

TARSUS
AMERICAN
COLLEGE





A Guide for COVID-19 Precautions and Return to School



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Dear Parents and Students,

The Covid-19 pandemic has affected all areas of life, including our education system, requiring schools to develop a new model for education. While continuing to provide a high level of education, it is our priority to ensure that as our students, teachers and all personnel return to school they remain in good health.

In order that our students, teachers and personnel have a safe environment in which to continue education and instruction, we have restructured our practices and education routines. Our goal is to provide our students with quality education via a suitable and convenient system in whatever conditions, be it total distance learning or to conduct formal education simultaneously with distance learning and/or face to face education.

The SEV Schools are closely following the developments with the Covid-19 pandemic following the declaration by The World Health Organisation that it is an "International Public Health Emergency" and are acting according to the guidelines and reports issued by; the Turkish Ministry of Health, the Turkish Ministry of Labor, the Turkish Ministry for Family and Social Policies, The World Health Organisation, the Provincial Pandemic Committees and the Provincial Directorate of National Education.

The "Pandemic Committees" set up by our school have developed the Covid-19 Precautions and Return to School Guide by referring to provisions specified by the official institutions and those set out in Education Institutions' Guide to the Development of Hygiene Conditions and Control for Prevention of Infection, published by the Turkish Ministry of Education. During the period that the pandemic continues to affect the world and our country we have developed an action plan which will take into account any change in decisions made by the Turkish Ministries of both Health and Education and will update and share with you regularly, any procedures or actions plans regarding normalisation. Our teachers, students, parents and all personnel are aware of their duties and responsibilities to ensure the success of all the precautions taken and their applications. It is very important to us that all our partners display cooperation and open communication so that instruction can be continued in a healthy environment.

As the SEV Schools, we are eager to rejoin with our students and we wish you a healthy, happy and successful new academic year.

TEACHING AND LEARNING

School Calendar

Our school's calendar has been prepared in accordance with the circulars from the Turkish Ministry of Education, dated 03.07.2020 and 15.08.2020. The calendar will be updated in line with any changes to decisions made by the Ministry and all official statements will be closely followed.

August 24-28, 2020

Online Student and Parent Orientations

August 31, 2020

Start of online education and instruction

September 21

Starting face to face education in grade levels to be announced by the Ministry of Education

November 16 - 20 2020

Fall Break

November 23, 2020

Start of the Second Quarter

January 25 – February 5 2021 Semester Break

February 8, 2021

Third Quarter Begins

April 12 - 16 2021

Spring Break

April 19, 2021

Fourth Quarter begins

June 18, 2021

End of 2020 -2021 Academic Year

ACADEMIC PROGRAM

To accommodate ever changing conditions we have evaluated our study and education programs and to realize our academic program have worked on different scenarios. All the preparations for the models and scenarios presented in this document are ready.

Face to Face Education Model

This model is for all the students to be on campus at the same time for face to face education and instruction. In this model all the student body would come to school at the assigned time and would receive full day face to face instruction in classrooms prepared according to the pandemic criteria.

Parent/teacher meetings, information meetings, and any events in shared areas would be planned according to the new regulations. These practices would be revised in line with daily conditions and reports published by the health authorities.

The Blended Model

This model involves reorganisation of student numbers so that education and instruction is provided both face to face and online synchronous and asynchronous instruction. This model has been planned so that the students would be divided into two groups, with one group in school and the other group at home online.

Our students and parents will be notified of the timetable if this model of education is implemented.

Distance Learning

With this method, continuation of academic learning is maintained via the school preferred education administration system (LMS – ConnectedED ACI) both synchronous and asynchronous and students remain at home. During the 2019-2020 academic year for distance learning the SEV schools used Microsoft TEAMS, ZOOM and Google Suite platforms which are not only the preferred platforms for this type of learning around the world but have proven quality. By using them for academic purposes as well as for meetings and inservice training, we were able to attain our pre-determined goals.

Throughout the summer we continued to make preparations for the 2020-2021 academic year. Part of our academic approach is to create a modern learning environment so as to assist our students to develop their digital competency and their distance learning skills. A studio has been set up to provide teachers with a facility using the latest technology, where they can make quality recordings of lessons. To become leaders in this age of digital education a team of teachers, experts in educational technology and digital responsibilities has begun work.

From the beginning of the new school year all our academic services (lessons, meetings, inservice training, etc) will be conducted using an education administration system belonging to the SEV schools; ConnectED. ConnectED allows for both synchronous and asynchronous lessons.

Synchronous Learning

Synchronous learning takes place in real time with the prepared lesson being delivered by the teacher interactively. This lesson is delivered at the assigned time on the timetable via ConnectED and in a way which involves the students.

The school administration will inform the parents on the use of the camera during the synchronous lessons. Attendance is compulsory and roll call will be taken. If a student has not attended the class, the relevant Vice-principal will get in contact with the parent.

