

**NEW INDIAN MODEL SCHOOL
SHARJAH
SCHOOL COVID - 19 TASKS FORCE
UPDATED ON 24 /08/2021**

SL	NAME	DESIGNATION	RESPONSIBILITY
1	Mr. Mohammed Selvakku	Health & Safety officer & Admin Manager	<ol style="list-style-type: none"> 1. Team Coordinator, Contact person for dealing with stakeholders- Parents, SPEA and other line departments. 2. Ensure the safe transportation for positive or suspect case's from school 3. Ensure health, hygiene and safety of the school environment. 4. Hotline number for Parents, Students and staff for emergency - 0502078660
2	Mrs. Iqbal Mohammed	Arabic Secretary (Communicator)	<ol style="list-style-type: none"> 1. Contact person for dealing with stakeholders – SPEA and government agencies.
3	Dr. Huda Mohammed	Doctor	<ol style="list-style-type: none"> 1. Isolate the suspect or positive case and Safe evacuation. 2. Contact the parents of suspected case 3. Coordinate with health Authority to send relevant information of positive case and close contact. 4. Update daily school operations data and positive case and close contact in TAMAM on daily basis
4	Mrs. Semiumma	Nurse	<ol style="list-style-type: none"> 1. Take care of isolated suspect or positive case and Safe evacuation from school. 2. Contact the parents of suspected case 3. Checking of health and hygiene of the school. 4. Communicate positive case and close contact to MOH

5	Mr. Intiaz Abbas	Counselor	<ol style="list-style-type: none"> 1. Contact parents of positive case students to collect detailed information of Positive case and close contact. 2. Coordination with health Authority to send relevant information of positive case and close contact. 3. Update daily school operations data and positive case and close contact in TAMAM on daily basis. 4. Staff and students Vaccination and PCR Data collection and filing.
6	Mrs. Nusrath	Head of Section – KG	<ol style="list-style-type: none"> 1. Checking health and hygiene of KG section. 2. Ensure the physical distancing of 1M in all places - class rooms, corridor assembly etc- of KG section. 3. Communicate to school clinic staff and Parents about suspect and positive case. 4. Communicate positive case and close contact details of students to Clinic staff.
7	. Mr. Abdul Jaleel	Supervisor – AN – Boy's Section	<ol style="list-style-type: none"> 1. Checking health and hygiene of Boys section. 2. Ensure the physical distancing of 1M in all places - class rooms, corridor assembly etc- of boy section 6- 12. 3. Communicate to school clinic staff and Parents about suspect and positive case. 4. Communicate positive case and close contact details of students to Clinic staff.
8	Mrs. Nazneen	Supervisor – FN Girl's Section	<ol style="list-style-type: none"> 1. Checking health and hygiene of Girls section. 2. Ensure the physical distancing of 1M in all places - class rooms, corridor assembly etc- of Girl section 6- 12. 3. Communicate to school clinic staff and Parents about suspect and positive case. 4. Communicate positive case and close contact details of students to Clinic staff.

9	Mrs. Ann Abraham	Supervisor, Primary, Girls Section	<ol style="list-style-type: none"> 1. Checking health and hygiene of Primary Girls section. 2. Ensure the physical distancing of 1M in all places - class rooms, corridor assembly etc- of Primary section 1-5. 3. Communicate to school clinic staff and Parents about suspect and positive case. 4. Communicate positive case and close contact details students to Clinic staff.
10	Mrs. Aseena Beevi	Supervisor, Primary, Boys Section	<ol style="list-style-type: none"> 1. Checking health and hygiene of primary section. 2. Ensure the physical distancing of 1M in all places - class rooms, corridor assembly etc- in their section. 3. Communicate to school clinic staff and Parents about suspect and positive case. 4. Communicate positive case and close contact details of students to Clinic staff.
11	Mr. Nizar	P E Teacher	<ol style="list-style-type: none"> 1. Ensure the physical distancing of 1M in all places - class rooms, corridor assembly area. 2. Checking safety measures on daily basis