



European School LTD
შპს ევროპული სკოლა

Regulations to Prevent Novel Coronavirus Infection (SARS-CoV-2) during the educational process in the European School

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Regulations to Prevent Novel Coronavirus Infection (SARS-CoV-2)
during the educational process in the European School

To avoid and prevent the infection caused by the Novel Coronavirus (SARS-CoV-2) during the educational process in the **"European School" LLC** (hereinafter the ***“European School”***), the following regulations based on the recommendations developed by the Minister of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs of Georgia, shall be considered and observed:

1. Post signage of COVID-19 prevention measures in prominent locations throughout the European School;
2. Install a disinfection barrier at the entrance of the European School, indicating the sign of compulsory use;
3. Perform temperature screening at the entrance of the European School to monitor the health status of teachers, students and their parents/legal representatives, staff and any school visitor by measuring the temperature. Provide an appropriate isolation area at the entrance of the European School to re-check the high temperature observed during the temperature screening;
4. An isolation area (a room) available on the territory of the European School must meet the following provisions:
 - Optimal natural ventilation;
 - Equipped with sitting / relaxing facilities (chair / armchair / sofa);
 - Available hand hygiene items: washbasin and liquid soap or hand sanitizer;
 - In case of each use, the isolation area shall be treated in a wet manner.
5. Arrange a medical unit/office in accordance with Annex № 1 of this document to monitor the health of students/staff;
6. Disinfectants for antiseptics containing at least 70% alcohol for hand disinfection shall be located at the entrance of the European School, at common areas (isolation room, library, gym, school, dining room, etc.), not less than 2 pieces per floor (preferably). It shall be noted that it is not necessary to attach a sanitizer to the sanitary unit/toilet, as handwashing with soap and water is preferable when fighting the virus;
7. Any person entering the European school must wear a facemask (except European school students in grades I – IV), pass a disinfection barrier, undergo a temperature screening and hand hygiene;
8. Ensure availability of the hand hygiene products at the European School - washbasin with water, liquid soap and disposable hand dryers. Post signage notifying about the rules of hand hygiene in all relevant spaces;
9. Ensure availability of face mask reserve within the European School;

10. Equip classrooms, administrative storerooms and common areas with containers for disposable napkins or other hygienic waste (pedal-operated containers with a lid), in which a disposable polyethylene bag will be placed. Remove the waste bag using disposable gloves. Ensure timely disposal of waste by the relevant person / service;
11. Carry out sanitizing of the sanitary facilities after each change-over (interval);
12. Ensure sanitizing of doorknobs, elevator buttons, handrails and frequently used surfaces (at intervals of not more than 3 hours);
13. In case of more than one shift in the European School, a break of at least half an hour shall be used for sanitizing and ventilation of the classrooms and common areas of the European School before the start of the next shift;
14. After each school day, ensure wet cleaning/sanitizing of the common area using the equipment specified in Annex № 2 of this document and according to the Public Health National Recommendation "Water, Sanitation and Hygiene Standards in School Settings" approved by Order №01-40/o of the Minister of IDPs from the Occupied Territories of Georgia, Labor, Health and Social Affairs of Georgia On Approval of National Public Health Recommendation (Guidelines) "Water, Sanitation and Hygiene Standards in School Settings" as of 6 February 2020;
15. A person carrying out economic activities (food services, non-formal education services, etc.) on the territory of the European School (if any) shall adhere to the provisions of Order №01-227/o of the Minister of IDPs from the Occupied Territories of Georgia, Labor, Health and Social Affairs of Georgia On Approval of Recommendations on preventing the spread of the novel coronavirus (COVID-19) in the workplace of May 29, 2020;
16. A person responsible for storage / warehousing / issuance of disinfectant supplies shall be designated by the relevant person and such supplies shall be available to the said person for further disposal. These disinfectants shall be maintained and stored in a special designated storage area with natural ventilation. When natural ventilation alone is not suitable, it shall be possible to use an increased continuous mode of artificial ventilation, with the introduction of air from outside space, circulation and exit. In addition, control over their work shall be ensured.

➤ **Regulating movement within the European School space**

1. The entrance to the European School shall be used for thermal screening;
2. Teachers, students (except European school students in grades I – IV), staff or visitors shall be allowed to enter the European School building only wearing a face mask, and if necessary with other personal protective equipment - protective shield / goggles, shoe covers, surgical gowns;

3. A person performing the temperature screening shall wear a personal mask and maintain distance of at least 1 meter;
4. In case of fever during temperature screening – when temperature is 37°C or more than 37°C, the person is subjected to a temperature check with a mercury thermometer at intervals of 15 minutes in a special designated isolation area/
5. If the normal body temperature of a person is considered to be 37°C, he/she is obliged to present the relevant certificate issued by a doctor confirming the above-mentioned prior to educational process, on the basis of which he/she shall be admitted to the territory of the European school;
6. A mercury thermometer must be treated with a disinfectant solution after each use;
7. If, after re-check, the temperature is 37°C or more than 37°C:
 - such person is not allowed to go to school and is obliged to consult a family doctor;
 - the student shall be put on a face mask (In case of voluntary wearing of a face mask) and placed in a pre-arranged isolation room, and a parent/legal guardian who is responsible for taking the student from the school on time shall be immediately contacted;
 - If a parent / legal guardian does not show up at school within a reasonable time, the European School shall contact 112 for referral for appropriate medical care;
 - All persons in the isolation room (including students) shall wear a face mask, and distance of 1 meter shall be maintained and students shall not be left unattended;
 - Cases of recorded fever should be registered in the appropriate form, which is attached to this document in the form of Annex N 3.
8. In case of deterioration of the health condition of any person in the institution during the day, the temperature shall be checked and an action plan should be defined accordingly;
9. Persons (teachers, staff and students) with symptoms characteristic of respiratory infection (cough, sneezing, wheezing, shortness of breath, fatigue, etc.) shall not be allowed in the European School building;
10. In case of respiratory symptoms (cough, sneezing, wheezing, shortness of breath, fatigue, etc.) or fever during the learning process, the student (person) shall be temporarily transferred to the isolation room before arrival of a legal representative. If the parent/legal representative does not show up within a reasonable time, the European School shall be required to contact 112 for referral for appropriate medical care;
11. When a student, teacher, employee in the European school, the administration /classroom teacher shall determine and record in writing the reason for the absence;

