

# Habitat School, Al Tallah

## COVID-19 POLICY

2020-2021



## COVID-19 POLICY

### AIM

Habitat School aims to keep the child/children safe and healthy. We ensure to provide a secure and caring environment where we foster a sense of physical, mental and emotional wellbeing. It is important that we comply with the standards and the regulations of the Ministry of Health and MOHAP.

The purpose of this document is to ensure safe day to day operations after a period of complete distance learning and to confirm that all the stakeholders are well-informed of the policies and procedures that address the operational guidelines in the post COVID-19 situation.

### SCOPE

The policy applies to all students (KG-Grade 8), and staff (teachers, admin staff, drivers, attenders, etc.) of the Habitat School, Al Tallah, Ajman.

#### A) PHYSICAL DISTANCING ACROSS THE SCHOOL:

- ❖ Classrooms will be set up to accommodate reduced capacity.
- ❖ Student desks will be set at a safe distance apart (1.5 meters); physical markings will be used in classrooms to ensure desks remain in the correct locations.
- ❖ Teachers will be positioned at the front of the classroom area, at a distance of 1.5 meters from the front row desks.
- ❖ Each classroom, learning space and work area will be signed off by the School COVID-19 Task Force.
- ❖ Space utilization considerations may be done including libraries, gyms, music rooms, breakout spaces activity rooms etc. in case of more blended students opting to come to school.
- ❖ Staggered arrival of Group A and B to come to school on alternate days.
- ❖ Signs on all class room doors for the maximum capacity per room.
- ❖ KG1 and KG2 will require “stable” groups of 10 or fewer children.
- ❖ Ensure that children and young people are in the same small learning groups at all times each day, and different groups are not mixed during the day, or on subsequent days
- ❖ Ensure that the same teacher(s) and other staff are assigned to each learning group and, as far as possible, these stay the same during the day and on subsequent days, recognizing for secondary settings there will be some subject specific rotation.
- ❖ Students will be designated a chair and table and no swapping among students is allowed.

- ❖ Toys and other common resources will not be shared with other groups of students, unless they are washed and sanitized before being moved from one group to the other.

## **B) COMMON AREAS:**

- ❖ Teachers and school staff members to follow physical distancing between each other at all times.
- ❖ A safe distance of 2 meters to be kept between teachers and school staff in shared offices, and in staff common rooms.
- ❖ Tea to be provided separately in all 6 staff rooms following 1.5 meter physical distancing guidelines and queuing will be avoided. Water dispensers are not allowed.
- ❖ Teachers and school staff are discouraged from exiting the school during the day, but if they do for emergency purposes, they are requested not to return to the premises unless they have fully sanitized and changed their clothes. They will undergo thermal screening before entry.
- ❖ Play areas to be closed till further notice.
- ❖ Activity periods cancelled till we receive further guidelines from MOE
- ❖ Prayer rooms are closed as the school disperses at 1.00pm Students and staff can pray at home.
- ❖ Canteen and vending machines disabled for the time being.

## **C) PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS (PPE) AND HAND WASHING**

- ❖ Students and staff need to wear suitable PPE throughout the duration of the school day.
- ❖ Students below 6 years (below Grade 1) are not required to wear masks.
- ❖ Students of Grade 1 and above, teachers and school staff members are required to bring a minimum of two (2) masks each to school per day, for their personal use.
- ❖ Schools will hold an available stock of spare masks to supplement any student's or visitor's needs.
- ❖ Sufficient stocks of masks, gloves and sanitizers will be available and special designated bins to throw used items
- ❖ 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.
- ❖ Teachers will monitor the younger students to ensure they are following the required hand washing procedures.
- ❖ Face shields will be encouraged during meal breaks when masks need to be temporarily removed.
- ❖ Students will be required to replace their masks following the lunch break.

- ❖ 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.
- ❖ Students and staff with medical conditions will be exempted from wearing a mask on producing a medical certificate, and they will wear face shields instead of.

#### **D) USE OF TOILETS**

- ❖ Clear guidelines will be explained to all students, teachers, and staff members for using the toilets.
- ❖ These rules will ensure that toilets do not become crowded at any and all times. Same rules apply to visitors' toilets also.

#### **E) SHARING THE MATERIALS**

- ❖ Sharing resources that are taken home will be discouraged and exchange of take-home resources between students, teachers, and other school staff members will be limited
- ❖ School will prevent the sharing of stationery and other equipment.
- ❖ Awareness/educational posters explaining the rules will be put up across school for sanitization
- ❖ All classroom items will be immediately removed and sanitized if sneezed on, coughed on or put in mouth.

