



RAMKHAMHAENG ADVENT
— INTERNATIONAL SCHOOL —

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October 12, 2021

Dear Parents:

Subject: Introducing School Sandbox Safety (SSS) Procedures

Greetings from RAIS! We hope that this letter will find you safe and in good health. We are pleased to let you know that we have done most of the preparation to welcome our students back to school **as soon as the Ministry of Education, the Ministry of Public Health, and Bangkok Metropolitan Administration (BMA) approves the school starting dates.** The school administration, together with the faculty and staff, are doing everything possible to make the school premises safe and sound for the students to resume their studies in their respective classrooms.

We all agree that COVID-19 has changed the way we live, work, and learn. We encourage all to follow the School Sandbox Safety (SSS) Procedures for you to be safe and to keep others safe.

We have already prepared the School Sandbox Safety Procedures, and it will be submitted to the Ministry of Education, the Ministry of Public Health, and to the Provincial Committee of the Communicable Disease for their approval.

We would like to share with our parents and students the safety measures we have taken to protect everyone from COVID-19 and all other dreadful diseases. In preparation to reopen school we have done the following preparatory measures:

SCHOOL SANDBOX SAFETY (SSS) PROCEDURES

1. DATE OF STARTING ONSITE CLASSES

RAIS school administration has sought **permission** from the Ministry of Education to start onsite classes. Once **approved**, we intend to start onsite classes on the **1st of November 2021.**

2. COVID-19 TASK FORCE AT THE SCHOOL

To attend to the COVID situation at school, RAIS administration has created a task force. The following are the members of the task force:

- a. Leadership Committee
- b. RDOC Committee
- c. School Nurses
- d. Campus Supervisors
- e. PR Staff

3. VACCINATION OF ALL RAIS STAKEHOLDERS

3.1. Teachers and Staff

Teachers and staff are fully vaccinated (100%) and are ready for the starting of the school with the students in their classes.

3.2. Students of 10 to 18 years of age (Grades 5-12)

According to the survey results, the following percentage of students from the age of 10-18 years requested the vaccination:

- a. Grades 7-12 (88.6%)
- b. Grades 5-6 (54.0%)

Sinopharm: First dose was administered on September 30, 2021
Second dose will be on October 21, 2021

Pfizer (G10-12): First dose was administered on October 4, 2021
Second dose will be on October 26, 2021

3.3. Parents

The survey conducted with **K-12 parents** showed that more than **90%** of the household have been vaccinated as of today.

4. SUBMISSION OF ATK RESULT & SELF-DECLARATION FORM ON THE FIRST DAY OF SCHOOL

- a. RAIS administration is requiring all **students** and **parents** to submit the ATK (Antigen Test Kit) results on or before the first day of school, through Google Classroom (e.g., Grade 6-Mrs. Diana – School Pass). This will be sent as an assignment in the Google Classroom before coming back to school.
- b. RAIS teachers and staff will submit the ATK test on the first day of school, and school will check them weekly.
- c. A completed **Self-Declaration Form** should also be submitted on the first day of class to the homeroom teacher. (The form will be sent out once we get the approval.)
- d. **Students will be randomly checked twice weekly**, and the result will have to be uploaded in the Google Classroom:

- G3-12, EFL – ATK test will be done on-campus
 - K-G2 – ATK test will be done with parents/guardian at home.
- e. Vaccinated parents are requested to do the ATK test every two weeks. Upload the result through Google Classroom. If the result is positive, please inform the school.
- f. Parents who are in the process of getting the vaccination and those who have not vaccinated are requested to do the ATK test twice a week. Upload the result through Google Classroom. If the result is positive, please inform the school.
- g. These measures would change with time based on the government's policy changes. The school will inform you once the policy is changed.

5. SAFETY ZONES IN SCHOOL

5.1. Screening Zone

The following are the designated screening zones:

- a. RAISSTA
- b. Between Building A & B
- c. Between Building C & D

The screening zones are installed with thermal scanners, hand sanitizers, and foot disinfectant, and manned by qualified personnel to check temperature of every person who will enter the school campus.

5.2. Quarantine Zones

The following are the designated quarantine zones:

- a. Building B1 Clinic – Isolation Room
- b. Building E Clinic – Quarantine Room

5.3. Safe Zones

The school has set up safe zones for students, employees, and parents.

