



**SCHOOL LOGISTICS
AND OPERATIONS
Implementation Plan**

School Logistics and Operations Implementation Plan

Contents

1.	Introduction	2
2.	Risk Assessment	2
3.	Arrival Time	5
4.	Breakfast Club	6
5.	Entrance for Visitors	6
6.	Common Areas	7
7.	Meetings and Assembly	7
8.	Classrooms	8
9.	Staffrooms/Offices	9
10.	Use of sanitary facilities/toilets	10
11.	Outings	10
12.	Break Time and Outside Areas	11
13.	Dismissal Times	12
14.	School Transport	12
15.	Libraries	13
16.	Tuck-shops	14
17.	Lockers	14
18.	Cleaning of Premises	15
19.	Plan if someone becomes sick	16
20.	Practicing Preventive Behaviors	16
21.	Contact point at the School	17
22.	Contact point at the Ministry for Education and Employment	17

[Annex 1 – Toilets Log Sheet Template](#)

[Annex 2 – Poster – Hand Sanitising Station](#)

[Annex 3 – Poster – Social Distancing](#)

[Annex 4 – Poster – Obligatory Mask](#)

[Annex 5 – Stickers – Direction flow](#)

[Annex 6 – Posters - Self-care and Good Hygiene Practices](#)

[Annex 7 – Poster – Isolation Room](#)

[Annex 8 – Poster – Hand Washing Technique](#)

[Annex 9 - Stickers - Distance](#)

1 Introduction

Following the publication of the Advice and guidelines to the educational sector for the re-opening of primary and secondary schools in Malta issued by the Ministry for Health, and in accordance to these advice and guidelines, the Directorates for Education together with schools will take and implement a number of measures related to the school logistical and operation for the re-opening of schools during the COVID-19 period.

The School Logistics and Operations Implementation Plan reflects the measures based on scientific evidence as published in the Advice and guidelines to the educational sector for the re-opening of primary and secondary schools in Malta
https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Advice-and-Guidelines-for-Educational-Sector_02Sep20.pdf

This plan shall serve as guidelines for the School Administration for the re-opening of schools and will be updated accordingly in order to reflect the realities and needs of the schools.

The Annexes that form part of this document are only for reference and similar signage can also be used. When references to other already published guidelines are made, unless otherwise stated in the 'Advice and guidelines to the educational sector for the re-opening of primary and secondary schools in Malta', these referenced guidelines are to be followed.

It is recommended that the schools engage and encourage everyone in the school and the community to practice preventive behaviours. Care must be taken to avoid stigmatising students and employees who may have been exposed to the virus.

Schools should continue to be welcoming, respectful, inclusive and supportive environments to all.

2 Risk Assessment

Prior to the re-opening of schools, the Ministry will carry out a risk assessment in all schools. This ad-hoc risk assessment will be a risk assessment on the school set up and measures taken as per 'Advice and guidelines to the educational sector for the re-opening of primary and secondary schools in Malta'. The risk assessment report shall be provided to Head of Schools.



3 Arrival Time

(i) Schools shall adopt a staggered arrival time and different entrances for students to avoid gatherings of students outside the school premises and limit direct contact.

It is recommended that parents/guardians are kept informed by means of a circular to keep the recommended social distance when waiting outside the school premises and that it is being recommended that only one parent/legal guardian accompany the student to school.

(ii) Students that arrive at school according to the staggered timing should be directed to a designated area so that they only mix with their group/bubble. The capacity of the designated area shall be determined in accordance with 'Advice and guidelines to the educational sector for the re-opening of primary and secondary schools in Malta'

It is being recommended that:

- employees who arrive at school and do not have any supervision duties, go directly to their classroom/staffroom/offices after signing attendance. Educators in Middle and Secondary schools, who have the first lesson, are encouraged to go directly to their classroom to avoid congregation in the staffroom;

- schools have any necessary signage/posters in place:

- Hand Sanitising Stations (Annex 2);
- Year Groups indication for Every Entrance;
- Social Distancing (for outside school entrances) (Annex 3);

- late entrants need to use the same entrance as per 'Entrance for Visitors' (page 6) of these recommendations.

(iv) Before entering the school premises every person is to have their temperature taken and sanitize their hands with hand sanitizer.



