

# Seyðisfjarðarskóli's action plans in relation to the active emergency levels and ban on public events issued by the Government.

## General information

Defined Emergency Team of Seyðisfjörður School are: Svandís Egilsdóttir, Þórunn Hrund Óladóttir, Tinna Guðmundsdóttir and Bryndís Skúladóttir.

The Seyðisfjörður municipality action plan is available online and defines the employees and their deputies.

**Collaboration, mutual respect, joy, trust, friendship is important now as never before among us in the school.**

This action plan entails a significant change in daily school structure but - could change tomorrow and the emergency team is working on plan B and C at the same time. It is important for the staff to turn "their backs" together and solve this task.

## Important note to staff

Staff with certain illnesses need to inform the principal ([scandis@skolar.sfk.is](mailto:scandis@skolar.sfk.is)) know that he/she is at greater risk than others.

Diseases discussed include:

- High blood pressure / heart disease
- Diabetes
- Chronic obstructive pulmonary disease
- Chronic kidney failure
- Cancer
- Impaired immune system activities
- If other reasons could be behind because you cannot attend work due to COVID-19 s. quarantine then please inform.

## General structure for the next four weeks

The rule of 2 meters apart in gatherings does not apply in elementary and preschools. But distance is important to avoid too much intimacy and contact. Particular attention should be paid to this in the planning of the teaching. However, we should try to maintain activities as normal as possible, because it

gives the children a sense of security and well-being and we have a very important social role to play in that regards.

#### **Key points to focus on:**

- Hand washing and hygiene should continue to be urgent for all students, ensuring that hand washing is regular and meticulous.
- The oldest students in the preschool and students in the elementary school need to discuss the ban on assembly and general rules that are now in effect with their teachers and also the changes we are making in the school, and its purpose without causing unnecessary anxiety or discomfort.
- Groups in each teaching room / department may be up to 20 at a time. We are expected not to mix groups and try to have them as small as we possibly can.
- The staff does not move between groups or with the groups between spaces, except cleaning in between.
- The specific rules that follow are intended to ensure that people (teachers and students) do not move between groups and do not share spaces except in exceptional cases and with certain restrictions.
- Supervising teachers and department heads examine the classrooms / departmental arrangement for Tuesday and try to disseminate tables/ stations as much as possible.
- We keep 2 meters as far as possible between our adult people e.g. in coffee breaks and meetings.
- The arrival of guests and traveling teachers is postponed.

#### **Information**

Providing good information to parents is extremely important. Head teachers, assistant head teachers, and supervisor teachers / department heads all need to be alert in that regard. Emails and the school homepage are used for this purpose.

#### **Hygiene:**

- Employees should pay close attention to their own hygiene practices and defense (gloves / change of clothes) NOTE: Caterers and those who handle fruits especially.
- Cleaning will be increased in spaces and on surface areas, work must be done carefully. A new plan from the Civil Protection Department should be used to review procedures.
- Computers in public areas, keyboard and screen wipes and iPads after use.
- Ventilation in spaces c.a. every hour / open window for 5-10 minutes for room air exchange. Supervisor teachers' / department heads take care of ventilation.
- New guidelines from the Civil Protection will take effect immediately.

#### **Suspicion of general illness:**

- If an employee becomes ill, either a cold or general weakness, they should stay at home. **It is very important to call the next principal (vice principal) in the morning and report the absence.**

- Parents will be urged not to send children to school or sick.
- Absence and illness of students and staff shall be registered carefully, nursing teachers and department heads should inform vice principals if there is a COVID infection in the student or if the family / student is quarantined.
- Rules of the Civil Protection Department should be followed and tel nr: 1700 contacted
- If the supervisor / head of department / preschool employee is ill, teaching in a group / ward may be expected to cease.
- The caterer and cafeteria staffs need to take special care to keep away from the students and the cleaning and hygiene issues.

#### **In case of illness**

- If a student is slack or sick at school, in any department, they should be sent home, whatever weakness may be causing them illness.
- The students should be isolated from the group immediately and sent home / picked up by the parent

#### **In case of COVID-19 transmission**

- A person that gets sick is asked to cooperate with the emergency team and with the health authorities
- The trainee's / employee's path is traced and the students in a group together with the teachers go into quarantine.
- It is examined whether all the departments (preschool or elementary) should also be quarantined

#### **In case of quarantine**

- At this stage information about whether the school has to facilitate remote teaching during in quarantine is not know.

