

MINISTRY OF EDUCATION, YOUTH AND SPORT

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THE INSTRUCTION ON

The Reopening of Private Schools in Phase 2

Right after putting the school on early short vacations and extending the leave to prevent the spread of Covid-19 disease. Some private educational institutions and students have taught and studied using the means of distance-learning through electronic devices with the support of parents, guardians, teachers and school management.

Along with that circumstance, the Ministry of Education, Youth and Sport has approved two documents. 1)- A strategy on reopening of educational institutions and 2)- Standard Operating Procedures (SOP) during the process of the re-establishment of educational institutions in the context of Covid-19 pandemic. Both documents are a strategic and technical orientation for public and private educational institutions in preparation for reopening.

To ensure the reopening of private schools in this second phase effectively and safely, the Ministry would like to advise all management of private schools, parents, guardians, students about the preparation and reopening processes of private schools as following:

1- Preparation for the Reopening of Private Educational Institutions

The management of all private educational institutions must review the qualifications and improve the infrastructure of their educational institutions as follows:

- Follow the "Standard Operating Procedure (SOP) for the institution re-establishment in the context of Covid-19", especially to strengthen the implementation of preventing procedures to respond to the spread of Covid-19 issued by the Ministry of Health, or beyond the standards are welcomed. The summary is set as following:

Organizing a learning Atmosphere with safe, non-discriminated, comfortable and welcoming settings.

- Antiseptic measures must be implemented before the opening of educational institutions, especially classrooms, libraries, laboratories, toilets, hand-washing facilities, parks and other necessary facilities.
- Keep Classroom, School buildings, Campuses, and the Surrounding Clean and must manage the garbage properly on a daily basis.

Maintaining a Safety Distancing in Educational Compound

- Set up desks and chairs for students in the classroom, keeping a safety distance of at least 1.5 meters in between students and teachers, and arrange classrooms with no more than 20 to 25 students per class.
- Entrances and exits to all campuses must be opened. To reduce overcrowding by standing at a distance of 1.5 meters or more at the entrances and exits of the campus.
- Divide some students in the room and some out of the classroom during each break, and ensure safety gaps when accessing toilets or hand washing facilities.

Necessary health Enrichment for Students, Educators and other Staff

- Seeking to have the possibility of setting up a health room and assigning teachers for health support at each school for first aid, necessary medical check-ups for students, educators and other staff working in the school.

- Parents and guardians must be instructed to provide information on their children's health, travel history, and family reunions that may increase the risk of Covid-19 infection.
- Measure the temperature of students, educators and other staff working in the institution on a regular basis before entering the campus. If found to have a temperature of 37.5 Degrees Celsius or higher. Those must not be allowed to enter the school and must be instructed to stay at home or go to the hospital or health center.
- Manage to prevent the congestion when entering and leaving school by setting a proper schedule. Be clear about the arrival and departure times of educators and students so that there is no entry and exit at the same time, both on campus and when entering the classroom.

Sanitary Facilities

- Provide adequate hand washing facilities near toilets or near classrooms, with regular soap and water available to meet the needs of students, educators and other staff in the institution.
- Check the availability of antiseptic water such as alcoholic sanitizer or hand gel for students, educators and other staff in the school.

Educate on Health and Provide Training on Covid-19 Prevention

- Educate students, educators and other staff on the importance of maintaining the safety gap, prevention of Covid-19 disease and disinfection in the institution.
- Education staff and students must be prohibited from traveling to areas with a high rate of Covid-19 infection and from engaging in activities that may pose a risk of infection.
- Students, educators or other staff should be instructed to cover their mouths and noses when coughing or sneezing, using elbow pads or toilet paper, and dispose them properly in the trash bins.

2- Important Principles in the Re-processing Process

Private educational institutions must strictly review and implement the following principles:

2.1 Legal status under the authority of the Ministry of Education, Youth and Sport

- The Ministry of Education, Youth and Sport will only accept applications for reopening of educational institutions recognized by the "Prakas" issued by the Ministry of Education, Youth and Sport and educational institutions that have signed a Memorandum of Understanding with the Ministry of Education, Youth and Sport.

2.2 Self-implementation of health safety Principles

Strictly implement the Standard Operating Procedure (SOP) for the re-establishment of educational institutions in the context of Covid-19 disease dated August 05, 2020 and other standard documents of the Ministry of Health, Ministry of Foreign Affairs and International Cooperation, as well as other legal documents in force.

