



PRIVATE SCHOOL REOPENING POLICIES AND GUIDELINES



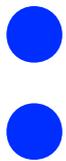
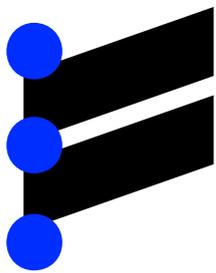
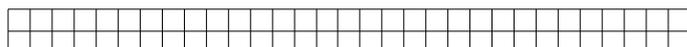
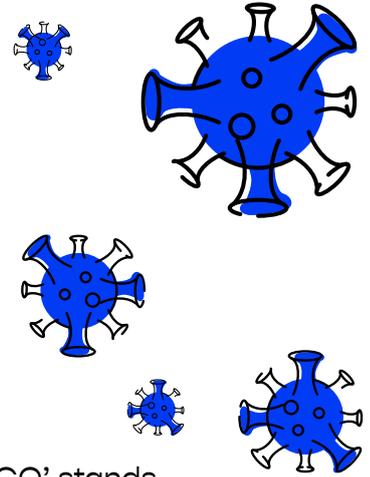


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ABOUT COVID-19



What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

What are the symptoms of COVID-19?

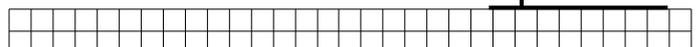
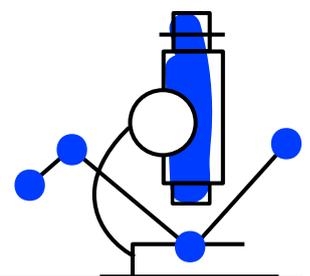
Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children.



What is the treatment for COVID-19?

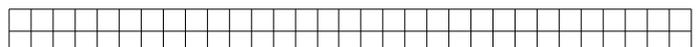
Many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There is no available vaccine for COVID-19 at the moment. However, there are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

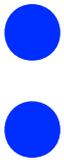
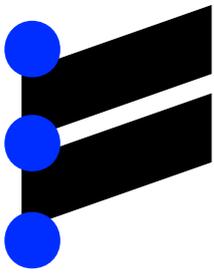
How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- Staying home when sick.
- Covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately.
- Washing hands often with soap and water.
- Cleaning frequently touched surfaces and objects.

Source: World Health Organization (WHO). (2020, Mar). Key Messages and Actions for COVID-19 Prevention and Control in Schools.





FRAMEWORK FOR POLICIES AND GUIDELINES

ADEK’s framework for the reopening of schools is based on ensuring the safest possible environment – but one that is also mindful of the fact that schools have a mission to educate and to holistically support everyone involved in that mission.

The policies and guidelines have therefore been framed around four dimensions: Safe operations, teaching and learning, staff and student wellbeing, and community support.

In addition, all the policies and guidelines related to general safety in this document have been underpinned by the three basic preventive measures:

PREVENTIVE MEASURES

In the fight against COVID-19, practicing preventive measures is both a personal and an organizational responsibility. Schools must educate all members of their community that in addition to implementing organizational changes, each member must also play their part in preventing the spread of infection by remembering these three preventive measures.

Social Distancing:

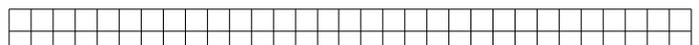
Social distancing is defined as leaving sufficient physical space between two people to reduce the risk of infection.

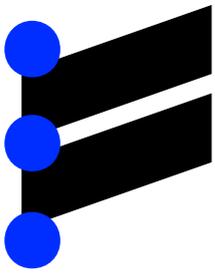
- **Individual:** Leave sufficient space between oneself and others at all times.
- **School:** Organize school time and space to minimize interactions between people.

Protective Equipment:

Protective equipment are physical barriers that help reduce the risk of infection.

- **Individual:** Wear masks, face shields, etc. according to age and function.
- **School:** Install appropriate equipment, screens, partitions, etc.



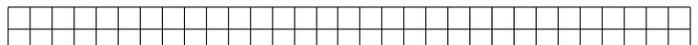
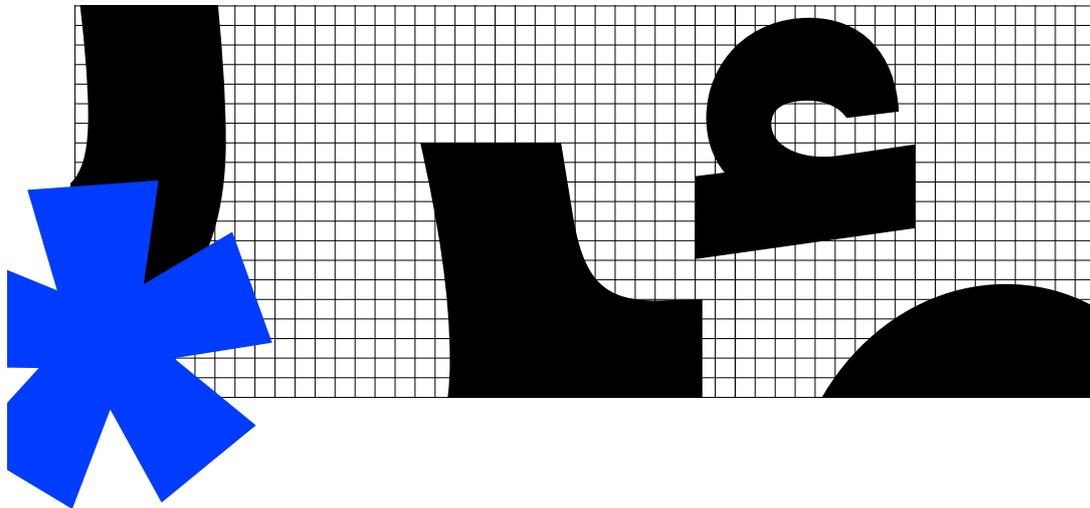


Hygiene:

Hygiene refers to practices that maintain health and prevent infection.

