



# المدرسة الهندية النموذجية الجديدة – الشارقة

## NEW INDIAN MODEL SCHOOL

### SHARJAH

#### HEALTH & SAFETY POLICY AND PROCEDURE

#### ON COVID -19 PANDEMIC

Health & safety policy and procedure ensures safety of everyone- Students, Staff and visitors - in the school premises. Compliance with SPEA's "Guidelines on Health and safety policy and procedure, confirms clarity of details on how our school will comply with Physical distancing arrangements, Health checks, cleanliness and Hygiene

#### **Testing of Staff and Students**

All students, teachers, and staff of the school will be tested for COVID-19 prior to joining the school. No student, teacher or staff member will be allowed to physically join the school before testing negative for COVID-19.

### **1. Physical distancing**

#### **1.1. Physical distancing in classrooms**

- 1.1.1 Classrooms will be set up to accommodate reduced capacity of 30%. Student desks will be set at a safe distance of 1.5 M.
- 1.1.2 Clear marking will be made in each class room to ensure that desks and chairs remain in same position ensuring distance is maintained.
- 1.1.3 Teachers will position themselves in front of the classroom area, at a distance of 1.5 meters from the front row desks.
- 1.1.4 Sign boards on all doors will display the maximum capacity per room.
- 1.1.5 Students will remain in a designated class room except for science and IT practical only teachers will move to different classes.

## **1.2 Physical distancing in KG classrooms**

- 1.2.1 Students of KINDERGARTEN will be on “stable” groups of 8 or fewer children. Teachers will ensure that children are in the same small group at all times each day and different groups are not mixed during the day or on subsequent days.
- 1.2.2 HOS will ensure that the same teacher is assigned to each learning group and will remain there for the whole session of the day and subsequent days. Class rotations are not permitted.
- 1.2.3 Students should be seated in designated chairs and tables and no swapping is allowed among students. Toys and other common resources should not be shared among students.

## **1.3. Physical distancing in corridors**

- 1.3.1. Safety markings will be clearly visible throughout corridors, marking will ensure safe distance of 2 M.
- 1.3.2. Students will be monitored to ensure adherence.
- 1.3.3. One-way pedestrian flow will operate and will be marked out accordingly.
- 1.3.4. It is likely that students will remain within a single section or area of the school throughout the day and will limit cross movement.
- 1.3.5. Sometime School may decide to assign priority directions at certain times of the day.
- 1.3.6. All staircases have marking on the steps that indicate physical distancing that students and staff must follow all the time.

## **1.4. Physical distancing in canteen area**

- 1.4.1 Seating arrangements will be clearly marked out in canteen areas. No students will be permitted to sit directly adjacent or next to each other.
- 1.4.2 Physical distance of 2 meters should be adhered to in canteen areas.
- 1.4.3 Staggered break times may be followed to reduce capacities in dining area.
- 1.4.4 Our canteen will provide only a pre-selected and pre-packed food service.

## **1.5 Using school prayer rooms**

- 1.5.1 Muslim teachers and students must bring their own personal prayer mats.
- 1.5.2 Prayer rooms may only be used by students.
- 1.5.3 Teachers and school staff members should pray in their own offices.
- 1.5.4 A safe distance of 2 meters will be kept in prayer rooms.
- 1.5.5 Students should be wearing the masks in the prayer room.
- 1.5.6 Prayer rooms will be cleaned after each use.
- 1.5.7 Instructions on using the prayer room will be updated to student and staff according to the guidelines from the concern authorities.

## **1.6 Teachers and office staff in common room meter**

- 1.6.1 Teachers and school staff members should follow physical distancing of 2 meter between each other at all times.
- 1.6.2 The safe distance of 2 meters should be kept between teachers and school staff in shared offices and in staff rooms.
- 1.6.3 Water dispenser is not allowed in staff room and office and must be brought from home.
- 1.6.4 Teachers and school staff will not be permitted to exit the school during the day but if they do for any emergency, they are requested not to return to the premises unless they have fully sanitized and changed their clothes upon return. They must undergo thermal screening before entry.

## **1.7 Play are and other facilities**

- 1.7.1 KG section play area will be closed.
- 1.7.2 Reading corner is temporarily suspended.
- 1.7.3 Physical distancing of 1.5 meters, constant disinfection and limited use of equipment will be followed in outdoor play area.

