



# CRISIS PLAN

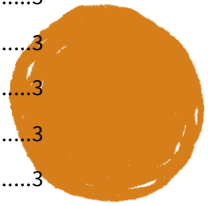
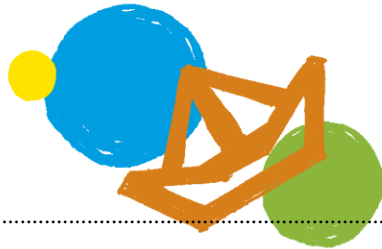
CORONA

13 AUGUST 2020

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**OPTIMIST  
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## INTRODUCTION

We have been cooperating to find a workable situation within the constraints of the Corona virus and (lockdown) measures. Looking at measures as a school, acknowledging that we need to think differently about our learning priorities when responding to challenging circumstances.

These are strange times and we will rely on the support of the whole community to make this work. We have excellent and committed teachers and support staff who, as always, have our students' best interest at heart.

Basic agreements for the current phase of our school (phase 2), are contained in this policy.

## Message from Board

Our board Stichting Openbaar Onderwijs Haarlemmermeer (SOPHO) would like to share the following message:

*“We hope you had a good holiday and that your children are looking forward to going back to school.*

*The corona virus has not yet disappeared, which means that we will continue to adhere to the RIVM guidelines. In addition, we adhere to the protocol within our sector of primary education. In this way we try to avoid contamination risks as much as possible. This means that children can go to school as usual (if they have no complaints). For you as a parent it means that access to school is only possible after a triage / check has taken place for possible contamination risks. Within our foundation we have a special Corona team that follows developments every week and provides support to the schools, where necessary.”*

## BASIC PRINCIPLES

In the Appendix A, we look at the Matrix on Crisis Management in relation to the Corona virus and measures in forced on 23 March 2020 within schools in the Netherlands and when OIS closed, this is phase 4 in the matrix. As the spread of the virus and the measures taken are uncertain, the risk level indicators suggest broad scenarios in the evolution of a coronavirus event. The recommendation to move from one level to another is made by the Crisis Management Team. Our decisions are within the framework and information from the government, RIVM, GGD, emergency decrees of Safety region Kennemerland and our school board.

## Risk Level Indicators

Risk level indicators suggest broad scenarios in the evolution of a coronavirus event, to be found in Appendix A, a matrix on crisis management in relation to the Corona virus and the measures included.

## Phase 4

In a press announcement our prime minister Mr. Rutte announced that all Dutch schools, cafes, restaurants and sport clubs were ordered to be closed from 23 March, as the government sought to prevent the further spread of coronavirus in the Netherlands. The step came as the number of confirmed coronavirus infections in the country rose. From that moment on OIS started with the organization and preparations of a distance learning plan.

## Phase 3

Mark Rutte, the Dutch prime minister, announced on 21 April 2021 that primary schools and childcare centers would reopen in the Netherlands on 11 May, under specific restriction (such as a limitation of having only half of the number of children in the building at the same time).

## Phase 2

Mark Rutte, the Dutch prime minister, confirmed on 2 June 2020 that primary schools and childcare centers were fully reopened on 8 June. **This phase 2 will still be in place at the start of academic school year 2020 – 2021 and until further notice.**





## Crisis Team

Our crisis team consists of the following members:

Management and support:	Anne Marie (communication with parents, board) Cheryl (teacher matters HR related, communication with parents) Fouzia (ICT, admissions, events)
Participation Council:	Norbert (chairman, parents)
Teaching staff:	Margit (EY) MP1 Elisa (MP 1) MP2 Valentina (MP 2) MP3 Vanessa (MP 3)

## PHASE 2 — SCHOOLS FULLY OPEN

Mark Rutte, the Dutch prime minister, confirmed on 2 June 2020 that primary schools and childcare centers were fully reopened on 8 June. This phase 2 will still be in place at the start of academic school year 2020 – 2021 and until further notice. Schools will adopt the following guidelines as outlined below.