The following is a list of required checklists.

Private educational institutions must implement and will be the criteria of inspections:

- Set 20 to 25 students in the classroom (student desk and teacher desk)
- Set the shifts to ensure safety gaps in the campus
- Classroom temperature must not be lower than 24 °C and have adequate ventilation and light.
- No more than 50 people for any gathering activities

- Perform temperature check of students, teachers and staff (not allowed to enter the campus in case of more than 37.5 degrees Celsius)
- Wear facemask or face-shield to students, teachers and staff (on campus)
- Set up health room and first aid equipment
- Prepare a place to wash hands with adequate sanitizers
- Arrange the bathroom and toilet according to the number of students
- Prepare the yard and entrance without congestion
- There is no sale of pastries or restaurants on campus.
- There is no student transportation service.
- Do not play Sport that lead to clashes
- No entertainment activities or concerts
- Scholars, staff or family members who are foreigners who have entered Cambodia in the last 2 months are required to take the Covid-19 test before being allowed to enroll and work in an educational institution.

2.3 Implementation of a Combing Study (in-class teaching and e-learning)

In the past, the Ministry of Education, Youth and Sport has issued certificates of teaching and learning of some educational institutions, but some educational institutions have not applied for recognition and some have not been able to organize e-learning.

- For any private educational institutions that can conduct e-learning, that educational institution is permitted to apply for reopening of the school in this phase 2.
- But those private educational institutions that are not yet able to organize their e-learning, the educational institution may take the following actions:
 - ✓ Contact for technical support from the Digital Education Center under the Ministry of Education, Youth and Sport for help.
 - ✓ Apply for a small re-launch (see section 3.1 below)
 - ✓ In case of non-compliance on a small scale, the application for re-opening of the school shall be delayed.

2.4 Voluntary Principles and Responsibilities

- Parents and guardians who send their children back to school in the phase2 are unanimous and responsible for any incidents that occur in the school.
- Shareholders, management of private educational institutions, parents, guardians, teachers and all relevant staff are responsible for the cost of testing and the cost of treatment if Covid-19 is found.
- Students, staff or foreign family members who have entered Cambodia in the last 2 months are required to take the Covid-19 test and charged to the institution or individual.
- In the case of students volunteering to continue their E-learning provided by the school without returning to the classroom, the independent educational institution shall coordinate with the students' request.
- In the case of students volunteering to suspend or transfer their education, private educational institutions shall accommodate the request without coercion.

- In the event of an outbreak of Covid-19 disease or reopening of the educational institution or any protest within the private educational institution, the relevant educational institution shall be dealt with.
- Private educational institutions must disseminate the preparation and implementation of the principles widely to parents, guardians and students before reopening.

3. The Procedures for the Reopening Application

In order to be able to reopen, all private educational institutions must follow the following procedures:

- Apply for reopening in the second phase (according to the attached template)
- Allow and facilitate the inspection team of the Ministry to inspect (before opening and during the process)
- Signing a Memorandum of Understanding on the reopening of private educational institutions in the second phase with the Ministry (according to the attached template)
- The Ministry will issue a permit to reopen.

3.1 Application

1. Fill in the initial information via the link or by scanning the QR code as attached:
<http://forms.gle/EkDAhvfEYFxnEt79>
2. Write a request letter of the reopening of the institution in Khmer and send it to the Ministry of Education, Youth and Sport (Department of Administration) every working hours or by Telegram number: 017 553 314 from the date of issuance of this instruction.
3. Attached to the above application letter, each institution must prepare the following relevant documents (1 copy) as follows in Khmer:

Mechanism for implementing distance education and e-learning programs at each institution and report the results with a collection of photos as evidence of practical activities.

