



BRIGHT RIDERS DUBAI

COVID-19

RETURN TO SCHOOL POLICY 2020-2021

<b>Drafting Date:</b> 30/08/2020		<b>Date of review:</b> 30/03/2021
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## 1. RATIONALE

The Bright Riders School Dubai aims to provide:

Safe operation of education keeping in mind prevention spread of COVID-19 (Corona VIRUS)

Its aim is to provide safe and secured learning environment for all students and staff by following all dimensions of the guidelines and protocols given by the Government of Dubai.

The protocols cover different areas of school operations, such as:

- Entry, pick-up and school visit procedures
- Screening and contact tracing
- Physical distancing arrangements
- School buses

## 2. PRINCIPLES

Bright Riders School Dubai ensures adhering, fully co-operate and comply with all measures and guidelines stated by the UAE Government regulators in the following areas.

<b>Entry, Pick up, and School Visit Procedures</b>
<b>Screening &amp; Contingency/ Emergency Plan</b>
<b>Monitoring Attendance and Contact Tracing</b>
<b>Hygiene</b>
<b>Restrictions</b>
<b>Set-up / Physical Distancing Arrangements</b>
<b>Educational Provision</b>
<b>Special Events</b>
<b>Shared Resources / Materials</b>
<b>Food and Beverages</b>
<b>Physical Education</b>
<b>Transportation</b>
<b>Communications</b>
<b>Readiness Plans</b>
<b>Compliance</b>
<b>School premises</b>

## 1. COMPLIANCE

The schools will fully cooperate and comply with all measures and guidelines stated by the government regulators.

## 2. READINESS PLAN

The school will implement the approved **Readiness Plan**.

This Readiness Plans ensures that there are appropriate procedures in place to safeguard the continuity of operations and the safety of everyone on the school premises in alignment with the endorsed guidelines.

The school has designated a crisis **response team** to supervise health and safety as well the daily and continuous cleaning and be trained on the best practices and DM requirements.

**The designated Crisis Response Team consists of the following members:**

### **Head of Administration**

Will be responsible for overseeing the co-ordination of the requirements of this Policy on a whole school basis.

### **School Doctor/Head Nurse**

Will be responsible for implementing, training and administering this Policy and the Covid-19 Medical Policy.

### **Facilities Manager**

Will be responsible for implementing, training and supervising the daily and continuous cleaning and adherence to the best practices and DM requirements.

### **Head teachers**

Will be responsible for implementing and ensuring staff and classroom adherence to the processes and procedures required as per this Policy.

**The Health and Safety Officer:** is the Head Nurse for each school campus.

Will be responsible to handle any emergency situation, follow up and monitor the implementation of health and safety procedures, and conduct all necessary trainings for students and staff. This person is also responsible for the designated Isolation room within the school premises.

### 3. ENTRY, PICK UP, AND SCHOOL VISIT PROCEDURES

Thermal screening technology has been installed at all entrances of the school. Students who are taking the bus will have their temperature scanned by bus personnel before getting onto the bus. Anyone with a fever equal or greater than 37.5°C will not be allowed entry.

The parents should take the temperature of their child prior to leaving for school.

The child should remain at home if they record a temperature of 37.5°C or higher.

If the student is accompanied to school by a parent or guardian, if that child records a temperature of 37.5°C or higher, they will be asked to wait with their parent for 5 minutes before having their temperature re-taken.

The parents should be available within 10 minutes of school drop off if the student is unaccompanied, in case they are required to take their child home in the event that they record a temperature of 37.5°C or higher.

If a student records a temperature of 37.5°C or higher, they will be retained in a designated area.

Students will wait in designated area for 5 minutes and then have their temperature re-taken.

If the student again records a temperature of 37.5°C or higher the parent will be contacted and asked to collect their child, and any siblings, to be taken home.

The class teacher is responsible to refer students with COVID-19 symptoms such as cough, body aches, fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, and headache, to the Health Office or Isolation Room for further screening as per the DHA guidelines.

Staff and students older than 6 years of age are required to wear face masks at all times.

