



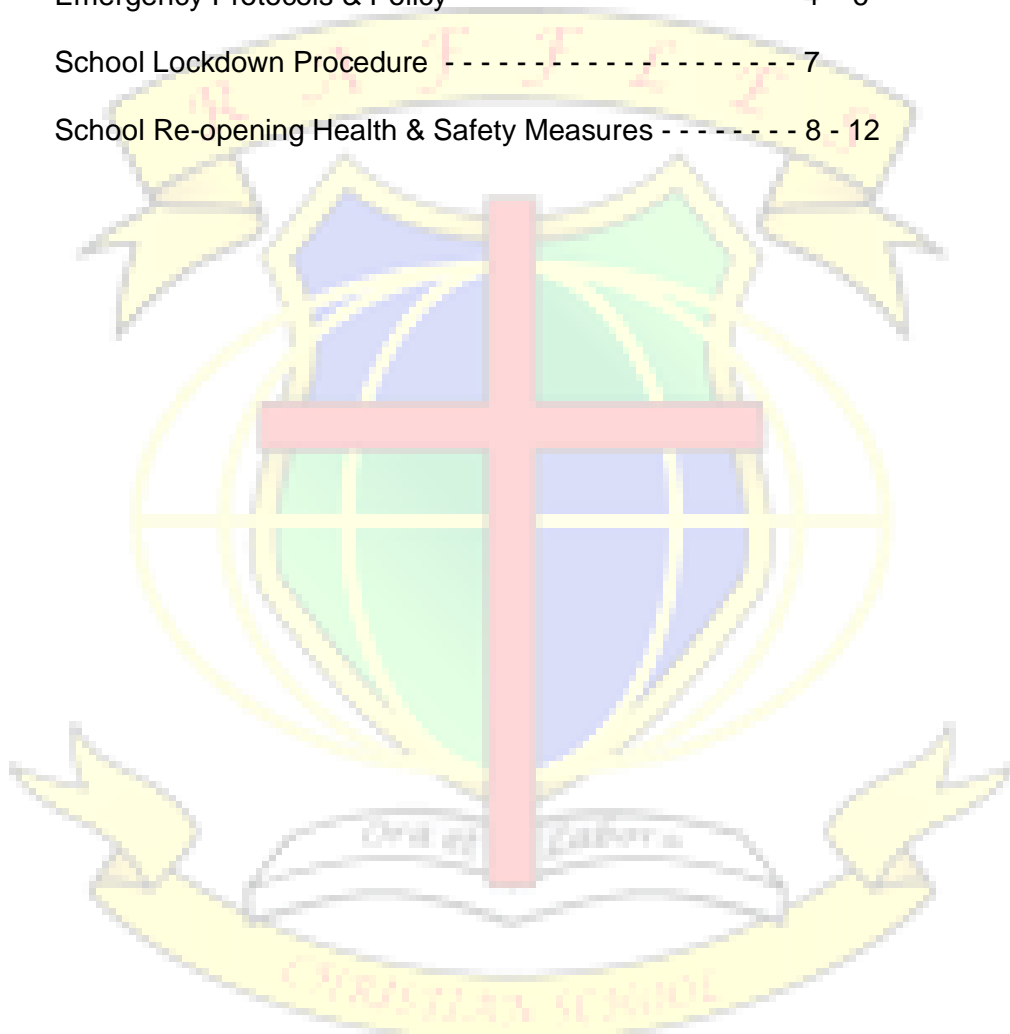
# RAFFLES CHRISTIAN SCHOOL

## Kebon Jeruk Campus

# Health & Safety Procedures

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## Our Mission

To be a world class, futuristic and Christian learning community that nurtures Rafflesians to become active, lifelong learners and influential leaders of sterling character.

## Our Vision

Provide a well-rounded International education to nurture Rafflesians to be:

1. Discipline, responsible and God fearing individuals
2. Scholars with the necessary skills and attributes to be successful global citizens in the future
3. Leaders with compassion and a heart for others

## Our Values

### Compassionate

We will make every effort to understand and place the needs of others before our own.