## **1.8 Library**

- 1.8.1 School library is suspended and students are encouraged to read and refer online. The librarian will make arrangements for lending books.

## **2 Personal Protective Equipment (PPE) and hand washing**

### **2.1 Personal Protective Equipment**

- 2.1.1 Students, Teachers and staff need to wear suitable face mask and gloves throughout the duration of the school day.

- 2.1.2 Students below 6 years (below Grade 1) are not required to wear masks.
- 2.1.3 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.
- 2.1.4 We will hold an available stock of spare masks to supplement any student's or visitor's needs.
- 2.1.5 Sufficient stocks of masks, gloves and sanitizers will be available in school.
- 2.1.6 During lunch time, students can remove face mask and to replace their masks after the lunch break.
- 2.1.7 Students and staff with medical conditions and supported by a medical certificate will be exempted wearing mask. They will then be allowed to wear face shields.
- 2.1.8 Special designated bins are kept on all floors to throw used PPE items.

## **2.2 Hand washing**

- 2.2.1 Sanitizing dispensers are fixed in designated areas throughout the school, with clear instructions.
- 2.2.2 Students will be encouraged to wash their hands and sanitize at regular intervals through the day especially pre and post -lunch time.
- 2.2.3 Teachers and teaching assistants will monitor the younger students to ensure they are following the required hand washing procedures.
- 2.2.4 Students should change their clothes after exiting toilet.

## **3 Cleaning and Hygiene procedures**

- 3.1 Total sanitization and disinfection will be conducted before reopening of the school.
- 3.2 Thorough cleaning and sanitization of the school will be conducted at the end of each week.
- 3.3 Cleaning staff will wear the required PPE for all cleaning activities.
- 3.4 **Class Rooms**
  - 3.4.1 All desks, benches, chair and tables will be cleaned and sanitized before student's arrival and after dispatch.

3.4.2 Frequent touch points, including door handles, light switches, handrails, and taps will be cleaned and sanitized with approved chemicals.

3.4.3 Windows and window nets will be cleaned weekly.

### 3.5 **Corridors, waiting area, play area and foot path**

3.5.1 Corridor floors will be cleaned with disinfectant daily at regular intervals.

3.5.2 Waiting areas will be cleaned and disinfected at regular intervals of 30 minutes and chairs are cleaned after every visitor leaves.

3.5.3 Outdoor play area will be cleaned daily and sanitized after the use.

3.5.4 Footpath will be cleaned daily

### 3.6 **Wash rooms**

3.6.1 Sinks and Western commodes will be cleaned and disinfected every 30 minutes or after every use.

3.6.2 One cleaning staff will be designated for each wash room to ensure the cleaning services are punctual and thorough.

3.6.3 Clear procedure will be developed for toilet usage and it will be explained to the students.

3.6.4 All garbage and dust bins will be emptied frequently.

3.6.5 Medical waste will be removed by concerned authorities.

### **Using toilets**

- ❖ To avoid crowd for usage of toilet and hygiene will explained to students.
- ❖ Students will be ensured that toilets do not become crowded at any time.
- ❖ Social distancing marking is placed in front of wash room.
- ❖ The same rules should apply to teachers, staff and visitors 'toilets.

#### 4 Students arriving and leaving school

4.1 Students will arrive and leave the school at the determined start and finish time.

Grade	Girls / Boys	Reporting Time	Dispersal Time
Gr 6 to 12	Girls	6:40 AM – 6:55 AM	12:45 PM -12:55 PM
	Boys	7:50 AM - 8:05 AM	2:00 PM - 2:10 PM
Gr 3 to 5	Girls	6:45 AM – 6:55 AM	12:35 PM - 12:45 PM
	Boys	7:50 AM - 8:05 AM	1:50 PM - 2:00 PM
Gr 1 & 2	Boys & Girls	6:45 AM – 6:55 AM	10:30 AM - 10:45 AM
KG 1 & 2	Boys & Girls	6:45 AM – 6:55 AM	10: 30 AM - 10:45 AM

4.2 KG, and girl students from Grade 3 to 12 will use gate No- 1, to enter and exit the school premises.

4.3 Grade 1and 2 boys & Girls and from Grade 3 to 12 Boys will use Gate No 2 for entering and exiting the school premises.

