



**GLOBAL JAYA  
SCHOOL**

## Return to Campus Plan

Preparing for Stage 2:

Blended Learning - UPDATED

(Transition from re-orientation to  
Maximum 50% capacity)

2021 - 2022

Dear GJS Students, Parents, and Faculty,

We are prepared for our Return to Campus. Our efforts, guided by local and national directives, have evolved throughout this pandemic. Our highest aim is to deliver on our GJS Mission to provide learning opportunities that develop our students' problem-solving and communication skills while actualising their broader academic potential.

Our GJS community has continually and consistently demonstrated its adaptability and strength as we have navigated Online, then Home Based Learning over the past 18 months. Recent supporting developments have seen a shift by national and local authorities allowing teaching and learning from campus for students whose parents have provided them with the permission to do so. In the Tangerang Selatan area, this has been facilitated by our move from Level 4 to Level 3 status. Last week we shared our timeline for transition from HBL to Blended Learning, taking into consideration campus re-orientation for faculty and students.

We continue with our partnership, home and school collaborating together to support student learning and wellbeing. This document, recently updated in light of ongoing developments, represents the next phase for GJS as we continue to seek a pathway forward that allows for engagement with learners on our campus.

We intend to continue to share the thinking, planning, and process for decision-making as outlined in this document. Further, as we have throughout this challenging period, we will keep you updated regarding the information that informs our current situation or that helps us prepare for the transition to one of the other scenarios outlined within this document.

Many entities were generous with their advice in developing this Return to Campus Plan; we say thank you for their support.

Warm Regards,

Cory Carson  
Head of School

# 4 Stages of Return to Full On-Campus Operation:

Plans have been developed, subsequently revised and improved to ensure the best possible return to a healthy, secure, and productive educational environment for all members of the GJS community. Flow charts, approaches to various scenarios, and communications regarding the transition from one stage of this plan to the next will be part of this transparent and responsive plan.

| STAGE 1   | STAGE 2  | STAGE 3   | STAGE 4  |
|---|--|---|--|
| <b>HOME-BASED LEARNING</b><br>100% of Faculty and Students engaged with teaching and learning from home | <b>BLENDED LEARNING</b><br>Early implementation will start with small numbers of target faculty and students engaging with a mix of on-campus and HBL teaching and learning experiences. Latter implementation reaching maximum 50% capacity. All in full compliance with enforced health and safety guidelines. | <b>ON-CAMPUS LEARNING</b><br>Faculty and Students return to campus full attendance in compliance with enforced health and safety guidelines | <b>ALL STUDENTS ON-CAMPUS</b><br>Faculty and Students return to campus, guidelines restricting movement and activities have been lifted, HBL has been suspended, school is fully open with pandemic conditions raised. |



# Health, Safety and Wellbeing Statement

Global Jaya School has adopted protocols that help to ensure the ongoing health, safety and wellbeing of all its community members. These protocols have been developed, revised and published with the active participation of the Global Jaya School COVID19 Taskforce. Individuals who choose to disregard these guidelines will be subject to immediate action.

## Parent Approval Required for Student Participation in Stage 2: Blended Learning

It is the authority of the parents to determine whether their child(ren) will or will not participate in blended learning activities on the GJS campus.

Parents will complete and submit a Parent Permission / Declaration form for each of their children to approve to attend blended learning activities. Divisional administration will email parents the link to the form WHEN their child is identified to participate in on-campus learning activities if they have not already filled and submitted the form.

## GJS Student - Before Blended Learning:

**Any students with uncontrolled co-morbidities, medical conditions, or flu / cold / respiratory illness or fever are to continue to study from home.**

Before a return to any campus learning activity, students will need to demonstrate that they meet the published ministerial health standards, specifically that they:

- Do not present uncontrolled comorbidity.
- Their travel arrangements to and from school abide by physical distancing norms.
- They have not come into close contact with COVID19 positive confirmed people.
- They are confirmed COVID19 negative. [REDACTED]

Any students having received parent approval to participate in on-campus learning activities will be required by GJS to submit proof of a negative swab antigen or PCR COVID19 test result (no more than 2 x 24 hours) before their arrival.

Any changes to these specifications will be identified and communicated to students and parents as the national and local authorities announce them.

### **Campus Closure:**

- Confirmed positive COVID19 cases on campus will immediately close the affected GJS campus areas (not including the teacher residence “Kampung Guru”) for three days. Contact tracing and testing will be completed during this time. We will direct individuals identified as close contacts to complete a five day

quarantine, followed by a demonstration of a negative antigen test result before a return to the GJS campus.

- Ongoing liaison with government education and health authorities will occur as and when required.
- If, after an evaluation of ongoing efforts, it becomes apparent that Blended Learning is not sustainable, a complete shift back to Home-Based Learning will happen immediately.

