

# THAI-CHINESE INTERNATIONAL SCHOOL

Safely Reopening the TCIS Campus

2021 (Updated October 12)



# Overview

Thai-Chinese International School (TCIS) was founded in 1995 . Currently, 635 students from different nationalities (70% Thai) are enrolled aged 2-18 years old. We are an International school that uses language acquisition in three languages, English, Thai and Mandarin through an American Curriculum as a College Preparatory School.

*TCIS proposes to reopen the campus for on site learning at the earliest possible date.*

This document outlines the safety measures and procedures we have in place to provide the safest possible learning environment for our students and staff. We know that the best learning takes place in person and to that end, we request permission to have students learning on campus. Our proposal to reopen our campus safely to students is based on:

- Regular **testing** (ATK) of all students and faculty
- High vaccination rates for our faculty and staff
- Exemplary COVID prevention measures and **cleaning** protocols
- Thorough training programs for students and staff regarding the required safety measures (**mask** wearing, physical **distancing**, and **hand washing**)

# Guiding Principles

As we approach the reopening of the school during this pandemic, we continue to be guided by these principles:

1. The health and safety of students, staff and our community are paramount,
2. The educational and social emotional needs of students are best provided in a face to face environment on campus,
3. Our safety measures and decision making are informed primarily by respected and trusted organisations including but not limited to: the World Health Organization, the Centers for Disease Control and the Ministry of Public Health,
4. High quality teaching and learning are provided to TCIS students regardless of the learning delivery model (on campus, hybrid, virtual school),
5. Our community is regularly updated and all community members have access to the TCIS Leadership Team and support personnel,
6. TCIS is an ethical and caring employer that takes into account the specific needs of high risk employees,
7. Safety procedures are regularly reviewed internally and externally with outside experts.

## Conditions for the Reopening of the TCIS Campus

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TCIS receives written permission from the Governor of Samutprakarn, Samutprakarn Provincial Health Office, and Samutprakarn Provincial Education Office

# Conditions for Closing a Class, Grade Level, Cohort, Division or the Whole School

For any reported positive case, contact tracing will occur to determine if any other members of the community are close contacts as defined by the Close Contact definition outlined in the reopening on-site plan.



| Grade Level             | Criteria   |
|-------------------------|--|
| <b>Grades PK2- Gr.4</b> | If there is a positive confirmed case the entire division will be closed for 14 days and revert to virtual school. |
| <b>Grades 5-12</b>      | If there is a positive confirmed case the entire division will be closed for 14 days and revert to virtual school. |

The School Licensee , in conjunction with the School Board may make the decision to close campus immediately should external or internal conditions make this necessary.

# Communication

Communication is critical for all TCIS stakeholders. From the very start of this crisis, we have provided updates and important information to all of our community, in all three languages.

All of our communications are available on the TCIS website and on the Official TCIS Line along with other resources about COVID-19 and TCIS virtual learning. We have also asked for feedback and input from students, parents, and teachers and used that data to adjust our virtual learning to provide the very best possible experience for our students.

TCIS has effective communication channels to reach our community members quickly, including email, website, Line and social media.



# Signage

Signage is visible as soon as members come on campus clearly stating the expectations for mask wearing, hand hygiene, and physical distancing. These signs are at all entrances, in multiple locations around the interior of the school, and are translated into different languages. Regular communications to the community also reiterate the required safety measures to be observed both on campus and in the community.



*Signage continues through the campus to limit the number of people occupying a space and to also remind them about wearing masks and washing their hands.*

# Photos



# Daily and Weekly Procedures for Families

1. Parents must supervise ATK testing in designated evenings before school and complete the self disclosure linked to the School Pass (after each ATK test). Further details will be provided by divisional principals.
2. Any positive tests must also be reported to the Health Care Centre and divisional principal immediately.
3. We are also requiring parents to take their children's temperatures before sending them to school. Students must be symptom free with a temperature below 37.5C, without the use of fever reducing medication, for at least 48 hours prior to attending school, and this shall be recorded through the School Pass.
4. Children and adults who are unwell must stay at home. Faculty and staff will be observant of any symptoms that students might exhibit and follow up accordingly.

