

Way Forward: Landmark College Safe Reopening Plan



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Principal, Landmark College

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1 PRINCIPAL'S ADDRESS

The Landmark College plan for reopening after COVID-19 Pandemic Closures is a document developed to provide necessary information to all stakeholders for the safe reopening of the school and resumption of academic activities. The development of this policy, with particular reference to the School reopening guidelines as enunciated by the Federal Ministry of Education, involved a series of meetings, consultations, and deliberations with relevant and significant persons, associations, and stakeholders within the school setting on key areas of concern as we plan to reopen the school. Efforts were made to ensure that all inputs and suggestions from our principal stakeholders are adequately reflected to address critical issues of health, safety and the provision of qualitative education, as Landmark College gets ready to reopen.

Essentially, the guidelines are intended to help all stakeholders which include staff, students and parents; plan effectively for a safe and prompt reopening process. It offers a wide range of strategies focused on the needs of not just learners, but teachers and all other personnel in our school. Specifically, the guidelines are for:

All those who have responsibility for ensuring that Landmark College provide quality education to learners;

Board of Governors, management, administrators, teachers and non-teaching staff to enable them to use appropriate information to affirm good practice and have a clear focus on the specific areas for the reopening process.

School communities including parents and learners to enable their fullest participation in the reopening process and continued safe operations.

To ensure ease of use, the guidelines have been structured to cover the following key action areas:

- Staying home and learning safely
- Reopening Process
- Ensuring Safety when School Reopens
- Sequencing and scheduling of safe reopening

In each of these action areas, specific actions and responsibilities for various stakeholders have been identified.

This document is to ensure that we do everything we can to safeguard learners, teachers, administrators and other school staff and our community. It is my desire to ensure students of Landmark College do not suffer any form of learning loss, and should physical resumption be approved, that they do so in a safe and healthy environment.

Sanni, J. A,
Principal

2 PURPOSE

The purpose of the plan, policy and procedures guidelines for the safe reopening of Landmark College is to:

- a. Ensure adequate preparation of Landmark College for in-person resumption and continuing of academic and other ancillary activities without placing the health, safety, and security of learners, teachers, administrators, and other education personnel at risk.
- b. Provide resources that safeguards against the spread of COVID-19, and ensures a safe learning environment (e.g., fumigation and disinfection of school and hostel environment; provision of hygiene equipment; sensitization material, social distancing guidelines and floor markings etc.).
- c. Continue to provide a robust virtual learning platform that allows for a non-disruptive learning environment both online and onsite.
- d. Entrench and institutionalize good practices in health, safety, and security in Landmark College's education in the long term to strengthen the whole education system and make us resilient against future similar occurrences of COVID-19 pandemic.

3 STAYING HOME AND LEARNING SAFELY

Landmark College would take responsibility for ensuring learners continue to learn in the safety of their homes.

Landmark College will provide a robust curriculum to include the sensitization of students to the effects of Covid-19 through the use of continuous child-friendly messaging using infographics, cartoons, animations, and so on that show how to protect themselves.

3.1 Continuous Virtual Learning Program to support Curricula

Landmark College has provided resources that facilitate a no-gap paradigm in student's learning. We have developed a virtual learning programme that takes care of all the subjects entrenched in the regular curriculum. The essence of which is to get the students engaged, even in the face of the Covid-19 pandemic.

Our parents have shown a strong sense of resilience through this period, and have been faithful to their commitment to provide students with adequate equipment and internet facilities to participate in the school's virtual learning activities. We use this medium to encourage parents not to relent in their effort.

3.2 Teacher Training and Development Program

Landmark College continues to prioritize the continuous development of our teachers. This cuts across all preliminary and subsequent preparation for virtual learning. Various training and retraining programmes via webinar formed part of the training and development programme of

the college. We have organized various training programmes on the adequate usage of our chosen online teaching platform; 365 Microsoft Teams.

3.3 Virtual Learning Policy

The Landmark College virtual learning policy statement governs the conduct and expectations of the stakeholders in the virtual/online learning programme of the school whenever it is utilized and wherever the stakeholders are. The participants under the focus of the school as a corporate organization include all bona fide students with their parents or guardians, the incumbent or serving subject teachers and the school management. Absolute compliance with the provisions of this policy is required from all the stakeholders for mutual maximum benefits of all. Necessary consideration has been given to the peculiar environment of the stakeholders in drafting the policy.