Staff will be discouraged from exiting the school during the day but will be permitted to do so for emergency purposes. Staff that exits the school will be requested not to return to school unless they have fully sanitized and changed their clothes upon their return. They will also undergo thermal screening before entry.

Only one family member or a guardian is allowed to enter the school for drop off and pick up of a student(s). People with compromised medical conditions, including the elderly, should not come for drop off and pick up.

The school has implemented a staggered entry and exit procedure to eliminate overcrowding and to maintain 2 meters physical distancing in high

traffic areas.

Student drop off and pick up will be at one designated area and time with no interaction permitted inside the school. There will be no access to the rest of the school by family members and visitors. A 10 minute time limit has been imposed by the Government for a parent/guardian to be in the designated area to drop off/pick up with no crowding, maintenance of a 2 meters distancing, and wearing of masks at all times.

Meetings with parents should take place online via Teams or Zoom unless there is a critical need for a one to one meeting. If a meeting is critical, an appointment must be requested by email and will need to be made and approved beforehand

Maintenance work or deliveries to school will occur outside of school opening hours, unless it is critical or urgent. Maintenance work at the school is normally carried out onsite facilities staff.

Deliveries will be permitted to drop off item(s) at school Security gate. No delivery drivers will be given access to the school premises, but instead be met at the Security gate by either: the person who placed the delivery order; or in the event of school equipment, the onsite facilities staff will take delivery of the item(s).

**Reception and Security staff ARE NOT permitted to accept any deliveries on behalf of staff.**

#### 4. SCREENING & CONTINGENCY/ EMERGENCY PLAN

The school has a dedicated Isolation room which is separate from the clinic. The Isolation room is set up to handle COVID-19 suspect/confirmed cases. The Isolation room strictly adheres to the DHA guidelines as well as the disinfection procedures as per Dubai Municipality guidelines.

If a stable case of illness is detected amongst students or staff presenting COVID-19 symptoms such as fever (equal or greater than 37.5°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, the school's designated Health and Safety Officer undertakes to contact the DHA hotline number 800 342 to report same if the student/staff member tests positive.

In cases of emergencies, such as having unstable cases amongst staff, students or visitors, the school will immediately contact 999 or 997.

If a student/staff member begins to show symptoms of COVID-19 while at school, they will be isolated instantly, and the parent/guardian of the child to be notified immediately and the patient will be referred to the hospital to take the necessary action. Any sibling(s) of the student will also be required

to leave school with the parent. The patient or sibling(s) will not be able to return to school until the PCR result is obtained. If the result is negative but the patient and sibling(s) have been in contact with someone who has tested positive, the patient and sibling(s) should complete 14-day quarantine. If the result is negative and there is no clinical assessment for a probable case, the sibling(s) can return to school immediately and the patient can resume schooling so long as they are symptom-free.

If the result is positive, the traced contacts of the patient, including teachers along with the classmates of a student, student sibling(s) if attending the school, or colleagues are all considered close contacts (anyone who spent more than 15 minutes in a proximity of 2 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 from the day of the positive PCR test, or from the day of the onset of symptoms if ascertained by the clinician.

In relation to 37.5 above, the student must meet with the Health Office after undertaking the 14-day quarantine to be assessed. The student will not be permitted access to school unless the Health Office assessment occurs.

In cases of COVID-19 emergency, the school will follow the DHA guidelines for emergencies by the school's qualified nurse/doctor, who will be wearing adequate personal protection equipment. Also, the Health and Safety Officer will ensure that a parent/guardian has a mask and gloves on when collecting the student from the Isolation room, or that if the child is accompanied by a third party (i.e. not their parent or guardian but instead a teacher or staff member), that the adult is provided the full PPE when transporting the student to home or to the hospital.

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 will be cleaned and disinfected per the DHA guidelines.

## 5. MONITORING ATTENDANCE AND CONTACT TRACING

If staff or students are confirmed positive according to a COVID-19 PCR test by an accredited facility, they are not to return to school unless they are granted a clearance certificate by DHA stating that they are discharged from isolation.

