Peponi School
COVID-19 RESPONSE AND RE-OPENING SCHEDULE AND INFORMATION
“Our greatest glory is not in never falling, but in rising every time we fall.”

Confucius
Introduction

It has been around seven months since schools closed in more than 190 countries, affecting 1.57 billion children and youth - 90% of the world’s student population. Closures happened in quick succession as a measure to contain the Covid-19 virus. Just as speedily, many governments deployed measures for learning to continue through platforms, television and radio in what has been the most far-reaching experiment in the history of education. The re-opening of schools has neither been swift nor as certain. Many countries have begun the return to school and there is now growing recognition of the importance of schools as learning communities. However, the in-person learning in a vast majority of the world’s schools is very different to learning of the pre-covid time.

The Government of Kenya has now given the go ahead for schools to reopen from the 12th October for certain classes and there is a planned re-opening of all schools by the end of the month. International schools have followed all government guidelines and worked with the Ministry of Education to ensure that there is equity across the whole student population within Kenya. International schools are considered by the Government to be private institutions of basic education and as such can begin to re-open and allow in-person education from the 12th October.

The Ministry of Education has set out a number of regulations that must strictly adhered to so that we can operate as safely as possible. Obvious and basic measures to support the maintenance of good health and hygiene regimes have been circulated by a wide number of world health authorities. Peponi School will comply with all the regulations set out by the Ministry of Education and, working with all members of the school community, will endeavour to ensure that our procedures and practices are not only in-line with Government expectations but also encourage good sense and a healthy respect for the pandemic that has affected so many across the world.

Peponi School has been working with a variety of health professionals and advisory bodies to seek the advice required to form policies needed in order to open its doors at the end of October. These policies included in this document have been well circulated for some months and they have received the appropriate scrutiny of all members of our community. As the prospect of returning to school is now a reality we need to, once again, refresh ourselves with the way in which we are to operate. Whilst we endeavour to ensure that all aspects of our community are safe and that we have made every possible step to reduce the risk of infection from Covid-19, we are not in a position to guarantee that we will be risk free. Throughout the term the School will constantly monitor the development of national and international advice and adjust what is necessary in all our practices to be safe.
Coronavirus (COVID-19)

The welfare of all our pupils and staff is our number one priority. This page contains information for Parents and information for Visitors to Peponi School.

Information for Parents - Coronavirus (COVID-19)

As part of our commitment to provide a safe environment for all Peponians we have adopted the BSA COVID-Safe Charter.

Further Information

If you need further information, please direct your enquiries in the following manner:

- Housemasters and Housemistresses should be the first point of contact for all general questions and enquiries.
- International families with particular questions may contact the Second Master, Mr. Joseph Njuguna at secondmaster@peponischool.org
- Questions relating to academic continuity and teaching and learning should be directed to the Director of Studies Mr. Ken Winstanley at dos@peponischool.org
- Concerns of a medical nature can be sent to either of the school nurses, Sister Agnes (Girls) at akangethe@peponischool.org and Sister Sarah (Boys) at sthuo@peponischool.org
- Questions about the broader, extra-curricular, activities are managed by the Director of Extra-Curricular, Mr Karl Cook and he can be contacted at doe@peponischool.org

The wellbeing of all members of the school community remains our priority and we will keep staff, parents and pupils updated on a regular basis.
Covid – 19 Committee

This committee has been set up to constantly review the procedures and guidelines set by the School during this period of potential risk. With the correct policies and procedures in place and with a heightened awareness of Covid-19 transmission methods, Peponi School believes that it can operate with a very much reduced risk to all members of its community. It is important that this committee constantly monitors not only the written policies but is aware of the practice of all members of the community.

The members of the committee should reflect on all parts of the school community and should meet on a weekly basis; this will be done by Zoom. Meetings will occur on Thursday afternoon at 4.15pm. If parents or pupils have any concerns or matters that need attention by the committee they should write to the following email address and the content of the email will be addressed at the meeting and feedback will be provided on Friday morning.

covid@peonischool.org

Committee members

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Headmaster</td>
<td>Mr. A.M. Durston</td>
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<tr>
<td>Secondmaster</td>
<td>Mr. J. Njuguna</td>
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<tr>
<td>Director of Extra-Curricular</td>
<td>Mr. K. Cook</td>
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<tr>
<td>Director of Sport</td>
<td>Mr. M-A. Eysele</td>
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<tr>
<td>School Nurse</td>
<td>Ms. A. Kang’ethe</td>
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<tr>
<td>House Master Boys</td>
<td>Mr. F. Tanui</td>
</tr>
<tr>
<td>House Mistress Girls</td>
<td>Mrs. R. Njuguna</td>
</tr>
<tr>
<td>Head of Year</td>
<td>Ms. C. Nightingale</td>
</tr>
<tr>
<td>Head of School</td>
<td>Sean Koome</td>
</tr>
<tr>
<td>Minister for Works and Homes</td>
<td>Kisakye Kajubi</td>
</tr>
<tr>
<td>Minister of Health and Safety</td>
<td>Natalya Mburia</td>
</tr>
<tr>
<td>Parent of V and VI Form Pupil</td>
<td>Mrs. S. Ahmed</td>
</tr>
<tr>
<td>Parent of V and VI Form Pupil</td>
<td>Mrs. W. Muya</td>
</tr>
<tr>
<td>Parent of V Form Pupil</td>
<td>Mr. and Mrs. J. Tilstone-Davies</td>
</tr>
<tr>
<td>Parent of International Pupil</td>
<td>Mr. Mulira</td>
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The following schedule for the reopening of Peponi School is outlined below.

