



COUVA WEST SECONDARY SCHOOL

BALISIER STREET, COUVA, TRINIDAD, W.I

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SCHOOL HEALTH SAFETY AND SECURITY OFFICER COVID 19 PROTOCOL FOR STUDENTS.

ENTRY PROTOCOL:

- A student who is placed in quarantine or who lives in a household where persons are issued quarantine letters **MUST** contact the school for further advice regarding that matter.
- **Before entry** onto the school compound students must not display any flu like symptoms such as runny nose, sneezing, coughing and high temperature.
- Students must be outfitted with a face mask that properly covers the mouth and nose. Students are also asked to walk with an extra mask in the event one is soiled.
- Students are free to wear face shields, but it must be accompanied with a face mask.
- Students are free to walk with their own alcohol-based hand sanitizer which **MUST** contain at least **62%** alcohol.
- No rags and bandanas are allowed onto the compound.
- **Upon arrival** at the school, students are required to have their temperature checked with the thermometer scanners which are mounted on the wall. Once the temperature is below 37.5, they can proceed to wash and dry their hands with the provided wash sinks, hand soap and paper towels.
- Once that is done, they **MUST** show their **VACCINATION CARD** to the deans, only then can they proceed beyond the administration building.
- **If** the temperature is above **37.5**, students will be placed in a cool area for five minutes, after which they will recheck their temperature. If the temperature displays below 37.5, they can proceed. **If** the temperature remains **high**, then the parent/guardian **will** be contacted and the student will be placed in an isolation area until someone arrives for them. Further advice will come from the principal.
- Safety signs will be posted throughout the school compound with the expectation that students adhere to them.

RESTRICTED AREAS:

- BLOCK 1 Ground floor (washrooms)
- BLOCK 2- 1st floor and 2nd floor.
- BLOCK E- Ground floor (Unless Authorized to use washrooms), 1st floor and 2nd floor.
- FARM Building.- (Unless Authorized)
- VAPA Building.- (Unless Authorized)
- Playing ground.- (Unless Authorized)

ALLOWED AREAS:

- BLOCK 1- 1st floor and 2nd floor
- BLOCK 2- Ground floor WASHROOMS.
- HALL.
- Cafeteria.
- Quadrangle (seating area opposite the Hall).

ISOLATION ROOMS:

- BLOCK 1- 1ST floor

CAFETERIA PROTOCOL:

- Once utilizing the services of the cafeteria, students **MUST** maintain the recommended 6ft social distancing practice.
- There are **GREEN MARKERS** on the floor for student to stand on.
- **All** students must keep their face mask on and be properly fitted.
- Students must not shout while waiting in line.
- Students must make their order, collect their item(s) and **EXIT** the cafeteria area.
- Students are **NOT** allowed to walk around the compound while eating and drinking. They are to remain in one area because that is the **ONE** time their face mask will be off, other than a **MEDICAL EMERGENCY**.

SUDDEN ILLNESS PROTOCOL:

- If for some reason a student feels ill, that student **MUST** inform a teacher. The teacher will then carry that person to the **isolation room**, where he/she will remain there until administrative official arrives.
- The student will have to provide information such as their name, age, address, emergency contact number, and their symptoms.
- Their temperature will also be checked.
- All information will be recorded in an **isolation logbook**.
- Once the parent arrives, the student will be allowed to leave.
- If the student displays flu like symptoms, the student may have to produce a clearance letter from a public health facility upon their return to school. They will be advised by the principal.

ENTERING THE OFFICE PROTOCOL:

- Only one student at a time is allowed into the office.
- The student must have a valid reason for their visit to the office.
- Student **MUST** wash their hands and ensure that their face mask is properly fitted on their face.
- Upon entry, the student must stand on the foot markings on the floor.
- The student must not stay any lengthy time in the office; their conversation must be short and to the point.
- **NO** student is allowed beyond the front administration desk, unless authorized by a member of staff.

NO SHARING POLICY:

- Students are **NOT** to share any pens, rulers, books, erasers, food, drinks, and most important face masks.

DISMISSAL PROTOCOL:

- There will be **NO** hugging or handshakes among each other.
- While students are leaving the compound, they are reminded that their face mask must still be on and proceed to their destination observing all health protocols.

Regards,

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Naitram Balkaran SHSSO

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Terrence Alexander SHSSO

Ms. W. Jugmohansingh
Principal Acting (Secondary)

Mr. Rajesh Maraj
Vice Principal Acting (Secondary)