



INTEGRATED ISLAMIC  
SCHOOL SHAH ALAM  
“The complete education system for your child”



# PLANS OF ACTIONS FOR RETURNING STUDENTS POST-COVID 19 (PHASE 1)

A COMPREHENSIVE GUIDELINE ON STUDENTS' HEALTH AND  
SAFETY WHILE ATTENDING SCHOOL FOR STUDENTS, PARENTS,  
TEACHERS AND SCHOOL STAFF

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## INTRODUCTION

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
السلام عليكم ورحمة الله وبركاته

As we are anticipating reopening of school, IISSA (Secondary) has outlined a comprehensive guideline and proper SOPs on students' health and safety while attending school for returning students post-COVID 19, as it is our utmost priority. Maintaining safe school operations and reopening school after a closure requires many considerations but, if done well, can promote public health amongst the members of IISSA (Secondary).

This guideline serves to provide clear and actionable guidance for safe operations through the regulated standard operating procedure (SOP) in carrying out routine operations for all teaching and learning activities and exam classes when school reopens. It also includes prevention, early detection and control of COVID-19 in IISSA (Secondary) in all its facilities.

This guideline is prepared to be consistent with the current guideline provided by the Ministry of Education's *Garis Panduan Pembukaan Semula Sekolah* and simulated based on IISSA (Secondary) environment.

Following the MOE directives, the first phase of school reopening will only involve classes for public examinations comprising Sijil Pelajaran Malaysia (SPM), Sijil Vokasional Malaysia (SVM), Sijil Tinggi Persekolahan Malaysia (STPM), Sijil Tinggi Agama Malaysia (STAM), or their equivalent.

As for IISSA (Secondary), only students from Secondary 4 and Secondary 5 who will be sitting their International General Certificate for Secondary Education (IGCSE) and SPM will be allowed to attend school. Until further announcement is made, all Secondary 1 to 3 students will resume their learning through online platform.

In the following is a set of list down step-by-step instructions and to be followed by the teachers, students, parents, and admin staff.

*Let us all work together in this new norms, and win this fight, in shaa ALLAH!*

**HJ MOHD SHAFUL ROSEMAN**  
Headmaster, IISSA (Secondary)

## OBJECTIVES

This plan of actions will touch on several key issues in IISSA (Secondary) reopening, which will strive to achieve these objectives:

1. To provide a shared sense of purpose and duty for students, parents, teachers and school staff.
2. For school management and administration to run smoothly while adapting to the new norm.
3. To put utmost priority on health and safety of the students, teachers and school staff while they are in the school premises.
4. For teaching and learning process to be executed in a safe environment.