4 Breakfast Club

Breakfast food, for schools having Breakfast Clubs, will be bought **ready packed and entitled students grab and go the packed food upon arrival.**

5 Entrance for (Authorised/not-Authorised) Visitors

(i) Once all students arrive all **entrances are to be locked and one main entrance is to remain available for visitors and late arrivals.**

(ii) The entrance for visitors shall have a **hand sanitizing station and temperature checks are performed.**

(iii) **Social distancing** is to be respected by visitors.

(iv) **Unauthorised visitors are not allowed in the school. Only students, staff and authorized personnel are allowed on the school premises. No parents/legal guardians are to be allowed in the school at any time.** It is being recommended that parents are informed of the means of communication with parents the school shall adopt.

(v) Schools shall keep a **record of all visitors.**

(vi) All visitors are to enter the premises:

- **Wearing a mask/face shield;**
- **After having their temperature checked;**
- **After having sanitized their hands;**

They shall be accompanied by school personnel to the respective area applicable.

(vii) It is being recommended that schools have any necessary **signage/posters** in place:

- **Hand Sanitising Stations (Annex 2);**
- **Social Distancing (Annex 3);**
- **Obligatory Mask/face shield (Annex 4).**

6 School Common Areas

- (i) School common areas and corridors **are organized in a way that there is a one-way flow** for students and employees. Always keep to the left. Stickers are to be affixed on floors to show direction of flow (Annex 5).
- (ii) **Masks/face shield are worn by all in common areas** (excluding children under 3 years of age).
- (iii) Exceptions to the wearing of masks / face shields is during physical activity and in specific medical and/or behavioral conditions which are certified.
- (iv) It is being recommended that schools have any necessary **signage/posters** in place:
 - Self-care and Good Hygiene Practices (Annex 6);
 - Direction Flow (Annex 5).

7 Meetings and Assembly

- (i) It is recommended that:
 - an **online policy for employee/departmental meetings** is adopted by the school;
 - **physical meetings shall respect social distance and whenever possible shall be avoided and replaced with non-contact alternatives.**
- (ii) There are to be **no large gatherings or assemblies.**
- (iii) Parents Days and Evenings are to be held online, telephonically or other means that help avoid in person contact.
- (iv) Communication from parents/legal guardians with staff for day to day necessities can only be done through online service or other means such as telephone but not in person.

8 Classrooms

- (i) Where possible, **desks/seating in classrooms should all face in the same direction** and none should be facing each other.
- (ii) Maximum effort is to be made so that student desks are kept to a distance of 1.5m between students whilst sitting, in line with good social distancing practices.
- (iii) Staff are to maintain a distance of at least 2m between themselves and with students.
- (iv) Classroom **windows and door are to be kept open** at all times for good ventilation.
- (v) It is being recommended that:
- **hand sanitizer** is provided in each classroom;
 - non-essential furniture is to be removed from classrooms where possible;
 - to facilitate cleaning nothing is to be fixed to walls or hung in classrooms;
 - any interactive flat panel will only be used by the educator;
 - the students use the same classroom where possible;
 - only toys that can easily be cleaned are to be left in the classroom.
- (vi) **All students should bring their own disposable tissues and hand sanitiser (personal sanitising products).**
- (vii) **Staff members are required to wear a mask/faces shield during class when in presence of others (both other employees and students).**
- (viii) **It is not necessary for students over three years (primary sector) to wear a mask/ face shield when they are in their classrooms or when they are in the presence of members of the same bubble/ cluster.**
- (ix) **Students at middle and secondary level are to wear a mask / face shield at all times**
- (x) Should the classroom have **air-conditioning systems** these can be utilised as long as doors and windows are kept open, the flaps are directed towards the ceiling, the filters are cleaned well and maintained properly, and recirculated air-conditioning avoided.
- (xi) Wherever possible, **students and staff must remain within the same group/bubble**, which composition should remain constant and social distance is observed. In particular, there should be

no unnecessary contact between students, or between students and staff members.

(xii) If common functional rooms/ resources are going to be used by different groups of students at different times in the day, **the room must be cleaned and disinfected, including furniture and common resources, between each new group** using the room and facilities for specific activities.

(xiii) It is recommended that all items/resources that are not used daily or are simply on display should be stored in cupboards.