| Monday, 26th October | Common Room finalisation meeting for safe return to school at 9.00am  
|                     | Shell and LV1th Boarders return (2.30pm) |
| Tuesday, 27th October | Shell and Lower VI Form pupils return to school - 7.45am, UVI boarders return (2.30pm) |
| Wednesday, 28th October | Shell, Lower VI and Upper VI Form pupils return to school – 7.45am, LV and UV boarders return (2.30pm) |
| Thursday, 29th October | Shell, VI Form and Form V pupils return to school – 7.45am, |
| Friday, 30th October | All pupils should be back in school |

**E-Learning and Virtual Learning** – the school will remain committed to maintaining its virtual learning environment throughout this term. Pupils will have access to all classes and some activities online and those opting for this form of instruction will be expected to be punctual and complete all work as necessary. Zoom will continue to be used.

**Binary Teaching** – Peponi School is committed to using Firefly as the key method of presenting and recording tasks set to pupils whether they are in school or learning from home. It is the only method that teachers will present and record tasks. Every prep and classwork task will be set on Firefly. Binary teaching will continue throughout the Michaelmas Term 2020.

Peponi School will be following all regulations laid down by the Ministry of Health and the Ministry of Education with regard to Covid – 19 and our intention to return to school safely. We are phasing in a procedure that will allow us to review our practice until we are all back to school. The situation will be monitored throughout the time we are in school and, in addition to the regulations set out by the Government of Kenya, we will be in consultation with various bodies around the globe who are providing excellent advice to a much wider community of schools. The Headmasters and Mistresses Conference, the Society of Heads and the Boarding Schools Association in the United Kingdom, all bodies of which Peponi School belongs, have been superb in the advice they have provided for schools. Their principles and suggested policies have been incorporated into this document.
General Peponi Policies

Peponi School is committed to reducing the risk of Covid-19 infection as much as is practicably possible. The current situation is evolving and changes to scientific, medical and Government policy occur regularly as we learn more about the disease and its transmission. Whilst the School has put in place policies to allow children to return to school and begin the process of returning to a more normal approach to their education, we will follow the advice provided by the scientific and medical community and work within the regulations set by the Government of Kenya and the Ministry of Health. The decision to return to school remains the prerogative of parents and whilst we are encouraging pupils to re-join their school community, we will respect the decision of a parent and ensure that all academic work is presented via an e-learning platform. We recommend that pupils with underlying conditions that would make an infection of Covid-19 potentially problematic stay at home and start the term with the e-learning platform. If you are unsure then we strongly suggest that advice is sought from your family doctor and the School doctor.

Peponi School does not have any authority over pupils when they are in the care of their parents. We can make recommendations and provide suitable advice. Having invested heavily in our desire to reduce the risk of infection of Covid-19 while pupils are in school, we would strongly urge parents to continue the practice at home. The Ministry of Health, the Ministry of Education and the Government of Kenya have made a number of requirements legal obligations for all citizens and residents. These may change but we will be using these instructions from the Government as our guiding principles.

If we have concerns about the behaviour of pupils whilst they are at home or in school, in terms of ignoring the Government of Kenya or Peponi School recommendations regarding social distancing, then we reserve the right to refuse their attendance at school. We very much believe that the concern for our community’s health and safety is one shared by pupils and parents. Large gatherings, little social distancing and the refusal to wear masks in public areas while inside or outside School can increase the risk of infection and therefore works against the protocols we have established in this document.

The flouting of protocols may result in consequences for the pupil where they may be refused admittance to the School.
Background

The following information is taken out of the World Health Organisation’s handbook for schools – entitled “Key Messages and Actions for COVID-19 Prevention and Control in Schools”.

COVID-19 is a disease caused by a new strain of coronavirus. ‘CO’ stands for corona, ‘VI’ for virus, and ‘D’ for disease. Formerly, this disease was referred to as ‘2019 novel coronavirus’ or ‘2019-nCoV.’ The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold. What are the symptoms of COVID-19? Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19.

This is why testing is required to confirm if someone has COVID-19.

Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, there is still much to learn about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.
Prevention of Transmission and Infection

The following is taken from the United States Centers for Disease Control and Prevention (CDC). It is through these principles that the formation of Peponi School Covid-19 Protocols will develop.

