

HYBRID OR PARTIAL FACE-TO-FACE RETURN TO SCHOOL PROTOCOL

This protocol is the result of the reflection work carried out last year by the two schools of the Eurocampus. It was proposed to DEPED during the summer. It also takes into account the new measures imposed by the Department of Education as of October 18, 2021.

It has been validated by the Security Officer of the French Embassy.

The purpose of this protocol is to define the modalities for the reception of students in the classroom. Distance learning will continue to be allowed during the period when local authorities do not allow all schools to be fully open. This protocol takes into account the provisions common to both GESM and LFM.

Its implementation will be regularly evaluated by the CHS (Commission on Health and Safety of the School Community) and CHSCT (Commission on Health, Safety and Working Conditions of the Staff), and will be subject to the necessary readjustments according to the recommendations of the Philippine authorities or the French High Scientific Council as well as our observations in agreement with the Embassy Security Officer.

The protocol aims at presenting the prescriptions put in place for the return of the students and the actions to be taken in case of a COVID situation.

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I. THE CONTEXT

The health situation in the Philippines has led to the complete closure of the country's schools, public, private and international, since March 2020, with a ban on children's movement according to the confinement measures recommended by the State.

At LFM, educational continuity has been put in place and has allowed learning to continue.

The reopening of the first Filipino schools will take place in November in accordance with the health regulations issued by the authorities.

The protocol takes into account the recommendations of the DEPED Memorandum of October 18, 2021.

VI. GENERAL PRINCIPLES

A. The precautionary principle

If there is any doubt about any of the following situations, **parents agree not to put their child in school.**

- If symptoms indicative of Covid-19 appear in the student or in the student's family;
- If a person in the household is tested positive for Covid 19;
- If the student's temperature before leaving for the LFM is **above 37.4° C**, even if there are no other symptoms.

Staff should proceed in the same manner. Those with risk factors should make themselves known to management. The list of risk factors is available on the Ministry of Health website.

<https://www.education.gouv.fr/bo/20/Hebdo35/MENH2024391C.htm>

The parents must report the student's absence from the LFM to the Vie Scolaire (CPE) for secondary school and to the Primary School Director for primary school classes (from TPS to CM2). Parents must also inform the school nurse of the medical reason.

The student will then receive the day's work and will be able to follow the class by videoconference.

B. Maintaining social distancing

The rule of social distancing, the principle of which is the respect of a minimum distance of one meter between each person, makes it possible to avoid direct contact, respiratory contamination and / or droplets.

It must be respected in all contexts and spaces (arrival and surroundings of the school, recess, corridors, courtyards, school catering, sanitary facilities, classes etc.)

The various scientific opinions insist on the need to enforce social distancing while being aware of the difficulty that this can represent, especially for kindergarten classes.

C. The application of preventive measures

The shielding measures outlined in this protocol must be applied at all times, everywhere, by everyone. These are the most effective individual preventive measures against the spread of the virus.

Proper hand washing is essential. It consists of washing all parts of the hands with soap and water for 30 seconds, with thorough drying if possible with a disposable paper towel or otherwise in the open air. Towels for collective use are to be avoided. If there are not enough water points, and if the hands are not visibly dirty, the use of a hydroalcoholic solution can be considered, including for the youngest under the close supervision of an adult.

Washing must be carried out, at least:

- ✚ upon arrival at school,
- ✚ before returning to class, especially after recess,
- ✚ before and after each meal,
- ✚ before and after going to the bathroom,
- ✚ after blowing one's nose, coughing, sneezing,
- ✚ as needed whenever hands look dirty or after handling potentially contaminated objects,
- ✚ in the evening before going home.

The exchange of textbooks, balls, toys, pencils, etc. should be avoided or accompanied by disinfection procedures after each use.

The respect of shielding measures in the school environment must be the subject of awareness, supervision and an educational approach adapted to the age of the student. The awareness of parents is also important in the continuity of messages on the permanent application of these rules.

Wearing of face mask is mandatory.

Each child must have in his or her possession:

- ✚ 2 masks* (fabric or surgical) marked with his name,
- ✚ disposable tissues,
- ✚ a water bottle marked with his name,
- ✚ a cap.

Parents will be responsible for providing the required masks for their children.

*: It is recommended to change your mask at least every 4 hours. Masks with filters must also be changed, not just the filter. The following are not considered as masks: collars, bandanas, scarves, etc.

D. Limiting the mixing of students

Upon arrival and departure

Upon arrival at the LFM, students are dropped off at the "**drop-off/pick-up**" area set up in front of the administration offices. Parents or guardians are not allowed to get out of their vehicles (except for kindergarten classes). Parents and accompanying adults are not allowed to enter the LFM grounds, except by appointment.