Asynchronous Learning

The asynchronous model allows for the students to access the lesson prepared by the teacher at different times and hence each student is able to progress at his/her own speed. With the aim of increasing the students' interest and involvement in the class, material to be used in the lesson will be prepared in the newly established school studio by both experts in e-learning and teachers.

Student Assessment Practices

Assessment is viewed as an important element in instruction, no matter which model is implemented. Our students are presented with a learning environment which is objective and based on data. In a period of distance learning the students receive feedback using various tools, approaches and techniques with the goal of improving the academic program.

During the process of testing and evaluation, both formative and summative approaches are applied. To this end, educational technology tools which support distance learning are used. The teachers analyze these results and take them into account when planning the next stages of classes.

The data from the testing and evaluation and the resulting reports are shared with the students so that they can determine the areas they need to work on and depending on lesson content and the purpose of the tool, applications such as Padlet, Nearpod, Google Form, Quizlet, Socrative, Kahoot, Plickers, Learningapps, Playposit, Edpuzzle are regularly used in the process of assessment. During this process, overseen by our academic departments and teachers, our school has procured 21st century international software and applications.

The assessment process is then translated into a grade and when it comes to reflecting the student's academic average, action will be taken according to the decisions and regulations of the Ministry of Education.

Academic Timetable

The timetable, prepared weekly, will be shared at the beginning of the academic year via e-mail and SmartClass. There will be differences in the lesson times, number of lessons, lesson content and approaches depending on the model of instruction selected; face to face or distance learning. The academic education models' criteria will take priority in the timetable.

Depending on the decisions made by the Turkish Ministry of Education, the schedule of the distance learning model and/or face to face education to be implemented will be shared with the parents and students.

Important Considerations for Online Lessons

During the online lesson, our student be in his room or in a room where there are no echoes, sit at a desk and should not leave there during the lesson except for urgent needs. They should not have food, drink, etc. materials in their hands. They should not participate in the lesson lying down and lying on the ground in order to avoid distraction. During the lesson, parents should not interfere with our student's work or their responses. This situation causes both excitement and stress for our students. Since somebody, such as brother, sister, or cousin coming into the room while the student is in front of the camera will be distracting, it is expected that the class environment at home will be prepared accordingly.

As required by our "Child Protection Policy", no photos/screenshots or videos from the lessons should be recorded.

School Trips and Social Events

During the pandemic, there will be no school trips. Our extra-curricular program will continue through virtual trips or study programs. Academic teamwork or study programs will continue online.

Sports

There will be no try-outs for teams and no team training sessions. As decided by the Turkish Ministry of Education, no official sports competitions will be held during the pandemic.

PSYCHOLOGICAL COUNSELING AND GUIDANCE PROGRAM

The pandemic has introduced new concepts and habits to our lives as well as variations in the process of teaching and learning. The counseling department has completed its plans for both students and parents to deal with the differences in education and instruction that they are facing.

On returning to school, it is only natural that students will require an adaptation period after being separated for such a long time from their teachers, school and friends. The students will have experienced changes in habits and routines not only in school life but also to those in their own lives compared to the period before the pandemic. In order to support them during this adaptation period, the department will work with the students to identify and overcome the emotional difficulties brought about by the pandemic through:

- developing coping mechanisms to deal with anxiety and emotional control through emotional regulations techniques, mindfulness exercises etc.
 - working on awareness of individual skills, supporting students academically and socially, strengthening their emotional endurance with recommendations on using resources from the family and social circle
 - supporting learning skills by addressing motivation, time management, study skills and using technology effectively, coping with behavioral addictions (which may have emerged during the pandemic), etc.
 - planning collaboration with other groups such as the teachers, administration, etc. so that these skills can be reflected in the students' daily lives,
 - keeping individual differences in mind, providing individual psychological support, as needed, for difficulties experienced as a result of the pandemic
 - setting up meetings of each psychological counsellor online with all classes in the level they are responsible for, once a week for a full class period, thus gaining direct access to each individual student. We know that when it comes to the well-being of our students, they have the support of their peers, school and parents. In addition to the support they will receive from the teachers at school, the sharing which they do with family at home carries great importance during this adaptation period. To assist with this support and to help the family with much needed motivation, we have developed the following plans to;
- provide knowledge of the work we are doing with the students making it easier for the family to conduct the "at home" period and share observations of this period by the Counseling Department with the parents and publish bulletins,
 - support and correctly administer the education and instruction process during the pandemic by organizing online seminars and discussions,
 - give individual psychological counseling, as needed, for emotional and social problems encountered during the pandemic, keeping the importance of individual differences in mind

Communication with Parents

During the pandemic all forms of communication and all meetings will be conducted using either online platforms, SmartClass and/or by telephone. There will be no face to face meetings unless under exceptional circumstances. To protect the health of the school community no parents or other visitors will be admitted to the school campus. Direct communication with parents will continue via e-mail or by phone. It is possible to contact, by phone, either the relevant vice-principal or her assistant.

