



THE GIVING TREE
INTERNATIONAL SCHOOL

School Health and
Safety Handbook for COVID19

TGTIS Vision

Inspiring active life-long learners
who work compassionately
towards a better world.

TGTIS Mission

Nurturing a collaborative
community of inquirers in a
child-centered environment.

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Our commitment at The Giving Tree International School

At the Giving Tree International School (TGTIS), our mission is to nurture a collaborative community of inquirers in a child-centered environment. We are committed to a child-centered environment that is safe and follows the strictest of health and safety protocols.

We know that children thrive in an environment that provides routines. During this period of closure there has been a lot of disruption and uncertainty for our children, families, staff and the wider community. We have provided both continuous virtual learning and in-home learning to help maintain children's routines to the best extent possible for the social and emotional health of our students.

Concurrently, behind the scenes, TGTIS administration has been working continuously throughout the closure to ensure that we are doing everything we can to reopen as soon as we have been given permission by the Ministry of Education, Youth and Sports (**MoEYS**).

TGTIS has formed a committee in response to the COVID19 situation and the reopening of schools' campuses in accordance with the **MoEYS** new Standard Operating Procedures. A document outlining procedures and policy for the new Standard Operating Procedures was written, submitted and approved by the **MoEYS**. We will continue to ensure all protocols are effectively executed.

Our health and safety policies and practices have been made in consultation with the **MoEYS**, the Ministry of Health (**MoH**), other leading international schools in Phnom Penh, and the World Health Organization (**WHO**). While we are aware that some of these policies and procedures are inconvenient and may take some time to adjust to, we hope that you understand that they have been made to keep our community safe.

We will be ready as soon as we are granted permission. In the meantime, please refer to this new Health and Safety Handbook.

Following Ministry of Education, Youth and Sport and Ministry of Health Guidelines

At The Giving Tree International School, we value our parents as our partners. TGTIS parents have a great role to play in the prevention and the spread of COVID19.

Please note that everyone will be strictly following these guidelines, until otherwise directed by the **MoEYS** and **MoH**. There will be unannounced visits by the **MoEYS** and/or the **MoH** to ensure that we are practicing their protocols. As such, we ask that all of our parents read this document carefully in order to understand and strictly adhere to the guidelines presented.

GENERAL PROTOCOLS

Health and Hygiene Protocols

Good health habits have been prioritized at TGTIS with students and staff members since the school opened in 2008. We will continue to ensure that proper health and hygiene and behaviors are practiced throughout the school by everyone on campus. TGTIS will reduce and help to eliminate the of spread of COVID-19 within the school setting through an increased focus on:

- Handwashing
- Physical distancing
- Face coverings
- Bubble concept
- Monitoring symptoms
- Data Collection
- Following MoEYS Advice

Health and Hygiene:

This will be a **shared responsibility** of our TGTIS community to follow Health and Safety protocols. We will be alert to the following symptoms:

- Temperature above 37.5
- Dry Cough

- Shortness of breath
- Tiredness
- Other symptoms of Covid-19

If staff or students are feeling unwell in any way, they will be required to stay home.

Display Areas with Health and Safety procedures will be placed prominently around all campuses.

Community members will be taught to cough or sneeze into their elbows, and then immediately go to wash their hands. Spitting is not allowed on the TGTIS campus.

Handwashing

All students must wash their hands upon arrival. Handwashing facilities are located at our entrances and in each classroom. While waiting for the sink, students need to stand on the markers for social distancing.

During the day, we will encourage increased handwashing, to take place hourly and the use of hand sanitizers. Students will be asked to bring their own alcohol or hand gel as per the suggestion of the MoEYS. These hygiene products are also available throughout the school and in all classrooms and offices.

All students must wash their hands after eating and going to the bathroom, sneezing or coughing.

Teachers will teach proper handwashing procedures and ensure that students wash their hands for the recommended 20 seconds. You can help by emphasizing the importance of handwashing at home.

Physical Distancing

Physical distancing of 1.5 meters between individuals in classrooms and about campus will be the new norm. TGTIS will meet the local recommended standards and as a minimum the WHO standard of 1 metre.

Class sizes will be determined on the amount of space in the room, but will not exceed 20.

