



Sep
2021



COVID-19 PROTOCOLS

@ Stella Maris College





COVID CONTACT:

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Before Coming to School

Students are to check that they:

packed all the necessary books, files and resources needed for the day's lessons,

have the mask, anti-bacterial wipes, packet of disposable tissue, hand sanitizer and a spare mask.



Before Coming to School

Parents and Legal Guardians are to:

- ❖ support their son/s with the above tasks,
- ❖ assess for any signs of illness in the morning before attending School.
- ❖ check their son's temperature before leaving. If the temperature is over 37.2°C or he is feeling sick, the student must remain at home.



Arrival @ School

The school will open its gates at 7am. Between 7am and 7:45am, only the gates in Emanuel Giordano Street will be open.

❖ **Students and members of staff**

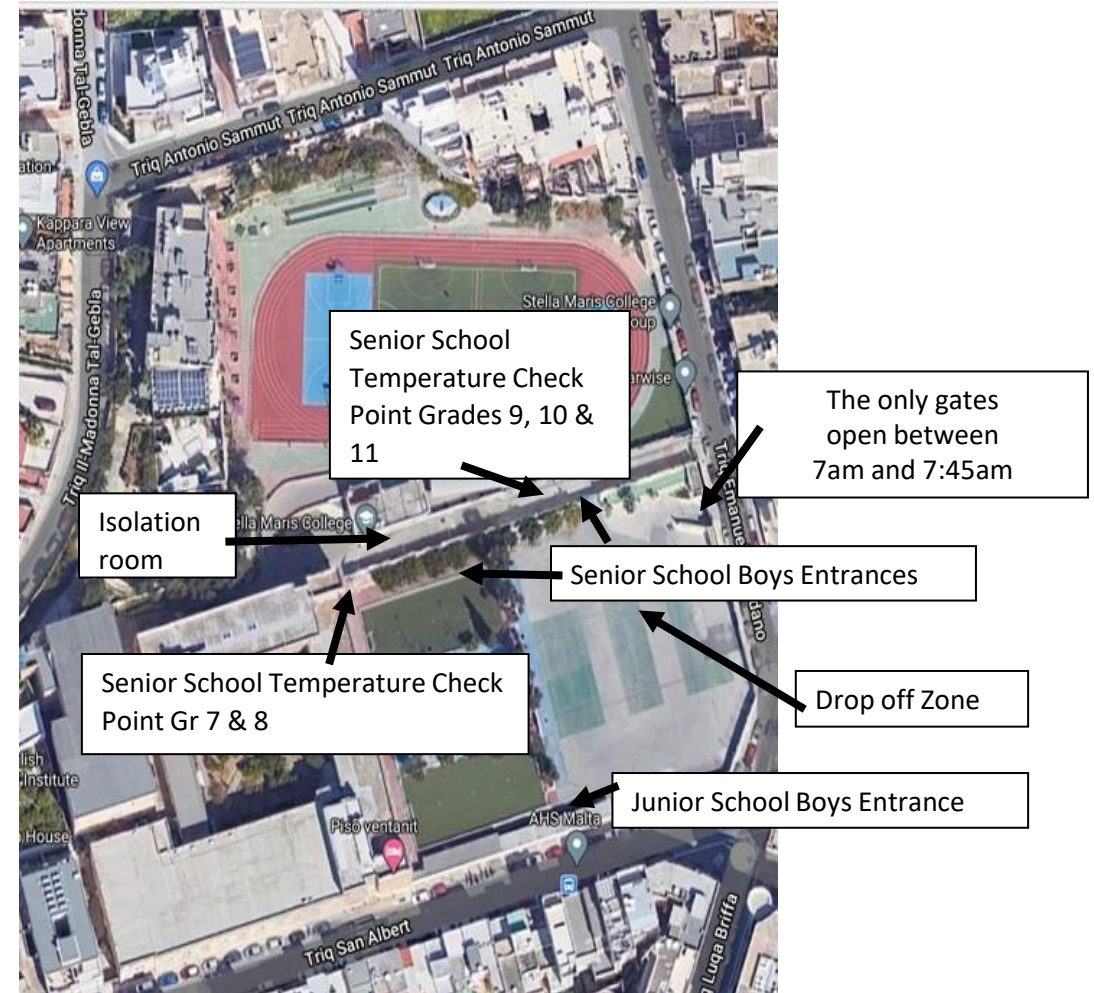
All students and members of staff shall enter Stella Maris College through the designated gates. The main door in St. Albert Street together with the back door (Sr. Dolores Gate) in Madonna tal-Gebbla street will be closed.