PO-Council, AOb, CNV Education, FvOv, and AVS, in coordination with Parents & Education, the Teachers' Collective, Boink, BMK, BK, For Working Parents, OCW and SZW developed a protocol including some expansions and clarifications based the government decision to reopen schools completely. The protocol is based on further advice from relevant authorities and peer-reviewed by the RIVM and the emergency decree of Safety region Kennemerland of 9 August 2020.

## General rules

The protocol is based on the following rules:

1. All students will fully go to school from June 8, 2020 (unless they have any symptoms, mentioned in this document)
2. It is not necessary to keep a distance of 1.5 meters between students
3. As far as possible 1.5 meters should be kept between staff and students
4. 1.5 meters should be kept between staff members, unless nearby contact is necessary for work
5. Parent (s) / caregiver (s) do not come into the school, but exemptions can be made by applying the strict rule of triage, a distance of 1,5 meters and hygienic measures
6. Travelers arriving in the Netherlands from certain countries and regions ('the orange zones') are strongly advised to self-quarantine for 14 days and are not allowed to bring or collect their children during this period (parents) or be at school (staff). Children from these orange zones, aged 4 to 12, may go to school and childcare and play sports, unless they have any symptoms
7. The school ensures that students wash their hands regularly
8. Groups are allowed to play together outside and share the playing yard
9. After school, everyone immediately goes home or to after school care (BSO)

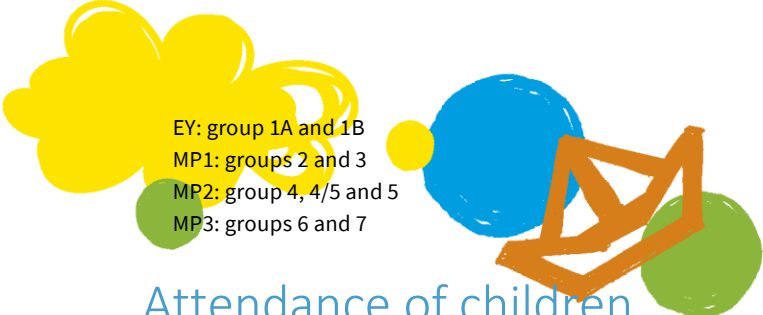
## Organization of groups at school

In line with the protocol of the PO-Council all children will be at school during all weekdays at normal times (8.15am -13.45 pm).

After the summer holiday, we use both entrances of the school:

- \* MP1 and MP3 entrance 1 (main entrance)
- \* EY and MP2 entrance 2 (left entrance)

The children of EY are being dropped off at the play yard (like phase 3). Teachers will be there from 8am until 8.15am to welcome them. Children of MP1, MP2 and MP3 are dropped off before the school (parents don't enter the wooden platform) so they can walk the little road towards school by themselves. There will be staff to guide them. Staff per MP divide themselves (some are outside and others are inside to welcome the children). In special circumstances exemptions can be made to allow parents to accompany their child into the classroom. Requests can be made through management. Triage will take place in that situation.



EY: group 1A and 1B  
MP1: groups 2 and 3  
MP2: group 4, 4/5 and 5  
MP3: groups 6 and 7

## Attendance of children

All children are expected at school with the exception of:

- \* students who have symptoms or health complaints (see below)
- \* students who are still abroad and cannot travel yet
- \* students belonging to a risk group can be exempted from physically being present at school
- \* students whose family members belong to a risk group, can be exempted from physically being present at school

These last 2 exemptions are decisions of parent (s) / caregiver (s) in consultation with the school and the treating doctor. With regards to privacy, the school doctor, Leonard van den Broek, can be contacted to discuss the underlying reasons for the exemption. This information is confidential and will not be shared with the school unless parents give permission.

Travelers arriving in the Netherlands from certain countries and regions ('the orange zones') are strongly advised to self-quarantine for 14 days. Children from these orange zones, aged 4 to 12, may go to school and childcare and play sports, unless they have any symptoms. Parents are not allowed to bring or collect their children during their own 14 days of home quarantine. Even if they do not have any symptoms or if you have tested negative for COVID-19. Through this [link](#) you can find more information, e.g. which countries are considered to be part of the orange zones.

