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# HEALTH MEASURES & PROTOCOL

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FRENCH SCHOOL OF SEOUL

GUIDELINE FOR LFS COMMUNITY IN WELCOMING STUDENTS AND STAFF TO SCHOOL

# 3 OBJECTIVES OF LFS



- Ensure the health and safety of all students and staff, and participate in the collective effort to prevent the spread of Covid-19.
- Provide that students acquire the skills and knowledge indicated for the year.
- Engage in everyone's learning from the very beginning and continue throughout the year, whatever the conditions.

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# 6 Rules to be respected by all at LFS

6 precautionary rules to be respected by ALL at LFS until further notice. Based on safety measures set by concerned authorities of Korea.

## 1. Submit "Health" questionnaire

Fill out and submit "Health" questionnaire before entry at LFS

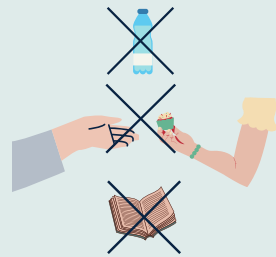
*Upon entry every morning*



## 5. Do not touch other people's belongings

Do not touch other people's belongings, do not lend or exchange any equipment, food, drinks, etc.

*Bring a personal water bottle to school marked with your name*



## 2. Wear a mask all day

Access to LFS will be denied without a mask. Masks should be worn at all times, except during brief moments of eating or drinking.



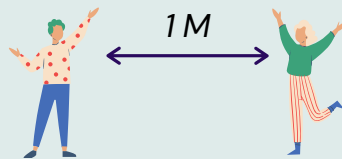
## 6. Submit to temperature checks

Temperature control twice a day. Additional check if necessary.



## 3. Maintain a 1m distance away from others

In all situations, from greetings, in classrooms, during lunch, recess, etc.



## 7 Sanitary Principles implemented at LFS

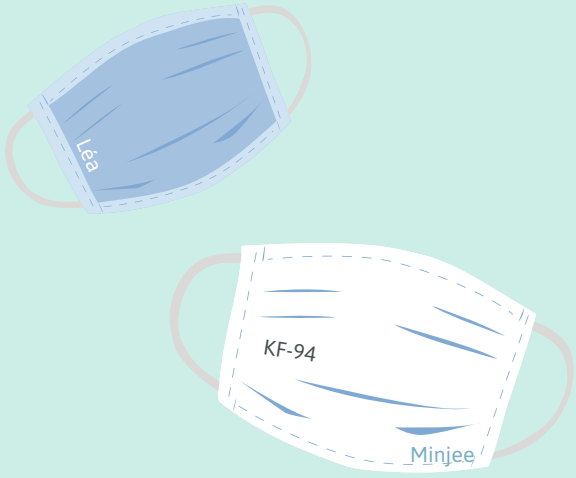
- Communication of the "6 Rules to be respected at LFS";
- **Everyone** to abide by the said 6 Rules
- In case of temperature higher than 37.5°C, Covid-19 symptoms or cohabitation with a person in quarantine, **removal from school premises**;
- **No access to LFS without a mask**, without submitting the "Health" questionnaire, in case of temperature over 37.5°C, Covid-19 symptoms, or cohabitation with a person in quarantine;
- **Regular disinfection** of the frequently used school premises, surfaces and equipment;
- Placement of **hydro-alcoholic solution** throughout the school;
- **Evolution and/or modification** of the rules according to changes in the situation, findings and decisions of the **health authorities**.

## 4. Wash your hands regularly

Practice good hand hygiene by washing your hands with soap and water or using hand sanitizer.