**NOTE: Water must be sent in daily with all students.**

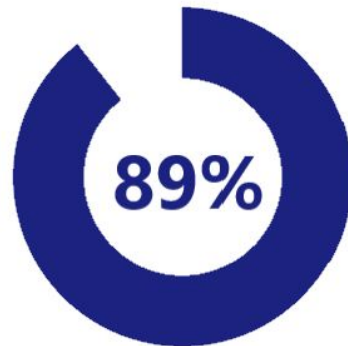


# Vaccines

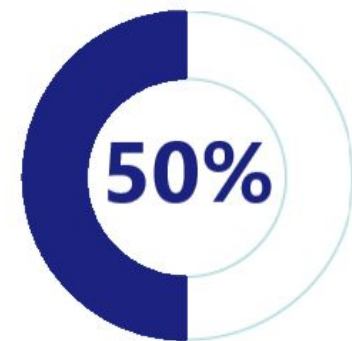
With support from our Health Center and local area hospitals, TCIS has been able to achieve exceptionally high rates of vaccines for our faculty and staff. Many of our foreign faculty were also able to be vaccinated in their home countries over the summer break. Recently, students in Grade 9-12 received their first Pfizer vaccine, at Chularat 3. Friday, October 8th.



of staff have received at least one vaccine dose



of staff will be fully vaccinated in October



Students in Grade 9-12 received their first vaccine



The TCIS Hospital Partnership

- Bumrungrad Hospital
- Chularat Hospitals

# Testing

TCIS will utilize self administered home Antigen Test Kits (ATK). This test would be performed at home, before coming to school, and supervised by parents, where appropriate.

The results must be reported to the school through the School Pass. Any student or staff member registering a positive test, or failing to submit a test result, will not be granted access to the campus.

Students or staff who are absent on the day of their designated testing date must provide a negative test on the next day they return to campus, and will then be tested again on their normal testing day.

Any adult wanting to enter the Academic area of campus would need to provide a negative ATK result with any confirmed appointment notice.





# TCIS Safety Measures

## Pre-Opening Procedures

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- All students and staff must have a negative ATK test before initially being allowed on campus.
- Access will be denied without a negative PCR or ATK test and completed School Pass and Thai Save Thai (TST)
- Families will also be made aware of their responsibilities for reducing their exposure to COVID and for reporting to TCIS and government agencies should anyone in their household test positive for COVID.

# Campus Access

1. All campus access points will be open.
2. Parents and other visitors are to enter by appointment only preceded by a negative ATK test performed on campus.

During the initial opening of campus, only students and TCIS staff will be permitted to access campus during the academic hours. Therefore, parents will not be able to walk their child to their ECE classroom in the mornings. All other persons wanting to come on campus must have a verified appointment, complete the School Pass, Thai Save Thai and have a negative ATK on the day of appointment, then go directly to the location of their meeting and avoid all classroom / learning spaces. TCIS will provide ATK testing kits and designated locations for this to be undertaken outside the academic area of campus.

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Turnstiles are located at the car park entrance of the TCIS campus. Access is only granted if the person / family has completed the School Pass, are on the approved access list, they have a mask on, and their temperature is below 37.5 degrees celsius.

**Currently, and for our initial reopening, only faculty and staff will be granted access to campus.**

- **Thermo scan cameras** : If the person's temperature exceeds 37.5 degrees celsius, or they are not wearing a mask, the student will not be allowed on campus. A security guard is stationed at every entrance at all times.
- Immediately after the turnstiles, **hand sanitizer stations** are set up, along with the Thai Chana application QR code and additional COVID prevention signage.
- There are **disinfecting mats** that all persons must pass across when entering the school.  
The **trays** are filled with an environmentally safe disinfectant solution multiple times during the day.
- We have designated same **directional signage** on staircases.



# Photos



# Arrival

- Physical distancing measures will be in place at the front of school

# Departure

- Physical distancing measures will be in place to maintain 1-2 m space between people

# Entering & Exiting Learning Spaces

- Students, faculty and staff must wash or sanitize their hands before entering each classroom or learning space
- Students should limit items they bring to school to what is absolutely necessary
- Students will have assigned seating
- SS students will be required to disinfect their chairs and desks when leaving a classroom or learning space (using a safe disinfectant spray)



# Break Times

Students will remain in classrooms.