For absence reporting, we follow our normal procedure (as described in the school guide). Parents are asked to contact the school before lessons begin by calling between 7:30 and 8:15 am. Parents can also report their child sick with the class teacher by email. We prefer parents call us, so we can discuss the situation. If parents call school, we will ask questions about the symptoms (checking specifically on the ones described in this document) and about family members. If parents rather not share medical information with us, our school doctor Leonard van den Broek can contact parents. If parents email us to report their child sick, we will call them back after school time, to ask these questions. If children are sick for more than one day, we will check on the symptoms every couple of days by calling parents.

If we have not heard from parents, and no leave of absence has been granted, they will be telephoned by the school at roughly 08:45 am. Pupils being absent without authorization (sickness or authorized leave or exemption mentioned above) will be registered in our monitoring system as 'unauthorized absence'. In specific situations where the school has concerns, e.g. when we are not able to get in touch with parents and the child is not coming to school without the exemptions mentioned above, the Educational Attendance Officer will be contacted (in accordance with the Dutch School Attendance Law (leerplicht))

In case we see any symptoms, we will call parents to pick up their child immediately. The child will be removed and made comfortable until the parents arrive to collect the child. If a child is sent home or absent due to illness, also siblings have to go home/stay at home.

## Attendance of staff

Employees who belong to the 'at-risk group' (according to RIVM guidelines) can be exempted from work at school and are to work from home. Staff members who are not part of the risk-group, but are hesitant to come to school, can discuss this with the management of the school and seek for solutions (for example by taking extra measures). In case a solution cannot be found, the staff member will be seen by the company doctor after which arrangements can be made to work or teach from home.

Staff who arrived in the Netherlands from certain countries and regions ('the orange zones') will be in self-quarantine for 14 days. Through this [link](#) they can find more information.

In case a teacher is absent, we will follow our ERP policy. First we try to find substitution. In case we don't manage to find replacement, students can be divided over other groups or groups can be sent home in case this is not possible anymore. In case an absent teacher (with minor symptoms) is still able to work from home, distance learning is the alternative for this group. In case this lasts a longer period of time, it is an option to have different teachers of our team teach that group (whilst their own classes stay home), in order to teach all groups at school equally.

Staff members who have symptoms or health complaints (see below) will not work at school.



# Health risks, symptoms, and guidelines

The school applies the strict RIVM advice and guidelines in case of health risks:

- \* A student/staff member with the following (airway) complaints stays at home:
  - o Nose cold
  - o Cough
  - o Difficulty breathing / tightness
  - o Temporarily loss of smell and taste
  - o A fever above 38 ° C

Update 17 June 2020, RIVM has amended the advice for children with a nose cold:

Children from 0 to 4 years old with a NON-FEVER nose cold may go to the nursery unless they are a contact of a patient with a confirmed SARS-CoV-2 infection or have an adult family member with complaints appropriate to COVID-19. The same also applies to children aged 4 to 6 who are in group 1 or 2 of primary school. They are also allowed to go to school as long as they don't have a fever with a cold. Young children often and repeatedly have colds and at the moment a lot of them are banned from schools because of the current Corona measures. In young children, a runny nose is often caused by one of many cold viruses. Also children generally have mild complaints with a SARS-CoV-2 infection and therefore appear to contribute to a limited extent to the transmission.

