



IS/CIR/049/2020-21

10-09-2020

REMINDER - GUIDELINES TO THE PARENTS

Dear Parent,
Greetings to all!

1. General guidelines

- a) Highlight the positive aspects of returning to school such as being able to meet their friends and learning new things.
- b) Speak to your children about COVID-19 and let them know that it's natural to feel anxious or nervous about returning back to school.
- c) Have an open conversation about your wards anxieties and fears about returning to school and reassure them about safety measures and precaution the schools will have in place to keep everyone healthy
- d) Explain to your children that they will play an important role in keeping themselves and their community healthy by wearing a mask, maintain social distancing and sanitizing hands.
- e) Continuously check in with your children to evaluate their wellbeing when school begins.
- f) Ensure that you are present in the UAE, at least 14 days prior to your children's school reopening date to comply with any health and travel requirements set by the government.
- g) Provide a medical clearance if your child is absent for a prolonged period. Your child may have to undergo a COVID-19 PCR Test before returning to school
- h) If your child is unable to wear a mask, they may be allowed to wear a face shield if supported by a medical certificate.
- i) Parents must download the ALHOSN App to ensure traceability in the event of infection
- j) Parents must provide children with personal protection equipment including masks, gloves and sanitizers.
- k) If your child is unable to wear a mask, they may be allowed to wear a face shield if supported by a medical certificate.
- l) Students of Determination with hearing impairments may use transparent masks.
- m) Parents must sign and submit travel declaration documents to the school prior to or after travel.
- n) You are requested to
 - Ensure your child does not have a fever or any symptoms such as cough, breathing difficulty or body aches
 - If your child is older than 6 years, ensure he has at least two masks (if disposable) to wear at school during the day.
 - Wear a mask when dropping off your child to school.
 - Teach your child the following prevention techniques to safeguard themselves and others.
 - Keeping a safe distance of 1.5 mtr from other.
 - Covering their mouth and nose with a tissue / paper towel when they cough or sneeze and throw used tissues in trash immediately
 - Washing hands with soap for 20 seconds multiple times during the day
 - Remembering to wear a mask when stepping outside the house.

2. Students arriving and leaving schools



- a) Students will arrive and leave the school at the determined start & finish time.
- b) School implement staggered start and finish times, based upon grade levels, to further reduce the risk of larger groups.
- c) Parents are not permitted to enter the school premises, but they can drop off / pick up their children in designated points.
- d) School will allocate specific entrance & exit points, and will implement a detailed traffic management plan to ensure the safe drop off and collection of students.
- e) Trained school staff will be present to support traffic flow and ensure health and safety measures are adhered to.
- f) Only one family member or a guardian is allowed to enter the school facility for drop off/pick up his/her child. People with compromised medical conditions, including the elderly, should not come for drop off and pick up.
- g) Parents drop off and pick up at one designated area and designated timings with no interaction inside the school
- h) There should be no access to the rest of the school facility by family members and visitors. Family members should be given maximum time limit of 10 minutes in the designated area to pick up / drop off with no crowding, maintenance of a 1.5 metres distancing and wearing of masks at all times.
- i) Temperature screening checks will be in place at entrance points via thermal scanners and hand-held infrared scanners. Any one with a temperature over 37.4°C will not be allowed to enter the school. Students who have a high temperature and don't have their parents with them will be kept in isolation room near the gate with a nurse present until their parents can collect them.



3. Transportation

- a) Buses will be running throughout the day normally. The blended model should ensure the use of 30% of the buses capacity.
- b) Buses will be sanitized daily.