After the scheduled controls (temperature, DEPED form and weekly saliva tests), students will be directed to their classrooms according to a defined route for each class. Students will be directed to the science rooms according to a specific route.

During class hours

Keeping second degree classes in the same room during the day is intended to reduce the mixing of students. The goal is to limit intermingling of students of different classes.

Only specific groups will travel to the dedicated classrooms (international section, arts and crafts, etc.). Elementary students will be supervised to go to the international section or FLE (French as a foreign language) classes.

During non-class hours, under "Vie Scolaire" supervision

Recesses take place in a defined area and at different times depending on the level and class (LFM and GESM). The transfer to the canteen follows the same principle.

Students in "permanence" (study) are taken care of by the supervisors.

Students are not allowed to access the library (CDI), the teacher's room, the administration and "Vie Scolaire" office without authorization.

The reservation of books continues to be done via ESIDOC, as in distance learning.

E. Ventilation, cleaning, disinfection of premises and equipment

Classrooms

Classrooms are cleaned more thoroughly than usual, so that tables, chairs, door handles, and teacher's computer equipment are disinfected every day. At night, they are disinfected with a special UV lamp. Some rooms also have air purifiers.

Throughout the day, at the end of each class sequence, the rooms are ventilated. CO2 sensors monitor the level of CO2 in the air. Any triggering will accelerate the exit of the students and the ventilation of the room.

Classrooms where groups of students are changing during the day are cleaned before each new group (tables, chairs, handles).

The proper functioning of the air conditioners is checked on a regular basis.

The other areas are cleaned according to the same rules with the necessary frequency in connection with the passage of people.

F. Information - Training - Communication

Information on protective measures

All protection measures are reminded in all areas of the school. The posters are those of the French Ministry of Education. This information is also transmitted to families and staff.

The teachers inform the students about all the measures deployed and monitor the respect of the instructions.

Every parent encourages their child to follow the safety procedures and traffic rules at the LFM.

Information on the steps to be taken

Each parent has read this protocol. They have a "memo" to help them take the necessary steps before coming to school or in case of a case of COVID.

He is informed of:

-  the prohibition of entering the school premises;
-  the respect for the reception and exit points for students;
-  the respect of schedules to avoid gatherings at reception and exit times.

Training

Teacher and staff training

The teachers, the management team and all other personnel are trained to apply the safety gestures, the rules of social distancing and the wearing of masks for themselves and for the students in their care, and to perform the saliva self-test. They are trained in the rules of circulation of students within the LFM and in the classrooms.

Student training

In partnership with the school nurse, each teacher familiarizes the students with all the procedures in place, and trains them on how to observe the various instructions, adapting the speech to the age of the students.

Communication

The Health and Safety Commission of the school community (CHS), the Commission on Health, Safety and Working Conditions of the personnel (CHSCT) will be held regularly in order to evaluate the measures taken and their implementation, the necessary adjustments in case of modification of the DEPED memorandum. The adjustments are validated by the Embassy's Security Officer.

The school communicates with families and students on the organization of classes during this period, as well as on the opening or closing of classes if a case of COVID is confirmed.

An individual's medical situation is confidential and cannot be disclosed.

Reporting of COVID cases in school to local authorities is mandatory and triggers the authorities' response in terms of partial or total opening.

The head of the school reports on the sanitary situation of the LFM to the members of the management committee and to the Counselor for Cooperation and Cultural Action of the French Embassy.

VII. THEMATIC SHEETS

A. Welcoming students

Number of students per class

The number of students per class depends on the size of the classroom assigned to the class so as to respect the social distance requested in the DEPED memorandum, i.e., 1 meter minimum.

- Depending on the size of the classes and the number of students authorized by their families, students may be welcomed for a full week "**week mode**" or on a rotation of students each week "**alternate mode**":
 - **Group 1:**
 - Week A **face-to-face**
 - Week B **distance learning (at home)**
 - **Group 2:**
 - Week A **distance learning (at home)**
 - Week B **face-to-face**

In Pronote, for **distance learning** students, on the schedule is written "**at home**".

In agreement with the GESM, it is planned to start with groups of up to 10 students.

Arrival on the Eurocampus.

During the limited face-to-face opening period, only staff and students are allowed to enter the school grounds after passing through the daily checkpoint at the reception (lobby).

The school car park is reserved for school buses, staff and visitors. Students are dropped off by bus or private vehicle on the dedicated "**drop-off/pick-up**" area.

Access to the campus is controlled by security personnel at the main door and at the reception level using access badges. Students have an access badge, accompanying vehicles have a sticker.