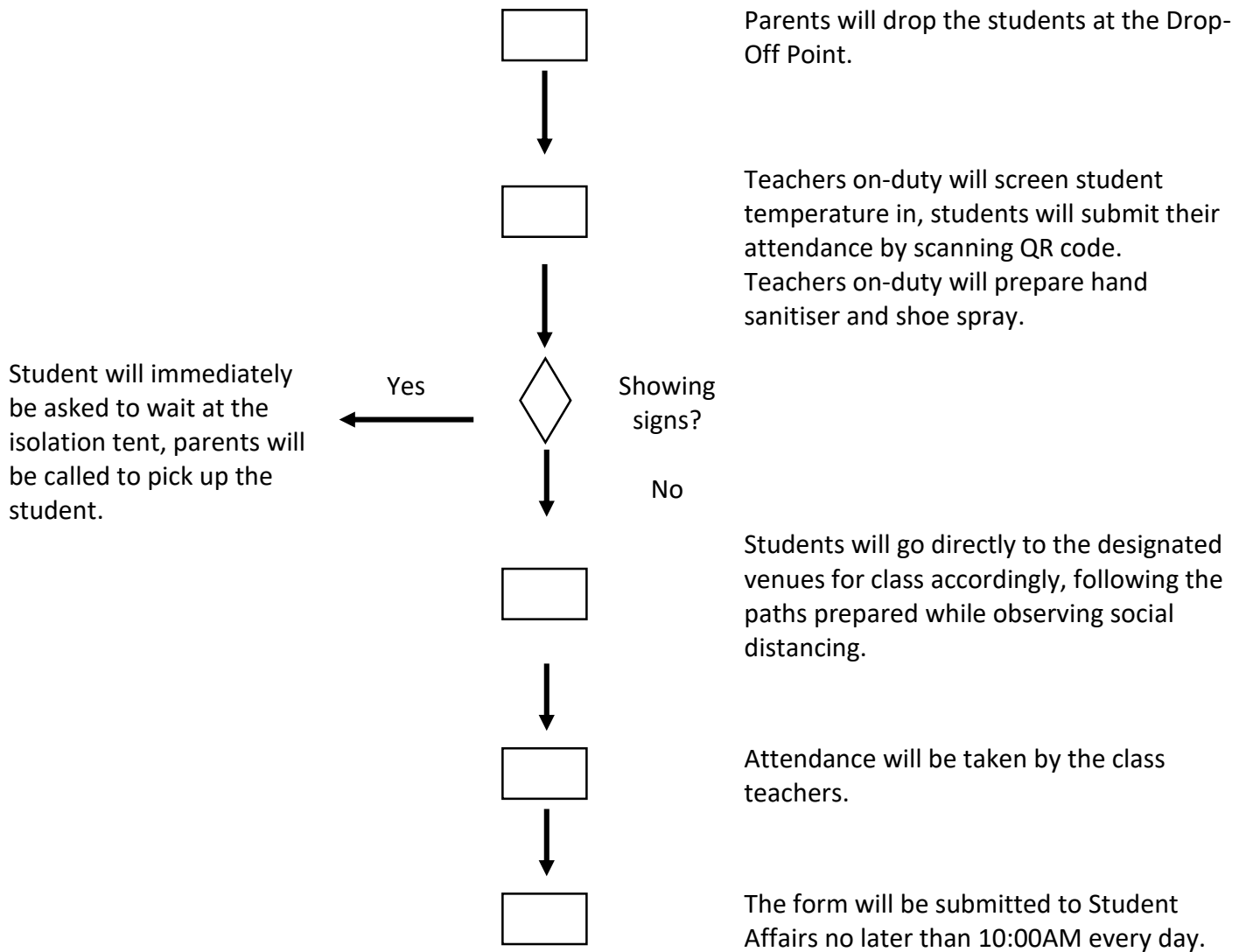
## GENERAL

Following these basic principles can help keep students, teachers, and staff at IISSA (Secondary) safe at school and help stop the spread of this virus:

1. To ensure the safety of all school members, unwell students, teachers and staff should not come to school.
  - a. Students, teachers and staff who show early signs of COVID 19, either but not limited to fever (body temperature at 37.5°C and above), coughing, flu or cold, sore throat and breathing difficulties should not come to school.
2. School will enforce regular hand washing with safe water and soap, alcohol rub/hand sanitiser or chlorine solution and, at a minimum, daily disinfection and cleaning of school surfaces.
  - a. 3Ws (Practise Wash Hands, Wear Masks and Warning) and 3Cs (Avoid Close Conversation, Confined Places and Crowded Places) will be implemented throughout the school premises.
3. School will provide areas dedicated for hand washing with soap, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures by Ministry of Health (MOH).
  - a. Students and teachers must wash hands with water and soap, hand disinfection before entering or leaving a class.
4. Students from exam classes (Secondary 4 and Secondary 5) will be attending school session from 8am until 4pm.
  - a. Teaching and learning process will be limited to the assigned classrooms only.
  - b. All outdoor sessions are suspended, which include all co-curricular, extra-curricular and other direct contact sport activities, school assemblies as well as after-school activities (extra classes etc).
  - c. The sessions will adhere to social distancing measure with students being one metre apart in classrooms, dining hall, labs and library, and must be observed by all students, teachers and admin staff at all times.
  - d. Students, teachers and admin staff must follow the marked pathways prepared, and should always observe their proximity with other people.
5. School will also screen and record body temperature for teachers, students and school staff including contract workers, visitors and clients at the school entrance.
  - a. Any person entering the school premises who show signs of flu, cough or fever will not be allowed to enter the school premises.
  - b. Students who show signs will be instructed to wait at the isolation tent and parents will be called to pick up their child.
6. All student desks will be arranged with one-metre distance.
  - a. Student desks and chairs will be arranged accordingly to follow the social distancing measure.