- **Individual:** Staying home when ill, washing hands frequently, sneezing into tissue or elbow, opening doors with forearms or back if opening a swinging door, etc.
- **Schools:** Regularly disinfect and clean all frequently used areas.

When schools reopen for the Academic Year 2020/21, it is expected that these preventive measures will become second nature to the entire school community.





1. SAFE OPERATIONS

This section lays out policies and guidelines aimed at ensuring safety in every aspect of a school's operations.

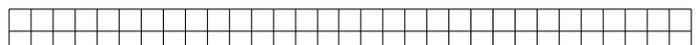
1.1. Resumption of Operations

1.1.1. Timeline for Resuming Operations

- All private schools in Abu Dhabi shall prepare to resume operations as per their published Academic Calendar for 2020/21.
- Schools shall ensure staff presence in the UAE at least 14 days prior to their first day of work to comply with any UAE health requirements (quarantine, COVID-19 tests, etc).
- Schools shall inform parents of students who are traveling to ensure they return to the UAE 14 days prior to school reopening to comply with any UAE health requirements.

1.1.2. Criteria for Reopening Schools

- Schools shall establish a COVID-19 Taskforce composed of the Response Team (see Section 1.9.2) as well as relevant departments within the school (student affairs, human resources, academic affairs, community outreach, etc).
- The school's COVID-19 Taskforce shall ensure the following is completed prior to reopening (detailed requirements are available in the relevant sections below):
 - Conduct a general Risk Assessment for the reopening which is specific to the school (see Appendix 1).
 - Conduct individual Risk Assessments for all Students of Determination (see Appendix 2).
 - Ensure that all school and staff licenses and insurances are valid and up to date.
 - Cleaning and disinfection of the premises.
 - Map circulation of transition areas.
 - Placement of signs, demarcations, off-limit areas.
 - Installation of safety equipment and ensuring stockage of materials.
 - Preparations of all spaces according to the relevant protocols.
 - Verify that all staff and students have undergone COVID-19 Testing.





- In addition, schools shall also prepare the following prior to reopening:
 - Announce the selected reopening model on the school website by 31 July 2020 (other school-based policies can be announced to the school community closer to the start of the Academic Year).
 - Adapt timetables to the new school reopening models.
 - Communicate and train school staff.
 - Communicate with parents (on reopening plans, including criteria for reopening, protocol, and relevant policies).
 - Preparation for training/information session for students during first week to familiarize them with the new protocols.
- Schools are not required to submit their reopening plans to ADEK. However, ADEK will verify adherence to the reopening requirements through a thorough compliance process (to be announced at a later time).

1.2. Criteria for Reclosing Schools

1.2.1. Partial Reclosure

- If a member of the school community has tested positive for COVID-19, and that individual's movements in the premises can be isolated to a certain area or group (i.e. confined physical area), the school must close the concerned areas for disinfection and have the concerned groups (class/bus groups and other close contacts) stay home for 14 days. This must be reported to the Abu Dhabi Department of Health (DoH) for follow up according to their processes. ADEK must be notified immediately.

1.2.2. Full Reclosure

- If a member of the school community has tested positive for COVID-19, and that individual's movements in the premises cannot be isolated to a certain confined area, the school may be required to close fully. ADEK must be notified immediately.
- Schools should ensure the presence of a sufficient number of staff who have not been in contact with the index case (infected person) to run the day to day educational and administrative functions of the school during the reclosure period.

1.2.3. Reclosure Requirements

- Disinfection of the physical areas where exposure was identified is necessary.
- A school may reopen following closure upon clearance by health authorities.
- The above criteria may be subject to change based on the latest health authority requirements.





- Sore throat
 - Runny nose
 - Diarrhea
 - Nausea
 - Headache
 - Loss of smell or taste
- ⦿ Health requirements are subject to change to reflect the latest information issued by health authorities.

1.3.3. Additional Entry Requirements for Contract Staff

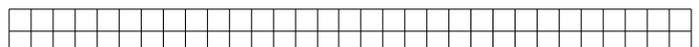
- ⦿ Contract staff must also meet all the health requirements and conditions for schools in addition to those relating to their sector as determined by the relevant authorities.
- ⦿ Prior to entry, contractors must sign a declaration of understanding that any suspected cases amongst staff members will be reported to the school.
- ⦿ Contract staff who are suspected cases are not permitted to enter school premises, and for a confirmed case, clearance of all team members identified through contact tracing is required prior to their entry.
- ⦿ Daily logs of contract staff attendance and temperature scans must be kept.
- ⦿ Any subcontract staff must be pre-approved by the school's facilities manager (with 48 hours notice).
- ⦿ Any further requirements will be announced at a later date in conjunction with the relevant authorities.

1.3.4. Mandatory COVID-19 Test and Travel History

- ⦿ All staff and students in Abu Dhabi private schools must undergo COVID-19 testing prior to being authorized to return to the school premises. Details concerning coverage, schedules, and process will be announced at a later time in conjunction with relevant authorities.
- ⦿ All staff, parents, and students with devices are required to download ALHOSN app to facilitate contact tracing in case of an incident.
- ⦿ All staff and students must declare recent travel history.

1.3.5. Admissions, Registration, Communication, and Orientation

- ⦿ School tours are suspended until further notice. Virtual tours and online meetings are recommended for parents of prospective students.
- ⦿ Schools shall communicate confirmation of enrollment to parents of new students as soon as is feasibly possible.
- ⦿ Schools shall use remote means (email, telephone, online meetings, etc.) whenever possible for all matters related to admissions, registration, communication and payment as well as ensuring timely responses to queries.



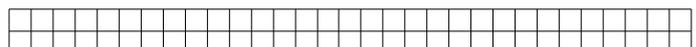


- Other authorized persons may only enter upon meeting the health requirements for entry (see Section 1.3.2).
- Other authorized persons must wear appropriate PPE at all times while on school premises.
- Schools shall ensure that the activity is supervised (with distance measures in place) and conducted after school hours. If an emergency requires the intervention during school hours, school shall ensure that neither employees nor students are present in the vicinity.
- Appropriate cleaning and disinfection must be carried out following the completion of the activity.
- Where the support of a third party is required for any Student of Determination, exemptions should be made as appropriate to allow their entry onto the school premises with the appropriate PPE as is determined in the student's individual Risk Assessment.