For kindergarten classes, parents are allowed to accompany their child to the checkpoint where he will be taken care of by an ASEM (Teaching Assistant).

Control for entry to the campus (passage of the main entrance)

Students (and staff) on campus are tested at the beginning of the week using a saliva antigen test. Every day of the week, temperature control and hand washing or disinfection is mandatory, and the DEPED form is filled out. A space is set up next to the entrance to allow the salivary test and the temperature taking.

The other days of the week, only the temperature check and the collection of the DEPED form are done. Students on alternate weekdays take their test on their 1st day of attendance.

Once the checkpoint is passed, it will be validated by a stamp on the hand.

Leaving Eurocampus.

Students who have completed their school day will proceed to the **drop-off/pick-up** area and wait for transportation. Students are not allowed to walk around freely. The drop-off/pick-up area is large enough to allow for social distancing.

B. Traffic management

On campus, all staff, students and visitors wear masks at all times, with the exception of:

-  around the pool
-  during sports sessions
-  in private offices (individual occupancy / without visitors)

Access to the different areas of the site

Students are not allowed to change areas (LFM-GESM) unless the classroom requires it. A map shows the specific areas of the two schools.

Access to classrooms

Students walk to the front of their classrooms respecting the imposed traffic directions and dedicated accesses for each school (LFM-GESM). Once in front of their classroom, they must practice the social distancing that is required.

Traffic patterns are displayed and allow students from both schools to limit their interaction.

For classes requiring a change of room (art/music, German, FLE, International Section, Sciences, EPS), students respect the social distancing and the directions of circulation.

Access to the washrooms

LFM student restrooms are identified by a sign. Students should wash their hands before and after using the bathroom.

Access to the administration

Access to the administration is by authorization only. The number of people allowed is limited.

Access to the documentary and information centre (CDI-BCD)-Loan of equipment

Students are not allowed to enter the library. Books and other resources can be booked on the ESIDOC portal.

The librarian gives the requested resource to the student outside the library. The material is returned under the same conditions. The returned material must be put in storage before being put back into circulation.

Teachers are allowed to enter the library provided they do not exceed the number of 3.

Kindergarten playground

This area is reserved for kindergarten classes. Hand washing is practiced before and after using the facilities.

Access to the school playground

Specific areas for each of the two schools are identified on the athletic field for students to walk around. Students should observe proper social distancing.

Access to the canteen

Students respect the direction of traffic to access the canteen

Access to the clinic

Students who need to go to the clinic must go through the "Vie Scolaire". They are then accompanied by a supervisor before being taken in charge by the nurse.

Access to the teachers' room

Students are not allowed to enter the teachers' room. This space is reserved for teachers to carry out their reprographic and personal work. The rules of distancing in this space are respected.

C. Classroom layout

Room layout

In accordance with the DEPED memorandum, tables and chairs are at least 1 metre apart and positioned in a fixed position with floor markings. Each student has his table and chair by name. There are no more tables and chairs than students allowed.

The use of lockers in the classrooms is not allowed.

Circulation in the rooms

Students enter the room through one door and leave through another. The direction of circulation is posted on the doors and is controlled by the teacher.

Students are not allowed to move around, only the teacher is allowed to move around.

Each room has the necessary equipment to respect sanitary rules: disinfectant, additional masks if necessary.

Use of specialized rooms (or with specific equipment)

Specialized rooms are cleaned after each group if their use is mandatory. Courses that do not require specific equipment are taught in the classrooms dedicated to the classes.

In the first degree, as in the second degree, if the pedagogical activity requires the use of specific material, it is disinfected before and after use. There is no lending of equipment between students.

Sports and cultural activities

PE classes are conducted according to the teacher's curriculum and the guidelines of the AEFÉ Asia-Pacific Zone referral teacher for activities allowed during the pandemic. The DEPED memorandum does not authorize team sports with contact.

The occupation of spaces between teachers during the week is organized so as to avoid sharing the same space.

The following sports areas are accessible with respect of social distancing, barrier gestures and necessary safety rules:

-  Swimming pools
-  sports field
-  running track
-  long jump
-  gymnasium

In all cases, the teacher ensures that the necessary barrier gestures and social distancing are respected, and that any equipment used is disinfected.

D. School catering and lunch break

The food service is provided by a service provider who implements all the rules of hygiene and safety determined by the Philippine authorities.

Students register in advance and for the duration of their attendance at the school. Meals are ordered in advance (from TPS to Terminale). Payment is made online. **Cash payment is not allowed.**

Canteen use is on a rotating basis. Students wash their hands before and after the meal and sit at the tables respecting the social distance. Once the meal is over, students return to the recreation area or in front of their classroom depending on the schedule. The lunch area is cleaned up.