4.4 Parents are not permitted to enter the school premises but they can drop off/pick up their children in designated points.

4.5 Only one family member or a guardian will come to drop off and/or pick-up his/her child.

4.6 Parents/Guardian will be to drop off and pick up only at designated gates and designated timings and will not be allowed for any interaction inside the school.

4.7 Security personnel will be present at each gate to support traffic flow and ensure the health & safety measures.

4.8 The temperature of each student and staff members will be measured at these entrance points. Individuals who are found to have temperature (above 37.5) will be taken aside and send back with parents/ guardian.

4.9 If a student who is found to have temperature comes to school without parent/ guardian, they will be moved aside and taken to isolation room to proceed further as per the protocol.

4.10 Additional temperature checks can be conducted by the school medical teams as and when required throughout the day.

## **5 Transport**

- 5.1 All Buses will be cleaned and sanitized daily.
- 5.2 Hand sanitizers are installed in all buses.
- 5.3 Specific points are designated for the entrance of buses and private cars.
- 5.4 All buses will operate with reduced capacity of 50%.
- 5.5 Physical distances will be ensured in the bus by placing stickers on seats.
- 5.6 Students will be allowed enter the bus only if they wear face mask and hand cloves.
- 5.7 Temperature will be taken prior to students entering the bus.
- 5.8 Students will not be allowed to enter the bus if their temperature is above 37.5
- 5.9 Drivers and supervisors will follow all safety procedures and protocols
  - 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 meters away from the rest of the children.
  - The bus attendant should immediately inform the health and safety in-charge in the school, who should immediately communicate with school administration 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 the school until the PCR results is obtained. If the result is negative the child will not return to school until they are symptom free.
  - If the result is positive, the traced contacts of the child, including staff, and bus drivers are considered close contacts.

### **Break times**

- ❖ We will follow different break timing and Staff will be posted in different duty point to ensure effective implementation of health and safety measures during break timing.
- ❖ Break times will be spread out to minimize contact between students and staff.
- ❖ Signs and markings for students to identify break places and to adhere to the physical distancing rules during break times will be displayed.

### **Canteen and Food.**

- ❖ Canteen activity will be suspended and water dispenser will be removed. Students are encouraged to bring healthy food and water from home.
- ❖ They are not allowed to share food among other students. Teachers will supervise to ensure the students do not share food.
- ❖ All students must keep 2 Meter social distancing in dining area.
- ❖ Students are given instruction to wash their hands with hand wash liquid before and after meal timing. Hand wash liquid will be provided in all wash basin area.

### **Uniform and Text book store.**

- ❖ We will avoid parent's crowd for uniform and text book distribution process. Timing for the same is planned after school hours.
- ❖ Social distancing of 2 Meter is maintained at store. Books and uniform are properly packed and supplied.

### **Student and staff traveled**

- ❖ Any staff or students who traveled must adhere to UAE authority requirements including any self-isolation and testing.
- ❖ In case of traveling in summer, all teachers and school administrative staff members should be back in the UAE 14 days before the start of the academic year.
- ❖ Travel declaration forms will be required for all those who travel (in the last 14 days); these must be submitted to the school prior to travel and re-confirmed before joining school.
- ❖ Anyone feeling unwell, regardless if there are Covid-19 symptoms or not, must not come to school.



## **Accounts, Admissions and Office Support**

- ❖ Registration should be encouraged to be completed online.
- ❖ If necessary, parents/guardians' may visit for registration based on an appointment system planned at convenient school time.
- ❖ Appointments must be made in advance via the main reception for face to face meetings.
- ❖ These meetings must be planned after school hours when students have left the school premises. A log must be kept. Phone lines for admissions, finance and other educational support services/appointments must be well manned.
- ❖ Payments will be encouraged to be made online.
- ❖ Comprehensive office will be made available throughout the school day to support queries over the phone.