Know how it spreads

The best way to prevent illness is to avoid being exposed to this virus. The virus is thought to spread mainly from person to person:

- Between people who are in close contact with one another (within about 6 feet);
- Through respiratory droplets produced when an infected person coughs, sneezes or talks;
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs;
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
Everyone should

Wash your hands often:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing;
- If soap and water are not readily available, use a hand sanitiser that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry;
- Avoid touching your eyes, nose, and mouth with unwashed hands.
Avoid close contact with other people:

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 2 metres between the person who is sick and other household members;
- Put distance between yourself and other people outside of your home;
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 2 metres from other people;
  - Do not gather in groups;
  - Stay out of crowded places and avoid mass gatherings;
  - Keeping distance from others is especially important for people who are at higher risk of becoming very sick.
Cover your mouth and nose with a cloth face cover when around others:

- You could spread COVID-19 to others even if you do not feel sick;
- Everyone should wear a cloth face covering when they have to go out in public, for example to the grocery store or to pick up other necessities;
- The cloth face covering is meant to protect yourself and other people in case you or they are infected;
- Continue to keep about 2 metres between yourself and others. The cloth face covering is not a substitute for social distancing.
Cover coughs and Sneezes:

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow;
- Throw used tissues in the trash;
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitiser that contains at least 60% alcohol.

Clean and disinfect:

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, taps, and sinks;
- If surfaces are dirty, clean them. Use detergent or soap and water prior to Disinfection;
- Then, use a household disinfectant.

Monitor Your Health:

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19;
- This is especially important if you are running essential errands, going into school, and in settings where it may be difficult to keep a physical distance of 2 metres;
- Take your temperature if symptoms develop;
- Don’t take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like paracetamol.
Principles being Considered when Formulating our Policies

Like workplaces around the world, Peponi School will need to adopt and enforce heightened health and sanitation protocols. It is essential that the School adopts strict guidelines to ensure the health and safety of the entire community both in and out of school. Usual risk assessments that are made before any School activity will now include a section on the spread of Covid-19 and the prevention of infection.

The School’s systems will need to evaluate all health and safety measures to fit its resources and capabilities across four main areas:

- physical infrastructure,
- timetabling and staffing,
- transportation and food service, and
- health and behavioural policies.

Physical Infrastructure

The following developments will be put in place before the community will be allowed to enter Peponi School. At the moment this is being organised to start from 26th October 2020.

- A one way system through the entire school campus, linking buildings to each other will be put in place to reduce the congestion in any specific area;
- All buildings will be equipped with sufficient hand sanitisers at both entrances and exits.
- Classrooms will be arranged to ensure that all pupils are at the expected distance of separation – at least 2 metres apart. Where this is not physically possible classes will be split to ensure distancing is maintained;
- School lavatories will be designated to specific year groups and access to these buildings will be monitored;
- Where possible, surfaces with no-touch principles will be adopted;
- Ventilation of all buildings will be checked so that a constant airflow can be maintained. Windows and doors will be open throughout the School day.
Timetabling and Staffing

The School timetable will be organised to ensure that all recommendations for the safe conduct of all members of the community are enabled. Staffing will be arranged so that pupils are well supervised to assist them in keeping safe:

- No large gatherings of the School such as assemblies, etc. will be allowed to occur throughout this period of re-opening. This will remain in place until an appropriate indication from the Government authorities is suggested;
- The School will be more flexible in its timetabling throughout the School day; Fortunately, Peponi School has a large campus and a small pupil population so having to reduce the actual number of pupils on the school campus is not deemed necessary;
- Pupils will not be allowed to mix or socialise outside of their year groups for any purpose; Separate common rooms and areas for mixing will be devised;
- All classes will be recorded and monitored using Firefly and Zoom so that distant learning can be timetabled if the need is required.

Transportation and School Meals

Movement to and from the School and the gathering of the School for meals are the most common times where physical contact is the most difficult to avoid:

**Transportation**

- Day pupils and weekly boarders will be encouraged to use private transport as much as possible when travelling to and from school;
- School transport will be provided but the arrangements for seating will be different;
- All passengers are to wear a face mask and they are to sanitise their hands before entry and exit of the bus;
- All drivers and parents picking or dropping children must remain in their cars;
- Parents or drivers should not assist children in carrying their belongings to dorms;

**School Meals**

- All meals will be timetabled in a staggered format and year groups will be eating lunch at different times;
- Further dining facilities will be opened to ensure sufficient distancing is maintained;
- The dining facilities will be cleaned before and after every meal;
- Full compliance with physical distancing and hygiene will be carefully monitored;
- Pupils are to ensure that they have washed their hands before and after every meal. This will be supervised by members of the Common Room and Prefects.
Face Mask Protocol

Wearing Face Masks at Peponi School

The principle of wearing face masks is being discussed at some length by the western media and the advice over the past three months has been inconsistent. However, the Kenyan Cabinet Secretary for Health has made the wearing of a face mask mandatory in public places. The WHO, along with other medical authorities throughout the world, have all suggested that the wearing of a face mask, covering the nose and mouth, is crucial in protecting both oneself and others, from a virus such as Covid-19. Peponi School will be following this advice and it will be mandatory for all people entering the School campus to wear a mask. Pupils will be expected to wear a suitable mask throughout the day when in public places.