Students not enrolled in the school cafeteria bring their lunch and eat it in the area in front of the primary classes. They follow the same rules as students in the dining hall: hand washing before and after, social distancing.

There is no selling of food during the day, students bring their snacks for recess.

E. Access to care

The Eurocampus has two dedicated clinics for each of the two schools. An isolation center has been set up for confirmed or suspected cases of infection at COVID 19.

The school nurse applies the hygiene and protection rules related to her mission. She has the personal protective equipment and manages the disinfection of her workstation. She also has the medical information necessary for her mission.

Students in need of care are attended to by the LFM nurse. In the absence of the school nurse, the GESM nurse will take care of them.

F. School transportation

A specific school transport for the LFM is organized in order to limit group exchanges between the German and French schools. The bus is reserved for the entire period of attendance at the school. Each bus has a list of the persons transported per day.

The transport company takes the necessary measures in accordance with national guidelines (IATF) (masks, temperature control, distancing...). The students respect the barrier gestures and the prevention measures in force

Detection of a body temperature above 37.4°C will result in :

- no access to the bus, the student will be sent back to his family,
- the triggering of the alert procedure with the nurse by the parents.

G. Cleaning procedures

The staff in charge of cleaning the various spaces has the appropriate training in accordance with DEPED guidelines.

The number of staff assigned to the mission covers all additional cleaning requirements.

The cleaning products used comply with DEPED guidelines (Memorandum).

VIII. MANAGEMENT OF "COVID" SITUATIONS

It is everyone's responsibility to follow precautionary principles at all levels. The response of local authorities to the presence of a case of COVID in the school could have significant consequences for the entire school community. We need to be supportive and transparent with each other.

- Link n°1 : The nurse, point of entry for information
- Link n°2 : The CPE and the Director of the primary school, organize the classes accordingly
- Link n°3 : the management (Principal, DAF) ensures communication with the authorities on the health situation, and the families in the case of partial or total closure. They ensure the link with the GESM.

If the nurse cannot be reached, parents contact the CPE or the Director of the primary school who will contact the nurse. The nurse will then contact them.

A. Pre-alert procedure: suspicion of a case of covid 19

Any situation that may suggest a case or symptoms of covid close contact for the student or staff should be reported to the school nurse. She then triggers the pre-alert procedure.

As a precaution, the student or staff stays home and self-monitor. They are placed on distance work.

For the students, the family alerts the nurse.

- The nurse informs the CPE for the secondary level and the Director of Primary for the primary level. They place the student in distance learning and inform the team of teachers.
- The situation is monitored by the nurse who may recommend tests.
- The school administration is kept informed of the change in the student's status.

For staff, they inform the nurse and management.

- Management places staff on distance work depending on the situation.
- For the primary teacher placed on distance teaching, the students are again on distance teaching and remain at home.
- For the secondary teacher placed on distance teaching, classes are taught asynchronously, and the students on site are taken care of by the "vie scolaire".

The nurse monitors the situation and may suggest testing.

B. Alert procedure: confirmed case of covid-19

Management of students and staff on campus in the event of a fever above 37.6°C or a positive antigen test

- In the case of an inconclusive antigen test at the control point, a second test is performed. A positive test triggers the alert procedure.

- In case of high fever, an antigenic test is performed. A positive test will be confirmed by a second test (RT-PCR) and will trigger the alert procedure.

The nurse places the person in an isolation room until they are ready to return home. She informs the family, the "vie scolaire" office and the school management.

Dedicated staff can provide supervision if the nurse is called to another medical situation.

The nurse initiates the procedure defined by the Philippine Department of Health (DOH) in the search for close contact cases.

- Students who are not ill but require isolation (contact cases) are placed in "distance learning".

- If the teacher is placed in isolation, the class will return to remote teaching (1st grade) or asynchronous teaching (2nd grade).

- If the teacher is declared ill, he/she is replaced in the first grade as far as human resources are available.

In collaboration with the DOH, the nurse informs the administration of the measures to be taken at the school (isolation, class closure, etc.). The management informs the competent services of the situation.

Management of reported cases of Covid at home or close contact cases

The family informs the nurse who triggers the appropriate procedure according to the declared situation (pre-alert or alert).