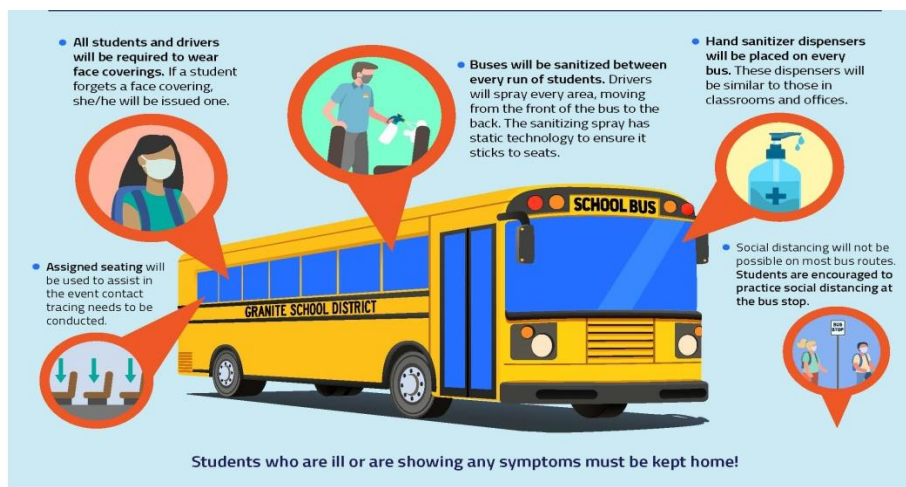


- c) Hand sanitizers should be included / installed in all buses.
- d) Specific points for the entrance of buses, and private cars will be given

- e) Limiting safety physical distances by placing stickers on seats.
- f) Temperature will be taken prior to students entering the bus.
- g) Student will not be allowed to enter the bus if fever is apparent. Parents will have to wait with students until the bus departs.
- h) Drivers must practice all safety procedures and protocols as published by the relevant local authority.



- i) If a child begins to show symptoms of COVID-19 while taking the bus, the child is considered a probable COVID-19 case. The immediate measure is to ensure the child is seated at 2metres away from the rest of the children. The bus attendant should immediately inform the health and safety incharge of the school who should immediately communicate with the school administration and parents / guardians. If the trip was for drop off at home, the child should be dropped off first. If the trip was for drop off at school, the child should be isolated and sent home. The child should not return to school until the PCR result is obtained. If the result is negative, the child should not return to school until they are symptom-free. If the result is positive, the traced contacts of the child, including staff, and other riders on the bus are considered close contacts.



4. School hygiene and safety guidelines

4.1. Physical distancing in classrooms

- a) Classroom area supports sufficient room for groups to maintain physical distancing of 1.5 meters per child.
- b) Physical markings used in classrooms to ensure desks remain in the correct locations.
- c) Teachers must be positioned at the front of the classroom area, at a distance of 1.5 meters from the front row desks.
- d) The classroom layout will be changed as per the classroom capacity. Each classroom learning space and work area will be decided by the school COVID-19 Task Force.
- e) School uses dividers where needed.
- f) Maximum capacity per room will be shown on all class doors.

- g) The same rules of physical distancing in classrooms will be applied on all rooms where classes are held such as labs, libraries, resource rooms, activities rooms, etc.
- h) Teachers, staff and students must follow a paperless strategy and elevated use of technology in the educational provision to minimize contacts.

4.2 Physical distancing in KG classroom

- a) Provision for students in KG will follow 'stable' groups of 10 or fewer children. ('stable' means the same 10 children are in the same group each day).
- b) Teachers ensure that children and young people are in the same learning groups at all times each day, and different groups are not mixed during the day, or on subsequent days. Students with high risk conditions should be offered alternative education (i.e. online provision), until further notice.
- c) The school will ensure that the same teacher(s) and other staff are assigned to each learning groups and, as far as possible, these groups stay the same during the day and on subsequent days, recognizing for secondary settings there will be some subject specific rotation.
- d) Class rotations are not permitted. Students should remain in a designated classroom, while teachers rotate instead.
- e) Students should be designated a chair and table and no swapping among students is allowed.
- f) Toys and other common resources should not be shared with other groups of students, unless they are washed and sanitized before being moved from one group to the other



4.3 Physical distancing in corridors

- a) Safety markings set up throughout corridors, the markings dictate safe distances of 1.5metres.
- b) One way pedestrian flows will be operated and will be marked out accordingly,
- c) Follow markings on the floor to indicate appropriate spacing

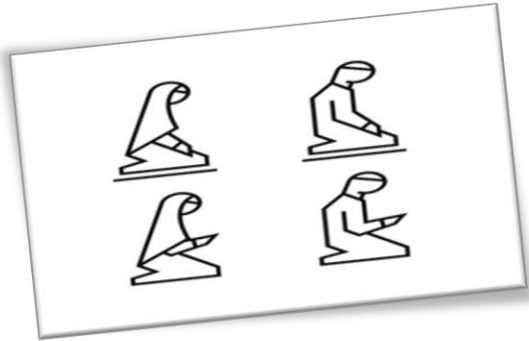


4.4. Physical distancing in canteen areas

- a) Physical distancing arrangements will be clearly marked out in canteen areas, no students will be permitted to stand / sit directly adjacent or next to one another. A physical distance of 2metres should be kept in canteen areas.
- b) Suggested break times will be followed to reduce capacities.