### Honest

We will live our lives with integrity and seek to do what is right in God's sight

### Reverent

We will obey God and the authority placed over us with meekness

### Involved

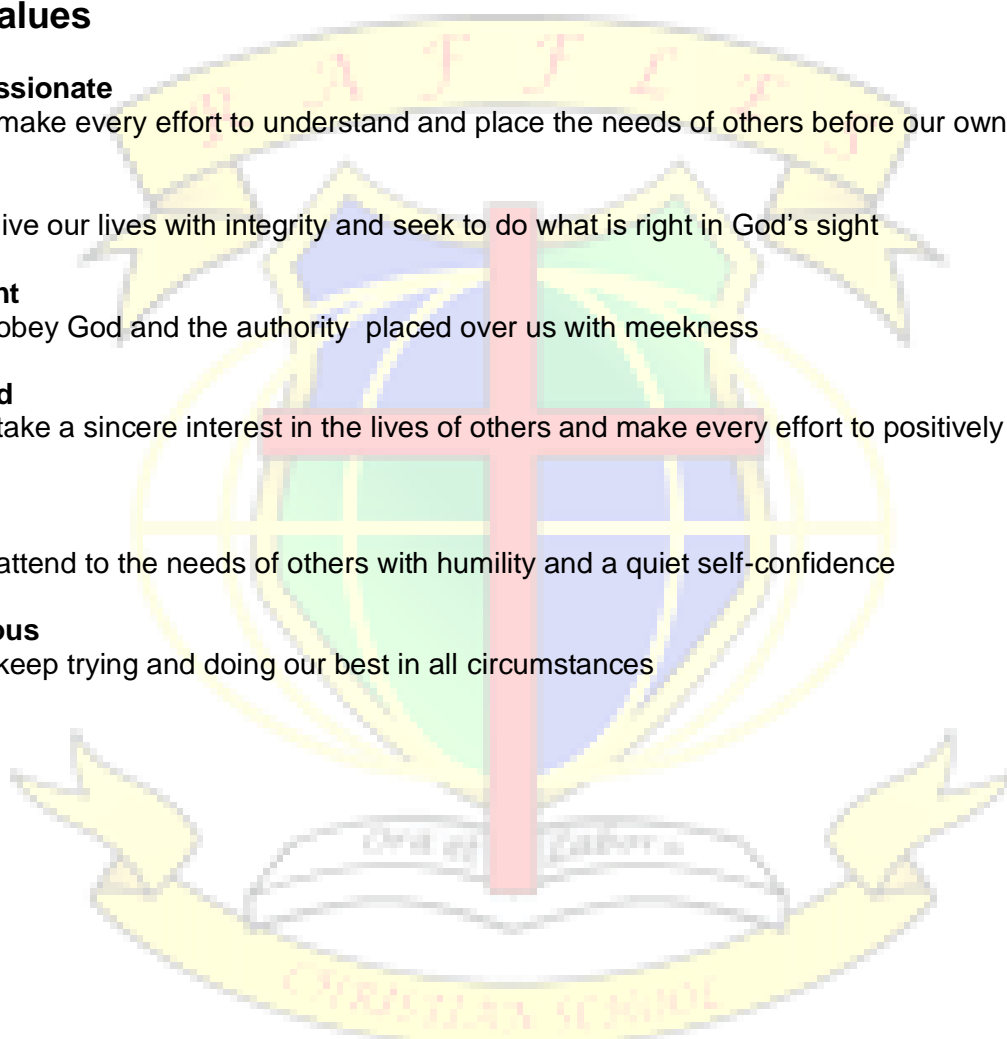
We will take a sincere interest in the lives of others and make every effort to positively impact their lives

### Serving

We will attend to the needs of others with humility and a quiet self-confidence

### Tenacious

We will keep trying and doing our best in all circumstances



## Health & Safety Guidelines

### Rationale

The health, safety and welfare of staff and students are to be of vital importance in creating and maintaining a healthy and safe environment that is a responsibility taken seriously. We are continually committed to have an effective implementation of the School's health and safety policy and the objectives set out below.

