

To parents with students in the preschool department of Seyðisfjarðarskóli.

Dear parents, attached is the operation plan we issued in response to the Covid 19 epidemic and its effect on the schools daily activities. The employees of the schools have this weekend and today worked hard to review processes and organize in relation to our new temporary reality. We ask you to adjust quickly to the new daily structure and help us solve issues in a positive way. Our decisions are based on instructions from the Department of Civil Protection (Almannavarnarnefnd) and advice from the Directorate of Health but we also have to adjust to our facilities and personnel at any given time. Here we present a new daily structure that can easily change if the virus spreads more generally in our area or if there is a shortage of staff. I encourage you to read over a common statement from the teachers union, it applies here as well as nationwide: <https://www.ki.is/um-ki/utgafa/frettir-og-pistlar/frettir/2020/sameiginleg-yfirlýsing-vegna-ahrifa-covid-19-a-skolastarf/>

Our primary response is listed below, further details can be found in the attachment (such as changes in the primary school department and art department). We ask you to look into the following:

- If possible we ask you to consider reducing or shorten the preschool stay.
- 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.
- Before arrival we ask you to make sure that the children have washed their hands thoroughly.
- 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 play yard 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.
- One 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.

Best regards

On behalf on the management team and staff

16. mars 2020

Svandís Egilsdóttir

Principal