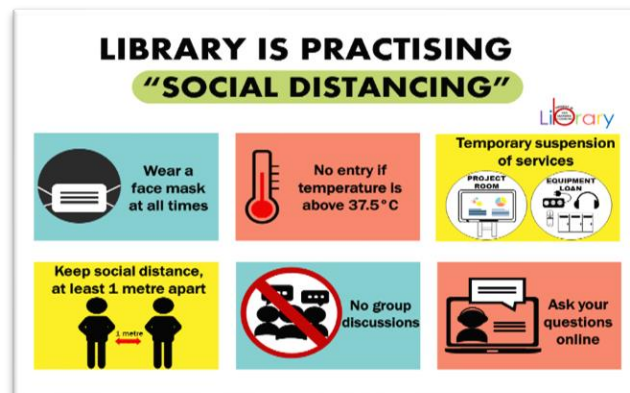
4.5. Using school prayer rooms

- Muslim students must bring their personal prayer mats.
- Prayer rooms may only be used by students.
- A safe distance of 2metres should be kept in prayer rooms
- Students should be wearing the masks in the prayer room.
- Prayer rooms will be cleaned after each use.



4.6. School Library

- Staggered entry only allowed to the library
- Adequate cleaning and disinfection between lessons will be done.
- Library lessons and reading corners must maintain the minimum 1.5metres physical distancing between students.
- The librarian and support staff should wear masks, glove and use hand sanitizer (over gloves) after each interaction
- The library counter and equipment will be sanitized every hour
- The librarian supervises the process of book viewing and selection to minimize children's touching of the books and the library equipment.
- Fabric based books, or books made with material that is difficult to clean should be restricted.
- All used books should be placed in a clearly labelled designated container for disinfection before re-use..
- Online search and borrowing of books should be encouraged. A specific book collection area to be designated to limit physical search of books in the library.
- A books drop-off container should be designated and clearly labelled.

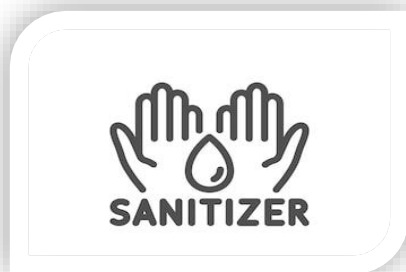


5. Personal Protective Equipment Requirements (PPE) & hand washing

- 1) Students are need to wear suitable PPE throughout the duration of the school day.
- 2) Students below 6 years (below Grade 1) are not required to wear masks.



- 3) Students of Grade 1 and above are required to bring a minimum of two (2) masks each to school per day, for their personal use.
- 4) Schools will hold an available stock of spare masks to supplement any student's or visitor's needs.
- 5) Sufficient stocks of masks, gloves and sanitizers must be available and special designated bins to throw used items (as recommended by relevant government authorities)
- 6) Hand sanitizing stations will be set up throughout the school, with clear instructions and signage available. Students will be encouraged to wash their hands and sanitize at regular intervals through the day, in particular, pre and post-lunch time.



- 7) Teachers and teaching assistants will monitor the younger students to ensure they are following the required hand washing procedures.
- 8) Face shields are encouraged during meal breaks when masks need to be temporarily removed.



- 9) Students must replace their masks following the lunch break.
- 10) School staff members who are in direct contact with young students are encouraged to wear transparent masks / face shields to enable lip reading, and facial expression. They are only exempted while they are in contact with the young students, and they have to wear masks during the rest of the time.
- 11) Students with medical conditions are exempted from wearing a mask with a medical certificate only, and they should wear face shields instead.

6. Break times



- 1) Staggered break times and class start / finish timings are arranged. Break times would be spread out during the total number of school daily hours to minimize contact between students and staff.
- 2) Students should follow signs and markings on the floor.
- 3) Identify break places and to adhere to the physical distancing rules during break times.
- 4) A physical distance of 2 meters should be kept in canteen areas.

7. Food and Nutrition



- 1) Students will be encouraged to bring healthy food from home while alerting them not to share it with others.
- 2) Teachers will supervise to ensure that children do not share food
- 3) Students should keep a physical distance of 2metres while waiting in line.
- 4) Students will be obligated to wash hands with soap and water for at least 20 seconds before and after meal times.
- 5) Food suppliers are required to comply with health requirements during a pandemic. Performance and health and safety standards of all vendors and contractors will be monitored daily.
- 6) Water dispensers will not be allowed. Students must bring their own water bottles.