12. After all cases of fever and respiratory symptoms in the European School, students, teachers and staff shall be admitted to the European School on the basis of the doctor's certificate (in the absence of COVID-19 infection);
13. In case of confirmation of infection of a student / teacher and/or other employee with COVID-19, the European school must cooperate with Public Health Services to take anti-epidemic measures, including tracing and quarantining/self-isolating contacts and to make decision on transition to online/distance learning.
14. In case of confirmation of infection of a student / teacher and/or other employee with COVID-19, anti-epidemic measures must be taken according to the present document.

➤ **Regulating arrangement of the educational process in the European School**

1. Cohorting groups of teachers, school administration representatives and students to be admitted in shifts so that a distance of at least 1 meter shall be maintained in the space for both practical and theoretical teaching;
2. Teachers, administration representatives and students shall participate in the learning process in accordance with the pre-approved schedule (if necessary);
3. If necessary, apply the mode of teaching and working in shifts. After each shift, take a sanitary break (ventilation, wet cleaning - treatment with sodium hypochlorite (0.1% solution) for at least half an hour;
4. The teacher shall use electronic means for registration/recording;
5. In order to avoid gathering of a large number of students at the same time during the break, ensure staggered start times and/or class hours;
6. Limit the number of visitors to the school building as much as possible. In case of urgent need, ensure accurate registration of visits: by recording the visitor's identification information (surname, name, contact phone number), purpose of visit, arrival and departure time;
7. Remote meetings shall be preferred when communicating with parents or outsiders.

➤ **Mandatory distance between students during the teaching process in closed and open spaces**

1. In the classroom, tables/desks shall be arranged according to the following principle:
 - The tables should be arranged in such a way that the students do not sit facing each other and the distance between them is at least 1 meter;

- The tables should be arranged in such a way that the students do not sit facing each other and the distance between them is at least 2 meters;
2. During the teaching process, the teacher and the students (except European school students in grades I – IV) shall wear a face mask if the tables (desks) are arranged in such a way that it is impossible to maintain a distance of 2 meters between them.

➤ **Procedure for moving within the common areas of the European School**

1. All persons (except European school students in grades I – IV) shall wear a face mask when staying and moving in common areas of the European School (including corridor, stairwell, staffroom, etc.), including during breaks;
2. Intervals between lessons should be scheduled for different classes of students at different times, unless the planning of the European School building allows for the physical separation of spaces for students of different grades;
3. The duration of the break should not exceed 10 minutes;
4. It is possible to organize lessons in the yards/open spaces of the European school, maintaining the appropriate distance;
5. Limit frequent rotation of classrooms by students so that students stay in the same classroom (facilitate stable classroom cohort);
6. When moving different flows of students in the same classroom, a 30-minute interval shall be observed, and the classroom tables shall be ventilated, and common areas shall be treated with a disinfectant solution;
7. Ventilation of the classroom is mandatory during each break;
8. Hand hygiene shall be observed when entering from one classroom to another to conduct a lesson;
9. When conducting physical activity/sports lessons, the provisions of the Regulations developed by the European School in accordance with Annex №13 of Order №01-227/o of the Minister of IDPs from the Occupied Territories of Georgia, Labor, Health and Social Affairs of Georgia On Approval of Recommendations on preventing the spread of the novel coronavirus (COVID-19) in the workplace of May 29, 2020 - General Recommendations for Different Types of Professional Sports and Sporting Events Related to Novel Coronavirus (SARS-CoV-2) Infection (COVID-19) ".
10. Maintain flow control throughout the European School (rows in canteens, entrances, sanitary facilities, gyms, locker rooms, doctor's offices, etc.) at a safe distance (at least 1 m);

11. Training resources and items that are difficult to disinfect or clean shall be removed from use, such as textiles. The teacher shall refrain as much as possible from using items that can be used repeatedly in the group, and if necessary, indicate that they shall wash or treat their hands before and after use. Wet cleaning or disinfection shall be provided after the use of artistic tools.

➤ **Recommendations for Sports Classes**

1. At the end of each lesson you should ensure that the exercise area is tidy and disinfected;
2. After each cleaning and disinfection, closed spaces shall be ventilated by opening windows and doors, according to the “draught” principle;
3. Hand hygiene products and rules for their proper use shall be placed in a visible and accessible place;
4. Classes shall be carried out in the open space with a distance of 2 meters from the persons involved;
5. Classes shall be conducted indoors at a distance of 2 meters, involving no more than 5 people at a time;
6. Students and other persons involved in the exercise should report in the athletic apparel (sports uniform);
7. Hand hygiene (hand washing with running water and soap and hand treatment with disinfectant) shall be mandatory for all persons (students, teachers, etc.) before entering the gym directly;
8. It is not allowed to use common use locker rooms and / or shower spaces if the shower cabins are not isolated from each other by special partitions/barriers, and the locker rooms do not have individual cabinets for each student and there is no distance of at least 2 meters between individual spaces;
9. It is forbidden to use common sports equipment in the teaching process, except for necessity due to the specifics of the sport (e.g. ball, trampoline, turnstile (monkey bar), etc.);
10. After the end of the sports class, the sports equipment and the training area shall be completely disinfected, and the persons involved in the training should perform hand hygiene;
11. Indoor hand disinfectants should be available during indoor and outdoor training, and when indoor all persons other than the student (who is directly involved in the class / exercise) shall wear a face mask.