In addition to notifications from the school administration by e-mail and/or SMS, letters or bulletins, communication between school and parent will continue by using the school website, social media (Instagram, Facebook, Twitter) and the shared networks (Intranet / SmartClass).

Parent-Teacher Level Meetings: Their purpose is to share student progress with the parent. They will be held in the form of online meetings in the beginning of the year where course timetables and school's general operations are introduced.

Parent-Teacher Conferences: This appears on each teacher's schedule and a parent may request a meeting with the relevant teacher via the student information system. In certain situations, the parents may be invited to an online meeting with the teacher and administration. In the meetings with the parent, the parent will be informed about the student's academic performance, behavior and attitude.



Informational Letters: The purpose of these letters, prepared by the teachers and administration, is to provide information to parents and students about the topics to be covered in each course, expectations from students, assignment and a general overview of the program. During the pandemic, these letters and general notifications will be frequently sent to parents via email.

Communication Between Parent – Guidance Counselor/Homeroom Teacher: The guidance counselor and homeroom teachers for each level will closely follow the academic and social-emotional development of each student at their level. At certain intervals, the counselor and the homeroom teacher will be in communication with the parents either online or by phone.

COVID-19 PRECAUTIONS

We have reviewed our institutional practices and routines in order to provide a safe environment for education and instruction for our students, teachers and personnel. In order to prevent the spreading of Covid-19 we have taken precautionary measures for our educational services to meet the requirements of the new normal with regards to hygiene, precautions against infection and checks within the school.

This guide contains the steps and controls to be followed by our students, teachers and personnel with regards to hygiene and sanitation practices for prevention against contagious diseases in order that they are both protected and can protect others.

School Committees for Pandemic and Contagious Diseases

Each campus has a committee for management of pandemic and contagious diseases to ensure hygiene, measures against infection and checks on our campus. The people authorized by the committee will follow and report on the daily situation through checklists.

- School Committee for Contagious Diseases
- School Principal,
- Assistant Principal,
- School Doctor,
- OSHA Officer
- Business Manager,
- Human Resources Partner
- Corporate Communications Manager
- Buildings and Grounds Manager,
- Emergency Team Leaders
- Other members of the OSHA Committee



School Gates/Security Areas

Before leaving home all students and adults should take their temperatures. If it is 37,5 or above, they must not come to school.

No one without a mask will be allowed on campus. No visitors except for teachers will be allowed on campus.

Those students using school service buses will have their temperature taken before boarding and must be wearing a mask. If the student's temperature is over 37,5, the student will not be allowed to board the bus according to the regulations. There will be a seating plan for the bus and each student must sit in their assigned seat at all times. Changing seats or service bus is not permitted.

At the School Gates all students, teachers and personnel will be scanned by a thermal camera before entering the school. The temperatures of each person will be recorded.

Students will be able to come to campus with their own masks. Each student will be given a new mask after lunch. Those students who need a mask during the day will be provided a disposable mask by the school.

In addition, the security guard will also take each person's temperature through thermal camera and anyone with a temperature measuring over 37,5 degrees will be placed in the isolation room by the school doctor/nurse.

In order to ensure hand hygiene, a hand sanitisation station will be placed in school entrances.

It is important that the staff and parents observe social distancing rules and wear a mask when dropping off and collecting students.

It is expected that the same person picks up and drops off the student every day.

During entrance/departure times, students will be picked up and dropped off outside of campus by parents.



CLEANING AND DISINFECTION

The whole of the school campus has been prepared according to official directives regarding social distancing and hygiene rules. In compliance with the circular issued by the Ministries of Health and Education, in addition to routine cleaning of the school buildings and classrooms, Nano Clear Silver Ion technology is also being applied and will continue to be so, on a frequent and regular basis while ever school is open. This detailed cleaning and disinfecting process is being conducted by a professional team and using professional equipment.

Every area of the school has been evaluated for risk of contagion and as a result, visuals, informing and directing the school community in precautions and practices, have been placed in designated places around the campus.



- All the following areas have been cleaned and disinfected. In addition where deemed necessary these areas have also been steam cleaned: all classrooms, offices, shared-contact surfaces in classrooms, student lockers, bulletin boards, seats, sport halls, dressing rooms, showers, light fixtures, laboratories, the library, conference and meeting halls, waiting rooms and lobbies, the canteen and dining room, the infirmary and isolation room, school entrances and security points.



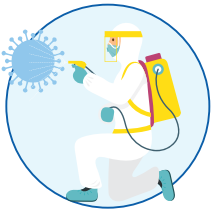
- Sufficient number of pedal bins and disinfectant dispensers have been placed in all corridors, toilets, the dining room, sport halls, classrooms and other areas within the campus.



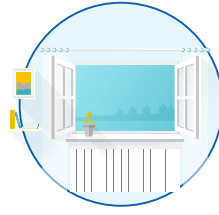
- Motion sensor activated batteries and soap dispensers will be used in the cafeteria and bathrooms.



