

COVID-19 virus prevention plan 2020-2021

From 1 September 2020, TES is guided by the following principles:

Organisation of studies for the school year and special measures put in place during the spread of COVID-19 according to three scenarios, established in line with the scenarios prepared by the Municipality of Tallinn and considering local circumstances. The implementation of the scenarios takes place in cooperation with the school keeper, following the instruction of the Health Board, and decided by the school director.

General health requirements

NB! Every person present at school must be healthy. If a person feels unwell during the school day, the school nurse must be contacted immediately!

Every person showing any sign of illness related to **COVID-19 symptoms** such as **flu, runny nose, cough, elevated body temperature, loss of taste and smell**, must call a family doctor and remain at home in self-isolation. NB! The exceptions here are the chronic diseases for which parents/ legal guardians issue a certificate for their child and handed over to the school nurse

Parents and members of school staff are obliged to notify the school management in case of the positive COVID-19 diagnosis is confirmed. This information will be kept confidentially.

Families arriving from a high-risk foreign country must remain in self-isolation for 2 weeks. Live streaming can be provided according to present plan.

Travelling during studies is not allowed. During school holidays, we urge you to avoid travelling abroad. When returning from abroad, the study takes place as home schooling for 2 weeks (as indicated in the previous points).

General overview

GREEN SCENARIO	YELLOW SCENARIO	RED SCENARIO
<ul style="list-style-type: none"> • The spread of the virus is under control and the number of additional infections per day in Tallinn is low – full contact schooling. 	<ul style="list-style-type: none"> • The spread of the virus is worsening in Tallinn, there are several classes transferred to distance learning for the reason of the emergence of COVID-19 virus among the pupils' population or staff, but the whole school is not closed – distance and contact learning alternate. • Nursery and P1P2 remain in schooling <i>in situ</i>. • For the levels from P3 to S7 different types of schooling may be applied according to the need and special circumstances (studies <i>in situ</i> or alternation of studies <i>in situ</i> – distance learning by week or specific days. • Extracurricular activities remain open or are arranged online. • Wearing a mask or a visor is obligatory to all members of staff and for S3-S7 pupils inside the building. 	<ul style="list-style-type: none"> • The Government of the Republic has established an emergency situation to prevent the spread of COVID-19. • Full distance learning for Primary and Secondary pupils, except for pupils with SEN according to the pre-established plan and agreements involving all parties (parents, SEN-teachers, and the school). • Nursery remains open on a basis of need. • All after school activities <i>in situ</i> are cancelled and where possible transferred to distance learning. • The school building remains open for members of staff with the condition that gatherings are not allowed.

GREEN SCENARIO

- The spread of the virus is under control, the number of additional infected persons in Tallinn per day is low.
- The management of the school in cooperation with the school keeper and the Health Board evaluates the risks and makes precisions on the plan of communication, organisation of studies, general working plan and the plan for replacements.

Organization of schooling and teaching

- The school remains open *in situ* for 5 days a week and remains open for as long as possible, normal teaching takes place.
- Whenever possible, persons attending the school should walk, cycle, or use personal transport to come to school. When using public transport, the use of a mask is strongly recommended.
- Pupils will have access to school premises as indicated in the school rules unless special measures will enter in force and communicated to the community. Nursery and primary parents can enter the premises under special conditions for the first week (please see separate information communicated to the community on the website of the school).
- Secondary pupils access the school building according to their timetables. All pupils are asked to proceed directly to their classrooms from the locker room and to avoid any gathering in the common areas.
- Parents and guests generally do not enter the school building without prior agreement.
- Large gatherings of adults (staff & parents) inside the school premises will be avoided.
- All parents' meetings will be organised only by classes using TEAMS' meetings.
- Assemblies of large numbers of pupils are to be avoided.
- Pupils, while commuting inside the school building are asked to keep reasonable distance and not to gather in large groups.
- All persons at school are asked to follow the right-hand movement and avoid running in the corridors and staircases.
- The concept of "class/ group bubble" should be followed inside the premises (classrooms, corridors, and canteen) during the school day as much as possible, apart from group lessons and activities.
- Outdoor pedagogical activities are encouraged during the school day.
- The lesson may be shorter than 45 minutes to allow time for aeration, surface cleaning, temperature measurement and lunch break, this according to the plan established.
- Lunch breaks may be divided into even more separate slots according to the timetable and necessity.