12. Additional requirements for closed spaces

- A barrier shall be placed at the entrance of the closed space, which should be regularly treated with disinfectant;
- Sanitary breaks should be held periodically;

- You must ensure a continuous mode of natural ventilation during the exercise process. When natural ventilation alone is not suitable, you must ensure safe ventilation with outside air:
- Switch ventilation at nominal speed;
- Do not turn off the ventilation and operate at the minimum speed during non-working hours;
- Leave the ventilation on in the sanitary facilities 24/7;
- Eliminate the opening of windows in sanitary facilities to provide appropriate air flow direction;
- Ensure timely cleaning of the space and timely removal of waste;
- Place hand antiseptics at the entrance of the hall / space;
- Provide wet cleaning / disinfection of common areas after each working day.

13. Responsibilities of the Students and the Staff

- Carry out sports classes according to the recommendations;
- Follow the rules of hygiene in the training area and in situ;
- Do not shake hands when greeting each other and avoid contact with other people;
- Avoid gathering, follow the recommended social distance (at least 2 m);
- Wearing masks in common areas (except exercise areas) shall be mandatory;
- Clean the exercise / play areas and the equipment used during the training process with disinfectants at the beginning and end of the training;
- Wash your hands thoroughly with soap and water. Dry your hands well after washing; If you are unable to wash and dry your hands with soap and water, use a hand sanitizer containing 70% alcohol;
- When coughing and sneezing, cover your nose and mouth with a disposable towel or a bent. Discard disposable items in a closed rubbish bin/container
- Avoid touching your eyes, nose and mouth with your hands. During exercise, it is also necessary to gather/fasten the hair to minimize contact with the surface of the hair; ensure timely cleaning of the training / competition area and timely removal of waste;
- Ensure wet cleaning / disinfection of the space after each day.

➤ Recommendations for the Library

1. When handling books / documents, the staff shall wear gloves;

2. Visitors shall be seated at predetermined locations near the tables in such a way as to maintain a safe distance (at least 2 m). You can use seat markings;
3. Prohibit the principle of group work;
4. The computer and its accessories shall be treated with disinfectant solution after each use;
5. All work furniture shall be treated with disinfectant solution and a dry cloth after use;
6. Provide at least one 70% alcohol-based hand sanitizer at the entrance to the hall and the rules of use (it is necessary to use a disinfectant solution when returning after leaving the hall temporarily);
7. Assign a person to monitor observance of the recommendations in the hall.
8. **Undertakings of the Staff and Visitors:**

Regular and thorough hand hygiene is the best way to protect yourself from most viruses.

- Follow the hygiene rules;
- Do not shake hands when greeting each other and avoid contact with others (touch, etc.);
- Avoid gathering, follow the recommendation for maintaining safe distance (at least 2 m);
- Use PPE (personal protective equipment) when performing work;
- Clean the work areas and the tools you use during the work process with disinfectants at the beginning and end of the work;
- Use hand sanitizers containing at least 70% alcohol if you are unable to wash and dry your hands. Remember that hand washing with soap and water is preferable;
- When coughing and sneezing, cover your nose and mouth with a clean towel or a bent elbow. Discard used disposable towel in a closed rubbish bin.
- Avoid touching your eyes, nose and mouth with your hands. During work, it is also necessary to gather/fasten the hair to minimize contact of the hair with the surface;

➤ **Recommendations for students with special educational needs**

1. Clean/disinfect all surfaces that come into contact with the student with special educational needs and the specialist/specialists working with him / her (any auxiliary and developmental resources used in the process of working with the student, including wheelchairs, crutches, glasses, etc.);

2. Ensure the placement of closed containers for disposable wipes or other hygienic waste, in which a disposable plastic bag shall be positioned;
3. When working with the student with special educational needs, a specialist shall wear a face mask if the work requires approaching closer than 1 m, and use a disposable glove when hand contact is required;
4. A specialist working with the student with special educational needs shall follow the rules of hygiene in the workplace, as well as assist students with special educational needs in observing the rules of hygiene;
5. A specialist working with the student with special educational needs shall assist students with special educational needs as much as possible in maintaining a safe distance.

➤ **Nutrition Process Recommendations**

1. The school canteen can be operating if it meets the provisions of the Regulations developed by the European School in accordance with № Annex 17 of Order №01-227/o of the Minister of IDPs from the Occupied Territories of Georgia, Labor, Health and Social Affairs of Georgia On Approval of Recommendations on preventing the spread of the novel coronavirus (COVID-19) in the workplace of May 29, 2020 - General Recommendations for Public Catering Facilities Related to Novel Coronavirus (SARS-CoV-2) Infection (COVID-19);
2. In order to limit the movement of students to buy food, it is recommended to bring food in a container (lunch box);
3. When standing in line with students, it is necessary to maintain a safe distance;
4. Hygiene with soap and water should be observed before eating (hand treatment with a sanitizer before eating is not recommended);
5. Smooth functioning of all faucets in the canteen must be fully observed;
6. Washbasins for operation should be available indoors near the entrance to the canteen.
7. The number of canteen visitors shall be controlled;
8. A disinfection barrier shall be placed at the entrance, indicating the appropriate mandatory sign;
9. A protective transparent barrier shall be installed at the counter - to avoid direct contact with the customer;
10. At least 70% alcohol-based hand treatment solution or other disinfectant solution with similar effect should be provided in the workplace;
11. Preference shall be given to non-cash payments.