Drop Off Zone

- The upper part of the Junior School concrete pitch will be the drop off zone for students making use of public transport and those using private transport.
- Parents are kindly asked to follow the 'drop and go' procedure to avoid car jams in the drop off zone.

Temperature Check Points

- The Senior School students' temperature check station for Grades 9, 10 & 11 is in front of the D&T Lab in Emanuel Drive.
- The temperature check station for Grades 7 and 8 is in front of the SMC Scouts HQ.
- Students who have normal temperature can proceed to the senior school pitch area designated for their class while those who have high temperature are to be escorted to the isolation room (situated next to the VET Engineering Lab).



Medical Certificates

Guidelines for the Educational Sector up to Secondary Schools

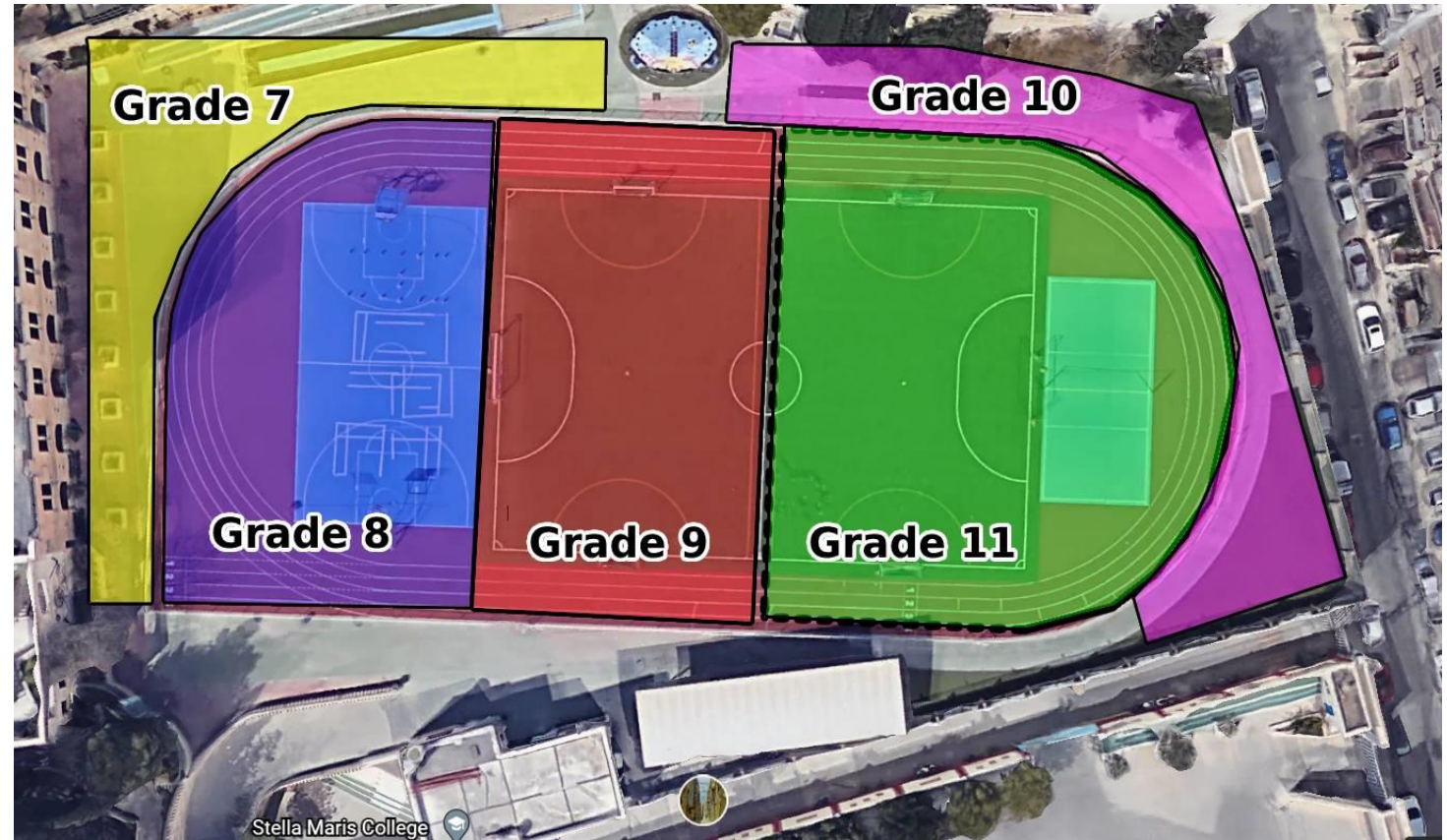
A medical certificate to enable the child to return to school after sickness is required from the doctor (even if the child is absent for a single day). This certificate will provide the date when the child can resume in-school learning. Please be aware that the child is expected to be free of symptoms for 48 hours before return to school. The student shall only be allowed back to school on the date listed in the medical certificate.