4 REOPENING TIMING AND PLAN

4.1 Key Considerations

We take the safety of our staff and students seriously. We have taken the following key points into consideration as stated in the federal government guidelines for safe school reopening.

- What is the level of community transmission as it affects the Landmark College environment?
- Does Landmark College have knowledge of referral procedure if case(s) of corona virus is suspected?
- Is the college able and ready to implement infection prevention and control measures?
- What is the capacity of Landmark College to maintain safe school operations (such as social distancing) to mitigate risks? For example, size of classroom compared to number of learners; cross-ventilation in classrooms; availability of Water, Sanitation and Hygiene (WASH) amenities, hand-washing facilities with soap and water?
- How does the school population (staff and students) move to and from school?
- What are the community-related risk factors to reopening Landmark College for both teachers and learners, considering epidemiological factors, public health and healthcare capacities, population density, and adherence to social distancing and good hygiene practices?

4.2 Risks to Health

4.2.1 RISKS ASSOCIATED WITH COMMUNITY TRANSMISSION

4.2.1.1 Confirmed Cases in the Location/Community

There are no reported issues of community transmission in and around Landmark College.

4.2.1.2 Number of Children at Risk

We will work with parents to identify any child that may have underlying health conditions and/or special needs.

4.2.1.3 Number of Staff at Risk

There are no staff identified with underlying health conditions and severe diseases (none at risk) in and around Landmark College.

4.2.2 AVAILABILITY OF PUBLIC HEALTH OFFICIALS

We have 2 certified nurses, and an additional 4 counselling psychologists who are with ample public health experience and training.

4.2.3 PROCESS/MECHANISM TO REPORT SYMPTOMS

We have put in place a mechanism to report any symptom to the appropriate health officer. Upon entry to the school each day, a temperature check will be administered and a series of questions relating to the individual's health status will be asked, to ensure that any individual exhibiting symptoms of Covid-19 is denied entry.

The health officers have been trained to take appropriate follow up measures, when necessary.

4.2.4 SAFE HYGIENE POLICY

The school management has drafted a comprehensive safe hygiene policy, which is reflected in sections 4 to 7 of this document.

4.3 Safeguarding Readiness

In Landmark College, policies for safe operations – hygiene, sanitation, and social distancing are available. The college's infrastructure is sufficient to fully apply two-meter social distancing at all time and in all areas. Landmark College has fully adopted and implemented health and safety protocols in order to lower risk of infection. The school also has the capacity to train school staff on safe school operations.

4.4 Community Readiness to Support School Safety

Landmark College provides for sufficient supervision of the learners in order to ensure adherence to recommended protocols, including during recreational time and breaks. As a school, the college is committed to total compliance with NCDC recommended measures for containment of outbreak within the community in which the school is located (like social

distancing, use of face mask etc.). Parents of the children in the college have been adequately sensitized enough to get involved by keeping the children who are ill away from school and seek medical attention.

4.4.1 SENSITIZATION

Landmark College has a sustainable sensitization program for the school community and other key stakeholders. A townhall style zoom meeting will be held to sensitize parents on upcoming plans, policies and procedures. Several training will also be given to staff on preventative measures. Strategic placements of infographics all over the school premises will also be used to promote necessary behavioural changes.

4.5 Monitoring

In Landmark College, we are committed to the continuous monitoring of the plan put in place to ensure adherence and to monitor effectiveness. The following committee consisting of the Principal (Incident Manager), Vice Principal, Admin Manager, Coordinators of schools, Year Tutors and school nurses are to meet once a week to assess the effectiveness of the safety program discussed in this plan. The following staff are responsible for monitoring these areas:

- Dr. R.O. Abiola - Sensitization
- Mrs. Adedeji A - Hygiene
- Mrs. Amanama I. K. - Hygiene
- Opara B.C - Hygiene
- Mr. Lawal W.T. - Social Distancing
- Mr. Akerele B.O. "
- Mrs. Etho V.M. "
- Mrs. Ojukwu P. O. "
- Mrs. Udoh A. "
- Mrs. Faseyitan O.A. "
- Mr. Odusoga O.O. "
- Mr. Efetevbia O.A. "
- Mrs. Adebayo Y. "