12. The canteen shall be equipped with tables and seating according to the following requirements:
 - Maintain safe distance between tables, at least 2 meters;
 - There should be at least 1 meter distance between tables;
 - The area required to accommodate one person should be at least 1.8 m².
 - The distance between the backs of the chairs shall be at least 1 meter;
 - No more than 6 people shall be seated at the same table;
 - If a safe distance of 2 meters cannot be maintained, a temporary protective barrier may be used.
13. The canteen shall have natural ventilation. When natural ventilation alone is not suitable, mechanical ventilation shall be used, with increased concentration of air from outside, circulation and outflow. Engineering control over its work shall be established;
14. Employees shall be provided with the necessary personal protective equipment (gloves, face masks, face shields / goggles, aprons) depending on the specifics of the job;
15. After each person is hosted, the tables shall be cleaned using a disinfectant solution;
16. Wet cleaning of the work area using disinfectants shall be ensured after each working day;
17. Possibility of centralized washing of special clothes shall be provided;
18. Used napkins should be collected in a special designed bag or other bin with a lid;
19. To illustrate the requirements of this Rule, it shall be mandatory to clearly mark location and distance of tables.

The following procedures must be followed when washing dishes by hand

1. Tableware and utensils shall be washed and dried in a special designated area:
 - Food waste shall be scrapped from the dishes;
 - Washed in the first compartment with an effective detergent at a temperature not less than 40°C;
 - Rinsed in the second compartment with less detergent and clean water at a temperature not less than 40°C;
 - Rinsed in hot running water at a temperature not less than 65°C;
 - Drained and dried on a sieve;
2. Small inventory – cutting boards, spatulas, wire whisks, etc. shall be dried after washing with hot water. Kitchen utensils shall be washed in hot water with detergents. The vessel shall be immersed in hot water at least 65°C and drained;

3. When washing by hand, three-compartment sinks for tableware and utensils and two-compartment sinks for glassware and dining utensils shall be provided. In a limited range of organizations, it shall be permissible to wash dining utensils and appliances in organized kitchen sinks;
4. Instructions on the rules of washing dishes and utensils shall be posted on the wall in the laundry departments, indicating the concentrations of the detergents and disinfectants used.

Undertakings of the Canteen Staff

1. Observe the hygiene rules of in your workplace;
2. Fully use PPE (personal protective equipment) when performing work;
3. Use disinfectants to clean the work areas and the used tools during the work process;
4. Perform hand hygiene often;
5. Use alcohol-based hand sanitizers if you are unable to wash and dry your hands. Remember that hand washing with soap and water is preferable;
6. Avoid touching eyes, nose and mouth with your hands. During work, ensure that the hair is tied / tightly fastened to minimize contact of the hair with the surface (it is possible to use a securely placed bandana or a special scarf);
7. Change gloves often. It is necessary to wash your hands when changing. Do not consider gloves as a substitute for hand washing. Hand washing is a more effective protective barrier against infection than a disposable glove;
8. Replace gloves after carrying out non-food work, such as opening/closing doors by hand and emptying boxes.

➤ Additional instructions for cleaning sanitary facilities

1. The rules of cleaning the toilets, periodicity, the list of inventory for cleaning and the hygienic means used shall be determined in advance;
2. Only disinfectants registered by LEPL Sakvarelidze National Center for Disease Control and Public Health under the state control of the Ministry of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs of Georgia shall be used for sanitary disinfection (<https://www.ncdc.ge/Pages/User/News.aspx?ID=f70ca25e-e850-4deb-9d7d-8b058b934d2d>);
3. Sanitary facilities, toilets, washbasins shall be washed and cleaned with disinfectants and more frequently as required;
4. Cleaning and disinfectant inventory shall be washed and dried after use;

5. The cleaner shall be equipped with PPE (personal protection equipment):
 - gloves;
 - face shield;
 - fluid-resistant aprons (which will be washed and disinfected after each use) /disposable waterproof gown;
6. Sprays and aerosols shall be avoided during cleaning;
7. Upon completion of the cleaning procedures, after drawing off the gloves, hand hygiene shall be performed;
8. Store household chemicals and disinfectants for sanitary cleaning in a specially closed locked closet/cabinet, in original/manufacturer's packaging, so that they can be differentiated according to the markings, and out of reach of persons;
9. Ensure adequate ventilation of the storage room for household chemicals and disinfectants for cleaning.

➤ **Involvement of the European School medical staff in various events**

1. Compiling the European School day regime;
2. Supervision of the sanitary-hygienic condition of the student cafeteria and food safety;
3. Working over establishing a healthy lifestyle among teachers, students and parents;
4. Supervision over observance of sanitary-hygienic conditions in the European School;
5. Supervision of cleaning and ensuring hygienic regime;
6. Engagement in hygienic education programs, activities promoting the development of hygienic skills;
7. Carry out additional activities for European school students about the proper use of the face masks.