Students will be encouraged to stand 1.5 meters apart from other students at all times: in the classroom, on the playground, walking between classes, waiting in line, etc... There are markers on the floors and stairs to indicate where to stand to be 1.5 meters apart.

Any assemblies or larger gatherings will be held virtually, if and when necessary.

Face Coverings

Everyone is required to wear cloth face coverings and should consider that they will be worn at least 90% of the time or at any time when the required social distancing space cannot be met. As one of our [six pillars is being green and sustainable](#), we kindly ask that students use reusable cloth face coverings and not use single-use masks that contribute to unnecessary waste and pollution.

The wearing of face coverings needs to comply with local **MoH** and **MoEYS** guidelines. In the absence of local guidelines, it is recommended for all staff and students to wear an appropriate face covering during the initial re-opening period. This is to allow a thorough review of the efficacy of other control measures such as social distancing. When other controls are satisfactory, the school can adjust its use of face coverings in line with local **MoH** advice.

The Giving Tree International School asks that parents assist in briefing their children before arrival about the need for face coverings. Guidelines on correct wearing of face coverings will be re-enforced by school throughout day i.e. posters, briefings, staff direction etc.

Due to the age of some of our very young learners, face coverings may not be appropriate or difficult to manage, though local rules may still require this. The CDC does not recommend face coverings for children under the age of 2.

Bubble Concept

In order to conform to health guidelines and meet our top goal of safety for the community, we will also apply the '**Bubble Concept**' to reduce the interactions between students of different classes and grade levels. Students will only come into contact with students in their class.

Temperature taking

At the Giving Tree it is already common practice to take temperatures of students upon arrival. We will now extend this process to all people who enter our campuses.

Anyone entering campus will have to have their temperature taken at any of the four main entrances to campus - the Monivong Gate, the 95 Gate, the 71 Gate and the Toul Kork Street 325 Gate.

All people coming onto school campus will also have to either use hand sanitizer or wash their hands upon arrival. Handwashing for 20 seconds is preferable. Only students, staff, and necessary visitors will be allowed onto campus for the initial period.

No-one will be admitted onto campus if they have a temperature exceeding 37.5 degrees celsius. If a staff member or student should fall ill during the day, they will have their temperature taken and be quarantined in the nurse's station. Students will remain in the nurse's station until their parents are able to arrive and pick them up.

Anyone who is sent home sick from school will not be allowed to return until at least 24 hours after they are symptom-free and are feeling better.

Please monitor your child's temperature before coming to school.

Reduction of visitors on-site

Please note that parents **will not** be allowed on campus at our new staggered drop-off and pick up for the initial reopening period, and whilst we understand that this might be frustrating for you as a parent, please help to support us with this by explaining to your child before they return to school. Staff will be on-hand to support with this during drop-off time.

Parents are allowed to enter the campus for payments or scheduled meetings in the office area. To maintain the class bubbles,

- Parents will not be allowed to walk around campus or enter the classrooms
- Parents making payments or coming for scheduled meeting in the office need to arrive at a time other than drop-off or pick up time

This is an opportunity for our children to further develop their independence and confidence. Although, we do look forward to welcoming parents back on campus as soon as it is safe to do so. We love having parents on campus daily as still adhere to our [Pillar #1 that we are a home](#) to our community.

Data Collection

Absences

To comply with Ministry guidelines, all absences must be reported to the school and the school is responsible for recording the symptoms of each child and teacher who is absent. Please inform your child's teacher via SeeSaw and the office by phone, as to the reason why your child will be absent and provide any documentation from the doctor after the absence.

We appreciate your help with complying with this measure. We will be collecting and following up on any unreported absences to ensure we have a clear picture of any potential issues.

Travel declaration

As we are a [community of global citizens](#), The Giving Tree International School will be collecting information from all staff, students and parents to monitor travel both within Cambodia and internationally.