## GJS Faculty & Staff - Before Blended Learning:

**Any students with uncontrolled co-morbidities, medical conditions, or flu / cold / respiratory illness or fever are to continue to study from home.**

Before returning to working on campus, GJS faculty and staff will be fully vaccinated and swab antigen tested. Upon reporting the results:

- A negative swab antigen result, no more than 3 x 24 hours, would permit on-campus work to begin immediately.
- A positive swab antigen result would require a second swab antigen test to be conducted at the health facility/hospital (GJS expense):
  - If found to be negative, the result would permit on-campus work to begin immediately.
  - A second positive swab antigen result would require further molecular PCR testing (individual faculty/staff expense).

If GJS faculty and staff are found to be positive as the result of a molecular PCR test, automatic 10-day isolation would commence. Medical professionals will determine if the isolation is to be completed at home or in a hospital. After ten days of isolation, a second molecular PCR test is required (individual faculty/staff expense):

- If the result of the second molecular PCR test is negative, on-campus work can begin immediately
- If the second molecular PCR test results remain positive, the individual will stay in isolation and be directed to consult a medical professional.

## Ongoing Faculty, Staff and Student COVID testing

To monitor and ensure campus safety, GJS Teaching Faculty working from campus will undergo weekly antigen screening for the first month of blended learning and assuming a twice-monthly swab antigen testing regimen thereafter. GJS non-instructional staff are separated into high-risk and low-risk groups based upon interaction with students and faculty: high-risk will be undergoing twice-monthly swab antigen testing. In contrast, low-risk staff will undergo monthly swab antigen testing.

If GJS faculty and staff are found to be positive during the regular on-campus swab antigen testing, they will be referred immediately for a second swab antigen test to be conducted at the health facility/hospital.

- If found to be negative, the result would permit on-campus work to begin immediately.
- A second positive swab antigen result would require further molecular PCR testing (individual faculty/staff expense).

If GJS faculty and staff are found to be positive as the result of a molecular PCR test, automatic 10-day isolation would commence. Medical professionals will determine if the isolation is to be completed at home or in a hospital. After ten days of isolation, a second molecular PCR test is required (individual faculty/staff expense):

- If the result of the second molecular PCR test is negative, on-campus work can begin immediately
- If the second molecular PCR test results remain positive, the individual will stay in isolation and be directed to consult a medical professional.

**GJS Students must present negative swab antigen test certificates obtained no more than 2 x 24 hours prior to each of their on-campus weeks of Blended Learning.**

Please note: Currently, detailed/prolonged mandatory testing protocol for faculty and staff, or ANY testing / mandatory vaccination protocol recommended for students has not been communicated by the 4 Ministries as being required before engaging with on-campus activity. Should this change, our GJS protocol would be updated with immediate effect.

## COVID19 Positive Test Response Protocols:

If COVID19 is identified within our school community, the school will seek governmental education and health authority advice. The parents of the students will assume the related costs of COVID testing. Faculty and staff members who enter into close contact tracing protocols due to on-campus work activity, swab antigen and molecular PCR testing costs are assumed by GJS. If after evaluating the situation, it was determined that health and safety protocols were broken or that the exposure to COVID19 occurred off-campus, swab antigen and molecular PRC testing costs will be assumed by the individual staff/faculty member.

Enacted protocols will include:

**Student, Faculty, and Staff:** If a student, faculty, or staff member tests positive for COVID19

Step 1: Contact the COVID HOTLINE at [covidhotline@globaljaya.com](mailto:covidhotline@globaljaya.com) to alert the school of a positive diagnosis so that contact tracing may begin. The confirmed positive individual enters a mandatory isolation period.

- In asymptomatic confirmed cases, isolation should be carried out for at least ten days from the specimen collection for the confirmed diagnosis.

- In symptomatic confirmed cases, isolation is carried out for ten days from the onset of symptoms, plus at least three days free of fever and respiratory symptoms. So, those that experience symptoms for ten days or less must undergo isolation for thirteen days.
- After isolation, a second molecular PCR test is required:
  - If the result of the second molecular PCR test is negative, on-campus activity can begin immediately.
  - If the second PCR test results remain positive, the individual will stay in isolation and be directed to consult a medical professional.

Step 2: The school immediately conducts close contact tracing and notifies any students and teachers the confirmed COVID positive individual has been in close contact with. Close contacts must begin a quarantine period lasting five days. After the quarantine, close contacts secure a swab antigen COVID19 test.

- A negative swab antigen result, no more than 1 x 24 hours, would permit on-campus work to begin immediately.
- A positive swab antigen result would require further molecular PCR testing.
  - If found to be negative, the result would permit on-campus work to begin immediately.
  - If found to be positive, automatic 10-day isolation would commence. Medical professionals will determine if the isolation is to be completed at home or in a hospital.
  - After ten days of isolation, a second molecular PCR test is required:
    - If the result of the second PCR test is negative, on-campus work can begin immediately.
    - If the second PCR test results remain positive, the individual will stay in isolation and be directed to consult a medical professional.

