

## **SBSN ADVISORY NO. 5 Series of 2022**

Re: SBSN Health Protocols and Procedures

for SY 2022-2023

June 23, 2022

Good day Parents/Guardian,

The school health protocols and procedures that your child should follow during in-person lessons are covered in the video we've released. Following your viewing of the recorded videos, the following topics are listed:

### 1. Going Home Rider Type

- Please let us know what would be the going home rider type of your child.
  - a. **Inside rider** – you will avail the SBSN School bus service
  - b. **Outside Rider** – Your child/ren will be picked-up by you or an outside service
  - c. **Commuter** – your child/ren will go home by themselves.
- For commuters and outside riders, the parent or guardian must submit a letter informing us that their child/ren will do so and providing your contact information. (HS)
- You can either message us directly on Skype, or ask your child to tell the adviser what you have decided.

### 2. For those who have not yet sent a 1x1 photo for the school ID, you may still do so and send it to [hsdept@sbsn.edu.ph](mailto:hsdept@sbsn.edu.ph) or [hsdeptsec2020@gmail.com](mailto:hsdeptsec2020@gmail.com) for the high school and to [gsdept@sbsn.edu.ph](mailto:gsdept@sbsn.edu.ph) or [sbsn.gsdept@gmail.com](mailto:sbsn.gsdept@gmail.com). We will distribute the ID to your child during the students' face-to-face orientation/simulation.

### 3. Recess

- This school year, there won't be a canteen, therefore your child or children must bring their own food and water (enough for a half-day), as well as extra in case they are big eaters. Food sharing is not permitted.

#### 4. School Health Protocols and Procedures for the face-to-face classes

##### a. **Entrance gate**

- Grade School – main gate
- High School – high school gate which is close to the 7-Eleven store

b. When students arrive at school, they must also present a completed health declaration form.

c. As soon as they arrive, your child/ren takes his or her temperature using the alcohol dispenser-equipped temperature sensor or washes their hands in the sink area. On the health declaration form, each will record his or her temperature. The student will place the declaration form in the section's box.

d. Once their temperature and condition is okay, they can go up to their respective classrooms

e. Classroom assignments location:

##### **Grade School**

- |                          |                                   |
|--------------------------|-----------------------------------|
| ▪ Kinder – Ground floor  | - Grade 3 – 2 <sup>nd</sup> floor |
| ▪ Prep – Ground floor    | - Grade 4 - 2 <sup>nd</sup> floor |
| ▪ Grade 1 – Ground floor | - Grade 5 – 3 <sup>rd</sup> floor |
| ▪ Grade 2 – Ground floor | - Grade 6 – 3 <sup>rd</sup> floor |

##### **High School**

- |   |                                    |
|---|------------------------------------|
| ▪ Grade 7 – 3 <sup>rd</sup> floor         | - Grade 9 – 3 <sup>rd</sup> floor  |
| ▪ Grade 8 – 4 <sup>th</sup> floor         | - Grade 10 – 4 <sup>th</sup> floor |
| ▪ Grade 11 and 12 – 2 <sup>nd</sup> floor |                                    |

f. Time Schedule:

##### **Grade School**

- |                   |                          |
|-------------------|--------------------------|
| ▪ Kinder and Prep | - 7:30 a.m. – 11:20 a.m. |
| ▪ Grade 1 to 6    | - 7:00 a.m. – 12:00 noon |

##### **High School**

- |                |                          |
|----------------|--------------------------|
| ▪ Grade 7 – 10 | - 7:00 a.m. – 12:00 noon |
| ▪ Grade 11- 12 | - 12:30 p.m. – 4:50 p.m. |

- g. Students must follow the arrow markings on the floor to understand the traffic directions around the building.
- h. As previously stated in the waiver, mandated by the Department of Education, we would like to remind your child/ren to bring their personal hygiene kit (tissue, alcohol, facemask, soap) in school.
- i. Specific comfort rooms will be designated per grade level.
- j. In addition to this, there are color coded trash cans strategically placed on each floor.
- k. During dismissal, your child/ren will go down based on their rider type:
  - First Trip inside riders
  - Commuters (HS)
  - First trip outside riders
  - Second trip outside riders
  - Second trip inside riders

**Exit gates:**

- Grade School – side gate
- High School – high school gate

- 5. We will hand out the following to students during their orientation/simulation:
  - Modules and activity sheets (Week 1 and 2)
  - Class schedule
  - School ID
  - Health Declaration Form

6. Please get in touch with the relevant offices if you have any questions not covered by the topics:

**a. Treasurer's Office - 0917 313 4657**

- If the concern is about the tuition fee, books, uniforms, and school service

**b. IT Office - 0917 531 3197**

- If the concern involves technical support such as Skype account, e-mail, and etc.

**c. Grade School Office - 0917 847 7276**

**d. High School Office - 0917 872 7647**

- Other matters/concerns