Hygiene

- The body temperature of pupils will be measured by the school nurse over the school day.
- Thermal cameras will be installed at the main entrance (beginning of October 2020).
- Requirements for general hygiene rules and dispersal of activities where possible are followed.

- Pupils and members of staff are encouraged to wash and disinfect their hands. Hand disinfectant is available at the main entrance, staff rooms and all classrooms.
- All classrooms have disinfectant sprays for cleaning surfaces. The teacher is responsible for ensuring the cleaning of the surfaces (desks, keyboards, screens...) before pupils change the classroom.
- Pupils are instructed to avoid direct contact with other pupils and avoid touching eyes, nose, and mouth with unwashed/ undisinfecting hands.
- Wearing masks is not obligatory for the staff and pupils inside the school building, however the school has masks available if one feels it is necessary. Visors are at disposal for members of staff for the same reason.
- The ventilation in school is working at its maximum and classrooms and other common areas are ventilated between lessons.
- Distancing in the classes is applied where possible: the tables and seating arranged in a dispersed way.

Dispositions applicable in case of (late) arrival of the family to Estonia from abroad or willing to remain in self-isolation

- Families having to stay in self-isolation because of arrival from abroad (red regions) submit an application to the Deputy Director and the class teacher, in order to assist in putting place of special measures.
- The attendance is marked in MySchool by the class teacher as “livestreaming”.
- In general:
 - The learning content and homework will be shared via MySchool.
 - *Live streaming* can be arranged where possible and necessary. The school shares assignments in MySchool. Live streaming can be envisaged over TEAMS where possible and necessary, decided by the teacher.
 - While at home, the parent is responsible for their own child's learning, as distance learning with regular video lessons and special tasks can only be implemented by the teacher if the whole class is at **distance learning**. This is to ensure that the workload of a teachers is under control.
 - The signification of live streaming here being sharing the content in live broadcast using TEAMS. Pupils at home will be thus able to follow the topics viewed during the lesson. NB! The class teacher needs to be contacted.
 - Arranging direct teaching using video lessons during the teaching-learning *in situ* remains limited.
 - For all special arrangements, parents need to take contact with the class teacher.
- The members of the school staff are paying attention to these instructions and persons on duty make necessary observations.
- A parent can leave their child at home if it is justified (linked to the spread of COVID-19, having symptoms linked to COVID-19) or unavoidable. The conditions stated previously apply.

Canteen

- Every person attending the canteen needs to wash their hands thoroughly upon arrival.
- Pupils need to remain in class bubble while eating.

- Sharing food and drinks, sharing tableware is to be avoided.
- Caterer is adjusting the service to keep the hygiene to a maximum.
- Lunchtimes can be reorganised in order to avoid too many pupils having lunch at time.

YELLOW SCENARIO

- The spread of virus is growing in Tallinn/ in school. There are several classes transferred to distance learning for the reason of the emergence of COVID-19 virus among the pupils' population or staff. Special measures are put in place for local schools/ in TES to prevent the virus from spreading at state, regional level or at school.
- The management of the school evaluates in cooperation with the school keeper and the Health Board the risks and makes precisions on the plan of communication, organisation of studies, general working plan and the plan for replacements and sets the priorities based on national, city emergency arrangements and instructions received from the Health Board.