Curriculum development: Private educational institutions can be resumed (both full-time and Combination):

- **Performing a Full Act. Study in the classroom means**
 - ✓ Students come to class regularly in accordance with the safety and health measurement as stated in the (SOP). This case refers to private schools that have a small number of students and have adequate infrastructure, especially the full implementation (100%) of health safety measures such as classrooms, desks, chairs, etc. in according with (SOP).
 - **Performing Combined Act. Learning means**
 - ✓ Students must come to school and study with their teacher for 2 or 3 days a week
 - ✓ For the rest of the day, students have to study on their own at home through electronic distance learning.
 - ✓ Private educational institutions can practice teaching and learning on important subjects and suspend some subjects in a gentle manner.
 - **Implement small-scale teaching and learning** (for private institutions that do not have electronic teaching and learning process)
 - ✓ Students must come to study with the teacher in person at the school two days a week, taking turns.
 - ✓ For the rest of the day, students have to study on their own at home or do homework.
- Organize study schedule (class time, break, post class) to prevent crowd (staggered entry) by doing the individual and social distancing.
- Classroom arrangement according to the level of education (kindergarten, primary school, secondary school and higher education) by arranging 20 to 25 students per room.

3.2 Inspection by the Ministry's Inspection Working Group

The Ministry will set up a multi-component inspection team led by senior technical officers from the Deputy Director General level up, to inspect the private schools that have applied, especially the review of the **proper Implementation of the New Health Safety Principles (Point 2.2)**. The report of the inspection team will be signed by the team leader and the representatives of the inspected educational institution. This report is the basis for the full issuance of the reopening permit.

3.3 Issuance of Permit

After the private educational institution signs a memorandum of understanding with the Ministry (as in the example in Appendix 1), the Ministry will issue a permit to reopen and inspect during the reopening process.

4. Cooperation, Monitoring Mechanisms and Reports

4.1 High level of academic staff, teachers or students

- In case of examination that the study staff, teachers or students have a temperature above 37.5 degrees Celsius, they should not be allowed to enter the campus or classroom and must cooperate with the health authorities to seek appropriate medical services.
- "School management" must notify the Department of Health immediately or by calling the emergency number 115 when a suspected case of Covid-19 is found.

4.2 Cooperative response to Covid-19

- Must follow the policies and legal documents in force of the Kingdom of Cambodia on the fight against Covid-19.
- Provide the name of the focal point and contact information with the health officer to facilitate contact, participate in the investigation according to the instruction of the Ministry of Health and cooperate closely and transparently to provide all the information needed by the health officers.
- Strengthen the cooperation between the Department of Education, Youth and Sport of the Capital, Provinces, the Office of Education, Youth and Sport of the Municipal, District, Khan Administration, relevant units, health officials, development partners, local authorities, communities, guardians and other stakeholders to participate in the implementation of their competencies in prevention. Prevent Covid-19 or other epidemics in educational institutions.
- Strengthen cooperation with health authorities at all levels in case of emergency intervention and contact 115 in case of suspected Covid-19 or other epidemics.
- Collaborate with health officials in a systematic manner to support and monitor the health of students and educators, such as using common procedures to inform the education system in the event of an infectious disease or illness, as well as to develop the necessary basic measures.
- Collaborate with health officials to set up regular monitoring and inspection systems in educational institutions and ensure the implementation of health safety measures.
- Collaborate with local authorities to obtain information on potential risks from entry and exit of local migrants or information on newcomer management or information on gatherings that may pose a risk of Covid-19 infection.

4.3 Inspection

- During the reopening of the second phase, private educational institutions must stay under the supervision of all levels of education authority.
- Prior to the reopening, the Ministry's inspection team will notify the inspection in advance, following the instructions (point 2.2).
- During the reopening, the inspection team of the Ministry will inspect without prior notice.

- In the event that the management of a private school does not follow the instructions or is negligent and causes any eventual risk, the school will:
 - Receive notification of areas for improvement for the first time
 - Faced with legal and administrative measures in force in the event of an outbreak of Covid-19 virus in educational institutions.

4.4 Reporting

- Private educational institutions must prepare and keep statistics of students, classrooms, classrooms and staff, especially foreign students and staff.
- The "School Management Committee" shall prepare and send monthly reports on the health status of the school on a regular basis to the Ministry of Education, Youth and Sport.

To implement this instruction effectively and successfully, the Department of Education, Youth and Sport of the Capital, Provinces, the Office of Education, Youth and Sport of the Administration of Municipalities, Districts, Khans, Management Committee of private schools in all regions, education staff, local authorities, parents, guardians, please cooperate with the highest sense of responsibility.

Tuesday, September 1, 2020

Signature and Seal

Minister of Education, Youth and Sport

H.E. Dr. Hang Chuon Narong

Remark: This document is translated unofficially by ALL FOR KIDS NGO for understanding purposes only. No responsibility will be bided for errors or misleading occurred accidentally.

