



Date: 13 February 2020

Dear TCI Families & Staff:

While TCI has remained open, the following contingencies have been enforced to minimise the risk to its students and teachers. While some were communicated previously, we have added and modified this list in the last two weeks.

- A. Children should wear a mask in school. Staff are expected to do the same. Please do your best to send your child into school with a mask. Although supplies are limited we will provide a mask to your child and teach them to wearing the mask as well.
- B. We ask that you notify us if you have travelled to mainland China at any time. For children travelling to or from China, *a 14 day quarantine*.
- C. Hand washing will occur at regular intervals throughout the day *for 20 seconds*. Use of hand sanitiser will also be used so long as supplies last. You can make your own using isopropyl alcohol based on the guidelines from EDB & CHP.
- D. *Teachers will continue to record the student's temperature hourly* using the ear-based thermometers or infrared (forehead type) of pyrometer. Children will be sent home and asked to return to our campus only after seeing a doctor and having written permission from that doctor to return to school. Thank you for complying with this strict policy.
- F. Working hours until 16 March will stay slightly shortened to 9:00 AM - 3:00 PM. for students who are in our school campus facilities. Please note that lessons and/or the schedule might not be typical due to limitations from specialist teachers or other activities across THS campuses. In the interest of everyone's safety, holding lessons for a half day of school is a viable option. Please discuss with your child's teacher how to manage this as an option for your child.
- G. TCI has arranged for all staff to work on campus *no more than three days per week* in order to minimise staff time on campus and allow them to work from home on the other days. If a student is getting supported online through the VC@T system, that teacher can support that student from home. In cases where students *need to come in* the teacher(s) can support those students here in our campus.

***Please note that by sending your child to school at this time there is an increased risk to their health and the health of others. TCI reserves the right to dismiss any student who appears to have respiratory problems, fever, or other influenza-type symptoms without the fever.**

We appreciate your anticipated cooperation in this matter and look forward to resuming our normal schedule on Monday 16 March.