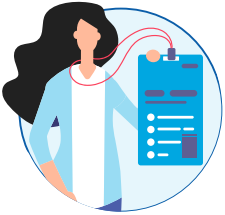
- Antiseptic dispensers have been placed at the entrance to all buildings, school corridors, sport halls, the dining hall, and in the garden areas.



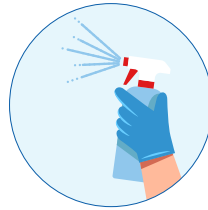
- Surfaces in school's common use areas will be cleaned and disinfected after breaks.



- Classrooms will be aired out each break. The air conditioner filters have had their routine servicing and the central air conditioning system will not be used.



- The school visitor ID cards are periodically disinfected.



- Materials used by the security personnel are disinfected before shift changes.



- Equipment on the school campus, in the garden, and in open and closed playgrounds have been cleaned and disinfected and this process will be repeated during breaks while ever school is open.



- The air conditioning filters in vehicles used by school staff, other than the service buses, are regularly cleaned and the vehicles are also regularly disinfected.



- All plumbing on the campus, equipment, machines and their components (energy, heating, dishwashers and washing machines, refrigerators, elevators, etc) are regularly cleaned and disinfected.



- The school elevators will not be used unless in an emergency.

The disinfection planning will follow the tables below and in the frequencies as stated.

Sanitation Plan



Sanitation Plan

Frequent-High Touch Surfaces	Disinfectant	1st Level Disinfection	2nd Level Disinfection	3rd Level Disinfectant
Door handles	Oxivir	Once in 4 hrs	Once in 2 hrs	Once in an hour
Buttons, knobs	Oxivir	Once in 4 hrs	Once in 2 hrs	Once in an hour
Dispensers	Oxivir	Once in 4 hrs	Once in 2 hrs	Once in an hour
Faucets, flushers, shower heads	Oxivir	Once in 4 hrs	Once in 2 hrs	Once in an hour
Toilet seat cover and adjoining wall surface	Oxivir Plus	Once in 4 hrs	Once in 2 hrs	Once in an hour
Sinks and bathroom counters	Sprint Degerm	Standard Cleaning	Once in 4 hrs	Once in 2 hrs
Floor surfaces	Neutral Chemical	Standard Cleaning	Once in 6 hrs	Once in 4 hrs

Sanitation Plan Based on Risk Levels: Classroom / Sports Hall

Frequent-High Touch Surfaces	Disinfectant	1st Level Disinfection	2nd Level Disinfection	3rd, 4th, 5th Level Disinfectant
Tables (students and teacher)	Oxivir Plus	Once a day	Twice a day	3 times a day
Buttons, knobs	Oxivir Plus	Once a day	Twice a day	3 times a day
Door handles	Oxivir Plus	Twice a day	Twice a day	3 times a day
Window corners	Oxivir Plus	Once a day	Twice a day	3 times a day
Cleanable surfaces of sports equipment which come to contact with hand	Oxivir Plus	Once a day	Twice a day	3 times a day
Balls and equipment	Oxivir Plus	Once a day	Twice a day	3 times a day

The disinfection planning will follow the tables below and in the frequencies as stated.



Sanitation Plan: Office / Meeting Room / Reception

Frequent-High Touch Surfaces	Disinfectant	1st Level Disinfection	2nd Level Disinfection	3rd, 4th, 5th Level Disinfectant
Telephone	Oxivir Plus	Once a day	Twice a day	3 times a day
Tables	Oxivir Plus	Once a day	Twice a day	3 times a day
Buttons, knobs	Oxivir Plus	Once in 4 hrs	Once in 2 hrs	Once an hour
Door handles	Oxivir Plus	Once in 4 hrs	Once in 2 hrs	Once an hour
Keyboards	Oxivir Plus	Once a day	Twice a day	3 times a day
Arms of the armchairs/sofas	Sprint Degem	Once a day	Twice a day	3 times a day

Sanitation Plan: Student Playground

Frequent-High Touch Surfaces	Disinfectant	1st Level Disinfection	2nd Level Disinfection	3rd, 4th, 5th Level Disinfectant
Door handles	Oxivir Plus	Once in 6 hrs	Once in 3 hrs	Once an hour
Buttons, knobs	Oxivir Plus	Once in 6 hrs	Once in 3 hrs	Once an hour
Faucets, flushers, shower heads	Oxivir Plus	Once in 6 hrs	Once in 3 hrs	Once an hour
Surfaces of toys and playground equipment which come to contact with hand	Suma D-10	Once in 8 hrs	Once in 4 hrs	Once in 2 hrs