- b. School should promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together).
  - c. There should be minimal interaction between students from other classes. Whenever possible, any other contacts are highly discouraged.
- 7. Cleaning and sanitisation operation and cleaning workers under contract must adhere to the MOH guidelines.
  - a. All sanitation process in all classrooms should be done thoroughly.
- 8. Students are allowed to bring their mobile phone to school for the purpose of contacting their parents and online lessons.
  - a. The student and parents agree that bringing mobile phone to school is at their own risk.
  - b. The student needs to give the mobile phone to the subject teacher during the first period, and to claim it for online lessons, or after school ends.
  - c. The school and all its personnel gives no warranty and accepts no responsibility or liability for the loss or damage of the mobile phone.
  - d. If a student's mobile phone is suspected to be involved in a disciplinary issue, the mobile phone will be confiscated and an investigation will be carried out by the school's Discipline Committee.
  - e. Parents will be informed of the offence. The mobile phone will only be returned to the parents after the investigation is concluded.
  - f. Failure to comply to any of these terms will result in this temporary permission being revoked, and will be recorded as disciplinary misconduct.

## STUDENT ARRIVAL



### NOTES:

- Teacher on-duty must wear face shield and gloves.
- Parents are expected to provide the students with at least three (3) face masks to be used in a day. However, the school will provide additional face masks.
- Parents are also highly encouraged to provide the students with hand sanitisers and/or wet wipes, liquid hand soap, and tissue papers.
- Students without mobile phones will manually write their attendance and temperature.
- Screening Procedure:
  - ☐ Record student arrival time.
  - ☐ Wear face mask.
  - ☐ Sanitise hands.
  - ☐ Sanitise shoes.
  - ☐ Take body temperature.
  - ☐ Record temperature reading.
  - ☐ Observe social distancing.



I I S S A  
**safeENTRY**

IISSA (Secondary) puts students health and safety as our utmost priority. For a faster and contactless entry to the school premises, follow these simple steps.



**STEP 1**  
Install QR Code Scanner from App Store or Play Store.



**STEP 2**  
Scan the QR code at the entrance.



**STEP 3**  
Fill in your details and submit.

**SCAN ME!**



**"For indeed, with hardship [will be] ease. Indeed, with hardship [will be] ease." [Al-Quran, 94:5-6]**



**STOP COVID-19**

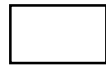
Student Affairs Department, IISSA (Secondary)



## TEACHING AND LEARNING PROCESS

1. Teachers and students must wear face masks at all times, especially for students in the front of the class as they are at high risk of droplets spread from teachers.
2. Teachers will be provided with face shield when direct contact with the students is required.
3. Students will be assigned to a permanent seating arrangement. Any changes can only be made by Student Affairs Coordinator.
4. Student desks are arranged to adhere to social distancing practice, which is at 1 metre apart.
5. Teachers and students must observe social distancing at all times.
6. All teaching and learning process will only be at the designated classrooms, except for ICT and English (Listening) which will be held at ICT Room.

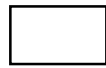
## STUDENT MEALS



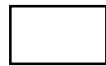
Meals will be sent to dining hall by caterer. Meals will be sent to the respective buffet stations by the school general workers in containers.



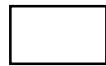
Students will line up to take their food. In-charged teachers will assist the students with their food.



Students will eat at their designated places. Any waste will be properly placed in garbage bags provided.



Eaten packs will be collected by the school general workers by the end of the meal time. Students will clean their respective places.

