



The Purpose of the Document

This document outlines the protocols, requirements, and precautionary measures that all educational establishments in the UAE should follow in order to achieve a safe, healthy, and learning-stimulating learning environment when educational establishments are opened during the outbreak of the Covid-19 pandemic. This Document relies on the general framework adopted by the UAE for the re-opening of educational establishments at the time of the outbreak of Covid-19 pandemic.

This Document may be changed or amended without notice, as directed by the authorities concerned or the relevant authorities of the Government or the Emirate, at any time, depending on developments.

Operation of Educational Establishments during the Pandemic: Protocols & Procedures

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Operation of Educational
Establishments during the Pandemic:
Protocols & Procedures

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The Purpose of the Document

This document aims to establish a framework for the operation of all educational institutions in the country to achieve the highest levels of awareness and caution through the dissemination of protocols, requirements and precautionary measures which all educational institutions in the United Arab Emirates must follow in order to achieve a safe, healthy and learning environment when educational institutions are operating during the Covid-19 Pandemic.

This document may be changed or amended without prior notice, as directed by the concerned or relevant authorities in the Emirate, at any time, depending on developments.

Document Scope

The scope of this document covers all educational establishments in the UAE, including kindergartens, public and private educational establishments, public and private higher education institutions, training institutes and centers, university services offices, and educational consulting offices.

How to Use the Document

Each educational establishment shall consider the General Framework for the Operation of Educational Establishments in the UAE during the Pandemic and shall focus on the part relevant to them as educational establishments, as shown in the table below, applying all of the protocols and precautionary measures set out in the framework.

Educational Establishment	Sections for the Framework for the Operation of Educational Establishments during the Pandemic
 <p>Kindergartens & Childcare Centers</p>	<ul style="list-style-type: none"> ☞ Section One: Levels of Risk ☞ Section Two: General Framework for the Operation of Educational Establishments in the UAE during the Pandemic ☞ Section Three: Kindergartens & Childcare Centers ☞ Section Eight: Plan for Dealing with Positive Covid-19 Cases Discovered in Educational Establishments ☞ Section Ten: Main Roles & Responsibilities
 <p>Public & Private Education</p>	<ul style="list-style-type: none"> ☞ Section One: Levels of Risk ☞ Section Two: General Framework for the Operation of Educational Establishments in the UAE during the Pandemic ☞ Section Four: Public & Private Education ☞ Section Eight: Plan for Dealing with Positive Covid-19 Cases Discovered in Educational Establishments ☞ Section Ten: Main Roles & Responsibilities
 <p>Higher Education</p>	<ul style="list-style-type: none"> ☞ Section One: Levels of Risk ☞ Section Two: General Framework for the Operation of Educational Establishments in the UAE during the Pandemic ☞ Section Five: Public & Private Higher Education ☞ Section Eight: Plan for Dealing with Positive Covid-19 Cases Discovered in Educational Establishments ☞ Section Ten: Main Roles & Responsibilities
 <p>Training Institutes & Centers, University Services Offices, and Educational Consulting Offices</p>	<ul style="list-style-type: none"> ☞ Section One: Levels of Risk ☞ Section Two: General Framework for the Operation of Educational Establishments in the UAE during the Pandemic ☞ Section Seven: Training Institutes & Centers, University Services Offices, and Educational Consulting Offices ☞ Section Eight: Plan for Dealing with Positive Covid-19 Cases Discovered in Educational Establishments ☞ Section Ten: Main Roles & Responsibilities

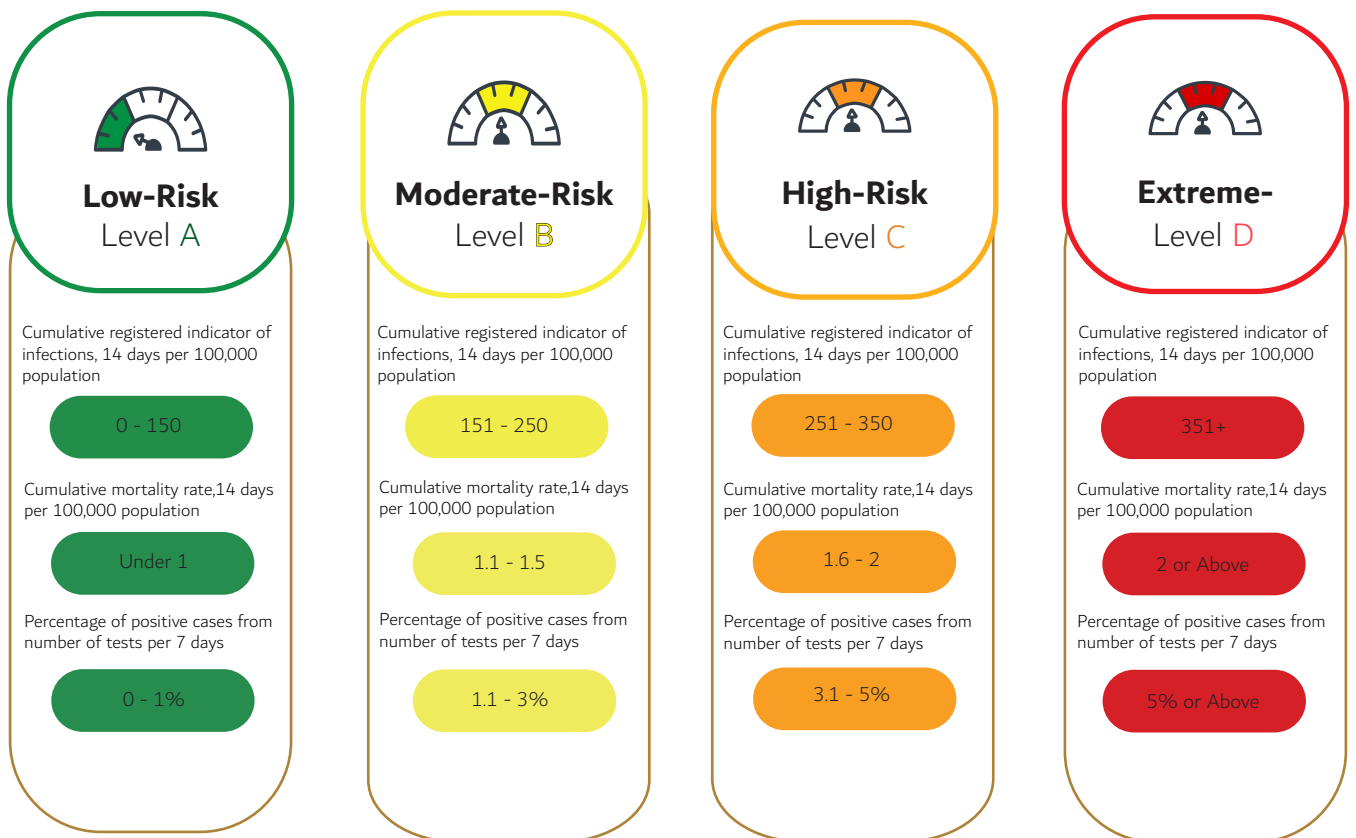


Section One: Levels of Risk



Levels of Risk in the Educational Establishment

Table Shows the Levels of National Risk in the Educational Establishments during the Covid-19 Outbreak in the UAE, The level of risk in each emirate is determined by the committees and local emergency, crises and disasters teams:





Main Risks to be Considered when Reopening Educational Establishments

The following are some of the main general risks to be considered when re-opening educational establishments:

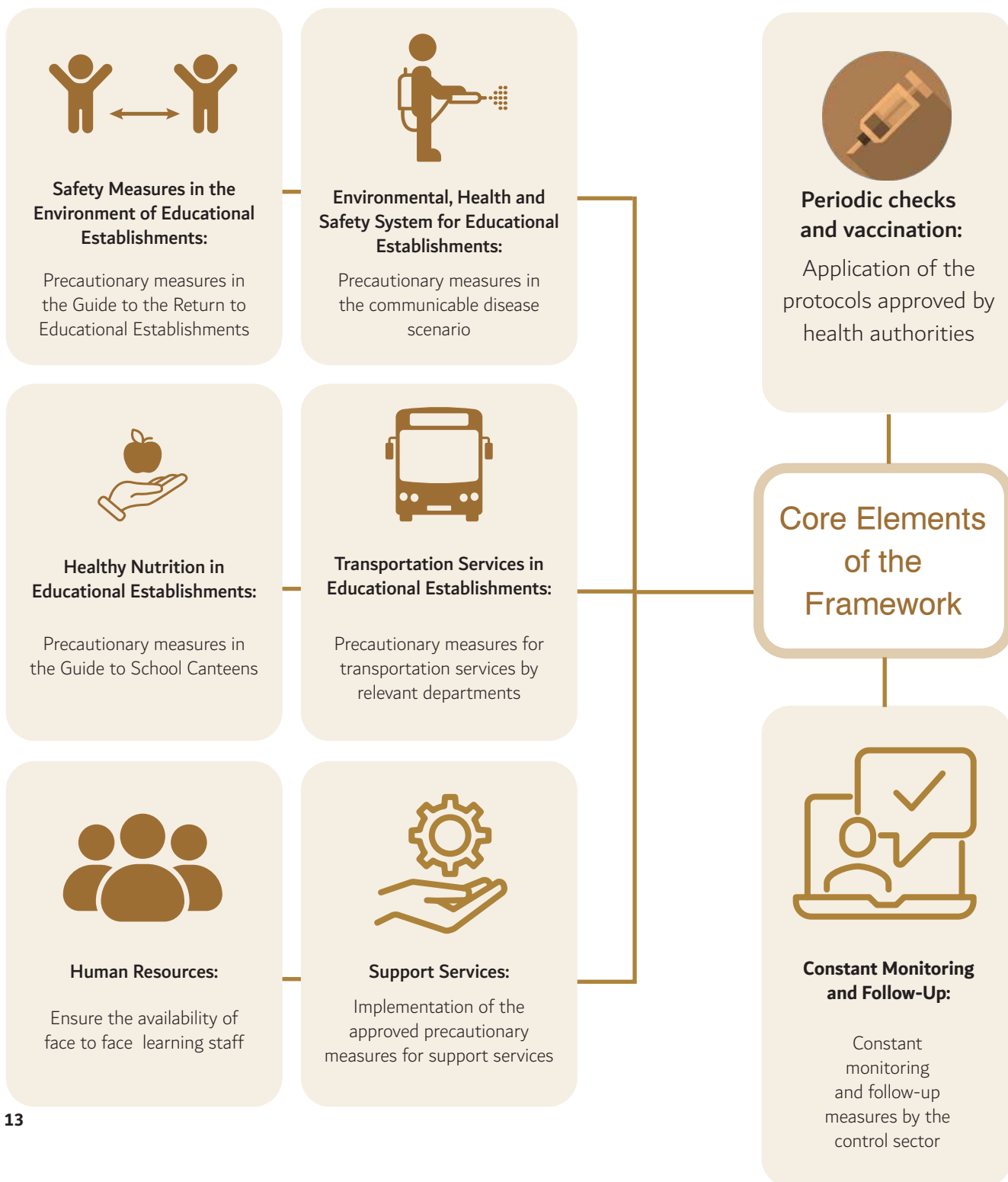
- ☞ The spread of the virus among students in the classroom and the common areas.
- ☞ The spread of the virus among workers in rooms that are shared for long periods of time.
- ☞ Teachers and students at high risk, such as those with chronic medical conditions, as well as pregnant teachers.
- ☞ The transmission of the virus through food suppliers due to the use of external sources and other contractors, which leads to a higher risk of infection.

Section Two

General Framework for the Operation of Educational Establishments in the UAE during the Pandemic



General Framework for the Re-opening of Educational Establishments during the Pandemic in the UAE





Parents' Role:

General precautionary measures in the Guide to the Return to Educational Establishments and relevant Departments



Awareness & Training:

Awareness-raising and training with strategic partners



Extracurricular Activities:

Application of the approved protocols for events and activities



Academic Subjects:

Implementation of the approved curriculum



Student Affairs:

Application of the code of conduct approved by educational establishments



Public Health:

Precautionary measures taken by the nurse at the clinic





1 Environmental, Health and Safety System for Educational Establishments

- Forming a work team in educational facilities under the name of the Health and Safety Committee to monitor all activities to ensure the application of safety procedures and health precautions adopted in the country.
- Revert to face to face learning in educational premises at full capacity with continuous safety measures this includes those who are not vaccinated for health reasons or who are excluded from vaccination.
- Adding the option of distance learning for the infected people with Covid-19 and those with respiratory diseases.
- Cancellation of quarantine for contacts keeping in mind to follow the instructions issued by the health authorities (according to the contact protocol).
- Termination of the thermal examination procedure for students and employees, and anyone feels high temperature should not attend and obtain a sick leave if the result is negative.
- In the event that Covid-19 symptoms are detected in the facility, it is the responsibility of the person in charge to report any symptoms such as fever (37.5 degrees Celsius or higher), constant dry coughing, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of the sense of smell or taste.
- Adherence of students and all members of the administrative, teaching staff and support services employees to wearing face masks while in the educational establishment in closed places, excluding students under 6 years of age.
- Cancelling the distancing in classrooms, and the choice is left to the educational establishment.
- Obligation to inform the management of the educational facility in cases of infection with Covid-19 or contact with infected people, while being careful to adhere to the instructions issued by the health authorities.
- Preparation of the "Educational Establishment Preparedness Plan" to receive students, including the requirements and precautionary measures recommended by the health authorities.
- The facility management must allocate an isolation room according to the isolation rooms requirements set by the Ministry of Health and Prevention, and establish procedures for dealing with suspected or confirmed Covid-19 cases.
- Defining an emergency contact channel or telephone number for parents, students, and educational and administrative staff to report symptoms of virus infection.
- Develop a plan to notify parents of all health

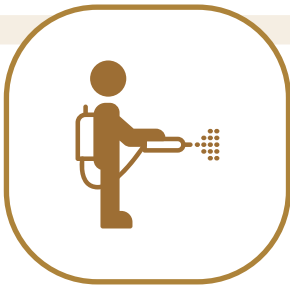
developments of the children.



Use of Prayer Rooms in Educational Establishments



- ☞ Use of prayer rooms according to the instructions of the concerned authorities.



2 Safety Measures in the Environment of Educational Establishments



Buildings of Educational Establishments



- ☞ "The Educational Establishment's Operational Plan for the Preparedness for a Safe Return" must be drafted by the management of the educational establishment, with the formation of working groups, called the Health and Safety Committees, to oversee the implementation of all requirements, precautionary measures, and the knowledge recommended by the relevant authorities.
- ☞ Educational establishments and classrooms should be cleaned and sterilized on a regular basis, as recommended by the National Emergency Crisis and Disaster Management Authority.
- ☞ Determining the dates of sterilization and the staff performing the sterilization, on an announced schedule.



Continued: Buildings of Educational Establishments

- Ensuring proper ventilation when cleaning and sterilizing products are used to prevent the leakage of toxic fumes.
- Ensuring proper ventilation when cleaning and sterilizing products are used, to prevent the escape of toxic fumes.
- Ensuring the monitoring of hand washing for younger students at early stages through awareness-raising and direct supervision, along with rewards for students committed to frequent hand washing in a timely manner.
- Sterilization of educational tools and devices used by students and teachers on a regular basis.
- Development of a mechanism for cleaning and sanitizing the bathrooms after each use.
- Provision of sterilizers at the entrances to educational establishments.
- Hand sanitizing areas must contain a sterile gel with a concentration of 70-80% alcohol.
- Training of educational staff and health and safety staff in educational establishments, to supervise sterilization operations.
- Sterilization of laboratories and learning resources, on an ongoing basis.

