrooms before and after school every day
- Disinfect student desks and chairs with alcohol-based liquid before and after school
- Sanitize frequently touched surfaces, such as door handles and handrails four times every day
- A professional fumigation company is used to fumigate before and after school

## Safe Distancing Measures

- Designate and mark entrances to prevent crowding during morning drop-off
- Stagger dismissal at the end of the school day to prevent crowding
- Limit large group gatherings, such as assemblies, athletic competitions, and other events that create crowded conditions
- Place desks and chairs facing one direction and maximize the distance between them



- Teach and model safe distancing and avoid unnecessary touching
- Affix stickers on the floor to encourage distancing while in line (e.g., cafeteria)



- Avoid large group activities
- Refrain from activities that require sharing class materials
- Restrict use of indoor spaces where people gather, such as senior lounge, J&J Cafe

## **School Bus Procedures**

- School buses are disinfected daily before students board for morning pickup and afternoon drop-off, paying particular attention to surfaces that are touched frequently.
- Students will have their temperatures taken before boarding the bus. Those with a fever of 37.5°C (99.5°F) or higher will not be allowed to board and must return home and consult the local health office on next steps.
- ES students must have an adult with them at the bus stop each morning in case they need to return home due to fever.
- Students should stand one meter apart when waiting for the bus.
- Students must wear a mask on the school bus and sit in his/her assigned seat.
- Hand sanitizer is available on every bus.
- Bus windows and the roof vent will remain open for ventilation. Even when air conditioning is used, some bus windows will remain open.
- Upon arrival at YISS, bus riders should exit slowly spaced at least one meter apart from other riders.
- Students will enter the school using the Building A (Kindergarten) entrance where staff will direct them to their classrooms (ES), homerooms (MS), or first block classes (HS).

## **Procedures When a Student or Staff has Symptoms at School**

- Students or staff with COVID-19 symptoms during school hours will be taken to a special monitoring room located on the 1st floor of the elementary building to be isolated from others and be examined by the school nurse.
- Depending on the situation, the person may be sent home and required to go directly to a COVID-19 health center for further examination and testing. If a parent is not available to take the student to the Yongsan-gu public health center for testing, the student may be transported by ambulance with the parent's permission.
- In order to return to school, the student or staff must have a negative COVID-19 test result and have had no COVID-19 symptoms for 48 hours without medication.
- Parents must inform the school and health authorities if someone in their home has traveled abroad in the last 14 days, had close contact with a confirmed case, or has been diagnosed with COVID-19. They must keep their child at home in all of these situations.
- The school is required by our education authority to contact parents/caregivers daily when a student has been sent home for a COVID-19 symptom.

## **Procedures When a Student or Staff has Symptoms at Home**

- Students or staff with any COVID-19 symptoms even at home must visit the COVID-19 health center to be tested before returning to school.

- If the test result is negative, he/she needs to stay home and wait until all of the symptoms are gone without medication.
- If the student or staff develops a fever of 37.5°C (99.5°F) or higher or has worsening symptoms, he/she must revisit the COVID-19 health center.

### **Procedures for Returning to School After COVID-19 Testing**

- Students or staff must stay home and self-quarantine until they receive their test result. The COVID-19 health center will send your test results by SMS to your mobile phone. An image of your test result must be submitted to the YISS Health Office at nurse@yisseoul.org.
- A COVID-19 positive patient must remain in quarantine until the health authority releases them from quarantine.
- Regardless of test results, a person who has travelled abroad or a family member had close contact with a confirmed COVID-19 case must quarantine for 14 days.
- After a person receives a negative test result, they must stay at home until the symptoms are gone. A person who has had a fever can return to school only after being fever-free for 48 hours without medication.

### **Absence Policy**

[Absence Policy for Elementary and Middle School](#)

[Absence Policy for High School](#)

## Morning Arrival Procedures

- Staff will be available at the following school entrances to help direct students and monitor the temperature readings of students as they enter the building beginning at 7:25 a.m. Students arriving early will be required to wait inside the building a safe distance away from others.
  - B1 Parking entrance near ES gym (for car drop-off)
  - B1 Parking entrance near elevator (for car drop-off)
  - 1st Floor - Business Office entrance
  - 1st Floor - Main Lobby entrance
  - 1st Floor - Kindergarten hall entrance (for bus riders)
- All students must report directly to their homeroom (ES), assigned classroom (MS), or first block class (HS).
- If a student's body temperature is 37.5° C (99.5°F) or higher, he/she will be taken to a **designated room** to be monitored and their parent/guardian will be contacted. The student will be sent home and referred directly to a COVID-19 health center for further examination and testing.