Everyone will be required to submit a travel form when:

- A student, parent, guardian or any family member travels outside of Phnom Penh, either within Cambodia or internationally
- A staff member or their family member travels outside of Phnom Penh, either within Cambodia or internationally
- A student or any family member meets with any international travelers

[Parent TRAVEL FORM](#)

[Student TRAVEL FORM](#)

Additionally, all international staff members and students will need to provide copies of their passports, along with exit/entry stamps to document their recent travel and COVID19 tests. **This is an MoEYS requirement and information will be kept on file in case it is needed by MoH or MoEYS officials for contact-tracing purposes.**

All staff and families will have to report recent travel history to the school. If anyone is found to have traveled to a place where cases of COVID-19 are confirmed, the school will ask the student or staff member NOT to participate in all on-campus learning. However, they can do online learning from home for 14 days.

Reporting and Contact Tracing

Even with the best precautions, our community may be exposed to, or contract COVID-19, or be exposed to someone who has contracted the virus. If anyone in your household, or anyone who has had close contact with your child(ren), is diagnosed with COVID-19, please contact the Head of School Kate O'Connell headofschool@thegivingtreeschool.edu.kh immediately for contact-tracing purposes.

If a member of our community contracts COVID-19 or is exposed to someone who has contracted the virus. We will:

- Report the illness to the proper authority for contact-tracing purposes.
- Require those who test positive to remain home for a 14-day quarantine period.
- Only allow anyone who tests positive to return after the quarantine period and can provide a negative test result.
- Inform the school community as needed
- Contact parents of children from the same class and their siblings
- Follow all MoEYS and MoH guidelines

The school will evaluate the amount of time a COVID-19 positive individual spent with people on campus to determine if anyone is deemed to be a "close contact." A "close contact" for COVID19, according to the Center for Disease Control and Prevention (CDC) September 2020:

...is any individual who was within 2 meters of an infected individual for at least 15 consecutive minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html#:~:text=For%20COVID%2D19%2C%20a%20close,time%20the%20patient%20is%20isolated.>

Parents will be notified if their children are determined to be close contacts of a positive COVID-19 individual. Upon exposure, close contacts will be required to stay home for 14 days after exposure based on the time it takes to be symptomatic. The definition of "close contact" will be updated as necessary.

As always, confidentiality will be upheld and health and medical information will be private. No discrimination against a student, or family, who is diagnosed with Covid-19 will be accepted. We prioritize ensuring that all students feel comfortable and not embarrassed if health concerns arise while on campus, while also maintaining their confidential medical information.

Any parents who choose to send their children to school will be asked to sign a waiver that guarantees they will not hold the school or the MoEYS accountable for contracting COVID-19 should they fall ill.

ON-CAMPUS PROTOCOLS

Schedule for the arrival and departure

In order to provide safe physical distancing, arrival and dismissal to The Giving Tree International School campuses will be **staggered**. Students MUST be dropped off outside the school gate and enter school grounds by themselves. The child's learning assistant will receive them at the gate and deliver them directly to their class. At this time, morning play will take place in the classrooms. This is for safety and distancing reasons.

Everyone will need:

- A temperature check on arrival
- To wash their hands with soap and water
- To apply hand sanitiser

Arrival PYC

Elementary students will be admitted onto campus from 7:30 to 8:00 am through the following gates:

- 95 Gate: Early Years to Grade 1
- Monivong Gate: Grades 2 to 6
- Each gate will be monitored by staff who will check temperature and make sure students use hand sanitizer/wash their hands upon arrival.
- Students will go directly to class
- Siblings will enter together at the gate of the older child
- Students will need to go directly to class

Late Arrivals

- We highly discourage late arrivals and need parents to support our staggered drop-off schedule.
- Any student who arrives late will have their temperature taken at the gate and will wash their hands and then go straight to their classrooms

Dismissal

Primary_students will be brought down between 3:20 and 3:30 pm for pickup.

- They will be seated at a physical distance, with markers painted to show where they can sit.
- Early Years to Grade 1 will be picked up at the 95 Gate
- Grades 2 – 3 will be picked up at the Monivong Gate
- Grades 4 – 6 will be picked up at the Monivong Gate
- Younger siblings will be seated with and leave with older siblings
- One class teacher will be at each gate to say goodbye to the children

At The Early Years campus and at Toul Kork campus they both only have one entrance.

In the first month, no students will be allowed to remain on campus after 3:45 pm. This will allow us to clean the space thoroughly ahead of the next day of school.

