

دبي

Knowledge المعرفة

BACK TO SCHOOL

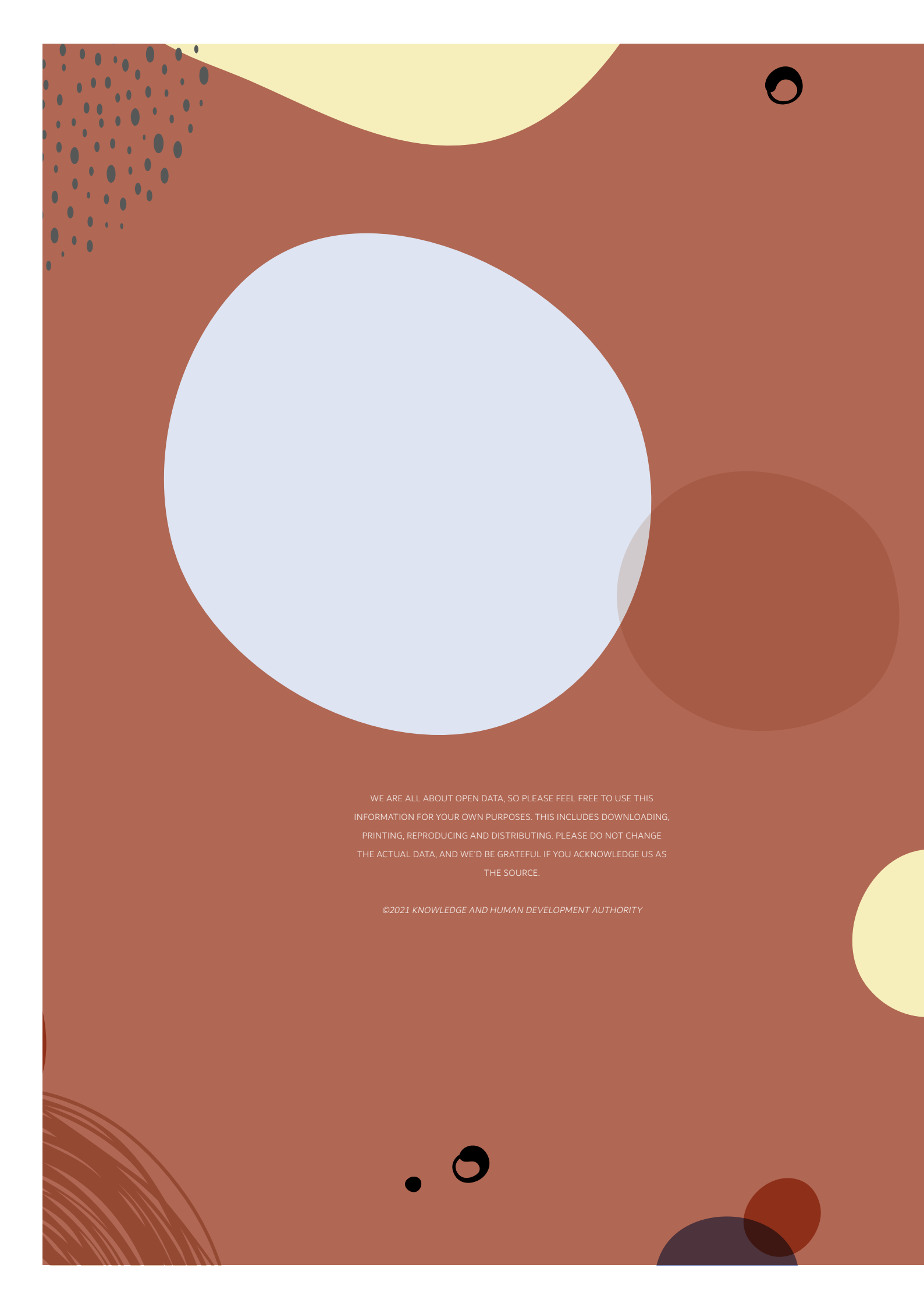


PROTOCOLS

FOR FACE-TO-FACE LEARNING AT DUBAI PRIVATE SCHOOLS

2021 - 2022 ACADEMIC YEAR





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A. Entry, Pick-up, and School Visit Procedures

