



Policies and regulations in place to track close contact cases and report health problems related to Covid-19 to the relevant health authorities.

- In case a student or member of the staff reports that they have tested positive for Covid-19, the school must follow the following:
- Give leave to the person and arrange for them to continue to learn or teach online depending on their personal preference and health status.
- Immediately use student/staff attendance data to identify the group of people who had been in contact with the affected person during the period of 2 days before the onset of symptoms (for symptomatic COVID-19 cases) and from the date of swab collection for asymptomatic cases.
- Inform this identified group of people about their potential exposure to COVID-19 without disclosing the identity of the person who has tested positive. In the case of students, the school must inform the parents of their child's potential exposure.
- Send the specific group of people who came into contact with the infected person to home and oblige them to follow quarantine instructions by the health authorities.
- Share guidance with this group on observing symptoms and ensuring personal safety over 14 days in case they have been infected with COVID-19.
- Inform the leading authority in charge of the educational facility and the health authorities about cases of infection and the number of people likely to be infected.
- Ensure that all school staff /concerned supporting members are well aware of the above protocol and the detailed plan and actions required during any positive or suspected case (via a clear checklist, process charts, etc.).
- Each school should have an active group email and the responsible members should be included for quick updates. Concurrent meetings/e-meetings for quick updates are required.
- The infected person must show evidence that he has completed the quarantine requirements imposed by the health authorities.





## GENERAL PLAN FOR DEALING WITH POSITIVE COVID-19 CASES DISCOVERED IN EDUCATIONAL ESTABLISHMENTS

- In the event of the appearance of suspected cases or symptoms of Covid-19 in: A student/a teacher/ an employee (such as fever up to 37.5 C°, cough, body pain or fatigue, shortness of breath, sore throat, diarrhea, nausea, headache, loss of the senses of smell and taste) during their presence in the educational establishment, and the medical staff approves this infection, the infected person must be isolated, and the parents must be notified immediately for transfer to hospital and the taking of the necessary actions. The infected person will also be prohibited from entering the educational establishment, and he/she shall abide by distance learning pending a negative result of examination and a disease-free medical report.
- Only the medical staff at the educational establishment may enter the isolation room, after putting on complete personal protective equipment.
- The parents shall be contacted immediately by the medical staff at the educational establishment clinic, and the relevant authorities shall be notified immediately via the official channels.
- The educational establishment shall strictly comply with the requirements of the relevant authority for handling and transferring the suspected case of Covid-19.
- The classroom and all annexes of the establishment, which the suspected case reached, shall be closed on a temporary basis before all sterilization measures are taken.
- Performing the tracing process to identify those in contact with the suspected case. The tracing process will include the infected person's teachers and classmates (including any person who has spent more than 15 minutes with the infected person at a distance of 1.5 m, as from the day on which the symptoms begin or the day of the positive result). They shall be obliged to undergo examination and a 14-day quarantine.
- Parents of all students in contact must be informed and provided with information on the quarantine measures and distance learning plans.
- The sterilization measures should be taken in accordance with the guidelines on classrooms and buildings in the educational establishments used by the students in contact.
- The stay-at-home policy must be applied to students, educational and administrative staff, and employees of the educational establishments, who suffer from any symptoms of Covid-19.
- The medical staff should follow all safety guidelines in emergencies of Covid-19 at the educational establishment and verify compliance with all medical protective equipment when accompanying an infected person in the isolation room or going to the home or the hospital.
- The concerned authority shall provide additional guidance, whenever necessary