### Objectives

- Maintain a safe and healthy environment conducive for learning and working
- Monitor the growth development of the students as well as the health condition of the school staff
- Administer and communicate with relevant individual the proper medical treatment and procedure for students and staff
- Cooperate with pertinent stakeholders in maintaining and executing the health programme

### Programme

Programme	Description	Schedule	Person-in-charge
Height & weight Check up	Check and chart the height & weight of the students according to the standard of growth.	Term 1 & Term 3 of every Academic year	School nurse
Eye Check Up	Check the condition of the staff and students' eyesight and anomaly such as colour blindness. Gives advise if the individual requires follow-up.	Term 2 of the Academic Year	School Nurse & partner Optic Clinic
Dental Check Up	Check the condition of the staff and students' dental and oral hygiene. Gives advise if the individual requires follow-up.	Term 4 of the Academic Year	School Nurse & partner Dental Clinic
Immunisation	Administration of vaccine such as DPT & HPV for the students	Scheduled by PUSKESMAS	School Nurse & PUSKESMAS
Nutrition	Ensure the clean preparation of the food served. Check the cleanliness of the canteen area .	Menu every month cleaning during and after the break	School Nurse, Teachers GS & Canteen personnel
Covid-19 Protocol	Enforce the procedure for the prevention of the infection of the virus such as regular temperature and BP check. Give information on following the wearing of mask and observe social distancing.	Since March 2020 and continues	School Nurse, GS & Security
Hygiene	Enforce the hygiene protocol such as proper washing of hands after using the toilet and before the breaks.	Regular reminder and enforcement	School Nurse & GS Manger
Emergency Drills	Train students & staff on the procedure to be observed during emergency situation such as fire, earthquake, flood, demonstration & other reasons that will bring harm or danger.	Every term drills and talks during post-exam activity Emergency protocols attached	Safety Officer, GS Manager & relevant government agencies
First Aid	School Personnel & Selected students are trained to administer first aid during emergency.	Once a year for staff accreditation & student leaders.	School management & Student Council

# Emergency Protocols and Policy

## Introduction

The responsibility for safety in Raffles Christian School Kebun Jeruk is with the school. They must ensure that the precautions comply with Health and Safety legislation.

## Staff responsibilities and training

Information and training will be provided by the school by the school management and the General Service Manager to **ALL** members of school and staff on the action necessary when an emergency situation is discovered.

There will be the induction process of the training;

- Raising the alarm
- Action to be taken on hearing the alarm
- The exit route available to All members of school and staff
- The assembly points around the school building
- The procedure for re-entry to the school building

*Note : All staff will effectively be considered "Marshals" during the course of an evacuation.*

## **The Evacuation Procedure**

See attached evacuation procedure notices to all school members and staff. Every occupied room will have an emergency exit notice. An Evacuation Plan depicted by an outline drawing of the school will also displayed on the floors at exit points.

The following sequence of actions should take place when a fire is detected,

- Alarm
- Evacuate the premises
- Call the emergency hotline
- Report to assembly point
- Tackle the situation ( if it is safe to do so )
- Procedures for the liaison with emergency agency (fire brigade, ambulance, etc.)

A. **ALARM – anyone** discovering a fire or during earthquake should without hesitation activate the nearest fire alarm break the glass call point.

The alarm is tested monthly by General service Manager or designated representative who will activate a different call point each month and log any faults, reporting any defects to the Dean

B. **Evacuation of premises** – On hearing the alarm students will stand behind their chair and when instructed by the teacher in charge in the class at the moment, immediately exit the building following the route. Bags are **NOT** to be collected on the way out.

