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## Table of Contents

- A. **Purpose**
- B. **Framework for Policies and Guidelines**
- C. **School Reopening Model**
- D. **Safe Operations**
  - 1. Resumption of Operations
  - 2. Criteria for Reclosing Schools
  - 3. Requirements for Entry
  - 4. Health requirement
  - 5. Entry/Exit Protocol
  - 6. Space Management
  - 7. Hygiene Management
  - 8. Cleaning & Sanitization
  - 9. Transportation
  - 10. Incident Management and Emergency Readiness
- E. **Guidance on fee collection**

### A. Purpose

As per the directives from ADEK the schools were asked to conduct distance learning from start of the academic year 2020 until the new directives from ADEK.

This would assist the students in continuation of their learning even during the pandemic of COVID – 19.

These policy guidelines will help all the stakeholders of Emirates Future International Academy to set explicit requirements for resuming operations after the summer break.

It is prepared as per the guidelines received from ADEK and considering the parents survey conducted by ADEK

This policy and guidelines are subject to change at any point of time according to the prevailing conditions during/after the school reopening and also as per the directives from the authorities (ADEK)

### B. Framework for Policy and Guidelines

Policy and guidelines of Emirates Future International Academy for the reopening of school is based on ensuring the safest possible environment keeping in mind the fact that we have a mission to educate and to holistically support everyone involved.

The policy and guidelines have therefore been framed around four dimensions: Safe operations,





teaching and learning, staff and student wellbeing, and community support.

Collectively we have to ensure the following three preventive measures: Physical Distancing, Personal Protection and regular disinfection of school. The following should be observed by the individual and school.

• **Individual should**

1. Leave a 1-meter (m) space between oneself and others at all times.
2. Wear masks, face shields, etc. according to age and function
3. Stay home when ill, washing hands frequently, sneezing into tissue or elbow, opening doors with forearms or back if swinging door, etc.

• **The School has to**

1. Organize school time and space to minimize interactions between people.
2. Install appropriate equipment at the entrances and different areas of the building.
3. Regularly disinfect and clean all frequently used areas.

When schools reopen after the summer break, it is expected that these preventive measures will become second nature to the entire school community.

**C. School Reopening Model Reopening model selected by school:**

1. Based on the guidelines from ADEK the school has decided to return with Full school operations for classes 9-12 along with distance learning in parallel for classes KG1 to Grade 8.
2. According to the school survey, from KG about 52% of parents prefer physical schooling and rest for Distance learning and grade 1-8, 45% of parents prefer physical schooling and rest prefer distance learning while the rest grades prefer the alternate day or full day model physical schooling.
3. Based on this survey the school has considered to continue with blended learning for classes KG1 to Grade 8 and returning to full operations for grade 9 to 12 by maintaining the social distancing norms.
4. Distance learning will continue for KG 1, KG2 and Grades 1-8 parallel to physical schooling and regular learning for grades 9-12.
5. Considering the social distancing requirement, the school can accommodate 80 % of all the enrolled students.
6. Regular learning will be considered for all students' step by step once the COVID 19 comes under control.
7. Readiness to Resort to Full Distance Learning  
In case of possibility of reclose, the school will resort to full distance- learning mode.

**D. Safe Operations policies**

This section lays out policies and guidelines aimed at ensuring safety in every aspect of a school's operations.

**1: Resumption of Operations:**





## Timeline for Resuming Operations:

1. Grade 9-12 will begin the physical schooling from **29th August 2021** and time will be 7.45am to 2.15pm.
2. Grade 1-8 will continue with blended learning.- Timing : 7.45 am to 2.15 pm
3. KG1 & KG2 will continue with distance learning and Face to face learning (physical schooling).
4. Timetable for the classes will be shared on 25<sup>th</sup> August 2021.
  - Students who are traveling outside UAE to ensure they return to the UAE 10 days prior to school reopening to comply with any UAE health requirements. Criteria for Reopening Schools
  - The School has a COVID-19 Taskforce composed of the Response Team as well as relevant departments within the school (Selected Members from student's council, administration, academic supervisors, Parents council, etc.).
  - The school's COVID-19 Taskforce shall ensure the following is completed:
    1. Conduct a general Risk Assessment for reopening specific to our school
    2. Regular cleaning and disinfection of the premises
    3. Map circulation routes
    4. Placement of signs, demarcations, off-limit areas
    5. Installation of safety equipment (Thermal scanner)
    6. Preparations of all spaces according to the protocol required for the intended activity to be held
    7. Verify that all staff and students have to undergo COVID-19 Testing

## 2: Criteria for Reclosing Schools

### Partial & Full Reclose

- Details regarding partial reclose will be announced at a later time in conjunction with relevant authorities.

