



# COVID-19 Transitioning

Guidelines for:

Summer Schools

Revision Classes

Lessons and instruction classes

Klabb 3-16



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## General

These guidelines are applicable to summer schools, Klabb 3-16, SEC Revision Classes and any other instruction lessons or classes to be held in summer 2020 and are being referred to in the document as 'School/s'.



## Structure

### Ventilation

Proper indoor ventilation is essential. In order to ensure adequate circulation of air, and to reduce the level of pathogens in the air, windows and/or doors should be kept open throughout the day to allow for cross ventilation.

### Air-conditioning

If air-conditioning is to be used, this should be used in accordance with the guidelines issued by the relevant authorities. Filters should always be cleaned well and maintained properly.

### Water Systems

All precautions must be taken to ensure that water systems are safe to prevent the risk of infections derived from water such as Legionnaire's disease. If the water supply is direct from mains, flushing of the water system by opening all taps for a few minutes should suffice. If the supply of water is through a roof tank, the roof tank should be emptied and cleaned and when the tank is re-filled the entire water system is flushed through for a few minutes. It is important that the water heater temperature is raised to 60°C. In this case, there is no need to take samples and get approval from the Environmental Health Directorate. If the School forms part of a larger complex or building and the water supply is through the complex or building main water system, please follow the procedure indicated in Annex 1. Schools may consult with the Directorate of Environmental Health for further information and advice[1].



## General hygiene recommendations

- ✓ It is recommended that staff wear masks and/or visors when they are outside of their classroom and not when within their assigned classroom and student group. This applies to all common areas of the School and corridors.
- ✓ Personal sanitising products for students are to be supplied by parents/guardians and are to be brought to school daily.
- ✓ Staff must observe social distance between themselves (between staff) and observe the following hygiene recommendations:
  - o Avoid unnecessary touching, hugging or shaking hands between members of the staff and students,
  - o Avoid, as much as possible and depending on the case, unnecessary physical contact with children
  - o Hand hygiene: wash hands with soap and water regularly and carefully for at least 20 seconds, (posters of correct handwashing with visuals should be attached in kitchens and bathrooms),
  - o If possible, do not touch the face, especially the mucous membranes, with your hands, i.e. do not touch the mouth, eyes and nose,
  - o If possible, do not touch publicly accessible objects such as door handles or elevator buttons with your full hand or fingers,
- ✓ Sneezing/coughing should be in disposable tissues, which are then disposed of immediately in a closed and lined bin. If a tissue is not available sneeze/cough into flexed elbow. Keep the greatest possible distance when coughing or sneezing; it is best to turn away.
- ✓ Frequent hand washing with soap and water for at least 20 seconds, and sneezing or coughing in sleeves, by staff, are strongly recommended in order to guide students under their care to get used to these practices even by modelling good practices.
- ✓ Washing of hands and use of sanitisers at the School shall be rigorously monitored and performed at regular intervals.



## Daily Operation

- ✓ It is recommended that students are to retain the same School where they are enrolled.
- ✓ There should be a designated system where the staff member is assigned to the same classroom/cluster of students over a period of time. Wherever possible, students and staff must remain within the same classroom/cluster/group, which composition should remain constant and social distance be observed. In particular, there should be no unnecessary contact between students, or between students and staff members.
- ✓ The desks should all face in the same direction and none should be facing each other.
- ✓ A COVID-19 Contact person should be designated, whose role would be to:
  - o Familiarise oneself with this guidance document and ensure this is implemented within the school
  - o Act as a contact point for staff and parents who may have queries with respect to the COVID mitigation measures implemented within the school
  - o To ensure that when children are unwell they are appropriately isolated as per mitigation plan and arrangements are made for collection by guardian/parent
  - o Liaise with Human Resources of school to facilitate the recommended swabbing of staff members periodically by passing on the details of those members who would like to undergo a nasal swab test for COVID-19.
- ✓ Parents/guardians of students under legal age or students over legal age who have been classified as vulnerable should discuss attendance at the School with their doctor and also with the Management of the School, in order to assess the level of risk for the child to attend the School. The decision to attend rests with the parents/guardians of the student or with the student if of legal age.
- ✓ Parents of students have to take their own temperature and that of their children and students of legal age should do the same, in the morning before attending School. If there are signs of illness before attending the School, the student should not be taken to the School. If any household member of the student is also sick or has a temperature above 37.2°C, then the student should not attend School.