## Masks

TCIS has a detailed mask practice which clearly states that masks must be worn at all times by all persons whether vaccinated or not.

## Hygiene

Signage is posted throughout the campus reminding everyone of the proper COVID prevention measures. The three key points are:



Wash hands



Wear a mask

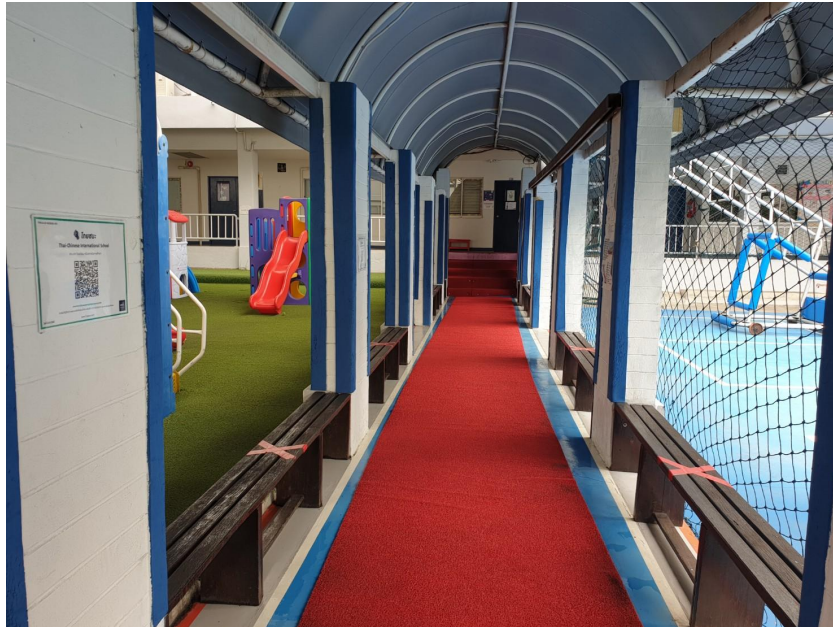


Physical distancing

# Photos



To support this we have hand sanitizer mounted outside classrooms and in the halls.



