

# *Kaleidoscope Creations Namibia*

Health and Well-being through art and Creativity

Dearest Art students and Parents

We will re-opening gradually our little art school and need to give you in writing rules and regulations that will be implemented for you and your children's safety. We will also inform you of the dates when we will open with art classes.

1. Stay at home when you are sick. ( no one is allowed in art class that has diarrhea, symptoms of cold/flu or fever)
2. Bathroom rules;  
**Age 5 – 9 years:**  
Make sure that your child went to the toilet before art class. We do not have the personnel that can clean the toilet facility after art students went to toilet. Children of age group 5 to 8 years may not use the toilet during pandemic at art school, as their session is only an hour.  
  
**Adults and Age group of 10 – 18 years:**  
Make sure that you have a disinfectant and soft wipes to clean the surfaces you touched. There won't be towels in our bathroom facility. Please clean your hands with wet wipes and throw away in provided bins. We will be very strict with hygiene in the bathroom facility.
3. Sneeze into your elbow.
4. Wash your hands diligently and often.
5. Clean surfaces diligently
6. Wear a mask when you come to art school.
7. Disinfect your hands once you are entering the art class. (Each art student has to bring their own disinfectant, as we at Kaleidoscope Creations cannot provide for every art student hand sanitizers due to financial breakdown.) Art student will not be allowed to enter class if no disinfectant has been brought along.
8. Physical contact with other art students is prohibited in art class.

## **We will implement following in art class:**

1. We will from time to time implement hand washing during art class.
2. Art class students have to disinfect the table and chair before they leave art class
3. Social distancing of 1- 1.5 meters will be implemented during art class.
4. Art school will be responsible to disinfect after each art class doorknobs, light switches etc. in art class.
5. No refreshments will be available in and during art class during period of pandemic. Please bring your own tea and coffee flask, cup and water bottles along if you need to refresh yourself. No cups, teaspoons, plates etc. will be washed and cleaned during art class. You need to clean those at home.
6. We will re-open art class gradually in the next 2 months.
7. Students and art teacher HAVE!! to stay at HOME IF THEY FEEL SICK. They need to be tested for COVID-19 and also let the art school know about the outcome.
8. Art teachers and students are obligated to wear masks during art class.

9. Temperatures have to be measured before attending art class. Parents may not drive away before they know if child has been allowed to attend art class.
10. Parents or visitors have to oblige under the same obligations and rules that are set out in this document. :
  - Temperature will be monitored
  - Hands have to be disinfected
  - Have to wear a mask

#### **PROCEDURE TO BE FOLLOWED IF SOMEONE IS SICK**

1. Learners or teachers that get sick or are entering sick art school have to be send home with immediate effect.
2. Sick art students will be held away from other learners until their parents come and pick them up.
3. Please bear in mind that we as art school cannot be held responsible to identify COVID-19 patients.

#### **WE NEED OPEN AND HONEST COMMUNICATION IN THIS TIME OF PANDEMIC**

1. Sick people have to be reported at the Ministry of Health – this is law in this country. If there is a Covid – 19 positive case they need to follow up with whom the person had been in contact with to stop spreading the virus. Your cooperation to ensure the safety of our community is of utmost importance.
2. This is parents and teachers responsibility to answer queries and questions as truthfully possible.
3. Any new information which we as art school receive will be communicated with immediate effect with you as art students and parents.

#### **TEACHING VIA WHATTSAPP**

1. We will carry on teaching via your whatsapp Broadcast group for the art students that are not yet open for face-to-face teaching.

#### **HEALTH AND HYGIENE TRAINING WILL BE TAUGHT IN ART CLASS BEFORE ART SESSIONS COMMENCE**

1. We will from time to time teach in art class before we start with art works i.e. with hygiene and health

#### **STRATEGY OF ART SCHOOL IF COVID-19 HAS BEEN FOUND IN ONE OF THE PUPILS OF THE ART SCHOOL:**

1. Immediate communication will be established with all students of art school.
2. The involved parties have to be tested immediately.
3. The involved parties will be quarantined for 14 days.
4. The involved parties have to present with immediate effect a full list of people they where in contact with.
5. We will provide contact numbers of Ministries, Hospitals and Departments.