9 Staff Rooms and Offices

(i) Where possible educators attend the staff room at staggered times.

(ii) Staff are to remove their mask/face shield only to eat/drink.

(iii) It is being recommended that where possible, educators **use other available areas** during free periods, preferably outside areas.

(iv) **Considerations must be made for all staff members in staff rooms and offices to keep an adequate physical distance of 2m from other staff members.**

(v) Should the rooms have **air-conditioning systems** these can be utilised as long as doors and windows are kept open, the flaps are directed towards the ceiling, the filters are cleaned well and maintained properly, and recirculated air-conditioning avoided.



10 Use of Sanitary Facilities/Toilets

- (i) **Sanitary facilities are cleaned frequently** (guidance on cleaning is found in page 15 of these recommendations).
- (ii) Sanitary facilities have a **supply of soap and disposable paper towels**.
- (iii) Schools are to ensure that **all sanitary facilities have good water flow** both in toilet flushing's and wash hand basins.
- (iv) The school shall have all **Legionella testing** done.
- (v) It is recommended that:
 - the school shall adopt a policy for student toilet visits so that the student keeps within the group/bubble and to avoid having large numbers of students using the toilets at the same time;
 - the school encourages all educators and other employees to promote good hygiene practices;
 - schools have any necessary **signage/posters** in place:
 - Hand Washing Techniques (Annex 8);
 - Distance Stickers (Annex 9).

11 Outings

No outings from the confines of the School are to be held by Schools.

12 Break Time and Outside areas

(i) It is recommended that, whenever possible:

- **use of outdoor areas is encouraged;**
- **the school implements staggered play times for Primary Schools** to prevent too many students using the outdoor area at the same time. Games should be carried out only within the same cluster/group/bubble of students;
- **designated areas are identified for students in the same group/bubble to stay in during break times;**
- all **outside areas should be cleaned properly** every day (guidance on cleaning is found in page 15 of these recommendations).

(ii) Use of **water fountains is forbidden**. They are to be disconnected.

(iii) All **sports/games activities** carried out during the school day, are to be guided by the guidelines regulating sports activities. The use of gymnasiums is also permissible, and guidelines should be followed.

https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Guidelines_For_The_Return_To_Sports.pdf



13 Dismissal Time

(i) Schools shall adopt a **staggered dismissal time and different entrances for students** to avoid gatherings of students outside the school premises and limit direct contact.

It is recommended that parents/guardians are kept informed by means of a circular to keep the recommended social distance when waiting outside the school premises and that it is being recommended that only one parent/legal guardian picks-up the student from school.

(ii) If possible, students should remain in the classroom until it is the time for their dismissal time.

(iii) It is recommended that **students using school transport should have a designated area**, with ample space to maintain social distancing to wait for school transport, preferably an outside area grouped as per school route.

14 School Transport

(i) It is being recommended that:

- students that arrive at school by school transport **are shown directly to a designated area so that they only mix with their group/bubble once on the school premises;**

- **Students using school transport should have a designated area where to wait**, with ample space to maintain social distancing to wait for school transport, preferably an outside area – grouped as per school route at dismissal.

(ii) Where available, onboard supervisors are to ensure that students wear a mask for the whole journey and guide students so that physical distancing between students is maintained on the transport vehicle where possible;

(iii) Schools are to ensure that only the MEDE approved students on the particular route board the transport vehicle from school (lists of approved students per route are provided to the School Administration by the School Transport Section and changes can only made by the School Transport Section);

(iv) Schools should ensure that all passengers:

- **wear face masks/face shield to board the transport vehicle** (excluding passengers under

three years, with intellectual disabilities, sensory issues, autism or certified as exempted);

- **Wear a mask / face shield whilst waiting to board the transport vehicle from school;**
- are reminded that **face masks / face shield must be worn throughout the whole course of the journey.**

15 Libraries

(i) Libraries within schools are to follow the guidelines established by the Health Authorities

https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Obligatory_Conditions_And_Guidelines_On_Libraries.pdf

(ii) It is recommended that:

- When possible, books are pre-booked;
- The use of ebooks is encouraged;
- Libraries should consider quarantining books for a couple of days before making them accessible to other children;
- Schools have any necessary **signage/posters** in place:
 - Self-care and Good Hygiene Practices (Annex 6);
 - Distance Stickers (Annex 9).