#### **F) TRAVEL AND HEALTH DECLARATION**

- ❖ Any staff or students who travel must adhere to any UAE authority requirements, including any self-isolation and testing requirements.
- ❖ Travel declaration forms will be required for all those who travel.
- ❖ Anyone feeling unwell, regardless if there are Covid-19 symptoms or not, will not be encouraged to come to school.
- ❖ Health declaration/ COVID undertaking will be submitted by the staff and students before joining the school.
- ❖ Students and staff must keep 1.5 meter distance in school bus.
- ❖ Temperature will be checked and hand sanitizer will be provided before students and staff boarding the bus.

## **G) AWARENESS SESSIONS**

- ❖ The school will conduct continuous awareness sessions to all students to ensure that they are aware of all health and safety school protocols and measures.
- ❖ All students will be briefed on their academic program and plans from time to time.
- ❖ Counseling and support programs will be provided through the school counselor and special educator.
- ❖ School will provide academic support programs for SODs to ensure that the students have the skills and knowledge necessary for them to complete the learning.

## **H) HIGH RISK CATEGORIES**

- ❖ The School COVID-19 Task Force will survey all parents, teachers and school staff members and identify any cases of individuals with high risk conditions (specific illnesses or immunocompromised).
- ❖ Any student or staff member who is at-risk will be required to submit a medical certificate stating their medical condition to HR.
- ❖ Students or staff with high risk conditions will be offered alternative education means (i.e. online provision).
- ❖ The school will ensure academic provision for all the students who are unable to attend their classes physically (due to health conditions, isolation, quarantines, etc.)

## **I) SCHOOL CLINIC**

- ❖ The School COVID-19 Task Force will make sure that the school clinic medical staff have completed COVID-19 training before joining the school.
- ❖ 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 sanitizer dispensers, ample supply of PPEs, and no-touch thermometers.
- ❖ School clinic medical staff to make sure that all students, teachers, and school staff are aware of all health protocols and procedures related to COVID-19.
- ❖ The medical staff should ensure that 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.
  - ❖ Area for students who are waiting for parents' pick-up.

## **J) PARENT COMMUNICATION**

- ❖ The school COVID-19 Task Force will create a clear communication plan with parents
- ❖ Roles and responsibilities of the schools and the parents.
  
- ❖ Description of the delivery model
- ❖ Parents must submit travel declaration form prior to travel occurring.
- ❖ Parents must download the Al Hosn App to ensure traceability in the event of infection.
- ❖ Parents must sign an undertaking stating the following:
  - ❖ They will ensure that their ward had the mandatory COVID-19 test prior to joining the school.
  - ❖ They will keep their child/children at home if they are generally unwell.
  - ❖ They will ensure their child/children follow school requirements for return to school after day/s of absence.
  - ❖ They will ensure that they will immediately pick up their 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, they 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.

## **K) GUIDELINES OF MANAGING A SUSPECTED CASE OF COVID 19 POSITIVE**

- ❖ 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, will be isolated instantly in the isolation room, and the parent/ guardian of the child will be notified immediately and the patient will be referred to the hospital to take the necessary action.
- ❖ Child must be accompanied by an adult wearing the full PPE when he/she transported to home or to the hospital.
- ❖ The patient will 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 will have to 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 he/she is symptom-free.

- ❖ Upon receiving notification of a 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.
- ❖ The tracing exercise will include teachers along with the classmates of the student, or colleagues who are 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 symptoms onset, or the day of the positive PCR test).
- ❖ They will all commence the 14 day quarantine counted PCR from the day of the positive test, or from the day of the onset of symptoms if ascertained by the clinician.
- ❖ Parents /guardians of all students included in the tracing exercise will be informed immediately.
- ❖ Measures for disinfection will be taken as per 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.
- ❖ The school COVID-19 Task Force will provide them with information on 14 day home quarantine procedures and the distance learning plans.
- ❖ The school will maintain adequate records of its staff/guests/members/students, including names, telephone numbers and visit dates for tracing purposes.
- ❖ A policy of “STAYING AT HOME IF UNWELL “for students, teachers or school staff with symptoms will be enforced.
- ❖ No persons who have tested positive will be permitted to return to school without firstly providing evidence of a negative test result, in line with authority requirements.
- ❖ All teachers and school staff members must download the AL HOSN APP to ensure traceability in the event of infection.
- ❖ The school will strictly adhere to the health authority requirements for managing and transferring any suspected cases of COVID-19
- ❖ Parents/ guardians of all students included 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

#### **L) GUIDELINES OF MANAGING A POTENTIAL COVI19 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 pre-approved Isolation room.
- ❖ Only the school medical staff are permitted to enter the isolation room wearing full PPE.
- ❖ The student’s parents will be contacted immediately by the schools Clinic medical staff and the concerned authorities will also be notified through official channels.