- \* When a student/staff member has tested positive for Corona, he / she must stay at home to get better for at least 7 days. He/she is only allowed back to school if he / she after these 7 days has had no complaints for 24 hours. For more information, see <https://lci.rivm.nl/leefregels>
- \* If someone in the student's/staff member's household has a fever above 38 ° C and / or shortness of breath, the student/staff member will stay at home
- \* If everyone in the household has had no complaints for 24 hours, the pupil/staff member is allowed back to school
- \* If someone in the student's/staff member's household has been tested positively for COVID-19, the student/staff member must wait until that person is free of complaints for 24 hours and then stay at home for 14 extra days. For more information, see: <https://lci.rivm.nl/informatiebriefhuisgenootthuis>
- \* With an unusual number of students with complaints (three students per group or more), the school contacts the GGD
- \* For testing policy see <https://rivm.nl/coronavirus-covid-19/testen> and <https://lci.rivm.nl/uitgangspunten-testen-versoepelen-maatregelen>. Students with complaints are tested by the GGD with permission from parent (s) / caregiver (s)

Pupils or staff who show any symptoms of illness, as mentioned above, even with mild symptoms, during the day are sent home. In the appendix there is a separate letter of our GGD doctor, Leonard van den Broek, about testing children and the policy in that.

## Educational focus & monitoring progress.

There is no distance learning program in this phase. For home learning, we follow the routines we did prior to the Corona situation (the provision per phase group is provided by the teacher as is deemed necessary and can be found in our document 'Family school partnership' on our website). Per Milepost teachers will communicate the use of some of the platforms we gained experience with during the distance learning program.

After the summer holiday we continue, again monitoring development closely for each individual child with the help of our monitoring system Classroom Monitor. From the beginning of the school year we use Classroom Monitor to mark the development of the students on all relevant objectives. We will also do standardized testing in accordance with regular planning.

## Safety & hygienic procedures

### Health control

- \* A student or staff member with the symptoms mentioned above (Health risks, symptoms, and guidelines) will stay at home
- \* We will keep track to all children with possibly Corona symptoms and report to the GGD when there are 3 or more children in a group with Corona symptoms.
- \* Children or staff members with hay fever or chronicle cold, will recognize their symptoms. They can attend school if there are no doubts about symptoms being different from normal <https://lci.rivm.nl/langdurig-neusverkouden-kinderen>
- \* We will be very aware of these symptoms, in which our BHV colleagues are leading (colleagues who has received first-aid training and are responsible for health & safety matters at school).
- \* We do not use a thermometer as an indicator. Without any exception in case of doubt staff or children with symptoms are sent home. Temperature measurement could lead to uncertainties.

- \* In case we see any symptoms, we will call parents have to pick up their child immediately. The child will be removed and made comfortable until the parents arrive to collect the child. If a child is sent home or absent due to illness, also siblings must go/stay at home
- \* We appreciate if parents take children's temperature at home before going to school when they have doubts about the health
- \* Staff with symptoms are being tested by GGD (procedure Sopoh) <https://ggdghor.nl/thema/testen-covid-19/> They stay at home until the result is there (work can be done from home until then)
- \* Medical information about a staff member will not be shared with management of colleagues
- \* With an unusual number of students with complaints (three students per group or more), the school contacts the GGD
- \* In the appendix there is a separate letter of our GGD doctor, Leonard van den Broek, about testing children and the policy in that
- \* Medical treatment by first aid members can be done without any extra protection (RIVM advise). In case they feel more comfortable to do so, this can be discussed with management

### Contact in school

- \* Children do not need to keep a distance of 1.5 meter
- \* Adults (staff) in school maintain a distance of 1.5 meter between each other unless near contact is necessary for the task
- \* Adults (staff) in school maintain, as far as possible, a distance of 1.5 metres from the pupils, which means they avoid physical contact, rump-tumble and cuddling, as much as possible
- \* There are no staff gatherings, e.g. lunch together in the kitchen, team meetings (they will take place online). There will be a procedure to limit the number of staff in the kitchen. For small meetings we will create a safe meeting place
- \* Pupils get their food and drinks one by one
- \* More groups can play outside together and share the play yard
- \* We request that parents dress their children in clothes that they can put on/take off themselves (consider buttons of trousers) so they can dress independently
- \* We request parents to provide food and drink that can easily be 'consumed' with minimal assistance (no troublesome cups/beakers, but cartons, prepared fruit etc. Children need to be able their water bottles and food containers independently. They are also asked to make sure children can open lids by themselves (when hot food is placed in a plastic container, it usually is very difficult for children open it later the day. As teaching staff are not able to help them with this, this would otherwise mean they cannot eat lunch
- \* Children are not allowed to share food or drinks
- \* Pupils use their own bag/folder when books need to be taken home from school and vice versa
- \* No shared pencils etc. Each child has his/her own set of materials, including a wiper board