16 Tuck-shops

It is recommended that:

- the school shall adopt a policy for student usage of tuck-shops so that the student keeps within the group/bubble and to avoid having large numbers of students using the tuck-shop at the same time;
- tuck-shop areas are to be treated as common areas (see page 7 of this document);
- schools have any necessary **signage/posters** in place:
 - Self-care and Good Hygiene Practices (Annex 6);
 - Distance Stickers (Annex 9).



17 Lockers

It is recommended that:

- the school shall adopt a policy for student usage of lockers so that the student keeps within the group/bubble and to avoid having large numbers of students using the lockers at the same time;
- schools have any necessary **signage/posters** in place:
 - Self-care and Good Hygiene Practices (Annex 6);
 - Distance Stickers (Annex 9).

18 Cleaning of Premises

The cleaning of surfaces remains an important measure to ensure hygienic conditions and fight against the spreading of COVID-19.

(i) **Cleaning is to be done using disinfectant products for both floor and surfaces.** A combination of cleaning and disinfection will be most effective in removing the COVID19 virus.

- **First you clean (water and detergent) then you disinfect (disinfectant).**

(ii) **Cleaning should start with the dirtiest surface first**, progressively moving towards the cleanest surfaces.

(iii) **Water is to be changed regularly.**

(iv) **Floor cleaning must be carried out more regularly and frequently throughout the day.**

(v) **The following Areas are to be cleaned thoroughly and at least three times a day:**

- Toilet Facilities. Toilet seats, fittings, washbasins and floors must be cleaned. **A log detailing the time when the toilet facility has been cleaned and by whom should be filled in for each toilet facility.** (Annex 1) ;
- Handrails /door and other handles;
- Stairs;
- Light Switches;
- Other grip areas.

(vi) If common functional rooms are going to be used by different groups of students at different times in the day, **the room must be cleaned and disinfected, including furniture , between each new group** using the room and facilities for specific activities.

(vii) **All desks and other surfaces are to be cleaned daily.**

(viii) **Common resources used by students must be cleaned appropriately at regular intervals and at the beginning and at the end of the day.**

(ix) All toilet facilities are to have the **supply of water, soap and disposable towels** at all times.

(x) All **outside areas should be cleaned properly every day.**

(xi) All areas to be cleaned are to be checked by assigned personnel and documented by a checklist.

19 Plan if someone becomes sick

- (i) **Every school shall have an isolation room.**
- (ii) It is being recommended that appropriate signage indicating the Isolation Room (Annex 7) is affixed at the entrance of such room.
- (iii) For health procedures please refer to Annex 2 of the 'Advice and guidelines to the educational sector for the re-opening of primary and secondary schools in Malta'.

20 Practicing Preventive Behaviors

- (i) Social distancing is respected.
- (ii) Employees must keep 2m between themselves (between staff).
- (iii) Maintain hand hygiene: wash hands with soap and water regularly and carefully for at least 20 seconds. If there is no soap and water in the room use hand sanitizer.
- (iv) Keep hand sanitizer out of young children's reach and supervise appropriate use.
- (v) Avoid unnecessary touching, hugging or shaking hands between members of the staff and students.
- (vi) Avoid, as much as possible and depending on the case, unnecessary physical contact with children.
- (vii) If possible, do not touch the face, especially the mucous membranes, with your hands, i.e. do not touch the mouth, eyes and nose.
- (viii) If possible, do not touch publicly accessible objects such as door handles or elevator buttons with your full hand or fingers.
- (ix) Sneezing/coughing should be in disposable tissues, which are then disposed of immediately in a closed and lined bin in the classroom. If a tissue is not available sneeze/cough into flexed elbow.
- (x) school encourages all educators and other employees to promote good hygiene practices.

(xi) washing of hands and use of sanitisers at the school is monitored and performed at regular intervals.

(xii) Staff who feel unwell or are sick are not to go to work.

(xiii) Students are to bring to school their own personal sanitising products.

(xiv) Wherever possible the use of outdoors is encouraged even for lessons.