#### **Symptoms of Covid-19**

1. Problems with breathing: shortness of breath / breath distress
2. Pain in breast
3. Confusion or difficulty to waken up
4. Blue lips and/or face
5. Cold fever
6. Saw Throat
7. Headache and body pain
8. Diarrhea
9. These are only part of the symptoms, there are more than this

#### **MASKS**

Please ensure that you wear a mask that adheres to the guidelines of Ministry of Health. Please do not wear a mask to art class that does is not adhere to the guidelines from the Ministry of health.

### **High Risiko Art Students**

Please phone me if you our your child is a high risk student:

- diabetic
- Asthma or respiratory sicknesses/illnesses/diseases
- High blood pressure
- Heart illnesses/diseases
- Cancer or other immune compromising diseases

It is important that these individuals may not come into contact with other groups of learners. Please contact me for an alternative option.

### **DROP OFF OF ART STUDENTS:**

1. Please stay with your child in your car.
2. Once we open the gate, take your child to the gate one-by one:
3. Make sure that safety distance of 1.5 meters is adhered to between other children.
4. We will measure temperature at gate and hands have to be disinfected before entering art class. The art student will proceed to art class one by one and taken to his/her place where he/she will do her art works.
5. Adult art students will have to undergo the same procedure.
6. PICK-UP:
  - a. Please get out of your car and walk with your child to the car. Please ensure that 1.5 meters distance is applied between you and other parents and art students.

### **START OF ART CLASSES AFTER LOCK-DOWN:**

1. **ADULTS AND TEENS ART CLASSES** WILL START AS FROM THE 3<sup>RD</sup> OF JUNE 2019.

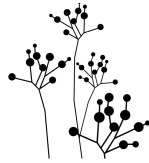
- A. WE WILL START ON WEDNESDAY THE 3<sup>RD</sup> OF JUNE 2020 WITH THE ADULT MORNING CLASS.
- B. TEENS ART CLASS: START 8.5.2020
- C. TUESDAY EVENING ART CLASS: START 9.5.2020

2. **ONE-ON-ONE TUITION** WILL ALSO START AS FROM WEDNESDAY THE 3<sup>RD</sup> OF JUNE 2020. (Adults and children as from age 12)

3. WE WILL MONITOR THE SITUATION IN WITH COVID-19 CLOSELY AND IF ALL IS WELL WE WILL RE-OPEN ART SCHOOL FOR AGE 9 – 14 BEGINNING OF JULY 2020.

The most important aspect to keep our community safe from the virus is good hygiene and health practices. This will only take place if we all get into the habit to practice these on a regular basis.

- Wash your hands frequently and diligently
- Surfaces that need to be avoided
- physical contact incl. hugs etc. should be avoided
- keep a healthy distance of 1.5 meters
- good hygienically practices
- sneeze and cough into your elbow



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We at Kaleidoscope Creations, art students and parents have a responsibility to keep our community safe. You are not only keeping your child safe, but also keeping the people around you safe that are part of our art community.

Thank you so much for your loyalty and readiness to work with us together.

Sincerely

Birgit Böck  
OWNER AND ART TEACHER OF KALEIDOSCOPE CREATIONS

NAME OF AT STUDENT:.....

PARENT OF ART STUDENT:.....

ART CLASS: DAY .....

TIME SLOT.....

DATE READ:.....

I READ AND UNDERSTAND RULES AND REGARULATIONS. I AM HEREWITH STATING THAT I AM IN AGREEMENT AND WILL ADHERE TO THESE RULES AND REGULATIONS SET OUT IN THIS DOCUMENT. I WILL INSTRUCT MY CHILD TO FOLLOW THE RULES AND REGULATIONS DURING ART CLASS SET OUT IN THIS DOCUMENT:

SIGNATURE:.....