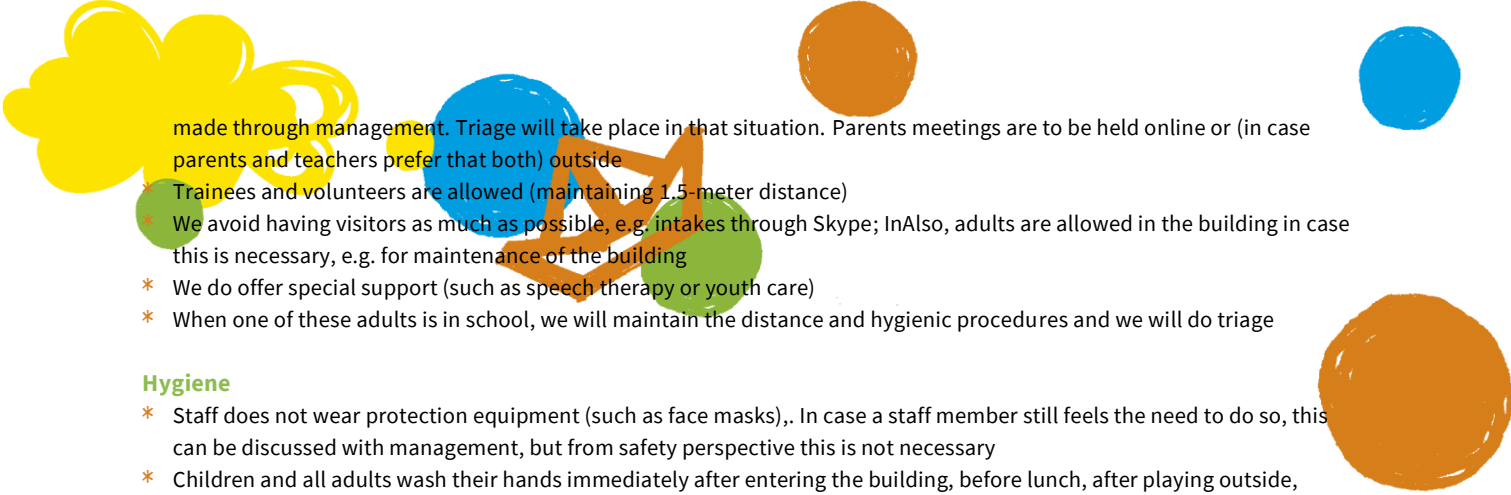
### Start and end of the school day (bringing and fetching)

- \* Pupils (and parents) preferably come to school walking or by bike (when possible)
- \* Pupils are brought or picked up by one adult maximum
- \* Parents arriving in the Netherlands from certain countries and regions ('the orange zones') are strongly advised to self-quarantine for 14 days and are not allowed to bring or collect their children during their own 14 days of home quarantine. Even if they do not have any symptoms or if you have tested negative for COVID-19. Children from these orange zones, aged 4 to 12, may go to school and childcare and play sports, unless they have any symptoms. Through this [link](#) you can find more information.
- \* Parents do not accompany children (in)to the building and there is no handing-over/transfer to teachers:
  - o Children of EY are being dropped off at the play yard (like phase 3). Teachers will be there from 8am until 8.15am to welcome them and this 'drop' yard will also be used from 13.45 – 13.55
  - o Children of MP1, MP2 and MP3 are dropped off before the school (parents don't enter the wooden platform before the school) so they can walk the little road towards school by themselves. There will be staff to guide them. Per MP staff is divided; some welcome children outside whilst others stay inside
  - o In special circumstances exemptions can be made to allow parents to accompany their child into the classroom. Requests can be made through management. Triage will take place in that situation.
- \* After the summer holiday, we use both entrances of the school: MP1 and MP3 use entrance 1 (main entrance) and EY and MP2 use entrance 2 (left entrance)
- \* In case parents are late, they must ring the intercom bell of the main entrance. Only the child walks into the building to the classroom
- \* After school ends children and parents leave immediately