The school will maintain records of its staff/visitors/students, including names, telephone numbers and visit dates, to assist if contact tracing becomes necessary.

Work records of staff will also be maintained for contact tracing purposes.

The school will abide by the contact tracing procedures, by providing DHA with all records needed to trace potential contacts of the confirmed COVID-19 cases.

The school will collect health and travel declaration forms from all students and staff and kept as record.

A policy of “staying at home if unwell” for students, teachers or school staff with symptoms will be enforced.

## 6. HYGIENE

The school has undertaken, and will continue to undertake, all disinfection, sterilization and deep cleaning procedures as per the Dubai Municipality (DM) guidelines.

Common areas in the school (i.e. toilets, pantry, waiting areas, etc.) will be cleaned and disinfected every hour. This also applies to frequently used areas/surfaces such as door handles, dining tables, seat rests, etc.

Daily clean up and sterilization of all areas and surfaces of the school premises and effective sanitization post completion of each day will be conducted. All cleaning procedures will be in-line with DM guidelines for schools (DM-PH&SD-GU94-CDCN2)

Clear guidelines will be set for those who are cleaning the school facility to ensure they follow the right measures such as wearing gloves and masks while cleaning.

Security staffs are required to wear masks and sanitize hands regularly. The Facilities Manager is responsible for ensuring that compliance of all safety precautions are adhered to by facilities staff on site.

The school will encourage a strict hand washing regime and adequate hand washing breaks for children. Supervision and support with hand washing for younger children or children with learning difficulties that cannot wash hands alone will be provided.

Hand sanitizers are distributed across the school premises. The sanitizer is approved by DM.

Anyone entering the school premises will not be permitted if not wearing a mask. They must also use the hand sanitizer available at the school entrance.

In classes where taking off shoes is required, a shoe rack will be designated outside at the class entrance rather than taking shoes inside the classrooms.

Frequently used electronic devices will be disinfected after each use (i.e. Tablets, computers, etc.).

Awareness and educational posters describing hand washing steps near sinks

and hand rubbing near sanitizer stations, plus additional pop up banners have been installed throughout the school. The return to school health and safety video showcases all hygiene protocols and communication material placed throughout the school.

Staff and students will be encouraged to

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- Clean their hands before and after eating, and after sneezing or coughing.
- Not to touch their mouth, eyes and nose.

DM standards for waste management, especially contaminated waste, are strictly followed.

## 7. RESTRICTIONS

All staff, visitors, and students over the age of 6 are mandated to wear masks at all times inside the school from entry. Non-compliance will lead to denial of entry to the school facility.

Children over the age of 6 must wear masks. Students and staff with medical conditions are exempted from wearing a mask with a medical certificate only. Masks can be taken off during eating or during high intensity physical activities.

Staffs that are in direct contact with children are encouraged to wear transparent masks/face shields to enable lip reading and facial expression.

School cleaners will wear gloves and masks while cleaning the facility.

Sufficient stocks of masks, gloves and sanitizers are available as are special designated bins to throw used items (as recommended by relevant governmental authorities).

Admissions enquiries are encouraged to occur online via the Virtual Admissions Portal or via telephone. If needed, parent/guardian visits for admissions should be based on an appointment system, which should be made prior to and approved before the meeting occurs. Drop in visits will not be allowed during drop-off, pick-up, and break time to avoid having the visits during the busy school times.

## 8. SET-UP / PHYSICAL DISTANCING ARRANGEMENTS

The school will ensure the 2 meters distancing measure is maintained in all common areas, service desks, etc. where different groups of students, staff and visitors are mixing.

Classroom areas will maintain physical distancing of at least 1.5 meters per child in each classroom provided everyone wears a mask.

The use of toilets will not become crowded by limiting the number of students who can use the toilet facilities at one time

Use of outside space will be limited to:

- exercise and breaks;
- outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff;
- outdoor equipment will not be used unless the setting is able to ensure that it is appropriately cleaned and sanitized between groups of children and young people using it, and that multiple groups do not use it simultaneously.

Student lockers/bag storage compartments have been removed from the school due to physical distancing requirements.