- **During earthquake, students and teachers must follow the procedure: duck-cover-hold until the tremor stops, after which evacuation will follow as stated above.**
- **The teacher/member of staff will ensure that all emergency exit doors are opened before the students leave the premises.** (The nearest person to the exit doors will be the one who responsible to open the exit door)
- **Teaching staff who have no class at that time will make sure classes/room are checked before vacating the premises and moving directly to the assembly point.**

- **The cleaners** are to make sure toilets each floor are checked before going to assembly points.
- **Security and Head Marshal**(Discipline master) together with other Marshalls on each floor do double check to make sure each floor are clear.
- **Technician** (GS Member) secure all electricity per floor.
- **Deputy Dean to give instruction or information regarding to the fire evacuations using the PA system.**

The evacuation should take place in quiet and orderly manner so that instructions can be heard

C. **CALLING THE FIRE BRIGADE – ANY OUTBREAKS OF FIRE ARE TO BE REPORTED TO THE FIRE BRIGADE.** It is the duty of the dean (if unavailable – the deputy dean) with the assistance of the GS Manager is to make the call before vacating the premises, and to meet the fire services on their arrival.

D. **REPORT TO ASSEMBLY POINT** – The designated assembly point is at the ground floor hard surface basketball court. All staff and students to line up according to the classes.

- When in class  
The order to evacuate will be given by the teacher who will indicate the route to be followed
- When in the canteen  
Do not stop to collect your personal belongings, move by the most direct route to the place of assembly
- When in the MPH  
Students in the MPH doing PE/CCA/Dance etc, must **NOT** take their water bottle, bags, PE equipment before leaving the MPH, but they must assemble at the assembly point
- When in the library  
Students in the library doing project, extra lesson or reading, must **NOT** put their shoes on before leaving the MPH, but they must assemble at the assembly point

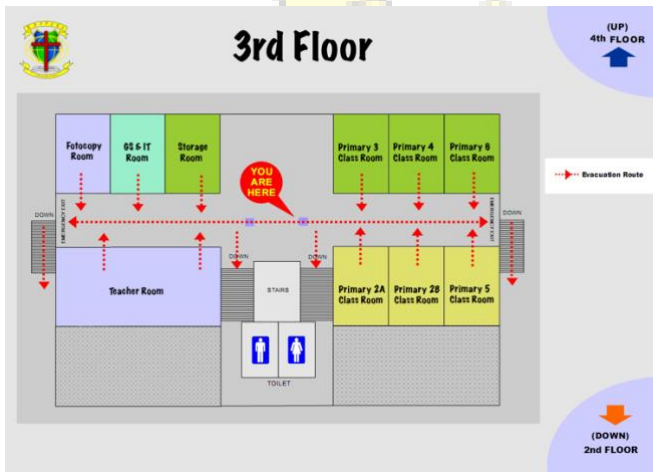
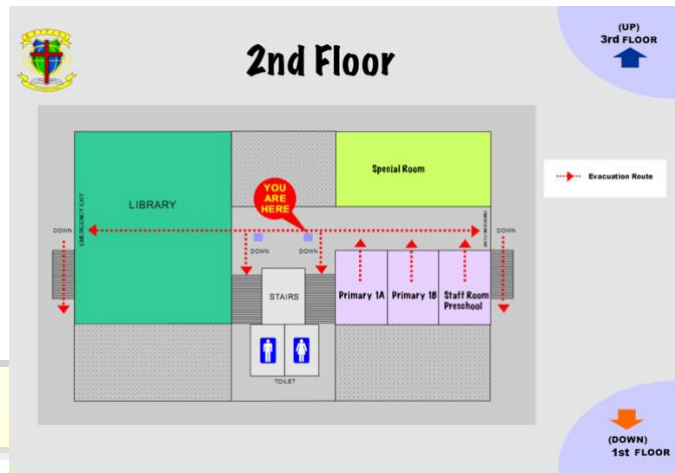
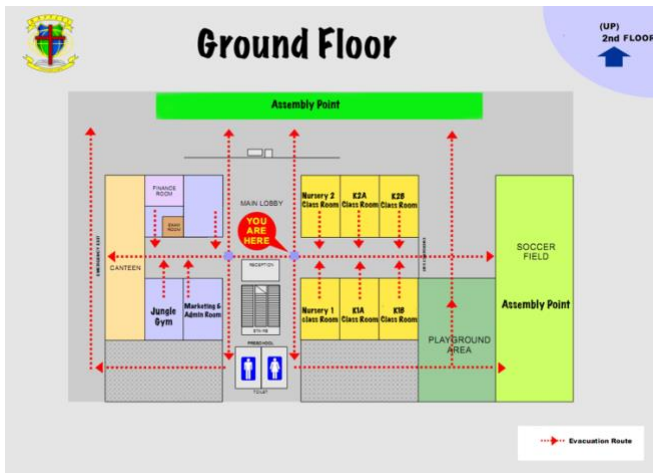
E. The **Admin staff or Parent Relation Executive (PRE) will take the list of student attendance and distribute them to the home room teacher.** The PREs also check the visitor present against the visitor registered.