# II. MANDATORY PERSONAL ITEMS TO BRING DAILY TO SCHOOL

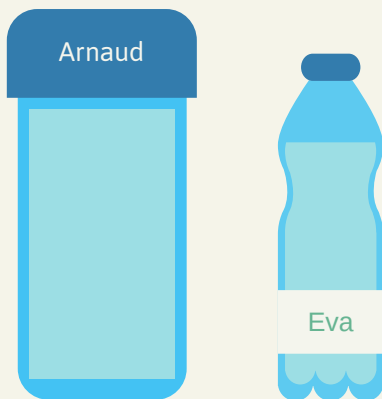


## Two spare masks

A mask to be worn mandatorily upon entry to school, one spare mask, one KF94 mask, marked with your child's name



A pack of disposable **tissues**



**A personal water bottle** marked with the student's name, to be filled in at the beginning of each half a day

## FOR SECONDARY SCHOOL



One small bottle of personal **hand sanitizer**




**Individual EPS items** specified by teachers

# III.

## MANDATORY HEALTH QUESTIONNAIRE (I)

**HEALTH QUESTIONNAIRE**



class	Student's name	date
-------	----------------	------

Parent's name	Contact
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1. Do you have a fever higher than 37.5°C?  Yes  No

2. Do you have any of the following symptoms of Covid-19?  
*If any of the symptoms are caused by a chronic illness unrelated to Covid-19, the student or staff is allowed to enter the school even if they checked "yes", providing a certificate medical evidence of the chronic nature of the symptom.*

muscle aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
feverish state, chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
breathing difficulties	<input type="checkbox"/> Yes	<input type="checkbox"/> No
loss of taste and / or smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. Have you traveled abroad in the last 14 days?  Yes  No

4. Has any of your cohabitants traveled abroad in the last 14 days?  Yes  No

5. Is any of your cohabitants quarantined at home?  Yes  No

*If you answered YES to any of the questions, do not come to school and immediately inform LFS health service : [infirmierie@lfseoul.org](mailto:infirmierie@lfseoul.org)*

Honor statement, signature of the legal representant:

“If you answered YES to any of the questions, do NOT come to school, immediately inform LFS health services at: [infirmierie@lfseoul.org](mailto:infirmierie@lfseoul.org), and go to a test center.”

- If any of the symptoms are caused by chronic conditions not related to Covid-19, the student or staff are allowed to enter the school even if they have answered "yes," provided that they present a medical certificate attesting to the chronic nature of the symptom.



- Every morning, parents must answer the Health questionnaire on **Pronote** in the Information & Surveys menu, per child. This has to be completed **no later than 30 minutes before arrival at school.**
- Vie Scolaire staff then checks at the entry whether each child has responded on Pronote to authorize his/her entry into the school.
- Everyone must arrive at the scheduled time to ensure that the entry into the school runs smoothly.

# MANDATORY HEALTH QUESTIONNAIRE (II)

## FOR STUDENTS TAKING THE BUS

### Submit the Health Questionnaire in paper form

- For those taking the school bus, parents must submit the health questionnaire in **paper form**.
- The accompanying staff will check the student's temperature & health questionnaire before authorizing getting on the bus.
- Before your child boards the school bus, make sure:
  - Health questionnaire is filled out,
  - Mask is worn,
  - Hands are disinfected.
- Parents must not prepare snacks for their children (neither on the bus nor at school before the bus departs from school at the end of the day).
- Bus disinfection is carried out with disinfectants by the driver regularly.
- In case of temperature higher than 37.5° C, or if the health questionnaire has not been filled out, students are not allowed to board the bus.



# IV.

## PROCESS OF ENTRY TO & EXIT FROM SCHOOL

### SUPERVISED ENTRY

#### Entry to school supervised by the nurse and “Vie Scolaire” team

- Wearing a mask & digitally completing the Health questionnaire on **Pronote** (Informations & Surveys menu) is mandatory to enter the establishment.
- Entry to school is only through the main entrance side ramp.
- No adults are allowed to enter the school between 7:45 and 9:30 AM, except one adult authorized with Kindergarten students. This authorized person would have had to fill in the questionnaire in advance to make the entrance more smooth.
- If young students are accompanied by adults to the outskirts of LFS premises, the said adult is encouraged to wait nearby until the student's entry is confirmed without temperature.
- In all cases, parents should be readily reachable by phone at the beginning of the morning.