Step 3: Before returning to campus, COVID19 positive individuals or those who completed close contact tracing and isolation are required to submit their test results to the Nurse's Office at [nurse@globaljaya.com](mailto:nurse@globaljaya.com).

**Household members: If a household member of a student, faculty, or staff member is diagnosed with COVID19, the student, faculty, or staff member may return to school only:**

- After ten days from the time of the household member's diagnosis **AND**
- If they, themselves, are not exhibiting COVID19 related symptoms **AND**
- If they, themselves, have received a negative antigen test result.

Results must be provided to the Nurse's Office, at [nurse@globaljaya.com](mailto:nurse@globaljaya.com), in advance of return to campus.

#### **Campus Closure:**

- Confirmed positive COVID19 cases on campus will immediately close the affected GJS campus areas (not including Kampung Guru) for three days. Contact tracing and testing will be completed during this time. We will direct

individuals identified as close contacts to complete a five days quarantine, followed by a demonstration of a negative antigen test result before a return to the GJS campus.

- Ongoing liaison with government education and health authorities will occur as and when required.
- If, after an evaluation of ongoing efforts, it becomes apparent that Blended Learning is not sustainable, a complete shift back to Home-Based Learning will happen immediately.

## Close Contact Tracing, Isolation, and Quarantine

Close Contact Tracing seeks to identify individuals who meet one or more of the following criteria:

- Face-to-face contact with confirmed COVID19 cases within a 1-meter radius for 15 or more minutes;
- Direct physical contact with the individual confirmed with COVID19 (such as shaking hands, holding hands, etc.);
- People who provide direct care of confirmed cases without wearing personal protective equipment, i.e. masks, gloves, hazmat suit, etc. (as standard); OR
- Any other situation indicating possible close contact as a result of further risk assessment.

Close contact time-frame:

- The contact period for symptomatic probable or confirmed cases will be calculated two days before symptoms appeared to fourteen days after symptoms appeared (or until cases were isolated).
- The contact period for asymptomatic probable or confirmed cases will be calculated two days before the positive test result or fourteen days after that (or until the case was isolated).

### **Quarantine**

Quarantine should begin from the time a person is identified through close contact tracing. A person is declared to have finished quarantine if the exit test on the fifth day gives a negative result. If the exit test is positive, the person is declared a confirmed case of COVID-19 and must undergo isolation. If an exit test is not completed, the quarantine must be carried out for a full fourteen days. In the absence of an exit test, while the quarantine may be terminated, entrance to campus will not be allowed. Only upon presentation of the negative test result will the individual be able to access campus.

