



AL MOATTASEM INTERNATIONAL SCHOOL

Plan and Procedure COVID19 Precaution

It's important that precautions are taken both inside and outside the classroom to prevent the spread of COVID-19. This procedure is prepared to maintain cleanliness and extreme precaution against COVID-19 for the safety of students and staff.

- Physical distancing at school
- Practicing health and hand hygiene
- Cleaning and disinfecting of the classroom
- Action to take if a student appears sick

A key lesson learned during the pandemic is the important role teachers play in ensuring that learning continues. During the unprecedented pandemic situation it is the responsibility of the school to ensure that children will be able to continue their education in a safe and healthy environment.

Understanding COVID-19, how it spreads and how we can protect ourselves and others is important and first step in establishing classroom procedures and protocols. Students need to understand what it is in order for them to follow the rules. Listen to their concerns and ideas and answer their questions in an age-appropriate manner. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.

Teachers, staff and students need to be protected from transmission of COVID-19 in the community to keep schools open. Therefore encouraged, they should be prioritized, to get vaccinated against COVID-19 and ensure that all attending the school in person are completely vaccinated.

Physical distancing at schools

When it comes to physical distancing, it is important to establish some classroom ground rules in accordance with the procedures established by the school's administration, as well as the protocols established by Ministry of Health and Ministry of Education.

Recommended measures include:

- Maintain a distance recommended by MOH between everyone present at school

- Increase desk spacing, stagger recesses or breaks (if difficult, one alternative is to have lunch at desks)
- Limit the mixing of classes for school and after-school activities. For example, students in a class will stay in one classroom throughout the day, while teachers move between classrooms.
- Consider in fewer students per classroom (as per instruction from MOE).
- Advise against crowding during school pick-up and dropping time.
- Use signs, ground markings, tape, barriers and other means to maintain distance in queues.
- Ventilate rooms as much as possible.
- Encourage students not to gather and socialize in big groups upon leaving or avoid outdoor activities.

To do

Encourage the students to stick on to the rules, and create a dos and dont's list with them in the classroom.

Health and Hand Hygiene

School should ensure that students understand the precautions they should take to protect themselves and others from COVID-19, and it is important that school staff and admin will lead by example.

Handwashing is one of easiest, more cost efficient and effective way of combating the spread of germs and keeping students and staff healthy.

Teach the five steps for hand washing.

1. Wet hands with safe, running water
2. Apply enough soap to cover wet hands
3. Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds. You can encourage students to sing a quick song at this point to make it a fun habit

4. Rinse thoroughly with running water
5. Dry hands with a clean cloth or single-use towel.

Cold water and warm water are equally effective at killing germs and viruses – as long as you use soap!

If there is limited access to a sink, running water or soap in the school, then encourage to use a hand sanitizer that contains at least 60 per cent alcohol.

Encourage students to get into the practice of regularly washing their hands and/or applying hand sanitizers at key moments, such as entering and leaving the classroom; touching surfaces, learning materials, books, and after using a tissue to blow their nose. Students should always cough and/or sneeze into their elbow. However, if by accident they do so in/on their hands, instruct them to immediately wash their hands or apply hand sanitizer. If students sneeze or cough into a tissue, ensure that it is disposed of immediately and they wash/sanitize their hands. It is extremely important to normalize the idea of frequent and routine hand washing or hand sanitizing.

Even with clean hands, encourage students to avoid touching their eyes, nose and mouth. Germs can transfer from those areas on to their clean hands and spread around the classroom this way.

Reinforce frequent hand washing and sanitation and procure needed supplies. Prepare and maintain hand washing stations with soap and water, and if possible, place alcohol-based hand sanitizers in each classroom, at entrances and exits.

To do

Implemented to demonstrate good hygiene practices in school. Examples include:

- Have hygiene posters for the classroom
- Set a hand hygiene ritual. You can select a specific time during the day, such as before/after break time for everyone to wash their hands/apply hand sanitizer
- Demonstrate how to wash your hands and apply sanitizer

Mask wearing in schools

Mask wearing in school should follow strictly and should dispose used masks safely to avoid the risk of contaminated masks in classrooms and playgrounds.