IX. ANNEXES

A. Contact list

In the case of a pre-alert or alert measure, parents and staff call the personnel in the following order:

Links	Service	Telephone	Mail
1	School Nurse:	02 8776 1000	infirmerie@lfmanille.ph
2	For the second degree: CPE	0995 907 549	cpe@lfmanille.ph
	For the first degree: Primary Director	0917 189 5374	directionprimaire@lfmanille.ph
3	For management: Principal	0917 704 3208	proviseur@lfmanille.ph
	DAF	0917 832 4812	daf@lfmanille.ph
Complementary telephone	Secretariat:	02 8776 1000	contact@lfmanille.ph

B. Family Memo

Before each trip to school, I check the following:

- - My child's body temperature
- - My child is in good health (no flu-like symptoms such as colds, cough, headache, body pains and tiredness)
- - The completion of the DEPED document
- - The student is provided with :
 - o 2 masks (cloth or surgical) marked with his/her name.
 - o Disposable tissues.
 - o a water bottle marked with his/her name.
 - o a cap
 - o a snack if needed
 - o a lunch box
 - o a school bag.
- - That he/she leaves with well-washed hands
- - That he/she remembers the sanitary instructions to apply (posters)

C. Prevention posters on barrier gestures

COVID-19

HOW TO USE YOUR MASK CORRECTLY

How to put your mask on

- 

1 Wash your hands thoroughly
- 

2 Loop the elastic bands behind your ears
- or
- 

2 Tie the laces at the back of your head and neck
- 

3 Pinch the rigid edge, if it has one, onto your nose, pull the mask down below your chin and avoid touching it again

How to take your mask off

- 

1 Wash your hands and then remove the mask, touching only the laces or elastic bands
- 

2 After use, put it in a plastic bag and throw it away
- or
- 

2 if it is made of fabric, wash it at 60° for 30 mins
- 

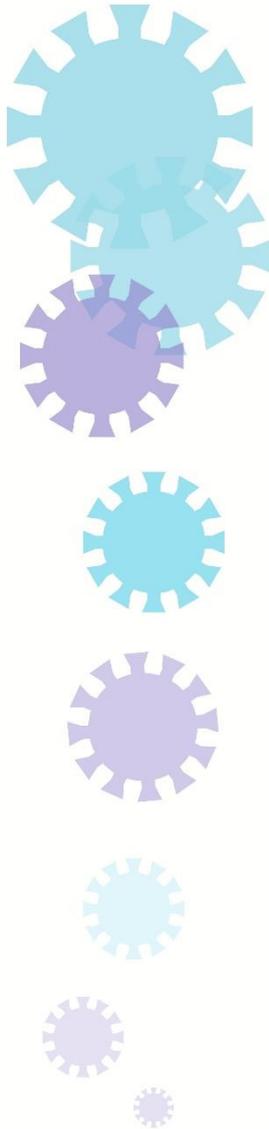
3 Wash your hands thoroughly again

HOW TO CLEAN YOUR HANDS ?



30
seconds

Washing hands with soap and water for 30 seconds is the most effective hygiene measure to prevent transmission of all viruses