# Food Services

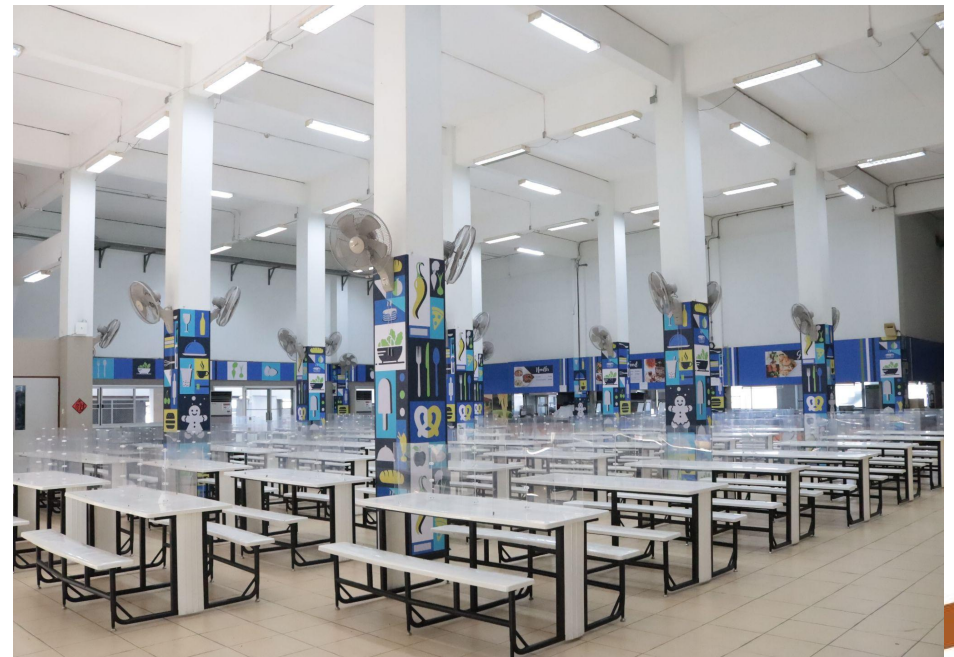
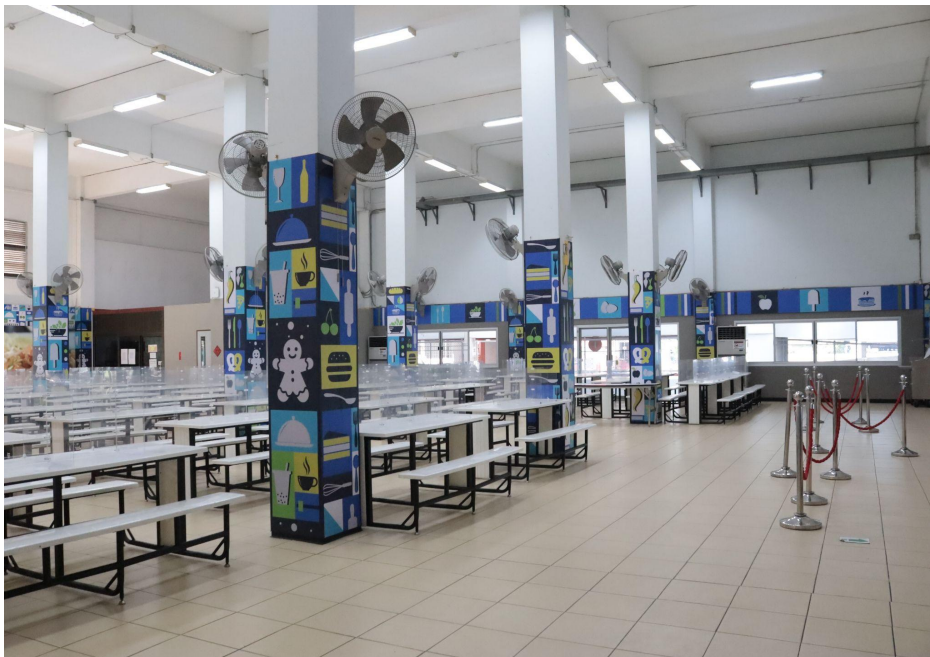
- During the initial reopening of campus, pre-ordered boxed lunches will be available
- Students will adhere to a minimum of 1-2 m physical distancing in eating spaces
- F & B staff will wear PPE including hair nets, face masks, visors and gloves
- Strict hygiene and cleaning measures will be in place
- Students will eat only in designated areas.
- Early childhood students will eat in their classrooms and learning spaces



# Secondary School Cafeteria

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- Additional seating has been provided in the SS cafeteria
- Markers will be used on tables to ensure 2 m physical distancing, once conditions have been eased
- Grab & Go items will be individually wrapped
- Payment by campus card only. No cash payments will be accepted
- ID cards may be topped up at the beginning of each week
- Transparent screens been placed on tables



# Staff Transportation

TCIS has worked extensively with our transportation service, to ensure that strong safety measures are in place and implemented.

All vans will be disinfected twice daily using disinfection cleaning guidelines and disinfection concentration recommendations for infectious disease outbreaks.

Each bus will be equipped with the following supplies:

1. A bottle of hand sanitizer
2. Disinfectant wipes
3. Sick bags

# Attendance on Campus/Absences

- During the initial campus reopening period, parents may choose to keep their children at home and TCIS will continue to support student learning at home. There will also be students who are not in Thailand yet, or who are in quarantine and need to be part of the virtual learning. This will not be full virtual school, but will be a combination of synchronous and asynchronous learning. This will look different in each division, based on the developmental needs of students.

## Responsibility around Illness & Attendance

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- Any student, faculty or staff member who is ill should not attend school.
- Everyone is required to complete a School Pass before entering campus. The School Pass assures that:



- No one in our household been diagnosed with COVID-19
- No one in our household is a “Person Under Investigation” for COVID-19
- No one in our household been in close contact with someone with COVID-19 in the last 14 days
- No one in our household has exhibited symptoms of COVID-19 in the last 14 days (dry cough, fever, sore throat, shortness of breath)
- No one in our household traveled outside of Thailand in the last 14 days
- Families entering Thailand from overseas will provide the school with a copy of the Government Quarantine Completion Certificate , as required

(the specific requirements on the School Pass are subject to change depending on government requirements for reporting)

# Models for Learning

On Campus Face to Face Learning: this is our desired state as students attend school normally and follow regular schedules. Strong safety and hygiene protocols are in place as well as physical distancing measures.