Student and Staff Dormitories Attached to Educational Establishments

- Redistributing students to dormitories according to the criteria of social distancing and secure distances.
- Not allowing students to mix and gather and, whenever possible, limit movement between floors.
- Adherence to providing hand washing sterilizers, paper tissues, face masks in places where students and staff are required to use them.
- Managing movement, attendance records, visitor records, and monitoring pathological symptoms that may appear in students or staff, for early detection of infected or suspected cases and to prevent the spread of infection.
- Cleaning, sterilization and wiping of common surfaces shall be applied periodically, after each use.
- Raising awareness and educate about the preventive measures applied in student dormitories, and hanging informative posters on the walls of all rooms and at the entrances and exits and in corridors.
- Provision of personal protection and sterilization equipment and tools for workers in housing facilities.
- Provision of separate containers for the disposal of medical waste, and the development of an effective safe disposal system in accordance with the criteria and requirements laid down for that.
- Existence of a clear mechanism for safe washing and cleaning of clothes and bed sheets, and clarifying the separate isolation path for washing and cleaning the clothes.



3 Public Health

- ☞ Supporting awareness-raising programs through the electronic communication channels of the educational establishment to disseminate awareness and providing psychological support to all, taking into account the different age groups.
- ☞ Raising awareness of the need to wash hands with soap and water for at least 20 seconds before touching the face, or to using alcoholic sanitizers, especially when using bathrooms or when touching commonplace surfaces.
- ☞ Instructions on the need to cover the mouth and nose and use tissues and elbows when coughing and sneezing.
- ☞ Students and staff should bring two masks daily, one to be used in the morning and the other after lunch. Masks should also be disposed of in designated bins for medical waste. In the case of using fabric masks, precautions must be taken to ensure that the used ones are properly stored in the student's bag and cleaned daily.
- ☞ Ensuring that first aid requirements are provided to all students, including Students of Determination, who have health or chronic diseases, prior to the start of the school year.
- ☞ The Health and Safety Committee of the Educational Establishment Task Force must ensure that medical staff at the educational establishment clinic have completed training on Covid-19 before re-opening.
- ☞ The educational establishment clinics must have a valid license, and the medical staff in clinics in educational establishments must be certified and approved. They should also follow all instructions of the concerned authorities and ensure that strict sterilization protocols are implemented in educational establishment clinics in accordance with the guidelines of the relevant authorities.
- ☞ Medical staff at the educational establishment clinic must ensure that there are defined levels of essential elements in the store, and ensure that the clinic is equipped with water taps, soap dispensers, antiseptic dispensers, ample supplies of personal protective equipment and thermometers.
- ☞ It is essential that medical staff at the educational establishment clinic, in conjunction with the task force of the Health and Safety Committee, ensure that all students, educational and administrative staff, and personnel are aware of the location of the educational establishment clinic and that they are aware of all health protocols and procedures relating to Covid-19.
- ☞ Medical staff should ensure that educational establishment clinics have rooms designated as follows:
 - 👁 An isolation room (separate from the nursing room) with adequate ventilation, and a bathroom for patients with suspected or confirmed Covid-19.
 - 👁 A separate room for the treatment of minor illnesses, accidents, and injuries.



4 Healthy Nutrition in Educational Establishments

- ⇒ Applying precautionary measures in cases of common meals, food and drink buffets in private and shared dining halls.



5 Transportation Services in Educational Establishments

- ⇒ Restore the full capacity of buses (100%) while wearing face masks and ensuring a good ventilation in buses.
- ⇒ Penalties will be imposed if the rules were violated.
- ⇒ Ensure the follow-up and control of all activities related to bus operations and school transportation to ensure the application of all safety and health precautionary measures approved in the country.
- ⇒ Health & Safety work teams in educational institutes are formed to monitor all activities & ensure that the adopted precautionary health measures are applied.
- ⇒ Following up on the commitment of bus drivers and supervisors to approved health and safety standards (e.g. wearing face masks and hand sterilization).
- ⇒ Continuous guidance to transport service providers for educational establishments on the need to make their employees aware of the importance of complying with these standards and requirements in order to reduce the spread of epidemics and diseases.
- ⇒ Adherence to bus sterilization before the first trip and after each trip, using cleaning and sterilization materials approved in conjunction with the supplier.
- ⇒ Emphasizing the student's adherence to preventive measures such as (wearing a face mask in closed places).



6 Human Resources

- Re-planning of current and required resources in accordance with the requirements and precautionary measures.
- Provision of alternatives to teaching staff who are infected with Covid-19 .
- Preparing alternate lists for all educational and administrative staff and train them in advance on the tasks that may be assigned to them in the event of the absence of basic staff.
- Traveling educational or administrative staff must comply with all the requirements of the relevant authorities.



7 Student Affairs

- All traveling students must comply with all requirements of the relevant authorities:
- Following up on attendance records and the establishment of clear procedures for monitoring absent students, to identify the reasons for their absence on the same day, in order to take isolation measures and to trace those in contact, in the event of a virus infection.



8 Academic Subjects

- Developing a concept for all academic subjects and determine how to teach them in cases of blended learning.
- Actual attendance of students for exams in educational institutions



9 Extracurricular Activities

- ☞ Allow the resumption of all school activities and events while wearing masks in closed places.
- ☞ Allowing parents to attend school events for students

while adhering to preventive measures (applying the green pass system, and the obligation to wear a mask in closed places).



10 Awareness & Training

- ☞ Increasing awareness and train target groups on guidelines and practices for the operation of the educational establishment during the pandemic, and informing them of their role in implementation, in addition to the health procedures applied and adopted by the UAE with which they are required to comply.

- ☞ Preparing and disseminating electronic awareness guides for target groups.
- ☞ Developing awareness-raising programs and video tutorials.



11 Parents' Role

- ☞ Guiding the student to commit to the use of personal protective equipment throughout his/her time at/on the educational establishment/school bus and not to sharing equipment with classmates.
- ☞ Communicate with the administration of the educational facility in cases of infection, suspicion or contact, and follow the recommended medical instructions.

- ☞ Parents should ensure that they inform the educational establishment management if the children suffer from any chronic disease or immune deficiency.
- ☞ Parents are required to check their children's temperature before leaving the house, and not to bring children to the facility if a child has any symptoms.

Continued: Parents' Role

- ☞ Parents need to comply with any travel-related requirements set by the competent government authorities.



12 Support Services

- ☞ Adherence to the health procedures approved by the competent authorities when entering educational facilities.
- ☞ Provide continuous cleaning services for the toilet immediately after use.
- ☞ All maintenance work within educational establishments shall be carried out by accredited bodies.
- ☞ Regular cleaning and sterilization of air-conditioning systems in educational establishments shall not be carried out during the school day, and in accordance with the announced schedules and accurate follow-up.
- ☞ All suppliers are monitored for the performance, health, and safety standards.
- ☞ Ensure that service providers are free from any one of the following symptoms: (Fever, cough, body aches, headache, shortness of breath) and directing them to take the necessary preventive measures in the event of symptoms, and communication should be made with the authorities concerned.
- ☞ Direct service providers to disclose cases of infection or contact with any confirmed cases of Covid-19, examine contacts to ensure that they do not enter educational establishments until the results of the examination appear, and take the necessary preventive measures.
- ☞ Prior to entering the educational establishment, contractors must sign a document stating the need to report any suspected cases among their staff.



13

Constant Monitoring and Follow-Up

- ✎ The Ministry of Education should monitor and track the extent of the commitment of educational establishments to implement the Guidelines of the "Operation of Educational Establishments during the Pandemic" framework. In the event that any educational establishment fails to comply with the application of these Guidelines, it shall be subject to the provisions concerning violations of the requirements and precautionary measures.
- ✎ The formation of an internal work team within the educational establishment, called the "Health and Safety Committee", which monitors and oversees all operations and activities to ensure the implementation of all health precaution requirements and measures approved by the educational establishment.



14

Periodic checks and vaccination

- ✎ Permitting the attendance all students to attend learning in educational facilities this includes those who are not vaccinated for health reasons or who are excluded from vaccination.
- ✎ Allow entry to university campuses for those who are not vaccinated for health reasons or who are excluded from vaccination-only by conducting a laboratory test (PCR) according to the green pass system.
- ✎ To enter university dorms at the beginning of the academic year, a 96-hour PCR test is required.
- ✎ Endorsing the symptom-only strategy to perform a PCR Test without the need for a periodic test.
- ✎ All students (from 12 years old and above), educational and administrative staff and service providers are required to obtain a negative test result (PCR) of no more than 96 hours when they start studying in educational facilities at the beginning of the year and semester.
- ✎ Parents and guardians are allowed inside the premises. The Green Pass protocol will be applied.
- ✎ The above-mentioned criteria may be subject to change based on the latest requirements of health authorities in coordination with the committees and emergency, crisis and local disaster teams in each emirate.