- ✓ Staff who feel unwell or are sick are not to go to work.
- ✓ Parents/guardians and students are to have their temperature taken outside the premises during drop-off. If a parent and/or student has temperature of more than 37.2°C or appears sick, the student is not to be admitted to the School.
- ✓ Hand hygiene stations should be set up at the entrance of the School, so that staff and students can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 70% alcohol at reception and in each classroom.
- ✓ Keep hand sanitizer out of the young children's reach and supervise appropriate use.
- ✓ Where applicable place sign-in stations outside at the reception area and parents bring their own pen. If this is not possible then provide disinfectant wipes to clean the pen after each use. Alternatively, a staff member will sign in the child.
- ✓ Ideally the common areas should be organized for there to be a one-way flow of staff and students.
- ✓ Arrival and drop off times should be staggered and planned to limit direct contact with parents as much as possible.
- ✓ It is recommended that Schools greet students outside as they arrive or at the reception area of the Centre.
- ✓ Unauthorized personnel are not allowed in the Centres. Only students, authorised personnel and Management are allowed. No parents or guardians are to be allowed in the School at any time, except for the designated pick-up points.
- ✓ Non-essential belongings of the students shall also be discouraged, apart from communication devices, toys or educational material which are specifically designed to stimulate children with disabilities.
- ✓ All food items have to be presented in disposable containers if possible, and if not, then containers are to be cleaned and wiped down before by the student.
- ✓ In case of water dispensers these are to be used only by staff and only use personalised bottles or cups. Students are to bring their own labelled water bottle.
- ✓ Use of water fountains is forbidden, therefore disconnected.
- ✓ If common functional rooms are going to be used by different groups of students at different times in the day, the room must be cleaned and disinfected, including furniture, between each new group using the room and facilities for specific activities.



- ✓ Wherever possible, the use of outdoors is encouraged. Staggered play times can prevent too many students using the outdoor area at the same time. Games should be carried out only within the same cluster/group of students.
- ✓ No outings from the confines of the School are to be held by Schools.
- ✓ Partners who provide agreed services to the School are to follow these guidelines when providing service;
- ✓ Communication from the parents/guardians with School's staff and management for day to day necessities can only be done through online services.
- ✓ Parents failing to abide by the Schools' policies and procedures in these guidelines may forfeit their right for service.
- ✓ Use of indoor swimming pools should be guided by the appropriate Public Health guidelines<sup>[2]</sup>.



## Cleaning of premises

- ✓ In general, the infectivity of coronaviruses on inanimate surfaces (such as wood, metal, fabrics and plastic) decreases rapidly depending on the material and environmental conditions such as temperature, humidity and UV radiation. The cleaning of surfaces remains an important measure to ensure hygienic conditions.
- ✓ Premises and resources will be cleaned daily using approved products. A combination of cleaning with soap and water and disinfection will be most effective in removing the COVID-19 virus. Both cleaning and disinfection is most effective, using a combination of household detergents and disinfectants. A detergent is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work. Cleaning should start with the cleanest surface first, progressively moving towards the dirtiest surface. Change water regularly. When surfaces are cleaned, they should be left as dry as possible to reduce the risk of slips and falls, as well as spreading of viruses and bacteria through droplets. Disinfecting means using chemicals to kill germs on surfaces. It is important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Disinfectants containing  $\geq 70\%$  alcohol, ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (surfaces where liquids pool, and do not soak in). The packaging or manufacturer's instructions will outline the correct way to use disinfectant. Disinfectants require time to be effective at killing viruses. If no time is specified, the disinfectant should be left for ten minutes before removing.
- ✓ Toilets must be cleaned regularly. Toilet seats, fittings, washbasins and floors must be cleaned. In case of contamination with faeces, blood or vomit, disinfectant wipes should be used after removal of the contamination with a disposable cloth soaked in disinfectant. Protective gloves and mouth and nose protection must be worn by members of staff.
- ✓ A log detailing the time when the toilet facility has been cleaned and by whom should be filled in for each toilet facility.
- ✓ The use of disposable towelling is encouraged.