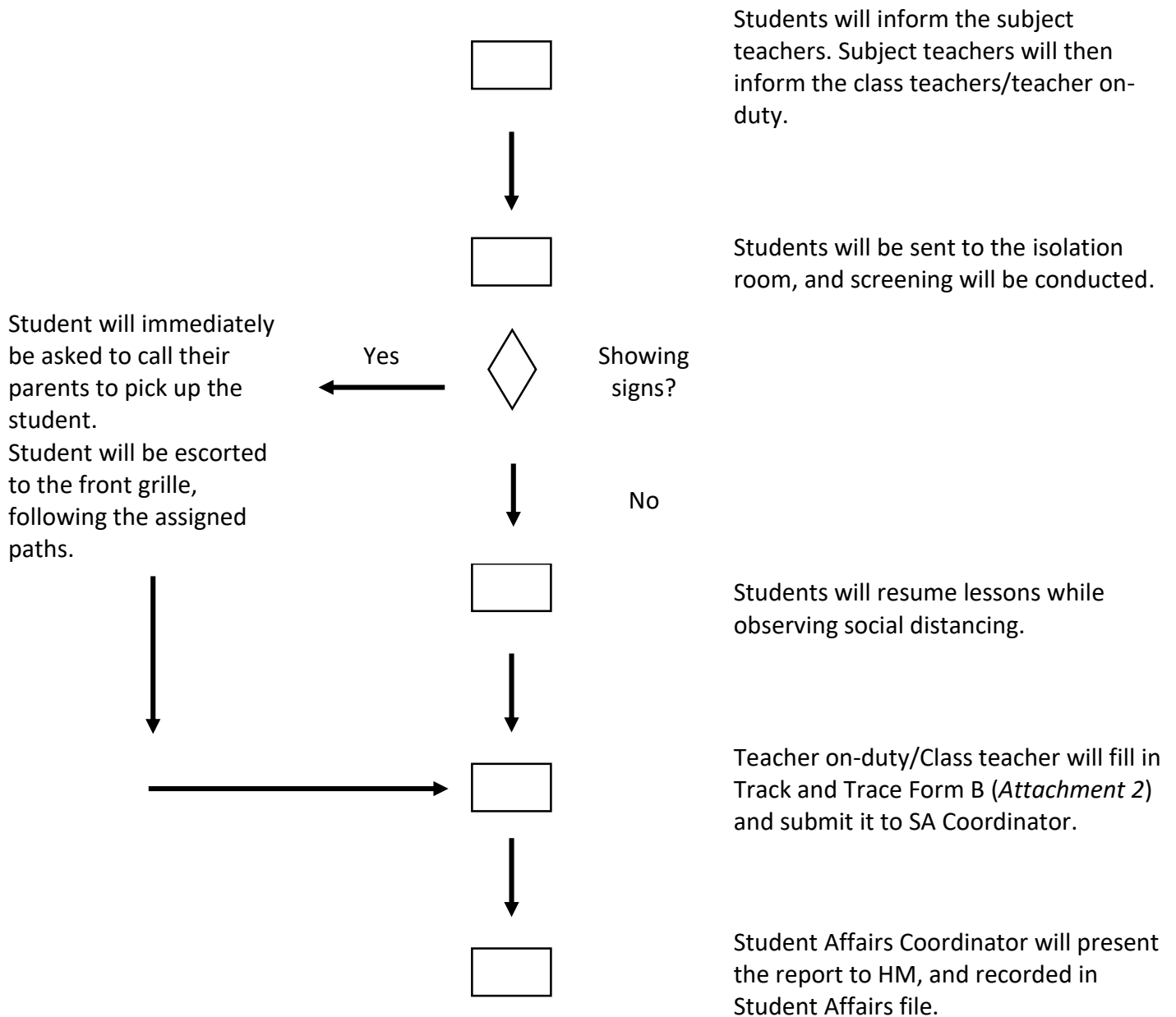


Students will resume lessons while observing social distancing.

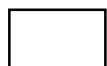
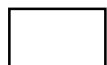
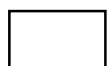
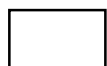
### NOTES:

- *Students are highly encouraged to bring their own water bottles as cups will not be provided. Water dispensers will be provided at various locations in the school premises.*
- *Students will wash their hands with water and soap, and follow the good hand wash ethics after meals.*
- *This procedure is for breakfast and lunch meal breaks. For tea, light snacks will be prepacked.*

## UNWELL STUDENTS



## STUDENT MOVEMENTS



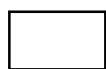
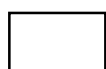
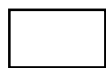

Students will line up properly, observing social distancing.

Students will move in orderly fashion following the marked pathways. Subject teachers will chaperone the students to respective rooms (labs, library etc.)