➤ **Regulations for the Teachers**

1. When entering the European School, teacher shall wear a face mask, pass the disinfection barrier, undergo temperature screening and perform hand hygiene, and if necessary, use other PPE (personal protective equipment) - protective shield / goggles, shoe covers, gowns;
2. Follow the general hygiene rules approved in the European school;
3. Follow mandatory testing rules and requirements for coronavirus (SARS-CoV-2) infection (COVID - 19);
4. Fully follow the general regulations developed by the European School for the Prevention of the Novel Coronavirus Infection (SARS-CoV-2) during the learning process;

5. Periodically treat your hands with a disinfectant solution in case your hands cannot be washed with liquid soap and dry them with a one-use towel;
6. Wash your hands with soap and water in case of visible contamination or contact with biological fluids;
7. When coughing and sneezing, cover your nose and mouth with a clean tissue (which can be discarded immediately after use) or a bent elbow;
8. During the educational process, ensure that the hair is gathered/clumped in a tail to minimize contact of the hair with the surface;
9. Do not use other people's items;
10. Do not shake hands when greeting each other and avoid contact with other people;
11. Avoid gathering, follow the recommended social distance (at least 2 m);
12. Wash your hands thoroughly with soap and water. Dry your hands well after washing; If you are unable to wash and dry your hands with soap and water, use a hand sanitizer containing 70% alcohol;
13. When coughing and sneezing, cover your nose and mouth with a disposable towel or a bent elbow. Discard disposable items in a closed rubbish bin/container;
14. Avoid touching your eyes, nose and mouth with your hands. During exercise, it is also necessary to gather/fasten the hair to minimize contact of hair with the surface;
15. If necessary, use disposable wipes or other hygienic waste containers (pedal-operated containers with a lid);
16. Teachers with symptoms characteristic of respiratory infection (cough, sneezing, wheezing, shortness of breath, fatigue, etc.) shall not be allowed in the European School building;
17. In case of respiratory symptoms (cough, sneezing, wheezing, shortness of breath, fatigue, etc.) or fever during the training process, you shall be temporarily transferred to the isolation room wearing a face mask and the European School shall be required to contact 112 for referral for appropriate medical care;
18. After all cases of fever and respiratory symptoms in the European School, students, shall be admitted to the European School on the basis of the doctor's certificate (in the absence of COVID-19 infection);
19. In case of non-appearance of the student in the European school, the administration/class tutor shall determine and record in writing the reason for the absence;
20. Pre-determine the number of students to be admitted in shifts so that a distance of at least 1 meter shall be maintained in the space for both practical and theoretical teaching;

21. Supervise students to follow the rules of wearing a face masks;
22. Note that after each shift there is a sanitary break (ventilation, wet cleaning - treatment with sodium hypochlorite (0.1% solution)) for at least half an hour;
23. Use electronic means for for registration/recording;
24. In order to avoid gathering of a large number of students at the same time during the break, ensure staggered start times and/or class hours;
25. Remote meetings shall be preferred when communicating with parents or other outsiders.
26. In the classroom, tables/desks shall be arranged according to the following principle:
 - The tables should be arranged in such a way that the students do not sit facing each other and the distance between them is at least 1 meter;
 - The tables should be arranged in such a way that the students do not sit facing each other and the distance between them is at least 2 meters.
27. It is mandatory to wear a face mask when staying and moving in common areas (including corridors, stairwells, classrooms, etc.), including during breaks; During the teaching process, the teacher shall wear a mask if the tables are arranged in such a way that it is impossible to maintain a distance of 2 meters between him/her and the students. However, a person In addition, a person who has difficulty wearing a face mask due to a health condition (including chronic obstructive pulmonary disease, bronchial asthma, cardiovascular disease, autistic spectrum disorders and/or developmental abnormalities or defects due to a health condition) which is confirmed by a doctor/physician, as well as a person who is unable to wear a face mask (including a speech therapist) during the course of his / her professional activity may be released from the obligation to wear a face mask;
28. Hygiene with soap and water should be observed before eating (hand treatment with a sanitizer before eating is not recommended);
29. It shall be obligatory to participate in information meetings organized by the European School in terms of hand hygiene;
30. In case of more than one shift in the European School, a break of at least half an hour shall be used for sanitizing and ventilation of the classrooms and common areas of the European School before the start of the next shift;
31. If, after re-check, the temperature is 37°C or more than 37°C:
 - such person is not allowed to go to school and is obliged to consult a family doctor;

- the student shall be put on a face mask and placed in a pre-arranged isolation room, and a parent/legal guardian who is responsible for taking the student from the school on time shall be immediately contacted;
- If a parent / legal guardian does not show up at school within a reasonable time, the European School shall contact 112 for referral for appropriate medical care;
- All persons in the isolation room (including students) shall wear a face mask, and distance of 1 meter shall be maintained and students shall not be left unattended;
- Cases of recorded fever should be registered in the appropriate form, which is attached to this document in the form of Annex N 3.
- If the normal body temperature of a teacher is considered to be 37°C, he/she is obliged to present the relevant certificate issued by a doctor confirming the above-mentioned prior to educational process, on the basis of which he/she shall be admitted to the territory of the European school.

32. Please note:

- Intervals between lessons should be scheduled for different classes of students at different times, unless the planning of the European School building allows for the physical separation of spaces for students of different grades;
- The duration of the break should not exceed 10 minutes;
- It is possible to organize lessons in the yards/open spaces of the European school, maintaining the appropriate distance;
- Limit frequent rotation of classrooms by students so that students stay in the same classroom (facilitate stable classroom cohort);
- When moving different flows of students in the same classroom, a 30-minute interval shall be observed, and the classroom tables shall be ventilated, and common areas shall be treated with a disinfectant solution;
- Ventilation of the classroom is mandatory during each break;
- Hand hygiene shall be observed when entering from one classroom to another to conduct a lesson;
- When conducting physical activity/sports lessons, the provisions of the Regulations developed by the European School in accordance with Annex №13 of Order №01-227/o of the Minister of IDPs from the Occupied Territories of Georgia, Labor, Health and Social Affairs of Georgia On Approval of Recommendations on preventing the spread of the novel coronavirus (COVID-19) in the workplace of May 29, 2020 - General Recommendations for