**Mr. Mohammed Selvaku, Admn Manager – Mobile: 0502078660** is emergency contact for parents, students, and staff to report symptoms of the virus

## **At risk categories**

- ❖ The School COVID-19 Task Force must survey all parents, teachers and school staff members and identify any cases of individuals with high risk conditions.
- ❖ Any students or staff member who is at-risk needs to submit medical certificate stating their medical condition.
- ❖ Students or staff with high risk conditions should be offered alternative education means (i.e. online provision), until further notice.
- ❖ Our school ensures academic provision for all the students who are unable to attend their classes physically (due to health condition, isolated, quarantines, etc.)

## **Extracurricular activities**

- ❖ Group activities such as school trips, celebrations, sports days, and student camps are canceled

## **Maintenance**

- ❖ Regular planned preventative maintenance activities must take place, in line with relevant authority requirements.
- ❖ All non-essential support and maintenance service providers will be entering schools after school hours only when all students, teachers and support staff are not present.
- ❖ Regular cleaning and sanitizing of AC systems must take place.
- ❖ All maintenance teams will adhere to the requirements determined, this includes, daily temperature checks, PPE requirements, hand washing standards etc.

## **Medical procedures**

### **School Clinic**

- ❖ Our School has two clinics with licensed and authorized medical staff.
- ❖ They will ensure that strict sanitation and disinfection protocols are implemented in the school clinic as per the health authorities' guidelines.
- ❖ Clinic is equipped with emergency medicine, water faucets, soap dispensers and hand sanitizer dispensers, ample supply of PPEs, and no-touch thermometers.
- ❖ In collaboration with the School COVID-19 Task Force, School clinic medical staff will ensure that all students, teachers, and school staff know where to find the school clinic and are aware of all health protocols and procedures related to COVID-19.
- ❖ School clinic includes designated rooms for the following:
  - I. Two Isolation rooms for girls and boys with adjacent toilet for suspected/ confirmed COVID-19 case.
  - II. Treatment room for treating minor illnesses, accidents, and injuries.
- ❖ Communication and Awareness is very crucial before and after school reopens.
- ❖ The school COVID-19 Task Force will plan a suitable awareness program for all students, teachers, school staff and parents.
- ❖ They should ensure that the school clinic medical staff will give the training to teachers, staff o health & safety protocol and procedure.

- ❖ Every morning teachers should remind students of the Procedures (Similar to air-attendants in the plane).
- ❖ Markings on the floor, posters, etc.) Ensure that there is a comprehensive communication plan in place targeting all concerned individuals (parents, teachers, students, staff, visitors, etc.) explaining and recapping the safety procedures.

## **Managing a potential COVID-19 case in school**

### **Managing a suspected case**

- ❖ 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, they must get isolated instantly, and the parent/ guardian of the child to be notified immediately and the patient should be referred to the hospital to take the necessary action.
- ❖ The patient should 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 should 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 they are 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 in to contact with the positive case.
- ❖ The tracing exercise must include teachers along with the classmates of a student, or colleagues are all 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 should 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 must be informed immediately.
- ❖ COVID-19 Task Force must provide them with information on 14-day home quarantine procedures, and the distance learning plans.

- ❖ Measures for disinfection should 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 will maintain adequate records of its staff/guests/members/students, including names, telephone numbers and visit dates, to assist if contact tracing becomes necessary.
- ❖ And to maintain accurate work records of its staff for contact tracing purposes.
- ❖ The school should abide by the contact tracing procedures, by providing the health authorities with all records needed to trace potential contacts of the confirmed COVID-19 cases.
- ❖ A policy of “staying at home if unwell” for students, teachers or school staff with symptoms should be enforced.
- ❖ In cases of COVID-19 emergency, the school should follow their endorsed guidelines for emergencies by the school’s qualified nurse/ doctor while wearing adequate personal protection equipment.
- ❖ Also, the health and safety in-charge should ensure that the child is accompanied by an adult wearing the full PPE when transported to home or to the hospital.
- ❖ 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.

### **Awareness and Training**

- All teachers and school staff members will have to complete specific COVID-19 safety training prior to the start of the new academic year.
- Teachers will regularly communicate and provide information to students on the associated risks, safe practices, and controls.
- School will regularly be raising awareness, educating and sharing best practices for physical distancing and appropriate hygiene measures.
- All teachers and school staff members must download the AI HOSN App to ensure traceability in the event of infection.
- All teachers and school staff members must take the COVID-19 test and show negative results prior to starting work at schools.
- Teachers and school staff meetings are encouraged to take place online.