21 Contact point at the School

A COVID-19 Contact person should be designated, whose role would be to:

- familiarise oneself with the 'Advise and Guidelines to the Educational Sector for the re-opening of primary and secondary schools in Malta' issued by the Ministry for Health;
- Organise training of staff on COVID related mitigation measures;
- act as a contact point for employees and parents who may have queries with respect to the COVID mitigation measures implemented within the school;
- ensure that when children are unwell, they are appropriately isolated as per mitigation plan and arrangements are made for collection by guardian/parent;
- in conjunction with MEDE and Public Health Authorities, collaborate on the development of an 'Early Warning System' which aims to look at trends on sick leave amongst staff and absenteeism amongst students to be able to predict or detect potential clusters of cases;
- serve as the designated person for liaising with the Public Health Authorities.

Contact point at the Ministry for Education and Employment

For any clarifications and supplies please contact the
Department for Strategy and Support on
dgss.mede@gov.mt



Annex 1

Toilets Log Sheet Template



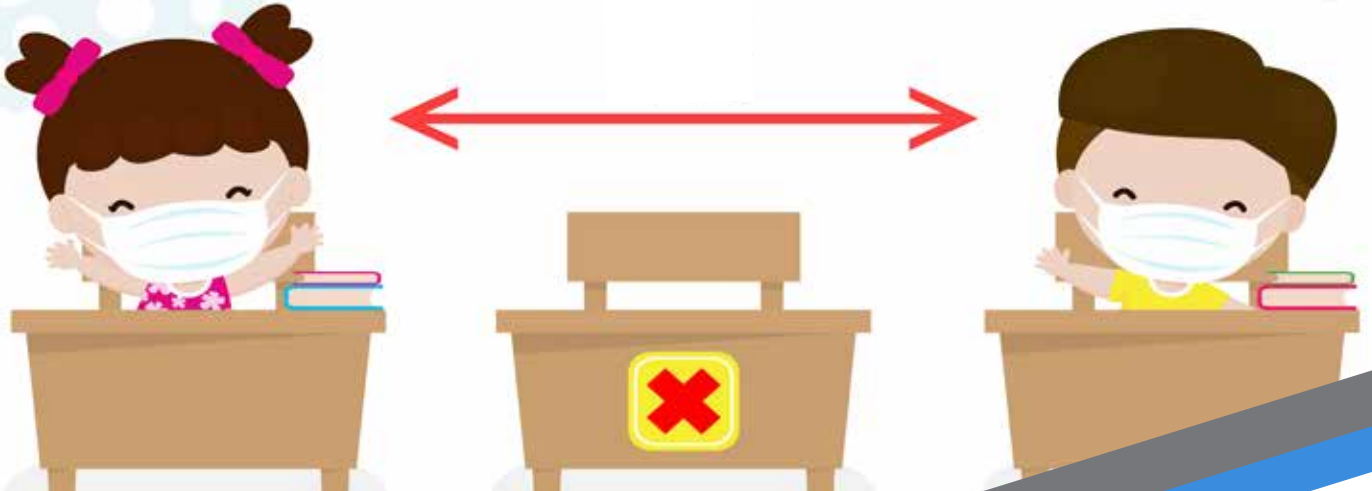
Annex 2

Poster
Hand Sanitising Station



Hand Sanitising
Station

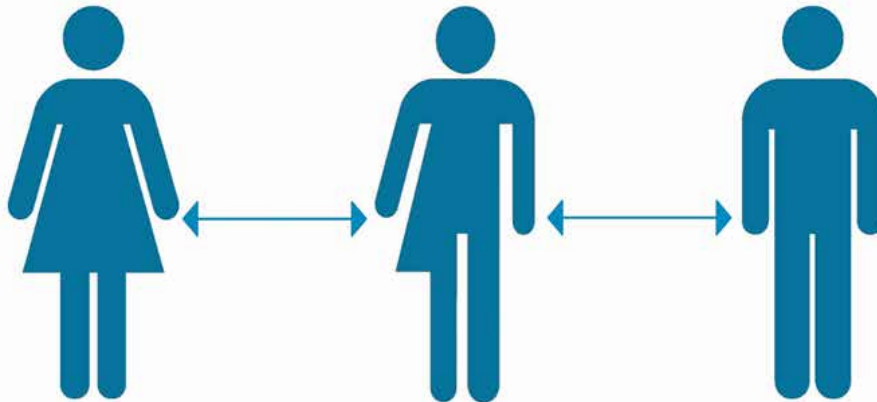
NEW NORMAL SOCIAL DISTANCING



Annex 3

Poster
Social Distancing

OBSERVE SOCIAL DISTANCING



WATCH YOUR DISTANCE

#StaySafe

#NiehduHsiebXulxin

Keep a safe
distance!