1.5 Space Management

1.5.1 Transition Areas

- Transition areas including all spaces between a starting and end point (i.e. hallways, corridors, waiting areas, entries/exits, etc.).
- Schools shall carry out an inspection of their premises and plan a circulation map of the campus (see Appendix 3).
- Schools shall ensure the following when planning their circulation map:
 - One-way circulation is to be privileged and signaled through floor/wall markings. Where one-way circulation is not possible, two-way paths should be clearly marked to minimize crossovers.
 - Adopt easy-to-understand signage (i.e. signs, arrows, color, signals [red/green for stop/go], etc.)
 - Identify bottleneck and waiting areas (staircase, elevator, entry to classroom, entry to bathrooms, entry into narrower hallways, etc.) where crowding is likely and create standing demarcations 1.5 m apart.
- Organize timings for breaks to limit crossover between classes and to minimize congestion in hallways and other circulation zones.
- Keep classroom doors open when possible (i.e. unless a fire hazard) to increase entry/exit flow and avoid touching of door handle/knob, etc.
- Supervise student group transitions and ensure social distances.
- Provide clear guidance to Students of Determination, differentiated as appropriate, to ensure the safe movement of themselves and others around the school site. Adaptations to the protocol may be required to meet any specific needs of the individual however these should not result in increased risk to themselves or others.





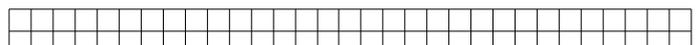
- It is highly advised that students remain in the classroom, in designated seats throughout the day (except for breaks), and that teachers rotate in and out. However, this may not be feasible if students need to share facilities (i.e. labs, sports facilities, etc.), in which case only one class should be given access to that space at a time, with cleaning and disinfection between groups of students. Larger spaces may hold multiple groups simultaneously but can only do so with strict separation between groups.
- Schools are recommended to serve lunch in the classrooms.
- In order to accommodate Students of Determination, who may require additional support and guidance to access their learning, schools should consider the space available in classrooms to provide this, compliant with social distancing guidelines. Schools may want to consider how students are grouped and how additional space can be utilized to ensure compliance with social distancing guidelines.

1.5.3. Restrooms

- Schools shall develop strict rules concerning restroom usage.
- A maximum number of students should be authorized at any given time to ensure that social distancing is maintained. This number should be clearly indicated on each restroom door.
- Restrooms are congested spaces and thus schools are highly advised to place demarcations indicating where to stand while queuing (preferably outside), circulation paths, and available handwashing basins (to maintain social distancing).
- Simple signage and posters should be posted to remind users of hygiene protocols.
- Use of restrooms must be appropriately supervised for younger students.

1.5.4. Recreation/Play Areas

- Students shall take regular supervised breaks (preferably outdoors) but break times should be staggered to avoid mixing of different classes (especially age groups).
- If a recreation space is large enough to host multiple groups, this may be done under the strict supervised separation of these groups.
- Playground equipment (i.e. slides, swings, etc) are to remain off-limits during the initial return to school period.
- While break is a time for independent and self-directed play, KG and early Cycle 1 students looking for guidance may be encouraged to play physical games that promote distancing (i.e. “Simon Says”, jump rope, hula hoops, etc). However, social distancing should not be excessively enforced to the point of being emotionally harmful to the younger students. Light interaction outdoors while playing is permitted for short periods, and handwashing before and after break is mandatory.

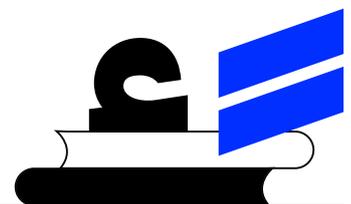




- Hand sanitizing gel dispensers (preferably contactless) and sanitizing wipes should be made available in the vicinity.
- Students of Determination must be appropriately monitored and supervised to ensure appropriate physical distancing while outside to ensure the safety of themselves and others.
- Adaptations to the agreed protocol for other students may be implemented to reduce risks to themselves and others and if appropriate, to the resources are available. Students of Determination should have equitable access to play areas.

1.5.5. Libraries

- Schools are recommended to close libraries and make library resources available online where possible. If a library is to remain closed, its conversion into an additional classroom space is recommended, where possible.
- Schools shall ensure the following if they choose to keep the library open:
 - Hand gel dispensers (preferably contactless) should be made available throughout the library premises and their use encouraged before and after handling a resource.
 - Library staff should wear gloves in addition to masks and sanitize their hands (over gloves) regularly before and after handling a resource.
 - Sanitizing wipes should be available for student use with clear directions on appropriate usage (i.e. to wipe down surfaces but not books, etc).
 - Libraries may remain open as long as access is controlled and supervised. Access may be given to one class at a time (with cleaning and disinfection in between) and supervised by the teacher/teaching assistant assigned to that class.
 - Books made of fabric or other hard-to-clean materials should be removed from circulation, and where possible, covers laminated for easy cleaning and disinfection.
 - A clearly marked receptacle (with a cover or with a small opening to discourage reuse) for used library resources should be made available. A separate drop-off box for used resources can also be installed at the entrance of the library.
 - Library books and other resources should be disinfected following use before being made available for circulation again.
 - A log should be maintained to keep track of library access (entry/exit of all persons).