[Drop-off and pick up times at the PY campus](#)

[Drop off and pick up times at the EY campus](#)

Procedures for Entrances and Exits

We have four main access points to our campuses. Each gate will be monitored by a guard, teacher and a learning assistant. The guard will check temperatures before allowing the student to enter, the learning assistant and teacher will make sure students use hand sanitizer/wash their hands upon arrival. Upon arrival to campus, students will go directly to their classrooms. Siblings will enter together at the gate of the younger child.

Greetings and Goodbyes

TGTIS will now welcome and dismiss students with the traditional Khmer salutation of two palms pressed together. This is something that students and teachers are already familiar with.

Social Distancing

Our learning environment will be set up to take into account the 1.5-meter physical distance between seating and standing.

In order to promote safe distancing, we have put markers on the floor. There are painted social distancing footprints outside and taped Xs to remind students of space needed for proper social distancing and where they can safely stand in relation to each other.

Students will not pass each other on the stairs or in the hallways as the schools have set up one-way systems for moving around the campuses.

SOCIAL DISTANCING

Staircases

Each staircase is now designated for one-way movements, to promote social distancing. There are signs along each stairway as a reminder to everyone which direction to go in and arrows at the bottom of the steps so that people know which staircase to use.

Walkways

Our school walkways are marked so that students know which direction they should move in. This will help reduce congestion through the walkways. There are also signs posted throughout the walkways so that students remember to keep their distance from each other.

Gatherings

There will be no large gatherings, assemblies, or on-campus events until further notice. Any whole-school events will be held digitally through Google Meets or Zoom. Parent events can be held off-campus with a limited amount of parents in a room large enough for social distancing.

CLASSROOM SETUP

Class Size

We will limit our classes sizes to 15 - 20, depending on the size of the room, following the MoEYS guidelines. We will accommodate the children with consideration of a 1.5-meter physical distance between seatings.

Classroom Temperature

When it is cool enough outside, rooms will be kept at a comfortable temperature with fans and natural air flow. During warmer weather, the air conditioners will be used and kept at a temperature of no lower than 24 degrees celsius. This is a requirement from the MoEYS.

Airflow

In order to promote the distribution of fresh air and sunlight, all classes will be required to leave windows and doors open. Fans will also be turned on to promote air circulation.

Individual Supplies

Students will be provided with an individual basket which will contain all needed materials for learning (pens, pencils, markers, eraser, colored pencils, paper, scissors, glue stick.)

Shared Materials

Due to the nature of play-based learning that is so important to Early Years students, we will implement a rigorous routine for cleaning toys and hands-on learning materials.

- All soft furnishings (bean bags, cushions, carpet) will be removed from classes, washed/cleaned and stored. Foam mats will be considered if classrooms only have carpet as these can be easily cleaned and sanitized.
- Balls will not be available at breaktimes.
- The use of actual reading books will be reduced to individual books which can be sanitized, online books will be utilized much more so that students will still be reading.

Surfaces that are in frequent contact with people, including chairs, desks, tables and door handles are cleaned multiple times per day, including in between every student break or change of class.

Hand-sanitizer in classrooms

Every classroom teacher has been given a bottle of alcohol-sanitizing liquid for use by students and staff in the classrooms. Students are required to use these at the beginning and end of each class.

Students will be encouraged to carry their own personal hand sanitizer in their school bags or pencil cases.

Cleaning classrooms

Classrooms are cleaned throughout the day.

- in the morning before students arrive
- during the school day
- after school when the students have gone home

AROUND THE CAMPUS

Cafeteria

The cafeteria will not be used in the first month of school. Students will each lunch in their classroom spread apart to ensure social distancing. We have stopped serving food at both campuses. SNACKS AND LUNCH WILL ONLY BE PROVIDED BY PARENTS for this reopening period as stated by the MoEYS.

Students will be required to bring healthy snacks and lunches from home. We ask that parents observe the following:

- ✓ Please pack healthy foods
 - Healthy snacks include fruit, veggies, sugar-free crackers or healthy biscuits, yoghurt, and milk/juice.
 - Healthy lunches include a balanced meal of a protein, vegetables and a starch
- ✓ Please do NOT pack unhealthy food, such as sugary foods (cakes, cookies, etc.), fried foods, candy (including chewing gum), or soda pop. If a child brings any of these items to the school, the teachers will not allow them to eat/drink it and will return it to the parents with a written note.