#### After entry, students should:

- In primary school, go directly to the classroom without waiting in the playground.
- In secondary school, line up in the Deoksan playground where students are collected by the teacher to go to the classroom, keeping distance.



# 01

## Wait in line 1M apart

Before official school hours, students must wait in line at the marked spots on the ground along the ramp, maintaining the physical distance of 1m from each other.



# 02

## Verify Health Questionnaire daily prior to coming to school on Pronote

Parents are required to fill in the questionnaire every morning on Pronote prior to the child coming to school, without which entry will not be permitted.



# 03

## Disinfect hands upon entry

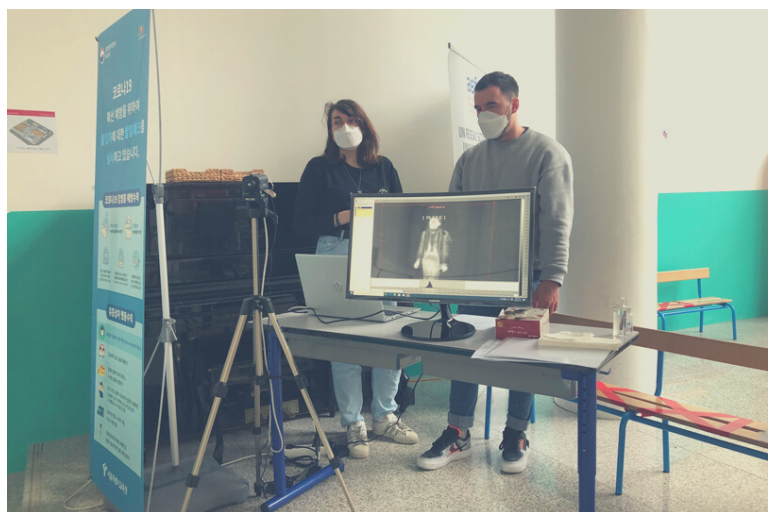
Upon entry, everyone must disinfect their hands with the hydro-alcoholic gel available by the gate.



# 04

## Temperature control

Temperature check is done at the main entrance. If a student's temperature is deemed higher than 37.5°C by the thermal camera, a second check is carried out by the school nurse.



# EXITING THE SCHOOL

- As is the case with entry, **parents are asked not to gather in front of the entrance of the school** at the time of the students' exit.
- Parents of grade 3, 4, 5 (CE2/CM1/CM2) students are advised not to wait directly in front of the school but to give their child a meeting point a little further away from the exit.
- Parents of grade 1 and 2 (CP/CE1) students are to pick up their children inside the Jisan playground and exit through the Jisan gate.
- For parents of Kindergarten students, the designated adult picks up his/her child outside the classroom.
- Secondary school students take the main gate when exiting the school.
- Secondary school students can go to the CDI and must stay there until the next hour.

# V.

## EVERYDAY ROUTINE

### CLASSROOM

#### Distance

- Students enter the rooms in line one by one, under the supervision of the teacher.
- In the classrooms, a minimum safe distance is kept between each student's seat.
- In some rooms, a partition wall between student's seats will enforce the distance measure.
- Students should stay in the same seat in the classroom everyday.

#### Materials

- Students use only individual and personal equipment, no common equipment is to be shared or lent.
- For certain educational activities which require the handling of materials, students will disinfect their hands before the activity and disinfect it again at the end of the class.
- For use of computers, disposable gloves should be worn.

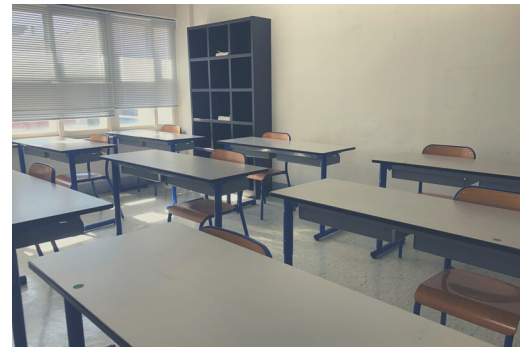
#### Physical Education and Sports (EPS)

- Students wear their sportswear from home, there will be no access to the changing rooms.
- At the request of the EPS teachers, students can bring individual equipment.
- Individual sports courses are preferred.
- 'Team sports' are allowed per class as of February 2021.