- ✓ Common resources used by students must be cleaned with soap and water between one use and another and at the beginning and at the end of the day.
- ✓ Due to its heavy use as a play and exercise area for summer schools/Klabb 3-16, floor cleaning should be carried out more regularly and frequently throughout the day, and as necessary and as required in the case of spillages. It is recommended that where possible soft flooring should be wiped down by detergents and washed properly at the end of each day.
- ✓ The following areas should be cleaned particularly thoroughly and, if possible, several times a day in heavily frequented areas:
  - Door handles and any other handles on drawers, windows, etc.
  - Stairs and handrails,
  - Light switches,
  - Tables, phones,
  - and all other grip areas.
- ✓ All areas to be cleaned will be checked by assigned personnel and will be documented and signed by means of a check list.



## Health Procedures

Procedures in accordance with health authorities have to be implemented if:

- ✓ *Case A: Any member of staff, parents/ guardians and students are found to have fever or other symptoms when trying to attend School.*
  - o In this case the staff member, parent and student would be refused entry to the premises and advised to return home. If symptoms are suggestive of COVID-19, then they are strongly advised to call 111 to get tested.
- ✓ *Case B: Any member of staff or students result in having fever or other symptoms during care.*
  - o The person who develops any symptoms suggestive of COVID-19 would need to isolate him/herself and leave the premises as quickly as possible. Staff are to call 111 to get tested. Parents/guardians of students who have symptoms suggestive of COVID-19 are strongly advised to call 111 to get their child tested. Students of a legal age are also strongly encouraged to call 111 to get tested.
- ✓ In any circumstance, staff and parents of students and students of legal age are to provide a doctor's certificate attesting that the staff member or student are no longer sick, before returning to the School.
- ✓ The School is to hold accurate and timely records (time-in and time-out) of attendances and composition of groups and staff attending all times. Staff and parents/guardians and students of legal age are to sign a consent form allowing the School to provide, on request, the Public Health Authorities with any information related to the operations of the School, including personal details of the staff, parents/guardians and students attending the School.
- ✓ In the case of a potential COVID-19 infection, the School is to inform the Public Health authorities.



## Plan if someone is or becomes sick

- The parent/s will be immediately contacted to pick up the child/student.
- Plan to have an isolation room such as an office, classroom or an outdoor area, (weather-permitting), that can be used to isolate a sick student.
- Disinfect the rooms where the adult and/or student were sick
- If a sick student has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a student or staff member, the School will be contacted by Public Health and direction will be provided accordingly
- In the current circumstances, pick up should be within the hour or less. Failure to do so may tantamount to neglect of the child/student and putting the general community at the School at risk.
- Schools are duty bound to report all cases of illness to the Health Authorities, including the time when the child/student starts to feel sick and the duration of time at the School before he would have been collected by the parent/s.
- Parents failing to abide by the Schools' policies and procedures in these guidelines may forfeit their right for the service.
- The person in charge of the School should file a report with Health Authorities on these two email addresses [covid19.tracing@gov.mt](mailto:covid19.tracing@gov.mt) and [covid19.health@gov.mt](mailto:covid19.health@gov.mt)



## Sports Activities

The sports and games programme during summer school includes several simple team games which aim to build the physical competences to motivate children to be active. These include activities that increase agility, speed, balancing, and coordination.