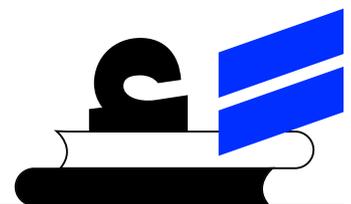




1.6 Hygiene Management

1.6.1 Handwashing and Sanitization Protocol and Supervision

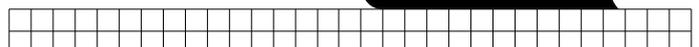
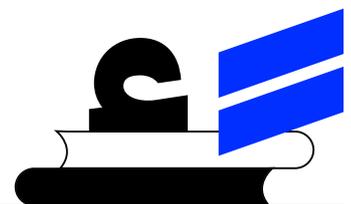
- All schools shall set up handwashing or hand sanitization stations in key locations around the school, such as at access points, playgrounds, entrances of all school buildings and classrooms, at the entrance of the cafeteria, in the school kitchen/canteen, etc.
- Each handwashing station must be equipped with liquid soap, sanitizing wipes, disposable paper towels, and posters with effective handwashing and drying instructions.
- Air dryers should not be used (unplug or mark off-limits) due to their ability to circulate air in a concentrated space and spread germs.
- Schools shall clearly instruct students and staff to dry their hands properly after handwashing as moist hands may breed germs.
- Each hand sanitization station must be equipped with 70%-80% alcohol-based hand sanitization gel.
- Handwashing stations (e.g. in bathrooms etc.) must have markings on the floor to implement a 1.5 m distance between each student/ staff member who is using the facility.
- Schools shall encourage students to wash their hands for 20 seconds with soap:
 - When hands are visibly soiled
 - Before eating
 - After using the toilet
 - After touching high-touch surfaces such as doorknobs, handrails etc.
 - After coughing or sneezing
- If handwashing is not possible, students may sanitize their hands using hand gels (for 20 seconds) and wash their hands as soon as they have access to a handwashing facility.
- Young children (KG and early Cycle 1) must be supervised when washing hands and also when using hand gels.
- Students should use a tissue or paper towel when coughing and sneezing, and promptly dispose of it in a covered bin and wash their hands immediately with soap and water for 20 seconds or sanitize their hands with gel if a washing station is not nearby).
- If a tissue or paper towel is not available, students should sneeze or cough into their elbows, and sanitize their hands if possible.





1.6.3. Personal Protective Equipment (PPE)

- Masks are obligatory for anyone entering the school premises. Exceptions include:
 - Students in KG.
 - For teachers of Students of Determination that have hearing impairments, transparent masks may be used.
 - School staff may wear a face shield when interacting with younger students to encourage social-emotional development. Masks must be worn at all other times.
 - For all other students and staff, masks may only be removed during lunch, provided strict social distancing is maintained.
 - Face shields should be worn by students and staff with medical conditions for which mask-wearing is not recommended (supported by a medical certificate).
- Any further exceptions to the above list will be announced at a later time in conjunction with relevant authorities.
- A home-made cloth mask or medical mask may be used.
- Students and staff are required to bring two masks per day: One for use in the morning, and a new one to be used after lunch. Masks must be disposed of (one person at a time) in bins designated for medical waste. In the case of cloth masks, precaution must be taken to ensure that the used mask is stored properly in student bags and cleaned on a daily basis.
- Schools shall maintain a supply of masks for students who may not have them or have misplaced or damaged their masks. These should be readily available at the entrances and exits of the school, and in classrooms if needed.
- Due to the increased proximity of some staff working with Students of Determination, it is the school's responsibility to ensure staff working with Students of Determination are provided with the appropriate PPE as per the Risk Assessment conducted.
- Schools shall ensure that students are wearing masks correctly. Schools shall also provide training to students on proper hand hygiene and mask-wearing.
- For proper mask usage and removal **see Appendix 4.**
- Gloves are not recommended but may be worn. Staff and students should be made aware that gloves do not prevent infection and that frequent handwashing is preferable.
- Students should be encouraged to always carry a sanitizer with 70%-80% alcohol in their pockets/bags to sanitize their hands frequently.





- In some cases, additional personal protective equipment is required to be worn by staff (face masks, face shields, gloves, and/or single-use full sleeved aprons). These include:
 - Staff responsible for temperature screening.
 - The school nurse/other trained medical professional.
 - Cafeteria and kitchen staff.
 - Janitorial staff responsible for sanitization and disinfection.

1.6.4. Physical Contact

- All students and staff must maintain a distance of 1.5 m from each other at all times.
- For younger students who may have difficulty in following social distancing instructions, schools may consider minimizing exposure and contact by grouping students into “bubbles” (see Section 2.4.4) and following proper hand hygiene. Staff may need to be in closer proximity to them as they work (i.e. if a student is hurt, needs assistance tying shoelaces, etc.).
- For Students of Determination who require physical contact or support, the carer must ensure that their hands are sanitized before they come into contact with the student to support their needs.
- Where a school decides it has the capacity to allow the return of a Student of Determination who requires a high level of support, and it is in the child’s best interests, it must ensure that this does not increase the risk for the child or other members of the school community.
- Where a student requires physical contact to enable access to the school, for example due to a physical need or mobility issue, a comprehensive Risk Assessment must demonstrate how the needs of the child are to be managed. A highly personalized IEP should be developed and this, along with the Risk Assessment, should be reviewed on a daily/weekly basis as appropriate.
- Care must be exercised in all other activities that may bring students in close contact with each other.

1.7 Cleaning, Sanitization, and Disinfection

1.7.1. Cleaning of School Buildings and Furniture

- Schools must carry out the general cleaning and disinfection of the premises every 24 hours. This includes cleaning and disinfecting floors, vacuuming, spot cleaning, dusting horizontal surfaces such as furniture, classroom equipment, etc., and taking out the trash.
- Surfaces must undergo cleaning with soap/detergent and water to remove organic matter and debris, followed by disinfection (germ elimination) with a disinfectant (see Section 1.7.2).