5 SCHOOL INFRASTRUCTURE TO SUPPORT SAFE REOPENING

5.1 Fencing and Gate

Landmark college has adequate provision for the undermentioned:

- Fenced-in premises with manned gates, integral to controlling flow of visitors and managing social distancing. Only staff and students of Landmark College would be allowed in the school premises by default. No more than 3 visitors are allowed within the school premises at any period of time.
- Visible designated drop-off and pick-up point are assigned outside of the school entrance for parents, guardians, and visitors.
- Availability of schedule outlining staggered arrival and departure times of learners to avoid crowding.

5.2 One-way Walkways

Arrangement have been put in place in Landmark College to ensure that walkways are not duplicated as students and staff resume to school especially in internal movements from one point to the other.

5.3 Classrooms & Learning Spaces

Landmark College has the availability and adequacy of classrooms and learning spaces in line with NCDC prevailing guidelines on social distancing (e.g., reduced number of learners, administrators, and other education personnel to adhere to the two-meter guideline). Twelve (12) students have been earmarked to occupy classroom. There will be one-way movement enforced even within the classrooms.

5.4 Management of Timetables

Landmark College has a plan in place that is easily accessible and communicated to learners, parents and the school staff on the operation of an adjusted timetables in order to adhere to NCDC social distancing guidelines.

5.5 Learners' & Teachers' Furniture

Landmark College has always operated a one student per table arrangement and will continue this during the reopening. Adequate provision has been made for learners' and teachers' furniture, in line with NCDC two-meter guidelines for safe distancing. All furniture will be sanitized at the end of each day. Furniture assignment is by student/teacher and

students/teachers will be required to stick to their assigned furniture, in order to prevent the transmission of the virus.

5.6 Doors and Windows

Landmark College has always taken the issue of adequate ventilation seriously, as this is important to ensure an ultra-conducive learning environment. We will continue to make adequate provision for a fully ventilated classroom, with adequate doors and windows in line with NCDC guideline. Each classroom has two doors which will be designated as one for entry only and the other for exit only. All windows will remain open during classes.

6 FACILITIES – HEALTH, SANITATION, AND HYGIENE

6.1 Disinfection

In Landmark College, the undermentioned have been adequately put in place:

- All areas of use, including classrooms and staff rooms will be appropriately disinfected as recommended by the NCDC at least twice a day with recommended disinfectant solutions.
- Schedule for disinfecting is in place and aligned to the school schedule to ensure all active touch points are regularly disinfected. E.g. door handles and hand railings will be disinfected on a continuous basis multiple times a day.
- Schedule for disinfecting the boarding and hostel accommodation and other sleeping areas at least once a day with a suitable disinfectant in accordance with NCDC guidelines.

6.2 Health Screening & Hygiene

6.2.1 INFRA-RED THERMOMETERS

Landmark College has made available and in adequate quantity recommended infrared thermometers for temperature checks at the gates upon entry into the school and the hostel. Health officers will be at the gate to ask questions relating to the health status of each individual, to ensure anyone exhibiting Covid-19 symptoms is not allowed entry.

6.2.2 HAND SANITIZERS

Adequate provision has been made for sanitizers at the handwashing stations located at the school and hostel gates as well as other communal areas such as, classrooms, staff rooms, dining halls, library, ICT rooms and laboratories.

6.2.3 FACE MASKS

Landmark College has procured adequate face masks and shield for all academic and non-academic staff members.

Parents are required to provide a face mask of their choice that adheres to the school policy i.e. a face mask in solid colour of white, grey or wine with no visible markings.

A monitoring committee has been put in to place to ensure that every member of the school community wears a face mask at all times while at school. Provision has also been made to ensure that all disposable face masks are disposed of properly according to NCDC guidelines. The Phrase "No Face Mask, No Entry" is displayed in conspicuous entrances of the school community.

6.2.4 SAFE WATER

Landmark College has made provision for and made available adequate safe water supply to maintain WASH requirements, including handwashing, toileting, sanitary and waste disposal. Infographics will be provided at the handwashing station to help students and staff understand proper handwashing procedures.