### Guiding Principle

All sports/games activities carried out during the summer school, are to be guided by the guidelines regulating sports activities[3]. The use of gymnasiums are also permissible and guidelines should be followed[4].

### Grouping

It is recommended that students engage in games and/or activities within the same group in their cluster/class.

On occasions where children from the same cluster have to be paired up for the game, measures have to be taken to ensure adequate physical distancing.

### Equipment

Since children will be using the same resources, such as balls, batons, hoops etc. during running games such as passing the batons to each other, and when practising shooting such as when passing balls to each other, the resources used should be minimal to facilitate the sanitisation of the equipment between each group.



## Students with disabilities

### Changing of nappies

When changing the nappy of a student with disabilities, the staff member must start by washing/ sanitising his/her hands together with those of the student. Disposable gloves must also be worn during this time. Follow safe, diaper changing procedures and these should be illustrated using a procedures poster in all diaper changing areas.

Steps should include:

- Preparation (includes putting on gloves, mask OR visor)
- Cleaning of the student
- Removal and discarding of trash (soiled diaper and wipes)
- Replacing of a clean diaper
- Washing of student's hands
- Cleaning up and disinfection of the changing station
- Washing of hands

After changing nappies, the playworker/carer must wash his/her hands again (even if gloves were used) and the nappy changing area should be disinfected with a fragrance-free bleach as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

### Feeding, or Holding a Student with Disabilities

- Staff should wash their hands, neck, and anywhere touched by a student's secretions.
- Staff should change the student's clothes if these are soiled. They should replace their own overshirt or clothing, if there are secretions on it, and wash their hands again.
- Parents are to send a change or two of clothes everyday.



- Contaminated clothes should be placed in a plastic bag.

## SEC Revision Classes / Classroom-based Summer Learning

- Apart from the above guidance, the following also apply to the SEC Revision Classes / Classroom-based summer learning:
- Students are recommended to clean their assigned desk with disinfectant wipes and sanitise their own hands after cleaning the desk
- Students should bring their own pens and writing pads.
- Limit the mixing of students, during the break times between the tuition hours such as keeping groups separate.
- Students shall should only be allowed on premises during the time of their allocated lessons. No loitering will be permissible.
- Where rotation of classroom is inevitable, desks should be sanitised by the student prior to settling into the lesson. It is important that one should always sanitise their hands after cleaning one's desk.



## Transport

### Cleaning and disinfection of transport Vehicle

- Drivers are advised to clean their car as often as possible. Cleaning is to be done prior to the pickup of students both in the morning and in the evening
- When cleaning, particular attention needs to be given to all frequently touched surfaces such as:
  - o handrails
  - o arm rests
  - o steering wheels
  - o driver doors.
- Wear disposable gloves when cleaning and safely dispose of them immediately after using them once.
- Water and household detergents and the use of common disinfectant products should be enough for cleaning and disinfection. Examples of recommended disinfectants include 70% ethanol and products containing sodium hypochlorite (such as household bleach). Always carefully follow the directions on the product label.
- Wear disposable gloves when cleaning and safely dispose of them immediately after using them once
- If students with disabilities have a bowel movement, vomit or have a seizure during a trip it is important that staff are wearing protective equipment (PPE) whilst cleaning the vehicle. The PPEs required include a mask or visor, impermeable apron and gloves. Appropriate hand washing/ sanitisation is important afterwards.

It is also recommended that the driver/operator take the following steps:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains 70 percent alcohol if soap and water are not



available. The operator must provide hand sanitizer bottles to all employees that have direct contact with passengers.

- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.
- Ask staff and students to sit in the back, preferably behind the passenger seat to create physical distance.
- Consider adding a partition (e.g. made from transparent plastic) behind the front seats, to create a physical separation from your client.
- Avoid close contact with people who are sick.
- Have tissues and hand sanitizer at the back of the vehicle available for your passengers.