6. BUBBLE AND SEAL PROCEDURE

To adequately protect the students while in the classrooms, the below measures will be taken:

6.1. School Pass

Information of students which consists of assessment result of Thai Save Thai (TST), Antigen Test result (ATK), and vaccination record will be updated in Google Classroom.

6.2. Preparation for Onsite Classes

Orientation regarding preparation for onsite classes will be sent through email and SMS.

6.3. On-site/Online/Hybrid Classes

- a. Hybrid teaching (on-site and online) will be introduced. **Parents who want their children to continue ONLINE learning until December 17, 2021 (end of 2nd quarter)**, please contact your respective Section Heads.

Name	Section	Contact Information
Mrs. Sophia	Preschool, EFL, & Elementary School	eshead@rais.ac.th
Mr. Francis	Middle School & Activity and Support Programs	mr.francis@rais.ac.th
Mr. Anand	High School	mr.anand@rais.ac.th

- b. All staff, students, and teachers will remain in the school throughout the school day.
- c. Students will remain in their classrooms.
- d. Classroom seating and play area are rearranged for safe social distancing (no more than 25 students per class).
- e. There will be hand sanitizers at the entrance to each classroom, and liquid soap at strategic locations.
- f. Students will be encouraged to wear mask all the time.
- g. Thorough cleaning and disinfection of all classrooms and the school compound.
- h. Sanitizing and disinfecting the surface area, high-touch surfaces that include door, doorknob, remote control, switch, etc.



- i. The schedule will be adapted to include ventilation, hand washing, and breaks. Please click QR code for Ventilation Schedule.
- j. Students will be prohibited from sharing items with each other in the classroom.
- k. Students will be encouraged to bring their own water bottle to the school.

6.4. Activity Classes

- a. The activity classes will follow the small bubble form procedure.
- b. The same group of students will go together to the activity subject.
- c. All equipment, instruments, and surfaces will be cleaned before and after each class.
- d. Materials brought by the students to the school must be cleaned and cannot be shared with other students.
- e. The number of students will be limited to normal size (25 students per class) and will be kept at a suitable distance when performing activities.
- f. Students will be asked to wash their hands before going back to their classrooms.

6.5. Co-Curricular Activities

- a. The co-curricular activities will be all kept to a minimum, and where possible, videos will be made and shared with students in the classrooms.
- b. Till the situation becomes completely normal, chapel programs will take place virtually and will be live streamed through Google Meet/Zoom within the classroom.
- c. No sports activities including ISAA competitions will take place until the situation will improve.
- d. All activities will be in line with the government guidelines.
- e. The school will revise the activities and programs based on the most updated government guidelines.
- f. All the programs that were missed during the time the school was holding online classes, including field trips and Pathfinder Camps, will be taken into consideration during the second semester of the school year.

6.6. Afterschool Program

There will be **NO afterschool classes or activities** until the situation becomes normal. Students are required to immediately leave the campus after classes.

6.7. Students Abroad

Online learning facilities are available for the students that cannot attend the school for reasons out of their control such as the lack of flights, etc. Please contact your section head and your teachers, and they will work with you to aid in your studies.

7. TRANSPORTATION (SEAL ROUTE)

- a. Parents and students are requested to travel directly to and from school.
- b. Social distancing will be observed at all times - by students skipping seats between students.
- c. All students will be screened prior to entering the school vans.
- d. Parents will drop off their children at the school's designated drop-off points. Please scan the QR Code for the drop-off points.



7.1. ENTERING THE SCHOOL

Upon entering the school, each person:

- a. Will be expected to be wearing a mask.
- b. Will have their temperature checked.
- c. Alcohol applied to their hands.
- d. Will walk through the anti-COVID-19 floor mat that will disinfect shoes.

7.2. DROPPING OFF YOUR CHILD/CHILDREN

While dropping off your children, parents are requested to stay in their vehicle.

There are three **drop-off areas**:

Drop-off #1 is for parents and guardians that wish to drop off their child outside of the school, and from there students will walk into the school to be scanned outside RAISSTA.

Drop-off #2 for nursery, preschool, elementary school, and EFL is next to the playground between building B and the elementary school green court. There will be a thermal scanner placed in building B to cater to the large number of students that arrive there.

Drop-off #3 for middle and high school students is between building C and D. Thermal scanner is also installed there.

Parents, please observe the safety procedures when dropping your child:

- a. Parents are not allowed to walk into the school compound accompanying your child.
- b. School personnel will assist your child to get to the classrooms once you drop them at designated drop off points.