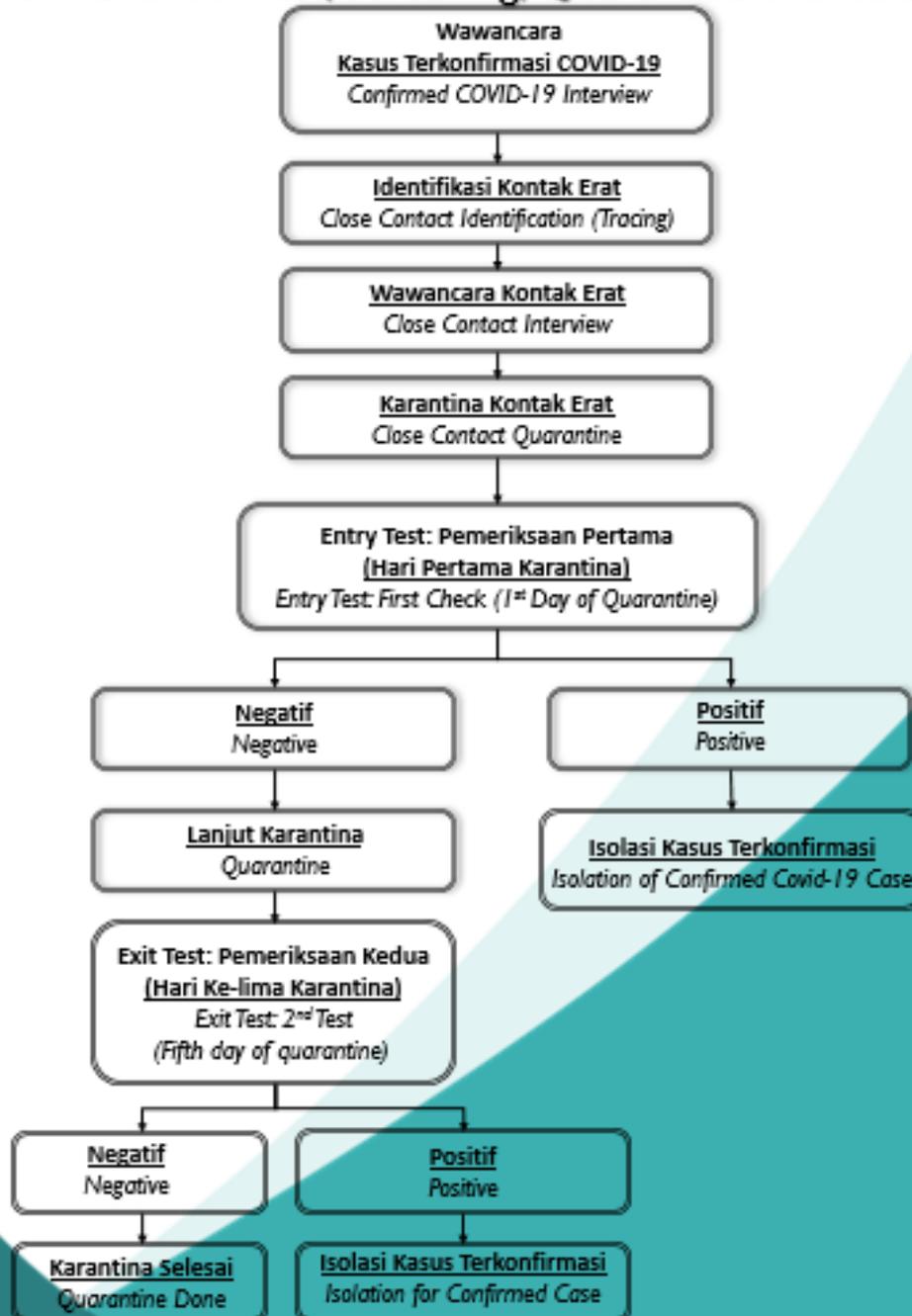
### **Isolation**

Isolation is carried out, effective immediately by a person diagnosed with COVID-19. The criteria for completing isolation and recovery in confirmed cases of COVID-19 use symptoms as the primary benchmark, as explained above in the protocol.

Once individuals complete their isolation, take a COVID19 test, and are identified as negative, they must monitor symptoms and complete daily health checks.

# Alur Pemeriksaan, Pelacakan, Karantina dan Isolasi

## Flow Chart of Test, Screening, Quarantine and Isolation



## Stage 2: Transition to Blended Learning @ GJS:

Global Jaya School is prepared for a return of teaching and learning on-campus. We will begin facilitating campus re-orientation and small-group learning experiences to support targeted student learner needs, then transition to Blended Learning, allowing for a maximum of 50% of students to be on campus at any one time. It is important to reiterate that the authority to determine whether their child(ren) will or will not participate in blended learning activities on the GJS campus remains with the parents.



Drop off time will be from 7:15 - 7:30 am. School hours will be modified depending upon the division. All students will start at 7:30 am Monday through Friday, although we will implement staggered dismissal times at the end of each day. With this modified schedule, we will dismiss students from on-campus activity before lunch and prayer so both of those activities can occur off-campus. Please see division-specific examples of odd / even rotating schedules below. Small-group participants will attend based on the scheduling of targeted learning activities and their individual needs. This will evolve to a maximum of 50% of students attending an odd / even rotating schedule. Parents, drivers, and nannies will not be allowed on campus during drop-off / pick up or school day. In case of an emergency, our parents are encouraged to contact the corresponding divisional office to make an appointment.



GJS will modify Physical and Health Education classes based on MoE&C and MoH recommendations and requirements. During the first two months of blended learning, PE remains online and Extracurricular athletics, and sports programs are not permitted. GJS will continue to offer a series of virtual After School Activities for various grade levels. Virtual competitions for athletics are also being planned. When feasible, and above all else safe, normalisation of JAAC and other athletic activities are expected.



After School Enrichment and extended programs are not permitted during the first two months of blended learning; GJS will continue to offer virtual After School Activities for various grade levels.



The Canteen is not permitted to prepare and sell food during the first two months of blended learning. Faculty and students must bring food prepared at home. Outside food delivery will not be allowed. As eating should occur with physical distancing in mind, face masks need not be used while eating and drinking but must be worn all other times.

### **Campus Re-orientation and Small-Group Learning Activities:**

Blended Learning will start with campus re-orientation and small groups of targeted individuals who will benefit from early access to support them in transitioning back to school. Divisional principals and student success teams have developed schedules based on the students' learning and program needs. It is necessary to reiterate, once again, that the authority to determine whether a child(ren) would or would not participate in re-orientation and blended learning activities on the GJS campus remains with their parents. Identified students and their

parents will receive information and a request to complete the permission/declaration form if they have not already done so.

**Odd / Even Rotating Schedules:**

Blended Learning opportunities afford access to teaching and learning engagements on the GJS campus, at a maximum of 50% of students at any one time. Students would have a rotating schedule of on-campus meetings one week and Synchronous Home Learning (SHL) the following week. Further details on the primary and secondary school approaches to the Odd/Even rotating schedules are below. Divisional Principals will explain during our scheduled parent meetings on September 14th.

