



Dyatmika School

COVID-19 HEALTH PROTOCOLS



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Version date: 12 October 2020

Introduction

1. Principles

Campus Based Learning will start when the government gives permission.

Dyatmika's COVID-19 Response Committee has devised these COVID-19 health protocols, guided by the following principles:

- Protect the health and wellbeing of people of all ages at Dyatmika
- Continue to deliver quality programmes
- Follow guidelines set out by the Ministry of Education and the Health and Education authorities from the Denpasar DINAS
- Provide students with some familiarity of school routines
- Provide and communicate clear expectations for teachers, students, parents and other staff during the continuing COVID-19 situation

Dyatmika is accessing information from reputable, relevant international and national bodies including the WHO, UNICEF; government organisations in Indonesia and beyond; the international education community; the SPK Association and the Bali Heads of Schools Association.

We will adjust protocols in line with government directives; as new and improved information about COVID-19 becomes available, and as a result of our in-school reviews. Dyatmika has partnered with BaliSafe, a professional health and safety company to further reduce COVID cross-contamination risks and to apply hygiene requirements to a high standard.

2. Responsibility

It is our responsibility and commitment to staff, students and the community to ensure that our school operates safely and takes all reasonable precautions to reduce the risk of COVID-19 impacts to as low as reasonably practicable.

We are all in this together!

At Dyatmika we face the COVID-19 situation together. Please:

- 1. Read this document carefully** so that you are aware of school protocols and expectations. We need your support to help keep everyone healthy and the school campus open.
- 2. Continuously monitor your child's health** and keep them at home if they show any symptoms of COVID-19.
- 3. Follow the morning checklist** found in this document.
- 4. Follow the physical distancing guidelines and other requirements** when dropping/collecting your child.
- 5. Talk with your child/ren**, so that they know what to expect and can look forward to attending school on campus safely.

3. Response matrix

	Indicators	School campus
Level 0	<ul style="list-style-type: none"> • WHO approved COVID-19 vaccination and treatments readily available • Government relaxes COVID-19 border requirements • Dyatmika confident to relax COVID-19 protocols 	<ul style="list-style-type: none"> • Campus access for students, staff and parents in line with government / school health requirements • Full class sizes • Trips, camps, interschool activities permitted • ECAs running • COVID-19 protocols relaxed
Level 1 New habits phase	<ul style="list-style-type: none"> • Government allows schools to open all sections of the school • Reopening permitted by National / Provincial / DINAS / local authorities based on schools' readiness in line with protocols • Dyatmika protocols mitigate cross-contamination risks on campus, in line with / beyond government requirements 	<ul style="list-style-type: none"> • Campus open for Campus Based Learning for students at all levels • Limits on student group sizes in any one space • Parents required to give written permission for child's attendance • Canteen service and PE permitted (with protocols); ECAs in line with school capacity to deliver • Beyond campus activities in line with government regulation
Level 2 Transition phase	<ul style="list-style-type: none"> • Government allows schools to open all sections of the school • Reopening permitted by National / Provincial / DINAS / local authorities based on schools' readiness in line with protocols / following a process of document submission and an inspection • Dyatmika protocols mitigate cross-contamination risks on campus in line with / beyond checklist requirements • PTFA and Yayasan provide written permission for school reopening 	<ul style="list-style-type: none"> • Campus open for Campus Based Learning for students • Limits on student group sizes in any one space (groups of 5 Paud – PG, TK PP); 18 Primary and High School • Parents required to give written permission for child's attendance • Canteen service, ECAs and PE <i>are not permitted</i> by the government • Beyond campus activities in line with government regulations
Level 3	<ul style="list-style-type: none"> • Government closes schools • Government may limit number of staff on site • Dyatmika protocols mitigate cross-contamination risks on campus • Infection within Dyatmika community that necessitates school closure 	<ul style="list-style-type: none"> • Campus is closed to students and parents • Some staff work from home • Home-Based Learning • Some off-campus activity in line with government regulations

4. Government requirements for school reopening

Government requirements for school reopening in Indonesia, issued on 20 November 2020, are included in the table above. They may be subject to change by government authorities.

5. COVID-19 protocol development and implementation strategy

Dyatmika has followed the process below to develop and implement the school's COVID-19 health protocols.

