



IELS Malta

COVID-19 Re-opening safety rules

The purpose of IELS's COVID-19 safety rules is to establish best practice protocols for keeping staff and students safe after extended closures due to the COVID-19 pandemic.

The following safety rules will be in place from the beginning of July 2020 and reassessed and amended as needed

Social Distancing Measures

- Written guidelines to COVID-19 protocols will be provided to all staff and students, and posted around the school and residence(s).
- Posters outlining COVID-19 protocols and providing general community health education and awareness will be placed prominently throughout the premises.

Safety Operating Practices

- The temperature of all staff, students and visitors will be taken at entrance of school building, using a non-contact thermometer. Access will be restricted to a body temperature of no higher than 37.1C.
- School will have sanitisers available for both staff and students within the school premises including classrooms. Hands are to be sanitised immediately on entry to the building(s).
- Minor 'sickness' such as cold would preclude a student from access to lessons for the duration of the illness^[CA1].
- As per Education Department instructions:
 - ✓ The maximum student capacity in a classroom is to be based on an adequate distance between students whilst sitting in their chair



- ✓ Students will be encouraged to use web based interactive platforms to address basic customer care issues wherever possible.
- ✓ Where possible, timetables will be staggered to reduce student contact during both lessons and breaks.
- ✓ Only staff members essential to the running of classes or daily student interaction will work on school premises, while the other staff members whose presence on site is deemed nonessential by the school will work from home whenever possible.
- ✓ IELS Malta will conduct:
 - a) online pre-arrival testing and orientation for new students and
 - b) online level testing for students needing to change levels.
- Routine cleaning will occur in school as well as further increased sanitation of classrooms, public areas and the premises as a whole. Record keeping will be kept in respect to this service.

Hygiene Practices

- Strict protocols on cleaning and disinfecting premises and other aspects of environmental health will be observed.
- Surfaces (e.g. counters, desks and tables, door handles) and objects (e.g. telephones, keyboards) will be cleaned and wiped twice daily with disinfectant solution containing 0.5% sodium hypochlorite.
- Bathrooms will be cleaned and disinfected daily.
- All classrooms must have adequate ventilation, such as a window leading to the outside for fresh air circulation.

Washing Hands

- Bathrooms will be stocked with an ample supply of soap and paper towels.
- Hand sanitiser stations will be placed on every floor and in common areas.



- Hand sanitiser will be available in every classroom.
- Staff and students will be requested to sanitise before and after each class, break and on entering the premises.

Student Requirements

It is important that students understand what their responsibilities are, to ensure their safety:

- Students will need to complete all aspects of the level test online prior to arrival.
- Students should wear a mask or face shield at all times.
- Students must provide adequate proof of medical cover while in Malta as a requirement for study.
- All students who present with any symptoms of COVID-19, the common cold or flu (respiratory symptoms, fever, cough, shortness of breath and breathing difficulties) will be required to:
 - ✓ advise the school immediately,
 - ✓ stay in their accommodation,
 - ✓ follow national guidelines for a suspected case of COVID-19.

First Day

Young Learners

- All new students are to be accompanied by a leader.
- Students will wait outside the school and enter one at a time.
- Upon entrance, the student's temperature will be checked by a member of staff. If found to be above 37.1 degrees, the student will not be allowed to enter the school.
- The students will be led to the reception area, where they will receive a QR code, and have their student card picture taken.
- The students will then be guided to their classroom.



Adult students

- Students will wait outside the school and enter one at a time.
- Upon entrance, the student's temperature will be checked by a member of staff. If found to be above 37.1 degrees, the student will not be allowed to enter the school.

New students:

- The students will be led to the reception area, where they will receive a QR code, and have their student card picture taken.
- The students will then be guided to their respective classrooms by members of staff.

Current students:

- Students experiencing illness, such as COVID—19 symptoms, cold and flu symptoms, etc. should not attend school under any circumstances.
- Students should go directly to their class and refrain from using communal areas.
- Students should wear a mask or face shield at all times.
- In the classroom, students should sanitise their hands at the beginning and end of each lesson using the hand sanitiser provided.
- The classroom layout has been changed to maximise the distance between students. Students are to use the same desks for the entirety of their course to limit any chance of exposure.
- Lesson and break times are staggered to minimise contact between different classes.
- To reduce contact between individuals, students should direct any questions they may have, e.g. level change, academic or welfare concerns, to their teacher wherever possible students emails should be send to academic@ielsmalta.com and welfare@ielsmalta.com respectively.



Staff Training and Requirements

- IELS will make sure that all its staff are safe, fully trained and compliant with all COVID-19 protocols.
- All staff who present any symptoms of COVID-19, the common cold or flu will be required to stay at home and follow national guidelines for a suspected case of COVID-19.

Staff Guidelines

Members of staff are subject to similar rules as the students.

- Staff members experiencing illness, such as COVID—19 symptoms, cold and flu symptoms, etc. should remain at home and monitor their symptoms.
- Staff members will wait outside the school and enter one at a time.
- Upon entrance, the staff member's temperature will be checked by another member of staff. If found to be above 37.1 degrees, entrance will not be allowed.
- Staff members are encouraged to wear a mask/face shield throughout the premises, with the exception of teachers in class.
- Whilst dealing with clients, outside the classroom, staff is to wear masks.
- Staff will continue to have access to the kitchen on the ground floor but are discouraged from using it as a gathering place. To this end, all chairs have been removed from this area. Staff can use the kettle, fridge, microwave and sink freely. Access to the facilities are to one person at a time.
- Staff are to bring, wash and remove their own crockery and cutlery. Any leftovers will be removed and disposed of on a daily basis.

Accommodation guidelines

School-managed and outsourced accommodation will adhere to national regulations and WHO guidelines for student accommodation services. These can be found on the MTA portal:

<https://www.mta.com.mt/en/reopening>



Suspected case of COVID-19

Should a student exhibit COVID-19 like symptoms (respiratory symptoms, fever, cough, shortness of breath and breathing difficulties), while studying at IELS, the following protocol will be followed:

- The student must alert the closest member of staff or homestay and call the IELS Emergency phone **(+356 9942 9617)**.
- IELS staff will advise the student to stay where they are and will phone the local or national health authority for advice (information will be supplied by each school on arrival).
- IELS will follow advice provided by their health authorities.
- Should the advice be to self-quarantine:
 - ✓ Students will not be given access to communal areas
 - ✓ Staff will provide food and drink supplies to student and liaise with parents/agent accordingly
- Should the test be negative, IELS will lift the quarantine and normal service will be resumed.
- In the instance of a positive test result IELS will follow advice given by the health authority.
- After a positive result the student will not be able to travel home until their self-isolation period is over even if this came at the end of their stay.
- The student will be liable for any additional accommodation, transfer or flight costs.
- If an outbreak of COVID-19 is identified on a school's premises, the premises will be temporarily closed and undergo deep cleaning and disinfection in accordance with government guidelines, while staff and students who have been in contact with any infected student may need to undergo a 2-week isolation period in accordance with government guidelines.
- Re-opening of the premises will be on the advice of local authorities.