Medical Certificates

- ❖ Students who were sick need to report and hand in a medical certificate to the designated member of staff responsible for the checking of these medical certificates.
- ❖ This member of staff shall be stationed at the Senior School temperature check stations.
- ❖ **Students shall not be allowed to return to school without such medical certificates.** They shall be asked to wait in the Isolation Room until they are collected by a legal guardian.

Designated Waiting Areas:

- Following their temperature check, students are to proceed to their designated area.
- The diagram indicates the areas dedicated to each grade. Each area shall be subdivided into 4 parts, one for each class
- In case of bad weather, the designated area is the home classroom.




Assemblies



Grade 9 Assembly

- ❖ Students are to line up according to class in Emanuel drive for their morning assembly.



Student movement for Tutor Period & 1st lesson:

Grade 7 and Grade 8 students proceed through Olive Garden/La Salle Hall.

Grade 9 students proceed through Emanuel Drive

Grade 10 and Grade 11 students proceed through North Door.



Student Movement

Tutor Period & 1st Lesson



School Common Areas

Keep to the left:

- ❖ The school's common areas and corridors have been organized in a way that there is a one-way flow. Members of staff, students and visitors are asked to always keep to the left (of direction of travel). Stickers have been affixed on floors to show direction of flow.

Use of Masks:

- ❖ Masks need to be worn at all times except while eating or drinking during break time or during PE lessons when physical activity is taking place.

School Common Areas

Student movement for lessons:

- ❖ **Grade 7, 8 & 9 Students:** When going to subject rooms, students must always be accompanied by an adult. Grade 7, Grade 8 and Grade 9 students must exit/enter through the St. Joseph Gate. The Grade 10 and Grade 11 areas are out of bounds for the younger grades.
- ❖ **Grade 10 & 11 students:** When going to subject rooms, students can proceed according to their subject group and keeping the social distance between each other. The grade 10 and grade 11 students can access the Sciences Labs, Computer & VET IT Labs and Graphical Rooms through the computer labs corridor while the DT and VETs Labs can be accessed through the North Door.

Classrooms Areas

Seating Arrangement:

- **Grade 7 & 8 Students**

- All the desks in both home classrooms and resource rooms are set at a distance of 1.5m apart. This seating arrangement must be kept as is at all times.

- **Grade 9, 10 & 11 Students**

- All the desks in both home classrooms and resource rooms are set at a distance of 1m apart. This seating arrangement must be kept as is at all times.



Grade Areas

- ❖ **Grade 7 Area** is situated on the second floor of the St. Joseph Block. It consists of the 4 home classrooms: 7 Arnold, 7 Benjamin, 7 Louis and 7 Miguel together with the Main Resource Room being in the Grade 7 Common Room.
- ❖ **Grade 8 Area** is situated on the first floor of the St. Joseph Block. It consists of the 4 home classrooms: 8 Arnold, 8 Benjamin, 8 Louis and 8 Miguel together with the Main Resource Room in the Grade 8 Hall and the Grade 8 Resource Room situated in the Grade 7 Hall.