Dyatmika's COVID-19 Response Committee

The COVID-19 Response Committee is the body responsible for developing the school's strategy for related health and safety aspects. Committee members are:

- Julie Browett** - Director
- Lilawati Adhikang** - Business Manager
- Ni Ketut Ayu Widiastuti** – Head of HR & General Affairs
- Made Aswin Sugihartana** - Campus Manager
- Lindy Burgess** - EYP Leader (International)
- I Made Adnyana** - National Coordinator for EYP
- Peter Syme** - International Head of EYP/Primary
- Ni Ketut Ayu Sugati** - National Head of EYP/Primary
- Jonathan Cherry** - International Head of High School
- Ketut Mahardika** - National Head of High School
- Ida Ayu Kade Surya Utami** - Deputy National Head of High School
- Philip Stanier** - APL for Classes 6-8, Geography Teacher
- Kevin Johnson** - APL for Classes 9 & 10, History Teacher
- Jo-Anne Farrelly** - APL for Classes 11 & 12, Economics Teacher
- Cokorda Agung Anre Juniana** - Head of SPK Accreditation
- Prakriti Sharma** - Communications Officer

The committee collaborated to develop and implement the first two versions of the protocols contained in this document.

Partnership with BaliSafe for the 3 phase 'CovidSafe' strategy

Dyatmika has partnered with BaliSafe, a professional Australian-Balinese company with internationally qualified Occupational Health and Safety specialists in:

- hygiene and toxicology
- risk management
- training and assessing
- safety management systems

Please see Appendix A for more details

Standard Operating Procedures (SOPs)

Dyatmika has enhanced its SOPs to include the mitigation of COVID-19 cross-contamination risks. Staff are trained and monitored so that SOPs are conducted effectively. SOPs are reviewed and updated in response to observations and emerging scientific understandings about COVID-19 issued by reputable sources.

The manual of SOPs is managed by the Campus Manager with informed input from BaliSafe.

A: Health protocols

The following protocols are in place to ensure that Dyatmika's health and hygiene standards mitigate against the risk of COVID-19.

1. **Health monitoring** for all students, staff and visitors and established protocols for potential cases of COVID-19, including contact tracing. Parents are required to conduct checks on temperature / symptoms before students leave home.
2. **Controlled entry to / exit from Dyatmika's campus**
 - All persons entering shall follow entry protocols as directed by security staff. These include hand washing and sanitizing, temperature check, physical distancing and bag decontamination.
 - Student pick up and drop off through nominated gates with some staggered times.
 - Limited and controlled visitor / parent access to the campus.
3. **Hand cleaning** will be frequent. Extra basins have been added around the campus and hand sanitizer is available throughout the school.
4. **Masks** are to be worn – “I wear to protect you. You wear to protect me”. The WHO recommends their use and currently they are required while in public in Bali. Face shields are optional for students / worn by staff when within 1.5 metres of others.
5. **Cover mouth and nose with a bent elbow or tissue when coughing or sneezing.** Dispose of the used tissue immediately into a closed bin and wash hands.
6. **Physical distancing** will be followed inside the campus and its surroundings. Physical barriers will also be used where a 1.5m distance cannot be maintained.
7. **Pedestrian traffic flow management** through the establishment of one-way systems, the requirement to keep left and ground markings that support keeping 1.5m apart.
8. **Cleaning and disinfecting** processes have been increased with a focus on frequently touched surfaces.
9. **Enhanced measures**, including for:
 - a. snack and lunchtimes
 - b. use of bathrooms
 - c. ventilation of rooms (AC used and airflow enhances by use of fans and open windows / doors

Keep reading for details about these nine protocols.

See Part B for contamination risk mitigation in educational programmes.

Dyatmika's COVID-19 health protocols

1. Health monitoring

Dyatmika is implementing the following health monitoring protocols:

14-day isolation period on return to Indonesia

Staff and students must have completed the current government mandated 14-day isolation period if returning to Bali from overseas.

Personal health assessment

A personal health risk assessment will be completed by/for staff and students who are high-risk individuals for COVID-19 infection, with subsequent measures being developed to mitigate risk within the campus environment. Please contact the school for the assessment form as necessary.

COVID-19 testing

COVID-19 testing will be conducted at the point of need and is included within various protocols in this document.