15

Incident Management and Emergency Preparedness

Policies and regulations in place to track close contact cases and report health problems related to Covid-19 to the relevant health authorities

- 📄 In case a student or member of the staff reports that they have tested positive for Covid-19, the school must follow the following:
 - 📖 Permitting students, educational and administrative staff who have respiratory symptoms to work or study remotely until a medical examination is performed and negative result is presented.
 - 📖 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.
 - 📖 Cancellation of quarantine for contacts keeping in mind to follow the instructions issued by the health authorities (according to the contact protocol).
 - 📖 All contacts must follow the instructions issued by the health authorities.
 - 📖 Inform the leading authority in charge of the educational facility and the health authorities about cases of infection and the number of people likely to be infected.
 - 📖 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.
 - 📖 The infected person must present a negative test result according to the instructions of the health authorities.





Section Three

Kindergartens & Childcare Centers





Activities of Nurseries and Child Care Centers in Different Risk Situations

Operating the nurseries and child care centers with a specific low capacity while ensuring the fulfillment of requirements Precautionary and preventive in coordination with committees and local emergency, crises and disasters teams in each emirate.



1

Educational Establishment Entry Procedures

- Termination of the thermal examination procedure for children and employees, and anyone feels high temperature should not attend and obtain a sick leave if the result is negative.
- Implementation of the green pass system through the "Al-Hosn" application, to enter the facility for parents.
- Allocate parents or authorized family members the time of entry and departure to deliver the child to school and to pick up the child in a given area within the establishment.
- Commitment to complete support services such as repair work and distribution of shipments after the nursery operating hours, while enforcing all precautionary measures:





2 Examination & Emergency Plan

- ☞ In the event that COVID-19 symptoms are detected in the facility, it is the responsibility of the person in charge to report any symptoms such as fever (37.5 degrees Celsius or higher), constant dry coughing, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of the sense of smell or taste. The person in charge must develop a plan to notify parents and inform them of any further developments related to the suspected cases.
- ☞ The employee is prevented from entering the educational facility if the positive result of the Covid-19 test is confirmed, and he is obliged to follow the last instructions issued by the health authorities in order to be able to start work in the facility.
- ☞ Facility management must allocate an isolation room that meets the requirements set by the Ministry of Health and Prevention, an established procedure for dealing with suspected or confirmed cases of COVID-19 must be developed.
- ☞ The educational establishment must keep all of the following details (name, telephone number, identity number, and visit date) in employee/visitor/child records.
- ☞ In the event that a single case of Covid 19 appears, specific criteria are adhered to, in coordination with the local emergency, crisis and disaster committees and teams.
- ☞ Establish procedures for dealing with suspected cases of COVID-19, which take into account the age of the child and any possible panic situation that could occur.
- ☞ Create and maintain a record of data for all children and nursery staff during attendance to the facility.
- ☞ Develop a plan to notify parents of all health developments of the children.
- ☞ Cancellation of quarantine for contacts keeping in mind to follow the instructions issued by the health authorities (according to the contact protocol).



3 Personal Protection & Hygiene Equipment

- ☞ Cleaning and sterilization of all surfaces in the establishment on a daily basis, effective sterilization after the end of each day, and performing the cleaning process in compliance with the guidelines of the concerned authorities.
- ☞ Use the cleaning and sterilization instructions for both everyday routine hygiene and final sterilization. Centers are not permitted to use cleaning/sterilization products that may harm the health of children and individuals suffering from respiratory diseases.
- ☞ Encourage staff to sterilize/wash their hands regularly.
- ☞ Children are excluded from wearing face masks or shields.
- ☞ Teachers and staff must have a hand sanitizer, and its use must be monitored to prevent the child from unintentionally drinking it and to ensure that sanitizers are not accessible to children.
- ☞ Encourage hand washing and avoid using sterilizers for children who tend to lick their hands or suck their fingers.
- ☞ Help children wash their hands, and wash the hand of babies who cannot wash their hands by themselves.
- ☞ Sterilization should take place after dealing with a child and before moving to another child.
- ☞ Clean and sterilize the bags and shoes of staff and children upon arrival at the establishment.
- ☞ Shoe racks shall be placed in the entrances of the premises that require students to take off their shoes
- ☞ Nappy changing areas and the routine of bathroom use for young children should follow specific guidelines for cleaning and sterilization in line with the guidance of the relevant authorities.
- ☞ Clear guidelines for security personnel and facility cleaners should be put in place to ensure that proper procedures, such as the wearing of gloves, are followed when cleaning.
- ☞ Childcare workers are required to wash their hands for at least 20 seconds before and after handling children's bottles prepared at home or at the educational establishment.
- ☞ Use sterile wipes to clean frequently-touched electronic devices such as phones and computers.
- ☞ Place educational/awareness posters, explaining the steps of hand washing, near the basins.





4 Physical Distancing

- ☞ The number is raised from 8 children to 12 children in one group for the age group 45 days to two years, and from 10 children to 16 children in one group for the age group from two to four years, provided that the allocated space remains 3.5 square meters for each child in the classroom and 5 square meters for every child in the open spaces.
- ☞ Develop a staff entry/exit schedule at rest times, to define the number of employees for each room.
- ☞ Coordination with the committees and local emergency, crises and disasters teams about daily activities and the process of organizing special celebrations such as festivals and events.
- ☞ Implementation of the green pass system through the “Al Hosn” application to enter educational facilities for parents.
- ☞ Abolish distribution of children to groups while complying to dividing children to their specific age groups as follows:

Age categories	The number of female workers for each group	Allotted space
From 45 days to a year	1:4	Interior: 3 M ² External: 5 M ²
From 1 to 2 years	1:5	
2 to 3 years old	1:8	Interior: 3.5 M ²
3 to 4 years old	1:10	External: 5 M ²



5 Toys, Equipment, and Tools

- ☞ Toys and dolls with complex or hard-to-clean parts should not be used.
- ☞ Toys should be sterilized after use and immediately removed from the play area if the child puts them in his/her mouth.
- ☞ All equipment in the classroom should be sterilized (toys, books, scissors, pens, crayons, arts and crafts materials) after each use.
- ☞ Maintain a box designed to isolate toys that have been put in children's mouths.



Continued: Toys, Equipment, and Tools

- ☞ Wherever possible, it is recommended that children be provided with their own exclusive tools.
- ☞ Learning equipment and learning resources should not be shared between children of one group with children of another group.
- ☞ Certain types of play areas, that it is difficult to sterilize fully, must be closed/removed after each use.
- ☞ Reduce children's gathering around toys/tools (maximum 4 children at a time).
- ☞ Prevent the use of "mouth" toys (musical instruments, whistles).



6

Staff to Children Ratios

- ☞ At least one member of staff with a valid child first aid certificate shall be present.
- ☞ Childcare classes must have the same group members every day.
- ☞ Children must be cared for in separate and fixed groups and should not be mixed with other groups.
- ☞ Children must be cared for by the caregivers of each group, and such caregivers should not be changed.





7

Communication & Readiness Plans

- Use training and communication channels to inform all staff, parents, and children about new requirements, practices, hygiene, and sterilization methods.
- Develop a "Nursery Readiness Plan" to ensure that appropriate procedures are in place for the continuity of operations and the safety of everyone in the educational establishment.
- Nursery evaluation process will continue for the administrative and educational facilities.



8

Priority of Admission

- Priority of admission should be granted to working parents' children who need to secure the care of their child during their working day and for parents who have critical cases.