Grade Areas

- ❖ **Grade 9 Area** is situated on the ground floor of the St. Joseph Block. It consists of the 4 home classrooms: 9 Arnold, 9 Benjamin, 9 Louis and 9 Miguel together with the Main Resource Room in the Grade 9 Hall and the Grade 9 Resource Room (aka PE Room) situated in the lower level of St. Joseph Block.

Grade Areas

- ❖ **Grade 10 Area** is situated on the third floor of the College old wing. 2 classes (10 Benjamin and 10 Miguel) are in the Headmaster Office corridor. 1 class (10 Arnold) is in the corridor overlooking the Junior School Ground and 1 class (10 Louis) is located in JPII Hall. It consists of the 4 home classrooms: 10 Arnold, 10 Benjamin, 10 Louis and 10 Miguel together with two Resource Rooms in the Headmaster Office corridor.
- ❖ **Grade 11 Area** is situated on the third floor of the College old wing overlooking the Junior School Ground and Emanuel Drive. It consists of the 4 home classrooms: 11 Arnold, 11 Benjamin, 11 Louis and 11 Miguel together with two Resource Rooms situated in the ICT lab corridor.

Class Bubbles

For this scholastic year, students are grouped in a maximum of three bubbles:

Grades 7: Class Bubble and a Two – Class Bubble (Arnold & Louis / Benjamin & Miguel)

Grade 8 to 11: Class Bubble, a Two – Class Bubble (Arnold & Louis / Benjamin & Miguel) and in case of Option Subjects (for Grade 9-11) and Production Lessons (for Grade 8) there is the Grade Bubble.

Time		Duration
07:45	Assembly & students' movement	5 minutes
07:50	Tutor Period	5 minutes
07:55	First lesson	40 minutes
08:35	Second lesson	40 minutes
09:15	Third lesson	40 minutes
09:55	Mid-Morning Break	20 minutes
10:10	Fourth lesson	40 minutes
10:50	Fifth lesson	40 minutes
11:30	Break	40 minutes
12:10	Sixth lesson	40 minutes
12:50	Seventh lesson	40 minutes
13:30	Eight lesson	40 minutes
14:10	Start of Dismissal	
14:15	End of School day	

DAILY TIME- TABLE

GRADE 7 & 8

Time		Duration
07:45	Assembly & students' movement	5 minutes
07:50	Tutor Period	5 minutes
07:55	First lesson	40 minutes
08:35	Second lesson	40 minutes
09:15	Third lesson	40 minutes
09:55	Mid-Morning Break	20 minutes
10:10	Fourth lesson	40 minutes
10:50	Fifth lesson	40 minutes
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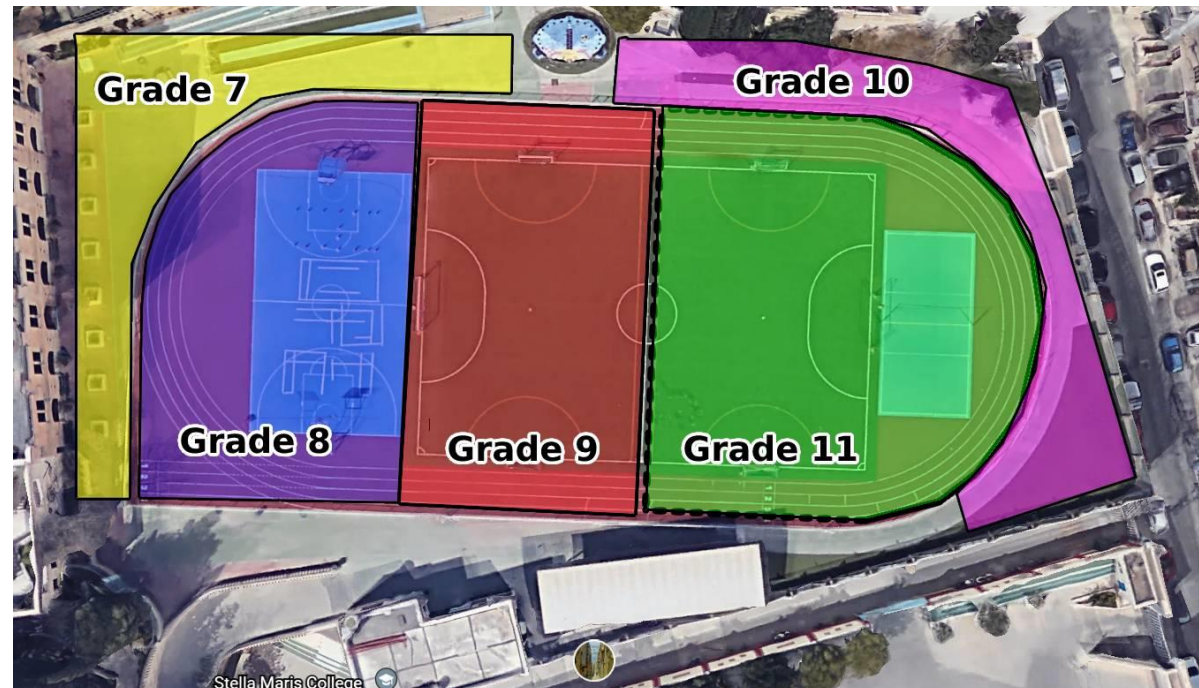
DAILY TIME- TABLE