Students will sanitise their hands once arrived at the respective rooms (labs, library etc.) and sit at marked places.

Students will resume lessons while observing social distancing.

## STUDENT MOVEMENTS (WASHROOM BREAK)



Students will inform the subject teachers and fill in the Track and Trace Form C.

Students will go to the assigned washroom.

Students will sanitise their hands once returned from the washroom.

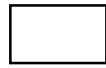
Students will resume lessons while observing social distancing.

The form will be submitted to SA at the end of the school period every day.

### NOTE:

- *Only one student is allowed to go to washroom at any given time.*

## STUDENT MOVEMENTS (SOLAT BREAK)



Students will perform their wudhu at the designated washrooms. Students are required to observe social distancing.

Students will perform their solat at their designated classrooms, while observing social distancing.

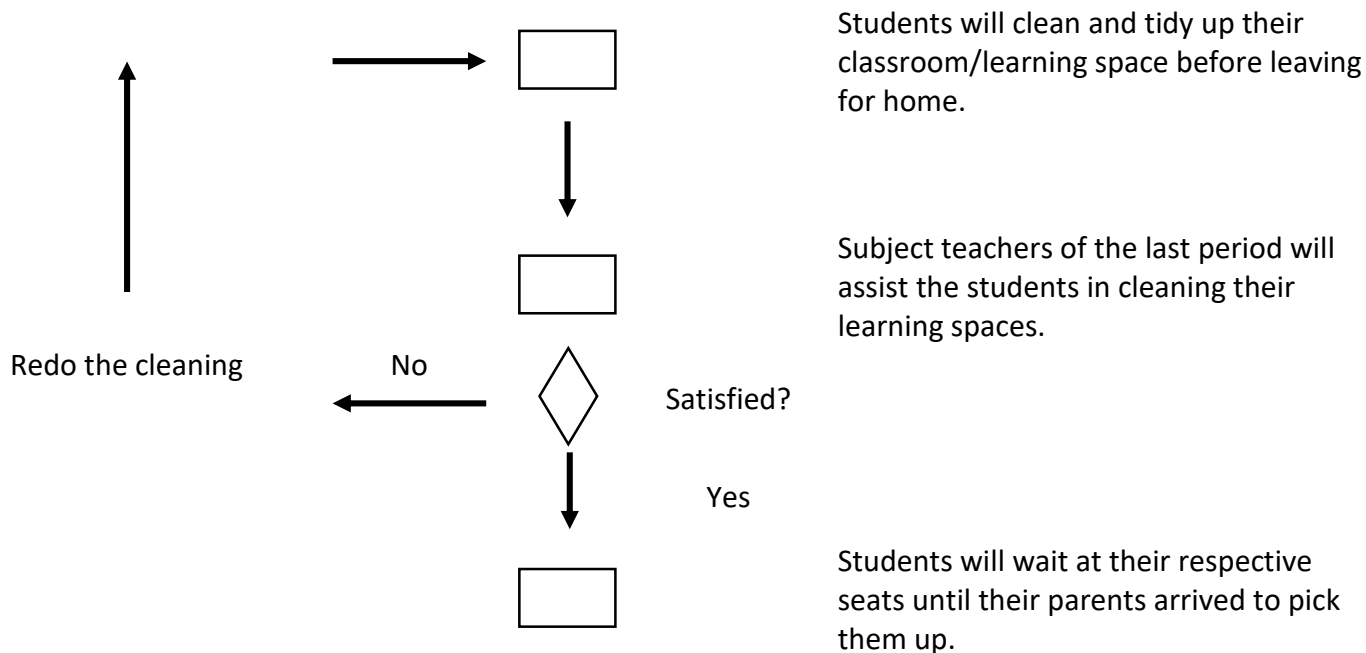
Students will sanitise their hands once they are done with their solat.

Students will resume lessons while observing social distancing.