Organization of schooling, teaching, and working in school

- It is important to ensure direct contact teaching as a priority for all Nursery and Primary pupils and SEN pupils.
- Nursery and P1P2 remain in schooling *in situ*.
- In order to keep the schooling dispersed different types of organisation of studies may be applied for the levels from P3 to S7 according to the need and special circumstances (studies *in situ*, alternation of studies *in situ*—distance learning for one week or specific days of the week). Possible solutions decided by the management taking into account specific circumstances:
 - An alternation (1-2 weeks *in situ*, 1-week distance learning) can be put in place for Secondary (and upper Primary if applicable). Contact teaching takes place *in situ* in class bubbles, except for group lessons.
 - Classes from P3-S7 have specific day over each week when they remain at home for distance learning. For example:
 - P3 and S7 on Mondays
 - P4 and S6 on Tuesdays
 - S2 on Wednesdays
 - P5 and S5 on Thursdays
 - S1 and S3 on Fridays
 - A rotation of days will be applied the following week for same level combinations.
- Pupils with SEN (pupils with SEN agreement) study according to their class plan, either a week in distance or in contact learning at school. The individual needs of pupils are considered.
- Assessment is based on the usual school-based assessment procedure.
- Teaching is usually based on the home class, except for group lessons.
- Home classes are as scattered as possible (on different floors and in the wings of study buildings).

- Extra-curricular activities remain open or are arranged online. Pre-Care in the morning and After-Care until 17.45 is arranged for Nursery and P1P2 pupils only. Parents are asked to pick-up their children as early as possible.
- The administration where possible is working from home office.
- The staff meetings take place using Teams' meetings. Training sessions are cancelled or arranged online.

Hygiene

- Disinfection and hygiene recommendations must always be followed.
- Wearing a mask or a visor is obligatory to all members of staff.
- Pupils from S3-S7 are obliged to wear a mask inside the building. It is strongly recommended for the pupils of S1-S2 to wear a mask inside the building as well.
- Social distancing needs to be respected (2+2, no direct contact).
- Pupils and teachers belonging to risk group may continue learning and teaching in the form of distance learning.
- All classrooms have disinfectant sprays for cleaning surfaces. The teacher is responsible for ensuring the cleaning of the surfaces (desks, keyboards, screens...) before pupils change the classroom.
- The classroom is aerated after each lesson.
- Gym, sports, and other shared teaching material are cleaned after each use.
- Special timetable will be put in place for meal breaks to ensure scattered catering.

RED SCENARIO

Organization of schooling, teaching, and working

- There is an emergency situation established in the area of the school or in the country.
- The management of the school evaluates in cooperation with the school keeper and the Health Board the risks and makes decisions on the plan of communication, organisation of studies, general working plan and the plan for replacements and sets the priorities based on national, city emergency arrangements and instructions received from the Health Board.
- Daily management meetings are scheduled over TEAMS'.
- Weekly workshops, meetings, and trainings for members of staff take place online.
- The school building remains open for members of staff with the condition that gatherings are not allowed.
- The school building is closed for Primary and Secondary pupils for general studies.
- Nursery classes remain open on a basis of need.
- Full distance learning for Primary and Secondary pupils, except for pupils with SEN according to the pre-established plan and agreements involving all parties (parents, SEN-teachers, and the school).
- All Primary and Secondary class and subject teachers organise weekly video lessons using TEAMS within the framework of distance learning. Video lessons are held in all subjects and are fixed in MySchool/ Teams with the corresponding entry. The tasks are conveyed to the pupils on time through the Teams/ MySchool assignments by teachers.

- The organization and assessment of studies takes place according to the corresponding plan established by the school.
- The school lends laptops to teachers and pupils for distance learning if necessary and possible.
- The school makes arrangements for psychological support to be available to teachers and pupils.
- The school nurse consults pupils, parents and school staff on Covid-19, hygiene and other health issues by telephone, e-mail, or other channels.

Hygiene

- Disinfection and hygiene recommendations must be followed at all times by persons present at school
- Teachers conducting contact teaching with Nursery pupils and with SEN pupils attending the school use personal protective equipment (visor/ protective mask).
- Playgrounds and sports fields are open only for Nursery pupils attending the school.
- Partial contact schooling takes place only on a need-based basis for pupils with SEN according to previously set plan that involves all parties': parents, teachers, coordinators, and management.