Staff rooms and kitchen areas are opened for usage by staff strictly for food and drink consumption maintaining a 2 meters physical distancing. No buffets or other forms of gatherings are allowed. Water dispensers are not allowed

Contactless payments are strongly encouraged.

Showers and changing rooms are not permitted. On the days where students have PE lessons, they must come to school in their full PE uniform and will remain in the uniform for the entire day.

Vending machines, pantries and pre-packed food and beverages are allowed, on the condition that they follow necessary guidelines for the sector [only disposable containers, frequent sanitization of machines, and pantries items, maintaining 2 meters between the tables].

## 9. EDUCATIONAL PROVISION

Student ratios will vary depending on the size of the classroom. The school

will ensure that a safe distance of at least 1.5 meters per child is maintained in the classrooms, aided by Perspex dividers in some areas.

Provision for students in KG1, KG2 and Year 1 requires “stable” groups of 10 or fewer children. “Stable” means the same 10 or fewer children are in the same group each day. This group of 10 children will be cared for in a space that cannot be accessed by children outside the stable group.

The school will keep cohorts together where possible and:

- Ensure that students are in the same small learning groups at all times each day in the Primary schools, and different groups are not mixed during the day.
- 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 of students and/or teachers.
- Class rotations are kept to a minimum. Where necessary, students should remain in a designated classroom, while teachers rotate instead.
- Students will be designated a chair and table and no swapping among students is allowed.
- At least one staff member holding a current certification in pediatric first aid and CPR will be available at all times

Students or staff with high risk conditions (specific illnesses or immune compromised) will be offered alternative education means (i.e. online provision), until further notice.

The school will ensure that academic provision is made for all the students who are unable to attend their classes physically (due to health condition, isolated, quarantines, etc.).

#### **10. SPECIAL EVENTS**

There will be no special events such as festivals, holiday events, special performances, and sports tournaments until further notice.

Group activities such as school trips, celebrations, sports and student camps are not allowed until further notice.

#### **11. SHARED RESOURCES / MATERIALS**

The use of soft toys and toys with intricate parts or that is otherwise hard to clean are not permitted. Dress up sections, indoor soft play areas, reading corners with soft furniture are not allowed. Open play areas will contain furniture and equipment that is easy to clean.

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 where possible.

Students and teachers must bring their own devices or gadgets (i.e. laptops, tablets, headphones, etc.). Students are not allowed to share their devices.

The school will provide a clear zip locked bag for Primary students which will house their stationery (scissors, pens, pencils, crayons, arts and crafts materials) for that student only. This stationery bag will remain at school to ensure that there is no contamination from outside sources.

Any classroom items sneezed on, coughed on or put in mouth will be removed for cleaning and sterilization. There will be a clearly labeled basket or container for separating items that have been in children's mouths, sneezed or coughed on. The items will be returned to children's area once cleaned and sanitized.

Teachers will provide soft copies of teaching and review materials wherever possible, and will encourage paperless work in class or for homework. Digital hand-writing and typing will be accepted for relevant school work

All unnecessary equipment and furniture has been removed from classrooms.

Extra-curricular activities will only be available in an online format or until further notice.

## 12. FOOD AND BEVERAGES

Teachers will supervise to ensure that children do not share food.

Staff rooms and kitchens can be opened for usage by staff strictly for food and drink consumption maintaining a 2 meters physical distancing.

Water dispensers are not allowed, the school may offer sanitized water bottles in emergency.

Parents are encouraged to send several bottles of water to school with their child.

The school will hold stocks of extra water in case of emergency.

Buffets or other forms of meal gatherings are not allowed.

Staff must also bring in their own food and drink.

## 13. PHYSICAL EDUCATION

To ensure that students remain active and keep healthy, schools will resume

Physical Education (PE) lessons, with strict adherence to safety management measures.

Students will maintain physical distancing while entering PE halls.

During PE lessons, students and PE teachers will not be required to wear masks when engaged in strenuous physical activities such as running and workouts, as long as they adhere to physical distancing measures.