7.3. PICKING UP YOUR CHILD

In accordance with the directives from the Government of Thailand, we have adapted the procedures on picking up children at RAIS. When picking up your child, please follow the directions below to aid in the protection against COVID-19. Kindly wear your masks and do not enter any classrooms or buildings when you come to pick up your child/children.

Pick-Up Areas for Respective Grades

Pre-school & G1	G2-5 & EFL	MS & HS
Parent will pick up their children between building A&B. A zone will be setup for parents to pick up their children from.	Parents pick up their children between RAISSTA and building A.	Students leave by themselves and meet parents waiting in cars outside the school.

- a. Once parents have picked up their child, please promptly leave the school to reduce physical contact.
- b. Cars are only allowed to come into the campus to pick up students during the times below:

Day	Time
Mondays, Tuesdays, and Wednesdays	3:30 pm – 5:00 pm
Thursdays and Fridays	3:00 pm – 5:00 pm

- c. For everyone's safety, we encourage all parents not to park in the school. If there are delays in picking up students, or for any other reason, please inform the front office of your license-plate, so the school's security can

be made aware. Parents, please try to be on time in picking up your children.

- d. Please support the school's efforts in protecting against COVID-19 by wearing a mask while you drive in and out of the campus.

*These policies will change as the Government of Thailand reduces its measures on the country.

7.4. TRAVEL HISTORY

Travel history will be updated daily in the "Thai Save Thai" app by students, parents, and employees. Parents of preschool and grade 1 and 2, please help key in the details of your child daily on these apps. Please scan QR code to download Thai Save Thai app.



8. HEALTH MONITORING

8.1. Nurses

The nurses will be monitoring the health of the students closely, and if any student is suspected of being at risk, their parents will be contacted and if necessary, the recommendation to seek medical attention will be made.

8.2. Antigen Test Kit (ATK)

- a. Please refer to item #4 for details of ATK test.
- b. ATK is readily available at the school convenience store.

8.3. Provision for Isolation and Quarantine

The nurse rooms have been expanded to cater to the new situation. These nurse rooms include more beds and more space to meet the needs. They are also designated as **quarantine** and **isolation areas** that will be made available to suit the students as and when needed.

8.4. Home Care

The school requests that parents regularly check their child's health, and if they show any cold or flu symptoms, please keep them at home and inform the school. They will be able to study online until they are in good health. It is strongly advised to have an ATK test at home before returning to school.

8.5. Thai Save Thai (TST) and Thai Chana

The parents and students will implement the procedures of Thai Save Thai and check in through the Thai Chana app including visitors who visit the school. Please scan QR code to download Thai Save Thai app.



8.6. DMHT-RC and SSET-CQ

All stakeholders are strongly advised to follow personal hygienic measures such as the 6 main measures (DMHT-RC) and the 6 additional measures (SSET-CQ).

6 Main Measures (DMHT-RC)		6 Additional Measures (SSET-CQ)	
Social Distancing	Temperature Testing	Self-care	Track
Mask Wearing	Reducing Activities	Spoon	Check
Hand washing	Cleaning	Eating	Quarantine

8.7. COVID-19 POSTERS

As you enter the school, you will see posters posted throughout the grounds. These are to inform all stakeholders of vital information regarding precautions needed for the prevention of COVID-19. These posters are aimed at the areas below. These posters are displayed at various locations of the school campus. Please scan QR code for details of the following:

- a. S.W.A.T
- b. Wearing a Mask
- c. Hand washing
- d. Social Distancing
- e. Respiratory Hygiene



8.8. ORAL HYGIENE

To maintain proper dental hygiene, the Ministry of Education has recommended brushing of teeth every day while the students are at school. Students of **Kindergarten to Grade 2**, please bring the following items to school:

- a. Toothpaste
- b. Toothbrush
- c. Two cups
- d. Hand towel/handkerchief

9. COVID EMERGENCY SITUATIONS

SYMPTOMS PRESENT FLU-LIKE: (Careful attention should be given to the following symptoms) 1. Fever 37.5 or above 2. Cough 3. Aches	AT HOME	<ul style="list-style-type: none"> • Must stay at home. • A negative ATK must be submitted to attend on-site classes. • (All ATK test results must be uploaded on Google Forms.
	IN SCHOOL	<ul style="list-style-type: none"> • Sent to Clinic B1 isolation room & sent home • ATK test to be administered <ul style="list-style-type: none"> ○ Negative - Students wait for parents to pick up to be sent home ○ Positive - Students sent to Clinic E to wait for parents to pick up or sent to the hospital with parents' consent
CLOSE CONTACT WITH POSITIVE CASE		<ul style="list-style-type: none"> • Home isolation - 14 days • ATK test before returning to school • After three days of returning to school, ATK test will be required
COVID-19 POSITIVE: CONTRACTED OUTSIDE OF THE SCHOOL		<ul style="list-style-type: none"> • Return to school only with negative RT-PCR Test with medical certificate. • ATK test before returning to school, • After three days and seven days of returning to school, ATK test will be administered