Rub your hands together palm to palm



Wash the back of the hands and the tops of the fingers



Wash between the fingers



Wash your thumbs



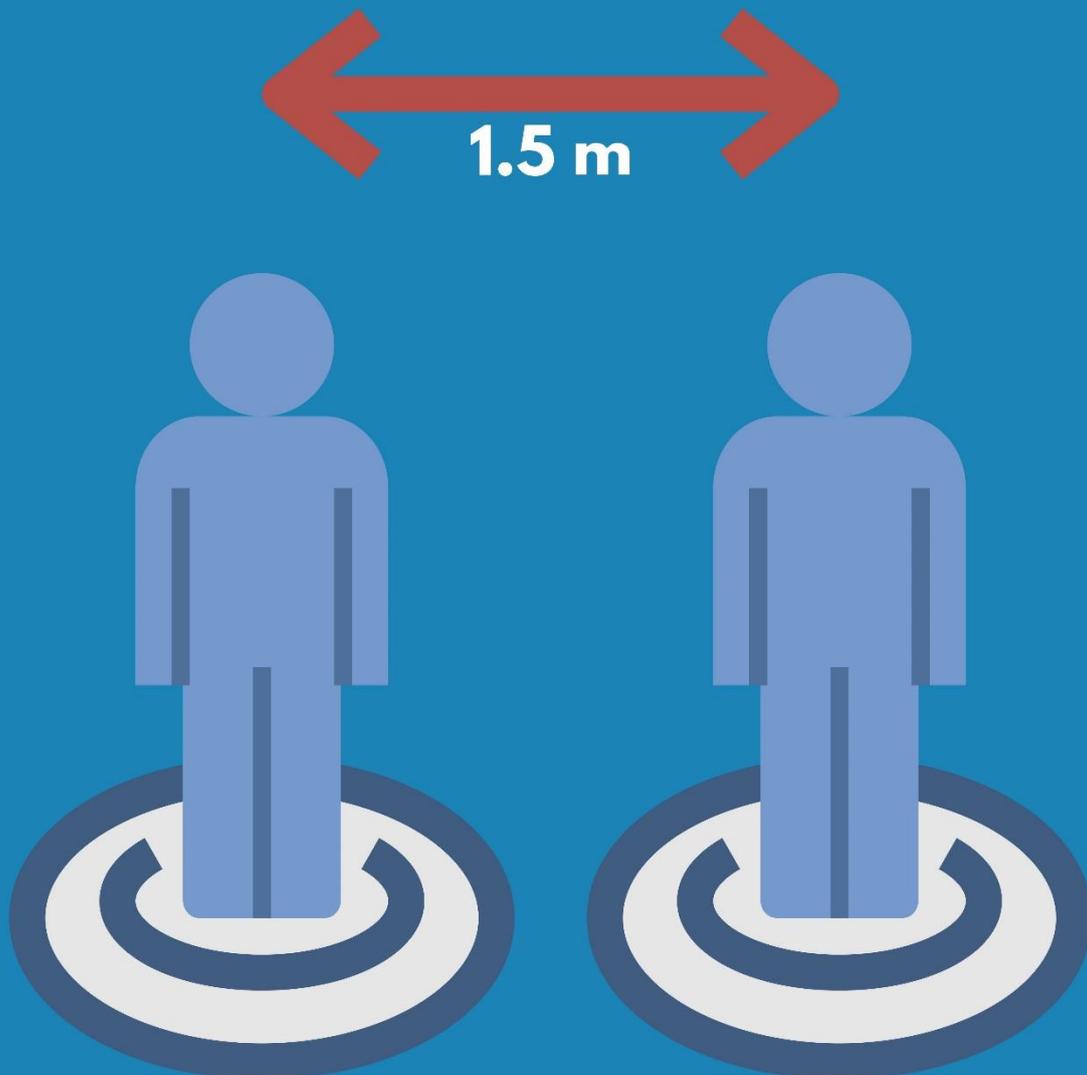
Also wash fingertips and nails



Dry your hands with a clean towel or air dry

COVID-19

To keep disease at a distance, always stay more than 1.5 meters away from each other.