9

Food & Drinks

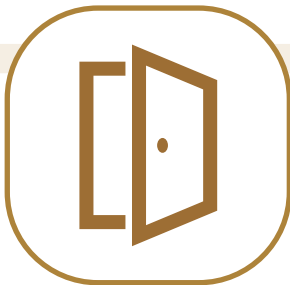
- Parents must provide their children with healthy food, and with drinks in safe plastic containers.
- Ensure children have their own food containers and do not share food with each other.





10 Protocols before Opening

- ☞ The nursery is required to follow the sterilization and disinfection procedures, at least 5 days before opening.
- ☞ Employees coming from outside the country must not start work until the end of quarantine period. And to ensure that they perform the Covid 19 test after the end of the quarantine period.
- ☞ The nursery is required to conduct full checks for all workers before resuming work within a plan developed by the nursery, with the condition that the COVID-19 test is negative for everyone.
- ☞ Nurseries should submit a completed Reopening Plan to the concern educational authority for approval before operating.



11 Protocols after Opening

- ☞ Nurseries have the responsibility to implement all that is mentioned in the protocols regarding the procedures for re-opening the facility.
- ☞ Ensure all daily precautions are met, including continuous cleaning and disinfecting of equipment and resources used by the children.
- ☞ Ensure clustering is in place for children and take into consideration that clustering is mandatory for the continuity of nursery operations and activities.
- ☞ Abolish distribution of children to groups while complying to dividing children to their specific age groups described previously.





12 Training and Awareness

- ☞ All nursery workers must be trained by the relevant competent authorities.
- ☞ Ensure that all workers in the facility understand and adhere to the preventive and precautionary measures.
- ☞ All training sessions will be delivered according to the size of the entity and how the re-opening plan is implemented. The submission, reviewing, and approving process of the nursery reopening plans will be explained.
- ☞ Training will be carried out before the reopening of the facility according to the approved training plan.



13 Compliance

- ☞ All authorities concerned with licensing (Ministry of Education, local educational authorities and departments) will monitor and occasionally inspect the nurseries and early childhood facilities in line with the protocols and procedures.
- ☞ Authorities concerned with licensing (Ministry of Education, local educational authorities and departments) will impose fines and penalties in case of any violations and if the protocols and procedures are not strictly adhered to (closure of facility or imposing a fine).



14

Transportation

- ☞ Restore the capacity of buses in nurseries to 100%, while following up on the commitment of bus drivers and supervisors to approved health and safety standards (such as wearing masks, and sterilizing hands) during the trip and good ventilation in buses.
- ☞ Ensure that parents assume responsibility for the transportation of their own children to and from nursery.
- ☞ Ensure that only children from the same family or same cluster are transported together to nursery.
- ☞ It is allowed to use nursery buses according to the approved protocol.







Section Four
**Public & Private
Education**





In addition to the principles set out in Sections One, Two, Eight and Ten, public and private educational establishments are obliged as follows:



1 Healthy Nutrition in Educational Establishments

- ☞ In kindergarten and primary schools, packaged meals should be provided to students.
- ☞ Increase the number of sales outlets to avoid crowding and facilitate the student purchase process.
- ☞ Allow students to bring healthy food from home, and warning them not to share it with others.
- ☞ Obliging students to wash their hands with soap and water for at least 20 seconds before they start eating.



2 Use of Learning Resources in Educational Establishments

Learning resources rooms shall apply the following guidelines:

- ☞ Students must enter the learning resources room in various groups.
- ☞ The training resource specialist and support team must adhere to the wearing of face masks in closed places and use a hand sanitizer after each activity.
- ☞ Learning resources rooms must be sterilized and prepared after each visit of any of the groups.
- ☞ The teacher/supervisor should oversee the process of displaying and selecting books to reduce student contact with books and library equipment.
- ☞ Books made of hard-to-clean materials should be restricted.



- ☞ All used books should be placed in a specific container, clearly designed for sterilization, before re-use.
- ☞ Bookbinding for easy cleaning and sterilization should be encouraged at educational establishments.
- ☞ Learning resources room equipment and tools should be sterilized after each use, and equipment sharing should be avoided among students.
- ☞ Online research and e-reading should be encouraged.
- ☞ A container for the delivery of books must be clearly identified and labeled.



3 Parents' Role

Guide parents on their role in the re-opening of educational establishments as follows:

- ☞ The need for the parent to verify that the student has personal protective equipment (face masks (at least 2)- hand sanitizers) before leaving home.
- ☞ Guide the student to commit to the use of personal protective equipment throughout his/her time at/on the educational establishment/ school bus and not to share equipment with classmates.
- ☞ Educate and train children on the procedures for personal hygiene and the importance of taking the precautionary measures laid down by the educational establishment.
- ☞ Instruct the parent to check the student's temperature before going to the educational establishment, and to ensure that it is below 37.5° C.
- ☞ Submit medical documentation to the management of the relevant educational establishment in the event of infection.
- ☞ Parents should ensure that they inform the management of the educational establishment if the child suffers from any chronic disease or immune deficiency, and provide all medical reports.
- ☞ Follow the procedures and deadlines set by the educational establishment that organizes the



Continued: Parents' Role

process of handing over and receiving children from the educational establishment.

- ☞ Not entering the educational establishment except with the permission of the management of the establishment, and according to the dates specified.
- ☞ Respond to the communication with them from the educational establishment, in the event of any symptoms in the children during the school day.
- ☞ Communicating with the educational facility in cases of infection, suspicion or contact, taking care to follow the necessary measures, and following the recommended medical instructions.
- ☞ All parents of students enrolled in the school must sign an undertaking, to be circulated at the beginning of the school year, to acknowledge the safety of their children (students) and that the family has not

suspected Covid-19 cases.

- ☞ Sign the travel permit form and submit it to the educational establishment before traveling.
- ☞ Parents should download and activate the Al Hosn Application to ensure traceability in case of infection.

The task force of the Health & Safety Committee of the educational establishment must set out a clear communication plan with parents and

submit it with the operational plan for the reopening of the establishment. This plan shall include the following:

- ☞ Define the roles and responsibilities of the educational establishment and parents during the operational phase of the establishment.
- ☞ Describe the operational plan model to be followed by the educational establishment, with clarification of all the elements of the master plan to be introduced to the parent, such as new school policies and procedures.
- ☞ Determine the communication channels that will be used in the educational establishment to inform parents about everything related to health and safety procedures.
- ☞ Parents are to sign an undertaking providing for the following:
 - 👁 Communicate with the administration of the educational facility in cases of infection, suspicion or contact, and follow the recommended medical instructions.
 - 👁 Ensure that children comply with the requirements and procedures of educational establishments when returning to educational establishments after days of absence.
 - 👁 Ensure that children are collected immediately from educational establishments in the event of illness or contact with suspected cases in educational establishments. Immediate adherence to protocols in these cases.
 - 👁 Not sending children to the educational establishments if the examination result is positive for them, with a commitment to continuing distance learning until the result is negative.





4 Extracurricular Activities

- Organizing events, celebrations and activities according to the approved protocol in coordination with the committees and local emergency, crises and disasters teams in each emirate.



5 Transportation Services in Educational Establishments

- It is imperative to ensure that Covid-19 is tested for all bus drivers and supervisors before students start returning to educational establishments, to ensure that they are free from infectious diseases.
- Follow-up on the compliance of bus drivers and supervisors with the approved health and safety standards such as (wearing face masks and hand sanitizing) and on-going guidance by the transport service provider for educational establishments to make his employees aware of the importance of adhering to these standards and requirements, in order to limit the spread of epidemics, and
- Adherence to bus sterilization before the first trip, and after each trip, with cleaning and sterilization materials approved in conjunction with the supplier.
- Inform the management of the educational establishment of cases in breach of preventive measures, to take the necessary measures.



