



## PURPOSE

Ensure the necessary resources and measures are in place to protect the health and safety of all school personnel, including the ones at higher risk

## SCOPE

Define and implement measures necessary to slow down and prevent the spread of infection within the school premises

## ABBREVIATIONS

- COVID 19 Corona Virus Disease 2019
- nCoV novel Coronavirus
- SARS Severe Acute Respiratory Syndrome

## DEFINITIONS

**COVID 19:** A disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of SARS and some types of common cold.

## POLICY STATEMENT

1. Provide a safe and healthy workplace for all the staff and a safe learning environment for all the students.
2. Develop a COVID 19 response plan (Annex 1)
3. Continue to monitor our response plan and amend as necessary
4. Provide up to date information on the public Health advice for students and staff
5. Display educational information such as signs and symptoms, hand washing techniques
6. Designate people and define roles of the response team
7. Inform of essential hygiene, respiratory etiquette and physical distancing requirements
8. Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID 19 while at school
9. Provide instructions for staff and students to follow if they develop signs and symptoms of COVID 19 during school time
10. Implement cleaning in line with DOH guidelines

## PROCEDURE

1. Identify at risk people: older people, people with chronic medical conditions such as Diabetes, Hypertension, Heart Disease, Immunosuppressive disease, Asthma...
2. Educate Staff and Students about
3. Virus signs and symptoms: Fever, cough, shortness of breath, pneumonia, Headaches, chills, muscle aches, fatigue, vomiting, diarrhea, sudden onset of Anosmia, Ageusia, Dysgeusia
4. Mode of transmission:
5. Direct contact with respiratory droplets of an infected person
6. Touching surfaces contaminated with the virus and touching their face
7. Prevention





8. Stay Home when sick
9. Wash hands/ sanitize hands frequently
10. How to wash hands and hand rub
11. PPEs, how to wear and remove face masks
12. Cover mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately
13. Clean and disinfect frequently touched surfaces
14. Physical distancing
15. Treatment: Treating the symptoms and getting early care from a Healthcare provider. No available Vaccine at the moment, and there are trials for potential therapeutics.
16. Hygiene and Daily practices: schedule for daily cleaning, hand hygiene and environmental cleaning measures in place, availability of hand hygiene facilities, guidance on the use of masks
17. Screening and care of sick students, teachers and other school staff: enforce the policy of staying home if unwell, screening on arrival
18. Additional school related measures such as immunization checks and catch up vaccination programs
19. Communication with parents and students, ensure collaboration and support

## RESPONSIBILITIES

Everyone is responsible and a combined effort will help contain the spread of the virus  
Response team

## DOCUMENTATION REQUIREMENTS

## REFERENCES

ADEK Private School Reopening Policies and Guidelines 2020

<https://www.who.int/news-room/q-a-detail/q-a-schools-and-covid-19>