# CLASSROOM

## Disinfection

- Each teacher is given a sanitary kit for class.
- Students and teachers wash their hands with soap or disinfect them each time they change locations.
- A specific classroom is assigned to each class as much as possible to limit movement and disinfection measures.
- If the classroom has to be changed, each student and teacher disinfects his/her work space at the beginning and end of the course: tables, computers, chairs.
- Doors are always left open.



# CLASSROOM VENTILATION

**Air purifiers, heaters or air conditioners should be used with caution and with frequent outdoor air ventilation**

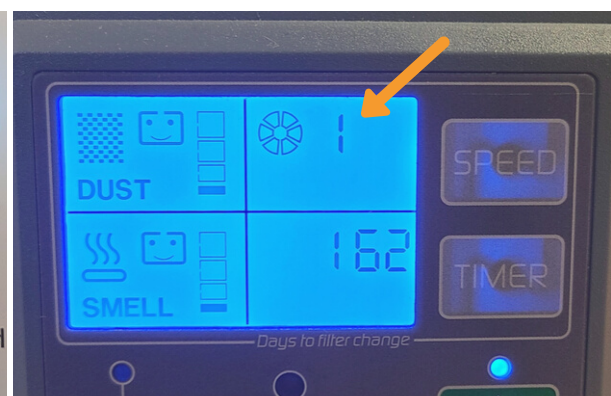
- Use of air purifiers is allowed only in case of peak pollution (refer to LFS AQI guideline) with caution and in a limited manner to minimize the spread of droplet splashes from increased air flow.
- Use of air purifiers, air conditioners or heaters is limited to **minimum level and speed** ('미' or '1').
- The filtered air from the air purifier must not be blown directly towards people.

## General advice on ventilation

- Rooms are ventilated as frequently as possible with outside air by opening windows and the door during each recess and lunch break: each ventilation period should last **at least 3 minutes during winter (10 minutes during summer)**.
- In Kindergarten, windows should be opened at least every ½ hour.

## Instructions in case of pollution peak (AQI greater than 120)

- Suspend the ventilation with the outside air, and ventilate the classrooms indirectly, by leaving the doors open, and when possible, by opening windows that overlook a hallway, for example.
- The purifiers can be used at speed 3 (강) in case of AQI above 150 for better efficiency and the ERV can be suspended as well in order to limit the entry of outside air.



# MOVING INSIDE LFS

- When primary school students are moving inside LFS, they are always accompanied by a teacher.
- Secondary school students move under the supervision of teachers and educational assistants (AED).
- When moving in the corridors, a minimum distance is maintained between each student.
- Movement around primary school building (*Deoksan*) : students use the South staircase to go up and the North staircase to go down.
- Movement around secondary school building (*Kaehwasan*) : high school students use the central staircase, middle school students use the ramp.
- Everyone must respect the distance markings on the ground.
- Wearing a mask is mandatory at all times.



# USING THE RESTROOM

- Students can go to the toilet **only during class hours**, one by one, to avoid clustering.
- Everyone must disinfect affected surfaces with the disinfectant gel installed inside all toilets (stall handles, doors, toilet seat).
- After using the toilet, everyone must wash their hands under running water thoroughly with soap.
- Wearing a mask is mandatory at all times.



# RECESS TIME

- Wearing a mask is mandatory at all times.
- Recesses are reorganized in additional spaces to reduce the number of students in one place.
- Ball games and any activity involving sharing of items are prohibited.
- Students must maintain a distance of 1 m from each other and not have close and prolonged contact.
- A marking displaying a safe distance is placed on the benches.
- Snacks are not allowed.
- Students wash or disinfect their hands at the beginning and end of each recess.
- At the end of recess, students must return to the marked places on the ground, respecting a safe distance, and return to the classroom accompanied by their teacher.