## Afternoon Dismissal Procedures

- YISS will implement a staggered release across divisions and grades as follows:
  - **School bus riders** will be released from class so they can board from 3:00-3:15 p.m. and depart the YISS campus between 3:18-3:23 p.m.
  - **Students who walk or use public transportation** will be released at staggered times. Students may not play on the playground or linger on campus after school. Students must leave the campus quickly after being dismissed.
  - **Parents or caregivers who walk onto the campus** should pick-up their child on the front steps near the main lobby from 3:00-3:15 p.m. Please wear a mask.
  - **Car pickup off-campus** - MS/HS students with no ES sibling

- **Car pickup at school front** (near ES building) - Last names that begin A-L  
Suggested times: A-C 3:30-3:35 | D-K 3:35-3:40 | L 3:40-3:45 p.m.
- **Car pickup in B1 parking** - Last names that begin M-Z  
Suggested times: M-P 3:30-3:35 | Q-S 3:35-3:40 | T-Z 3:40-3:45 p.m.
- If your child is not at their pickup location, please circle around.
- Please drive slowly on campus.
- Watch for pedestrians.
- Do not exit your vehicle.
- On-campus parking is limited to B1 ONLY. Cars may not enter once it is full.
  - For air quality, please turn your engine off when parked in B1.

### **Parent/Visitor Procedures**

- Until further notice, SMOE has advised us to restrict visitors, including parents, inside the building without prior arrangement. Those who wish to enter the building must make an appointment in advance with a staff person or school office and complete the [visitor's form](#).
- Parents/visitors who have an appointment must sign in at the reception desk, complete the visitor log, have their temperature taken, use hand sanitizer, and wear a mask when inside the building.
- **ITEM DELIVERY** - Parents who want to drop off an item for their child may leave at the reception desk in the main lobby. Please be sure to clearly label with your child's name and grade/class.
- **GUARDIAN STORE** - Parents who wish to visit the Guardian Store must make an appointment in advance using the [visitor's form](#).
- **TRANSCRIPTS** - Parents who need to pick up their child's transcript must first submit their request and make a pickup appointment with the Registrar at [registrar@yisseoul.org](mailto:registrar@yisseoul.org). Upon arrival, please call the registrar on your mobile phone and the registrar will bring the transcript to you.

## Cafeteria Procedures

- Students and staff must have their temperatures taken before lunch.
- Students and staff must wash their hands or use hand sanitizer before lunch.
- Students must sit in their assigned seats.
- Seats are marked for safe distancing.



- Remember to distance yourself from others when in line. Stickers have been placed on the floor to help guide students.

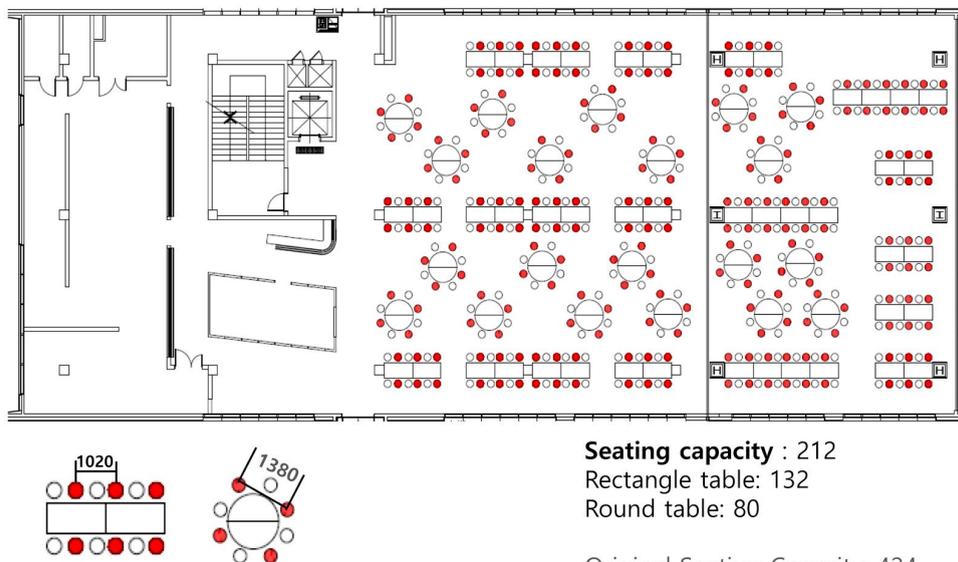


- Students may remove their mask only after taking their seat to eat.
- Avoid touching the clear acrylic dividers on the cafeteria tables.