- They are concerned about their children, and their students at the same time. They are key to successful school reopening.
- Making them aware of all procedures and guidelines is very important.
- They need to be confident that they are safe coming back to work.
- Schools must ensure that anyone testing positive for COVID-19 (a teacher, a parent, a student, a staff member, etc) is not stigmatized and that there is sufficient awareness across the school community that once an individual test negative, he/she is no longer a carrier of the virus and will not be spreading it around.

### **Staff Support**

- The school communicate all health and safety guidelines to all school support staff members.
- All school support staff members must download the AI HOSN App to ensure traceability in the event of infection.
- Contractors must advise the school of suspected cases and sign a declaration of understanding prior to entering the school site that this information will be shared immediately.
- Any suspected cases will not enter the school campus. Any confirmed cases will have to go through the track and trace protocol before other team members, who have been working with this person, are allowed back on-site
- Complete daily log of temperature scan results for all staff.
- Sign in and sign out process, waiver forms to be signed before return to school; staff who have travelled will have to go through isolation protocol.
- Pre-approval of subcontract staff signed off by the school facility manager prior to entering the school campus, with a minimum of 48 hours' notice.

### **Relationship with parents**

The school COVID-19 Task Force must create a clear communication plan with the school reopening operational plan. This plan includes the following

- ✓ Clear roles and responsibilities of the schools and the parents during the reopening phase.
- ✓ Description of the delivery model the school will follow and what are the main elements of the model parents should be aware of. This should include any new school policies and procedures.

- ✓ The regular school communication channels the schools will use to keep the parents updated with anything related to health and safety measures.
- ✓ Copy of travel declaration forms: noting to parents that they must sign them and submit to the school prior to travel occurring.
- ✓ Parents must download the AI HOSN App to ensure traceability in the event of infection.
- ✓ Parents must sign an undertaking stating the following:
  - ✓ Parents will ensure that their child/children has/have had the mandatory COVID-19 test prior to joining the school.
  - ✓ Parents will keep their child/children at home if they are generally unwell.
  - ✓ Parents will ensure their child/children follow school requirements for return to school after day/s of absence.
  - ✓ Parents will ensure that they immediately pick up their child/children from school in case they become sick or has contacted COVID -19 suspected case at school.
  - ✓ Parents 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 will continue their child/children's education through distance learning.
  - ✓ Parents are key partners; their collaboration and understanding are essential to have a successful and smooth school reopening. We conduct orientation to ensure that the parents understand on their roles.

### **Monitoring / compliance**

- School is monitoring continuously, gaps or challenges in guidelines will be identified and addressed immediately.
- The School COVID-19 Task Force will listen to all members and partners, and together collaborate to ensure that the school remains a safe environment for all.
- The maximum capacity allowed in the class is based on the available space.

### SCHOOL COVID - 19 TASKFORCE TEAM

<b>Sl</b>	<b>Name</b>	<b>Designation</b>
1	Mr. Ajith Kumar	Headmaster
2	Mr. Mohammed Selvakku	Admn Manager, Health & Safety officer
3	Mr. Igbal Mohammed	Arabic Secretary (Communicator)
4	Dr. Huda Mohammed	Doctor
5	Mrs. Ashly Abraham	Nurse
6	Mrs. Sunil Joshep	Nurse
7	Mrs. Semiumma	Nurse
8	Mr. Intiaz Abbas	Councilor
9	Mrs. Jeevan Jyothi	SEN educator
10	Mr. Abdul Jaleel	Supervisor - AN - Boy's Section
11	Mrs. Nazneen	Supervisor - FN Girl's Section
12	Mrs. Ann Abraham	Supervisor, Primary, Girls Section
13	Mrs. Sarika Javeed	Supervisor, Primary, Boys Section
14	Mr. Nizar	PET - Boys Section
15	Mrs. Jefcin	PET- Girls Section
16	Mrs. Nusrath	Head of Section - KG
17	Mrs. Saima Jahangir	KG Teacher
18	Mr. Abdul Jabbar	PRO