### Adults in the building (including parents)

For safety reasons we will limit the number of adults in the building as much as possible. This means:

- \* Parents are not permitted in the school. We ask parents to respect the 1.5-meter distancing outside school. In special circumstances exemptions can be made to allow parents to accompany their child into the classroom. Requests can be



made through management. Triage will take place in that situation. Parents meetings are to be held online or (in case parents and teachers prefer that both) outside

Trainees and volunteers are allowed (maintaining 1.5-meter distance)

- \* We avoid having visitors as much as possible, e.g. intakes through Skype; InAlso, adults are allowed in the building in case this is necessary, e.g. for maintenance of the building
- \* We do offer special support (such as speech therapy or youth care)
- \* When one of these adults is in school, we will maintain the distance and hygienic procedures and we will do triage

### Hygiene

- \* Staff does not wear protection equipment (such as face masks),. In case a staff member still feels the need to do so, this can be discussed with management, but from safety perspective this is not necessary
- \* Children and all adults wash their hands immediately after entering the building, before lunch, after playing outside, visiting the toilet thoroughly and at least 20 sec.
- \* We do not shake hands
- \* We cough and sneeze in our elbow
- \* We don't touch our face
- \* We use soap and paper towels which are thrown away immediately after use in the paper bin
- \* As an alternative (where there are no soap dispensers) we have disinfecting gel
- \* All procedures above are taught to children
- \* There have been made arrangements with the cleaning company to clean extra in accordance with the protocol (e.g. toilets and door handles)
- \* Furthermore, staff cleans door handles, buttons of dispensers, devices, learning materials, devices regularly, preferably with water and soap. RIVM states that disinfectant liquid is not is not better and has more health risks.
- \* We ventilate the classroom properly (keep windows open as much as possible) and whenever possible (before and after school time) we ventilate the whole building by opening more doors and windows at the same time
- \* No (cuddly) toys from home are allowed at school
- \* Leave doors open as much as possible so that the door handles need to be touched as little as possible
- \* There are plastic gloves for staff to use for the cleaning of tables etc.
- \* There is no showering after PE
- \* For students in Early Years; for the peace and mind of everyone concerned, should a young student have a toileting or soiling incident at school during this time of Corona, teachers will contact the parents to collect the child, this maybe an occasion where if a child is not completely 'potty-trained' that pull-up nappies/diapers are recommended

## After school activities, groups gatherings

The protocol advises to restrain from group activities like school trips. Those already were cancelled before the summer holiday. In the academic school year 2020 – 2021 after school activities will start after Autumn break (unless there is a reason to postpone that), with the exception of swimming which will start straight at the beginning of the school year. For music lessons singing and the use of wind instruments is allowed.

## Concerns

There could be concerns you have about your situation, which you rather not discuss openly. We have an allocated teacher to support parents, staff and pupils with confidential issues. This person is an independent person and respects privacy. Our confidential person is Mrs. Katarzyna Zalewska. Contact should be made preferably via email: [katarzynazalewska@optimist-international-school.nl](mailto:katarzynazalewska@optimist-international-school.nl)

Now that children are in an uncertain situation, and a have a different structure of school life, behavioral or emotional problems might arise. The main contact person for parents and children remain the classroom teachers (from the triangular relationship between child, parents and teacher). Ilma Futselaar (Learning Leader / Special educational needs coordinator) is in touch with all teachers frequently and teachers can contact her in case of questions. Our school coach can also be reached directly by parents on a confidential base: Glennis Windroll, 06 20809394, [g.windroll@altra.nl](mailto:g.windroll@altra.nl).