8. Materials and Equipment



- 1) School should reduce the use of shared resources by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between students, teachers, and other school staff members.

- 2) School will prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently.
- 3) Practical lessons equipment will be cleaned thoroughly and physical distancing rules will be followed. A thorough cleaning will be done regularly after each group.
- 4) School will place awareness / educational posters explaining the rules for handling shared materials, while maintaining constant disinfection after every use.
- 5) Use of soft toys and toys with intricate parts or that are otherwise hard to clean will be avoided.
- 6) All equipment in classrooms such as toys, books, scissors, pens, pencils, crayons, arts and craft materials and messy play resources as well as roleplay and other materials will be sanitized after each and every single use where possible.
- 7) All classroom items will be immediately removed if sneezed on, coughed on or put in mouth. A designated clearly labelled basket / container will be kept for separating items that have been in children's mouths, sneezed or coughed on, etc. cleaned and sanitized prior to returning to children's area.
- 8) Students must not share their stationery. If the children need a supply of stationery, it should be done by the teacher via proper disinfection.
- 9) Avoid using equipment that will require blowing (musical instruments, whistles, blow-pipes, etc.)
- 10) Teachers should provide soft copies of teaching and review materials and should encourage paperless work in class or for homeworks. Digital handwriting and typing should be accepted for relevant school work.
- 11) Unnecessary material, carpets, equipment and furniture will be removed from classrooms.

9. Textbook, School uniforms distribution

- 1) Lines or crowds of parents will be avoided in textbooks and school uniform distribution processes. Such activities will be planned after the school.
- 2) School will ensure that textbooks and school uniforms are properly packaged and sanitized before starting the distribution process

10. Cleaning and hygiene procedures



- 1) School will conduct a review of all potential frequent touch points, including door handles, light switches, handrails, taps, washbasins, toilet seats, etc.
- 2) Total sanitization of the school prior to the official opening is done, increased cleaning and sanitization / disinfection will be conducted across areas throughout the duration of the day.
- 3) A thorough cleaning and sanitization of the school will be conducted at the end of each week.

- 4) Cleaning staff must wear the required PPE for all cleaning activities
- 5) Task Force ensures that cleaning services are punctual and thorough (i.e. bins should be emptied frequently, etc.)
- 6) Standards for waste management of the concerned authorities, especially contaminated waste, will be followed.
- 7) Common areas in the school (i.e. toilets, pantry, waiting areas, etc.) will be cleaned and disinfected every hour or after every use. This also applies to frequently used areas / surfaces such as door handles, dining tables, seat rests, elevator keys, etc.



11. Using toilets

- 1) The school will create clear rules for using the toilets
- 2) Simple signage and posters will be displayed to remind users of hygiene protocols
- 3) Use of restrooms will be appropriately supervised for younger students
- 4) Hand washing liquids and hand sanitization stations are kept in toilets
- 5) Follow the markings on the floor to implement a 1.5m safe distance between each student or staff member who is using the facility
- 6) After using the toilet students should wash their hands for 20 seconds with soap.
- 7) All should use a tissue paper or towel when coughing and sneezing. Properly dispose of it in a covered bin (reusage is strictly discouraged) and wash their hands immediately with soap and water for 20 seconds



12. Student affairs

12.1. Travel



- 1) Travel declaration forms will be required for all those who travel (in the last 14 days), these must be submitted to the school prior to travel occurring and re-confirmed before joining school,
- 2) Anyone feeling unwell, regardless if there are COVID-19 symptoms or not, must not come to school.

12.2 Accounts, Admissions and Office Support



- 1) Registration should be done online. If truly needed, parents / guardians visit for registration should be based on an appointment system. It shouldn't be allowed during drop-off, pick-up, and break time to avoid having the visits during children crowding time.
- 2) Appointments must be made in advance via the main reception for face to face meetings. These meetings are planned after school hours when students are left the school premises. .
- 3) School tours are suspended for students.
- 4) Payments will be encouraged to be made online.
- 5) Comprehensive office support is available throughout the school day to support queries over the phone.
- 6) Contact channel or phone number for parents, students will be identified for an emergency to report symptoms of the virus.



12.3. Student Awareness

- 1) The school is conducting continuous awareness sessions to all students to ensure that they are aware of all health and safety school protocols and measures.
- 2) All students will be briefed on their academic program and plans prior at the beginning of the academic year to make them understand that how the school schedule will differ compared to the regular schedule.
- 3) Students will be aware of their roles and responsibilities during the reopening phase.
- 4) School provides counselling and support programs through the school counselor
- 5) School will continue to provide academic support programs for students to ensure that they have the skills and knowledge necessary for them to complete their learning.