- Avoid talking when not wearing a mask.
- Do not share food with others.
- To enable safe distancing, two out of three ES/MS grades will eat in the cafeteria while one ES/MS grade will have boxed lunches delivered to their classroom. During HS lunch, 9th & 10th grade will eat during the first half of the block, followed by the 11th & 12th grade during the second half.
- Students should bring their own water bottle marked with their name.

## 3F Cafeteria Layout



Original Seating Capacity: 424  
 Rectangle table: 264  
 Round table: 160

## Music and Art Classes

- Avoid group activities.
- If instruments are used during the class, all surfaces must be disinfected.
- Do not share materials.

## Physical Education Classes

- Activities will be modified so that students can do them while wearing their masks.
- Stagger use of locker rooms and showers to prevent crowding.
- Students can remove their masks when they are outdoors and can maintain a distance of two meters from others. Students are recommended not to talk when without a mask.



## Swim Classes

The following protocols are to be followed to prevent the spread of germs, adhere to safety standards, and use best practices for water safety.

Pool Maximum Capacity: 30 swimmers

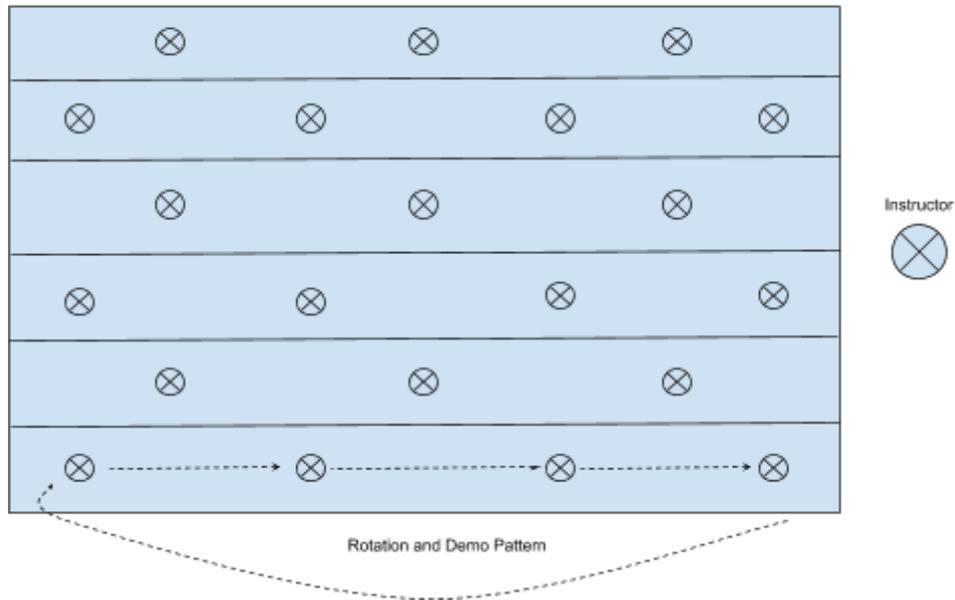
- Locker rooms
  - Masks should be the last thing off and the first thing back on when changing. Students should place masks in their bag/locker.
  - Showers will be taken only after classes (not before) quickly following safe distancing guidelines as shown in shower area. Depending on class numbers, students will be sent back into the locker room in waves to keep distancing protocol.
  - Gender-specific classes (MS/HS) can use both locker rooms to enhance distancing.