COVID-19

CORONAVIRUS ALERT IN ORDER TO PROTECT YOURSELF AS WELL AS OTHERS



**Wash your hands
regularly**



**Cough or sneeze
into your sleeve
or a tissue**



**Use single-use tissues
and throw them away**

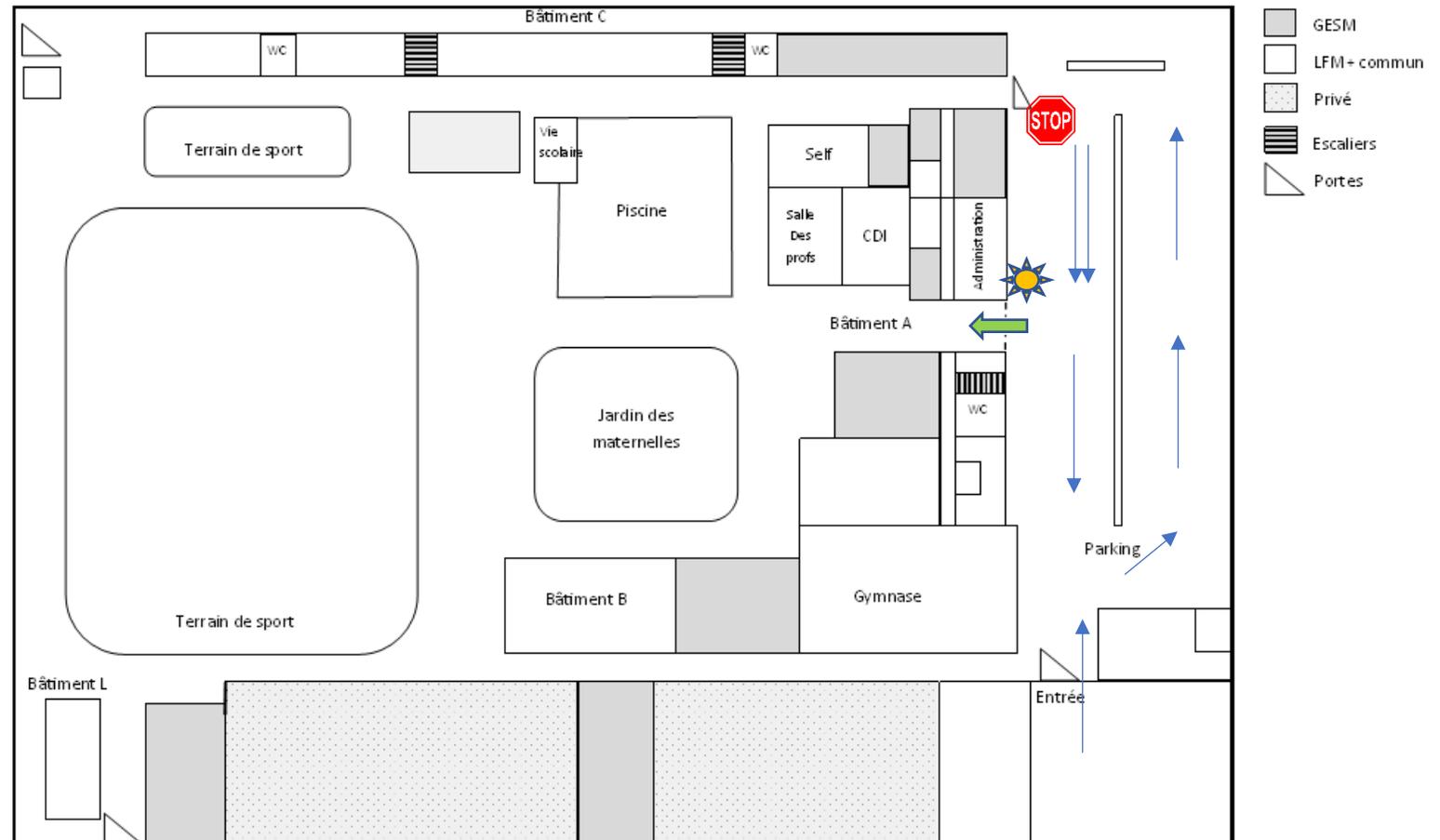


**Do not shake hands
or embrace one another**

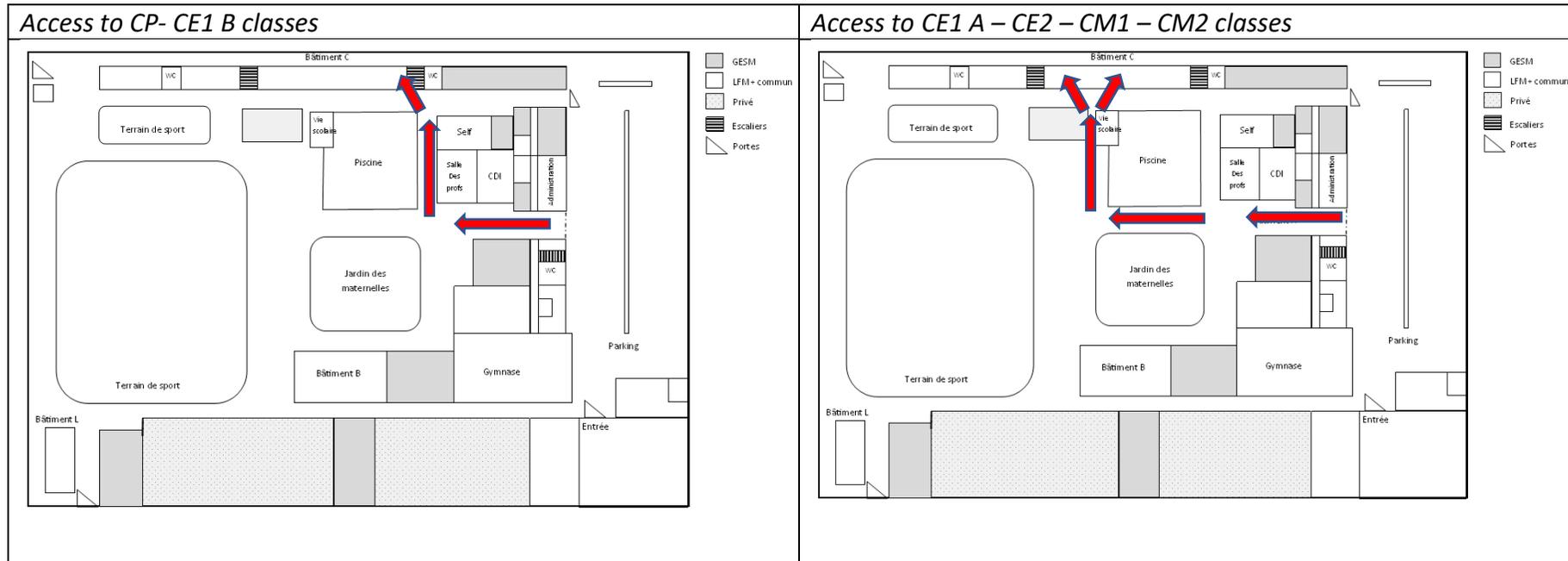
Access map to the school: drop-off/pick-up area

The high school is located on the site of the Franco-German Eurocampus. Some premises have common, others are dedicated to each of the schools. The main entrance leads to a large car park where school buses park, from dropping off students in the morning to resuming in the afternoon. Some parking spaces are dedicated to staff and others to visitors. The high school consists of 3 main buildings and small buildings:

- Building A includes: the administration, the CDI (library), the teachers' room, the dining room and the science rooms on the floor (above the administration).
- Building B includes: the kindergartens (the upper floor is GESM)
- Building C includes: on the ground floor the elementary classes and on the first floor the middle school classes (as well as the primary IS room)
- The building L, still called "Lycée Building", houses the high school classes.



