

# VERSO Guidelines for COVID-19

**Updated as of 05 August 2020**

Please note that these guidelines may be adjusted depending on the conditions and regulations in effect at that time on the Thai Government directives.



The safety and well-being of our students, faculty and staff are of the highest priority at VERSO.

To minimize the risk of spreading the COVID-19 virus to our community, we have placed the following guidelines at VERSO. These may be adjusted depending on the conditions and regulations in effect at that time and are subject to change according to government directives.

We will continue to provide high-quality learning experiences for our students, whether on campus or at home and will frequently update families regarding our policy and procedures, which will be regularly reviewed and updated with guidance from the Royal Thai government, Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO).

Please note that families are required to complete the VERSO Family Travel History Form before the first day of school on 17 August as this is required by the Thai Ministry of Education.

**[CLICK HERE TO ACCESS THE FORM](#)**

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# Access to Campus

- Access to VERSO will be limited to the main gate at Soi Sarasetthasiri on Bang Na Trad - Suvarnabhumi Road.
- Access to the campus will be limited to students, parents, faculty, staff and outsourced workers hired by VERSO.
- Visitors can only enter the campus if they have made a prior appointment with a VERSO staff member. They must complete the COVID self-declaration form which is available on the website and via a QR code which can be scanned from the temperature check station at The Hub.
- All students arriving by cars or the school bus must be dropped off at The Hub.
- Every person on campus is required to wear a mask at all times, except during meals and while playing sports. We recommend bringing 2 masks. Students in Lower Loop are requested to bring 3 masks.



# Arrival at VERSO

Parents are required to check the student's temperature before they depart for school. *Please note that students with a temperature equal to or above 37.5 °C / 99.5 °F should stay at home.*

- **Students arriving by school bus:**

- The school bus monitor will check the temperature of the students before they board the bus.
- School bus monitors and drivers must undergo a temperature check every morning. They must always wear a face mask and vehicle sanitization must be conducted after every use.
- Every school bus monitor must carry a thermometer to check the temperature of students.
- Students with a temperature equal to or above 37.5 °C / 99.5 °F will not be allowed on the bus. There must be an adult waiting with the student in case he /she doesn't get on the bus.
- All students must wear a face mask while on board and sit on seats marked for safe seating.

- **Students arriving by car and school bus:**

- VERSO's staff will check the temperature of students when they arrive at The Hub.
- A temperature checking station will be set up at The Hub. Markers showing physical distancing of 1-2 meters will be placed on the ground to avoid congestion.
- A sticker will be given to all individuals to place on their shirt to indicate successful temperature check .
- Students in Lower Loop (EY2- EY5 and G1-G4) will walk to the Lower Loop building where they will be dropped off by their parents or caretakers. If arriving by school bus, the students will be dropped off by the school bus monitor. Students in the Middle Loop will walk straight to their learning spaces.
- Hand sanitizer dispenser stands will be placed throughout the campus.
- Every individual entering the campus must step on the disinfectant mat placed after the turnstile at The Hub.
- If there is a staggered pick up and drop off times for students, this will be communicated by the respective Loop Leaders.



# Departure from VERSO

- All students are required to leave the campus at the end of the school day.
- Students in Lower Loop (EY2- EY5 and G1-G4) will be picked up by their parents or caretakers from the foyer in the Lower Loop building. If leaving by school bus, the Lower Loop students will be picked up by the school bus monitor.
- Students in the Middle Loop either wait at the foyer of the Middle Loop or at the entrance of The Hub, to be picked up by their parents or caretakers. If leaving by school bus, the Middle Loop students will board the school bus at the designated area.



