



Reopening Policies and Guidelines (updated)

This policy is for use of all the stakeholders of Emirates Future International Academy only. Unauthorized disclosure or use, whether intentional or unintentional, of any of the information contained in these policies and guidelines is prohibited. This policy and guidelines are subject to change according to directives from the authorities (ADEK) at any point of time.

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 and MOE we have conducted the distance learning from start of the academic year 2020 until 2nd July 2020 for all classes successfully. This would assist the students in continuation of their learning even during the pandemic of COVID - 19.

This policy and guidelines will help all the stakeholders of Emirates Future International Academy to set explicit requirements for resuming operations after the summer break from Sunday 30th August 2020.

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

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 1.5-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
4. Students who are traveling outside UAE to ensure they return to the UAE 14 days prior to school reopening to comply with any UAE health requirements.

• **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.

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 KG1 to Grade 5 with option for distance learning for those who opting for online classes and full distance learning for classes 6-12.
2. Physical schooling & distance learning Time: 8.00 am to 1.05 pm)
3. Considering the social distancing requirement, the school can accommodate 50 % of all the enrolled students in one day in the campus.
4. Regular learning will be considered for all students' step by step once the COVID 19 comes under control.
5. Readiness to Resort to Full Distance Learning
In case of possibility of reclosure, 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:

The school has received guidelines and criteria from ADEK for physical schooling, based on which the school has selected Face to face learning for 5 days for KG to grade 5 and distance learning for grades 6 to 12 and for those students opted for distance learning from KG to grade 5.

According to this model, students of KG1 to Grade 5 will provide physical schooling for those who opted for it for all the five days and rest of the students will continue with distance learning.

Students of Grade 6 to 12 will continue with distance learning on all days. Detailed schedule of the plan is attached.

Any Changes in the plan will be informed through school website and portal.

PHYSICAL SCHOOL REOPENING DATES

30th August 2020 : Students of grade SR.KG to 5.

6th September 2020 : Students of KG1

VIRTUAL CLASS STARTING DATES

30TH AUGUST 2020 : For all classes (KG1 to grade 12)

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 Reclosure

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

Reclosure Requirements

- Details regarding reclosure 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 reclosure, 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.

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 and have a COVID-19 negative test result taken from the school.
- 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 and also COVID 19 negative test result taken within 72 hours.

- 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. Children below 12 years are exempted from COVID test.

. 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 and health history.
- Students who are traveling outside UAE to ensure they return to the UAE 14 days prior to school reopening to comply with any UAE health requirements.

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 2020

- 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 students.

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. Staff members - Gate no 2
 4. Admin staff - Gate no 1

Exiting the School

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.

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 by maintaining health and hygiene and physical distancing guidelines.
- Sports will be practiced during regular school hours. However, competitive events will not be held.

Cultural Facilities •

All the students will be encouraged to participate in cultural activities to channelise 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:
 - o When hands are visibly soiled
 - o Before and after eating
 - o After using the toilet
 - o After touching high-touch surfaces such as doorknobs, handrails etc.
 - o 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.
- . 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, and afterschool.

Breakfast & Lunch

- Sharing of food among students and staff are strictly prohibited.
- . School Canteen will remain closed till further
- . Bottle water will be sold if needed.

9 : Transportation

- As a safety measure student are strongly advised to arrive to school by individual means even though school bus transport is available.
 - Transport will be provided to students if enough number of students are available to use the bus.

Space and capacity management

- Following federal guidelines, buses will carry a maximum capacity of 50%. One seat will be allowed per student. Student should sit in the allotted seat regularly and no change of seat is allowed
- Siblings may be seated together as long as they maintain social distancing from other students.
- . Students have to pay the full transportation fee even if they use it only for few days in a month.

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.
- . All students should wear Mask and gloves while travelling in the bus.
- No food or drink (other than water) will be allowed to consume inside the bus or share between the students.
- The students should strictly follow the instructions of the bus monitor. Disobedience will result in losing the privilege of availing school transportation.
- . The helpers are not allowed to touch the children or their belongings while boarding the bus.
- . Bus driver and helper should wear mask & gloves at all times.
- . All bus drivers and helpers should have COVID 19 negative test result.

10 : Incident Management and Emergency Readiness:

Establishing a quarantine space within the school premises

- School has established one quarantine room 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.
- . A full-time nurse will be available in the school clinic for any emergencies.

Stay home when in doubt

- 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 after obtaining a COVID 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 lost.
4. Students have to pay the full transport fee to the transport company if they avail the transportation.
5. Once a student starts using the bus, they are supposed to pay for the all remaining months.

SAJI OOMMEN

18/8/2020

PRINCIPAL