Student health monitoring

A temperature check and check for symptoms is to be completed at home for each student prior to arriving at school.

Students / staff cannot enter school if:

- An individual, household members or other close contacts have [symptoms of COVID-19](#) or have a positive test.
- A temperature reading is above 37.3 degrees C. Do not take medication that masks a fever.

Inform the school of absences.



Sickness / symptoms on campus

A temperature check for all staff and students is completed by security staff on arrival at the school entrance.

If a temperature reading is above 37.3 degrees C

- The person is told their temperature and is directed to the 5-minute zone near the entrance / arrival area in the carpark if the temperature is taken there
- The person's name and temperature are recorded in the health log

Dyatmika's COVID-19 health protocols

- After 5 minutes the temperature is taken again
- If the second temperature reading is above 37.3 degrees C:
 - If an adult, the security staff member refuses entrance and gives them an information sheet and a contact tracing form in case of a positive test
 - If a student, the security staff member informs office staff who contact the Head of School who organize parents to collect their child.
 - The parent is handed a contact tracing form in case of a positive test and to offer some guidance
 - Heads of School inform the Director
 - Security staff disinfect the 5 minute zone
- All temperatures above 37.3 degrees C must be recorded in the health log (with the name, date and time)

If a student develops symptoms:

- Collected by Ibu lin / Ibu Rahayu who take the student to the closest 5 minute zone
- Inform Heads of School / parents (as above)
- Provide parents them with a contact tracing form, which also asks them to arrange a COVID-19 test. The school must be informed of the result
- Other students are removed to a sheltered area / empty classroom
- Heads of School inform the Director
- Cleaners deep clean / fog the room
- Security staff disinfect the 5 minute zone
- Requirements for other students to isolate / further contact tracing are managed case by case

If the school is notified of a confirmed COVID-19 case from within the Dyatmika community:

- The person is required to self-isolate and seek medical advice.
- A contact tracing form is to be completed and returned to the school (the form defines 'close' contact'). School staff will assist with contact tracing for people located at school
- The school will alert people who have been in close contact and advise them to take a test. If staff members are listed as close contacts, then the school will arrange the test
- If a person returning a positive test is a staff member living by themselves, a 'buddy' will be appointed to check with them regularly. If further medical attention is required HR will assist with arrangements. HR must be informed
- Depending on the circumstances and contact tracing, individuals may be required to stay at home as a precaution and/ or a section of the school may be closed for 14 days, with people working / studying from home
- The person may return to school after returning a negative PCR test

2. Controlled entry to / exit from Dyatmika's campus

Security personnel are responsible for implementing protocols for all persons and items entering the school.

Dyatmika's COVID-19 health protocols

Security will ensure that:

- Security personnel maintain personal hygiene by washing and sanitizing hands frequently
- Face shields are worn by security personnel in addition to masks during drop off and pick up times, or when directly interacting with other persons within 1.5m
- All persons have washed and sanitized hands prior to entry
- Persons maintain 1.5m distance at the gate
- All persons entering have their temperature taken and temperatures above 37.3 degrees C are registered
- Bags are sanitized with a non-toxic, biodegradable spray
- The security post and equipment are cleaned and sanitized

Security procedures have been developed and staff are trained to ensure effective implementation of school entry protocols.

Before leaving home

- ✓ Check your child's temperature and whether s/he has symptoms.

Pack:

- ✓ Personal tissues / small hand sanitiser / wipes
- ✓ Cutlery / full drinks bottles
- ✓ Snacks and lunch during the transition period*
- ✓ Pencil case
- ✓ Lesson equipment
- ✓ Mask and spare mask (no masks will be available at school)
- ✓ Own umbrella / rain coat in a plastic bag in case of rain
- ✓ (No personal toys or sports equipment)

*During the transition phase the government has regulated that there be no food service. Students can bring an insulated container to keep food cool / hot

During the new habits phase lunch ordering will be available through the school (only), but no daily sales at the canteen; no warungs near the school and *no food drop off*).



Dyatmika's COVID-19 health protocols



Drop off and pick-up of students

To assist with physical distancing students will enter and exit through assigned gates. They will wait in assigned areas to move to classes in the morning, or for transport in the afternoon. Please note that drop off and pick-up areas may be different. Information will be sent by Head of School.