- 70%-80% alcohol-based sanitizing gels and wipes may be used by students and staff for sanitization (germ reduction) of hands and workstations.
- Loose carpets and rugs should be removed and stowed away until the pandemic is over.
- High-contact surfaces touched by many different people, such as light switches, handrails, doorknobs, faucets, toilet buttons, toilet seats, countertops, etc., must be cleaned and disinfected every hour.
- Toilets must be cleaned and sprayed with disinfectant solution every hour.
- Waste bins in classrooms and toilets must be emptied before they are full, and at a minimum of once per day.
- Cleaning, sanitization, and disinfection management for additional resources as necessary for Students of Determination should consider guidance outlined in the points above.

1.7.2. Cleaning Techniques

- Cleaning should progress from the least soiled (cleanest) to the most soiled (dirtiest) areas, and from the higher to lower levels so that debris may fall on the floor and is cleaned last in a systematic manner to avoid missing any areas.
- Schools shall use fresh cloths at the start of each cleaning session (i.e. routine daily cleaning before the beginning of the school day).
- For areas considered to be at high risk of COVID-19 virus contamination such as the school clinic or sites regularly used by a confirmed COVID-19 patient (e.g. desk, floor etc.), schools shall use separate cleaning equipment and cloth.
- Detergent or disinfectant solutions become contaminated during cleaning and progressively less effective if the organic load is too high; therefore, the continued use of the same solution may transfer the microorganisms to each subsequent surface. Thus, detergent and/or disinfectant solutions must be discarded after each use in areas when cleaning sites used by suspected/ confirmed patients with COVID-19.

1.7.3. Approved Disinfectants

- Fresh disinfectant solution should be prepared daily or for each cleaning shift. Only EPA-approved disinfectants should be used.
- Schools shall follow these guidelines when cleaning a site used by a COVID-19 affected student or member of staff:
 - Close off the affected areas that were used by the patient.
 - Open doors and windows to increase air circulation in the area.
 - It is advised to wait 24 hours before cleaning or disinfecting the area.
 - Ensure that the cleaning staff is wearing full PPE (i.e. mask, face shield, gloves, and a long sleeved single-use apron).
 - Clean and disinfect the area using a disinfectant solution and fresh cloth. Discard or wash the cloth with detergent and dry it before reuse.





1.8.2. Bus Safety and Hygiene Measures

- All students who are in Grade 1 and above are required to wear a mask.
- Temperature checks must be carried out for each child before pickup from home and school.
- Younger students must be accompanied by an adult guardian until boarding the bus as they will not be able to board if found to have an elevated body temperature.
- In case a student has an elevated body temperature at the time of boarding the bus from school to home, they will be asked to wait for a parent/legal guardian to pick them up by private means.
- In case a student shows symptoms during the trip, they must be seated 2 m from other students and placed in isolation upon arrival at school to follow incidence management protocol (see Section 1.9.4). If symptoms occur during the trip home, the student should be dropped off first and the incident reported to the school for follow up. The student may only return upon medical clearance.
- All school buses must be equipped with hand sanitizer at their entrance doors. Bus monitors should be provided with sanitizing wipes and an appropriate waste bin.
- No food or drink (other than water) can be consumed on the bus. Students must sanitize their hands when getting on the bus, and once before dismounting.
- Students must maintain a distance of 1.5 m from each other while boarding and dismounting the bus.
- Only one bus at a time may allow students to descend and enter the school premises. Students should wait inside their bus until all students have disembarked from the previous bus.
- Areas around the school entrance should be demarcated for bus drop-off organization (drop-off area vs. bus waiting area).
- Descending from the bus should be done in an orderly fashion, row by row, and respecting social distancing.
- Each bus is required to have at least one bus supervisor to check students' temperatures, dispense hand sanitizer, tend to students who require assistance, and usher them when disembarking.
- Students should be assigned seating, with the same seating assignments maintained daily.
- The interior of the bus must be cleaned and disinfected after each one-way trip.
- All other safety measures (i.e. driver partitions, driver/bus supervisor health requirements, etc.) for buses will be announced at a later time in conjunction with relevant authorities.





1.8.3. Space and Capacity Management

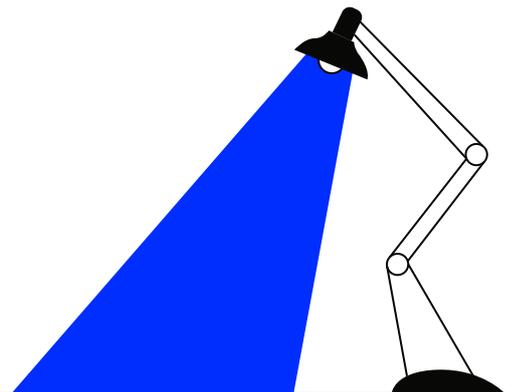
- Following federal guidelines, buses may carry a maximum capacity of 50%. More detailed guidelines will be announced regarding buses at a later time.
- Siblings may be seated together as long as they maintain social distancing from other groups of siblings/other students.
- All seats must be marked with tape/paint/stickers to show students where to sit.
- Where Students of Determination require additional support from an adult, a clear and comprehensive Risk Assessment must be conducted and travel plan developed.
- Where Students of Determination travel on school buses and also use supplementary aids to ensure their safety, such as “car seats”, specific harnesses, etc., these should be disinfected in accordance with the protocols outlined.

1.8.4. Scheduling and Shifts

- Schools shall review and update their transportation plans considering their fleet, number of students using the transportation facility, and the social distancing requirements.
- Schools will need to stagger student arrival and departure times based on arrival/entry by bus or by other means to avoid crossover between the two groups. To allow working parents maximum time between drop-off and pick up, it is advised to schedule private drop-off before bus drop-off at the start of the day, but bus pick-up before private pick-up at the end of the day.
- Schools shall collect daily bus passenger logs to enable contact tracing in case a student tests positive for COVID-19.

1.8.5. Provision of Bus Service

- Schools are strongly advised to provide bus service to accommodate parents who do not have alternative arrangements. The provision or cancellation of bus service remains at the discretion of the school upon assessment of demand.