### NOTE:

- *Students are not allowed to perform their solat at musolla, or at any other venues.*
- *Students will bring their own prayer mat/sejadah, and are not to share it with other people.*

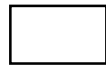
## STUDENT CLEANING



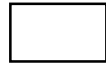
### NOTES:

- *Cleaning tools will be provided by the school general workers.*
  - *Broom*
  - *Dust pan*
  - *Cleaning cloth*
  - *Cleaning agents*
- *Cleaning and tidying up by students WILL NOT involve disinfection as the disinfection process will be done by the general workers.*

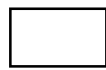
## STUDENT LEAVING



Subject teacher of the last period will wait in the classrooms with the students.



Parents will need to contact the students to inform of their arrival.



Students will wait at their respective seats until their parents have contacted them.



Students will leave their seats and walk through the marked pathways once their parents have arrived.

### NOTES:

- *Parents are expected to communicate with their child on their arrival time to pick up.*
- *Parents are required to adhere to the pick-up time, as disinfection process will commence at 4:15pm.*
- *Students are not allowed to leave their seats until their parents have arrived.*
- *Students are not allowed to wait their parents elsewhere, except for the designated venues.*
- *If parents are late (after 4:15pm), the teacher will bring the students to wait for their parents at the dining hall.*
- *School premises will be closed at 5:00pm, and nobody is allowed to enter the building after 5:00pm as the disinfection process takes place. Students will have to wait for their parents outside of the school building if their parents are late while maintaining social distancing.*



**Attachment 1 – Track and Trace (Form A) – Student Arrival**

<b>TRACK AND TRACE (STUDENT ARRIVAL)</b>					<b>FORM A</b>
<b>DATE / DAY:</b> _____					
NO	NAME	CLASS	SYMPTOM?	TEMP (°C)	REMARKS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
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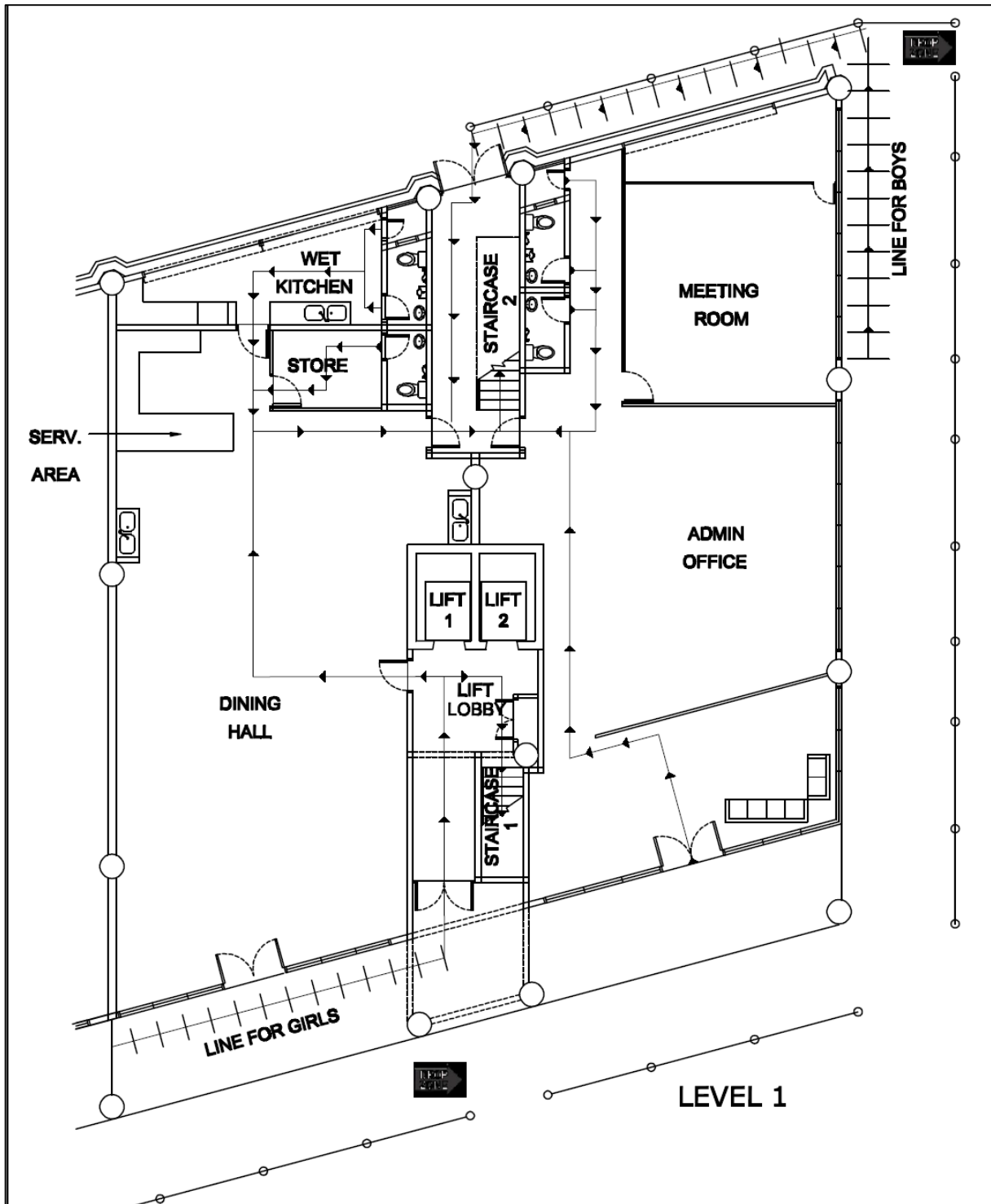
**Attachment 2 – Track and Trace (Form B) – Unwell Student**

