

INTENSIFIED CLEANING ROUTINE AND PRECAUTIONS IN THE SERVICES IN TIMES OF COVID-19 RISK

REMINDERS	Posters reminding everyone of the current measures of social distancing, washing of hands and the wearing of masks are prominently displayed around the school.
MAINTENANCE/CLEANING	<p>Social distancing and wearing of masks respected by the teams.</p> <p>Additional cleaning at lunchtime – The rooms, the surfaces, the students’ and teachers’ desks, the switches, the handles on windows and doors.</p> <p>Hand rails, telephones and keyboards, as well as the toilets and sinks in the bathrooms, have to be cleaned twice a day with disinfectant product. Waste paper baskets and rubbish bins to be emptied.</p> <p>Hand sanitiser and tissues to be kept replenished in every room, and made available at every entry point to the building.</p> <p>Daily cleaning at Haut-Lac – the standard “checklist” plus the use of disinfectant product for all rooms, surfaces, students’ and teachers’ desks, switches, handles of windows and doors, handrails, lamps, keyboards, telephones.</p> <p>The use of vacuum cleaners is not permitted until the departure of the students. Masks must be worn when using the vacuum cleaner. Any items that cannot be washed or disinfected are removed from the rooms (carpets, cushions....).</p> <p>Photocopiers, computers, telephones and coffee machines in shared areas are regularly disinfected.</p> <p>Rubbish bins without integrated lids are kept covered with a sheet of cardboard or plastic.</p>
CLASSES	<p>Every office and classroom is kept supplied with disinfectant and tissues for the students / teachers / personnel.</p> <p>The students/teachers clean the iPads on arrival in the morning and again during the day as required.</p> <p>The measures in the IT rooms are supervised and enforced by the computer studies teachers. The students sanitise their hands and clean the computer keyboard or the iPad before use with disinfectant wipes which are then thrown away into a covered bin.</p>
DINING ROOMS / KITCHENS	<p>Social distancing and the wearing of masks, gloves and aprons is respected by the teams.</p> <p>Self-service and free access to the counter are suspended.</p> <p>Gloves and masks must be worn by all kitchen staff and other personnel in the dining room. The parent supervisors must sanitise their hands immediately on arrival, and put on a mask and gloves before the children come into the dining room.</p> <p>There are seating plans that must be adhered to, and the children stay in class groups.</p> <p>Social distancing is respected by the seating plans and the way the service is organised.</p> <p>Cutlery and glasses, suitably distanced, are placed directly on the tables.</p> <p>Tables are served one by one, the supervisors pour the water and take away the used crockery and cutlery.</p> <p>Plexiglass panes are installed at the counter.</p> <p>The children sanitise their hands before entering the dining room.</p> <p>The tables are disinfected between sittings.</p> <p>Members of staff may not eat in the dining room. They must have their breaks and lunch in the offices or in the staffrooms, all the while respecting social distancing.</p> <p>The use of the microwave ovens is not permitted.</p> <p>Coffee machines and kettles are disinfected regularly, and hand sanitiser placed beside each of them.</p>
TRANSPORT	<p>Hand sanitiser is provided on every bus. The driver ensures that the students use it as they get on.</p> <p>The driver wears a mask, and the wearing of a mask is also mandatory for all passengers over the age of 12 years.</p> <p>The buses are disinfected before every journey, and again on their return to school.</p> <p>Following the afternoon transport, each driver must disinfect the bus he/she has been driving immediately on return (in preparation for the following morning).</p> <p>If a bus is used during the school day, it will be disinfected in readiness to be used again for the afternoon transport.</p> <p>Disinfection includes all potentially touched surfaces such as the door handles internally and externally, the seat belts and buckles, the seats and the arm rests.</p> <p>Social distancing of one seat between students whenever possible.</p>