The following guidelines and rules should be followed at Peponi School:

- All members of the community should wear their mask throughout the day when in public places;
- Pupils may be allowed to remove their mask for activities such as sport, debating or classroom activities, at the instruction of the member of Common Room;
- Pupils will be provided with appropriate guidance about the health and safety regarding the prolonged wearing of masks;
- Pupils may remove their masks when working at their desk in the library or in their own rooms;
- All members of the community should have a clean cloth mask every day. Arrangements for laundering masks will be available in the Houses;
- Members of the catering staff should wear specifically manufactured PVC full face masks when serving or preparing food;
- Disposable masks must be disposed of in specific biohazard bins found in the Houses, the library and outside the classroom blocks.
The following two pictures, compiled by the WHO, provide guidelines to mask wearing.

**HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY**

**Do’s**
- Adjust the mask to your face without leaving gaps on the sides
- Cover your nose, mouth, and chin
- Avoid touching the mask
- Clean your hands before touching the mask
- Inspect the mask for damage or if dirty
- Remove the mask by the straps behind the ears or hood
- Wash the mask in soap or detergent, preferably with hot water, at least once a day
- Pull the mask away from your face
- Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to reuse it

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

**HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY**

**Don’ts**
- Do not use a mask that looks damaged
- Do not wear a loose mask
- Do not wear a mask that is difficult to breathe through
- Do not wear a dirty or wet mask
- Do not share your mask with others
- Do not remove the mask where there are people within 1 metre
- Do not wear the mask under the nose

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.
Temperature checks will be taken for anybody entering the school campus. Pupils and members of Common Room who teach children will have their temperatures taken at intervals (at least twice a day) throughout the School day;

There will be facilities made available for anybody showing a fever and quarantine will be arranged immediately;

Physical distancing will be insisted upon throughout the School day. Pupils will only be allowed to mix with members of their own year groups;

Face masks must be worn throughout the day and only removed for specific purposes:
- **During class** – if physically distanced, and when contributing vocally to the class;
- **During meals** and only when seated at the table.

All pupils will be expected to sanitise their hands when leaving and exiting every building. Members of the Common Room will have mobile sanitizing units in their classrooms;

Classroom activity will follow the Classroom Protocol during the Covid-19 phase of our return;

Boarders will each have their own room and they will not be able to enter the room of another pupil. All evening socializing is to be done within a year group and following the guidelines above;

Sporting activities will be limited at the beginning of the Michaelmas Term. All sporting activities will follow the Sports Activity Protocol during the Covid-19 phase of our return.
Covid-19 Response and Re-Opening Schedule and Information

Entering and Leaving Campus Protocols

In addition to the normal security procedures, new Covid-19 routines are in place at all entry and exit points to Brookside Ranch and Peponi School. At the gates anybody entering Brookside Ranch or Peponi School will have their temperature taken and will be provided with hand sanitiser.

If their temperature is high then entry will be denied and the appropriate authority will be contacted. In the case of Peponi School pupils, this will be the Headmaster who will consult with the medical authorities at the School.
Classroom Protocol

One of the main purposes of returning to school is to benefit from the interaction within the classroom and to be directly and more personably in contact with the teacher and with other pupils. The interaction in a classroom setting is considered to be valuable. In the current climate however, this must be done so safely. The following guidance and regulations are in place to ensure that we strictly follow the advice provided by the Government and other world health authorities and that we create a safe environment for both our pupils and staff.

Classroom cleaning

All classrooms will be cleaned following the new protocols provided for the Housekeeping Department. The regulations include:

- Cleaning the classrooms four times a day;
- Using disinfectant to wipe down all surfaces, chairs, desks, door handles etc.;
- Open windows throughout the day to improve ventilation.

Entering a new class

All pupils will be provided with sanitiser on entry to every classroom and their face masks will be checked.

Practice within a classroom

Teachers will be allowed to remove their mask when teaching from the front of the class. All close contact work will be minimalized – marking books at pupils' desks will be discouraged and physically close interactive work, e.g. Science practicals in any group, will not be permissible.

Pupils should remain in face masks for the class unless directed by the teacher. Teachers will ensure that physical distancing requirements are observed when any activity requires a more relaxed face mask provision.

Pupils and teachers will be expected to sanitise their hands on departure from the classroom at the end of the lesson.