Continued: Transportation Services in Educational Establishments

- ☞ Each establishment shall create a timetable for morning and evening shifts to adjust the process of entry into and exit from the educational establishment, taking into consideration health and safety standards.
- ☞ Restore the capacity of buses to 100%, with an emphasis on wearing masks during the journey and good ventilation in buses.
- ☞ Develop a shift schedule for the start and finish of the school day, in order to monitor the process of entering and exiting the establishment on a consistent and appropriate basis, taking into account health and safety requirements.
- ☞ Distribute alternates on all buses according to the schedule of shifts approved by the establishment, when students drop off and board, in order to ensure a safe physical distance.
- ☞ Instruct the alternates and security staff at the educational establishment to monitor the entry of the students from the entrance assigned to their private cars, with the need to check the temperature of the students before entering the establishment.
- ☞ Regular monitoring and supervision by alternates, to monitor cases that violate preventive procedures and to take appropriate action.
- ☞ Emphasize the commitment of the student to pursue preventive measures including wearing a face mask in closed places..
- ☞ Confirmation of the student's commitment to sit in the assigned seat and not to violate the system followed in the bus.
- ☞ Emphasize the student's commitment to positive behavior with regard to bus morale and be sure to wear a mask in closed places.





6 Human Resources

- Re-planning of current and required resources in accordance with the requirements and precautionary measures.
- Identify the actual human resources needed to meet the requirements and the precautionary measures.
- Providing substitutes for infected Covid-19 teachers according to the instructions of the educational facility.
- The application of the provisions concerning violations of the requirements and precautionary measures.
- Forming a hot-line team to respond to parents' inquiries and provide support.
- Adopt effective technical means, electronic programs, and smart applications to execute, supervise, and document tasks, work on a daily basis, and track the productivity of teachers and administrators.
- Traveling educational or administrative staff must comply with all the requirements of the relevant authorities.



7 Student Affairs

Student attendance and absence

- Students' bags are sterilized from the outside only when they enter the facility by the parent or the person accompanying the student.
- Follow up the student absence list and notify the health authorities in the event of a noticeable increase due to respiratory diseases, under the approved



Continued: Student Affairs

mechanism.

Provide psychological and counseling support to students

- ☞ Instill full confidence in the procedures developed by the Ministry of Education for educational establishments, and in its readiness for the safe reception of students, parents, and educational and administrative staff.
- ☞ Increase self-awareness among students, parents, educational and administrative staff by converting negative thoughts into positive ideas, to reduce tension and anxiety.
- ☞ Educational and administrative staff should be aware of the stress that students have experienced during this period and should ensure that emotional and mental well-being is addressed regularly in the classroom environment.
- ☞ Care must be taken to avoid stigmatization of students, families, and educational and administrative staff who have been infected with Covid-19.
- ☞ Educate all individuals to sleep for a sufficient number of hours, engage in sporting activities that are appropriate for the age group, and ensure that they eat healthy foods that enhance immunity.
- ☞ Design a program of psychological support, in partnership with specialized strategic partners.
- ☞ Inform all students of their academic program and plans before the start of the academic year.

Health Awareness Program

- ☞ Medical staff in the educational establishment must organize training courses to raise awareness, among students, employees, and parents, of the necessary precautionary measures, and to implement them properly as directed by the official authorities in the UAE
- ☞ Coordinate with medical staff in the educational establishment and with health and safety specialists to provide health awareness to students and staff and to inform them of new preventive developments in accordance with state-approved health authorities' directives.
- ☞ Organize training courses to raise awareness, among students and educational and administrative staff, of the necessary precautions, and to implement them properly in accordance with state-approved health authorities' directives.
- ☞ Incorporate health education in the student's daily habits and school curricula, such as: **hygiene**, hand washing, the importance of health, adequate sleep, and healthy food.
- ☞ Reliable sources from the relevant authorities and channels adopted by the Ministry of Education shall be approved and published in respect of any information, developments, or government directives in order to avoid rumors.
- ☞ Awareness-raising programs shall be disseminated through the electronic channels of the Ministry of Education to promote awareness and provide psychological support to all, taking into account age groups.



The last element of this section describes the study plan, which differs from public to private education according to the following:

Public Education

Study Plan: Academic Subjects

- ☞ The dropout rate shall be measured, and the gap in any educational outcome shall be bridged.
- ☞ A list of the precautionary measures to be followed for the implementation of practical classes in laboratories shall be drawn up.
- ☞ "Al Diwan" program shall be activated to download e-books.
- ☞ A team shall be formed to develop a plan for delivering books, taking into account the requirements and precautionary measures.

Private Education

Study Plan

- ☞ Return to educational establishment in 2022-2023 shall be mandatory, while complying with all safety measures set out in this document.
- ☞ Formation of the Health and Safety Committee task force in educational facilities.





Section Five

Public and Private Higher Education

Precautionary Measures during Crises

Precautionary Measures Taken before Opening a Higher Education Institution and Dormitories



- Termination of the thermal examination procedure for students and employees, and anyone feels high temperature should not attend and obtain a sick leave if the result is negative.
- Inform students to adhere to all precautionary measures, and use of the Al Hosn Application shall be ensured
- Virtual awareness workshops shall be held for all students, academic staff, and employees.
- All employees and students shall register in the Al Hosn Application.
- Devices for reading the results of the Al Hosn Application shall be in place.
- The necessary medical equipment shall be available at campus clinics.
- All employees, academic staff, and students shall undertake to declare if they come into contact with coronavirus patients, or if they return from abroad.



General Controls in All Risk Levels

General Restrictions

- ☞ All students shall undergo the Covid-19 examination before their return to educational establishments, to ensure that they are safe.
- ☞ Students shall, at all times, adhere to national guidelines regarding policies developed to reduce the transmission risk.
- ☞ All employees, visitors, and students shall wear face masks at all times in closed places.
- ☞ Adherence to the procedures approved by the relevant authorities when returning back to the United Arab Emirates.
- ☞ Disposable sanitizers and personal equipment shall be used in campus restaurants or cafés.
- ☞ The information regulations shall be published on the website of the university and on all its social media channels.

Health and Safety Procedures on Campus

- ☞ Facilities, including bathrooms, shall be cleaned and sanitized after each use.
- ☞ The headquarters shall be cleaned and sanitized at the end of each day, in conformity with any directions and instructions issued by the relevant authorities.
- ☞ An isolation room shall be provided for suspected cases of Covid-19.



Health and Safety Procedures at Entrances

- ☞ Adherence to the health procedures approved by the competent authorities when entering educational facilities
- ☞ The campus entrances shall be different from its exits.

Classrooms

- ☞ Surfaces/chairs shall be sanitized after lectures, and students shall be educated on the need to wash hands with soap for at least twenty seconds or use a hand sanitizer.
- ☞ No personal tools (pens and other items) shall be exchanged.
- ☞ All employees and students shall wear face masks in closed places.

Laboratories and Studios

- ☞ All instruments used in laboratories shall be sanitized at the end of the laboratory work.
- ☞ All employees and students shall wear face masks in closed places.





Final Exam Rooms

- ☞ All tables and chairs shall be sanitized in the exam room.
 - ☞ Sanitizers shall be provided at the room entrances.
 - ☞ All employees and students shall wear face masks in closed places.
 - ☞ The campus entrances shall be different from its exits (If applicable).
-

Activities and Events

- ☞ Organizing events, celebrations and activities according to the approved protocol in coordination with the committees and local emergency, crises and disasters teams in each emirate.
-

Library

- ☞ Sanitizers shall be provided, and face masks shall be worn. All employees and students shall wear face masks in closed places.
-

Dormitories

- ☞ Allow entry to university campuses for those who are not vaccinated for health reasons or who are excluded from vaccination only by conducting a laboratory test (PCR) according to the green pass system.
 - ☞ To enter university housing at the beginning of the academic year, a 96-hour examination is required.
 - ☞ Students who do not have other housing in the country shall be eligible for a dormitory.
 - ☞ All services are available in compliance with the general restrictions.
-



Gyms and Halls

- ☞ All sports equipment shall be sanitized.
 - ☞ The general restrictions shall be complied with.
-

Retail Stores

- ☞ All services are available in compliance with the general restrictions.
-

Clinical Training (at Campus Clinics or in Hospitals)

- ☞ When the concerned students and academic staff are present for certain hours, the following shall be taken into account:
 - ☞ A two-meter physical distance shall be maintained.
 - ☞ Face masks shall be worn during training at the university hospital.
 - ☞ Sanitizers shall be provided.
-

Circulars and Approvals

- ☞ All precautionary measures shall be circulated to employees, students, and visitors.
-

Legislation

- ☞ The government legislation shall be fully complied with for eliminating Covid-19, and violators shall be subject to liability.
 - ☞ All legislation shall be circulated to employees, students, and visitors.
-

Contact Point Responsible for Covid-19 Cases

- ☞ An official or office shall be appointed to be responsible for responding to infection concerns and shall be known about and be available for providing advice and assistance to all students, and faculty staff.



