

# Haze Management Procedure (v2 – Oct 2023)

## Contents

Purpose.....	1
Scope.....	1
Procedure.....	1
Responsibility.....	2
Supporting Documents.....	3
Promulgation and Implementation.....	3

## Purpose

This procedure outlines management systems put in place to secure the welfare for students and staff during a haze situation. It assigns responsibilities for the implementation of haze management measures based on a set of guidelines corresponding to health advisory announcements.

## Scope

This procedure applies to all School Activities and all members of the School Community.

## Procedure

- Haze updates are regularly posted in the School Newsletter and via email to parents and staff.
- Should there be a clear trend of the Air Pollutant Index (API) levels - rising to 101 or above, all outdoor physical activities (including all PE classes, morning and lunch break times, and after-school activities) will be brought indoors as appropriate and doors and windows to the school buildings will be kept closed wherever possible. If an activity cannot be brought indoors, it will be cancelled and a suitable alternative proposed.
- As the school has indoor facilities and air-conditioned spaces, it will be possible to remain open for most circumstances. However, for API readings beyond 300, the SLT will temporarily shut the school.
- Guided actions detailed in this procedure will always be overruled by guidance from the Ministries of Education and Health (MOE and MOH). Outdoor activities may cease, and schools may close on the announcement of the MOE or when levels for action have been set by MOE or MOH at lower API reading levels than detailed in this procedure. In these cases, schools must follow government guidance.
- If forecast API levels for the next school day indicate Hazardous levels (>300) or exceeding MOE-guidance levels for closure, parents will be contacted via email other school communication tools to inform of planned closure.
- Depending on ongoing API levels, it is possible that school may have to be closed for multiple days. Where this is the case, parents will be updated regularly to inform their future planning.
- The focus of the SLT will be on ensuring the school remains open on all occasions, if it is safe to do so.

- Unless explicitly informed otherwise, staff will continue to report to work as normal. Many scheduled activities for school operation and development will be able to continue as planned, but to ensure a safe working environment, all will be brought inside including food services. At API 300+, the school will close to all.
- Recommendations for mask wearing imply that a filter/ respirator mask is worn – N95 or similar.
- Parents with concerns over their children’s health need not send them to school, but they must inform school of absence in the usual manner.

Refer to the following table depicting the school’s continuity plan.

<b>Index Category (API)</b>	<b>Haze Management Measures</b>
<p><b>≤ 50*</b> <b>Good/Moderate</b> Daily monitoring</p>	PSI readings are monitored each morning, but there is no impact on school operations.
<p><b>51-100*</b> <b>Good / Moderate</b> On-site monitoring-3hr</p>	<p>SLT will review PSI every 3 hours. At this PSI level, precautions are to be taken, including:</p> <ul style="list-style-type: none"> <li>- Teaching staff will ensure students have more drink breaks.</li> <li>- Teaching staff will encourage students to wear masks.</li> <li>- Teaching staff will ensure students are sent to the school nurse if they have any breathing issues and parents are informed.</li> <li>- Teaching staff will ensure students do not participate in strenuous exercise if feeling unwell and parents are informed.</li> <li>- Teaching staff will monitor students with known medical issues such as asthma.</li> <li>- Students may go to the library or other designated rooms at break or lunch.</li> </ul>
<p><b>101-125**</b> <b>Unhealthy</b> On-site monitoring-2hr All Non-Essential Outdoor Activities Cease</p>	<p>SLT continues to review PSI every 2 hours. At this PSI level, further precautions are to be taken, including:</p> <ul style="list-style-type: none"> <li>- Outdoor activities and sports for younger students (EYFS and Primary) will cease; they will be minimized for older students (Secondary and Sixth Form) unless essential.</li> <li>- Breaks move in doors. Classrooms and other designated indoor areas are made available during break and lunch.</li> </ul>
<p><b>126-200**</b> <b>Unhealthy</b> On-site monitoring-2hr All Outdoor Activities Cease</p>	<p>SLT reviews PSI every 2 hours. At this PSI level, further precautions are to be taken, including:</p> <ul style="list-style-type: none"> <li>- Outdoor activities and sports are to cease</li> <li>- Sports are to be relocated to the sports hall</li> <li>- Students are to remain inside during break and lunch</li> <li>- Masks will be recommended for all students and staff</li> </ul>
<p><b>201-300***</b> <b>Very Unhealthy</b> On-site monitoring-1hr Possible School Closure</p>	<p>SLT reviews PSI every 1 hour. At this PSI level, further precautions are to be taken, including:</p> <ul style="list-style-type: none"> <li>- Outdoor activities and events are cancelled</li> <li>- The school may close to students. Guidance from the MOE is followed.</li> <li>- All students and staff must wear masks</li> </ul>

<b>&gt; 300***</b> <b>Hazardous</b> <b>School Closure</b>	The school will close to all students and staff. SLT will consult with various individuals and/or the local authorities and seek further recommendations.
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- \* SLT reviews the API figures every morning and the API figures are monitored throughout the day. All figures are taken from [http://apims.doe.gov.my/api\\_table.html](http://apims.doe.gov.my/api_table.html).
- \*\* When the API reading is above 100, the MOE/MOH specific incident guidance is also followed, especially around ceasing outdoor activities for all students.
- \*\*\* When the API reading is above 200, the MOE / MOH specific incident guidance is also followed, especially around school closures for students.

## Responsibility

- The School Leadership Team is responsible for monitoring the execution, conclusion and programmed evaluation of this Haze Management procedure.
- The School Principal is responsible for maintaining this Haze Management procedure.
- The School Principal is responsible for developing the School's Haze Management processes and procedures.

## Supporting Documents

- Health and Safety Management Procedure
- Incident and Emergency Procedure
- Crisis Management Plan (CMP)
- First Aid Services Procedure
- Hazard Identification, Risk Assessment and Control Procedure

## Promulgation and Implementation

The Haze Management Procedure will be communicated and implemented throughout the School community in the form of:

- Distribution of e-mails to Parents / School Staff, Health and Safety Committee / School Principal / School staff / CEO and XCL Education Malaysia Director of Operations.