1. At the school entrance, every child's temperature should be scanned using handheld or installed thermal technology. Children who arrive by bus should have their temperatures scanned before boarding the bus. Anyone with a fever ≥ 37.50 C should not be allowed entry.
2. The class teacher should refer students with Covid-19 symptoms such as cough, body aches, fatigue, shortness of breath, sore throat, runny nose, diarrhea, nausea, and headache, to the school nurse for further screening as per the Dubai Health Authority (DHA) guidelines. [Click here.](#)
3. Teachers, staff, family members, and students older than 6 years are required to wear face masks at all times. A medical certificate is required for anyone who wishes to apply for a mask exemption permit. [Click here.](#)
4. Only one family member or guardian is allowed to enter the school facility to drop off or pick up their child.
5. Schools should implement a staggered entry and exit procedure to eliminate overcrowding and maintain the recommended one metre of physical distance in high traffic areas.
6. To avoid interaction inside the school building, drop-off and pick-up should take place in designated areas at designated times.
7. Parents and guardians should have a ten-minute time limit in the designated area for pick-up and drop-off. Masks should be worn at all times.
8. Younger children (FS1,FS2,Year 1, Pre-KG, KG1, KG2) can be dropped off or picked up in their classrooms. Parents and guardians may not have access to the rest of the school.

9. Whenever possible, meetings should take place online. If there is a critical need for an in-person meeting, it should be made by appointment. Parents may attend parent evenings in person as long as other Covid-19 protocols are in place, such as physical distancing and face masks. Virtual attendance should also be offered.
10. Maintenance work or deliveries should not take place during school hours. A contact-free process should be in place for items to be picked up or dropped off at school.



B. Health and Safety Officers

11. Schools should appoint a team of Health and Safety Officers (HSOs) to ensure all health and safety protocols are being adhered to.
12. Roles and responsibilities of this HSO team include (but are not limited to):
 - developing health and safety procedures;
 - monitoring the implementation of these procedures;
 - reporting on vaccination status and the weekly PCR results of unvaccinated internal and outsourced staff and encouraging re-vaccination / booster shots if required;
 - supervising daily and continuous cleaning;
 - training relevant staff on best practices and Dubai Municipality (DM) requirements;
 - conducting all necessary training for students and staff;
 - managing the designated isolation room on the school premises;
 - conducting all necessary contact tracing procedures (which include contact tracing, recording of contacts' details and all actions taken in the HASANA system);
 - managing confirmed and suspected cases and emergencies;
 - updating contact and emergency numbers for staff and students;

13. DHA guidelines on the recommended qualifications and roles of the Health and Safety Officer. [Click here](#). Dubai Municipality provides guidelines on the daily and continuous cleaning and sanitisation requirements for school premises. [Click here](#).
14. To ensure the proper handling of potential cases, training should be provided to the relevant health and safety officers and to the attending nurse/ doctor. [Click here](#).



C. Screening & Contingency/Emergency Plan

15. DHA Guidelines on the screening and management of suspected and confirmed cases of Covid-19 should always be followed. [Click here](#): *(Guidelines for the Management of COVID -19 in Educational, Academic settings, nurseries and ELCs)*. These guidelines include:
 - how to manage suspected and confirmed Covid-19 cases amongst visitors, students, teachers and/or staff;
 - contact tracing of positive Covid-19 patients;
 - development and management of the school emergency protocols related to Covid-19 emergencies;
 - requirements for the designated isolation room
16. Sanitisation processes should adhere to DM guidelines. These apply to classrooms, to isolation rooms, and to all areas of the school where suspected or known cases of Covid-19 have been present. [Click here](#) *(Technical Guidelines for Educational Institutes Compliance (Governmental, private nurseries, schools, universities))*.
17. At least one staff member holding a current certification in pediatric first aid and CPR needs to be available at all times.