Different Types of Professional Sports and Sporting Events Related to Novel Coronavirus (SARS-CoV-2) Infection (COVID-19) "

- Maintain flow control throughout the European School (rows in canteens, entrances, sanitary facilities, gyms, locker rooms, doctor's offices, etc.) at a safe distance (at least 1 m);
- Training resources and items that are difficult to disinfect or clean shall be removed from use, such as textiles. The teacher shall refrain as much as possible from using items that can be used repeatedly in the group, and if necessary, indicate that they shall wash or treat their hands before and after use. Wet cleaning or disinfection shall be provided after the use of artistic tools.
- When working with the student with special educational needs, a specialist shall wear a face mask if the work requires approaching closer than 1 m, and use a disposable glove when hand contact is required;
- A specialist working with the student with special educational needs shall follow the rules of hygiene in the workplace, as well as assist students with special educational needs in observing the hygiene rules;
- A specialist working with the student with special educational needs shall assist students with special educational needs as much as possible in maintaining a safe distance.

33. In case of deterioration of health, consult a doctor.

➤ **Regulations for Students**

1. Before entering the European School area, a student must put the face mask, except European school students in grades I – IV, for those wearing face mask is not obligatory, undergo temperature screening, pass the disinfection barrier and perform hand hygiene;
2. If the normal body temperature of a student is considered to be 37°C, he/she is obliged to present the relevant certificate issued by a doctor confirming the above-mentioned prior to educational process, on the basis of which he/she shall be admitted to the territory of the European School;
3. Follow the general rules of hygiene approved in the European School;
4. Fully follow the regulations developed by the European School for the Prevention of Novel Coronavirus Infection (SARS-CoV-2) during the learning process;

5. Periodically treat your hands with a disinfectant solution in case your hands cannot be washed with liquid soap and dry them with a one-use towel;
6. Wash your hands with soap and water in case of visible contamination or contact with biological fluids;
7. When coughing and sneezing, cover your nose and mouth with a clean tissue (which can be discarded immediately after use) or a bent elbow;
8. During the educational process, ensure that the hair is gathered/clumped in a tail to minimize contact of the hair with the surface;
9. Do not use other people's items;
10. Follow the rules of hygiene in the training area and in situ;
11. Do not shake hands when greeting each other and avoid contact with other people;
12. Avoid gathering, follow the recommended social distance (at least 2 m);
13. Wash your hands thoroughly with soap and water. Dry your hands well after washing; If you are unable to wash and dry your hands with soap and water, use a hand sanitizer containing 70% alcohol;
14. When coughing and sneezing, cover your nose and mouth with a disposable towel or a bent elbow. Discard disposable items in a closed rubbish bin/container;
15. Avoid touching your eyes, nose and mouth with your hands. During exercise, it is also necessary to gather/fasten the hair to minimize contact of hair with the surface;
16. If necessary, use disposable wipes or other hygienic waste containers (pedal-operated containers with a lid);
17. In case of respiratory symptoms (cough, sneezing, wheezing, shortness of breath, fatigue, etc.) or fever during the training process, you shall be temporarily transferred to the isolation room before the arrival of a legal representative. If the parent/legal representative does not show up within a reasonable time, the European School shall be required to contact 112 for referral for appropriate medical care;
18. After all cases of fever and respiratory symptoms in the European School, students, shall be admitted to the European School on the basis of the PCR testing (in the absence of COVID-19 infection);
19. Hygiene with soap and water should be observed before eating (hand treatment with a sanitizer before eating is not recommended);
20. In order to limit the movement of students to buy food, it is recommended to bring food in a container (lunch box);

21. All students shall be advised to bring to school a full, clean water bottle, labeled with name. It is recommended to wash the water bottle at least once a day or more frequently as required;
22. In case of leaving the educational resource (book, colored pencils, colored sheets, etc.) in the European school, it shall be obligatory to use storage containers;
23. It is obligatory to participate in information meetings organized by the European School in terms of hand hygiene;
24. In case of deterioration of health, consult a doctor.

➤ **Regulations for Student's Parents/Legal Representatives**

1. When visiting the European School, it shall be obligatory to wear a face mask, pass a disinfection barrier, perform temperature screening and hand hygiene, and if necessary, use other personal protective equipment - protective shield/goggles, shoe covers, surgical gowns;
2. Note that for students, except European school students in grades I – IV, it is obligatory to wear a face mask during the stay at the territory of the European School. A student without a face mask will not be allowed on European school premises. For the European school students in grades I – IV wearing mask is voluntary. However, a person who has difficulty wearing a face mask due to a health condition (including chronic obstructive pulmonary disease, bronchial asthma, cardiovascular disease, autistic spectrum disorders and/or developmental abnormalities or defects due to a health condition) which is confirmed by a doctor/physician, may be released from the obligation to wear a face mask;
3. In case of fever during temperature-screening – when temperature is 37°C or more than 37°C, any person shall not be allowed to the territory of the European School;
4. If the normal body temperature of a parent/legal representative or student is considered to be 37°C, he/she is obliged to present the relevant certificate issued by a doctor confirming the above-mentioned prior to educational process, on the basis of which he/she shall be admitted to the territory of the European school;
5. In case of fever / respiratory disease, do not send a student to a European school;
6. In case of deterioration of the student's health at home, inform the class tutor;
7. A student shall be advised to bring to school a full, clean water bottle, labeled with name. It is recommended to wash the water bottle at least once a day or more frequently as required;
8. In order to limit the movement of students to buy food, it is recommended to bring food in a container (lunch box);
9. Ensure that the student gathers/fastens the hair to minimize contact of the hair with the surface
10. In case of leaving the educational resource (book, colored pencils, colored sheets, etc.) by the student in the European School, it shall be obligatory to use storage containers;
11. If you have symptoms of fever or other respiratory illness, arrange appointment with your family doctor or fever center for your child for appropriate medical care and PCR testing;