### **Specific measures in the preschool department**

#### **Priority group**

We define a priority group that can withstand the least service cut coming to the end due to human trafficking. An attempt is made to secure this group of services in the longest.

- Children of healthcare professionals
- Children of staff working in the school system
- Possible other cases examined by principals

#### **Daily structure**

We aim to continue as traditional work as possible. This is an important social responsibility role and is especially important regarding the well-being of the students in our school.

#### **Key points to focus on:**

- Groups or departments should not mix. Outdoor / clothing needs to be looked at specifically in that regard
  - No guest teachers / or teachers traveling between groups are allowed.
  - Parents or guest are not allowed further than the changing room
  - There will be no replacements of staff between departments on the same day.
  - If any employee is generally ill or absent, sending students home is considered.
  - We encourage parents to consider reducing or shorten the preschool stay.
  - The students have to have washed their hands before coming to school.
  - Children's reception is in the locker room: parents are not allowed to enter the classrooms or walk inside the building. Dvergastein's employee accompanies the children to their class. Parents of Vinaminni go to the door next to the door leading to the play yard. Álfhóls parents knock on the door at Álfhól.
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- Student arrival is in the dressing room, parents are not allowed to enter other spaces, departments or the corridor in front of the department. An employee of Dvergasteinn will take the students into the department. Parents of students in Vinaminni are asked to use the door, next to the backyard door. Parents of students in Álfhóll have to knock on the department door and wait for an employee.
  - Students of Dvergasteinn are asked to arrive in the dressing room from 08:00-09:00 and wait for an employee to assist their students to the department. All students have to arrive during that time slot.
  - If the dressing room is over crowded we ask you to wait and be considerate. Try to keep a good distance between each other.
  - Students of Dvergasteinn are to be picked up at the end of the day in the backyard. Parents are asked to enter the backyard for pick up. We will try to shovel the snow tomorrow.
  - It is vital that parents notify before 08:30 if the student will be attending preschool that day or on leave. We remind you that Mentor can be used for that purpose.
  - Unfortunately a group (six students) has to take turns to be home for the next few days. We will swap between Álfhóll and Vinavinni. This is due to the size of the group and our facilities. The department manager will contact individual parents.
  - Parents that have to be in quarantine are asked to keep their children at home.
  - Students that have a fever or cold should be at home, to make sure that we are all in the best prepared to deal with other illnesses.
  - If students or family members are infected with COVID 19 it is vital to inform the school, vice principal.
  - The vice principal or department manager will issue further information about changes in the structure in the coming days.

### **Other measurements in preschool**

- During staff coffee break only two persons inside the coffee room at a time (try to maintain a 2 meter rule).
- The Assistant Principal does not generally enter departments.
- No one, neither staff nor students go into the kitchen.
- An employee in the kitchen takes the food trucks to the ward but leaves the carriage just inside the doors of each ward.

- The assistant principal (or other) cleans the main general contact surfaces according to checklist from the Civil Defense
- Check cleaning and procedures with staff
- Cleaning of toys increased according to the Civil Protection guidelines
- At the end of the day in the preschool department needs to be managed and the tasks of the nursery school staff is to make a plan for the departure of the children.

### Specific measures in the elementary school department

We aim to continue school as much as possible. However, some major changes are to be announced here on the children's school days and teachers'/staffs' workdays. However, we are obligated to try to ensure a certain level of security and that studies are carried out and at the same time do not violate collective agreements. Keeping school activities going is an important social responsibility role and it is especially important to look after the well-being of the children in our school. In this situation there are also many opportunities.

To meet the demands made, we propose a basic change to the day plan.

#### **In general:**

- Classes, groups or stages should not be intermixed, either in class, cafeterias or recess.
- Schedules/timetables are therefore no longer valid.
- Teachers are in general not allowed to move between groups.
- There will be no replacements between groups on the same day.
- When students attend school, they should go straight to their classroom.
- Supervisory teachers will therefore mostly be with their group and other teachers will be rolling. As mentioned, certain teachers will be with the same group for one week at a time.
- No guest teachers / guests are allowed. The involvement of the Austurlandslíkan and the Skólaskrifstofa will not take place in the next 4 weeks.
- Ski day is canceled.
- If any employee is generally ill, we will consider canceling the school day.
- Workshops, gyms and swimming pools are not permitted. (different groups). We do not use the Red School for teaching in the elementary school department except for music teaching and after school activities Skólasel.
- Teachers target their number of lessons per week with the total number of lessons they are to teach per week. Today's task is to sit together in specific groups and organize text week teaching and outdoors activities with students this week.
- Recess and lunch hours and school days at the end of the day will change for students and are managed by staff of the group.
- Students' schooldays is shortened, teachers organize recess and lunch will be 30 minutes in grades 1-7. The teens go home during lunch at usual time.