D. Monitoring Attendance and Contact Tracing

18. Staff, guests and/or students that receive a Covid-19 positive PCR test must provide a DHA clearance certificate to return to the classroom.
19. To make contact tracing possible, it is imperative that schools maintain current records of staff, guests, members, and students, including names, telephone numbers and visit dates.
20. Schools should follow contact tracing procedures and provide DHA with all records necessary to trace the contacts of confirmed Covid-19 cases.
21. All staff and students must declare their recent travel history by completing the DHA form online. [Click here.](#)
22. Students, teachers and school staff should be encouraged to stay home if unwell.



E. Hygiene

23. Only companies accredited by Dubai Municipality should be used to disinfect and sanitise schools. The list of accredited companies can be found [here](#).
24. Schools must be completely sanitised before opening for the new academic year.
25. The school premises must be cleaned and sanitised at the end of each school day, in line with DM guidelines. [Click here](#).
26. Common areas and frequently touched surfaces (i.e. toilets, pantry, waiting areas, etc.) should be frequently cleaned and sanitised. For more details, refer to the [Dubai Municipality's cleaning and disinfection guidelines](#)
27. The DM guidelines for the daily disinfection and for terminal disinfection should be followed. [Click here](#).
28. Schools should have clear guidelines in place for cleaners and for security staff to ensure their safety, including the wearing of masks and gloves. [Click here: List of approved professional Use Business to Business "B2B" Biocides](#).
29. Encourage a strict hand washing regime and adequate hand washing breaks. Provide younger children with handwashing assistance.
30. Hand sanitisers should be available throughout the school premises, but kept out of reach of young children. Only provide hand sanitisers approved by Dubai Municipality. [Click here: List of approved professional-grade Business to Business Biocides](#).
31. Anyone who enters the school should wear a mask and use the hand sanitiser provided at the entrance.

32. For classes that require the removal of shoes, all shoe racks should be placed outside the classroom.
33. Frequently-used electronic devices should be sanitised after each use (i.e. tablets, computers, etc.).
34. Subcontractors hired to provide hygiene and sanitation services should provide proof of staff training and adherence to the DHA cleaning and sanitisation guidelines. This includes weekly PCR tests for unvaccinated staff.
35. To further minimise spread of Covid-19, schools should adopt 'paperless' processes that rely on the effective use of technology.
36. Posters describing effective handwashing techniques should be placed near sinks. Additional material about hygiene should be placed throughout the school building and shared with parents before the start of the academic year.
37. Spaces should be well-ventilated, and whenever possible, should use ventilation units or natural ventilation such as open windows. Refer to DM Guidelines for ventilation criteria. [Click here: Technical Guidelines for Ventilation in School-Classrooms.](#)
38. Ensure that cleaning services are regular and thorough (i.e. bins should be emptied frequently, etc.).
39. Ensure that all staff and children:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
 - Wash their hands upon arrival, before and after eating, and after sneezing or coughing.
 - Avoid touching their mouth, eyes, and nose.
40. Dubai Municipality's standards for waste management, especially contaminated waste, should be followed. [Click here for the guidelines.](#)



F. Restrictions

41. All staff, visitors, and students 6 years or older, except those with an *approved exemption*, must wear masks as soon as they enter the school. Noncompliance will lead to denial of entry to the school.
42. Anyone over 6 years old (all students in Grade 1 / Year 2 and above) should wear a mask, unless they have a mask exemption permit. [Click here](#). Masks can be removed when eating ([Refer to DM guidelines for more information](#)) or during high-intensity physical activity. [Click here for the guidelines](#).
43. Staff who are in direct contact with young children are encouraged to wear transparent masks / face shields to enable lip reading and facial expression.
44. Sufficient stocks of masks, gloves, and sanitisers must be available and designated bins must be provided for their disposal.
45. Student registration or enrolment should take place online. If necessary, parents/ guardians can register in person by appointment only. Parents should not visit the school during pick-up or drop-off or during break times to avoid overcrowding.
46. Parents, guardians, or visitors who enter the school premises, including those dropping off and picking up younger children, should provide proof of vaccination or a negative PCR test taken in the previous 48 hours.
47. If the school is not able to maintain the required physical distancing, then it should take all necessary measures to ensure the health and safety of the school community.