12. After all cases of fever and respiratory symptoms in the European School, students, teachers and other employees shall be admitted to the European School on the basis of the PCR testing (in the absence of COVID-19 infection)
13. Communicate about information meetings organized by the European School in terms of the hand hygiene;
14. Conduct meetings with teachers, European School administration using remote services as much as possible;
15. Persons (teachers, staff and students) with symptoms characteristic of respiratory infection (cough, sneezing, wheezing, shortness of breath, fatigue, etc.) shall not be allowed in the European School building;
16. In case of respiratory symptoms (cough, sneezing, wheezing, shortness of breath, fatigue, etc.) or fever during the learning process, the parent/legal representative shall report to the European School as soon as possible after receiving the relevant notification. If the parent/legal representative does not show up within a reasonable time, the European School shall be required to contact 112 for referral for appropriate medical care;
17. In case the student does not show up at school, the parent/legal representative is obliged to inform the administration / class tutor and explain the reason for the absence;
18. Fully comply with regulations for the prevention of Novel Coronavirus infection (SARS-CoV-2) during the learning process developed by the European School.

➤ **Collaboration: a student, a parent and a teacher**

1. Information meetings on hand hygiene shall be arranged in the European Schools. Furthermore, continuous information communication on the importance of hand hygiene to prevent the spread of COVID-19 virus;
2. Teachers, staff and students shall be constantly informed about SARS-COV2 virus prevention measures (hand hygiene, face mask wearing, cough etiquette and other reminders to be placed in a visible location);
3. Meetings with teachers and parents shall be conducted using the most remote services.

➤ **Measures which must be taken in case of infection of a student / teacher / other employee with COVID-**

19

1. In case of confirmation of infection of a student / teacher and/or other employee with COVID-19, the European school must cooperate with Municipal Public Health Services to take anti-epidemic measures, including tracing and quarantining/self-isolating contacts and to make decision on transition to online/distance learning.
2. Obligations of the Public Health Services:
 - Provides European school's Administration with the information about confirmed COVID 19 cases (student / teacher / school staff);
 - Grant action recommendations for the different cases described in the present document;
 - To identify persons contacted with a confirmed COVID-19 case, provide risk assessment within 12 hours based on the information provided by the European School Administration, determine their self-isolation / quarantine deadlines, and notify school administration within 24 hours, by e-mail.

3. In case of confirmation of infection of a student / teacher / employee with COVID-19, based on the information provided by the Municipal Public Health Service, the European School Administration:
 - Identify close contacted persons with the infected one among students / teachers / staff and ensure that on the territory of the European school will not come:
 - a) Close contacted persons with the infected one;
 - b) Administration will be guided by the definition of "contacted person" to find contacted persons (see Table 1);
 - c) In case of infection of a student, he / she will be considered to be in contact with classmates, in some cases, with school staff;
 - Based on the information received from the Municipal Public Health Service about the self-isolation / quarantine period for the infected persons, makes decisions in cooperation with the Resource Center on the form of learning process. Based on the epidemiological situation at the European School, school may decide to change the form of learning process base on the order N95/N of the Minister of Education, Science, Culture and Sports of September 9, 2020.
 - In case of infection of the teacher:
 - During the risky period of infections transmission (48 hours before and after the reveal of symptoms; in case of an asymptomatic course, 48 hours after diagnosis), students in a particular class will be considered as contacted persons if:
 - a) The teacher was moving in the classroom and did not maintain a distance at least 1 meter towards each student;
 - b) The teacher was not wearing the face mask or was wearing it in a wrong way.
 - The risk of student's infection is minimal if the teachers and students (excepting students in grades I-IV) wear face masks during the lesson, keep their distance and have natural ventilation in the classroom;
 - Teachers / staff members will be contacted persons if they are in contact with the infected person indoors, without a face mask, at a distance of less than 1 meter, for more than 15 minutes;
 - In case of the European School staff member being infected, the Municipal Public Health Service will ensure that that high-risk staff are identified and their duration of self-isolation / quarantine is determined.
4. After the transition of the infection, the student / teacher and/or other employee will return to the learning /working process based on the doctor's certification. PCR testing is not required.
5. In case of infection of a student / teacher / employee's family member, only a specific student / teacher / employee will be excluded from the learning/working process and the process will not apply to other students or teachers in the same class;
6. In case of infection of school teachers / staff, Local Public Health Services will ensure the duration of self-isolation / quarantine of high-risk staff.

Table 1

High Risk Contact	Low Risk Contact
Person, who: • Had direct contact with the infected person at a distance of less than 1 meter for more than 15 minutes; • Had physical contact with the infected person; • Had unprotected direct contact with the secretion released by the infected person (for example, coughing) Who has been indoor space (e.g., classroom, meeting room, etc.) for more than 15 minutes with the infected person.	Person, who: • Had direct contact with the infected person at a distance of less than 2 meter, but more than 1 meter, for less than 15 minutes; • Had been indoor space for less than 15 minutes with the infected person.