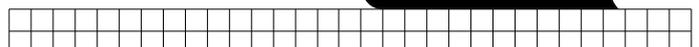
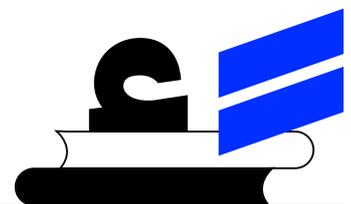




1.9 Incident Management and Emergency Readiness

1.9.1. Protocols for Contact Tracing and Reporting COVID-19 Related Health Concerns to Relevant Health Authorities

- In case a student or member of the staff reports that they have tested positive for COVID-19, the school must
 - Give leave to the person and arrange for them to continue to learn or teach online depending on their personal preference and health status.
 - Immediately use student/staff attendance data to identify the group of people who had been in contact with the affected person during the period of 2 days before the onset of symptoms (for symptomatic COVID-19 cases) and from the date of swab collection for asymptomatic cases.
 - Inform this identified group of people about their potential exposure to COVID-19 without disclosing the identity of the person who has tested positive. In the case of students, the school must inform the parents of their child's potential exposure.
 - Send this exposed group of people home and advise them to home quarantine for 14 days from last exposure with the COVID case. The members of their household don't need to self-isolate unless the exposed person subsequently develops symptoms. In case a young child is exposed, a parent or carer may also need to self-isolate with them.
 - Share guidance with this group on observing symptoms and ensuring personal safety over 14 days in case they have been infected with COVID-19.
 - Report the infection and the number of potentially exposed people to ADEK and Abu Dhabi Public Health Center (ADPHC) using the infectious diseases notification (IDN) system.
 - Ensure that all school staff /concerned supporting members are well aware of the above protocol and the detailed plan and actions required during any positive or suspected case (via a clear checklist, process charts, etc.)
 - Each school should have an active group email and the responsible members should be included for quick updates. Concurrent meetings/e-meetings for quick updates are required.





1.9.2. Setting Up a Response Team with Defined Roles in the School

- A “Team Leader”, ideally the Principal or Vice Principal.
- A “First Responder”, who must be a trained medical professional or healthcare provider, ideally the school nurse, and must be present in the school premises during the entire school day to offer emergency care to students and manage COVID-19 related incidents, and refer them appropriately if needed.
- A “Facilities Supervisor” responsible for the hygiene management/ sanitization of the school and responsible for members/staff/student movements and utilization of facilities in the school premises.
- A “Contact Tracing Supervisor”, responsible for reviewing staff and student attendance records in case a student or member of staff reports testing positive for COVID-19. This person will identify and record the group of people who may have come in contact with the affected person. This person must be supported by trained members for contact tracing.
- A “COVID-19 Focal Person”, responsible for communicating with staff, parents, ADEK and the Department of Health in the case of any COVID-related incident at school.

1.9.3. Establishing a Quarantine Space within the School Premises

- An isolation room in the school clinic should be established and equipped in accordance with the approved specifications of suspected cases of staff or students.
- A specialized nurse in the school clinic to take the necessary preventive measures for suspected cases and to inform the concerned authorities.
- The space must be adequately ventilated and have its own separate bathroom with toilet and hand washing facilities.
- If the space is to be used by multiple people, beds should be placed at least 2 m apart from each other.
- If the school enrolls male and female students in Cycle 2 and 3, gender segregated spaces should be provided in the form of two quarantine rooms, each with their own ensuite bathroom.
- Essential supplies such as PPE including surgical masks, gloves, single-use long-sleeved aprons or gowns and face shields must be present in the quarantine room. N95 masks should be available for the school nurse when handling suspected COVID-19 cases.
- Cleaning supplies such as a hypochlorite-based surface disinfectant, rubber gloves and PPE for cleaning staff must be available in the quarantine room.





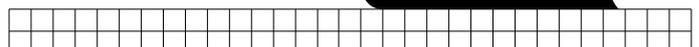
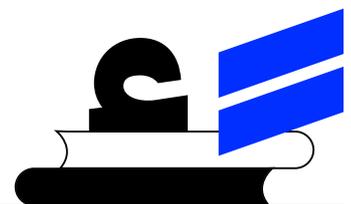
- The Team Leader must also inform the COVID-19 Focal Person, who will call the student’s parent/legal guardian to have them picked up immediately to be taken home/to a hospital.
- The criteria for returning to school includes two negative consecutive results and clinical improvement, or the completion of 14 days since the first positive result.

1.9.5. Guidance for School Clinic Staff

- Schools shall have School Clinics on the premises as per Policy 64 of the Private Schools Policy and Guidance Manual 2014-15.
- Schools shall employ a full-time school nurse who holds a valid Department of Health (DoH) healthcare professional license for registered school nurses.
- Clinic staff shall verify that all furniture, PPE (for clinic staff but also for students/staff developing symptoms while on school premises), and other equipment required by the healthcare authorities are available and stocked, and that any other requirements regarding the clinic’s physical space have been met.
- The school clinic should have an updated list of all staff and students who have high risk medical conditions (DM, HTN, cardiac disease, immunosuppression, asthma, etc.).
- The school nurse should report confirmed COVID-19 cases (students/staff with positive COVID-19 PCR result) using the IDN system.
- Clinic staff shall work with the COVID-19 Taskforce to ensure all staff and students are aware of the availability of their services, the location of the clinic, as well as COVID-19 related protocols.
- All clinic staff should have full awareness of the needs of Students of Determination. These include any communication, sensory, physical, emotional or behavioral needs. These needs should also be clearly communicated through a Student Profile to any health professionals involved in an emergency.
- Specific COVID-19 training for school clinic staff will be communicated at a later time in conjunction with relevant authorities.

1.9.6. Emergency Readiness

- Any adaptations to regular emergency drills (i.e. fire, earthquake, evacuation, etc.) will be communicated to schools at a later time in conjunction with relevant authorities.