G. Set-up / Physical Distancing Arrangements

48. One metre of physical distance is recommended in all common areas, at service desks, and where different groups of students, staff, and visitors mix.
49. Classrooms should have enough space for groups to maintain a physical distance of a recommended one metre per child when possible.
50. To avoid crowding, the number of students using toilet facilities at any one time should be limited.
51. Use of outside space should be encouraged:
 - for exercise and breaks;
 - for outdoor education, where possible, as this can limit transmission and allow for distance between children and staff;
52. Outdoor equipment should not be used unless it is appropriately cleaned and sanitised after each group of students. One metre distance is recommended between students using the playground equipment at the same time, unless those students are part of a 'bubble'.
53. Entry to and exit from staff rooms, offices and pantries should be staggered. Occupancy of pantries should be limited to comply with the recommended one metre physical distancing.
54. The school must create an isolation room (separate from the nurse's room) and a set of procedures to handle suspected or confirmed Covid-19 cases, according to DHA guidelines. [Click here for the guidelines.](#)
55. Pantries may only be used for individual food and drink consumption and one metre of physical distance is recommended. No buffets or other gatherings are allowed.
56. Lockers are permitted as long as physical distancing measures are not

compromised. Each student should have their own locker. No sharing of lockers is allowed.

57. Create visible markers on the floor to indicate appropriate spacing and one-wayflow signs whenever needed (in corridors and staircases).
58. All coffee stations should adhere to the one metre physical distancing recommendation. Queueing should be avoided.
59. All elevators must have markings on the floor that indicate physical distancing. Users must comply by standing on these markings.
60. Contactless payments should be encouraged, though cash payments are allowed.
61. If schools resume swimming and other PE lessons, shower and changing room facilities can be used, provided they are cleaned and sanitised after each group of children has used them.
62. Vending machines, pantries and pre-packaged food and beverages are allowed, provided they follow necessary Dubai Municipality guidelines for the sector.
[Click here.](#)

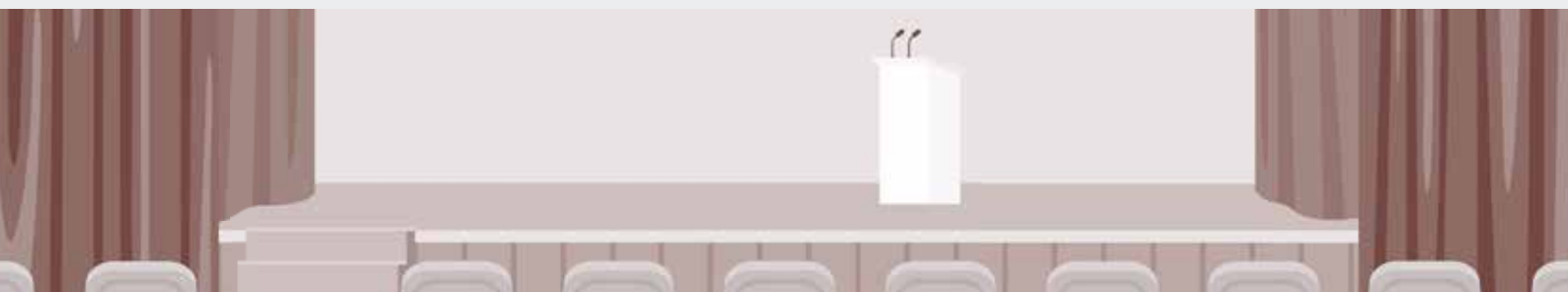


H. Educational Provision

63. Student ratios will vary depending on the size of the classroom. The school can now determine the number of students per class that still allows the recommended one metre of physical distance.
64. Provision for students in pre-primary/FS1, KG1/FS2 and KG2/Y1 requires