**The homeroom teacher/staff in charge to form the group** will immediately inform the DD's and show that” **ALL ARE PRESENT**” by raising the attendance form in the air. Any missing students must be immediately reported to the Marshall and PRE for immediate location.

F. **TACKLING THE SITUATION** – The overriding duty of the staff is to ensure the safety of the students and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

G. **PROCEDURES FOR LIASION WITH THE FIRE BRIGADE-** The marshals will meet the fire brigade on the driveway of the school on their arrival, and give them details of any persons missing; staff and disabled/staff/visitors in refuge areas; location of the fire and access points into the building.

# Emergency Exits



# School Lockdown Procedure



A school lockdown is issued when there is a threat to the school community. During school emergencies it is important that students, teaching and non-teaching staff are prepared to react quickly.

**Types of lockdowns include:**

- *Shelter-in-Place* – Usually an external health hazard where building evacuations are not recommended.
- *Internal Threat* – This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.
- *External Threat* – This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.
- *Full Lockdown* – This scenario involves a serious threat that requires immediate action.

The types of events that require lockdowns include situations such as the following:

- Active shooter
- Hostage situation
- Riots or demonstration
- Police activity nearby
- National disasters (flood, typhoon)

School lockdown procedures require the cooperation of the teachers, staff and students. The following are general guidelines and best practices for having an effective lockdown.

**Teaching & non-teaching staff should do the following if a lockdown is ordered:**

- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity.
- Turn off all lights, and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Silence all electronic devices such as cell phones, computers, televisions and radios
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an "all clear" from the safety officer.

**Students should abide by the following rules during a school lockdown:**

- Alert a teacher or school staff if you know of any threat to the school safety or that someone is simply pulling a prank.
- Remain quiet, still, calm and alert.
- Follow all instructions from teachers or school staff.
- Only use cellular devices if it is an emergency or if instructed to do so.

Throughout the school year, schools should have practice drills so that students and staff become familiar with the emergency procedures. By knowing the lockdown procedures, and taking the practice drills seriously, you can keep yourself and others safe.

Reference: <https://www.adt.com/resources/school-lockdown-procedures>

**School Re-opening Health & Safety Measures**



As we ease towards the opening of the school's face to face classes, health and safety measures must be strictly followed in order to maintain a conducive environment for learning as well as a safe working environment for the teachers and staff

## While on Campus

- A distance of at least 1.5 meters should be maintained at all times
- Everyone on campus is required to wear a mask and wear it properly
- Everyone should walk to the left side of the walkway and follow directional signage
- There will be no large group gatherings or assemblies
- Schedules may be adjusted as required to allow for greater physical distancing
- Breaks will be scheduled to ensure a minimal number of students on the playground or in the cafeterias
- Increased frequency in cleaning of classrooms and public areas
- Hand sanitisers are made available in strategic areas and classrooms.
- Hand sanitizer, soap and hand driers will be available in every toilet.
- Hygiene measures: Do not shake hands or high five, sneeze into your elbow, do not touch your face and wash your hands regularly
- Teaching materials and equipment that need to be shared will be disinfected after use.
- Students will be required to wash their hands: Prior to entering class, before and after lunch, after use of the toilet.