**Primary School**

Primary students will split into two classroom groups (for example, Year 1A will split into Y1A odd and Y1A even). Access to campus will be divided according to these groups on a weekly rotation basis. When Group Odd is on campus, students in Group Even will continue with Synchronous Home Learning (SHL). When Group Even is on campus, students in Group Odd will continue with Synchronous Home Learning (SHL).

|                  | Odd Week  | Even Week | Odd Week  | Even Week |
|------------------|-----------|-----------|-----------|-----------|
| Years 1 - 6 ODD  | On-Campus | SHL       | On-Campus | SHL       |
| Years 1 - 6 EVEN | SHL       | On-Campus | SHL       | On-Campus |

When the group is scheduled to be on campus, they will follow a modified GJS Primary School timetable. Students who opt-out of on-campus learning will transition to 100% synchronous home learning (SHL) when their group is on campus for specific lessons. For example, Even group students who have opted out of on-campus learning must participate in classes using Google Meet synchronously with their peers who have opted into on-campus learning. The same applies to students in the Odd group.

During Blended Learning, there will be established procedures & timetables.

Students returning to campus will follow modified timetables with designated staggered transition times. Students will follow a rotation for use outside areas during this transition period while maintaining ample physical distancing. School dismissal time will be before lunch; students will not be eating their lunch on campus. Timetables will be shared with families by their child’s classroom teacher.

**Secondary School**

Secondary Students will split into two groups, ODD and EVEN (7 ODD / 7 EVEN, 8 ODD / 8 EVEN, 9 ODD / 9 EVEN, etc.). Access to campus will be according to these groups on a rotating, weekly basis. When Years 7 - 12 ODD are on campus, students in Years 7 - 12 EVEN will engage in Synchronous Home Learning (SHL), during which they will work synchronously from home via Google Meet. Likewise, when Years 7 - 12 EVEN are on campus, students in Years 7 - 12 ODD will work synchronously from home via Google Meet.

|                   | Odd Week  | Even Week | Odd Week  | Even Week |
|-------------------|-----------|-----------|-----------|-----------|
| Years 7 - 12 ODD  | On-Campus | SHL       | On-Campus | SHL       |
| Years 7 - 12 EVEN | SHL       | On-Campus | SHL       | On-Campus |

During blended learning, the Secondary School will follow a modified timetable. Teachers will continue to present all lessons via Google Meet, including those conducted on-campus. Students who opt-out of on-campus learning will transition to 100% synchronous learning (SHL). They must synchronously participate in all of their lessons with their peers who have opted into on-campus learning.

## Physical Campus:

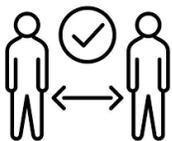
Our plans have been continually revised as new information from updated ministerial and local authority guidelines have been issued. Modifications have been implemented to ensure a safe and secure environment on-campus. Further changes may, at some point, be required. We will continue to communicate with our community members about evolving preparation planning and changing / updated guidelines.



Students' campus access now include additional screening procedures and proof of a negative swab antigen test result. Access to campus will be divided so that each division enters through a specified gate to help maintain controls for tracking and tracing. Temperature readings, screenings, and other hygiene protocols will be in place prior to entering campus in addition to our routine security procedures.



Ongoing sanitising and deep cleaning procedures have already been implemented. The use of a **Double mask of a surgical mask & a cloth mask or a KF94 or KN95 mask** while on-campus will be required. Faculty members must wear a mask while engaging with students in a classroom setting; face shields are optional. Enhanced personal hygiene protocols (handwashing, mask-wearing, desk cleaning etc.) will continue to be socialised and strictly enforced.



Mandatory physical distancing is implemented. Capacity limits allowing for physical distancing in spaces such as classrooms, library, mushollas, theatre, and gym, have been established. Markers for distancing and direction of travel in the hallways and stairwells and proximity indicators in classrooms will help students and staff ensure proper distancing is maintained.

## Facilities Cleaning:

The safety of our employees and students is our priority. Upon reopening, the GJS campus will have been repeatedly cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below are to disinfect workplace surfaces, chairs, tables to protect employees and reduce the risk of the spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