# USING THE CAFETERIA FOR LUNCH

**Students with classes at school can eat at the cafeteria, equipped with individual partitions up to half the capacity.**

- Everyone must wash or disinfect their hands before lunch.
- A second temperature check is done before lunch.
- While waiting in line, respect the markings on the floor ensuring the minimum safe distance between each person.
- Cutlery is laid out on each meal tray.
- Each seat is delineated by a transparent partition.
- Users sit every other seat, not facing each other.
- Masks are removed and hung on the partition at the beginning of the meal, and immediately put back at the end.
- **Refrain from speaking during lunch time.**
- Everyone must bring **his/her own water bottle**; if necessary, disposable cups are available next to the fountains.
- Between each service, the cleaning team disinfects all tables and partition walls.



# USING THE LIBRARY: PRIMARY SCHOOL (BCD)

## Use of Space

- Each class is assigned a specific time slot to borrow books.
- Students disinfect their hands upon entry and exit and maintain safe distancing guidelines.
- Free reading time is suspended until further notice.

## Borrowing and Returning

- In order to avoid the handling of books by students, the librarian prepares a selection in advance (new books, certain themes or genres in the program, etc.) which are presented to the students in dedicated areas. Children are invited to choose among these books as a priority.
- Children also have the possibility to borrow books outside of these selections, upon request to the librarian.
- Books are returned in the same time slots directly to the BCD.
- Books are to be disinfected by the children before its return- a disinfection table will be installed at the entrance of the BCD. These books are then quarantined for one week.



# USING THE LIBRARY: SECONDARY SCHOOL (CDI)

## Use of Space

- Mandatory hand disinfection at the entrance and exit of the CDI.
- One-way foot traffic guideline is to be respected (use North staircase for entry, South staircase to exit).
- Social distancing and barrier gestures are to be respected by all in the CDI (limited number of students per table).
- Students must disinfect the occupied spaces when done with the activity.
- Onsite consultation of materials is suspended until further notice.

## Borrowing and Returning

- Borrowing books is possible by reservation only (through the reservation system on E-sidoc, by e-mail or by direct request to the librarian), to be picked up at the librarian's desk.
- Upon its return, the materials are disinfected by the students (a disinfection table will be set up near the return box). These materials are then quarantined for one week.

# VI.

## PROTOCOL IN CASE OF APPEARANCE OF COVID 19 SYMPTOMS AT LFS

### APPEARANCE AT LFS

1. If a temperature higher than 37.5°C is detected upon entry to school, a second check is carried out by the nurse.
2. In case of temperature higher than 37.5°C detected in class, an internal telephone call is made to the nurse's office (internal number) or Vie Scolaire (internal number), who will come and accompany the said student to a designated room to take additional new temperature readings.
3. If, after this second check, the person's temperature is still higher than 37.5°C, a KF mask is given to the person. If it is a student, the family is contacted.
4. The school nurse calls the KCDC on 1339 and follows the instructions of the health authorities.
5. While waiting for the parents' arrival, the student stays in an isolated room. The school nurse also wears a KF mask and disposable gloves, maintaining a safe distance.



# APPEARANCE OUTSIDE LFS

- If you show symptoms or have fever higher than 37.5°C, do not come to school.
- Inform the school nurse at: [infirmierie@lfseoul.org](mailto:infirmierie@lfseoul.org)
- Contact the local health authorities at: 02-120, 1339
- Go to a local test center, and follow their instructions.
- Inform LFS immediately of the test result at: [infirmierie@lfseoul.org](mailto:infirmierie@lfseoul.org).
- After your visit to the test center, when all symptoms disappear, and in the absence of fever for 24 hours without a separate fever treatment, come back to the school with:
  - a negative test result, or,
  - an attestation from the test center, in case it was not deemed necessary to perform the test.
- Wear a KF mask on the way to the screening center, tell the doctor your travel history and whether you have been in contact with people with respiratory symptoms.
- Do not come to the school until the test result is known.
- If the test result is negative but symptoms persist:
  - stay at home for 3-4 days for observation, consult a doctor if necessary.
  - If symptoms continue to persist or worsen after this initial 3-4 days, contact the health authorities again at: 02-120, 1339.