RAIS Hospital Collaboration: Vejthani Hospital-Lad Phrao, Paolo Hospital-Phahonyothin, Bangkok Adventist Hospital

10. FOOD SERVICE MANAGEMENT

- a. Social distancing will be maintained in the cafeteria, RAISSTA, and the Raptors Lounge.
- b. Expanded the cafeteria area and rearranged the lunch timings to maintain healthy social distancing.
- c. Cutlery can be brought from home. School will provide if needed.
- d. No ordering of food from outside of the school.
- e. All students must bring their own water bottles.
- f. Sanitizers will be placed at the entrance of the lunchroom, cafeteria, RAISSTA, convenience store, and snack bar.

11. DEPARTMENTAL MEASURES

All departments of the school have specific measures to protect themselves and anyone they will have contact with. These have been detailed in the **Departmental Measures**. Please scan the QR code for the details of the measures of each department:

- Finance
- Public Relation
- Student Supervision
- School Vans
- Cafeteria
- Maintenance
- Clinic
- Teachers
- Housekeeping
- Library



12. THE GUIDANCE PROGRAMS

This year will be a very challenging year for everyone. To ensure the wellbeing of our students, parents, teachers and staff, the guidance department will work on how to be of help in easing the difficulties and challenges that everyone is facing.

Considering COVID-19, the guidance department's programs and activities for School Year 2021-2022 will focus on the following:

- a. Guidance and counseling in a holistic approach in school or online setup (individual, group, and family).
- b. Guidance club information dissemination (emotional, social and psychological adjustment to the new normal)
- c. Guidance classes: Topics are: Responsible use of social media and its laws, reproductive health and hygiene, career orientation, anxiety and depression intervention, sex education for MS and HS

- d. Anti-bullying squad campaign: social isolation, physical distancing, social acceptance, being good friends, overcoming challenges and depression
- e. Parent conferences and meetings. School counselors are open to discuss with all parents of any concerns they like to discuss in person or online.
- f. Academic and nonacademic support.
- g. Special needs education program (SEN) accommodating and helping students with special differentiated needs through inclusive programs with integration of new normal routine.
- h. Parent orientation through video presentations

Note: The guidance department works closely with parents, teachers, and administration towards achieving maximum success of each student.

Any concerns, please feel free to contact us:

Name	Section	Contact Information
Mrs. Veverly	Head of Guidance High School	mrs.veverly@rais.ac.th
Ms. Princess	Middle School	ms.princess@rais.ac.th
Mrs. Hoihnu	Elementary School	mrs.nula@rais.ac.th
Guidance Department		counselor@rais.ac.th
Telephone number	Elementary School	02370-0316-7 extension 262
	Middle School High School	02370-0316-7 extension 324

13. CONTACT US

If you have any concerns related to this letter, please do not hesitate to contact the respective Section Head or The Principal.

Name	Section	Contact Information
Mr. Peter	Principal	munasinghep@yahoo.com
Mrs. Sophia	Preschool, EFL, & Elementary School	eshead@rais.ac.th

Name	Section	Contact Information
Mr. Francis	Middle School & Activity and Support Programs	mr.francis@rais.ac.th
Mr. Anand	High School	mr.anand@rais.ac.th

In conclusion, we would like to state that RAIS has taken measures to ensure the safety of every student and everyone at school. It is our hope and prayer that you are safe and enjoying good health. We pray that God will bless and keep you from every harm and danger. We appreciate the help of all our parents in ensuring the safety of our children by supporting the **School Safety Sandbox Procedures**. We wish you happiness, peace, and prosperity.

Have a safe quarter break. **The second quarter online classes will begin on the 18th of October 2021 as scheduled.**

The school will be making a **Video Presentation** about important aspects of School Sandbox Safety Procedures and will be forwarding the same on 21st of October.

We will immediately inform you once we are approved by the Ministry of Education.

With kind regards,

RAIS Administration