### General Disinfection Measures

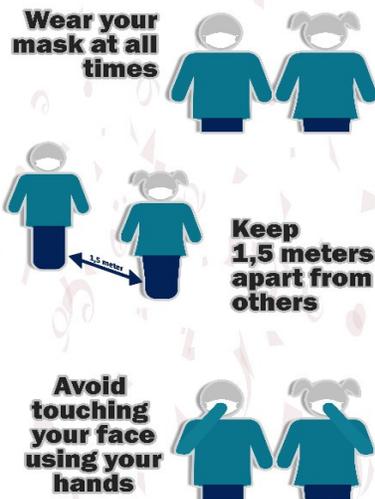
| Category             | Area   | Frequency   |
|----------------------|--|---|
| Workspaces           | Classrooms, Offices  | Between classes / Daily                                 |
| Common Areas         | Canteen, Library, Conference rooms, Gyms, Common Areas                 | At the end of each use by user / between groups / Daily |
| General Used Objects | Handles, light switches, sinks, restrooms                              | At least four times a day                               |
| Electronic Equipment | Copier machines, Shared computer monitors, TV's, Telephones, keyboards | At the end of each use by user / Daily                  |
| Appliances           | Refrigerators, Microwaves, Coffee Machines                             | At the end of each use by individual / Daily            |

### Deep Cleaning and Disinfection Measures

Deep cleaning is triggered when an active employee or student is identified positive based on a molecular PCR COVID19 test result:

- The school area, especially the office/classrooms utilised by a COVID19 positive faculty member or student, must be cleared and sterilisation using disinfectant carried out.
- After 2 hours, general cleaning of the space again by wiping down surfaces with a disinfectant.
- All spaces in which the individual was present will remain closed for 72 hours.
- Office spaces/classrooms sterilisation will be repeated, at a minimum, twice during the week.

## Campus Entry:



All faculty and students must come prepared with their face masks, tissues, hand sanitiser and optional face shields for their personal use. Hand sanitiser stations and hand washing stations are available at campus entry and throughout the campus for faculty and students.

Once Blended Learning begins, parents cannot send their child(ren) to school if they are unwell with respiratory or contagious illnesses or have a 37.3 degrees Celsius or higher body temperature. If any household member has flu-like symptoms, the student or faculty member cannot attend/work at school. Please inform the school (and do not come into school). An individual would be allowed to return to campus when flu/cold/respiratory symptoms and or fever have disappeared as confirmed by a doctor and upon presentation of a negative swab antigen test result (no more than 2 x 24 hours) before their arrival.

**Face masks: Students and faculty must bring and wear a Double mask of a surgical mask & a cloth mask or a KF94 or KN95 mask.** All masks should be appropriately fitted to the facial characteristics of the wearer. New face masks are to be put on upon arrival to campus. Before disposal, old face masks should be sprayed with alcohol and placed in a sealable plastic pouch. Students and faculty should carry additional masks (either disposable or reusable) in a **labelled** resealable bag. Each mask should not be used for longer than 4 hours; a face mask should also be replaced if it becomes wet or dirty. Wearing face masks is mandatory for all faculty and students while they are on-campus.

Face-shields: Optional for faculty and students. If a student does choose to wear a face shield, parents will need to show their children how to routinely disinfect their face shields. Please label the shields with your child's name on the inside.

Upon arrival faculty and students must disinfect their hands, using the handwash stations or hand sanitiser, before checking their temperature.



Students at every year level will be taught the proper techniques for handwashing. Teachers will remind students to wash their hands properly, wear their masks properly, and maintain appropriate physical distancing throughout the school day.

The new standard of acceptable temperature is below 37.3C degrees Celsius. Early Years students will have their temperatures checked twice daily, and Year 1 - 12 students will have temperature checks if symptoms develop during the day.

Any faculty member or student with a measured temperature of 37.3 Celsius or higher will wait for 5 minutes before having their temperature retaken. If their temperature remains at 37.3 C or higher, or if they show flu, cold or respiratory like symptoms, they will be required to depart campus and seek medical attention. Isolation holding areas have been established outside both the East and West gate areas and inside the Admin Building for those with elevated temperature or other symptoms and who are waiting to be picked up. **An individual would be allowed to return to campus when flu/cold/respiratory symptoms and or fever have disappeared as confirmed by a doctor and upon presentation of a negative swab antigen test result (no more than 2 x 24 hours) before their arrival.**



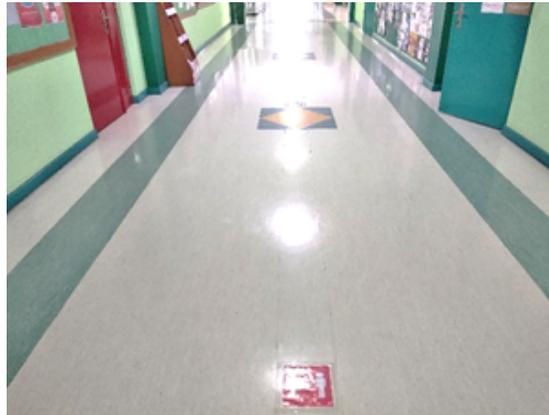


## Public Spaces:

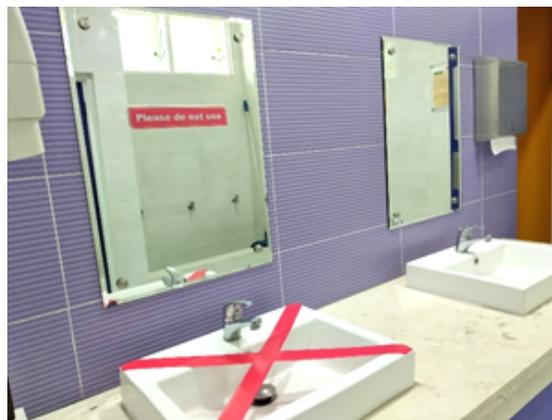


Signage is placed and is visible upon entry into public spaces like bathrooms and mushollas that indicate the room's maximum capacity at any given time.