**GRADE 9, 10
& 11**

Break Times

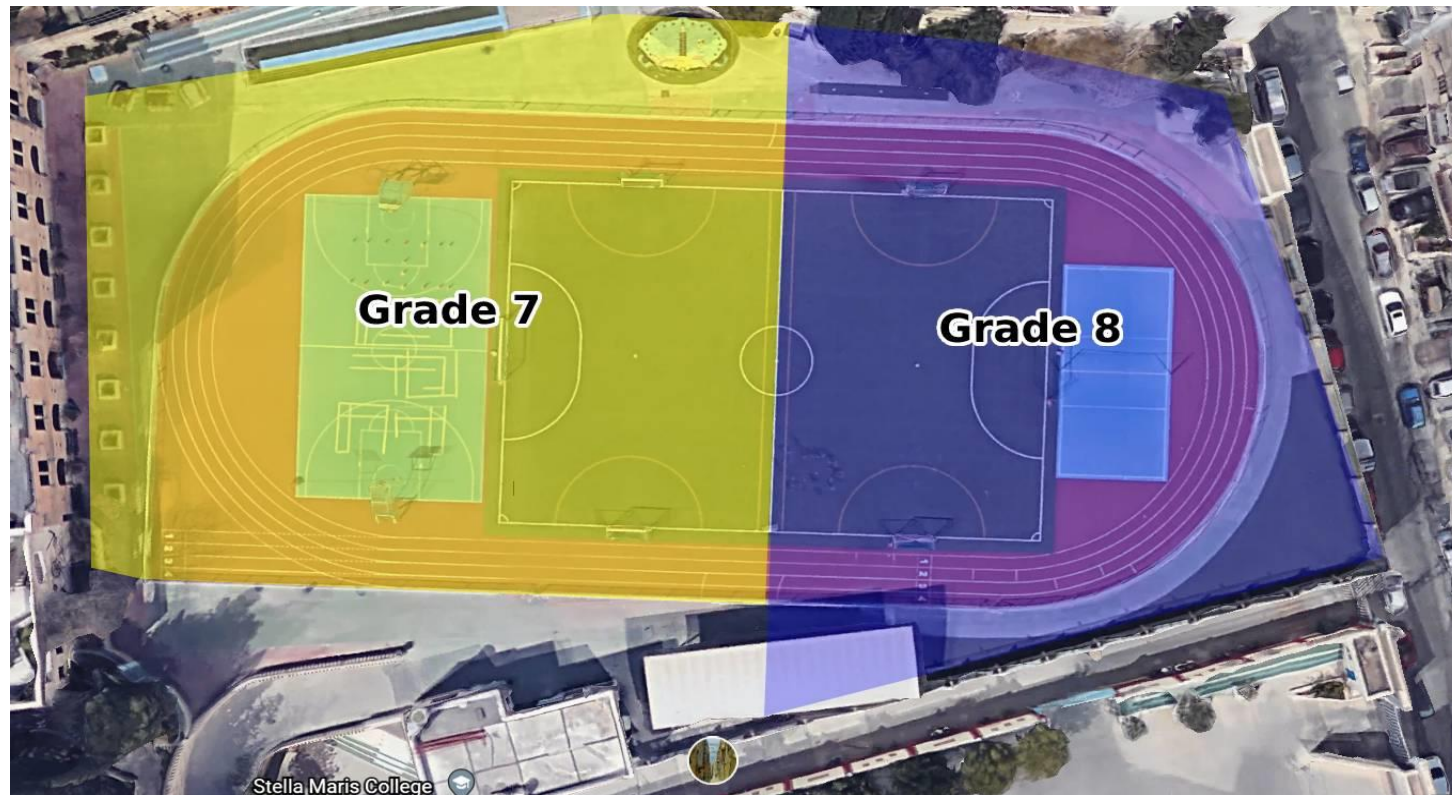
Mid-Morning Break

- ❖ The Mid-Morning Break (9:55 to 10:10) is common for all students



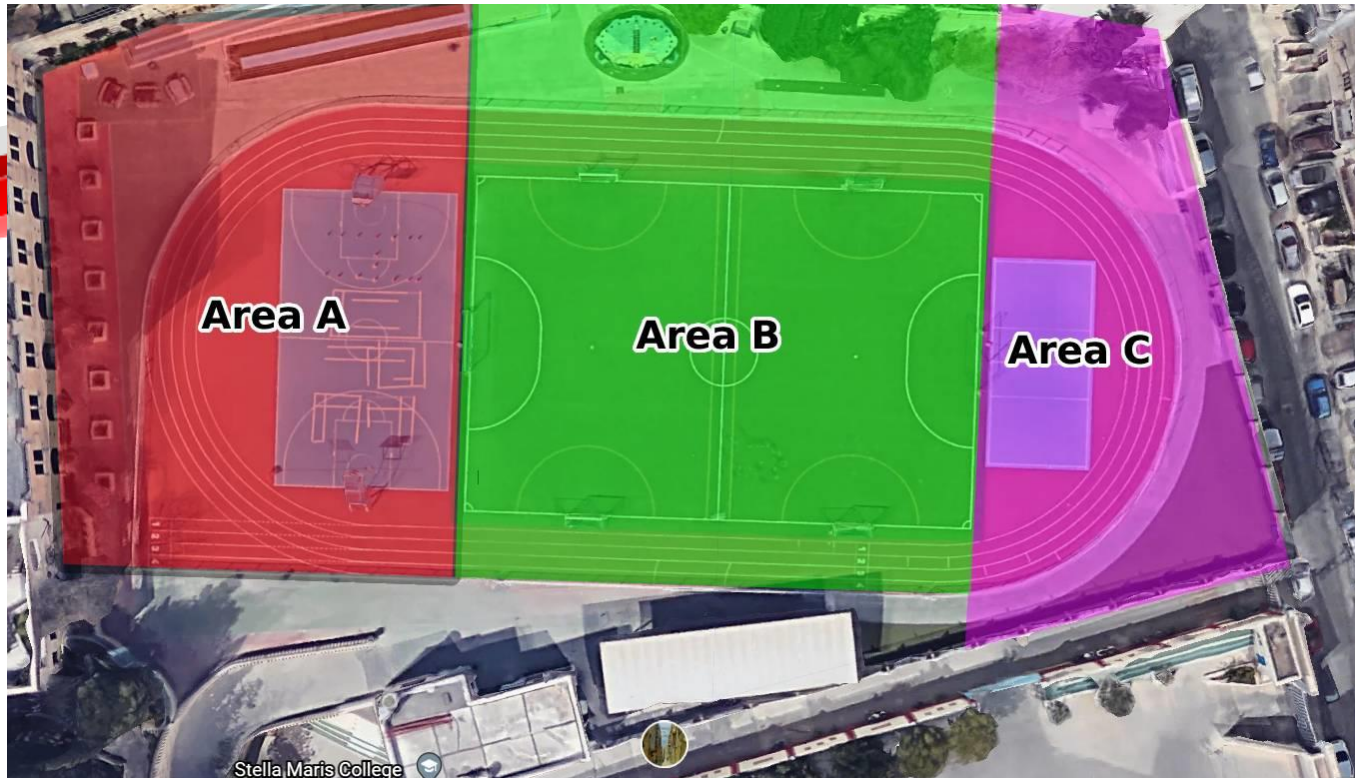
Break Times

Mid-Day Break – Grade 7 & 8



Break Times

Mid-Day Break – Grade 9, 10 & 11



Grade 9 – 11 areas shall be on a rotation basis depending on organised activities.