Virtual School utilizes a combination of online tools and resources to move student learning forward and keep students connected to their teachers and peers. A balance of synchronous and asynchronous activities are used based on developmental levels and learning objectives. Student support services (counseling, Learning Support, ELL) continue to be available online and TCIS will continue to do everything possible to meet the social emotional needs of children in this environment.

It is important to keep in mind that virtual learning, when school is also in session face to face, will look different than when all students and teachers are operating in Virtual School.

Hybrid Learning Model--On Campus and Virtual School : (blended model):  
If, because of government directives regarding physical distancing, we need to reduce the number of students on campus, we will implement this model of learning delivery to include in-person activities supplemented by virtual learning to support students when they are off campus. Athletics and activities may be offered at adjusted levels based on conditions and guidance from the government and TCIS's COVID response plan. This model is the most flexible and subject to adjustment based on the conditions and student learning needs.

# Responsibility around Illness & Attendance

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| Risk Indicators              | Learning Model  |
|------------------------------|---|
| <b>Risk Level is LOW.</b>    | External indicators are such that the government allows on-campus learning with all students present and following a regular schedule.<br>On Campus Face to Face Learning   |
| <b>Risk Level is MEDIUM.</b> | On-campus learning can take place with government guidelines dictating the numbers of students permitted on campus at any time and physical distancing requirements. Operational protocols are in place for all aspects of health and safety needs of students, staff, parents, and the community. Hybrid Learning Model On Campus and At Home Learning |
| <b>Risk Level is HIGH.</b>   | Virtual learning is in place for all students with limited or no campus access, based upon government guidelines and restrictions. Students and teachers will work from home.<br>Virtual School   |

# Learning

TCIS Leadership Team and Teachers have planned for multiple options and learning models. Careful consideration has been given to maintaining effective virtual learning options for students who cannot be on campus alongside hybrid learning models that provide for on campus learning in combination with virtual school learning. Plans focus on the instructional strategies that maintain appropriate physical distancing and include lessons about proper hygiene measures.

At all levels within the school, measures are in place to reduce contact and ease contact tracing should a positive case be found.

## Learning Resources

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- Learning resources such as pens, laptops, iPads may not be shared
- Each teacher will oversee the classroom environment and liaise with Instructional Assistants and General Affairs with respect to essential cleaning and disinfecting of shared learning resources

- Students must bring their own essential learning resources from home (SS division teachers will send lists of needed materials, ES student supplies will be provided in the classrooms)
- Students may not bring toys to school

## **ES Recess/Playgrounds/Soccer Field/Basketball Court**

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- At this time, outdoor learning areas have been closed for safety reasons at the advice of government officials.

## **PE/ Athletics**

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- To be reviewed in the future



## Student Responsibilities

- Keep your mask on unless instructed otherwise by your coach
- Maintain 2 m physical distancing with others especially during periods of inactivity
- Physical contact is restricted within the rules and nature of the sport during time of active play.
- Be prepared with proper PE or Sport gear for the respective sports.
- Remember to bring your own labeled water bottle
- Wash or sanitize hands before entering the locker room or another facility
- Avoid team huddles, high fives, handshakes, fist bumps, and hugs

## Modified Classes - Music

- Choir students will wear masks and be physically distanced
- Instrumental music classes will be physically distanced and masks will be worn when possible.

# Learning Spaces

Classrooms are set up to support physical distancing. Each division and class type have different configurations that suit the subject matter and type of learning while promoting physical distancing.



# Photos of Classrooms





# Close Contact Tracing

Everyone entering campus will pass through the turnstiles thus providing a record of when people are on campus and the duration of their visit. Attendance will be taken at the beginning of each class. Classrooms will have assigned seats for students during each class period. This will allow for easier contact tracing in the event TCIS is notified of a positive case in the school community.