Hallways and Stairs: Signage to demonstrate the flow of movement up or down the stairs or through hallways.



Restrooms: Physical distancing measures have been put into place that restricts all available restroom facilities from being used at once.



Water fountains: Fountains are not in operation. Water dispensers are placed strategically throughout the campus to ensure an easily accessible freshwater supply for faculty and students.



Prayer rooms: Maximum occupancy in each of the prayer rooms depends on the room's size. The minimum spacing requirement between prayer positions in the prayer rooms is 1.5m. Note: Friday Prayer will not be conducted during Blended Learning. Our dismissal time on Friday takes into consideration the movement needed by community members to attend the prayer.

Library: The minimum spacing requirement between seating arrangements in the library is 1.5 m. The maximum capacity is 18 per floor at any one time (in addition to library faculty).



MPH / Gym / MPOC / Basketball Courts: Activities requiring equipment sharing or any form of physical contact are not permitted. Use of a mask is required, and physical distancing of 1.5m must be followed. A maximum of 4 persons at a time on each space will be permitted initially. Faculty use of open air courts until 6pm on weekdays will likewise be permitted initially.

Walking Track: The grass track is open for those who wish to walk. Activities requiring equipment sharing or any form of physical contact are not permitted. Use of a mask is required, and physical distancing of 1.5m must be followed. A maximum of 4 persons at a time on the track will be permitted initially. Faculty use of the walking track until 6pm on weekdays will likewise be permitted initially.

Swimming Pool: Remains closed until further notice.

Fitness Room: Remains closed until further notice.

Theatre: Remains closed until further notice. For future use, the spacing of two seats between each individual in a row and skipping every other row meets the 1.5 m physical distancing requirement. This theatre now accommodates 124 max capacity (25% of the original maximum capacity). Occupancy will be dependent upon physical distancing restrictions enforced at the time.



Playground Equipment: While recess may occur outside, playground equipment will be off-limits for students until further notice.

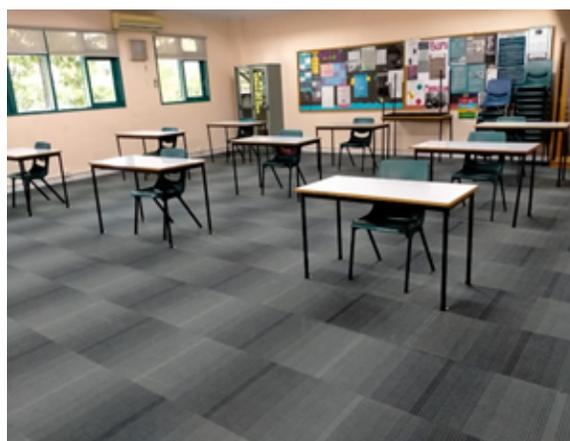
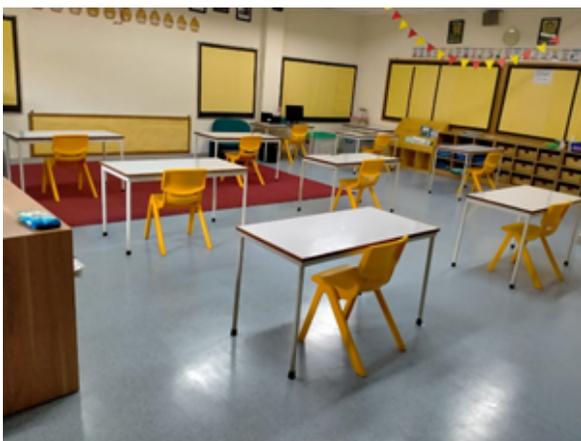
Canteen Area: Physically distanced eating of snack food items has been arranged and will be supervised. Please note that canteen food sales are suspended until further notice. Blended

Learning dismissal times consider that students will be eating their lunches at home and not on campus.

The Nurses Office and Isolation Office remain open and operational as per usual.

#### Classroom / Laboratory / Practical Spaces

Instructional spaces are arranged to adhere to the 1.5m physical distancing requirement between student desks. Early Years classrooms will have a maximum capacity of 5 students, whereas Years 1 - 12 classrooms have a maximum capacity of 18 students. Air conditioners and the opening of windows and doors will ensure air cycling throughout the instructional spaces.