HEALTH PROMOTION & DISEASE PREVENTION DIRECTORATE

www.covid19health.gov.mt



Annex 4

Poster
Obligatory Mask



**Face Mask
REQUIRED**

The New Normal

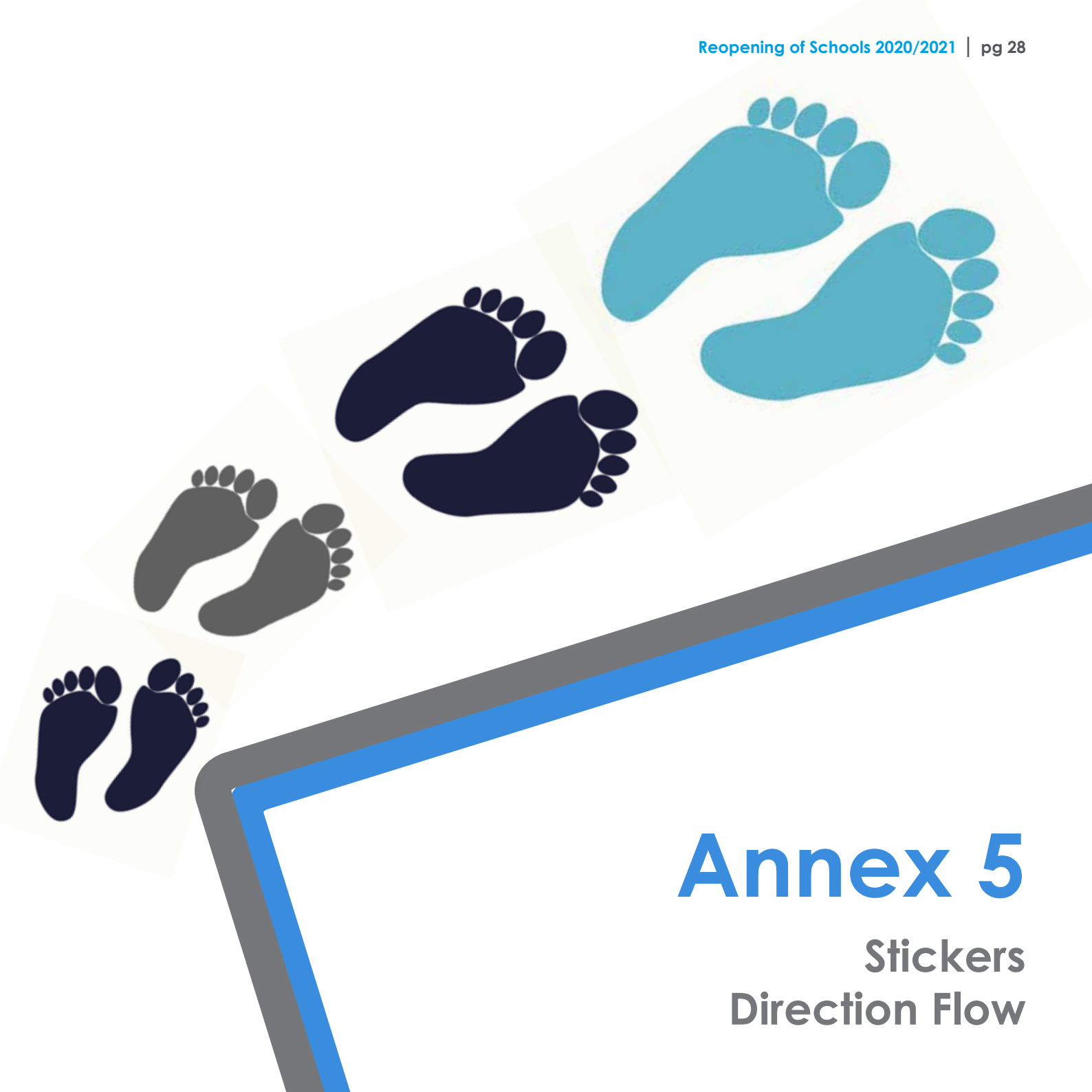
#COVID-19StopsWithMe

Wear a mask



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 COVID-19
HELPLINE 111



Annex 5

Stickers
Direction Flow





Wash your hands with soap and water for at least 20 seconds, use alcohol-based hand sanitiser!