# The Ministry of Public Health defines close contact as:

## Close Contact:

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- A person who has close contact with high risk contact person is classified as low risk
- A person who has close contact with a low risk contact person is classified as no risk.

## High risk Contact:

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- A person who studies, lives, or works in the same room with a COVID-19 confirmed patient
- A person who had a conversation with patient within a distance of one meter for more than 5 minutes or was coughed or sneezed upon by COVID-19 patient without prevention measures, for example not wearing a mask
- A person who stayed in an enclosed area of ventilation such as inside an air-conditioned vehicle, air-conditioned room with COVID-19 patient and was apart from such a patient less than 1 meter for more than 15 minutes without the prevention measure :for example not wearing a mask.

## Low risk Contact:

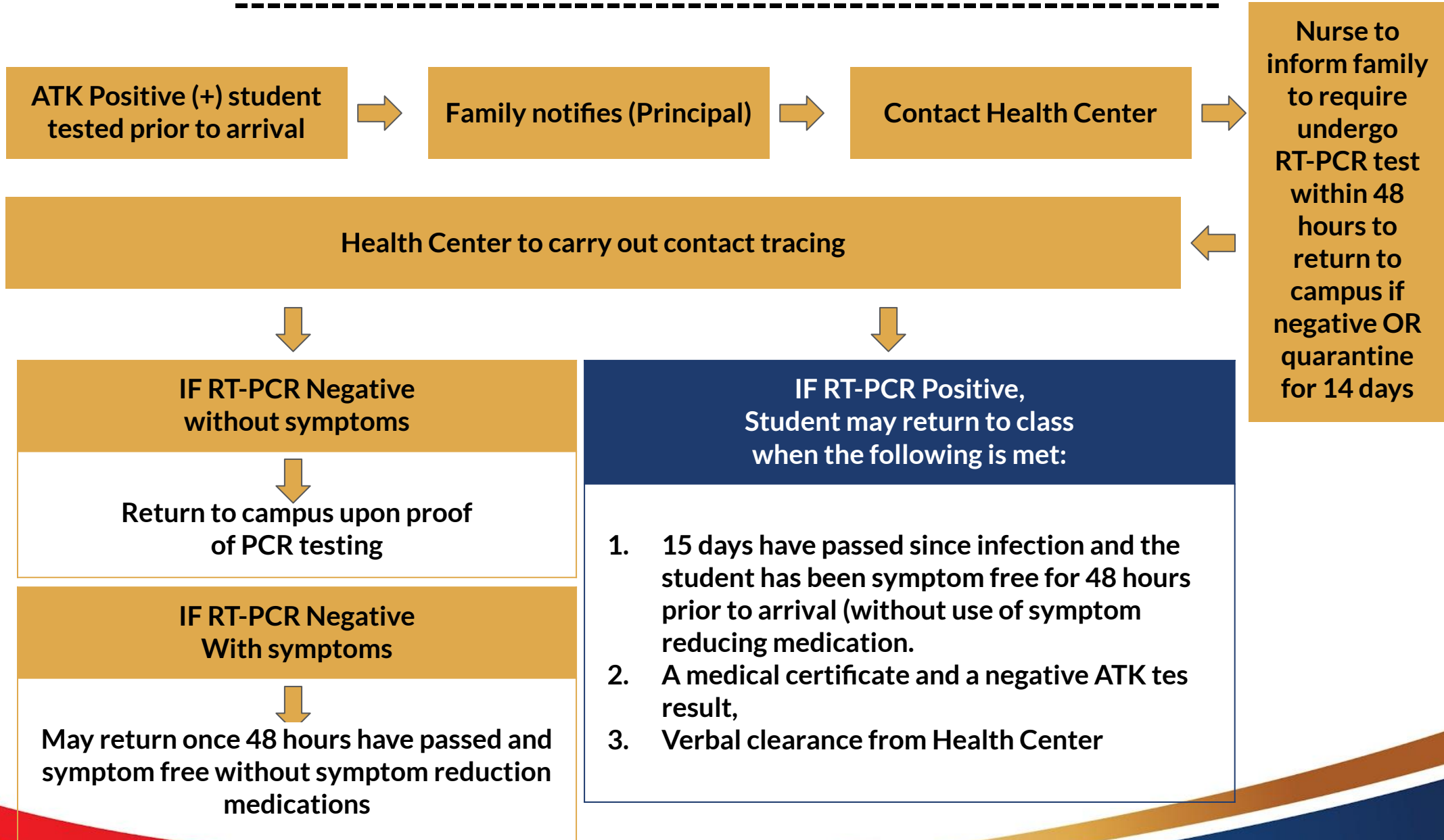
- A person who participated in other activities with COVID-19 patient but not meeting high risk criteria.