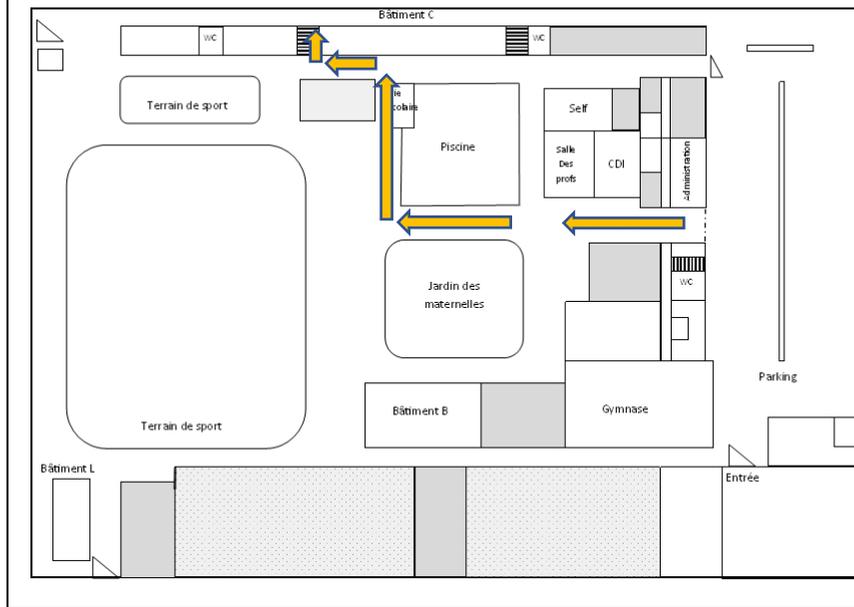
Simplified LFM Plan



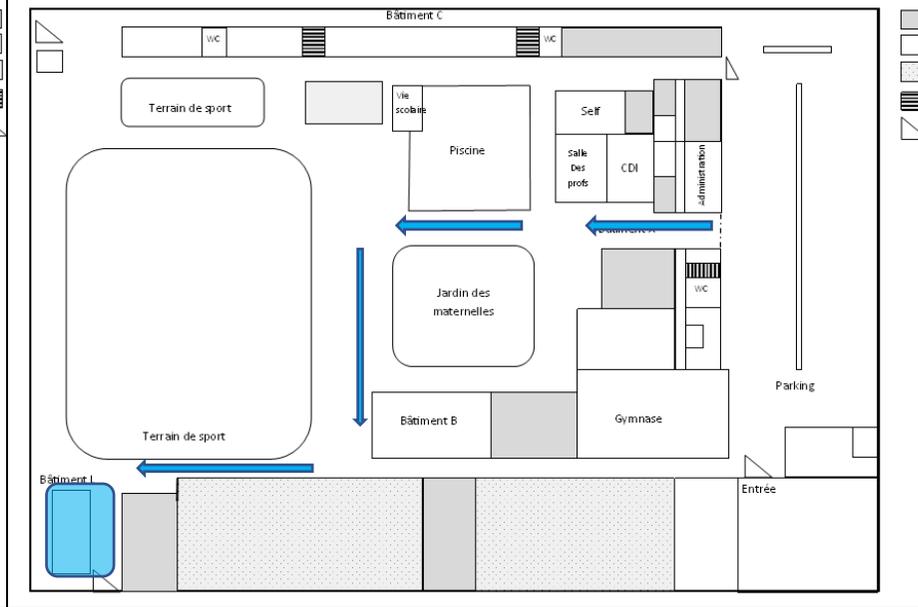
Color-coded signage guides the students, as well as a supervisor.

The evening path is the same.

Access to middle school classes (6ème-3ème)



Access to high school classes (2nde-Term)



Color-coded signage guides the students, as well as a supervisor.

The evening path is the same.

Throughout the day

Students respect the directions of traffic (walk on the right side) on all LFM or common areas while respecting social distancing. The staggered recess and lunch break schedules reduce the flow of students.