12.4. At risk categories

- 1) The school COVID-19 Task Force will survey all parents, teachers and school staff members and identify any cases of individual's with high risk conditions (specific illnesses or immune-compromised)
- 2) Any student or staff member who is at-risk needs to submit medical certificate stating their medical condition.
- 3) Students with high risk conditions should be offered alternative education means (ie. Online provision), until further notice.
- 4) The school academic provision will be ensured for all the students who are unable to attend their classes physically (due to health condition, isolated , quarantines, etc.)

13) Extracurricular Activities

- 1) Group activities such as school trips, celebrations, sports day, and student camps are cancelled.
- 2) Extra-curricular activities will be conducted virtually.



14) Maintenance

- 1) Regular planned preventative maintenance activities are taken place, in line with relevant authorities requirements.
- 2) All non-essential support and maintenance service providers will be entering schools after school hours, when all the students, teachers and support staff are not present.
- 3) Maintenance work or deliveries will happen after the school's opening hours. Proper precautionary measures will be applied especially for pick up or drop of items by designating a specific location and following a contactless process.
- 4) Regular cleaning and sanitizing of AC systems will take place.
- 5) All maintenance teams will adhere to the requirements determined, this includes, daily temperature checks, PPE requirements, hand washing standards, etc.

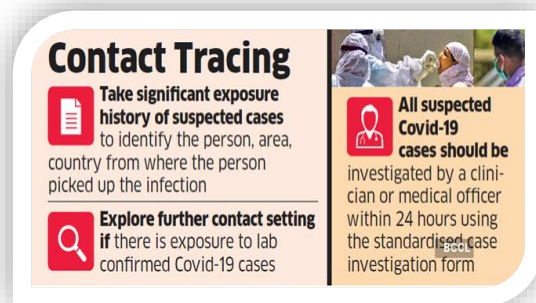


15) Medical procedures

15.1. School Clinic

- 1) The school COVID-19 Task Force will make sure that the school clinic medical staff have completed COVID-19 training before joining the school.
- 2) School clinic staff will follow all guidelines as instructed by the concerned health authority, and they should ensure that strict sanitation and disinfection protocols are implemented in the school clinic as per the health authorities guidelines.
- 3) The school clinic medical staff will ensure that specific levels of essential items are in stock, and the clinic is equipped with water faucets, soap dispensers and hand sanitizers, ample supply of PPEs and no touch thermometers)
- 4) The school clinic medical staff make sure that all students, teachers and school staff know where to find the school clinic and are aware of all health protocols and procedures related to COVID-19. This should be in collaboration with the school COVID-19 Task Force
- 5) The school clinic includes designated rooms for the following :
 - Isolation room (separate from the nurse room) with adequate ventilation and a toilet for patients with suspected / confirmed COVID-19 case.
 - Treatment room for treating minor illnesses, accidents, and injuries.
 - Waiting area for triaging treatment.
 - Area for students who are waiting for parents' pickup
- 6) The school clinic medical staff will train all students, teachers and school staff on health protocols and procedures

15.2. Managing a potential COVID-19 case in school



If a student or staff member is suspected of being a COVID -19 positive case, he/she will be immediately moved to the school isolation room.

- 1) Only the school medical staff are permitted to enter the isolation room wearing full PPE.
- 2) The student's parent/s will be contacted immediately by the school's clinic medical staff and the concerned authorities will also be notified through official channels.
- 3) The school will strictly adhere to the health authority requirements for managing and transferring any suspected cases of COVID-19.
- 4) All areas which may have been accessed by the suspected case will be thoroughly cleaned and sanitized/disinfected following any suspected cases. These areas will be closed immediately until the cleaning is completed.
- 5) Tracing will be conducted to identify those who may have come into contact with the suspected case. Health authority requirements will be strictly adhered to, this may include additional testing and isolation of persons who may have come into contact with the suspected case.