For drop off if late and the sports hall and top gates are closed, use the bottom carpark for drop off / enter the campus through the bottom gate.

At all times punctuality for arrival and dismissal from school is important. During COVID 19 Campus Based Learning (CBL) it is essential. Please assist us to keep your child healthy and to have their best experience of being at school.

Please note that adults who are not school staff (e.g. parents) may not enter the school grounds. This is a government regulation.

Student pick-up will be organized so that:

- Primary students with no siblings leave before High School students
- Siblings exit school together



From 3.15 students will be regarded as late pick-up. Parents will receive an email reminder about on time pick-up and its importance for their child's wellbeing. After 2 lates, an online meeting with a parent will be arranged to resolve the issue.

Class 12 student parking

Class 12 student drivers should park in the bottom carpark only and enter through the bottom gate.

Go-jek / Grab / taxis – High School students only

Pick up from the Sports Hall or bottom carpark only. Students should track the vehicle's arrival and will request permission to leave by holding up their phone to show the supervising teacher.

Parent arranged buses

While all arrangements for buses are made by parents, the school is pleased to facilitate drop off and pick up from designated area.

Parents, pembantus and drivers

For health and safety reasons:

- Parents, pembantus and drivers should avoid gathering at school gates. By government regulation, they may not enter the school
- Meetings will be via phone or online with Academic and Teaching staff
- PTCs will be online

Other adults

The school will limit access by adults (non-staff) to the school campus and has related health and safety protocols in place.

School shop

Hours 8.00-8.30 / 2.00-2.30 Monday to Friday

- Ordering will continue online until advised otherwise
- To pick up orders from the school shop
 - Follow ground markings from the bottom carpark to the bottom gate
 - Wash hands and complete temperature check
 - One customer at a time inside the shop. Wait on seats as directed by security personnel
 - Exit the campus once the pick-up is made
- Students may pick up pre-ordered / paid items on exiting the school

3. Hand cleaning

Washing / sanitizing of hands will be frequent, including:

- When entering the campus, classrooms and offices
- Before/after touching shared items
- Before/after eating
- After using the bathroom

Dyatmika's COVID-19 health protocols

Resources:

[How to wash hands](#) (children)



4. Masks

WHO now recommends the wearing of fabric (non-medical) masks in public, based on research findings. Mask wearing is a current requirement for being outside the family home in Bali.

- Everyone must wear a mask in Dyatmika's campus, including in carparks and the Community Garden.
- Masks should be of conservative design and not distracting.
- Bring your own mask and a spare in a sealable plastic bag. Masks are not available from the school.
- Face shields have been supplied to staff for contact within 1.5m with others / or if a higher level of health risk

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

Do's →

- Clean your hands before touching the mask
- Inspect the mask for damage or if dirty
- Adjust the mask to your face without leaving gaps on the sides
- Cover your mouth, nose, and chin
- Avoid touching the mask
- Clean your hands before removing the mask
- Remove the mask by the straps behind the ears or head
- Pull the mask away from your face
- Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it
- Remove the mask by the straps when taking it out of the bag
- Wash the mask in soap or detergent, preferably with hot water, at least once a day
- Clean your hands after removing the mask

Don'ts →

- Do not use a mask that looks damaged
- Do not wear a loose mask
- Do not wear the mask under the nose
- Do not remove the mask where there are people within 1 metre
- Do not use a mask that is difficult to breathe through
- Do not wear a dirty or wet mask
- Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

Dyatmika's COVID-19 health protocols

5. Catch coughs and sneezes

Cover mouth and nose with a bent elbow or tissue when coughing or sneezing. Then dispose of the used tissue immediately into a closed bin and wash hands.

6. Physical distancing

All people are required to keep 1.5m apart. To assist we have:

- moved classroom and office furniture apart
- separated teaching areas have been established in line with government regulations about maximum group sizes
- marked seating areas to show where people should / should not sit
- added physical barriers to separate people in shared spaces (offices, classrooms, eating areas)

7. Pedestrian traffic flow management

- One-way systems are in place
- Ground markings and signs guide movement around the school
- People keep left on footpaths / corridors
- On steps, people leave 3 clear steps ahead and follow directions if stairs are shown to be one-way



8. Cleaning / disinfecting

Classrooms, offices, staffrooms and storage areas will be cleaned and disinfected in line with the following schedule to maintain a safe environment for all students and staff.