The illustration shows a large central image of hands being washed with white soap suds. To the left, a circular inset shows hands being rubbed together with a 'G' symbol. To the right, another circular inset shows hands being treated with a purple hand sanitizer dispenser marked with a white cross.

Annex 6

Posters - Self-care and Good Hygiene Practices

WASH YOUR HANDS

Health Promotion & Disease
Prevention Directorate



WATER AND SOAP



PALM TO PALM



BETWEEN FINGERS



FOCUS ON THUMBS



BACK OF HANDS



FOCUS ON WRISTS

Kif għandek tilbes maskra



Aqbad il-maskra mill-holoq elastici u poggiha fuq wiċċek. Kun ċert li l-parti kulurita tkun thares 'l barra



Għatti halqek, imniehrek u geddumek. Thallix spazji fuq il-ġnub



Nehhi l-maskra minn wara widnejk jew mill-holoq elastici



Ahsej idejk jew uża *sanitizer* wara u qabel tilbes il-maskra

Żbalji komuni



TILBISX il-maskra u thalli geddumek u/jew imniehrek barra



TMISSX il-parti ta' quddiem ta-l-maskra



TNEHMIX il-maskra biex tkellem lil xi hadd



TERĠAX tuża l-maskra tiegħek. Iddisponi minna jew ahsej skont il-każ

Ilbes il-maskra jew visor

- ✓ Trasport pubbliku
- ✓ Servizzi tas-saħħa
- ✓ Hwienet
- ✓ *Hairdressers, Barbiera, Beauticians, Nail Technicians u Nail Artists*

To be a
SUPERHERO
you don't need to wear a cape



**WEAR
YOUR MASK**

Follow the 3


*#StaySafe
#beahero*

To be a
SUPERHERO
you don't need to wear a cape



**WASH
YOUR HANDS**

Follow the 3


*#StaySafe
#beahero*

To be a
SUPERHERO
you don't need to wear a cape



**WATCH
YOUR
DISTANCE**



*#StaySafe
#beahero*

Protect yourself and others from getting sick by washing your hands



AFTER
coughing or sneezing



WHEN CARING
for the sick



WHEN
hands are visibly dirty



BEFORE
during, or after you
prepare food



AFTER
toilet use



AFTER
handling animals or
animal waste



BEFORE
eating



WASH YOUR HANDS
with soap and water for at
least 20 seconds

sahha

COVID-19 CORONAVIRUS

COVID-19

Wash Your Hands Frequently

Wash your hands with soap and water for at least 20 seconds, use alcohol-based hand sanitiser!



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COVID-19
HELPLINE 111

COVID-19

CORONAVIRUS

Hands down!!
Make an effort not to touch
your face.



Avoid touching
your eyes, nose
and mouth



Health Promotion & Disease
Prevention Directorate



NEW COVID-19
HELPLINE 111

Practice good personal hygiene



WASH your hands regularly with soap and water



STAY home if you are sick



AVOID touching your face with your hands

10 STEPS TO CLEAN YOUR HANDS



1 Wet hands with water



2 Use soap



3 Palm to palm



4 Fingers interlaced



5 Back of hands



6 Base of thumb



7 Fingernails



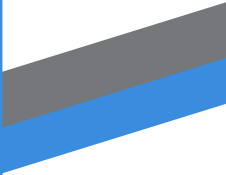
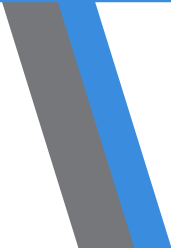
8 Rotationally rub wrists