6.2.5 SOAP AND DISINFECTANTS

Soap and hand sanitizers will be provided at each hand washing station along with infographics on the proper usage. Additional hand sanitizers will be provided through out the school for sporadic needs. Adequate disinfectants that guard against Covid-19 will be used in cleaning all areas of the school.

6.2.6 HANDWASHING POINTS

Utility hand washing stations are provided at all entrances to Landmark College. These handwashing stations are designed to operate with no touch from the user. Adequate water, soap, disinfectants and hand drying tissue rolls are provided at each hand washing station. Teachers and students are also advised to use the handwashing stations provided in the washrooms, halls and laboratories at every point of need. Appropriate infographics will be available at all handwashing stations.

6.3 School Clinic

A school clinic is made available to all students and staff of Landmark College to provide first aid treatment for illness and injuries. The school clinic is not to be used as a covid-19 isolation

centre. A separate isolation room has been designated for Covid-19 triage in order to prevent cross contamination.

Mechanism has been put in place to ensure that the school clinic and the isolation centre are cleaned and disinfected at least twice per day.

6.4 Boarding and Hostel Accommodation

The boarding accommodation at Landmark College has been designed to be at least two meters apart in bed space.

In adherence to safety guidelines, there will be no more than one-person occupancy per bunker bed and no more than 2 people per room. Each room is fitted with an en-suite bathroom and toilet.

Landmark College is committed to ensure provision of and strict compliance to this living arrangement.

6.5 Dining Arrangement

Dinning arrangement will be made in such a way to ensure social distancing during meal times. All students will be required to face one direction with a minimum of 2 meters distance between each of them. Face mask will be required while moving around the dining area and one-way markings will be shown to ensure safe flow of traffic.

6.6 Learners

Upon admittance to the school on the first day of resumption, each learner will be guided through the process of handwashing and moving in a one-way direction to their classrooms. The first period of the day will be focused on sensitizing students to the hygiene and safety requirements to keep Covid-19 at bay.

The school has put in place, health activities and programs where all learners are sensitized and trained on COVID-19 pandemic and appropriate application of preventive measures and trained on safe distancing, the use of masks, handwashing, no sharing of water bottle, etc. as per NCDC guidelines.

6.7 Teachers and Non-Academic Staff

Landmark College is committed to ensuring that:

All teachers and non-academic staff are sensitized and trained on COVID-19 pandemic and appropriate application of preventive measures as well as trained on safe distancing, the use of masks, handwashing etc. following NCDC guidelines e.g. staff training, plan in place for managing and isolating unwell learners, teachers and education personnel, IEC (Information, Education and Communication) materials displayed in strategic locations in school (main/exit points), teachers monitor and track attendance, windows and doors are kept open while classes are taking place etc.

6.8 School Community

Landmark College is also committed to ensuring that:

The school community sensitized on COVID-19 pandemic and preventive measures, changes to the new normal of school attendance, rules for entry to the school, adjusted timetables and any change in school culture, as products of the changes necessary to keep school a safe place of learning.

6.9 Other Considerations

Landmark College has put the undermentioned considerations in place as part of effort to controlling the scourge and its effects:

- An adjusted timetable has been prepared in order to decongest classrooms and maintain social distance.
- The School currently implements a remote learning environment to prevent learning loss.
- Provisions to ensure safety/protection of students during online, virtual, or distance learning in conjunction with the parents. An ongoing mentoring program is provided once a week to all students to help them cope better with the challenges of online learning.
- Our existing counselling program at Landmark College is adequate to provide learners with emotional/social support.

6.10 No large gatherings

Large gatherings (e.g., school assemblies, sporting events, PTIF meetings) where safe distancing of at least two meters cannot be maintained have been halted till further notice.

7 SEQUENCING AND SCHEDULING OF SAFE REOPENING

The safety of our staff and students is of utmost priority to us. Landmark College will resume in-person learning activities at the school premises only when permitted by the Lagos State and Federal Ministry of Education. A robust virtual learning program continues to be provided to learners to prevent learning loss.

Preparation is being made by the school management for the safe reopening of the school premises based on the guidelines provided by the NCDC and the Federal Ministry of Education. Parents will be notified as soon we get any directives from the government allowing in-person resumption for any class.