Students should ensure that they will use the mask all the time and does not interfere with learning. School student should wear that mask properly to ensure the efficiency.

Actions to be taken if any student appears to be sick or show any COVID-19 symptoms

The most common symptoms are fever, cough, and tiredness. Other symptoms can include shortness of breath, chest pain or pressure, muscle or body aches, headache, loss of taste or smell, confusion, sore throat, congestion or runny nose, diarrhea, nausea and vomiting, abdominal pain, and skin rashes.

There have been several reports of children acquiring a multisystem inflammatory condition, which is possibly linked with COVID-19. In case of any rash, hypertension, or acute gastrointestinal problems in the students, it could be an indication that they are experiencing multisystem inflammatory syndrome and should seek medical attention immediately.

School preparations and procedure for students who displays any of the symptoms

- Designated a specific area in the school (i.e. near the entrance) as a isolation room where children can wait. Ideally, this room should be well-ventilated. The school medical staff will be designated in isolation area. If students feel ill and/or exhibit symptoms of COVID-19, they should be shifted to the isolation room until picked up by their parents. Afterwards, the room should be cleaned, disinfected and sanitized.
- Provide the sick student with a medical mask.

- Daily screening for body temperature, and history of fever or feeling feverish in the previous 24 hours, on entry into the building for all staff, students and visitors to identify persons who are sick
- Ensure a procedure for separating sick students and staff from those who are well – without creating stigma – and a process for informing parents, and consulting with health care providers/ health authorities wherever possible
- Students/ staff may need to be referred directly to a health facility, depending on the situation or sent home directly.
- Encourage all students to stay home and self-isolate if they feel ill
- A temperature screening is done for all students.
- Share procedures with parents and students ahead of time.

Cleaning and disinfecting

Daily cleaning and disinfecting of surfaces and objects that are touched often inside the school, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, taps, phones and toys will be done efficiently and regularly.

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Tips for staff using cleaning materials

- Ensure you understand all instruction labels, safe and appropriate use
- Follow the instructions on the labels
- Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves should always be worn to protect your hands when working with bleach solutions
- Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death

- Diluted household bleach solutions may also be used if appropriate for the surface
- Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 0.5%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on coloured clothing or for whitening may not be suitable for disinfection
- Household bleach will be effective against coronaviruses when properly diluted
- Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser
- Leave solution on the surface for at least 1 minute.

Precaution while using school transportation

School students using school bus, which may constitute an environment for disease transmission, so the following measures must be taken: Hand hygiene and etiquette for sneezing:

- Clean hands before and after getting off the bus, using an alcohol-based gel with a concentration of at least 60%.
- Equip buses with alcohol or office alcohol dispensers to ensure hand hygiene.
- The bus driver or the escort shall ensure that the student sanitizes hands.
- Covering the nose and mouth while coughing and sneezing with a tissue or using the inside of the elbow, then dispose of used tissues in the trash.
- Wash hands with soap and water for at least 40 seconds or use hand sanitizer (containing on at least 60% alcohol) as soon as possible upon arrival.
- Avoid touching the eyes, nose and mouth with unwashed hands. physical distancing:
 - Students must adhere to the same seat throughout the trip.
 - Students are not allowed to move inside the bus during the trip.
 - Leave at least a seat space between each student and student in the same class, and no seat is required behind or in front of the student.
 - Parents should provide their children with a mask before leaving the house to help prevent infection.
 - The bus driver and the bus monitor shall ensure that the students are wearing a mask. Avoid touching surfaces
 - Limit touching frequently touched surfaces inside the bus such as door handles and windows.
 - Ensure good ventilation of the bus and open windows

- The bus is disinfected after students leave daily, with a focus on frequently touched surfaces such as windows and handles, according to the disinfection and sterilization guide
- Drivers and bus monitor must wear face masks at all times while working.
- Drivers and bus monitor must be fully vaccinated with two doses according to the status update in Tawakalnah app.
- Directing employees to follow the instructions of the Ministry of Health and relevant authorities regarding COVID-19 disease
- All employees should apply self-quarantine if any symptoms of Covid-19 disease appear.