PE lessons will focus on sports that do not require physical interaction; and school swimming pools will remain closed until further notice.

All staff and trainers will practice physical distancing of at least 1.5 metres during the PE lesson. Visible markers will be placed on the floor to indicate appropriate spacing.

All health & safety guidelines/standards in all sports halls are in line with DM Health & Safety Guidelines.

Sanitization of all equipment, and all areas in which PE lessons are offered will be undertaken either on an hourly basis or, if only used a few times per day, then after each use.

The school will ensure adequate ventilation, either by opening windows and doors, or by using ventilation systems.

No tournaments or events will take place until further notice.

#### 14. TRANSPORTATION

Schools must use buses at half capacity and to place marks on chairs for seating guidance.

Anyone entering the bus should undergo temperature screening. Anyone with a temperature equal or greater than 37.5°C will not be allowed on the bus.

Bus assistants who are older than 60 years, suffering from serious chronic diseases or who are immune compromised are not to be on duty.

All bus riders, with the exception of children younger than 6 years, must wear masks.

Bus hygiene will be maintained by following the appropriate sanitization and physical distancing standards. For example, seat belts, arm rests, handles, rails, etc. should be sanitized after each use, in accordance with RTA's relevant guidelines for public transportation.

A daily record keeping will be maintained by capturing all bus riders throughout the daily transportation program/ trips. Absence will also be recorded.

Adequate signage will be inside the bus to guide children towards hygiene practices.

Proper ventilation in the vehicle will be ensured at all times. To avoid recirculating air the use of windows will be encouraged whenever possible

If a child begins to show symptoms of COVID-19 while taking the bus, the child is considered a probable COVID-19 case. The immediate measure is to ensure the child is seated at 2 metres away from the rest of the children. The bus attendant should immediately inform the Head of Administration at the school who should immediately communicate with the school Leadership team and parents/guardians. If the trip was for drop off at home, the child should be dropped off first. If the trip was for drop off at the school, the child should be isolated and sent home. The child should not return to school until the PCR result is obtained. If the result is negative, the child should not return to school until they are symptom-free. If the result is positive, the traced contacts of the child, including staff, and other riders on the bus are considered close contacts. They should all commence the 14-day quarantine counted from the day of the positive PCR test.

#### 15. SCHOOL PREMISES (OTHER THAN CLASSROOMS)

Prayer rooms will remain closed unless the government is allowing prayer rooms to open across different facilities in Dubai.

**Science laboratories, art studios, music rooms, and others will implement the following guidelines:**

- Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units.
- The rooms will not be used in full capacity to ensure that users maintain at least 1.5 meters distance during the class session.
- Frequently touched areas/surfaces and equipment will be disinfected after every use to ensure the highest efficacy of disinfectant action.
- Clear guidelines will be set for cleaning staff to ensure they follow the right measures such as wearing gloves and masks while cleaning.
- We will avoid using equipment that will require blowing (musical instruments, whistles, blow-pipes, etc.).
- Parents are to supply their child with their own equipment.

**Libraries will implement the following guidelines:**

- Staggered entry to the library.
- Adequate cleaning and disinfection.
- Library lessons and reading corners must maintain the minimum 1.5 meters physical distancing between students in the same class and 2 meters otherwise.
- The librarian and support staff should be wearing masks, gloves and

use hand sanitizer (over gloves) after each interaction.

- The library counter and equipment will be sanitized every hour.
- The teacher supervises the process of book viewing and selection to minimize children's touching of the books and the library equipment.
- Fabric based books, or books made with material that is difficult to clean will be restricted.
- All used books will be placed in a clearly labeled designated container for disinfection before re-use.
- Library equipment and gadgets will be disinfected after every use and children should not share the equipment.
- Online search and borrowing of books will be encouraged. A specific book collection area to be designated to limit physical search of books in the library.
- A books drop-off container will be designated and clearly labeled.
- Physical distancing of 2 meters, regular disinfection and limited use of equipment will be adhered to in outdoor learning areas.

Reference:

<https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Schools-Reopening-Protocol-En.pdf>