

INSTRUCTIONS FOR THE PUPILS REGARDING THE COVID-19 SITUATION

BASED ON THE DEMANDS OF THE MINISTRY OF HEALTH OF THE LUXEMBOURG GOVERNMENT

- **Masks**

Masks have to be worn at all times by pupils in the corridors, in the class rooms, everywhere on the campus. They can be taken off only for eating.

- **How will the face masks be distributed to the students?**

- Every student will get two washable masks. The masks are already at school.
- During the first 2 periods of Day 1 the guards will provide the necessary material to each classroom. They will hand over only the exact number of masks to pupils present at that particular time in the class room.
- The students who are absent will receive their masks from the advisor of their year level.

- **Social distance**

- Social distance has to be respected everywhere on the campus and in the buildings wherever possible.

- **Arrival at school**

- The students have to have a mask on when entering the school. In case some of them do not have a mask, the guards will give them a mask and write down the name of the student who did not have the mask to avoid repeat offenders. This information will be shared with advisers for disciplining.

- **Gates for the arrival and departure**

- The Secondary school will use Gate 4 and Gate 7 for the arrival and departure of students. 1 guard will be at both gates and they will be supervised by staff.

- **In the corridors**

- The students can walk in the corridor in one direction during the short breaks (mixing in levels, bubbles) moving from one class to the other but no loitering in the corridors is allowed, certainly no grouping above 10 pupils. The corridors must remain fluid at all times i.e. pupils are circulating *en route* to a destination.
- The gathering in front of a classroom of the students can be tolerated as this concerns students from the same group.

- **How should the students move around in the corridors and stairs?**

- Using the system 'keep right' depending on the direction you wish to go in.
- Arrows have been placed on the stairs.

- **Classroom doors?**

- They should remain open where feasible.
- The students should not touch the door handle and the teacher opens and closes the door.
- When a student is late, (s)he has to knock on the door and the teacher will open the door for the student.

- **Hydro-alcoholic gel in each classroom? Do pupils have to use it when they enter /leave the classroom?**

- The pupils are not allowed and it is not even recommended to use the solution as this will not protect them from the virus. They have to wash their hands first and then use the hand sanitizer/gel, and then it will work.
- The students have to wash their hands under teachers' supervision on the following occasions.
 - Before the first lesson. The teacher opens the classroom 10 minutes earlier for all the students to be able to wash their hands in order not to use too much of precious teaching time.
 - The second time before period 8 (starting time 14.45).
 - Before science lessons when science experiments with work groups and shared materials are foreseen; before and after sports lessons and of course before and after lunch.

There may be some bigger sanitisation stations at some places in the Secondary (main entrance, entrance from the down level –for students from gate 7- library and other areas.

- **ICT classrooms, who will do the cleaning of keyboards/mouses?**

The teachers are responsible.

- **Music classrooms**

- For the moment, if the disinfection of shared instruments is not possible or feasible, priority will be given to theory lessons first. Singing can be done but with masks on.

- **Can pupils do science experiments in the labs?**

- Yes on the condition that:
 - Mandatory hand washing is enforced before and after the use of any equipment.
 - Group work is allowed, with no restriction on the number of students as long as these students are part of the same cluster. As a precaution, a maximum period of 15 minutes must be maintained for this working group per lesson.

- **Can the students use the equipment in the sports lessons?**

- Mandatory hand washing before and after sport lessons as sharing of equipment is the norm for this type of lesson.
- Mask is compulsory in the changing rooms.
- Maintaining the same group of pupils.
- Outdoor classes are encouraged.

- **Can the students work in groups?**

- Working in groups is allowed, with no restriction on the number of students as long as these students are part of the same cluster (the same class, the same group). As a precaution, a maximum period of 15 minutes must be maintained for this working group per lesson. This means that a pupil can only participate in group work once per lesson (this remains applicable for any kind of lessons where group work is requested). The same applies for the science lessons.

- **Can a pupil write on the blackboard?**

- Writing on the board is not allowed
- It is allowed that the teacher asks a student to come to the front to do an oral task. The student can even take off the mask for a couple of minutes in the case that social distance is respected.

- **Can a pupil borrow material from others?**
 - Not allowed.
- **Can teaching materials in the class that are meant for repetitive use (e.g. atlases, dictionaries)**
 - Sharing of teaching material such as books or atlases can be tolerated during the lessons. However, teachers must ensure that if any material is used by one class, it must not be used in any other class for 48 hours if possible or at least not on the same day.
 - The same principle must be applied to the material (books, comics) made available to the students in the recreation rooms.
- **Can pupils meet Advisors, Cycle Coordinators etc. in their offices.**
 - No.
 - Students should not enter their offices. In case it is necessary to have a meeting with a student, they may remain outside the door and communicate at a distance when appropriate to do so, if not a room has to be booked.
- **Free periods?**
 - Students are allowed to leave the school according to the regular procedures.
 - Those remaining will be assigned to specific areas according to their year level.
- **Can the students use the library?**
 - It should remain closed to the students in the sense that they are not allowed to borrow books. Students may use the library to work in i.e. study, use the computers. Instructions from the librarian, Mrs Theodorou will be issued.
 - The students are not allowed to touch any books as the virus will be alive on the books for 48 hours.
- **What about the canteen?**

Pupils will be given specific instructions during their year level assemblies during the coming days.
- **In case a student gets ill during the day?**
 - Staff has to act as usual when a student gets ill during the day. The adviser has to be informed and the parents will be phoned to come and collect the student. The student has to wait for their parents in the administrative building, on the chairs near the guards' station.
- **The use of toilets?**
 - Regular use. The outer door of the toilets will be kept open.
- **Supervision of classes**
 - More supervision is envisaged. S6 and S7 as well as Moral and Religion classes may in some cases have to be supervised.
- **In case of fire alarm, we will follow the regular procedure as the risk level is higher.**
- **Are trips allowed?**
 - No trips are allowed during Semester 1.
- **What if there is positive case of Covid 19 in the school?**
 - The Ministry of Health will intervene. The staff is not told. The actions are taken only by the employees of the Ministry of Health and information is shared strictly on a need to know basis.
- **What happens when the student does not respect the demands?**

Sanctions will be given as with all discipline infringements in the school.

The list of Q & A will be updated daily and staff and pupils/parents informed by email.

A contract of honour has been sent to all pupils and parents for them to read and sign, thus indicating that they are aware of the information.

A handwritten signature in blue ink, appearing to read 'L. Soekov'.

Leene SOEKOV | Deputy Director Secondary