- ➡ High risk contacts are subject to self-isolation (or quarantine) mode;
- ➡ Low-risk contacts are recommended to continue learning process with self-monitoring of health (without the need for medical staff) for the next 12 days from the last day of contact with the infected person;
- ➡ It is not necessary to test contacted persons if they do not show any signs of COVID-19 infection during their isolation / quarantine period.

➤ Drinking Water Availability

1. All students shall be advised to bring to school a full, clean water bottle, labeled with name;
2. The student should be able to fill the bottle with quality drinking water during a day from the tap, the well, the drinking water tank, the dispenser;
3. It is recommended to wash the water bottle at least once a day or more frequently as required.
4. Ensure permanent access to water for drinking, personal hygiene, food preparation, cleaning and laundering at the European School in accordance with the Public Health National Recommendation "Water, Sanitation and Hygiene Standards in School Settings" approved by Order №01-40/o of the Minister of IDPs from the Occupied Territories of Georgia, Labor, Health and Social Affairs of Georgia On Approval of National Public Health Recommendation (Guidelines) "Water, Sanitation and Hygiene Standards in School Settings" as of 6 February 2020.
5. Properly equipped water points, liquid soap and disposable hand towels shall be available at all critical points, especially in bathrooms and kitchens;

6. Properly equipped drinking water points shall be available to students and staff, including people with disabilities.

➤ **Conclusive Provisions**

1. Full compliance with the rules set forth in this document shall be mandatory for the European School students/their legal representatives and each European School staff member;
2. This instrument has been prepared in accordance with and taking into account the recommendations developed by the Minister of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs of Georgia.
3. It shall be mandatory to observe the regulations provided for in this document, taking into account the epidemiological situation and the recommendations issued by the Minister of Refugees, Labor, Health and Social Affairs from the occupied territories of Georgia.

First Aid and the Rule for Arranging a Medical Station

The European School Medical Station shall have the minimum equipment and medicines necessary for emergency medical care. It is the duty of the European School to call the emergency medical team and inform the parents in case of an emergency. Prior to the arrival of the emergency medical brigade, the school medical staff shall provide pre-medical emergency care.

The first aid management protocol shall be placed in the cabinet, in an area that is clearly visible, accessible.

Pharmaceuticals and Medical Supplies needed for emergency medical care

The medical station shall be equipped with the following:

- Table;
- Bed;
- Medicine cabinet;
- Medical scales;
- Height gauge;
- Hand dynamometer;
- Thermometer;
- Tonometer;
- Phonendoscope;
- Magnifying magnifying glass;
- Rubber band;
- Rubber hot-water bottle;
- Bubble for ice;
- Medical scissors;
- Tweezers;
- Mask for "mouth-to-mouth" breathing;

- Stretcher;
- Refrigerator.

Medications:

- Non-narcotic analgesics / nonsteroidal anti-inflammatory drugs / antipyretics (paracetamol, ibuprofen tablets, syrup);
- Centrally acting analgesics (eg ketorolac);
- Antihistamines (eg, chlorpyramine hydrochloride ampoules and tablets, loratadine, desloratadine tablets);
- Topical anti-inflammatory and analgesic agents (eg diclofenac);
- Antiemetic and gastrointestinal motility stimulants (domperidone, etc. in the form of drops or syrup);
- Antibronchospasms (salbutamol tablets, syrup, inhalation drugs - albuterol, etc);
- Antispasmodics (eg, hyoscine – N- butylbromide, drotaverine);
- Rehydration agent, water-soluble sachets of oral electrolytes;
- Proton pump inhibitor (eg omeprazole);
- Antidiarrheal agent (eg diosmectite);
- Antacids (eg aluminum phosphate);
- Corticosteroids (dexamethasone, prednisolone in ampoules);
- Mucolytics and antitussives (eg ambroxol syrup and tablets);
- Topical anti-inflammatory drugs for pharyngitis and tonsillitis;
- Validol (tablets), Valerian (drops);
- Eye drops - (eg 20% and 30% solution of sulfacetamide)
- Nasal drops, nasal spray
- Ear drops - (eg, a mixture of lidocaine and phenazone, choline salicylate, etc.)

Antiseptics and laxatives:

- Eye wash solution;
- Medical alcohol (96%);
- Hydrogen peroxide (3% solution);
- Diamond green (1% or 2% alcohol solution);
- Iodine (5% alcohol solution);
- Betadine solution for wound healing;

- Sterile diapers of different sizes;
- Bactericidal patches for wounds;
- Hygroscopic cotton;
- Bandages / medical dressings;
- Disposable injection syringes;
- Disposable spades;
- Disposable gloves (non-sterile).

** In the case of medical care provided by paramedical personnel (nurse), it is advisable to remove dexamethasone, prednisolone, suprastin ampoules, salbutamol and doproquin from the above list.*

Typical List of Cleaning Inventory and Detergents

1. Inventory transfer facility;
2. Floor cleaning mop – wet treatment;
3. Double-section mop bucket: clean water / detergent;
4. Dustpan and broom;
5. Gloves and spare gloves;
6. Wax-lined apron for operation in the sanitary facility;
7. Wipes, including for floor, glass and furniture;
8. Cleaning sponge, brush (soft metal spiral);
9. Air deodorant;
10. Wood furniture cleaner (if necessary);
11. Leather surface cleaner, if any;
12. Washing powder (used only for washing cloths);
13. Surface grinding and polishing powder or cream
14. Liquid for floor cleaning and polishing different types of floors (wood, tile, linoleum, etc.);
15. Toilet fluid;
16. Glass cleaner;
17. Treatment of nickel, brass and other metal surfaces;
18. Processing tool for intercepting traps and collectors;
19. Large and small trash bags;
20. Disinfectant solution for cleaning inventory after finishing the cleaning process.