Section Six

Guidelines for Medical Students & Students of Health Science Faculties during the Covid-19 Pandemic

Training

- ☞ All students shall complete the online training course on Covid-19 infection provided by the educational institution.
-

Personal Protective Equipment (PPE) and Infection Control Protocol

- ☞ All students shall complete training in handling PPE. in addition to special procedures to reduce the transmission of infection in health care facilities.
 - ☞ All students shall follow public safety protocols,
-

Clinical Training

- ☞ Allowing students for clinical training, rotation, and follow-up medical education in hospitals that treat cases of Covid 19, with the need to comply with the necessary prevention and safety measures, and it is also ensured that strict precautions are followed when students deal with patients who have been confirmed to be infected with Covid 19.
-

Undertaking

- ☞ Before starting clinical training, students shall sign a waiver of any right to take legal action in the event of being diagnosed as having Covid-19 due to such training.
-

Safety Precautions

- ☞ Students shall comply with the latest safety measures.
- ☞ Students who shall be associated in clinical training must undergo the necessary periodic checks according to the health educational facility's guidelines

Exemptions

- ☞ If students have valid reasons that clinical training would harm their health, they will need to communicate directly with the educational institution to give them a leave, so that conditions are safe for them to return to such clinical training.
- ☞ Basic science students, enrolled from the first to the third (1-3) academic year in faculties of medicine, and from the first to the second (1-2) academic year in nursing, shall be exempted from clinical training this year, and training shall be provided through clinical skills and simulation laboratories.
- ☞ Basic science students, enrolled from the first to the third (1-3) academic year in faculties of

Monitoring

- ☞ The clinical tutor shall monitor students' compliance with the procedures.







Section Seven

Training Institutes & Centers,
University Services Offices,
and Educational Consulting
Offices





Precautionary Measures during Crises before the Opening of Training Institutes and Centers, University Services Offices, and Educational Consulting Offices

- ☞ Adherence to the health procedures approved by the competent authorities when entering educational facilities.
- ☞ A pledge to comply with applying all precautionary measures shall be signed, and the use of the Al Hosn Application shall be ensured.
- ☞ Devices for reading the results of the Al Hosn Application shall be in place.
- ☞ Virtual awareness workshops on the precautionary procedures shall be held for all (employees/visitors/trainees).
- ☞ All employees shall use the Al Hosn Application.

General Restrictions

- ☞ Hand sanitizers shall be placed in all common areas.
- ☞ Parents' approval shall be obtained for students to adhere to all precautionary measures, and the use of the Al Hosn Application shall be ensured.
- ☞ All employees, visitors, and students shall use the Al Hosn Application.
- ☞ Students/trainees/resident workers returning to the United Arab Emirates must follow the instructions issued by the competent authorities.
- ☞ Hygiene and personal protection shall be maintained.

Precautionary Measures Followed to Sanitize the Educational Establishment

- ☞ Regular cleaning and sterilization of the facilities, including the bathroom.
- ☞ Surfaces/chairs must be sanitized after each customer, and all customers must be motivated to wash/sanitize their hands.
- ☞ All devices, such as computers, phones, and other materials, must be sanitized.
- ☞ Opening dining halls for food and drink:
 - ☞ each day, in conformity with any directions and instructions issued by the relevant authorities.
 - ☞ An isolation room shall be provided for suspected cases of Covid-19.

Health and Safety Procedures at Entrances

- ☞ Termination of the thermal examination procedure for students and employees, and anyone feels high temperature should not attend and obtain a sick leave if the result is negative.

Face Masks and Hand Sanitizers Shall Be Provided .

- ☞ All employees, visitors and students are required to wear masks in closed places.
- ☞ Hand sanitizers shall be installed.





Continued: Preventive measures during crises, before opening of training institutes and centers, university services offices, and educational consulting offices

Valet Parking Services

- ☞ Valet parking service is provided to employees and visitors, taking into account the approved precautionary measures.

Circulars and Approvals

- ☞ All precautionary measures shall be circulated to employees, students, and visitors.

Legislation

- ☞ Fully complying with all coronavirus (Covid-19) legislation issued by the government, and violators shall be subject to liability.
- ☞ All legislation shall be circulated to employees, trainees, and visitors.

Training Rooms (Training Centers)

- ☞ Group activities are prohibited.
- ☞ Surfaces/chairs must be sanitized after each customer, and all customers must be motivated to wash/sanitize their hands.
- ☞ All employees, visitors and students are required to wear masks in closed places.
- ☞ Hand sanitizers shall be installed.



Technical, Scientific Administrative, Professional, and Craft Activities (Training Centers)

- Surfaces/chairs must be sanitized after each customer, and all customers must be motivated to wash/sanitize their hands.
- All employees, visitors and students are required to wear masks in closed places.
- Hand sanitizers shall be installed.

Exam Rooms (Training Centers)

- Adhering to a safe distance-between people.
- Surfaces/chairs must be sanitized after each customer, and all customers must be motivated to wash/sanitize their hands.
- All employees, visitors and students are required to wear masks in closed places.
- Hand sanitizers shall be installed.

Activities & Events

- Organizing events, celebrations and activities according to the approved protocol in coordination with the committees and local emergency, crises and disasters teams in each emirate.

Dining Hall/Cafeteria

- All services are available in compliance with the general restrictions.



Section Eight

Plan for Dealing with Positive Covid-19 Cases Discovered in Educational Establishments



General Plan for Dealing with Positive Covid-19 Cases Discovered in Educational Establishments

- ⊞ Develop an alternative plan for educational establishments based on the public health guidelines, and in coordination with the Ministry of Health and Prevention and the local health authorities of each Emirate.
- ⊞ If a student, a teacher, an employee, or a family member suffers from Covid-19 and has contacted other persons at the educational establishment, the educational establishment shall take the following steps as directed by the Ministry of Health and Prevention:
 - ⦿ Applying all isolation measures to the infected person until reaching the hospital.
 - ⦿ Limiting the people in contact with the infected person inside the educational facility with the help of the Al-Hosn application, and following the instructions issued by the health authorities (according to the contact protocol).
- ⊞ Sterilization of halls and annexes visited by the infected with Covid 19 in the educational facility.
- ⊞ In the event that a faculty member has been infected, all faculty members and students in contact with the infected faculty member are examined, with guidance to follow the recommendations of the concerned authorities in the country.
- ⊞ In the event that more than one student or a faculty member is infected, the last instructions issued by the health authorities in coordination with the committees and emergency teams, crises and local disasters are followed.



Dealing with Covid-19 Cases in Public Educational Establishments

- ☞ In the event of the appearance of suspected cases or symptoms of Covid-19 in: A student/a teacher/ an employee (such as fever up to 37.5 C°, cough, body pain or fatigue, shortness of breath, sore throat, diarrhea, nausea, headache, loss of the senses of smell and taste) during their presence in the educational establishment, and the medical staff approves this infection, the infected person must be isolated, and the parents must be notified immediately for transfer to hospital and the taking of the necessary actions. The infected person will also be prohibited from entering the educational establishment, and he/she shall abide by distance learning pending a negative result of examination and a disease-free medical report.
 - ☞ Only the medical staff at the educational establishment may enter the isolation room, after putting on complete personal protective equipment.
 - ☞ The parents shall be contacted immediately by the medical staff at the educational establishment clinic, and the relevant authorities shall be notified immediately via the official channels.
- ☞ The educational establishment shall strictly comply with the requirements of the relevant authority for handling and transferring the suspected case of Covid-19.
 - ☞ Performing the tracing process to identify those in contact with the suspected case.
 - ☞ Parents of all students in contact should be informed and provided with the latest instructions issued by the health authorities
 - ☞ The sterilization measures should be taken in accordance with the guidelines on classrooms and buildings in the educational establishments used by the students in contact.
 - ☞ The medical staff should follow all safety guidelines in emergencies of Covid-19 at the educational establishment and verify compliance with all medical protective equipment when accompanying an infected person in the isolation room or going to the home or the hospital.
 - ☞ The concerned authority shall provide additional guidance, whenever necessary.