# IN CASE LFS STUDENT/STAFF, OR VISITOR TO LFS TESTS POSITIVE

If a member of the community tests positive for Covid-19, the headmaster follows the following instructions from the health authorities:

- As soon as the school is informed, all persons present in the school must return to their homes.
- Investigation by health officers.
- Communication of the rules to be followed by the community.
- Students' exit will happen according to internal rules and will be communicated to parents immediately.
- An SMS will be sent to the community to announce that a vital information will be sent via email.
- An email is then sent to parents specifying :
  - the decision to close
  - if known, the duration of the closure
  - how students can be withdrawn during the day
  - subsequent communication arrangements



# VII.

## ANNEX

### General Disinfection Measures at LFS

- Disinfection of all the premises before back-to-school by a professional company, then once a month.
- Disinfection of surfaces frequently used in class (tables, computers, chairs) by students under the supervision of their teacher at the beginning of each class.
- Regular disinfection of frequently used surfaces (tables, computers, handles, chairs), toilets, water fountains and school bus, elevator, stair railings by maintenance team.
- Water fountains are removed from the corridors and reinstalled in the classrooms.
- Everyone brings his/her own water bottle; if necessary, disposable cups are available next to the fountains.
- All trash bins have been replaced with ones with lids to minimize the spread of infection.

### Ventilation

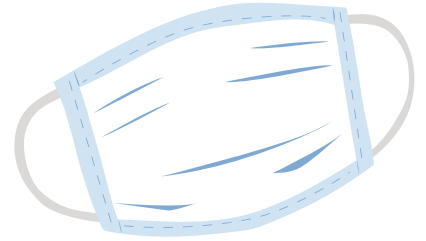
- Air purifiers, heaters or air conditioners should be used with caution, limited to minimum level/speed, with frequent outdoor air ventilation.
- Use of air purifiers is limited to in case of peak pollution.
- Filtered air from the air purifier should not be blown directly towards people.





# WHEN WEARING A MASK,

Masks should be properly worn, not only for your own but also for other people's safety.



## Do :



**DO Wash or disinfect your hands** thoroughly **before** putting on the mask.



**DO Make sure** when putting on the mask, **the mask fits & covers your nose and chin.**



**DO Make sure** that **there is no space between the mask and your face** at all times.

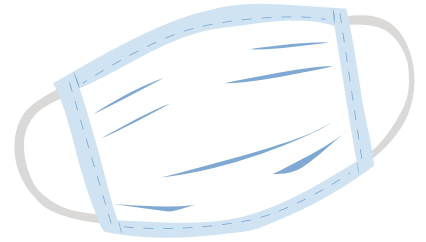


**DO Throw away the mask by holding onto the straps,** not by the front of the mask. Wash or disinfect your hands immediately afterwards.

# WHILE WEARING A MASK,

Masks should be properly worn, not only for your own but also for other people's safety.

**Do NOT:**



Wear it with your **nose out**: this is like not wearing a mask at all.



Wear it on your **chin or neck**: this is not a fashion item.



**Touch or adjust** the mask once it's on: this can lead to contamination.

*\*In case you touched your mask, please wash or sanitize your hands immediately.*

If you have any questions about **Do's** and **Don'ts** of wearing a mask, do not hesitate to refer to the school nurse.

*In the face of this exceptional situation,  
let us all stay mobilized and  
come together in solidarity  
to ensure the  
safety, learning,  
and working conditions  
of everyone.  
Have a good back-to-school, and "Fighting"!*



**FRENCH SCHOOL OF SEOUL | 서울프랑스학교**

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