### Reclose Requirements

- Details regarding reclose requirements will be announced at a later time in conjunction with relevant authorities.

### Readiness to Resort to Full Distance Learning

- In case of possibility of reclose, the school will resort to full distance- learning mode.

## 3: Requirements for Entry:

### Authorized Persons

- The School has identified the criteria for authorized entry to the school premises, with the objective of limiting entry to essential persons only.
- Authorized persons must meet the health requirements for entry and follow the relevant entry/exit protocol.

2026 Authorized persons include:







1. Enrolled Students
2. School staff
3. Contract staff (security guards, janitorial staff and other 3rd party providers working onsite)
4. Other authorized persons (external providers and authorities, i.e. heavy item delivery personnel, construction workers, etc.)
5. School-aged children of staff (if authorized to be present that day for onsite childcare)
  - Unauthorized persons are prohibited from entering the school building; they must be identified and informed by the school accordingly.

#### Unauthorized persons include:

1. Parents/guardians
2. Unenrolled siblings of students
3. Other persons for whom the purpose for visitation can be carried out without necessitating entry of the premises (i.e. delivery of light goods, etc.)

#### 4 Health requirements for entry

- All authorized persons may enter the school premises as long as they do not have fever or other COVID-19 related symptoms.
- Contract staff must also meet all the health requirements and conditions for schools in addition to those relating to their sector as determined by the relevant authorities.
- Health requirements are subject to change to reflect the latest decisions issued by health authorities.

#### Mandatory COVID-19 Test and Travel History

- All staff and students in Abu Dhabi must undergo COVID-19 testing prior to being authorized to return to the school premises. Details concerning coverage, schedules, and process will be announced at a later time in conjunction with relevant authorities.
- All staff and students must declare recent travel history.

Student Medical records Parents are requested to submit the soft copy of the following updated documents to the class teacher on or before 27th August 2021

- a. Health insurance card
  - b. Emirates ID of student and parent
  - c. Passport and valid Visa page of student and parent
  - d. Vaccination Card of all newly admitted
- Guidelines for daily health screening prior to leaving home
  - Parents are strongly advised to check their children's temperatures and screen for symptoms before leaving the house. Children who exhibit symptoms or who are feeling generally unwell are encouraged to stay home.
  - The Ministry of Health and Prevention (MoHAP) Virtual Doctor can help assess symptoms and determine if medical help, testing, or home treatment is required:  
<https://www.mohap.gov.ae/en/Aboutus/Pages/COVID-19.aspx>





## **5: Entry/Exit Protocol:**

### **Entering the school**

\* Parents/ Guardians will not be allowed to enter the school premises.

- Non-contact temperature screening will be held for each person prior to entering the school building.
- All authorized persons must enter one at a time, spaced 1.5 m apart.
- All authorized persons must enter wearing the appropriate personal protective equipment (PPE)
- Students using school transport will be dropped near gate number 2 and they will enter the school premises from gate number 2.
- Students that come walking/ use private transport will use the following gates.
  1. KG OT students - Gate no 3
  2. Grade 1 to 5 OT students – Gate no 2
  3. Grade 6 to 12 girls - Gate no 2
  4. Grade 6 to 12 boys – Gate no 2
  5. Staff members – Gate no 2

The details of exit plan will be shared with you later (once we get the confirmed number of students attending school). The school will ensure physical distancing and health and safety protocol. (Transport students: Gate no 2, OT students: gate no 6, Staff: Gate no 1)

## **6: Space Management:**

### **Transition Areas**

Schools will try to ensure one-way circulation will be practiced and signaled through floor/wall markings.

### **Classrooms**

The classrooms will be managed as per directives from ADEK maintaining health and hygiene and physical distancing guidelines.

### **Restrooms**

Use of restrooms will be appropriately supervised for students

### **Recreation/Play Areas**

- Playground equipment (i.e. slides, swings and sport equipment) will remain off limits.

### **Libraries**

- School libraries will be closed.

### **Sports Facilities**

- All students will be given opportunity to participate in non-contact sports to maintain their health and wellbeing.
- Authorized sports will be practiced outdoors if the weather allows.
- Sports will be practiced during regular school hours. However, competitive events will not be held.





- Swimming pool will remain closed until further notice.

## Cultural Facilities ▮

- All the students will be encouraged to participate in cultural activities to channel their creativity and maintain their wellbeing.
- Cultural activities that are part of the curriculum such as the art and music will also take place with social distancing norms in place.

