

28 February 2020

Dear Parents and Guardians

RE: Urgent COVID-19 Update – Passport checking to be implemented for all students on Monday 2 March 2020

Due to the continuing number of countries that are being added to the '14-day self-isolation list' issued by the Ministry of Health and the Ministry of Education (Vietnam, Macau, Italy and Iran over this past week, with possibly more to come) and with the COVID-19 situation becoming more serious and complex due to its global nature, it is important for us as a school to now have an official register of student travel destinations since 1 February 2020.

Therefore in order to be as accurate as possible in our records, on **Monday 2 March 2020**, we will be checking the passport of every student across both campuses when they arrive at school. A number of other international schools will also be checking passports next week, now the COVID-19 situation has become more serious and widespread.

Please carefully read the guidance and procedures below that will be put in place on Monday 2 March 2020 so you can prepare over the weekend:

1. Please give your child their passport to bring with them for checking upon arrival at school.
2. Passport checking will take place from 07:00 on WP and from 07:30 on EY campus. If you arrive before this time you will not be allowed to enter the campus by the security guard.
3. **To speed up the checking process, please attach a paper clip or post-it note to the page in your child's passport carrying the stamp of the last country visited.**
4. If your child has never been issued with a passport, please email the school at adminSIC@bromsgrove.ac.th (at WP campus) or ksinipa@bromsgrove.ac.th on EY campus BEFORE Monday morning and complete the attached declaration form and give it to the member of staff on Monday morning. Please note that declaration forms will be available on Monday morning on both campuses for parents to complete if you do not have access to a printer at home.
5. Please note that if your child has dual passport status legally, they will need to bring both passports for checking by the school.
6. If your child does not bring their passport to school for checking they will not be permitted to enter the school campus.
7. Your child will have their temperature checked and sanitizer gel distributed as per normal campus access procedures. Then your child's passport (s) will be checked and the last country of visitation will be recorded by the member of staff.
8. All our full boarders have already submitted their passport but a few Bangkok-based weekly boarders have not yet submitted their passport for checking. If your child has not yet submitted their passport to Mrs Tweddell, Head of Boarding, please do so on Sunday 1 March 2020 when they return to the boarding house. They will only be allowed to enter the boarding house if they have submitted their passport for checking.



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In addition to passport checking procedure outlined above, I would like to emphasise the need for all parents to be mindful of the seriousness of the current COVID-19 situation and support the school by voluntarily self-isolating your child next week if a member of your family living in your house has visited one of the listed countries, even if your child did not actually visit the country themselves during the school holiday. Although this is not a Ministry of Health/Education/ISAT directive at present, we all have a responsibility to ensure the health of all members of the school community and your cooperation on this important matter is very much appreciated. By working together openly and honestly as a school community we will hopefully reduce the likelihood of a member of our community becoming infected during these challenging times.

Please also note that from Monday 2 March 2020, parents visiting WP campus before the start of school will not be permitted to proceed past the temperature checking point to continue into the learning spaces in the DJ building.

In the afternoon, please do not go inside the DJ building to collect your child. The pick-up location for Primary students will be moved to the Tee Bar area at the front entrance. Students will be taken to the school dining hall by the TA/class teacher for collection at the end of the school day. The students will be supervised for 30 minutes after the school day has finished. If any parent is delayed in collecting their child, students will move to the seating area by the Tee Bar (30 minutes after the end of the school day), and the security guard will require you to sign out your child when you leave the campus.

On the EY campus due to the age of the children and them needing parental supervision, parents may still enter the campus to drop-off their child to class/line-up. However, we request that only the primary care-giver comes onto campus (such as mum or dad) and not extended family or nannies/drivers. This will limit the number of adults coming onto the EY campus.

With regards to our Korean boarding students and staff who have been self-isolated for 14 days off-campus, I am pleased to report that they are all in good health and are showing no symptoms such as a fever or cough. Their health is being monitored on a daily basis.

We have continued to undertake regular deep cleaning of all areas of both the WP boarding houses and day school areas on both campuses and will do so again this weekend. We will be using additional disinfectant and sanitizer on all surfaces throughout the entire campus in light of the current seriousness of the COVID-19 situation.

In addition, this morning I attended an important COVID-19 briefing in town with the British Ambassador, members of the business community and the Headmasters' of six other international schools in Bangkok. This was a very important and useful briefing as it enabled us all to review our school procedures and responses to the current COVID-19 situation and to ensure we are all aligned as much as possible.

Thank you for your attention and support of these important matters and I will update you again if needed, in the event of any further government/ISAT guidance on the current COVID-19 situation. If you require any more information with regards to COVID-19, please see this link to our website:



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<https://www.bromsgrove.ac.th/covid-19-updated-policy/>

These are currently very challenging circumstances in which we are operating as a school and I will continue to do what is right for the safety and well-being of all members of our community.

Warmest regards

Dr. Dan Moore
Headmaster & CEO