Section Nine

Checklist for the Operation of Educational Establishments during the Pandemic





Checklist for the Operation of Educational Establishments during the Pandemic to Ensure Satisfaction of the Requirements of this Guide

1 Entry to the Premises of the Educational Establishment

- ☞ Setting a protocol for the acceptance of delivery services.
- ☞ Prohibit any student, parent, care provider, visitor, or employee showing the symptoms of Covid-19 from entering the educational establishment.
- ☞ Monitor the educational and administrative staff and students throughout the day, to ensure the absence of symptoms similar to those of Covid-19.
- ☞ Identify and provide the individual needs of the Students of Determination across the educational establishment.
- ☞ Guide parents to check their children before leaving for the educational establishment.
- ☞ All students must wash or sanitize their hands when entering the educational establishments and buses.
- ☞ Provide sufficient points for receiving and handing over students to educational establishments, to avoid and supervise large gatherings.
- ☞ When the students or the educational or administrative staff suffer from symptoms before entering the educational establishment, or during the school day, the medical staff concerned at the educational establishment shall diagnose the condition and confirm the infection in compliance with the relevant guidelines, and position them in the isolation room or confirm that they are not infected. Not all symptoms are deemed signs of Covid-19 infection.
- ☞ All educational and administrative staff must wash or sanitize their hands when entering the educational establishment.

2 Personal Hygiene

- ☞ Planning to handle the hygiene practices according to health and community prevention measures, to ensure personal health and safety at the educational establishments and on buses.
- ☞ Organize the use of wash basins to ensure the safe social distancing.





Continued: Checklist for the Use of Educational Establishments During Re-opening to Verify the Satisfaction of All Requirements of this Guide

2	Continued: Personal f
	<ul style="list-style-type: none"> Provide hand sanitizers in or near all classrooms, and on buses. The use of hand sanitizers by children under the age of nine, shall be supervised.
	<ul style="list-style-type: none"> Educate students and educational and administrative staff that frequent hand washing is more effective than using sanitizers.
	<ul style="list-style-type: none"> Washing hands with soap for at least twenty seconds, or using hand sanitizer, depending on availability.
	<ul style="list-style-type: none"> Spread the culture of hand washing among students and cooperate with parents to establish this habit among children, especially when touching common surfaces.
	<ul style="list-style-type: none"> Dispose of the tissues as soon as they are used to wipe the nose, cough, or sneeze.
	<ul style="list-style-type: none"> Not touching the face or face masks unless hands are sanitized.
3	Protective Equipment
	<ul style="list-style-type: none"> The establishment should study its needs of protective equipment and develop a provision plan to ensure the personal health and safety at the educational establishment and on buses.
	<ul style="list-style-type: none"> Raise awareness and provide the necessary training for educational and administrative staff and students on the importance of proper use of face masks.
	<ul style="list-style-type: none"> It is not recommended that the face be covered for anyone who has difficulty breathing or anyone who is unable to remove the mask without assistance.
	<ul style="list-style-type: none"> Teachers may use face shields to enable students to see the facial expressions and avoid any potential impediments to oral instructions.
	<ul style="list-style-type: none"> The educational establishment must provide masks for all educational and administrative staff, and provide other protective equipment, as required by work duties.



3

Continued: Protective Equipment

- ☰ Ensure the provision of necessary support to students who refuse to wear masks or have difficulty in wearing them, including the Students of Determination.
- 👁️ Masks must be worn in closed places in educational facilities and buses.





Continued: Checklist for Use by Educational Establishments during Re-opening to Verify Satisfaction of All the Requirements of this Guide

4	Cleaning and Sanitization
	<ul style="list-style-type: none">☞ Planning to implement the cleaning and sanitization standards in educational establishments and on buses.
	<ul style="list-style-type: none">☞ Apply the hygiene standards approved by the concerned authorities for cleaning and sanitizing the educational establishments.
	<ul style="list-style-type: none">☞ Avoid sharing electronic devices, toys, books, and other educational tools.
	<ul style="list-style-type: none">☞ Develop a work supervision plan to ensure the following:<ul style="list-style-type: none">☉ Safe and correct waste application, using the personal protective equipment, and providing appropriate ventilation.☉ Sanitizing common surfaces after each use, such as:<ol style="list-style-type: none">1. Desks and tables2. Chairs3. Seats on buses4. Keyboards, phones, headsets, and printers





Continued: Checklist for Use by Educational Establishments during Re-opening to Verify Satisfaction of All the Requirements of this Guide

4	Continue Cleaning and Sanitization
	<ul style="list-style-type: none">◉ Sanitizing the frequently contacted common surfaces, such as:<ol style="list-style-type: none">1. Door handles2. Bathroom handles3. Toilet surfaces4. Toys, art supplies, and educational materials5. Playground equipment◉ The use of approved sanitizers and detergents for sanitizing educational establishments.◉ When cleaning, the place must be ventilated before the students arrive, and planning for a thorough cleaning if the students are not present.◉ Sterilize the areas that have been used by the infected before using again.
5	Educational and Administrative Staff Affairs
	<ul style="list-style-type: none">⌘ Involve the educational and administrative staff in Covid-19 plans, and provide the necessary training and accommodations. <hr/> <ul style="list-style-type: none">⌘ Develop and train educational and administrative staff in:<ul style="list-style-type: none">◉ Appropriate use of protective equipment.◉ Cough and sneezing etiquette.◉ Keeping hands away from the face.◉ Washing hands frequently, using the appropriate technique.



6

Communicate with Students, Parents, Educational and Administrative Staff, and Public and Community Health Officials

- ☞ Communicate with educational and administrative staff, students, and parents for the preventive protocols, including:
 - 🕒 Appropriate use of protective equipment.
 - 🕒 Hygiene and sanitization.
 - 🕒 Preventing transmission of infection.
 - 🕒 Instructions for families, on when students should be kept at home and away from the educational establishment.
 - 🕒 Report Symptoms.

- ☞ Develop a communication plan if the educational establishment has a positive case of Covid-19.

- ☞ Educational establishment's role in documenting, reporting, and tracing infection in coordination with health officials.

- ☞ Informing educational and administrative staff and parents, immediately, of any potential cases of Covid-19. Review legal responsibilities and privacy rights for communication about cases of infection.











Section Ten







Main Roles & Responsibilities



Main Roles & Responsibilities

Element		Roles & Responsibilities				
		Ministry (or Educational Agency)	Educational Establishment	Educational and Administrative Staff	Student	Parent
	Environmental and Health and Safety System for Educational Establishments: Use of Face Masks in closed places	Regulation	Implement	implement and comply with	Comply with	Support
	Safety Measures in the Environment of Educational Establishments: Sanitization	Regulation	Implement	Implement	Comply with	Support
	Public Health	Regulation	Apply	Comply with	Comply with	Support
	Healthy Nutrition in Educational Establishments	Regulation	Implement	Comply with	Comply with	Support
	Transportation Services in Educational Establishments	Regulation	Implement	Comply with	Comply with	Support
	Precautionary Measures during Crises	Regulation	Comply with	Comply with	-	-



Element	Roles & Responsibilities				
	Ministry (or Educational Agency)	Educational Establishment	Educational and Administrative Staff	Student	Parent
 Student Affairs	Regulation	implement and comply with	implement and comply with	Comply with	Support
 Academic Subjects	Regulation	Implement	Implement	Comply with	Support
 Extracurricular Activities	Regulation	Apply	Comply with	Comply with	Support
 Awareness & Training	Regulation	Comply with	Comply with	Comply with	Support
 Role of Parent	Regulation	Support	Support	Comply with	-
 Support Services	Regulation	Comply with	-	-	-

* Applies only to kindergartens and (public and private) educational establishments

Document Change Record

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