- ❖ The school will strictly adhere to the health authority requirements for Managing and transferring any suspected cases of COVID-19.
- ❖ 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.
- ❖ Tracing will be conducted to identify those who may have come in to Contact with the suspected case. The school must maintain adequate records of its Staff/guests/members/students including names, telephone numbers and visit dates, to assist if contact Tracing purposes.
- ❖ 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.
- ❖ If 2 or more cases were confirmed this might result in the suspension of normal classes and beginning distance learning for all students. Further guidelines will be provided by the regulating body.

#### **IMPORTANT CONTACT NUMBERS**

- ❖ Ambulance Services: 998/999
- ❖ Preventive Medicine Section, Public Health Protection Department: +971562253800,  
+971562256769.
- ❖ “Estijaba” service at the operation center-Department of Health: 8001717
- ❖ Ministry of Health & Prevention :80011111

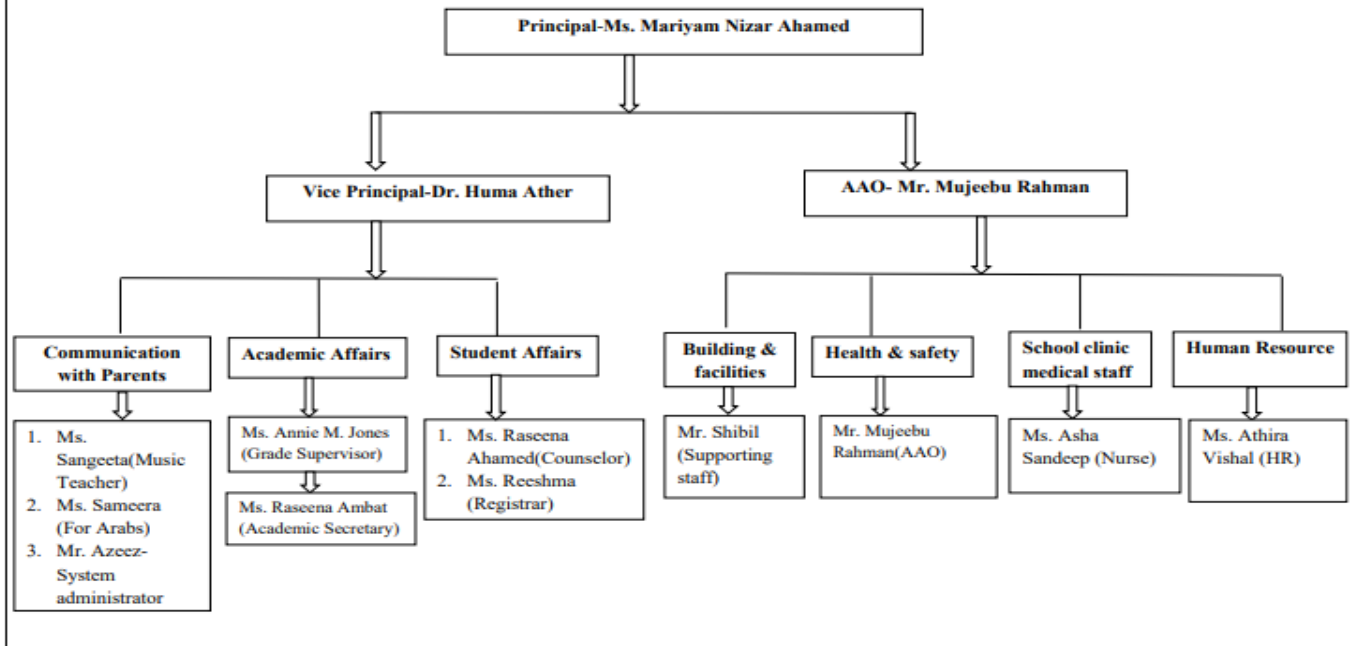




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**HABITAT SCHOOL AL-TALLAH COVID-19 TASK FORCE**



## Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 year. The policy review will be undertaken by the Principal, or nominated representative. Policy

**Framed Date: 04/08/2020**

## Contact

If you have any queries or concerns regarding this policy then please contact [principal@tallah.habitatschool.org](mailto:principal@tallah.habitatschool.org).