TRACK AND TRACE (UNWELL STUDENTS)		FORM B
<b>DATE / DAY:</b> _____	<b>TIME:</b> _____	
<b>NAME:</b> _____	<b>CLASS:</b> _____	
<p><b>This student has been found unwell by _____ (name of teacher/admin staff). Action(s) please tick any:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sent to the office.</li> <li><input type="checkbox"/> Class teacher is informed.</li> <li><input type="checkbox"/> Teacher on-duty is informed.</li> <li><input type="checkbox"/> Body temperature is taken. By: _____ Temp: _____</li> <li><input type="checkbox"/> Parents are called. Time: _____</li> <li><input type="checkbox"/> Student went back home. Time: _____</li> </ul>		
<p><b>Follow-up by class teacher:</b></p> <p>_____</p>		

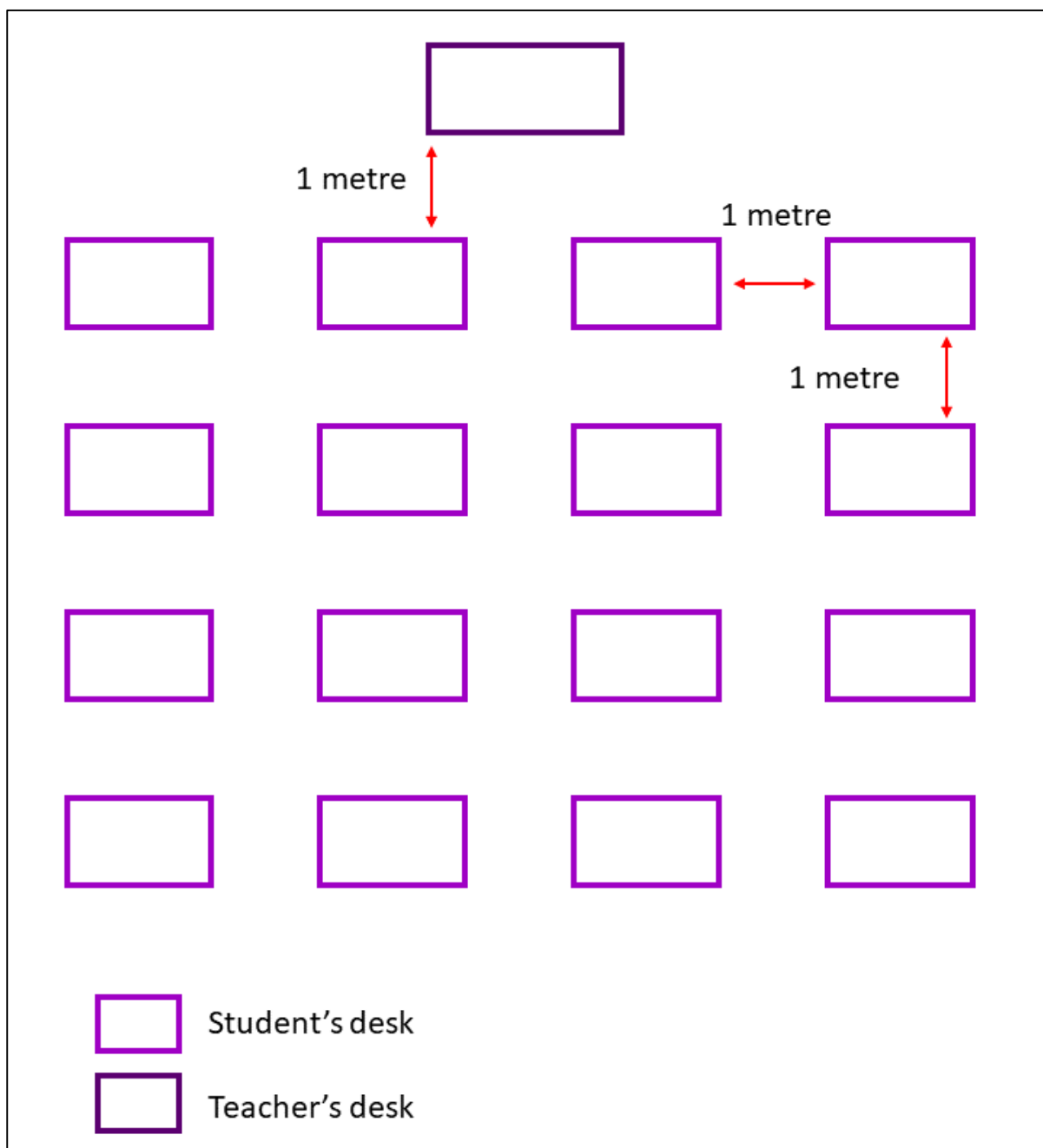
**Attachment 3 – Track and Trace (Form C) – Washroom Break**