- If students outnumber the available lockers (11 in girls locker room, 17 in boys locker room) they will be sent in at spaced intervals. In this case, students will also use the changing area outside of the shower to change/hang their bags as no other lockers will be available.
- No equipment (towels, goggles, caps, swimsuits) will be provided. If a student forgets any of these items they will have to sit spaced out on the pool deck and cannot participate in class.
- Suit spinners will not be used. Students should bring waterproof bags to put their wet belongings in.
- When students are done changing in the locker room, they will exit and distance themselves in the gym lobby with assistance from the PE teacher.
- Disinfection
  - Facilities staff will disinfect the locker rooms.
  - Facilities staff will maintain proper chlorine/bromine levels in the pool to ensure the pool water remains clean/kills germs.
  - Aquatics staff will keep disinfectant on hand in case a unique scenario arises where an item needs to be disinfected immediately.
- Instruction
  - Prior to the first class, instructions will be given to the students during their PE class to ensure safe distancing and procedures are followed. Pool rules will also be reviewed at this time.
  - Older students will exit the locker room and immediately enter the pool and go to one of the marked spots.
  - Younger students will exit the locker room and sit on the side of the pool at one of the premarked spots. The lifeguard will ensure that students find their correct spots if the instructors are in the locker rooms assisting other students.
  - During large group instruction when the instructor is out of the water (upper ES, MS/HS), the instructor will wear a mask and use a microphone to give instructions if needed.
  - During small group instruction when the instructor is in the water (lower ES), instructors will wear masks (and face shields as needed) to assist students learning to swim.
  - During large group instruction for swim strokes, students will stay at marked spaces until the person in front of them has moved ahead. The drill/activity will be completed using a circle swim and students will return to their marked spaces when done.
  - Small groups will have two students on the platform, one who will be working with the instructor, and the remaining students who will be holding onto the wall at marked positions. Students will shift over once one student has left the platform to the next marked position, rotating in a circle. Instructors will try to

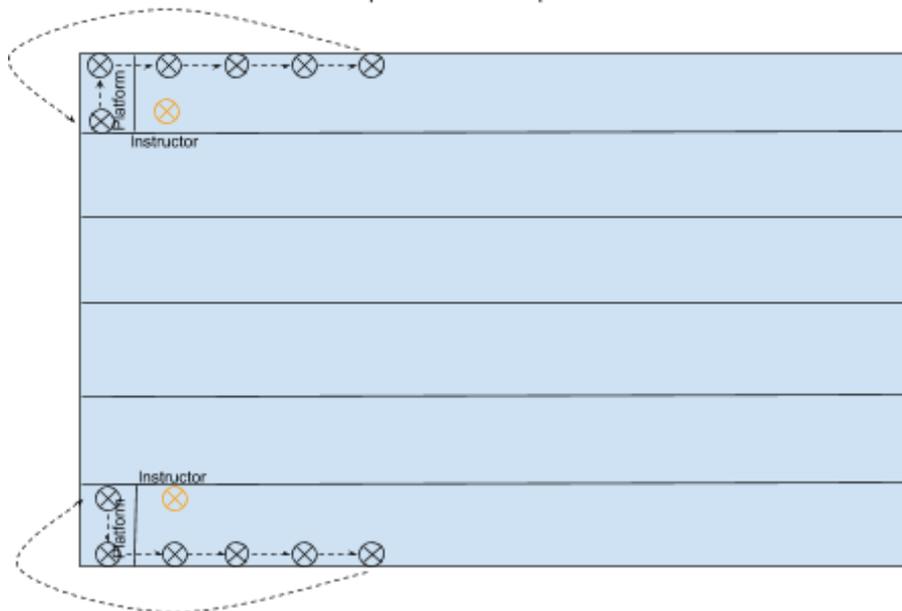
minimize contact with students, but will have masks/shield on at all times when helping students who need assistance.

- Swim strokes will be the focus of first unit lessons. Aquatic games will be altered in line with health and safety guidelines (e.g., students could work on water polo skills like passing with a partner, heads up freestyle, shooting, etc. instead of playing water polo).

### Sample Large Group Instruction



### Sample Small Group Instruction



## **Ventilation**

- Open all doors and windows (including windows in restrooms) to ventilate classrooms and halls as much as possible.
- Windows may be closed when the air conditioner is in use. However, windows should be opened to allow for ventilation at least once per hour.
- Use the air conditioner on low speed and make sure that air flow does not hit the body directly.
- Refrain from using air purifiers.

## HYGIENE EDUCATION

Students will be taught and reminded about the following hygiene measures.