Books and lesson material

All pupils will need to have their own laptop from the beginning of the Michaelmas term 2020. This will become a crucial piece of equipment not only throughout the Covid-19 awareness period of time but into the future. This will enable access to Firefly where many of the resources required for the class can be found. This is a departure from previous policy but it does support the pupil moving forward. A laptop policy will be sent to parents as a separate document. Pupils will not be allowed to share any electronic device. This will include mobile telephones.
All pupils are expected to arrive at all classes with the appropriate equipment, as sharing any equipment or books will not be allowed. This includes:

- Writing implements - pens, pencils, highlighters etc;
- Specific notebooks for the class concerned;
- Appropriate subject textbooks as instructed by the teacher;
- When required, mathematical equipment such as, calculator, compass, ruler, protractor, etc.

Pupils who do not have the correct equipment will continue with the class but they will not be able to borrow from anybody, including the teacher. All material that is to be assessed by a Member of the Common Room will be presented by the pupil digitally. No assessed work will be allowed to be hand written for the time being.

Science equipment will be set out by the lab technicians at the beginning of the class using the Science department’s Covid policies. When the practical is complete, equipment will be placed on the trolley by individuals. No equipment will be shared.

All equipment used in any lesson will be sterilised according to the Science department policy.

**Study Periods**

All pupils who have a study period must go to their allocated study area. There will be two centres available for study.

**The Library** – a maximum of thirty VI Form pupils will be allowed to use the library for study. If there is an excess of thirty pupils the librarians will instruct pupils to go to the Hall.

**The Hall** – the hall will have sufficient desks for all pupils who have a study period and it will have the necessary wifi connectivity.

In general, all pupils should arrive and leave a study period with the necessary equipment for that particular period. Any books and equipment left in a study centre will be removed and disposed of following appropriate regulations.
Bus Regulations

The normal bus regulations published in the School policy book will be followed throughout this period. However, there will be the following additions that parents and pupils will be required to follow:

- Only pupils registered for that particular bus route will be allowed to use that bus (this is common practice, however, exceptions have been made; these will no longer be allowed.)
- All pupils must sanitise their hands on entry to the bus;
- Specific seating will be allocated to each pupil and this is the seat that they must use. There will be no change at any time. Prefects or members of the Common Room on duty will ensure that the seating allocation is strictly followed. Seating will be allocated following the principles of physical distancing and year group collections;
- All buses, where possible, will have a member of Common Room, a security officer and a school prefect
- The number of passengers allowed on any form of school transport will follow all Government regulations;
- All passengers and the driver must correctly wear their face masks;
- All queues for the bus at either end of the journey will follow strict physical distancing practice. Prefects and members of staff will need to supervise this with a more direct and accountable profile.
Dining Hall

School meals are an essential part of the social structure of the School and even under the new routine they can still fulfil this function. However, it is obvious that the dining hall poses a greater risk for transmission of the virus and greater observance for physical distancing and health and hygiene regulation will be required. The timing of meals will be altered to reduce the numbers in the dining room at any one time and ensure that the principles of safe distancing are maintained.

VI form pupils will eat in the Rotunda.
V Form and Shell pupils will eat in the dining room.

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<tr>
<th>Meal Times</th>
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<tr>
<td>Breakfast</td>
<td>6.30am</td>
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<tr>
<td>Lunch</td>
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<tr>
<td>Monday, Wednesday &amp; Friday</td>
<td>12.30pm - VI Form pupils who have a study period</td>
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<td></td>
<td>1.10pm - Shell and Lower V</td>
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<td></td>
<td>1.30pm - Upper V and VI Form</td>
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<tr>
<td>Tuesday &amp; Thursday</td>
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<td></td>
<td>12.30pm - VI Form pupils who have a study period</td>
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<td></td>
<td>1:10 - Upper V and VI Form</td>
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<td></td>
<td>1:30 - Shell and Lower V</td>
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<tr>
<td>Supper</td>
<td>6.30pm</td>
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The following rules have been added to the normal procedures in the dining room:
- Pupils are to queue as directed by a Prefect and a Member of the Common Room;
- Everybody must wash their hands before entering the dining room or Rotunda;
- The collection of food should be done so that only one person is at a server at a time;
- All food will be placed on a plate directly by a member of the catering department who will be wearing appropriate PPE clothing;
- Seating is arranged specifically and pupils should join tables as directed by the duty prefect;
- The Rotunda will be used as the main dining room for breakfast and supper, and for the VI Form during lunch;
- When finished with a meal all plates and cutlery should be placed on the trolley;
- Hands should be washed in the Houses on return from the dining hall;
- Day pupils will be able to bring in their own lunch but not in any way share any part of their food or drink. They will be provided with a specific area in which to eat their lunch.
Boarding Provision

Peponi School is a boarding school and as such our opening should and will be for the whole community. Inevitably this will be one of the more challenging areas and we will only open the boarding houses if the School complies with all Government directives and it is believed that it is safe to do so. Peponi School is the home of many of our pupils and the discipline required to fulfil the principles is not easy. All pupils will be encouraged to follow all of the principles. We believe that all of our pupils will have the right community spirit to support each other and prevent any spreading of the virus. Where needed disciplinary procedures will be put in place to ensure that specific criteria are followed:

- All pupils will all be given their own rooms and they will not be allowed into any other pupil’s bedroom;
- Boarders will be put into small groups called Clusters (American) or Bubbles (British) or preferably Vikundi (Kenyan). These will be year group based and full or weekly boarding based. Pupils will be encouraged to mix within this group but the main aim is to support various parts of organisation required when living in the Boarding House;
- Boarding Houses will be cleaned three times a day – all surfaces, door handles and floors will be disinfected regularly;
- The use of the washing facilities will be strictly regulated and after each Kikundi has used the showers, they will be cleaned. There will be a much more frequent cleaning regime for all school lavatory blocks;
- Common rooms will have physical distancing rules and there will be specific rooms for each specific Kikundi.
Activities – Sports, Music, and Drama

Activities are an important feature of Peponi School life and where possible we will begin the term with a good programme of activities. However, only activities that can fulfil the principles laid out earlier in this document will be allowed to take place.

Sports

Physical activity is an important feature of all of our lives and it is particularly important that children maintain some involvement. However, many sports are built on the need to closely collaborate with team mates and compete closely with other people. This is obviously not desirable with the current demands. Only sports where physical distancing can be maintained will be offered at the beginning of the Michaelmas term. These will include activities like athletics, swimming, dance, tennis, cricket nets, aerobics etc. This list will change over the course of next term. For all activities a separate risk assessment will be completed and advice will be sought from health professionals and Covid specialists before the activity can begin. All proposals will be sent to the Covid-19 Committee for approval and parents will be informed of all developments.

Rules for Sporting Activities

- Physical distancing will be maintained throughout the activity;
- Pupils are expected to carry hand sanitiser to an activity and have it available for use throughout the period of time;
- Masks should be worn to and from the activity concerned and only be removed when instructed by the member of staff in charge of that activity;
- Any equipment that is handled by pupils and coaches will be washed before and after each session;
- The gym will be cleaned and sanitised before and after every session;
- Pupils will not be allowed to use the gym until sanitizing regimes are completed.

Dramatic and debating activities

Peponi School has a strong tradition of both dramatic arts and good debate. It is considered that both of these activities or related activities are safe during the current climate as long as the principles laid out earlier are observed. All such activities will incorporate physical distancing principles and face masks will only be removed when safe to do so.

Music

As with Drama and Debating, Music is an important feature of the life of Peponi School. It is important that we begin the term with good musical activity. However, the same principles need to be employed. Specific rules will need to be observed:

- Music lessons will only occur in rooms where appropriate physical distancing can be observed – teachers may continue to use zoom to communicate;
- Musical instruments are never to be shared. This may curtail certain instrument practice such as the drums. Pianos must be sanitised between every player;
- Choral and instrumental groups must observe physical distancing and, where appropriate, follow stricter guidelines to ensure safety.
International Pupils Returning from Outside the Country

Peponi School has always cherished its diversity and has developed a reputation of encouraging children from a wide range of nations. We currently have children from over ten different countries.

In order for a safe return to Peponi School, along with our desire to have as many of our community return to the School as possible, the following requirements are necessary for all people currently not in Kenya:

- A Covid-19 test has been taken and the result has proved negative. A certificate will be required by the School;
- If pupils are flying into the country, then an allocated vehicle must be used for transfer from the airport;
- The vehicle will have sanitiser and a new face mask for any passenger. The driver will ensure that all safety requirements are fulfilled before the journey commences.
Peponi School Health Protocol

Peponi School is committed in its attempt to reduce the risk of contracting Covid-19. Our School protocols are written to establish the reduction of any risk and the School will do what it can to keep all members safe from infection and respond to any infection in a rapid, sensitive and practical manner. Covid-19 and its epidemiology is a rapidly evolving situation. We suspect there will be a constant demand to update and amend our policies.

We are fortunate to have a department of excellent nurses who are working hard to ensure that the school is practising and following the protocols. The School doctor is also working with many other health professionals and will ensure that Peponi School is operating within the latest framework of advice.

Our nursing team are

- Sr. Agnes Kang’ethe
  – Junior Girls’ Nurse
- Sr. Sarah Thuo
  – Junior Boys’ Nurse
- Sr. Christine Karigicha
  – Housekeeper – will help with Senior Pupils
- The School Doctor is
  Dr. Ravi Sharma MBBS

All of our nurses and Housemasters and Mistresses will receive a thorough training in Covid-19 medical and counselling procedures under the direction and approval of the School doctor. The School will adopt the following procedures and protocols throughout the Michaelmas Term and into the future depending on Government guidelines.