Continuously	After shared use	Daily
High touch points, e.g. <ul style="list-style-type: none"> door handles handrails bathrooms switches fingerprint scanners, photocopiers reception desks counters telephones water dispensers 	<ul style="list-style-type: none"> shared sports, play, music equipment computer keyboards & mice shared desks, tables, chairs learning resources including hard toys (no soft toys available) shared whiteboard equipment 	<ul style="list-style-type: none"> individual workstations
		Immediate deep clean <ul style="list-style-type: none"> bodily fluids isolation rooms after use classrooms / offices where someone has gone home after showing symptoms

- Cleaners have Standard Operating Procedures and have been trained
- Classrooms / offices will have disinfecting kits and suitable waste disposal

Good ventilation of shared indoor spaces will be achieved by opening windows to increase outdoor air dilution of indoor air.

BaliSafe.
Safety Inspirations PT

CovidSafe Room

EDUCATION FOR A BETTER WORLD
DYATMIKA

Caring for each other at school is creating a CovidSafe Meeting Room

- Meetings Outside**
If possible meet in an open air location
- Wear Your Face Mask**
Always to protect your colleagues
- Wash Your Hands**
Before you enter and when you leave
- 1.5m Distancing**
As much as possible and remind others
- Clean after you touch**
Clean and sanitise tables & chairs before you leave the room

PlaySafe

info@balisafe.org
+62 812 3976 0439
www.balisafe.org

9. Enhanced routines

a. snack and lunch times

Primary

Snack

- 9.45 - 10.00 Class 1, 3 & 5
- 10.00 -10.15 Class 2 & 4

Lunch

- 12.00 - 12.45 Class 1, 3 & 5
- 12.15 - 1.00 Class 2 & 4

High School

Snack

Staggered bells

- 9.55 Class 6, 10, 11 & 12
- 10.00 Class 7, 8 & 9

Lunch

Staggered bells

- 13.00 Class 6, 10, 11 & 12
- 13.05 Class 7, 8 & 9

Food

During the transition period the government has regulated no canteen service for students.

*During the transition phase the government has regulated that there be no food service. Students can bring an insulated container to keep food cool / hot

During the new habits phase lunch ordering will be available through the school (only), but no daily sales at the canteen; no warungs near the school and *no food drop off*).

Students will:

- eat in assigned eating areas
- not share food
- maintain physical distance
- lower masks for eating/drinking
- wash hands before and after eating

Water dispensers

- Clean hands before touching
- Do not allow the bottle to touch the tap / outlet

Dyatmika's COVID-19 health protocols



Play time - Primary

- PG and TK have allocated playtimes and areas that separate them from Primary classes
- Primary students will play with their own group in allocated zones
- Groups will rotate around play zones across the week
- Games will be non-contact and will not use shared equipment. These will be discussed and devised with students

b. Use of bathrooms

- Use the closest bathroom to the classroom / office / break area
- Check a toilet is vacant to use
- If no toilet available, wait outside until one person leaves. Wait on ground markings
- Wash hands after use



Playgroup

- Parents should make sure that their child can use a toilet independently before starting at Dyatmika
- Children will be supervised
- Bring a change of clothes (2 pairs of undies, T-shirts, pants/ skirts, socks, bag for dirty clothes - no nappies / diapers)

Dyatmika's COVID-19 health protocols

B: Educational programmes

The following procedures for Dyatmika's educational programmes are *in addition* to the Health and Safety protocols in Part A.

1. Campus Based Learning

On the first day of Campus Based Learning, students will be taken through initial routines in age appropriate ways.

All teaching areas are well ventilated with AC/fans turned on and windows / doors open to ensure air flow.