#### Passengers

- Standing passengers are not allowed in the transport vehicle

#### Support Contact Tracing

- The staff at the School should keep track of the passengers that disembark school transport for easy contact tracing if needed.



## Conclusion

A risk assessment based on these guidelines should be conducted by every School.



## Annex 1

*Note: This annex applies only to those Schools which are an integral part of a larger complex or building which larger complex or building has not been in use for more than 4 weeks.*

The following are the legal requirements to be carried out on the water systems prior re-opening of the premises:

1. Carry out a full system disinfection of the cold-water system, flushing through to all outlets to achieve 50 mg/l free chlorine for at least an hour checking that this level is achieved at the furthest outlets. This may be also achieved by making uses e.g. 5 mg/l for 10 hours (this all depends on the water piping system condition). It is important to top up when required throughout this process;
2. Flush out and refill the system to achieve maximum normal operating target levels of disinfection (equivalent to at least 0.2 mg/l free chlorine);
3. Refill and carry out a thermal shock by raising the temperature of the whole of the contents of the hot water storage heater from 70°C to 80°C then circulating this water throughout the system for up to three days. To be effective, the capacity and temperature of the hot water storage heater should be sufficient to ensure that the temperatures at the taps and appliances do not fall below 65°C. Each tap and appliance should be run sequentially for at least five minutes at the full temperature, taking appropriate precautions to minimise the risk of scalding;
4. Monitor temperatures and biocide levels where applicable, adjust where necessary, for at least 48-72 hours and then take Legionella



- samples from sentinel outlets (microbiological samples taken before 48 hours following disinfection may give false negative results);
5. Ensure you keep all documentation for inspection by the Competent Authority, including the review and update of the risk assessment manual including monitoring data, etc., with evidence of who carried out the monitoring, add time, date and signature;
  6. Laboratory results for Legionella analysis which have to be carried out at an accredited laboratory, together with all the necessary documentation referred to in point 5 above and a declaration from the private water consultant under whom this water system treatment has been carried out are to be sent to the Water Regulatory and Auditing Unit within the Environmental Health Directorate prior reopening of the establishment;
  7. Once it is found that your systems of the hot and cold water are under control then the establishment can reopen.

*These guidelines are meant to mitigate, as much as possible, against the transmission of COVID-19. Although the risks of infection is reduced, it can never be completely eliminated. Parents/guardians and students need to understand that a risk of transmission will still exist even if these guidelines are rigorously followed and implemented.*

For further information on how the virus is transmitted, the symptoms of the illness and what to do if sick or have symptoms, refer to:

<https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Pages/symptoms.aspx>

<https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Pages/resources.aspx>



<sup>[1]</sup>[mhi@gov.mt](mailto:mhi@gov.mt) ; Tel: 21337333

<sup>[2]</sup>  [https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Registered Indoor Swimming Pools And Indoor Entertainment Areas Checklist .pdf](https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Registered%20Indoor%20Swimming%20Pools%20And%20Indoor%20Entertainment%20Areas%20Checklist.pdf)

[https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Obligatory Conditions And Guidelines For Outdoor Restaurants Pools Hotels Accommodation.pdf](https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Obligatory%20Conditions%20And%20Guidelines%20For%20Outdoor%20Restaurants%20Pools%20Hotels%20Accommodation.pdf)

<sup>[3]</sup> [https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Obligatory Conditions And Guidelines For The Return To Sport In Malta.pdf](https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Obligatory%20Conditions%20And%20Guidelines%20For%20The%20Return%20To%20Sport%20In%20Malta.pdf)

<sup>[4]</sup> [https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Obligatory Conditions And Guidelines For Gymnasiums And Fitness Centres.pdf](https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Obligatory%20Conditions%20And%20Guidelines%20For%20Gymnasiums%20And%20Fitness%20Centres.pdf)