## Temperature Checking

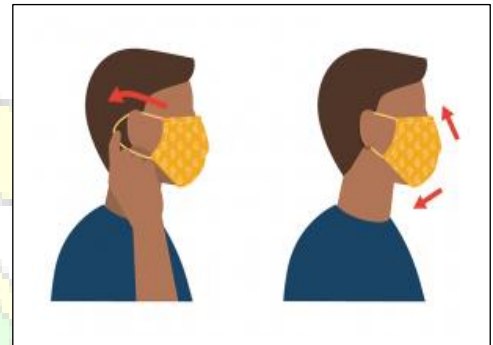
Everyone coming onto campus will be checked for a fever and symptoms of illness by monitors who will use hand-held thermal thermometers and thermal scanners where available. Anyone who has a forehead temperature of 37.5°C or above will be denied campus access or (in the case of students or faculty and staff) isolated, rechecked and if still above 37.5°C, promptly sent home.

- During peak hours (the hour that most students arrive on campus), temperature checks will be led by building principals and their delegates at all entry points.
- During non-peak hours, monitoring will be conducted by security.
- Nurses will have rounds to run a second temperature check.
- Students that register a temperature of 37.5°C a second time will have their parents notified and will be sent home in accordance with our standing policy on sending sick students home.
- Classroom teachers will be notified of any student of theirs that was sent home for this reason.
- Faculty and staff members that register a temperature of 37.5°C a second time will be sent home and required to consult with medical professionals for further advice with regard to their symptoms. (See below for procedures regarding those demonstrating symptoms of COVID-19).
- Vendors who have temperatures above 37.5°C will not be allowed on campus.
- Adults (parents and visitors) who have a temperature above 37.5°C will not be allowed on campus.
- The thermometers and equipment used by the school are the only accepted equipment to make the determination of the temperature of anyone attempting to enter campus.
- Once a person is identified as having a temperature over 37.5°C, there will be no exceptions to this campus access policy.

## Masks & Face shields

- Students, teaching and non-teaching staff will be required to wear masks at all times

- Students are asked to bring their own mask and at least one extra mask with them to campus
- Additional masks will be available in the clinic in case of breakage or loss.
- When choosing a mask to wear make sure that:
  - It is being worn properly
  - It is the right size
  - It is comfortable and allows for you to breath
  - It does not have a vent
  - It is meant to be a mask and is not a t-shirt, bandana, or gaiter
  - If cloth, contains two or three layers and is tightly woven
- Mask that are recommended
  - Non- medical disposable masks
  - Tightly woven cloth masks
  - Two or three layer cloth masks
  - Masks with inner filter pockets
- Masks that are not allowed to wear on campus
  - Have a vent
  - Is made of a t-shirt
  - A bandana
  - A gaiter



You can read more about mask safety, how to properly wear a mask, and what masks are and are not effective : <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html#:~:text=Put%20the%20mask%20over%20your,the%20strings%20behind%20your%20head.>

- We will require that anyone who wears a face shield to also wear a mask.
- On a case-by-case basis, people in the following groups may be considered to wear face shields:
  - Children 12 years old and below who may have difficulty wearing and keeping face masks on for a prolonged period of time
  - Persons who have health conditions that may result in breathing or other medical difficulties when a mask is worn for a prolonged period of time.

## Nursing Protocols

The nurse will wear protective gear when treating students. Only one patient is allowed at a time with a distance of 1.5 meters (5 feet) between each person in the waiting area.

## Parents & Visitors entering the campus

Parents will be allowed to drive onto campus to drop their child off but will need to remain in their car and exit campus once drop-off is complete.

If there is a crucial circumstance requiring parents to come to campus, they are expected to make an appointment with the Parent Relations Executive (PRE) and will be required to follow all safe distancing protocols. Parents cannot access campus during school hours.

## Parents notification to school

In an effort to prevent the spread of the COVID-19 virus within our campus, we ask you to report to the nurses team when the following occurs:

*RCSKJ2020-21*

- Someone in the household has tested positive for COVID-19.
- Someone in the household has been identified as a close contact to a positive case of COVID-19, is requiring quarantine, and were recommended to be tested for COVID-19.
- If symptomatic, the student or employee should remain in quarantine pending the results of their COVID-19 test.