#### **Work preparation for teachers**

- Teacher preparation can be prepared at home.

- Teachers can then bring home a laptop if needed and they need to (special attention must be paid to privacy regulations). Registration of the laptops with the assistant principal.

#### Skólasei

- Skólasei will still be available for grades 1 and 2, but – Skólasei will be extended by half an hour (from 13:00).

#### Daily structure and staff

- The following table proposes that art and art teachers spend one week at a time with the group, but then meet another group next week.
- Teachers teaching hrs per week is to be used in the new structure.

<b>Grade</b>	<b>Number of students</b>	<b>Teachers / staff</b>	<b>Lunch School finished</b>
<b>1.-2. grade</b>		<b>Unnur Eva Tinna</b>	<b>Lunch 11:00 Finished at 13:00</b>
<b>3.-4. grade</b>		<b>Arna Stefán Keli</b>	<b>Lunch 11:30 Finished at 13:15</b>
<b>5.-6. grade</b>		<b>Guðrún Ásta Vilborg Sandra</b>	<b>Lunch 12:00 Finished at 13:40</b>
<b>7. grade</b>		<b>Svava Hrafnhildur</b>	<b>Lunch 12:30 Finished at 13:50</b>
<b>8. grade</b>		<b>Jóhanna Dagný</b>	<b>Lunch at home Finished at 14:00</b>
<b>9.-10. grade</b>		<b>Þorsteinn Þórunn</b>	<b>Lunch at home Finished at 14:10</b>

### Specific measures in the art department

We aim to continue as traditional work as possible in the music school. This is an important social responsibility role and especially this applies to the well being of the students in our school.

- Art teachers teach in the space that the group has at their disposal and all of their time is spent with one group for a whole week.
- A new timetable for music teachers will be prepared, music will continue to be taught, group classes are not allowed. The timetable will be adapted so that each teacher only teaches students from one group each day.
- Guest teachers will not be coming in the next few weeks.
- No concerts.
- Interaction / music teaching in groups is postponed.

### Specific measures in afterschool programs

- Afterschool program (félagsmiðstöð) the school is canceled
- No arrangement is made for gatherings or mixing groups.
- No Freaky Fridays
- Parents' associations are asked not to organize meetings
- Skólasel only for 1.-2. Grade

### Specific measures in the cafeteria in Herðubreið

- Dining room in Herðubreið closes. Students in the public- school are asked to bring lunch from home. Students can go home for lunch.
- Group teacher / staff members eat with students in their group
- Washing hands is necessary before lunch.
- Teachers clean the students' table after their meal.
- Different hours.

### Next steps today March 16th

**Preschool:** Staff go to preschool, and assistant principal managers need to create rolling plans, review instructions in English and prepare for the week and review the latest guidelines that have come from KI. Cleaning.

**Public School:** Staff go to the Old school and organize the week according to this plan and send it to the assistant principal in the elementary school and the principal by e-mail at 14:00. The assistant principal is available for the groups. From 14: 00-17: 00 other preparation / Cleaning. Review the latest instructions

**Faculty of Arts:** Assistant Principal prepares new schedules. Art teachers from the compulsory school go to GS

Assistant principals and the principal will discuss the plans and progress from 2 pm to 3 pm and provide feedback to the groups thereafter.

The principal sends a parent's letter to parents in all departments on behalf of all of us, between 15:00 and 16:00, explaining what will happen.

Support department: role: love and belonging: take care of snacks / coffee for each department / shopping in the supermarket if needed. Cleaning and storage of sanitary goods

### Next step, plan B

- Teachers in the compulsory school are asked to read Ingvi Hrannar's article in the coming days and to study the content that is being put on RUV and MMS
- It is obvious to use some of it to teach students on those portals and on other portals, all middle and junior level students have to have email addresses, supervisor teachers please enroll them in Mentor.
- The status of the computers in the homes must be checked.
- In the case of distance education, it is desirable to utilize programs such as Zoom to maintain daily attendance / communication with students.
- In case of remote teaching, we need to examine what gateway we use
- The Ipads will be installed ASAP