Disinfectant spray and disposable paper towels are available in every classroom. Wipedown routines will occur between every class. At the end of every lesson, teachers will spray desks and chairs, and students will wipe their desks and chairs with a paper towel. Additionally, cleaning staff will disinfect high contact surface areas in public spaces multiple times throughout each day.

Classroom Entry and Exit Process:

\* Note: This entry and exit procedure will be open to evaluation at any time, depending on the effectiveness of implementation.

#### Arrival to / Entering Campus

- Primary students' only drop-offs are to utilise the East Gate. NOTE: Secondary student siblings may enter via the East Gate with their primary sibling.
- Secondary students only drop-offs are to utilise the West Gate.
- As cars arrive at the drop-off area, parents/drivers keep students in the vehicle until signalled by security that it is their turn to enter.
- Security will make sure that children entering the gate are using physical distancing.
- Once students arrive at school and clear the entrance handwashing and health check, Primary students must go directly to their designated classroom. Secondary students will

remain in Plaza A (Years 10-12) or Plaza B (Years 7-9) until 7:20, at which point they will proceed to the Advisory classrooms.

### **In the classroom**

- Each student will have their own designated chair and table in the classroom. They will be using this chair and table from the beginning until the end of the lesson. Students will not be allowed to change their seats or move to another table.
- If a student feels unwell or needs to use the restroom, they need to raise their hand and inform the Teacher. Students must exit the classroom one at a time. Physical distancing protocols will strictly apply.
- Using hand-washing sinks, students should wait for their teacher to allow them to use the sink.

### **Extended Transitions**

#### **Primary:**

- Each year level will have different staggered extended transition times.
- During any transition or exiting of the classroom, the teacher will call students' names one at a time based on who is seated closest to the exit.
- Students will line up physically distanced from each other.
- The students will exit the classroom following physical distancing protocol at all times.
- Students will need to bring water bottles and snacks daily.

#### **Secondary:**

- There will be an extended transition time between Period 3 & Period 4 Monday through Thursday. There will be no extended transition time on Fridays.
- Student dismissal will happen prior to lunch. Students will not eat lunch on campus.

### **Departure from Campus - Dismissal times will be staggered by Year level.**

#### **Primary**

- Students will line up, socially distanced, in the designated Year Level shared area. The teacher will then call students' names one at a time based on who is seated closest to the exit door.
- The teacher will ask students to proceed to the gate in line, physically distanced.
- The students will go to the designated gate. They will wait in line.
- The window for students to wait at the gate is 10 mins. Parents need to be mindful of teacher time and to be accountable to pick up students on time.

#### **Secondary**

- Students will be dismissed from their last class of the day, staggered by year level.
- Students will proceed to their designated pick-up point, observing physical distancing.
- Students who walk home will be dismissed immediately at the end of the day, regardless of their year level.
- Students who have documented permission to drive to school will be dismissed immediately at the end of the day as their siblings ride with them.
- Students whose drivers/parents have not arrived at the school for pick up at the designated time will wait in Plaza A or Plaza B until their ride arrives and security calls them to the gate.

A detailed campus traffic map, inclusive of drop off and pick up designated areas will be shared by our General Affairs team to the parent community. Any updates to that document will be on an as needed basis and apart from the updates of the RtCP.

## Offices, Counseling & Meeting Rooms:

The minimum spacing requirement between seating arrangements in offices, counselling and meeting rooms is 1.5 m. Arrangements by divisional administration will result in faculty being distributed between office and classroom spaces to ensure and maintain safe physical distancing. In-office spaces, sharing of plates, cups, or cutlery is NOT permitted. Furthermore, until the pandemic is over, sharing food items between individuals while on-campus is also not allowed.

## Communication Platforms:



Managebac is our learning management and student information management system. Besides facilitation of learning, Mangebac is a communication system. Announcements, parents and faculty contact details, and grading and term reporting are facilitated using Managebac. [Link Here](#)

### Kontak

Kontak is the GJS monthly newsletter. In the newsletter, you will find important updates, events, celebrations, and reminders. The Kontak is published during the first days of every new month. [Kontak Home Link Here](#)



E-mail is used in specific situations depending on the urgency and reach required. Most email communication received by parents should be particular to their son or daughter.



Parents Association Year Level Representative WhatsApp Groups (WAGs) will be utilised to send urgent updates, actions, or reminders to the GJS community.



Google Meet will be used for class lessons and Year Level parent meetings. This method will continue to be used even when students are back on-campus. Link [Here](#)



Zoom meetings will be used for large-scale parent/community town hall meetings and coffee and conversation programming with GJS Leadership. This method will continue to be used even when students are back on-campus. Link [Here](#)



Global Jaya School community members who need to report a COVID19 positive test result for themselves or someone they live with should email [covidhotline@globaljaya.com](mailto:covidhotline@globaljaya.com).