Attendance and Departure:

- Regulating the entry and exit process at the beginning and end of working hours in a way that prevents crowding and ensures a distance of at least one and a half meters between students.
- Establishing sufficient places to assess students and staff before entering the school by making sure that the mask is worn and checking the temperature of the staff and students.
- Not allowing any student or employee to enter without wearing a medical or cloth mask.
- Putting ground marks for the students (one and a half meters).
- In the event of any symptom to a staff or students, she/he is isolated quietly and confidentially without causing any harm embarrassing him/her in front of the rest of his colleagues.
- Follow up the case and direct the necessity of taking the swab for a PCR test.

Morning line up:

- No morning assembly and students will go to their classes directly, to achieve physical distancing.

Classrooms:

- Rearranging or reconfiguring classrooms so that the distance between adjacent tables or between the table and the chair in front of it is not less than 30 cm, with a commitment to wearing a mask all the time.
- Ensure good ventilation of the classrooms and open windows.
- Making use of lab rooms and resource rooms by converting them as classrooms.
- No sharing of school supplies such as pens.

School facilities:

- Ensure periodic disinfection and sterilization of school facilities and places used by more than one person, such as toilets.
- Emphasis on disinfecting frequently touched surfaces such as door handles, light sockets and shelves.
- Establishing a periodic schedule for cleaning classrooms and other facilities using appropriate disinfectants.
- Emphasizing the provision of cleaning and disinfection supplies and the necessary labor on an ongoing basis.
- Ensure good ventilation and open windows.
- Safe disposal of waste.
- No water coolers and obliging students, educational and administrative staff to bring their own drinking water.

For personal use

The educational and administrative body in the school and employment:

- All educational and administrative staff must be immunized with two doses of approved vaccines.
- Obliging all student and staff to take preventive precautions like (wearing a mask – distancing- not sharing any personal things- washing hands regularly - not shaking hands).
- The educational staff is obligated to wear the mask all the time in case of need to clarify the exits of the letters when explaining, so the mask can be replaced with a face shield.
- Emphasis on cleaning and disinfecting facilities that are used by educational and administrative staff (teachers room - administrative offices)
- No sharing of food of meals and group meals
- No canteen or water cooler
- It is allowed to leave the classroom in the school time, while following the precautionary measures:
 - No direct sales from the canteen and distribution of meals in classes
 - No sharing of food and should bring their food and water bottles.

Extra-curricular activities:

- Cancel any non-classroom activity that does not meet the standards of physical distancing will not be allowed
- In the event of sports activities, it should be taken into account that they are alone in a spacious and well ventilated place with proper the spacing.
- Non sharing of any sports items among students.

- Taking care of physical distance during the performance of prayers and not crowding at the places of ablution.

External visits:

- The school should place great emphasis on rationing visitors from outside the school environment. Those visits should be limited to the utmost necessity, with an emphasis on following precautionary measures, such as: wearing a mask. It is also limited to the vaccinated only according to the status update in the Tawakkalna app.
- Allocating a suitable place to receive visitors, such as parents. Training on the foundations and standards of infection control in the school.
- Activating the role of the health director by supervising the application of infection control standards in the school.
- Training students on hand hygiene and the etiquette of coughing and sneezing.

Isolation rooms:

- An appropriate room is allocated to be in a place as far as possible from the rest of the classrooms to isolate suspected cases, or a suitable place in case of unavailability.
- Providing virus prevention supplies such as sterilizers and masks.

Health awareness in partnership with the Ministry of Health:

- Determining the target groups (students / educational and administrative staff / families).
- Identification of priority topics, which include:
 - Introducing the virus, its symptoms, transmission methods, and prevention methods.
 - Personal health behaviors that must be followed, such as: washing hands and coughing etiquette and sneezing.
 - Awareness of the importance of taking the vaccine to prevent the virus.
 - Precautionary measures to be applied in school.
 - Educating parents about chronic diseases that may increase the risk of complications in case of covid-19 infection.
- Establishing the school health department in the health affairs directorates or health clusters in the region or maintaining the preparation of the school health awareness plan in the education departments for implementation by the health director inside the school.
- Communication between the school and the supervising health center according to the approved linkage process.

- The existence of an agreed reporting mechanism for suspected cases and contacts in the school, which is submitted from the Education Department in the region to the School Health Department in the Health Affairs/Assembly in the region.