# APPENDIX: CRISIS MANAGEMENT MATRIX

Risk Level	School Access	Class organization	Education	Monitoring progress, testing, reporting	Field trips, sport events, after school activities, visitors
Level 0 No specific risk	Students & staff stay at home when flu symptoms occur. Normal hygiene and safety according to Safety policy	Regular organization	Regular school programme according to Educational profile	Regular monitoring, testing, and reporting according to Monitoring & Assessments policy	All regularly scheduled activities allowed according to Year calendar
Level 1 Low risk					
Level 2 Moderate risk	Students & staff stay at home when they or a family member have Corona or cold symptoms until they are fully recovered for 24 hours. 1.5-meter distance between adults and possibly between adults and children. Specific safety and hygiene procedures. No visitors are allowed (online appointments)	Normal class organization: All children at school all days. Solely school learning (no distance learning)	Adapted: focus on keys skills	Regular monitoring, testing, and reporting according to Monitoring & Assessments policy	All suspended
Level 3 Medium risk	Students & staff stay at home when they or a family member have Corona or cold symptoms until they are fully recovered for 24 hours. 1.5-meter distance between adults and possibly between adults and children. Specific safety and hygiene procedures. No visitors are allowed (online appointments)	Adapted organization: Children at school half of the time during whole days. Combination of school learning and distance learning	Adapted: focus on keys skills Both learning at school and distance learning	Monitoring to differentiate and adapt learning. No (standardized) assessments. No use of Classroom Monitor. No reports	All suspended
Level 4 High risk	School is closed		Only distance learning	No monitoring. No (standardized) assessments No use of Classroom Monitor. No reports	All suspended



## APPENDIX: GGD INFORMATION - TESTING CHILDREN

Message from our school doctor, Leonard van den Broek, GGD Kennemerland

11 June 2020

As your school doctor, I am available to answer your questions regarding your children's' health matters. Considering the recent Covid-19 crisis, I have compiled some information that I hope you will find useful and will ease some of your concerns.

### Testing children:

The GGD is currently receiving a lot of calls from parents who want their child with (mild) complaints to be tested for COVID-19. The national message is that anyone with complaints can be tested, but for children aged 0-12, these are only tested on indication. There are several reasons for this.

- Children usually find the current test (throat and nose smear) very unpleasant.
- Resistance during test administration may prevent the test from being performed properly with the risk of false negative results.
- There is also a logistics problem, because very young children cannot currently be tested in our test street.
- In addition, children often have few complaints of COVID-19, so it is important to always weigh the importance of the test against the interest of the child.

The advice at this time is therefore to exclude children aged 0-12 with complaints appropriate to COVID-19 from school and nursery and to have them sick at home, but not to test them as standard.

A test indication only exists if:

- There is an unusual number of children (namely 3 or more) in primary school or childcare with recently arisen complaints appropriate to COVID-19 (Article 26 WPG).
- If a child with complaints of COVID-19 is in contact with a confirmed patient.
- If a child with complaints of COVID-19 has been absent from school for more than a week, a test can be considered.
- If a child has chronic complaints that resemble COVID-19 and where the assessing (JGZ) doctor has doubts about the cause.

To clarify the latter category: children with chronic cold complaints do not have to be tested as standard. Only if there is doubt about the cause, can it be decided in consultation with the parents and the (treating) doctor to test.

### Contact GGD Kennemerland

If you have any questions about testing children, you can contact the Department of Infectious Disease Control at GGD Kennemerland: [IZB@vrk.nl](mailto:IZB@vrk.nl)

For questions about hygiene and the guidelines, please contact: [THZorg@vrk.nl](mailto:THZorg@vrk.nl)

I am always available for your questions via my email address: [lvandenbroek@ggd Kennemerland.nl](mailto:lvandenbroek@ggd Kennemerland.nl)

**Leonard van der Broek, GGD Kennemerland**