# In Our Learning Spaces

- VERSO will follow the MoE COVID guidelines on physical distancing.
- All students and faculty must wash and sanitize their hands before entering and leaving their learning space.
- Floor markers will be placed in the learning spaces to indicate physical distancing.
- Learning will be designed to ensure physical distancing practices can be maintained throughout the day.
- Learning spaces are flexible and can be designed as self-contained zones with individual air conditioning.
- Students are limited to the number of resources they bring from home into the learning space. All school materials will remain at school. Students may bring their pencil case, but this must stay at school.
- iPads will be sanitized at school prior to use.
- Resources will be assigned to individual students and group use will be minimized.
- Our cleaning staff will clean the space and materials used by students twice during the school day and once at the end of the school day.
- Students will not be allowed to bring in personal toys to school.
- Early Years students who nap will be placed 1 meter apart from each other. The school will provide mattresses. Students must bring their own bedsheets, pillows and blankets and these must not be shared with other students. Students must bring these back home on alternate days for a wash and a new set brought in the next day.
- The air conditioning system has a fresh air duct system. Students will not remain in an air-conditioned learning spaces for more than 2 hours at any given time, per Thailand's Ministry of Education guidelines.
- All students will walk in single file.



# Meals at Eatz

- Floor markers will be placed in Eatz to identify areas where students can stand as they queue to get their meals and where they can sit down. These markers will be placed 1 meter apart.
- Tables at Eatz will be placed 1-2 meters apart.
- VERSO's meals will be catered by Epicure Catering, whose staff will wear face shields, masks and gloves.
- Students who bring their own meals are requested to place their containers after use in their bag or dispose of the container in the garbage bins provided.
- All students, faculty and staff are requested to bring their own water bottles.
- The school's water dispensing station will be regularly cleaned.
- Students will be asked to change their mask after meals and dispose in a garbage bin.



# Use of Washrooms

- Everyone will be required to follow the hygiene guidelines displayed inside the washrooms and maintain physical distancing.
- Everyone will be required to wash their hands before and after eating and after using the washroom facilities.
- Hand washing liquid and hand sanitizers will be placed in every washroom.
- Washrooms will be cleaned and sanitized every 2 hours.
- Floor markers will be placed in all washrooms to indicate physical distancing.





# Hygiene

- Our cleaning staff will regularly clean and disinfect all our learning spaces, high touch surfaces (i.e., handrails, light switch, doors), washrooms, cafeteria and physical resources used by the students, every 2 hours.
- All cleaning staff will wear masks, rubber gloves, cleaning aprons and hard covered rubber shoes.
- Additional deep cleaning with disinfectant machines will also be carried out at the end of each school day.



# Outdoor Play

- Our Learning Designers will design a schedule for outdoor play which will limit the number of students playing at any one time.
- Students will be allowed on the playground on a rotational basis.
- All playground equipment will be cleaned before and after use.
- Use of the playground will be at the discretion of VERSO.



# Sports & Extracurricular Activities (ECAs)

- Team games will be modified to maintain physical distancing.
- ECAs will not take place during this time.



# Attendance

- If the student is unwell and unable to come to school, parents are requested to inform the school by email ([admissions@verso.ac.th](mailto:admissions@verso.ac.th)) or phone (02 080 6200)



# Illness

- If a student has a temperature higher than 37.5 °C / 99.5 °F or shows symptoms of frequent coughing, runny nose, sore throat or shortness of breath, he or she is not permitted to enter the campus. Please contact a hospital to arrange testing. The student can only return to school with an appropriate medical certificate from a hospital.
- If a student develops high fever at school or shows symptoms of COVID-19, he or she will be taken to the school clinic and placed in an isolated room to monitor the condition. The school will call parents immediately to pick up the student for further testing at a hospital.
- If any family member in the same household, or any other person who has come into close contact with the family, shows any symptoms relating to COVID-19, the family must self-isolate, seek medical advice and inform the school immediately. The school needs to be informed so we can inform the individuals with whom the student has been in close contact.
- If the student or any family member in the same household has tested positive for COVID-19, families must cooperate fully with the appropriate government organizations regarding medical treatment and/or self-quarantine requirements and inform the school immediately.
- The above measures are also applicable to all faculty, staff members and outsourced workers hired by VERSO.