Canteen Area and Use:

Queuing for canteen



- ❖ Students shall line up socially distanced
- ❖ The yellow line indicates students who pre-ordered their food and shall be served first. The red line indicates students who shall buy from the canteen but did not pre-order their food.
- ❖ Only two students at a time shall be allowed inside the canteen area.


Canteen Area and Use:

Pre-ordered Snacks

Students must pre-order any of their mid-morning break or/and mid-day break in the morning on their way in, between 7am and 7:45am.

Ms Sandra takes care of the School Canteen.

Payment can be done in cash at the Canteen.



Students are to use the restrooms designated for their grade.

Grade 7, 8 and 9 students are to use the restrooms situated in their respective floor.

The grade 11 students are to use the facilities available in the new block.

Grade 10 students are to use the facilities available in Emanuel Drive next to the canteen.

It is of utmost importance that students follow social distancing regulations while waiting to use the restrooms.



Rest Rooms

Restrooms are in line with the protocol issued by the Health Authorities.



Dismissal



Exit routes:

Grade 7 and Grade 8: La Salle Hall, Olive Garden Stairs, Seniors School Ground and then:

- ❖ Those going home on foot to proceed to the Grounds Sliding Gate.
- ❖ Those collected by parents or school transport to proceed to the Junior School Ground.

Grade 9: St. Joseph Gate and then:

- ❖ Those going home on foot proceed to the Grounds Sliding Gate.
- ❖ Those collected by parents or school transport proceed to the Junior School ground through Emanuel Drive.

Grade 10 and Grade 11: Stairs in front of Ms. Wendy's Office

- ❖ Those going home on foot to proceed to the Grounds Sliding Gate.
- ❖ Those collected by parents or school transport proceed to the Junior School ground through the blue gate at the end of stairs.

Educational Visits

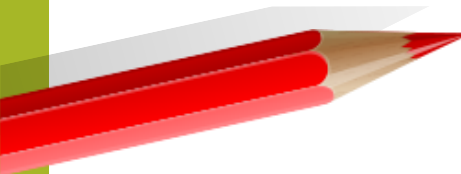


- Educational visits and school fieldwork shall take place in accordance with general guidance on cohorting, social distancing, masking and use of sanitization.
- Care shall be taken to respect these principles even when planning transport to and from the venue.
- In deciding on the visits, the School shall assess the risks of the proposed outing, avoiding situations where there may be crowding and interaction with other persons including both other bubbles, or persons from the public.

Special Occasions



Although sharing food should not be permitted, occasions like birthdays or end of school celebrations could still be organized within the class bubble ensuring that food brought in is individually portioned e.g. cupcakes.



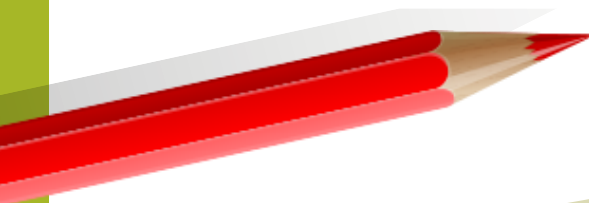
Bands



Students will be given a coloured band according to their home class



Arnold - Red
Benjamin – Black
Louis – White
Miguel - Yellow



Students who are feeling sick or/and have a high temperature shall be sent home.

These students shall wait in the designated Isolation Room till collected.

The designated Isolation Room at Stella Maris College is situated in Emanuel Drive next to the VET Engineering Lab.



Sick Students



Mandatory quarantine

- ❖ If a student is on mandatory quarantine since he or a member of his household came in contact with a positive case, this needs to be reported to the COVID Liaison Officer.



Swab tests

- ❖ If a student or a member of his household have booked a swab test and/or are waiting for the result of the swab test, the student needs to remain home until a negative result is obtained.
- ❖ The Liaison Officer needs to be informed.
- ❖ Should the result be negative, then a copy of such result needs to be sent by email to Ms Wendy for the student to return to school if he is feeling well to do so.

Positive cases

- ❖ If a student or a member of his household has tested positive to the virus, this need to be reported immediately to the Liaison Officer.

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