2.5.2. Online Security and Privacy Maintenance for Students, Teachers and Administrative Staff

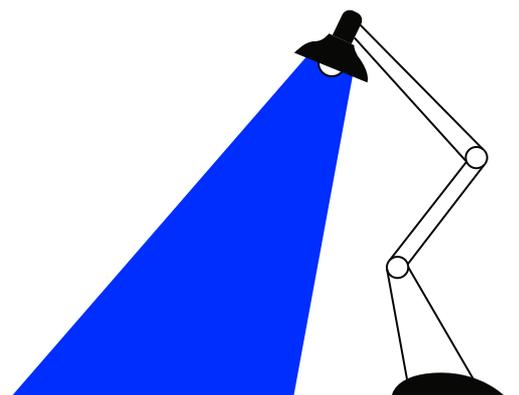
- Schools shall carry out an exhaustive Risk Assessment for all online technology tools that they deploy or intend to deploy, and develop actions to mitigate risks, where identified.
- The Risk Assessment can be carried out with support from the developers of the software/learning platform under use but must be led by the school administration.
- Schools shall communicate the Risk Assessment results and mitigating actions to staff, parents and students with clear roles and responsibilities defined for each stakeholder.
- Schools are mandated to conduct age-appropriate sessions with students on staying safe online. Schools may consider using widely available resources to deliver these messages and online safety training to students.

2.5.3. Advice on School-Based Evaluation of Distance Learning through Parent, Teacher and Student Surveys or Focus Group Discussions

- The Education Quality Assurance and Monitoring Office at ADEK has shared results from the Distance Learning Evaluation process with schools. Based on these results, schools are encouraged to develop an action plan to address areas of improvement within their distance learning delivery.
- Schools are also encouraged to conduct their own internal evaluations of their distance learning programs through parent/ teacher/student surveys or focus group discussions.

2.5.4. Continuing the Use of Online Learning to Build Resilience for the Future

- While schools are mandated to continue to provide distance learning to students, schools have the discretion of choosing the duration, instructional materials, instructional approach, and technological tools best suited to their context to deliver their online offering.
- However, schools must ensure that exempt students who are attending through distance learning only must receive adequate support and opportunities to interact with teachers and peers to guarantee equity.





2.8 Examination and Assessment

2.8.1. Evaluating Students' Learning during Distance Learning and Diversifying Assessment Methods for the Future/in case of Further School Closures

- Schools are recommended to use diagnostic and formative assessments to identify gaps in learning.
- Schools are advised to conduct formative assessments to evaluate learning for students who will continue to stay home.
- Summative assessments, unless high-stakes in which case travel to the exam site will be mandatory, are not recommended for low-stakes purposes (especially considering that some students will continue to remain offsite).

2.8.2. Advice on Universal Promotion

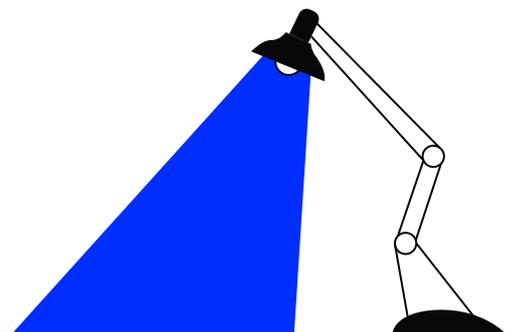
- Student promotion should be privileged to maintain a student within his/her original cohort in line with Policy 46 of the Private Schools Policy and Guidance Manual 2014-2015. Schools should address learning loss through spiraling/remediation.

2.8.3. Preparing Students for Higher Education Entrance Exams and Applications

- Schools shall refer to the relevant examination body relevant to their curriculum/curricula to determine changes to exam schedules, content requirements, protocols for assessment, and technological requirements.
- For any independent Higher Education entrance tests (i.e. TOEFL, IELTS, etc.), students should refer to the test provider websites to be informed of changes to schedules, requirements, or processes.
- Examination Officers and Higher Education/Careers Guidance Counsellors are expected to be informed of changes to application processes across systems and shall advise students accordingly.

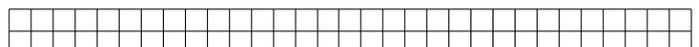
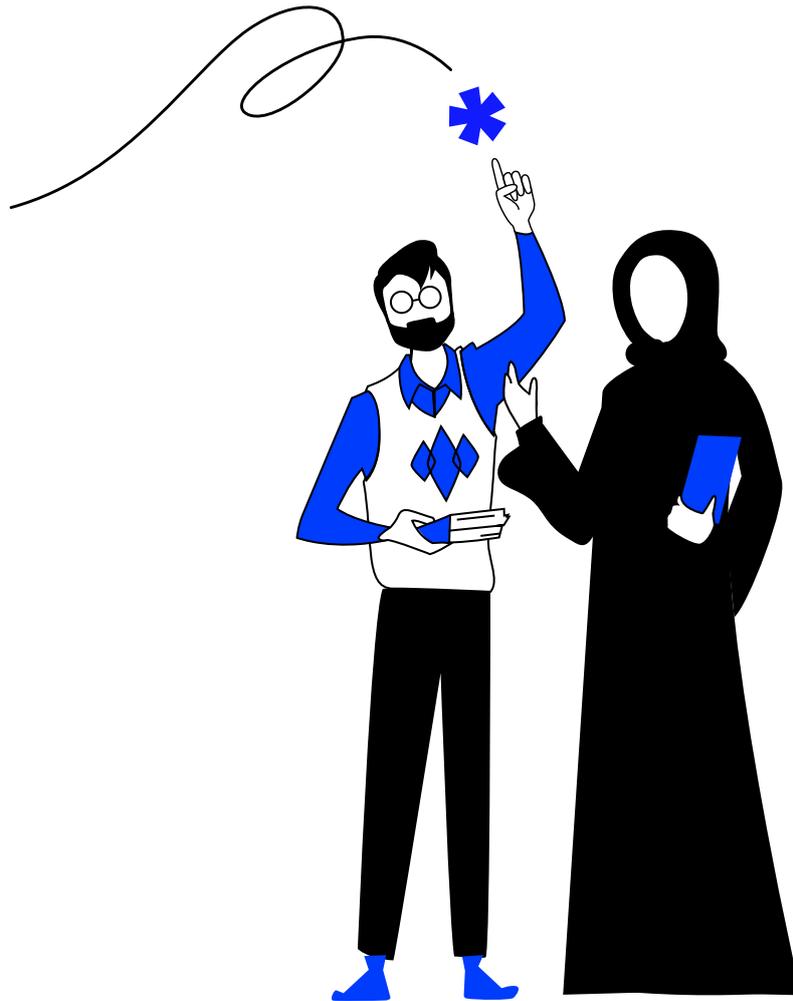
2.8.4. ADEK's Policy on National Examinations, University Entrance Tests / Processes in the UAE