9 Rinse hands with water



10 Dry hands with towel



COVID-19

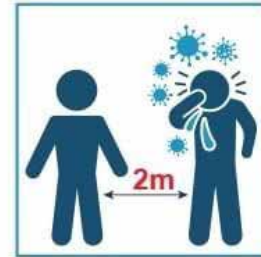
Reduce your risk of COVID-19 infection



Clean your
hands often



Cough or sneeze in
your bent elbow,
not in your hands



Avoid close
contact with
someone who
is sick



Annex 7

Poster
Isolation Room



**ISOLATION
ROOM**



Annex 8

Poster
Hand Washing Technique

WASH YOUR HANDS

 Health Promotion & Disease
Prevention Directorate



WATER AND SOAP



PALM TO PALM



BETWEEN FINGERS



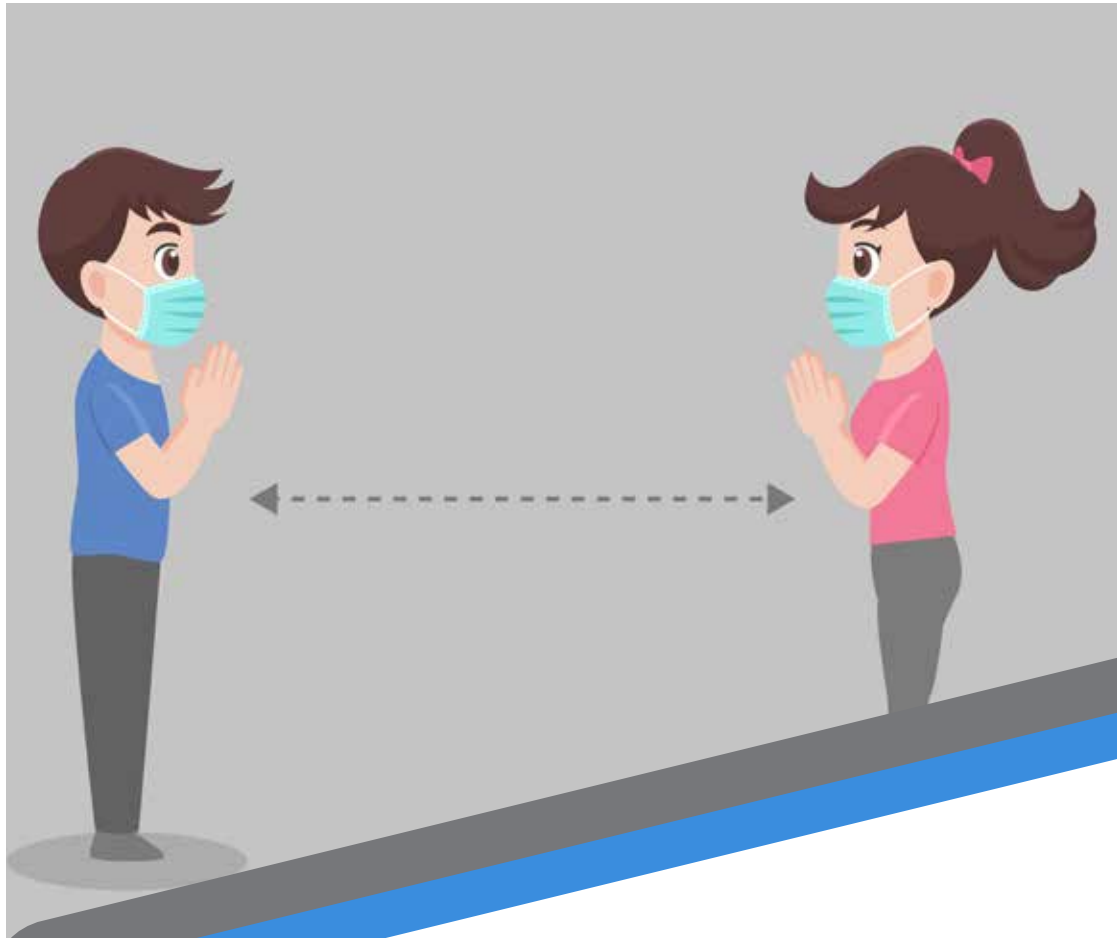
FOCUS ON THUMBS



BACK OF HANDS



FOCUS ON WRISTS



Annex 9

Stickers
Distance





DIRECTORATES OF EDUCATION
MINISTRY FOR EDUCATION AND EMPLOYMENT
GREAT SIEGE ROAD, FLORIANA, MALTA