Early Years

- Students will be separated into small, supervised activity groups using indoor and outdoor spaces with a maximum of **5 students** in separate teaching locations
- Individual stationery packs will be used each day
- Toys and other resources to be used each day will be put out for use and disinfected afterwards. All other items will be packed away
- Children should not bring toys from home
- Teachers working within 1.5m of students will use face shields in addition to masks

Primary

- Desks are in physically distanced rows, facing the front
- Long desks have a physical barrier installed
- Students will be supervised by teachers / TAs in classrooms and identified additional teaching areas with a maximum of **18 students** in a teaching location
- Verbal assessment and on the spot Assessment For Learning (AFL) is encouraged
- Students use individual mini whiteboard and whiteboard pens
- Bags are kept next to desks / students closely supervised to use cubbies
- Teachers working within 1.5m of students will use face shields in addition to masks



Dyatmika's COVID-19 health protocols



High School

- Students will be in classrooms and identified additional teaching areas with a maximum of **18 students** in a teaching location
- Desks are in physically distanced rows
- Long desks have a physical barrier installed
- Online submission, marking, feedback and return of work via Google Classroom
- Limit paper marking and feedback. Clean hands between touching each student's work
- Verbal assessment and on the spot Assessment For Learning (AFL) is encouraged
- Students use their own mini whiteboard and whiteboard pens
- Students use own pencil case and stationery provided to them
- Group work will maintain physical distancing / use of barriers
- Shoes and bags kept next to desks

Assemblies

There will be no whole school / large events. As assemblies are important for a sense of community they be managed as follows:

- Primary - Class 5 MCs will host the assembly. Classes will showcase work recorded with physically distanced measures in place. All other students to watch live stream.
- High School - Students stay in classrooms at end of period 5 and watch assembly projected on to the whiteboard, delivered virtually by Pak Jon C and APLs (as during HBL).



2. Subject specific protocols

All subjects

Person to person contamination risk

- School-wide protocols of:
 - controlled movement paths / entering and exiting rooms
 - seating with 1.5m separation
 - teacher to wear face shield when interacting within 1.5m

Cross-contamination with hands risk

- School-wide protocols of:
 - cleaners sanitising high touch points every 2 hours
 - everyone washes and sanitizes hands before entering the classroom
 - Teacher / Teaching Assistant sets up equipment before students arrive
 - students responsible for cleaning all surfaces (e.g desks and chairs) and resources touched at end of lesson. Students handed tissues with spray for this purpose
 - students place tissues in the pedal bin near the door as they exit the classroom
 - 'print' materials provided digitally
 - Teacher / Teaching Assistant cleans all touch points after each use or daily is the only user (e.g. keyboard, mouse, telephone, stationery items)

Cross-contamination with breath risk

- School-wide protocols of:
 - mask wearing
 - fogging of room with multiple resources daily when in frequent use
 - natural airflow through partial opening of doors / windows
 - AC filters cleaned and dried twice a week

Music specific

Cross-contamination with hands risk

- Students bring own headphones / disposable headphone covers available if required

Cross-contamination with breath risk

- Perspex screen on stage for use in front of singing student

Cross-contamination in soundproof room risk

- Single student use only
- Equipment cleaned by student after each use
- Room sprayed with sanitizing agent after each use and door closed

IT / Tech Centre specific

Person to person contamination risk

- Cover computers not in use at all times and remove chairs from those computers

Dyatkika's COVID-19 health protocols

Cross-contamination with hands risk

- Alcohol wipes / tissue with spray provided – follow whole school procedure for cleaning items after use
- Cover all computers at the end of the day to protect them from fogging

Art specific

Person to person contamination risk

- Remove all unnecessary equipment to remove risk of congestion
- Teacher wears face shield when interacting within 1.5m

Cross-contamination with hands risk

- Teacher hands out absorbent material for personal use
- Teacher / cleaner assistant hands out resources for personal use
- Students have own pens, markers and similar
- Materials returned to 'quarantine' area for cleaner assistant to sanitize

Science specific

Cross-contamination with hands risk

- Teacher / Lab Assistant sets up equipment before students arrive
- Items that students cannot clean are placed in 'quarantine' area for lab assistant to sanitize
- Protective lab coat for individual use only / washed daily if used frequently
- Include fridge handles / taps / spray bottle and cleaning kit tray in labs in 2 hourly cleaning

Maths (High School)

Cross-contamination with hands risk

- Students have personal equipment consisting of a pen, pencil, rubber, ruler, protractor and compass. These will be available as Maths kits from the school shop

English (High School)

Person to person contamination risk

- Drama/ group poster work replaced by making films/ digital documents

Cross-contamination with hands risk

- Students permitted to use online dictionaries on devices





Dyatmika's COVID-19 health protocols

PE specific

During the transition phase there will be no PE classes in line with government regulations. PE classes will be replaced with wellness classes.