Educational Areas (Classrooms) and Reorganization for the Pandemic

- By organizing students in a fixed classroom, it will be ensured that the same group of students share their living spaces each day.
- The seating plan will ensure social distancing norms.
- There will be hand antiseptic dispenser, wet napkins, dry napkins, spare masks in each classroom.
- As they enter the classroom, the students will be directed to follow the personal hygiene procedures.
- The students will be taking their breaks at different times in groups. At the end of each lesson every classroom will be aired out by the duty teachers and people responsible.
- Only air conditioners which take in fresh air will be used and their air filters will be checked. The other types of ACs will not be used.
- Any shared materials/equipment in the classroom will be disinfected regularly.
- Students will bring the stationery supplies, lesson materials and daily needs in their bags.
- Student lockers will not be used.
- Lesson activities are planned in a way that will not require interpersonal contact. There will be no events or assemblies which bring together students, teachers and administrators.
- During the pandemic, official ceremonies will be conducted online and Monday and Friday flag ceremonies will be held in the classrooms using the sound system.

Organization of Shared Spaces

The school garden will not be used collectively, but by each class at different times during the day. The students will have their breaks at different times in groups. The student areas for classes held in the open air have been marked on the ground.

In areas such as the Conference Hall, Library, Workshops and Laboratories;

- The number of students to use the area at once has been determined according to the rules for social distancing.
- The seating plan has also been determined by the rules regarding social distancing.
- Cleaning and disinfecting will be carried out after use by each group
- Group activities will be replaced by individual activities.
- Students will not be allowed to share materials

Sport Halls

- For P.E lessons and activities, the first preference should be outdoors. Sports hall will be used only in cases where the weather does not permit.
- During sports activities, disposable disinfectant wet napkins and paper towels will be available.
- P.E. lessons are planned in a way that they will not require interpersonal contact.
- Each student will do their class activity in a designated space.
- During sports activities which require physical effort, masks may not be worn since it may challenge breathing. However, everyone will have a mask to be used in other sports activities.
- Each sports materials will be distributed to each student individually. These materials are disinfected at the end of the class.
- Dressing rooms will not be used.

Use of Personal Protective Materials

- Our students are required to use a mask while on campus. Students will arrive in the school wearing a mask and after lunch they will wear a new mask. The old masks will be disposed of in a medical waste bin.
- Students are advised to use a mask bag in appropriate size to keep their masks.
- Students may also choose to wear a face shield.
- On entrance to buildings and whenever necessary hand sanitizer will be used. Those who wish may bring their personal hand sanitizer to use.

Food Services and Use of the Canteen and Dining Hall

- All personnel have attended a seminar on COVID-19 pandemic and received their certificates.
- The dining hall and canteen is cleaned and disinfected each day and after each meal in accordance with the cleaning and disinfecting program. Before each sitting all the tables, chairs and heavily used areas are disinfected.
- The distance between each table is 1 meter on each side and each chair is 60 cms away from the one next to it.
- There will be no open buffet service and neither will there be a salad bar.
- All the meal portions, bread, yogurt and water, etc. will be served as pre-packaged.
- Arrangements have been made so that there is no contact with money in either the dining hall or canteen.
- On campuses where there are canteens, only pre-packaged food can be served and disposable cutlery.
- In the canteen social distancing must be observed (at least 1.5 meter, 3-4 steps) and wherever there are queues the safe distance has been marked on the ground according to the regulations on social distancing.
- All the personnel working in the dining hall and the canteen will observe the hygiene regulations by wearing a mask and face visor ensuring that their noses and mouths are completely covered. When the mask becomes damp or dirty it will be changed. When putting on a new mask, hands must be washed and after putting on the mask hands must be washed again and sanitizer used. Surgical gloves must be worn.
- The catering staff have been made aware of the importance of following the rules regarding personal hygiene and the need during the pandemic to wash hands frequently and take care when coughing or sneezing.
- The uniforms are washed hygienically, daily.
- Plans have been put in place so that within the kitchen, social distancing is observed.
- All the kitchen areas have hygiene barriers, sterilizers for small equipment and tools and equipment to be used for personal hygiene.
- Surfaces which are touched regularly are disinfected and/or cleaned with 100% bleach.
- At the entrances to the dining hall, there are alcohol-based hand sanitizers.
- All frequently used surfaces are regularly washed and disinfected.
- Condiment containers such as salt, pepper and toothpicks are available in single use packets as are cutlery items.
- There will be no use of water dispensers. Water will be available in individual containers.
- The filters for the air conditioning system are checked periodically and the clean air flow has been increased.
- There is close control of the cleaning and disinfecting chemical agents used in the dishwashers as well as ensuring they are working at the correct temperature and efficiently.
- The storing and conservation of raw materials and food stuffs complies with the current rules and regulations.
- During the pandemic the recommendations stated by the health authorities for social distancing will be followed and tables and chairs have been reorganized to meet these. Various other changes have been made such as the closing of the self-service and the lunch hours have been organized so that social distancing is made easier.
- The cleaning of the kitchen floor and the dining hall floor will be performed by two separate machines.
- Hygienic floor mats have been placed at the entrances to the kitchen.
- The kitchen, dining hall and canteens will be disinfected weekly using ozone performance.