- How to properly [wash their hands](#) and use hand sanitizer
- How to properly wear a mask
- When hands needs to be washed or sanitized
  - After PE or recess time
  - Before eating or drinking
  - When entering the classroom
  - After using the restroom
  - When hands are dirty
  - Before and after delivering items
  - After physical contact with others
- When [coughing or sneezing](#)
  - Cover mouth with tissue or elbow
  - Dispose the used tissue in a trash can
  - Wash hand with soap & water more than 30 seconds
- Don't touch face (eyes, nose or mouth) with unwashed hands

### A SMART SCHOOL LIFE TO PREVENT COVID-19

**Open windows often to let fresh air in and clean your desk regularly.**

- Occasionally open the windows for your health and that of your friends. Especially, do so right after arriving at school and during break, lunchtime, and clean-up time!
- Clean your own desk regularly.



**This is how your school life should be:**

- Always wear a mask during classes and breaks.
- Wash your hands often.
- When coughing or sneezing, cover your mouth and nose with your sleeve.
- Avoid physical contact, such as holding hands.
- Do not let others use your personal belongings.



**Be considerate to your friends during lunchtime.**

- In the school cafeteria, line up at double arm's length apart from each other.
- Do not talk while eating.
- Take off your face mask right before eating your meal and put it back on immediately after.



**If you are feeling ill, tell your teacher.**

- If you have a fever, sore throat, cough, or runny nose, tell your teacher right away.
- If your friend becomes a confirmed case, do not panic; just follow your teacher's instructions.








## COVID-19 Guideline

### The general public



Wash your hands thoroughly with soap and running water



Cover your mouth and nose with your elbow when coughing or sneezing



Do not touch your eyes, nose, or mouth with unwashed hands

**Be careful especially people who pregnant women, over 65 years old, people with chronic disease**



Avoid coming in contact with people having fever or respiratory symptoms



Wear a facemask when visiting a health facility



Avoid visiting a crowded place

### Person with symptoms\* \* Person having fever or respiratory symptoms



Do not go to school or work and avoid outdoor activities



Take a rest at home and monitor the symptoms for 3-4 days



Visit a triage health center, when fever (>38°C) continues or other symptoms get worse  
Consult with KCDC Call Center at 1339, a local code+120 or a local health center



Use a personal vehicle and wear a facemask when visiting a health facility



Inform your healthcare provider of a travel history and contact history with persons with respiratory symptoms



**COVID-19 Outbreak reported regions in Korea**  
Avoid visiting other regions or having outdoor activities and (Persons in isolation) Please follow guidance provided by physicians and public health authority.

\* For more information on COVID-19, visit COVID-19 official homepage [mco.w.go.kr](http://mco.w.go.kr) Issue Date: 2020. 2. 25

## PROCEDURES FOR A CONFIRMED CASE ON-CAMPUS

If there is a confirmed COVID-19 case on campus, the following procedures will be followed:

- Parents will be informed of any confirmed cases of COVID-19 on our campus.
- All teachers, staff, and students will be sent home immediately and instruction will be conducted using virtual learning.
- The entire campus, bus, etc. will undergo a thorough disinfection by a professional company.
- A public health official will determine who within our community has had close contact with the infected person(s). These individuals will be required to be tested for COVID-19 and closely monitor their health during a 14-day quarantine regardless of their test results.
- A public health official will determine if on-campus learning can resume or not. This is highly dependent on the number of people who were in close contact with the infected individual.

## CHECKLIST FOR PARENTS AND CAREGIVERS

1. In order to return to school, parents must complete a **Return to School Form** for each child. Those who do not complete the form will not be permitted to attend school.

- [ES - Return to School Form](#) (to be completed by August 5)
- [MS - Return to School Form](#) (to be completed by August 5)
- [HS - Return to School Form](#) (to be completed by August 5)

2. Monitor your child's health daily and keep them at home if they are ill or have any of the following symptoms:

- Fever of 37.5°C (99.5°F) or higher
- Cough
- Sore throat
- Difficulty breathing
- Chills
- Body ache
- Severe headache
- Loss of sense of smell or taste

If a student or staff shows any of the above symptoms while at home, call 02-120 or 1339 and then visit a COVID-19 health center. A KF80/KF94 mask should be worn. Please refrain from using public transportation.

3. Every student and staff must submit a **Daily Health Report every morning** before coming to school.

Access your child's Daily Health Report form using these URL and QR Codes.