TRACK AND TRACE (WASHROOM BREAK)				FORM C
DATE / DAY: _____				
CLASS: _____				
NO	NAME	TIME (OUT)	TIME (IN)	REMARKS
1.				
2.				
3.				
4.				
5.				
6.				
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19.				
20.				

Attachment 4 – Drop-Off Points Layout



**Attachment 5 – Classroom Layout**



**Attachment 5 – School Access and Classrooms Placement**

1. The school premises, except for the office lobby (Level 1) is off-bound to all parents.
2. Office (Level 1) is off-bound to all students.
3. Musolla (Level 2), Audio Lab, Science Lab and ERT Room (Level 3), both wings on Levels 4, 5, 7 and 8 of the school premises are off-bound to all students, parents, teachers and school staff.

LEVEL	RIGHT WING	LEFT WING
1	Administration Office Meeting Room	Dining Hall – (Waiting Area)
2	Hall – (Sec 4 Girls-A and Sec 4 Girls-B)	Musolla – <b>CLOSED</b>
3	<b>CLOSED</b> Audio Room – (Isolation Room)	Library – (Sec 5 SPM) ICT Room Headmaster's Office
4	<b>CLOSED</b>	<b>CLOSED</b>
5	<b>CLOSED</b>	<b>CLOSED</b>
6	Male Teachers Room Sec 4 Boys Sec 5 Boys	Female Teachers Room 1 Female Teachers Room 2 Sec 5 Girls
7	Hostel – <b>CLOSED</b>	Hostel – <b>CLOSED</b>
8	<b>CLOSED</b>	<b>CLOSED</b>

**Attachment 6 – Students and Parents Checklist and Reminder**

- ☐ Face masks (at least 3x per day)
- ☐ Hand sanitiser, wet wipes/tissue papers, liquid hand soap
- ☐ Water bottle/tumbler
- ☐ Praying mat/sejadah
- ☐ Spoon and fork

**REMINDER**

1. Student entrances will only be opened at 7:30am, and closed at 8:00am.
2. Pick-up time (after school) is from 4:00Ppm to 4:45pm only. Students, teachers and school staff are required to empty the school premises for the disinfection process to take place.
3. Students and parents are required to adhere to the times stated above.