TRANSPORTATION

- The school service buses will follow the regulations outlined in the circular published by the Turkish Ministry of Health: Precautions to be taken with student and personnel service buses during the Covid-19 pandemic.
- The service bus drivers and hostesses have been given the Covid-19 hygiene course by the school doctor. This will be repeated periodically.
- Service drivers comply with personal hygiene rules and use a medical mask inside the vehicle and frequently cleans his hands with a disinfectant.
- COVID-19 rules are posted in the vehicle. needs to be followed inside the vehicle The driver, student and staff compliance with the rules is ensured.
- Sufficient number of spare masks and disinfectant will be available on the buses.
- It is ensured that the students, teachers and staff using service buses wear a mask and use the same seat every day.
- The buses are checked everyday for general appearance, cleanliness and hygiene.
- There are enough disinfecting materials on the bus.
- The supervisor ensures that the students follow the social distancing (>1 meter) rule when getting on and off the bus. Precautions are taken to ensure that this rule is followed at all times.
- Once seated on the bus, to prevent the spreading of droplets, there should be no talking unless absolutely necessary.
- No food or drinks (including water) should be allowed on the bus unless absolutely necessary.



- The routine maintenance of the service buses for AC filters is regular. The inner air circulation is turned off. The AC is always operated to work with outside air.
- It is ensured that the buses frequently receive fresh air. The windows are opened in every opportunity to clean the air inside the bus.
- No students are allowed to sit at the front.
- Each bus will have a seating plan which is posted inside the bus and to be followed during the pandemic.
- It will not be possible to be dropped off to different stops or use a different vehicle.
- All service buses are disinfected using NanoClear Silver Ion technology and this process is repeated regularly.

School Uniforms

The store must have been disinfected and the store staff should have been appropriately educated about what to be aware of during the selection of garments and the customer trying them on. Warning signs are also being displayed.

The store should not allow more than 8 adults or children into the store at the same time.

When coming to campus to buy a school uniform, please bring a sample of top and bottoms which is actively worn by the student to facilitate the tryout, return and exchanges.



RULES FOR PHYSICAL SPACES WITHIN THE DORMITORIES

ROOMS

- The numbered inventory items assigned to students by the dormitory administration should be used,
- Social distancing rule must be adhered to at the maximum level,
- Following rules of personal hygiene at the maximum level, not keeping any items such as shoes, suitcase, etc.
- Changing bed sheets on a weekly basis and washing them at least at 60 degrees.
- Not keeping rugs, carpets, runners etc. on the floor which keep dust
- Not sharing personal belongings
- Not allowing any other students than the room's occupants into the room
- Using hand sanitizers in all entrances and exits.

KITCHENETTES IN THE DORMITORY BUILDINGS

- They should be used appropriately and by maximum 2 people at the same time
- Using hand sanitizers
- Using plastic cutlery to be provided by the school as needed as part of rules of hygiene,
- Not sharing food and drinks

BATHROOMS

- Not sharing personal items such as towels, combs, creams, toothpaste, etc.
- Not leaving personal care products in the bathroom
- Social distancing rule should be followed.

BATHROOM SINKS

- Following social distancing rule when using the sinks divided by plexiglass.
- Washing hands with soap for at least 20 seconds (after turning off the tap), then washing off the soap and using hand sanitizer as needed.

LAUNDRY ROOM

- Observing social distancing rule
- They should be used appropriately and by maximum 2 people at the same time
- Personal laundry baskets should be used
- Not leaving any personal items in the room after use
- Using hand sanitizers in entrances and exits.

CAFETERIA

- Students should follow the table/chair arrangements designed for students based on social distancing (in breakfasts and dinners)
- Using hand sanitizers in entrances and exits.

LOUNGES AND OTHER COMMON USE AREAS IN THE DORMITORIES

- Following rules of social distancing and hygiene
- Using hand sanitizers in entrances and exits.

STUDY HALL PERIODS

- Masks should be worn and social distancing should be observed during the study hall period.

INFIRMARY

- In addition to the previously stated infirmary procedures, the dormitory nurse checks temperatures in regular intervals
- Students are isolated as needed and parents are informed

SPORTS HALL

- Following the rule on the maximum number of users for different areas
- Using hand sanitizers in entrances and exits.

OTHER RULES

PARENT VISITS

- Our parents are not admitted into the dormitories for health and safety reasons.
- Parents who come to campus can wait in the areas designated by the administration.

ACTIVITIES

- They will not be held due to the present circumstances.
- On-campus activities will follow the precautions as identified by the school administration.

DURING STUDENT FREE TIME

- Before leaving the dormitory, the students should put on their mask and be careful about their hand hygiene.
- Students should avoid crowded places and follow social distancing rules.
- Students should avoid using public transportation and prefer to go to places within walking distance.
- They should use hand sanitizers in entrances and exits.