15.3. Managing a suspected case

- 1) If a child/teacher/staff begins to show one of the following symptoms of COVID-19 (such as fever ($\geq 37.5^{\circ}\text{C}$), cough body ache or fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, headache, or loss of sense of smell or taste) while at school, they must get isolated instantly, and the parent /guardian of the child to be notified immediately and the patient should be referred to the hospital to take the necessary action. The patient should not return to school until the PCR result is obtained. If the result is negative and there is a clinical assessment of a probable COVID-19 case, the patient should complete a 14-day quarantine. If the result is negative and there is no clinical assessment for a probable case, the child can resume schooling so long as they are symptom-free
- 2) Upon receiving notification of confirmed positive case, a tracing exercise will be conducted by the school, this will identify all other persons who may have come into contact with the positive case.
- 3) The tracing exercise will include teachers along with the classmates of a student, or colleagues are all considered close contacts. (Anyone who spent more than 15 minutes in a proximity of 1.5 meters with the positive case, from the day of symptom onset, or the day of the positive PCR test). They should all commence the 14-day quarantine counted PCR from the day of the positive test, or from the day of the onset of the symptoms if ascertained by the clinician.
- 4) Parents / guardians of all students in the tracing exercise must be informed immediately. The School COVID—19 Task Force must provide them with information on 14 day home quarantine procedures, and the distance learning plans.
- 5) Measures of disinfection should be taken as part the guidelines, for the classroom and the school premises used by the child as traced, and the holding isolation room where the staff and students will wait for their transportation.
- 6) The school will maintain adequate records of its staff/guests/members/ students, including names, telephone numbers and visit dates, to assist if contact tracing becomes necessary. And to maintain accurate work records of its staff for contacting tracing purposes.
- 7) The school should abide by the contact tracing procedures, by providing the health authorities with all records needed to trace potential contacts of the confirmed COVID-19 cases.
- 8) A policy of “staying at home if unwell” for students, teachers or school staff with symptoms will be enforced.
- 9) In cases of COVID-19 emergency, the school will follow endorsed guidelines for emergencies by the school’s qualified nurse/ doctor wearing adequate personal protection equipment. Also, the health and safety in-charge should ensure that the child is accompanied by adult wearing the full PPE when transported to home or to the hospital.
- 10) If 2 or more cases were confirmed normal classed will be suspended beginning distance learning for all the students.

16) Human Resources

16.1. Awareness and Training

- 1) All teachers and school staff members should complete specific COVID-19 safety training prior to the start of the new academic year.
- 2) Teachers will regularly communicate and provide information to students on the associated risks safe practices, and controls.

- 3) Schools will regularly be raising awareness, educating and sharing best practices for physical distancing and appropriate hygiene measures.
- 4) All teachers and school staff members will download the AL HOSN APP to ensure traceability in the event of infection.
- 5) All teachers and school staff members will take the COVID-19 test and show negative results prior to starting work at schools.
- 6) Teachers and school staff meetings are to be taken place online.

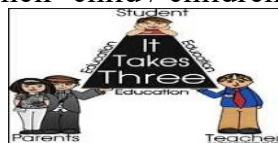
16.2. Staff support

1. The school communicates all health & safety guidelines to all school support staff members.
2. Staff members will download the AL HOSN APP to ensure traceability in the event of infection
3. Any suspected cases will not enter the school campus. Any confirmed cases will have to go through the track and trace protocol before other team members, who have been working with this person, are allowed back on-site.
4. Daily log of temperature scan results for all staff will be completed.
5. Sign in and sign out process, waiver forms to be signed before return to school, staff who have travelled will have to go through isolation protocol.

17.3. Relationship with parents

The school COVID-19 Task Force created a clear communication plan.

- 1) Clear roles and responsibilities of the schools & the parents during the reopening phase.
- 2) The school COVID-19 Task Force communicated the description of the delivery model the school will follow and what are the main elements of the model parents should be aware of.
- 3) The regular school communication channels like SMS, Whatsapp groups, Gmail etc., are used to keep the parents updated with anything related to health and safety measures
- 4) Travel declaration forms are send to parents online noting to parents that they must sign them and submit to the school prior to travel occurring.
- 5) Parents must download the AL HOSNApp to ensure traceability in the event of infection.
- 6) Parents must sign an undertaking stating the following:
 - They will ensure that their child/children has/ve had the mandatory COVID-19 test prior to joining the school.
 - They will keep their child/children at home if they are generally unwell.
 - Parents will ensure their child / children follow school requirements for return to school after day/s of absence
 - Parents will ensure that they immediately pick up their child / children from school in case they become sick or has/ve contacted COVID-19 suspected case at the school. They will immediately follow protocols in these cases as communicated by the school.
 - In case their child / children test positive, parents are committed not to bring their child / children to school until tested negative. In this case, they are committed to continue their child / children’s education through distance learning.



Principal