### TCIS defines High Risk Contact as:



If the school learns that an infected student or staff member has been on campus, careful contact tracing will occur and high risk contacts will be required to self isolate at home. A negative ATK test will be required for re-entry to school.

# Covid-19 Positive Test Response Plan (Students)



# Covid-19 High Risk and Positive Case Response Plan (Staff)

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High Risk Contacts (Home Quarantine)



Tet with Antigen Test Kit (ATK) at home



**If Positive,**

- a. Home Isolation based upon criteria set by the MOPH (low-risk, mild symptoms, less than 60) and recommend enrollment in a Home Isolation Program
- b. ATK testing for staff

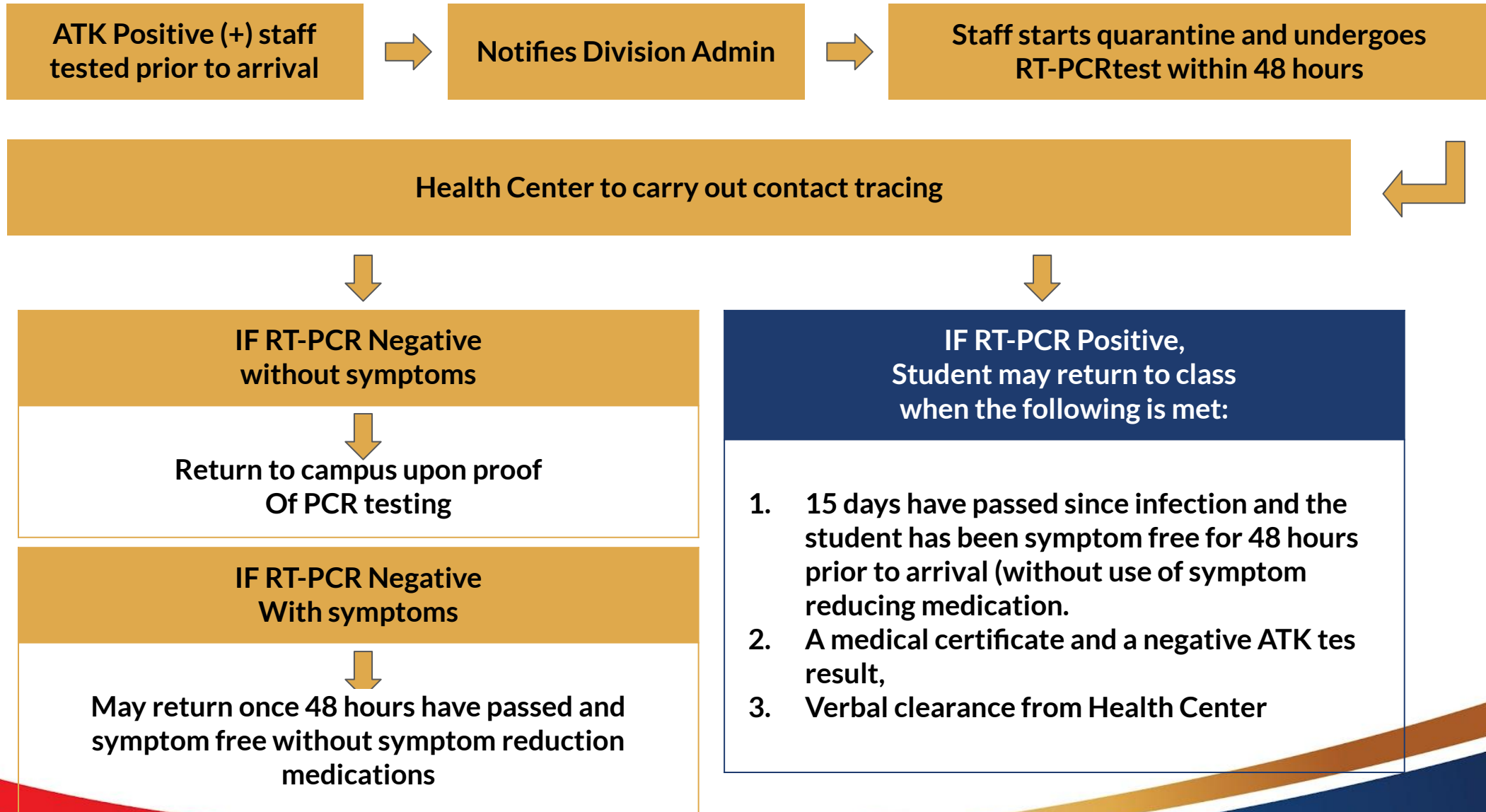


**If Negative**

- a. Home Isolation
- b. Symptom monitor
- c. Repeat testing if symptoms return
- d. Repeat testing on morning of Day 15 (return to campus)

# Covid-19 Positive Case Response Plan (Staff)

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# Cluster Management Protocol (Office Staff)

**Staff have been separated into Teams to minimize impact of quarantine.**

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If two or more positive cases in a Department are encountered:

- The office is closed immediately
- Thorough disinfection plan is put into place
- Department will close for 24 hours
- Alternate team members will return while close contacts WFH
- Follow Close Contact Protocol for Staff

## Cluster Management Protocol (Faculty and Instructional Assistants)

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If a positive case is encountered for a Division:

- Closure of the Division for 14 days
- 100% Transition to Virtual Learning
- Thorough disinfection plan of the entire Division campus and common areas of other Divisions
- Follow Close Contact Protocols for Staff

# Cleaning

All classrooms have **supplies for cleaning** desks and shared materials. Any “community” type resource may only be used once during the day and then is placed in a basket. At the end of the day, the supplies are then disinfected and put back out for use the next day. In the secondary school classes, students use disinfectant to clean off their desk and chair at the end of each class.