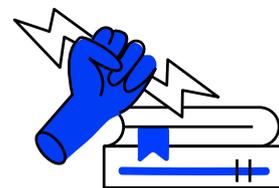
- Schools shall follow the Ministry of Education's announcements regarding any changes to dates or processes for the national exams (EMSAT).
- For information regarding university admissions, students should refer to the university websites to be informed of changes to application schedules, requirements, and processes.





- No waiting is allowed within the exam room nor its immediate premises (i.e. within a school or an independent exam center). This applies to students who have completed their exams and anyone accompanying them.
- Student identity check is mandatory for logging as well as fraud prevention purposes.
- Students of Determination must be allowed examination accommodations relevant to their needs i.e., extra time, reader, scribe, etc. without discrimination. Arrangement should be outlined on the IEP and considered through the Risk Assessment process.



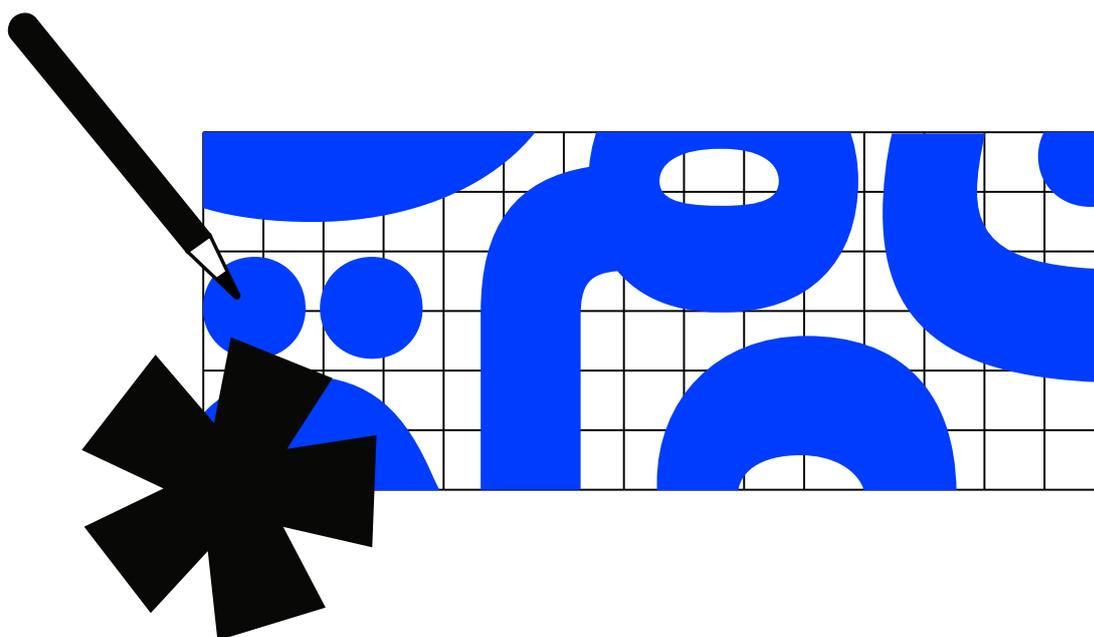


3.4.3. Guidance on Signage to be Strategically Placed Around the School Premises

- In addition to floor and wall signage to indicate directions, waiting areas, social distancing, etc., informative posters should be placed in strategic places to remind all students and staff of relevant behavior (i.e. how to wash hands properly, etc).
- Posters will be distributed to schools before the start of the new term, but schools are also encouraged to create their own posters adapted to their context.

3.4.4. Guidance on Avoiding/Reducing Stigmatization when Talking about COVID-19 or Encountering an Incident

- Schools shall develop anti-stigmatization policies and integrate strategies into any awareness campaigns concerning misconceptions around COVID-19.
- Schools must, as much as is possible, maintain the privacy and confidentiality of suspected or confirmed cases within the school community, and remind others to not behave in negative ways that exacerbate the victim's feelings of exclusion already induced by isolation.
- Schools shall communicate their non-stigmatization policy to students, parents and staff and encourage them to always behave in appropriate ways.





4.4. Childcare for Priority Staff

4.4.1. Priority Staff

- Priority staff are staff whose on-campus presence is required to carry out their work (i.e. teachers giving face-to-face courses, etc.).
- Schools may choose to allow school-aged children of priority staff (including children enrolled in other schools) on school premises if no other childcare solution can be arranged.

4.4.2. Rules Concerning Childcare of Priority Staff

- Staff are strongly advised to seek alternative childcare arrangements for school-aged children. This is to cater to staff who need to be onsite but whose school-aged children may be at home that day/ week if their school has opened with a partial model.
- Children between the ages of 0-4 are prohibited from priority staff childcare at the school, and should be enrolled in a licensed nursery.
- Schools shall rigorously maintain the separation of children within this “childcare group” with any other student groups on campus that day.
- These groups will be mixed across grades and thus should be kept as stable as possible from day to day, with daily attendance logged.
- These groups must be supervised, and social distancing, PPE, and hygiene rules are to apply in the spaces accommodating these children.
- Parents are responsible for bringing their children’s lunch, as well as any device (and non-distracting accessories, i.e. earphones) required for their children to engage in that day’s distance learning program.