## **International Travel**

Following Indonesia's regulations, everyone who enters Indonesia from abroad will have to go on quarantine according to the regulations of the government (quarantine assigned hotel for 5 days and undergo 2 PCR tests.) The government recommends people quarantine for 14 days after travel.

To stay in line with the recommendations of the CDC, we ask that members of our community quarantine at home for 14 days (this includes the 5 days of hotel quarantine) following international travel before coming to any campus. Any student who has travelled, and as a result needs to quarantine, will be able to fully engage with the classes online.

## **Student or School Staff Members with COVID-19 symptoms like or with positive results**

Steps to be taken:

1. Isolation if the student or staff member is on campus. The school has an isolation room. The student or staff member will be isolated and sent home.
2. Student/staff member would need to get PCR tested.
3. If the PCR test is positive, the student/staff member must isolate for 14 days with one day of recovery without fever or fever-reducing medication.
4. Students and staff that have close contact with the infected person may need to be quarantined up to 21 days with at least two PCR tests. They will only be allowed to come back to school after the 21 days with a negative PCR test result.
5. The nurses & GS team will start contact-tracing. All contacts will be informed about their exposure and will be given instructions to quarantine for 14 days. A PCR test will be recommended.
6. The nurses will send everyone who will need to quarantine a monitoring log to keep track of any possible symptoms. If someone in quarantine develops symptoms, that person will have to get a PCR test.
7. The campus will be closed for at least 3 full days (24 hrs x 3 days) for cleaning and disinfecting.

## **Returning to School after probable exposure**

Any students, staff or faculty found to exhibit COVID-19-related symptoms during the school day will be sent home. Individuals showing any symptoms from the below list will be asked to go home and must seek clearance from a doctor prior to their return to school. Parents are asked to collect their children promptly.

Close contacts without symptoms must be quarantined for 14 days after the last/most recent contact with the case when the case was infectious. A negative PCR test cannot shorten these 14 days. Contacts that share a room/living quarters (eg. have ongoing contact with the case) should separate if possible, but otherwise will need to quarantine throughout the case's isolation, plus an additional 14 days after the case is released from isolation.

## Symptoms

- Difficulty breathing
- Cough
- Fever above 37.5°C (99.5°F)
- Loss of taste/smell
- Sore throat
- Diarrhea
- Body aches
- Runny nose

In order to return to school, students must present a Medical Certificate for the days missed as well as any other medical documentation certifying the students' wellness to attend school. If they cannot present this, they will be asked to go home again. This documentation must be presented to the divisional Nurse's Offices prior to returning to class.

The school nurses ask for your full cooperation with this protocol. We understand these are unprecedented times for everyone and we are prioritizing the health and safety of all of our students and community members. Please do not send your child to school if they are exhibiting any of the above symptoms. If they are showing any of these symptoms, we recommend that you take your child to your family doctor or to the nearest medical clinic. We also ask that you speak to your child and reiterate the importance of reporting to the Nurse's Office only when they are sick, injured or need to take medication.

## Cleaning & Sanitation

### Daily Cleaning

Our deep daily deep-cleaning routine involves more than 80 cleaners working in two shifts. Prior to reopening, each classrooms will be thoroughly disinfected. Areas that will receive students, such as classrooms, bathrooms, cafeterias, and recreation areas will be disinfected within 24 hours of students' arrival.

Disinfecting will continue regularly every day using strict standard cleaning procedures, with particular attention to targeted at high-exposure areas (classrooms, bathrooms, cafeterias, door handles) and objects that are often touched (desks, countertops, doorknobs, hands-on learning items, faucet handles).

### Food Service

For school reopening, the school canteen will only accommodate food preorders made one day prior and instant orders made on campus. Ordered food packages will be delivered to classrooms and offices. Delivery tools are cleaned regularly with additional sanitizing steps in the regular cleaning routines.

## Resources

- CDC Guide for School Nurses
- CDC Guidance for School Reopening
- Centres for Disease Control and Prevention (CDC)
- Parent Pick Up of Sick Child
- WHO/UNICEF Schooling Virtual Folder
- World Health Organization (WHO)

