

	Stage 1: Prior to School Reopening (Not allowed to open)	Stage 2: Partially Open (Some levels allowed to come)	Stage 3: Fully open (All levels physically at school)
SAFE OPERATION (SOP & FACILITIES)	<p>Students:</p> <ol style="list-style-type: none"> No students are allowed to be at the school premise. <p>Staff/ Vendors/ Contractors:</p> <ol style="list-style-type: none"> Scan MySejahtera and check profile to ensure in low-risk category. Temperature check is compulsory. Enforcement of double masks before entering the compound and within the school premise. Maintain physical distance with co- workers. Maintain cleanliness and hygiene at all times. Vendors/ Contractors for maintenance and servicing need to inform the operation team 1 -2 days prior to coming to school or office. <p>Parents/ Visitors:</p> <ol style="list-style-type: none"> All appointments are to be done online. Face-to-face appointment is allowed only for urgent matters, and to be confirmed 5-7 working days before coming to school/ office. 	<p>Students:</p> <ol style="list-style-type: none"> Temperature check upon entry at all gates. Enforcement of double masks and face shield before entry (face shield enforcement is subject to MKN’s advice). Double masks are to be worn at all times. Maintain physical distance with other students. Maintain cleanliness and hygiene at all times. Enforcement of no sharing policy. <p>Staff/ Vendors/ Contractors/ Cleaners/ Caterers:</p> <ol style="list-style-type: none"> Scan MySejahtera and check profile to ensure in low-risk category. Temperature check is compulsory. Enforcement of double masks before entering the compound and within the school premises. Maintain physical distance with co- workers. Maintain cleanliness and hygiene at all times. Vendors/ Contractors for maintenance and servicing need to inform the operation team 1-2 days prior to coming to school or office. 	<p><i>Please refer to Stage 2 guidelines.</i></p>

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SAFE OPERATION (SOP & FACILITIES)	<ol style="list-style-type: none"> 3. Appointments with visitors/ parents are limited to the outdoor area of the Admin Building (blue area) only. 4. Each appointment is limited to 2 pax at one time. <p>Facilities:</p> <ol style="list-style-type: none"> 1. To ensure all hand sanitizers, hand wash and tissues are available at all times. 2. To maintain the cleanliness of school and office facilities at all times. 3. Maintenance work will resume as usual upon needs and SOP is to be strictly adhered to. <p>Ventilations Upgrade:</p> <ol style="list-style-type: none"> 1. Ventilation systems will be upgraded in the common areas and all classes. 2. Operation team will observe the common crowded areas in order to upgrade the ventilation system and install exhaust fans in those areas including all toilets. 3. Making sure all windows and doors are functioning to improve the air circulation. 	<p>Parents/Visitors:</p> <ol style="list-style-type: none"> 1. All appointments are to be done online. 2. Face-to-face appointment is allowed only for urgent matters, and to be confirmed 5-7 working days before coming to school/ office. 3. Appointments with visitors/ parents are limited to the outdoor area of the Admin Building (blue area) only. 4. Each appointment is limited to 2 pax at one time. <p><i>*Anyone attending school must not exhibit any symptoms of COVID-19 or other illnesses.</i></p> <p><i>*Anyone living together with positive or close contact (G2) are not allowed to enter the school premise.</i></p> <p>Facilities</p> <ol style="list-style-type: none"> 1. Furniture in the learning spaces and communal areas adhere to 1m distance and signage is used to promote 1m physical distancing. 	

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SAFE OPERATION (SOP & FACILITIES)		<p>9. In the event of positive COVID-19 cases in the school compound:</p> <ul style="list-style-type: none"> i. Specialised cleaning companies have been assigned to undertake the cleaning and disinfecting process. ii. Operation personnel will inspect the main areas that are infected to understand the size and complexity of spaces in preparation for deep cleaning should it be required. iii. School closure will be advised and decided by the Petaling District Health Office (Pejabat Kesihatan Daerah Petaling) based on the severity of the infection. iv. Parents of the positive COVID-19 student will be informed by Student Affairs (SA), and the student is to be picked up within 2 hours. v. Close contacts will be contained in one area, parents will be informed by SA, and the students are to be picked up within 2 hours. 	

IDRISSI SCHOOL IMPLEMENTATION STRATEGIES FOR SAFE SCHOOLING

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SAFE OPERATION (SOP & FACILITIES)		<ul style="list-style-type: none"> vi. Operation team will respond to the disinfection process - the infected classroom and other rooms on the same floor will be disinfected. vii. Other classes on that floor will shift to online learning until further notice. 	

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TEACHING & LEARNING	<ol style="list-style-type: none"> 1. School timetable will follow Model A (fully online for all). 2. School excursions, after-school clubs are suspended. 3. All subjects are offered as usual. 4. Internal assessments are fully online, designed specifically for online teaching and learning. 5. School events are fully online. 6. External virtual competitions are open for participation. 7. International assessments are subject to local government’s regulations. 8. One to one reading program for early years. 	<ol style="list-style-type: none"> 1. School timetable will follow Model A (fully physical for exam year, fully online for the rest). 2. Alternate schooling days (hybrid learning) will be implemented upon instructions by the local government. 3. School excursions, after-school clubs are suspended. 4. All subjects are offered as usual. 5. Internal assessments are fully online, designed specifically for online teaching and learning. 6. School events are fully online. 7. External virtual competitions are open for participation. 8. International assessments are subject to local government’s regulations. 9. One to one reading program for early years. 	<ol style="list-style-type: none"> 1. School timetable will follow Model B (fully physical for all, and fully online offered). 2. Online learning offered is applicable for termly commitment, regardless of the change of regulations by the local government. 3. School excursions are subject to local government’s regulations. 4. After-school clubs will resume. 5. Physical activities are limited to non-contact sports (subject to local government’s regulations). 6. Mealtime will be in class, with strict SOP observed by the homeroom teacher. 7. School events are modified to suit the local government’s regulations. 8. Internal assessments are fully physical, following the school’s assessment system. 9. International assessments are fully physical (subject to government’s approval).