## **7. Hygiene Management**

### **Handwashing and sanitization protocol and supervision**

- The School has sufficient hand washing and hand sanitization stations in key locations.
- Each washroom will be equipped with liquid soap, disposable paper towels and dustbin.
- The students will be encouraged to wash their hands for 20 seconds with soap:
  - When hands are visibly soiled
  - Before and after eating
  - After using the toilet
  - After touching high-touch surfaces such as doorknobs, handrails etc.
  - After coughing or sneezing
- Personal belongings and shared supplies
- To reduce the risk of contamination and carrying viruses, students to bring only required resources to school.
- Students should avoid carrying extra textbooks.
- Students should carry notebooks only as per the days' time table.
- Stationary items must be minimum in number (no one to share their stationary items with other student or staff).
- Students to hang their personal belongings on the hooks provided on their workstations and avoid having encumbrances on the floor.

### **Personal protective equipment (PPE)**

Masks are obligatory for anyone entering the school premises

- Masks may only be removed during breakfast/lunch, provided strict social distancing is maintained. .
- Students and staff are required to bring two masks per day. Once for use in the morning, and a new one to be used after lunch.
- A home-made cloth mask or medical mask may be used based on preference. In the case of cloth masks, precaution must be taken to ensure that masks are cleaned on a daily basis.
- Students should always carry a sanitizer with 70%-80% alcohol in their pockets/bags to sanitize their hands frequently.







## **8: Cleaning & Sanitization**

### **Cleaning of school building, furniture**

- School will carry out frequent cleaning and disinfection of the premises. This includes cleaning and disinfecting floors, spot cleaning, dusting horizontal surfaces such as furniture, classroom equipment etc., and taking out the trash.
- High-contact surfaces touched by many different people, such as light switches, handrails, doorknobs, faucets, toilet buttons, toilet seats, countertops etc. will be disinfected at least twice during the school day.
- Shared IT equipment, specially that which is frequently touched by students (such as computer keyboards, mouse devices and mobile computing devices, etc.) will be disinfected regularly.

### **Ventilation**

- School will ensure that there is sufficient fresh air supply and the dust-filters are cleaned regularly. If the weather is fine all the windows will be kept open.
- Closed spaces such as classrooms etc. will be ventilated with fresh air for at least 10 minutes before students arrive at school, during recreation/recess, at lunch time, and afterschool.

### **Breakfast & Lunch**

- Sharing of food is strictly prohibited.

## **9 : Transportation**

- Students are strongly advised to arrive to school by individual means even though school bus transport is available. Bus Safety and Hygiene Measures
- All safety measures (i.e. temperature checks) and other requirements (i.e. hand sanitizers, driver/bus monitor health requirements, etc.) for buses will be arranged in conjunction with relevant authorities.
- Younger students should be accompanied by an adult guardian until boarding the bus as they will not be permitted to board if found to have an elevated body temperature.
- In case a student has an elevated body temperature at the time of boarding the bus from school to home, they will be shifted to isolation ward and asked to wait for a parent/legal guardian to pick them up by private means.
- No food or drink (other than water) will be allowed to consume inside the bus.
- The students should strictly follow the instructions of the bus monitor. Disobedience will result in losing the privilege of availing school transportation. Space and capacity management
- Following federal guidelines, buses will carry a maximum capacity of 50- 75%.
- Siblings may be seated together as long as they maintain social distancing from other students.

## **10 : Incident Management and Emergency Readiness:**

### **Establishing a quarantine space within the school premises**

- School has established two quarantine spaces in the school where students or members of staff





who suddenly develop COVID-19 symptoms at school can be isolated.

- Such students/member will be allowed to leave the school premises only with the legal guardian by their private transport.

### **“Stay home when in doubt” Policy**

- Any member of the school community feeling unwell and/or exhibiting any COVID19 associated symptoms should stay home. They will not be permitted to enter the school’s premises or will be isolated according to the incident management protocol if their illness should be evident during the day.
- Medical clearance is required to return to school premises following a period of physical absence from the doctor.
- In case tested COVID 19 positive, the students can return back only with negative certificate along with the clearance certificate from the doctor.

### **E : Guidance on fee collection**

1. All students are supposed to pay the school fee for the full year.
2. Parents can pay the fees online or by credit card.
3. School fee is usually collected in three installments. Special consideration is given to parents for paying monthly who are affected by salary cut and job losses.
4. Students have to pay the full transport fee to the transport company if they avail the transportation.
5. Once a student start using the bus, they are supposed to pay for the all remaining months.