OUT-OF-CAMPUS ACCOMODATION

- This is not advised because of potential risks.

LEAVING THE DORMITORIES

- This is not advised if not absolutely required due to the present circumstances.
- Students who do not feel well and demonstrate symptoms on the day of return to the dormitory should stay home and not return to campus.

ON CAMPUS

- Mask use and social distancing rule must be enforced.

EMERGENCY EVACUATIONS

- The evaluation procedure previously announced will be followed in case of fire, earthquake and the drills for these emergencies.
- The muster area and the seating plan will be the same. However, social distancing should be observed in the seating areas when evacuating the dormitory.

WHAT SHOULD YOU DO IF YOU HAVE SYMPTOMS?

- First of all, wear your sterile surgical mask.
- Report the situation to the nurse on duty and dormitory staff.
- The dormitory staff and the nurse will contact the school doctor to share the situation and the school administration will be informed.

IN ANY SUSPECTED CASES...

- The student is immediately taken from the dormitory building the isolation room located inside the infirmary.
- The parent is contacted.
- The student is taken to the nearest health institution until the parent arrives.

WHEN THERE IS A FINAL DIAGNOSIS

- Student's room is aired for 24 hours and left empty. Later, the room is disinfected in a comprehensive manner. The student is admitted into the room after these steps are completed.
- It is ensured that the roommates of the student wear a surgical mask and the student is isolated from the other students.

Regulations and Trainings for our Students, Teachers and Staff

- All students, teachers and staff will use their own water bottle. Since water dispensers in our school will not be used, our students will be able to keep as many water bottles/flasks in their bag as they wish.
- Non-compulsory public events will be canceled. For activities which need to be held physically, outdoor venues will be preferred.
- All teacher and parent meetings will be held online.
- During the introductory sessions in the first week of school, the students received training on the ways of transmission of COVID-19 and on protective measures. These trainings will be repeated based on updates by official institutions.
- All physical spaces which are used by academic and support staff have been reorganized according to social distancing and hygiene rules.
- Our staff members received general information sessions about Covid 19 and have been involved in necessary examinations by the school doctor.
- All staff members have been informed about the rules of hygiene and work plans to be followed during the work hours.
- All staff are communicated the rules to be followed about Covid 19 by the project manager at the start of every shift.
- The trainings which aim to inform the school community about the ways of contagion for Covid 19 and protective measures continue throughout the year.

HEALTH RELATED PROCEDURES

Symptom Follow-up

Individuals will have follow-up if:

- the person's temperature is 37.5 degrees and above and he is displaying respiratory problems (coughing and difficulty breathing)
- the person has had close physical contact, and did not have protection from droplet contagion, with someone who has or is suspected of having Covid-19. This person's temperature and respiratory condition will be closely followed for 14 days after his last contact with the Covid-19 patient..
- in evaluating close contact cases with someone testing positive for Covid-19, it is important to evaluate whether the person was in contact with the infected person 48 hours before they displayed symptoms. The form of contact (meeting the 'close contact' criteria) and the results of the PCR test (negative or positive) will affect the decisions for follow up.
- Contact follow-up will be organized and run by the Provincial/District Health Department.

Use of the Infirmary

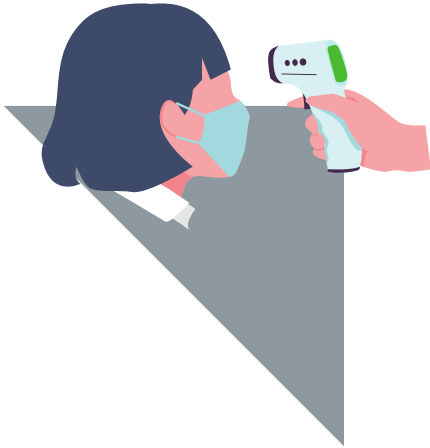
If anyone wishes to go to the infirmary, they must notify the infirmary by phone. If it is one of the staff members they will telephone directly, but any student must go to the relevant Assistant Principal or their assistant and they will contact the infirmary. According to the information given to the infirmary, a decision will be made as to whether the person will be admitted to the infirmary or isolation room and in order to maintain social distancing, the person will be told when to go to the infirmary. All other types of intervention and examination except those requiring close contact with a Covid 19 patient (use of nebulizers, mouth, throat, nose and eye examinations) may be conducted.

Isolation Room

Each school has an isolation room. Anyone displaying symptoms of Covid-19, including a temperature of 37,5 and above and/or respiratory problems during arrival on campus or during school hours will be placed in the isolation room for review. If this is a student, then the parent will be contacted to take the student from school as soon as they can, take him/her to a health institution and share the results with the school administration.

Health Stations

Students and staff are admitted to campus in a line following the social distancing norms, after their temperature is checked by thermal camera, their masks are checked, hands are disinfected and hygienic mat is used.



