

# SAFETY MEASURES

## Guide to ACCORD Tour Eiffel school and procedures

This guide is based on recommendations by the French Health Ministry. It provides details of general safety measures and assessment methods for each of the following areas:

- ✓ Student welcome
- ✓ Student and school staff traffic management
- ✓ Classrooms
- ✓ Cleaning/disinfecting premises
- ✓ Bathroom facilities
- ✓ Suspected or confirmed cases

It is based on five key areas:

- ✓ Social distancing
- ✓ Protective measures
- ✓ Limited numbers of students in classrooms and other areas
- ✓ Cleaning and disinfecting premises
- ✓ Training, information and communication

### Introduction

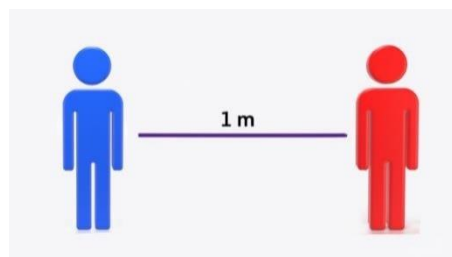
Staff and students at ACCORD School play an essential role in our school's reopening. For example, they ensure they will not attend school should they or anyone in their household present with any Covid-19 symptoms.

They should take their temperature before leaving their home or accommodation and before taking public transport.

In the event of symptoms or fever (37.8°C or more), they must not attend ACCORD and must immediately call their doctor. They must also inform the school.

### Social distancing

Social distancing is a measure whereby people must maintain a physical distance of 1 metre between each other to avoid direct contact and contamination from breathing and/or droplets.



ACCORD has implemented measures to enable people to social distance in any situation and area (lobby and reception area, corridors, classrooms, cafeteria, staff room, bathroom facilities etc.).

Safety requirements underline the need to maintain social distancing with the understanding that it can sometimes be difficult to define.

## Protective measures

Everyone must apply the follow protective measures at all times and under all circumstances: students, ACCORD School staff, external providers, visitors, suppliers, couriers etc.

These are currently the most effective personal protective measures to stop the spread of the virus.



## Hand hygiene

Hand hygiene is essential. Wash your hands thoroughly in soap and water for at least 30 seconds.

Hand sanitiser may be used if there is no soap available.

As a minimum, you must wash your hands:

- ✓ On arrival at ACCORD
- ✓ Before going into class e.g. after breaktime
- ✓ Before AND after going to the toilet
- ✓ After blowing your nose, coughing or sneezing

Do not bring any unnecessary items into school.

## Mask/glove wearing

- ✓ **For ACCORD School staff**

French health authorities recommend wearing an anti-projection mask or face covering. ACCORD will provide two face masks for every day its staff are in school.

The organisation of the classrooms being based on the social distancing measure, teachers do not have to wear a mask during lessons, provided that the social distancing marked on the floor is strictly met.

ACCORD would like to remind everyone that face masks are compulsory in any situation where social distancing may be difficult and recommended in any other situation.

ACCORD would like to remind school staff that face masks are compulsory on public transport and highly recommended in taxis, shops and in the street.

#### ✓ **For ACCORD students**

Face masks are compulsory in any situation where social distancing may be difficult.

Students are responsible for bringing their own mask.

Masks are available to buy at the school's reception for 1 Euro each. Students must pay by putting their money into the collection box as the school staff is not allowed to touch any coins or notes so we recommend bringing the exact change.

The school reserves the right to forbid entry to class to any students not wearing a mask, refusing to buy or wear a mask. Classes will not be compensated or refunded in the event of dismissal.

The organisation of the classrooms being based on the social distancing measure, students do not have to wear a mask during lessons, provided that the social distancing marked on the floor is strictly met.

ACCORD would like to remind everyone that face masks are compulsory in any situation where social distancing may be difficult and recommended in any other situation.

ACCORD would like to remind students that face masks are compulsory on public transport (subway, bus, RER etc.) and highly recommended in taxis, shops and in the street.

#### ✓ **Gloves**

Gloves should not be worn.

#### **Mask bins**

Two pedal bins are available in the school lobby and reception area to dispose of masks. Masks must not be disposed of in other bins (classrooms, cafeteria, staff room, offices).

#### **Students' first day**

This booklet is available to students upon arrival at the school in addition to being sent by email.