General

- The Nurses will take and record temperature for all pupils twice daily. Any pupil with a temperature of 37.5°C and above will be isolated in the appropriate isolation centre and the School doctor will be informed;
- Pupils who develop symptoms that are aligned to a Covid-19 infection will be taken to an isolation centre and the School doctor will be informed;
- Appropriate care of any individual who has contracted Covid-19 will be provided and where necessary arrangements will be made for pupils or staff members to be taken home. All transport will follow the transport protocol;
- Pupils who cannot be taken home will be looked after within the isolation centre until appropriate arrangements can be made. In the unlikely event of hospitalization being required this will be arranged;
- Parents will be informed throughout this period of time.
Isolation Centre
A separate building has been established as an isolation centre where all of the appropriate facilities will be available to keep a pupil safe and away from others. It will be furnished comfortably. The purpose of the centre is to hold any pupil who has shown symptoms during their time in School. Any pupil who is held in the centre will not be in contact with any other individual. The nurses will be equipped with appropriate personal protective equipment. They will be sanitised on entry and departure of the isolation centre.

Day Pupils
- Any pupil with cold or flu like symptoms should remain at home. The School should be informed by contacting the appropriate Housemaster:
  - Junior Boys – Mrs. J. Eysele
  - Senior Boys – Mr. F. Tanui
  - Junior Girls – Mrs R. Njuguna
  - Senior Girls – Mrs T. Coombes
- If Covid-19 is suspected the parents should seek medical advice and follow the Ministry of Health guidelines for the care of children with Covid-19;
- After a pupil has been out of school, due to any Covid related symptoms, a Covid-19 negative certificate needs to be obtained.

Boarders – Weekly and Full
- Pupils who develop symptoms aligned with Covid-19 will be isolated in one of the School isolation centres;
- One of the School nurses will arrange for a Covid-19 test to be taken;
- Any individual who has been required to take, and has taken a Covid-19 test, will remain in isolation until the test result has been returned to the School.
- Arrangements will be made for the pupil or staff member to be safely transferred to their home or to their guardian. Where this is not possible care will be provided in School in our isolation facility until a safe and suitable transfer can be arranged;
- In the unlikely event that hospitalization is required then a nurse will call AAR and they will organise a safe transition via ambulance to hospital;
- Any return to School from suspected Covid-19 patients will require a negative Covid-19 test certificate.

Suspected Covid-19 Infection
The following routine will be applied if any person, Member of the Common Room, sports coach, nurse, parent, pupil, etc. is worried about somebody being infected, showing signs of Covid-19 symptoms or identified as having a high temperature:
- Report the concern to any nurse;
- The nurse will take the individual to the isolation centre;
The nurse will organise for a Covid-19 test to be taken. This can be either done on site or off site at an appointed test centre in Nairobi;

- If the concern is a pupil, parents are immediately informed. Appropriate arrangements will be made for the pupil to go home or to be taken to a guardian;
- If the concern is a member of staff arrangements will be made for them to be taken to their home;
- If the test result is negative then the pupil will be allowed to recover from any illness and be allowed to return to School;
- If the test is positive then the pupil should remain at home and be cared for under the regulations of the Ministry of Health;
- No pupil or member of staff will be allowed to return to School unless a negative Covid-19 test result is recorded.

**Positive Covid-19 Cases**

Our community must prepare itself for the likelihood of positive Covid-19 cases. The School will always approach any affected individuals with care and compassion. In the vast majority of cases those infected will remain healthy and some may show no symptoms whatsoever. However, careful monitoring will be needed and those infected with Covid-19 could pass on the virus to more susceptible individuals.

If either a pupil or a staff member has received a positive Covid-19 test result, then they should follow the instructions provided by their doctor. They will not be allowed to return to School until they have recovered and they have received permission from their doctor who needs to communicate with the School doctor. Nobody will be allowed to return to the School campus without appropriate documentation from the School doctor; this will include the necessary test result paperwork.

**Medical Forms**

It is a normal requirement that every pupil entering Peponi School completes a medical form that outlines all medical requirements, allergies etc. This practice will continue. However, every pupil will be required to provide information with specific reference to underlying conditions that are Covid-19 related. We will also require other family specific information such as holiday travel details, contact details, medical insurance details etc. that will help us respond much more effectively and with ease. This will be available on Firefly, shortly before we return in September.

The parents of all international pupils must ensure that the guardian in Kenya that they nominate is willing to accept the care of a Covid positive pupil within their home.