Supplies for cleaning

Our facility team has been fully trained and adheres to a detailed schedule for daily cleaning. All high touch areas are cleaned hourly throughout the day (handrails, door knobs, etc.). At the end of each day, the maintenance team cleans every classroom, office, and common areas.

# Cleaning Procedures

As for the pandemic situation, we have improved our cleaning policy to prevent virus spreading with practices such as deep cleaning or placing more hand sanitizers in every area for the purpose of school reopening in October, we have a policy for high-touch area together with our routine cleaning procedures listed as follow.

## High-touch Area Cleaning (In/Outdoor) 07:30 am - 03:10 pm

### Schedule

07:30 am 09:30 am 11:30 am  
01:30 pm 03:10 pm

|  |                                    |                                     |  |             |
|--|------------------------------------|-------------------------------------|--|-------------|
| Table/desks/chairs<br>Door Knobs/Handles | Light switches<br>Elevator buttons | Banisters (Stair rails)<br>Printers | Drinking water fountains<br>Paper towel dispensers | Other Areas |
|--|------------------------------------|-------------------------------------|--|-------------|

**Routine Rooms Cleaning (Afterschool)**  
03:10 pm - 09:30 pm

|   |  |                                     |   |   |
|---|--|-------------------------------------|---|---|
| <b>Indoor</b><br>Furniture availability check<br>Furniture/table-top/chairs | Telephone/appliances<br>Washing sink/faucets | Floors sweep/mop<br>Bin clean/empty | All light switches<br>Soap/hand papers refill | Door knobs/handles<br>Carpet/dust vacuum<br>Bookshelves |
| <b>Outdoor</b><br>Backpack hangers/walls                                    |  | Corridors                           |   |   |

**Routine Toilets Cleaning (All-day)**  
06:30 am - 09:30 pm

|   |  |  |                                    |
|---|--|--|------------------------------------|
| Empty and clean the bin<br>Refill hand papers | Refill soap liquid<br>Clean sink, mirror | Clean door knob<br>Clean toilet/Urinal | Sweep the floor<br>Wet mop/Dry mop |
|---|--|--|------------------------------------|



# Photos





**THE END!**