Students will be required to sign a form stating they have read the guide and will adhere to the measures. If a student refuses to sign or does not respect any of the measures set, will not be allowed to go in class. Classes will not be compensated or refunded in the event of dismissal.

Posters in the school remind students about social distancing rules and protective measures including hand washing.

Hand sanitiser is available to students and school staff should a student need to attend reception (registration, payment for a course extension or new course etc.)

The school has two double doors so posters will display which double door is the entrance and which is the exit to better manage traffic.

Students and staff at the school must respect social distancing measures in the lobby and reception and throughout the school (posters, floor markings etc.).

### **ACCORD School's capacity**

The school is operating at a reduced capacity due to social distancing requirements between students in classrooms.

Each room's capacity is based on safety measures.

The classrooms are laid out to maintain a distance of at least one metre between the chairs (and table) and students and their teacher (the equivalent of 4m<sup>2</sup> per student except for those next to a wall or window for example).

### **One-way system**

The school has laid out floor markings to implement a one-way system for students and staff at ACCORD to avoid contact.

Students who fail to adhere to the traffic system will be given a warning by the teaching department and dismissed for a day in the event of a second warning. They will be dismissed for a whole week in the event of a third warning and the lessons missed will not be compensated or refunded.

### **Teaching material used and distributed by teachers to their students**

Before class begins, the teacher will have prepared any teaching material required for their lesson and placed the documents on each student's chair.

Students must bring their own pen, notebook or paper.

Students will have to occupy the same seat and table throughout the week.

### **Class times**

Class start and end times may be staggered depending on the number of students attending on a permanent basis subject to differing student numbers at the school (e.g. new arrivals).

The school's teaching department will confirm the following week's timetable at the end of each week.

### **Classroom and school premises ventilation**

The premises shall be aired for at least 15 minutes every breaktime.

Classrooms and other areas occupied during the day will be aired before students arrive in the morning, during every breaktime, at the end of every lesson and in the evening after the premises have been cleaned.

No non-students shall be allowed into the school premises.

### **Staggered breaktimes**

The idea is to limit students from different classes mixing. Every teacher must adhere to their class's set breaktime as each class has a different time so students from different classes don't mix in the corridors or cafeteria.

Students and teachers must adhere to their breaktimes.

Should a student arrive late and after the end of their class's break, they shall not be allowed back into their classroom and will have to leave the school until the end of class before they can collect their belongings.

### **Bathroom facilities/toilets**

A maximum of two people are allowed in the bathroom at any one time to maintain social distancing and allow them to disinfect anything they touch (internal and external handles, taps etc.).

Each class's breaktimes are staggered to better manage student toilet traffic.

Toilet and bathroom areas are cleaned and disinfected three times a day (morning, noon and evening).

### **Cleaning and disinfecting premises and equipment**

Cleaning the premises and disinfecting equipment (manual contact areas) is integral to stopping the spread of the virus.

ACCORD School premises are cleaned in their entirety twice a day and manual contact areas are disinfected three times a day.

Students and staff at the school must use the antibacterial wipes provided to disinfect internal and external toilet door handles (the toilet doors shall remain open), flushes, taps, locks, switches etc. after every use.

Teachers shall disinfect any points of contact in their classrooms after every use: door and window handles, switches, audio-visual equipment etc.

## PROCEDURE FOR MANAGING A PERSON PRESENTING WITH COVID-19 SYMPTOMS

Should a student or member of staff present one or more symptoms:

The main symptoms are coughing, sneezing, shortness of breath, sore throat, exhaustion, stomach ache, fever etc.

Steps:

- ✓ Immediately isolate the person in the quarantine room (with bed) with a mask if they cannot immediately return to their accommodation. Maintain protective measures. Immediately inform the school's Covid-19 manager: Mr. Thierry Madevadasse.
- ✓ Procedure: avoid contact and if the student doesn't have his/her own GP, ACCORD school will offer to contact a local doctor to arrange an appointment (on site or virtual, if it is not possible to conduct an appointment at the surgery), conduct a test at a test centre or send the person home and the best isolation strategy based on the situation.
- ✓ Inform anyone at school who may have come into contact with the student showing symptoms and recommend they contact their GP about protective measures.
- ✓ Deep-clean and disinfect the room where the person was quarantined after a few hours of wait time.