**Kindergarten**  
URL: [yis.to/K](https://yis.to/K)



**1st Grade**  
URL: [yis.to/1](https://yis.to/1)



**2nd Grade**  
URL: [yis.to/2](https://yis.to/2)



**3rd Grade**  
URL: [yis.to/3](https://yis.to/3)



**4th Grade**  
URL: [yis.to/4](https://yis.to/4)



**5th Grade**  
URL: [yis.to/5](https://yis.to/5)



**6th Grade**  
URL: [yis.to/6](https://yis.to/6)



**7th Grade**  
URL: [yis.to/7](https://yis.to/7)



**8th Grade**  
URL: [yis.to/8](https://yis.to/8)



**9th Grade**  
URL: [yis.to/9](https://yis.to/9)



**10th Grade**  
URL: [yis.to/10](https://yis.to/10)



**11th Grade**  
URL: [yis.to/11](https://yis.to/11)



**12th Grade**  
URL: [yis.to/12](https://yis.to/12)



**Staff**  
URL: [yis.to/staff](https://yis.to/staff)



Parents should use the **Daily Health Report** to inform the school of their child's absence. Schools are required to contact the parents/caregivers of students who are absent due to illness.

**Create an "App" on Your Mobile Device's Home Screen:** Add your child's Daily Health Report to your mobile device home screen. Simply follow the iPhone ([yis.to/ios](https://yis.to/ios)) or android ([yis.to/android](https://yis.to/android)) tutorial.

4. Teach and model good hygiene practices for your child.
  - Wash your hands frequently. If soap and water are not available, use hand sanitizer.
  - Cough and sneeze into a tissue or your elbow and avoid touching your face
5. Extra masks - Please send two extra masks for your child to store at school in their cubby (ES) or locker (MS/HS).
6. Water bottle - Please bring your own water bottle with your name written on it.
7. Encourage your child to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress. Try to be patient and understanding.

## CHECKLIST FOR TEACHERS AND STAFF

1. Teachers and staff need to submit the **Daily Health Report** URL: [yis.to/staff](https://yis.to/staff) **every morning** before 7:20 a.m.
2. If a teacher or staff is absent due to sickness with symptoms related to COVID-19 symptoms, they need to go to the COVID-19 health center to be tested. They should wear a mask and walk or take their own vehicle to the nearest COVID-19 health center (i.e., Yongsan-gu Public Health Center or SoonChunHyang University Hospital). Monitor and report their health condition twice a day to the school nurse using the Google sheet.
3. For ventilation, keep the doors and windows of classrooms and halls open. When the air conditioner is on, open the window once per hour. Do not use the air purifier.
4. Before every class, the teacher should ask if any student has a fever or respiratory symptoms.
5. Instruct the students to disinfect their desks every morning for ES students and after every class change for MS/HS students.
6. If a student has an issue with wearing a mask for a long period of time (e.g., shortness of breath, dizziness, or headache),
  - The student may remove the mask and go to the Health Office.
  - The student will be permitted rest until he/she feels better and is able to wear the mask again.

- If the symptom does not improve, the school nurse will contact the parent and send the student home.
- Parents will need to consult a doctor about the issue.

7. If you find a student who has a temperature above 37.5° C (99.5°F):

- Make sure that the student is wearing a KF80/KF94 mask.
- When the student has a fever after a physical activity or eating, let him/her rest for about 10-30 minutes and retake their temperature.
- Contact Nurse Han by phone – don't send or bring the student to the Health Office in order to avoid contact with other students
- The nurse will contact the designated person from the Business Office to escort the student to the monitoring room until the parent arrives.
- The nurse will share the information with the appropriate division office and report to the principal.

8. Be sure to have your temperature taken twice during school hours

- All teachers and staff must pause for a temperature check in front of the thermal detection cameras at the entrances of the building upon arrival in the morning.
- Teachers must either take their temperature in their classroom alongside students before lunch or stop by any divisional office, reception desk, Business Office, Admissions Office, or Health Office to take their temperature before lunch.

9. Remind students to sit in their assigned seats in class, the cafeteria, school bus, etc.

10. Instruct students not to touch one another (e.g., shake hands, hug, or high-five).

11. Instructions for teachers or staff who are checking temperature

- Wear a KF80/KF94 mask
- Wear gloves
- If you find a student who has a temperature above 37.5° C (99.5°F), please contact Nurse Han by phone at 010-9489-3353 or ext. 131
- High risk persons (having a chronic disease such as hypertension, diabetes, or chronic respiratory disease, or pregnant, 65 years of age or older) must not be assigned the duty of taking temperatures