STEPS TO BE FOLLOWED IN POSITIVE OR NEGATIVE TEST RESULTS FOR COVID-19

If someone tests positive for Covid-19:

A record will be kept of contact information for those who have had contact with the infected person declaring the nature of the contact (does it meet the close contact criteria).

If the PCR test results come back negative:

- No action will be taken with those on the contacts list
- The contacts can continue to be in school as long as they wear surgical masks.
- The close contacts will continue to come to school wearing a mask and will be reminded to take their temperatures and checking for respiratory problems over the following 14 days.

If the PCR test results come back positive:

- The contacts will continue to come to school wearing a mask and will be reminded to check their temperatures and checking for respiratory problems over the following 14 days.
- Following the contact algorithms, the people having had close contact with the patient will check their temperatures at home and watch out for respiratory problems over the following 14 days. They will be provided with oral and written information and their consent will be received. (In certain situations the Provincial/District Health Departments will provide active follow-up either by phone or home visits).
- If the contacts or close contacts develop respiratory symptoms or a temperature within the 14 day follow up period, they must report to a health agency, wearing a mask. The patients reporting to a health agency will receive directions according to the case algorithm.



FREQUENTLY ASKED QUESTIONS

1. Will you follow a special calendar for the 2020-21 academic year?

Due to the very exceptional period we are going through we will be following the MEB

working alendar for 2020-21 academic year. Possible changes to be made by MEB will be reflected to our school's work schedule and we will keep you posted about such changes.

2. What should I do if I observe any of the symptoms of fever, cough, runny nose, respiratory distress, diarrhea in my child?

Students in this situation should not be sent to the school and the school should be informed. The student should be taken to a healthcare facility / doctor's examination.

3. What should I do if one of my family members display Covid 19 symptoms such as fever, cough, runny nose, respiratory distress or has been in contact with a Covid 19 diagnosed person?

In this case, the school should be informed immediately, and the student should not be sent to the school. The student should be taken to a health institution / doctor and act upon their advice. The school should be frequently updated about the situation of the student and the family member with Covid-19 diagnosis/suspicion.

4. What steps should be followed in the case of students, teachers or other staff with Covid-19 suspicions and/or diagnosis?

Teachers, students or staff members who have/developed symptoms of fever, cough, runny nose, respiratory distress, who were diagnosed with Covid-19 or who have contacted a person diagnosed with Covid-19 will wear a surgical mask and be directed to a healthcare institution for evaluation.

5. What is the procedure to be followed for students whose symptoms develop while at school?

In this case, the student's family will be contacted as soon as possible. The student who gets ill will be isolated in a separate place and the parent is contacted as soon as possible to direct the student to a healthcare institution for review for Covid-19. The students and staff who have had close contact with the student are sent home after taking necessary measures. The situation is reported to the Provincial / District Health Directorate. After the sick student or staff leaves campus, necessary disinfection procedures are carried out in the room/space/ classroom.

FREQUENTLY ASKED QUESTIONS

6. How will the student return to school after the treatment for Covid-19?

The student is admitted to the school following the rules announced in the circulars of the Ministry of Education and the Ministry of Health. Having a negative test result for the 2nd PCR test, the submission of this test result and meeting the other conditions in the circulars will be required for the student's return to school.

7. How will the student drink water during the day?

Each student will bring their own water bottle from home. They will receive a bottle of water at the cafeteria.

8. Will student lockers be used?

During the pandemic, student lockers and coat hangers will not be used. Students will keep their books, notebooks, water bottles and stationery items which they bring based on their course timetable in their own school bag.

9. How will the exams and report card grades be administered during distance education?

Our assessment practices, designed for identifying the student learning and areas for improvement, will continue using assessment tools which are conducive to distance education. For report card grades and class promotion system, MEB circulars will be followed.

10. Will the school schedule events involving a group of students such as school trips, talks, parent meetings?

There will be no such activities planned for the first half (until the end of first semester) of the 2020-2021 academic year. The planning for the second semester will follow the reports to be published by the Ministry of Education and Ministry of Health.

This booklet has been produced with the guidance of the directives and circulars published by the Ministry of Education and the Ministry of Health. Any updates or changes made by official channels will be reflected in this booklet and the parents will be informed.

Resources:

World Health Organization - www.who.int

Turkish Ministry of Education - www.meb.gov.tr

Turkish Ministry of Health - www.saglik.gov.tr

Turkish Ministry of Labor - www.ailevecalisma.gov.tr

Ministry of Education and Turkish Standards Institute. "Guide to the Improvement of Hygiene Conditions and Control of Precautions against Infections in Educational Institutions" Web. 27 Temmuz 2020.

Turkish Ministry of Health Directorate General of Public Health. "Covid-19 (Sars- CoV-2 Infection) General Information. Epidemiology and Diagnosis". June 29,2020.

International Baccalaureate Organization - www.ibo.org

Council of International Schools - www.cois.org

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www.tac.k12.tr