During the new habits phase

Person to person contamination risk

- Physical distancing of 1.5m minimum, with allocated places for individual activities

Cross-contamination with hands risk

- No sharing of equipment, or the realistic ability to clean equipment between use by students

Sporting competitions

- All interschool, e.g. BSSA competitions are cancelled until further notice
- House competitions established during HBL will continue online

Library

During the transition phase, Library use will continue on-line.

The Library will be 'fogged' as an additional cleaning measure

Once the library is open to students:

- Library will be open to students and staff only for check-ins and check-outs
- Only five visitors are allowed in the library at any one time (excluding staff)
- Book circulation
 - Early Years and Primary - two books (one English and one Bahasa Indonesia) allowed per weekly check-out
 - High School - same regulations as normal

Book handling will be minimised:

- Early Years students to choose from a book selection displayed to them weekly by the library staff
- Any special requests can be made to the librarians who will handle the book browsing and searching.
- Primary & High School - students to request specific books from the library staff who will handle the book searching.
- Monthly recommendation leveled by year groups (i.e. Class 2 & 3, Class 4 & 5, Class 6, 7 & 8, Class 9 & 10, Class 11 & 12) will be provided by the library staff via the library website.
- Students are encouraged to browse books at home from their own devices and come to the library already knowing what books they want to borrow.
- Students are also encouraged to email their book orders for a faster library visit.
- Any special requests can be made to the librarians who will carry out the book browsing and searching.
- On return, items to be 'held' for 72 hours in plastic boxes (stacked in the Library) before being discharged and shelved by library staff.



Dyatmika's COVID-19 health protocols

Extracurricular Activities

Extracurricular Activities will not be offered during the transition phase on campus, in line with government regulations. Some online options will be available.

The resumption of extracurricular activities during the new habits phase will depend on:

- the capacity of the school to staff these activities at a time when teachers are required to increase their supervision load
- the capacity of parents to collect siblings not involved in extracurricular activities

Events

Events may be cancelled, postponed or modified. Please check the school calendar, newsletter and other communication channels.

Fieldtrips for essential course work to government permitted areas may go ahead with full risk assessment and mitigation.

Camps will not be held.

Health procedures like lice checks and dental checks will not be carried out at the school. Parents should arrange these checks.

3. Home Based Learning (HBL)

During the Transition and new habits phases, HBL will be available for those students:

- whose parents do not permit their child/ren to attend Campus Based Learning (CBL)
- who have symptoms of COVID-19 or have a positive test, or who have had contact with people with symptoms or a positive test result and, therefore, need to isolate at home (please inform the school of absences)

For HBL:

- All lesson information will be posted onto Google Classroom e.g.
 - slides
 - worksheets
 - resources
- Assignment and work submission remains online through:
 - ongoing work on Google docs
 - submitting written work via camscan to the Google Classroom
- Feedback on work will continue online
- The only feature missing will be the live Meets. This is due to teachers having to plan and conduct Classroom Based Learning in split teaching areas - due to the government regulation of having a maximum of 18 students in any one learning area (classroom) for SD to SMA; 5 students in Paud. This means that teachers cannot remain in front of a camera and teach the students in the classroom at the same time.

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- The school will continue to track student engagement and progress.

4. Wellbeing

- Counsellors will conduct related professional development with teachers about wellness issues related to COVID-19 and their signs in teachers, children and young people.
- Related Primary sessions will be based around the situations students have had to live through, reduction of anxiety, reflection and connected issues.
- High School sessions will include age appropriate ideas and strategies related to mental health and reducing anxiety.
- Counsellors will be available for individual consultations (online as during HBL or on campus with distancing).
- Counsellor referrals will follow normal procedures. Parents with concerns for their children should contact APLs / Heads of School.

Appendix A: Process of developing Dyatmika's COVID-19 response

The further development of Dyatmika's COVID-19 response is a comprehensive process, developed in three phases.