Special measures in case of contamination

Instructions applicable in case of illness having similar symptoms to COVID-19 at school

- The school nurse needs to be informed immediately in case of an illness or a doubt of COVID-19. The pupil will be kept in isolation (nurse's room, special room installed if necessary) until the pick-up of parents. If the pupil's state of health worsens visibly before the parents' arrival at school, 112 must be called and parents informed.
- The staff member who falls ill at school must report the illness to the management and go home immediately. The management arranges the replacement.
- A pupil or employee can return to school after the family doctor has declared him/ her healthy.

Special measure in case of unconfirmed contamination at school

- Special timetable will be arranged for the class where the possible COVID-19 case has been discovered until the confirmation of results.
 - The classroom will be aerated and disinfected.
 - The class/ group will be assigned another classroom and will be kept together, "class bubble"
 - Outdoor activities can be arranged for the day, if possible.
 - Class parents will be informed delicately of the special situation and further action.

Contamination of a pupil or an employee with COVID-19 virus

- The pupil (in case he or she has reached the age majority), pupil's parents, responsible member of school staff or/ and the Health Board informs the management if the suspicion of COVID-19 is confirmed.
- The Health Board, together with the school, identifies the persons who were in close contact with the sick person during the symptomatic period.
- The management informs the class/ group, the parents, and the community of the school.
- The notification is sensitive, without mentioning the name of the patient and other information which would make him/ her identifiable.
- If one contamination to COVID-19 is detected in a class or study group, the whole level exposed (e.g S2) will be transferred to distance learning for two weeks (14 days). The teachers of the class/ group in question remain in self-isolation for 14 days and deliver lessons from distance (according to the distance learning plan). Supervision of the lessons of a teacher in self-isolation is organised by the management in order to ensure the continuity of learning and teaching.
- If a teacher is identified with contamination to COVID-19, the teachers and members of staff and pupils who have been in close contact with him/ her will be transferred to distance learning for two weeks (14 days).
- All close contacts of the person tested COVID-19 positive are notified by the Health Board and must remain home in self-isolation for 14 days and carefully monitor their

health. The family doctor must be notified for possible testing and for the health recovery.

- The rest of the school staff and pupils can continue according to their normal timetable, monitoring continuously their health state for possible symptoms related to COVID-19 (see aforementioned). The family doctor needs to be contacted immediately if symptoms occur.
- In case of confirmed COVID-19 positive contamination, the classrooms where a person tested positive has been present must be disinfected immediately. These premises may be opened 48 hours after the closure, provided that at least 6 hours have elapsed since the premises were properly disinfected.
- If it is not possible to identify surfaces and rooms that may have been contaminated with COVID-19, the entire building must be closed for 72 hours.

Close contact is a situation where an adult or a child:

- Lives in the same household with a person tested COVID-19 positive.
- Has been in direct physical contact with a COVID-19 positive (e.g. handshake, hugging...) for at least 15 minutes and at a distance of 2 m or less.
- Has been in direct contact with surroundings contaminated by the person tested COVID-19 positive, without the use of protective equipment (e.g. shared items with a contaminated person).
- Has been in the same room with the person tested COVID-19 positive (e.g. in the classroom, in a gym-hall, etc.) for at least 15 minutes and less than 2 meters away.
- Has been in the same means of transport and in the close vicinity with a COVID-19 symptomatic person, including:
 - persons sitting in the same row and 2 rows in front or behind,
 - COVID-19 sick companions and caretakers.
- Any other family or community event where close contact could be established.

Special measure in case of a contamination outside the school

- In case of COVID-19 virus infection in the family or close contacts of a pupil, a member of staff or a parent, self-isolation should be maintained for two weeks to the whole family of the person. The family doctor needs to be contacted in order to plan further action for testing.
- The reason for the absence is notified to the school Director.
- The Health Board will contact the school and will inform of the confirmed diagnosis of COVID-19 of a member of the school community and identify people who were in close contact with the person during the symptomatic period. The identified close contacts remain home in self-isolation for 14 days and monitor their health.

Return to school

- A pupil or a member of staff can return to school once he or she has been declared healthy by a family doctor.
- It is recommended to use the "Hoia" corona App while in Estonia.