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WELL-BEING & PROTECTION (STUDENTS)	<ul style="list-style-type: none"> <i>ALLOW</i> sufficient mental health and psychosocial support within the limitations of an online learning environment. <ol style="list-style-type: none"> Regular monitoring of students' online class attendance for early signs of student attrition issues. Communication with parents and students to understand students' academic and mental health matters. Virtual consultation sessions by teachers as needed for students. Health and wellness awareness programs. Virtual social events. 	<ul style="list-style-type: none"> <i>INCREASE</i> provision of mental health and psychosocial support services to support children and their families in coping with the continued uncertainties of the pandemic so as not to hinder academic achievement. <ol style="list-style-type: none"> Assessment of DASS (Depression, Anxiety and Stress Scale) Test for IGCSE exam year students. Face-to-face follow-up sessions upon completion of DASS assessment. Regular monitoring of students' class attendance for early signs of student attrition issues. Communication with parents and students to understand students' academic and mental health matters. Face-to-face and virtual consultation sessions for identified students. Organize health and wellness awareness programmes. 	<ul style="list-style-type: none"> <i>ENHANCE</i> provision of mental health and psychosocial support services to support children and their families in coping with the continued uncertainties of the pandemic so as not to hinder academic achievement. <ol style="list-style-type: none"> Assessment of DASS (Depression, Anxiety and Stress Scale) Test for secondary students. Face-to-face follow-up sessions upon DASS assessment. Regular monitoring of students' class attendance for early signs of student attrition. Communication with parents and students to confirm well-being situations. In-person consultation sessions for identified students where possible. Increase in-person health and wellness awareness programmes.

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WELL-BEING & PROTECTION (STUDENTS)		<ol style="list-style-type: none"> 7. Resume physical social events if allowed as per SOP to increase students' interaction with the school community. 8. In the event of COVID-19 cases in the school compound: <ol style="list-style-type: none"> i. School will inform Pejabat Kesihatan Daerah (PKD) about the positive case and respond to their advice accordingly. ii. Parents of the positive COVID-19 student will be informed by the Student Affairs (SA), and the student is to be picked up within 2 hours. iii. Close contacts will be contained in one area, parents will be informed by SA, and the students are to be picked up within 2 hours. iv. Operation team will respond to the disinfection process - the infected classroom and other rooms on the same floor will be disinfected. v. Other classes on that floor will shift to online learning until further notice. 	<ol style="list-style-type: none"> 7. Resume physical school events where permissible to increase students' interaction with the school and outside community. 8. Helpline via google form to encourage students to share their concerns anonymously to obtain advice. 9. In the event of COVID-19 cases in the school compound, follow guidelines in Stage 2.

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WELL-BEING & PROTECTION (STAFF)	<ol style="list-style-type: none"> 1. Prepare and submit personal info (teachers and staff) of vaccination data to Jabatan Pendidikan Selangor (JPS). 2. Prepare and submit data of COVID-19 cases among teachers and staff to JPS. 3. Teachers and staff are covered under insurance. 4. 97% teachers and staff are vaccinated at least first dose. 5. Awareness session: Q&A on vaccines 6. Implement Work From Home (WFH) with guidelines and resources to support teachers and staff working from home. 7. All meetings are conducted online. 8. Provide managing stress talks. 9. Online appraisal and sharing session with Head of Departments (HoDs). 10. Encourage staff to buddy up with colleagues to support each other. 	<ol style="list-style-type: none"> 1. Staff present at the office is based on a rotation basis. 2. Teachers present at school as per required timetable. 3. At least 80% teachers and staff are fully vaccinated. 4. Unvaccinated teachers and staff are required to take the COVID Rapid Test using the MDA approved test kit every 3 days. 5. Physical meetings are only limited to a maximum of 3 pax. If more than 3 pax involved, it has to be done online. 6. Provide managing stress talks. 7. Online appraisal and sharing session with Head of Departments (HoDs). 8. Encourage staff to buddy up with colleagues to support each other. 9. In the event of COVID-19 cases among staff in the school compound: <ol style="list-style-type: none"> i. Staff is required to leave the school premise within 1 hour. ii. HR will communicate with Pejabat Kesihatan Daerah (PKD) and send the information about the positive case. 	<ol style="list-style-type: none"> 1. At least 90% teachers and staff are fully vaccinated. 2. Unvaccinated teachers and staff are required to take the COVID Rapid Test using the MDA approved test kit every 3 days. 3. Please refer to guidelines 5-9 in Stage 2.

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WELL-BEING & PROTECTION (STAFF)		<ul style="list-style-type: none"> iii. Close contacts will be contained in one area, and to leave the school premises within 1 hour. iv. Operation team will respond to the disinfection process - the infected areas will be disinfected. v. Classrooms affected will shift to online learning until further notice. 	

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STAKEHOLDERS [PARENTS & COMMUNITY]	<ol style="list-style-type: none"> 1. Online parenting and self-improvement talks for parents and community. 2. Online learning management system awareness for parents. 3. Online Corporate Social Responsibility events/ programmes. 4. Online trial classes for the public. 	<ol style="list-style-type: none"> 1. Online parenting and self-improvement talks for parents and community. 2. Online awareness programme for supporting students' reading at home. 3. Online Back-to-School SOP briefing to parents. 4. Online school events are open to parents. 	<ol style="list-style-type: none"> 1. Back-to-School SOP briefing to parents. 2. Online school events are open to parents and the local community.