**Tracking and Tracing**

The Government of Kenya has adopted a tracking and tracing policy for its testing regime and has made it a condition that schools will support them in their endeavours to track and trace the spread of the virus. We ask that parents support the School in this and when asked can make available information that will help identify others, particularly vulnerable people, who may have come into contact with Covid-19 positive people in the wider community.
Peponi School has always been proud of its cleanliness, health and safety and security procedures. The current Covid-19 crisis has encouraged us to review all these procedures and for us to look at our routines with the specific purpose of ensuring that all areas are not only clean but have been thoroughly sanitised to reduce any risk of the transmission of Covid-19. The following practices will be adopted:

- All areas used by any member of the community will be washed and sanitised using approved disinfectants and soap products that will kill any virus;
- All cleaning staff will be trained with a specific focus on their knowledge of Covid-19 transmission and their understanding of how to ensure that surfaces, door handles and other contact areas are as free as possible of potential contamination;
- Before the beginning of each week a “deep clean” will occur. This is designed to provide the opportunity to disinfect all areas of the School;
- All classrooms and Boarding Houses will be cleaned three times a day;
- Lavatories and washrooms will be cleaned constantly throughout the day;
- The dining areas will be cleaned thoroughly before each sitting.
As is the case in many schools, particularly those in the Independent and International sectors, we have been advised to formulate and publish an Indemnity Form. This is a feature of our modern world and the following is the document that schools in the United States, the United Kingdom and some in the Kenya, have adopted. Before you send your child back to school, please make yourselves aware of our policies relating to COVID-19 and encourage your children to follow our practices. A signed copy of the form will be required before your child physically returns to school.

**COVID BOOKLET, WAIVER OF LIABILITY AND INDEMNITY FORM**

The novel coronavirus, COVID-19, is highly infectious and has been declared by the World Health Organization to be a global pandemic.

In order to resume school activities, Peponi School has established new rules and precautions to reduce the spread of COVID-19 at the school. Even with implementation of these new rules and precautions, the School cannot guarantee that your child will not become infected with COVID-19.

I acknowledge the contagious nature of COVID-19, and the inherent risks of exposure to those who may be infected with COVID-19 and that COVID-19 infections have been confirmed within Kenya.

I acknowledge that the Ministry of Education and the Ministry of Health continue to recommend social distancing, cloth face coverings, and other protective measures to prevent the spread of COVID-19, which may be updated at any time.

I understand that the School has therefore put in place new rules and precautions in order to mitigate the spread of COVID-19, which may be updated at any time. While acknowledging that these rules and precautions may be effective in mitigating the spread of COVID-19, I and my child agrees to comply with such rules and precautions which may include, but are not limited to, wearing a face covering, hand washing, hand sanitizing, social distancing and regular body temperature checks.

I undertake to follow and obey, and to impress on the Child to follow and obey, all rules, instructions, directions, and requirements of the School as they may be changed, modified or amended by the School before, during, and after the return to School, including, without limitation:

a) all rules, instructions, directions, and requirements as may be applicable to the School’s response to the COVID-19 pandemic and the need to limit any transmissions of COVID-19; and

b) agreeing to having the Child’s temperature taken on a daily basis and at intervals as determined from time to time by the School and/or as required by any Regulations issued by the Government.
I assume full responsibility for any and all risks of illness associated with my child’s exposure to COVID-19.

I also acknowledge that my child is under no obligation to attend School if I and/or the Child have any safety concerns, and notwithstanding this, I have freely consented to the Learner’s return to the School fully aware of, and on the voluntary assumption of, the aforementioned risk.

I understand that if at any time after the return to the School, the School learns that any Student, employee, director, agent, contractor or officer is infected with COVID-19 or has tested positive for COVID-19, the School shall advise me of such fact but shall be under no obligation to disclose the identity of such person to me.

In consideration for providing my child the opportunity to attend school, both my child and I/ourselves, as parents, agree to release and agree to hold the School and its directors, employees, agents, contractors and officers or each of them (Indemnified Parties), harmless from, and waive on behalf of myself and my child, any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself/my child that may be caused by any act, or failure to act of the Indemnitees, or that may otherwise arise in any way, whether a COVID-19 infection occurs before, during, or after attendance at School or participation in School activities, to the fullest extent allowed by law.

I understand that this release discharges the Indemnitees from any liability or claim that ourselves, as parents, and my child may have against Indemnitees with respect to any bodily injury, illness, death, or medical treatment that may arise from, or in connection to, my child’s attendance at school, whether a COVID-19 infection occurs before, during, or after attendance at School or participation in School activities.

I certify and represent that I have the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of myself and the student named below.

This Indemnity supplements the school enrolment/admission contract (as amended from time to time) that I have entered into with the School. I understand that I have had the opportunity to review this Indemnity with an Advocate of my choice.

I/WE DO HEREBY DECLARE AND CERTIFY THAT I/WE HAVE READ THIS DOCUMENT AND I/WE FULLY UNDERSTAND ITS CONTENT. I AM / WE ARE AWARE THAT THIS IS AN INDEMNITY AND RELEASE OF LIABILITY AND I/WE SIGN IT OF MY OWN FREE WILL.

PUPIL NAME: ______________________________________________________

PARENT/GUARDIAN SIGNATURE: __________________________________

DATE: ____________________________________________________________

ACCEPTED by the School on __________ day of _______________2020

HEADMASTER: ____________________________________________________
Peponi School

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