The school observes a “Nut-free Policy”. Please be sure not to send any foods containing nuts for the safety and well-being of all our students.

Please note, there will be no sharing of food at any time, nor will food from outside be allowed onto campus. Children must bring their lunch with them to school when they arrive in the morning. There will be no deliveries of food accepted during the day, as per the requirements of the MoEYS.

No food for celebrations will be allowed:

Students celebrating birthdays will also not be allowed to bring in any items such as cake, donuts or pizza to celebrate their birthday.

Procedures for eating:

All students will:

- Wash their hands prior to eating
- Sit apart while eating in their classroom
- Students will clean their eating area with a disinfectant wipe
- Wash their hands after eating

Water distribution

Students are encouraged to bring a reusable water bottle full of clean water to school everyday for drinking. The Giving Tree International School will supply water for refills. There are multiple water dispensing machines throughout the campus. These will be wiped down and disinfected regularly.

The Giving Tree International School is a [Green School](#) and we do not allow single-use plastic or styrofoam on campus. ALL students and staff bring their own reusable water bottles to campus.

The Library

As per the instructions of the MoEYS, we will be suspending the borrowing of books from all of our libraries until further notice. Instead of students visiting the library and borrowing books, we will encourage students to read books from home, or use Reading A-Z and other e-books for the time being.

Isolation Room

The school will have a separate area on each campus to treat students and staff who are unwell. In addition to our isolation room, we will establish a health clinic.

The isolation room will be overseen by our school nurse, Ms. Marj Arnaud. This area will serve as an area where we will quarantine any students who display any COVID-19 symptoms during the school day.

Any child who needs to use the room during the day will have their parents contacted immediately for pickup.

Bathroom

Students will be required to use the designated bathrooms in their own classrooms. Bathrooms will be disinfected regularly.

SCHEDULES

Operating schedules

In-person and Online Hybrid Learning

We will offer in-person learning and a hybrid learning model for those wishing to stay at home.

If some families choose not to send their children to school, they will be allowed to learn from home on a revised schedule.

We have developed two possible schedules to meet different circumstances:

- A hybrid model, where some students are learning from home
- Our regular schedule, where we look forward to welcoming students back at The Giving Tree in the way that you have all come to know and love.

Should the MoEYS decide at some point in the future that schools need to close again, we will revisit and revise the schedules accordingly.

Break-time Schedule

Students will be able to spend break-time with their classmates and will not mix with other students. There is an outdoor play schedule to ensure students have break-time at different times and in different locations around the school.

The school will not provide equipment to play with at break-time.

There will be time in between each group's use of the areas for the cleaning staff to ensure that each area is cleaned properly. There will be two members of staff on duty for each break-time in each area.

Learning with Specialists

The Giving Tree School will follow the MoEYS guidelines in relation to teaching specialist classes. The library programme will be suspended for the time being pending approval from the MoEYS.

SCHOOL COMMUNICATION

Educating our Community

We have already conducted parent and staff information sessions and will continue to do so in order to keep our students and parents informed and up to date with new information as it becomes available.

Teachers have all been instructed to share the best health and hygiene practices with the students and remind them of the protocols on a daily basis. Signs promoting these habits have been posted around the school, including in classrooms, in bathrooms and near sinks.

Further information and updates

We will continue to seek guidance from the Ministry of Education, Youth and Sport and the Ministry of Health. We will keep our school community up-to-date as we have any new information. As a partner in your child's education it is essential to stay informed with the latest information the school is providing. **To keep informed please:**

- Closely follow your child's **SeeSaw Account**.

- Please check our **website**: <https://www.thegivingtreeschool.edu.kh>.
- Please keep up-to-date by **following us on Social Media** ([Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#))
- Make sure you look for our weekly **newsletters** in your email. At times, the newsletter may go to your spam, please check there if you do not get an email to your inbox Thursday around 4 pm.
- You can **email** the Head of School, Kate O'Connell, with ANY question you have. Is there something you've been wondering about or that we haven't addressed that you'd like us to in future communications? Send any questions to headofschool@thegivingtreeschool.edu.kh.