Phase 1: Plan to be safe

1. Workplace cross-contamination risk assessment inclusive of hazards and controls present in security access; Early Years, Primary School, High School areas; administration areas; external areas
2. Identification of high-risk areas for CovidSafe Procedure development for security area controls; cleaning; classroom protocols; office and meeting room protocols; health assessment processes
3. Dyatmika COVID-19 Response Committee - establish roles and responsibilities for senior leadership and PT BaliSafe CovidSafe Representative
4. Development and installation of COVID-19 protocol posters
5. School Installations and changes:
 - Physical distancing delineation markers
 - Additional hand washing stations
 - Classroom and office arrangements
 - Additional cleaning chemical and equipment purchases
6. Related Dyatmika communications for all sections of the school community inclusive of print and multimedia for use across Dyatmika's platforms.

Phase 2: Making it Safe

1. COVID-19 health assessments
 - Staff and student health checks
 - Student health checks at home
 - Visitor health declarations
 - Potential COVID contact tracing and action strategy
 - Temperature testing protocols
2. Staff CovidSafe training in:
 - COVID-19 risk awareness
 - Responsibilities
 - Cross-contamination hazards
 - Personal hygiene practices
 - Premises hygiene practices
 - COVID-19 risk assessment development
3. Dyatmika COVID-19 health and safety protocols with particular focus on security area controls; cleaning; classroom protocols; office and meeting room protocols; health assessment processes

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4. Weekly:
 - formal CovidSafe assessments and reporting – mandatory protocols and best practices
 - CovidSafe observation and feedback assessments and reporting – Coaching leadership behaviours and peer on peer programme
5. Area risk assessment reviews
6. CovidSafe hazard reporting initiative
7. Health and wellbeing programme communications
8. Staff, student and community communications and initiatives
9. Dyatmika COVID-19 Response Committee

Phase 3: Keeping it Safe

1. Monthly formal CovidSafe assessments and reporting on mandatory protocols and best practices
2. Monthly CovidSafe observation and feedback assessments and reporting with coaching of leadership behaviours and peer on peer programme.



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Appendix B: Contact Tracing Form

Why do I have this COVID-19 contact tracing form?

You / your child are being given this form because:

1. You/she/he are confirmed as having COVID-19 or have apparent COVID-19 symptoms:

- While at school
- Within 5 days of previously attending school
- During a school break

OR

2. Because you / your child has had close contact with someone confirmed as having COVID-19 / with apparent COVID-19 symptoms as a precaution. We will inform you whether a suspected case is positive.

How do I complete it?

On page 2 fill in your / your child's details (if not yet completed) and give the names of people with whom you / your child has had close contact within the past 5 days. A close contact is a person:

- having had face-to-face contact with a COVID-19 case within 1.5 metres
- having had physical contact with a COVID-19 case
- having had unprotected direct contact with the infectious secretions of a COVID-19 case (e.g. being coughed on)
- who was in a *closed* environment (e.g. household, classroom, meeting room, hospital waiting room, etc.) with a COVID-19 case
- travelling together (less than 1.5 metres proximity) with a COVID-19 case in any mode of transport

Please request more forms if needed.

What happens to this form?

Return the form to school personnel.

The school will alert people within the school community that they have been in close contact with a person confirmed of having COVID-19 / has symptoms.

This form will be kept on file. A copy will be provided to health authorities as required.

You/ your child should now:

- attend a medical assessment
- have a COVID-19 test – send a copy of the test result to the school
- self-isolate pending the results of the health assessment
- alert your family and people in your social networks outside school.

Returning to school

- You / your child may return to school on presenting a negative PCR COVID-19 test if symptoms were present, but the COVID-19 was not confirmed.
- If positive, you / your child shall not attend the school until a negative COVID-19 PCR test is presented to the school.

What else will the school do?

A staff member will also commence interviewing / tracing students and staff members for previous contact with you /your child.

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By completing this form, you are stating that the information you have supplied is true and correct.

Name of person completing the form:		Signature:		Date:
Person's name	Date Reported	1. Symptoms 2. Temperature if at school 3. Test result	Parent Guardian's first, last name	Informed Yes/No
		1. 2. 3.		
Close contact's first, last name	Date in contact	Parent /Guardian's first, last name if a child	Phone Number	Informed Yes/No
Office use only				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Please return the form to

Dyatmika staff will notify people listed and will sign when the process is complete.

Staff member: _____ **Signature:** _____ **Date:** _____