“stable” groups or “bubbles” of 15 or fewer children. “Stable” or “bubble” means the same 15 or fewer children are in the same group each day and cannot be accessed by children outside of that group. Student-to-teacher ratios must meet the KHDA requirements for these age groups.

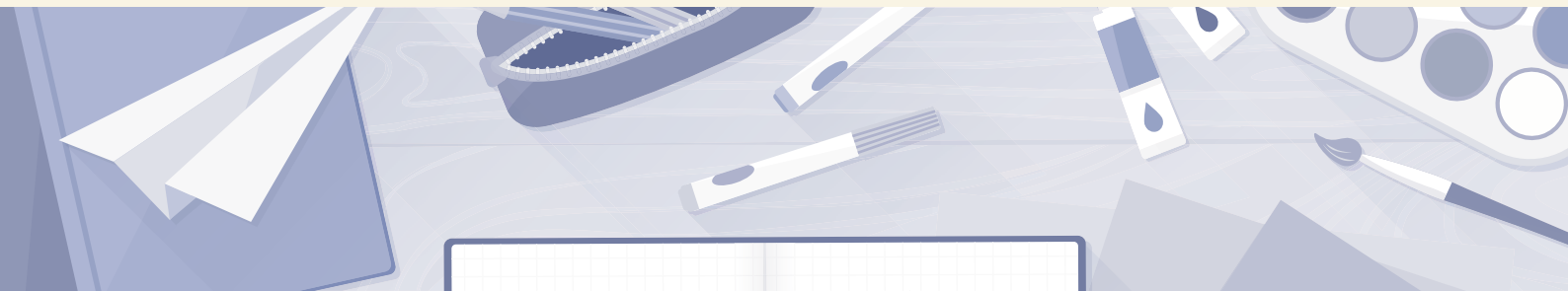
65. Cohorts should be kept together where possible.
66. Students should have designated, pre-assigned tables and chairs with a recommended one metre distancing between them. Swapping of seats is not allowed.
67. In instances where class rotations take place, staggered entry and exit procedures must be followed to avoid crowding. Cleaners must be given sufficient time to clean the classroom before the next group enters.
68. Students or staff with high risk conditions (specific illnesses or who are immuno-compromised) should be offered alternative means for education (i.e. online provision) until further notice.
69. Schools should ensure academic provision for students who are unable to attend classes physically (due to health, quarantine, etc.) as long as they are healthy enough to have these lessons.



I. Special Events

70. Special events such as festivals, celebrations, and assemblies can take place within certain parameters. There must be enough space to accommodate all students while following physical distancing recommendations. Interactions between groups of students should be kept to a minimum; entry and exits to such events should be staggered, and event spaces must be cleaned before and after every event.

71. Performances should be designed with an adaptive approach to reduce risk (physical distancing must be maintained).
72. Both schools and external sports providers can offer extracurricular activities. Non-sport extra-curricular activities will follow the same protocols that are adopted during school hours. Sports-focused extra-curricular activities will follow the guidelines of the Dubai Sports Council. [Click here.](#)
73. School trips are allowed as long as they follow all the basic precautionary measures, such as physical distancing, staggered entry and exit and minimising interactions among groups of students. The venue's capacity must be able to accommodate the number of students with the recommended one metre of physical distance between each.
74. Group activities such student camps and sports tournaments must adhere to the guidelines of the Dubai Sports Council. [Click here.](#)
75. For all events and group activities, proper contact tracing procedures must be followed for positive Covid-19 cases.



J. Shared Resources/Materials

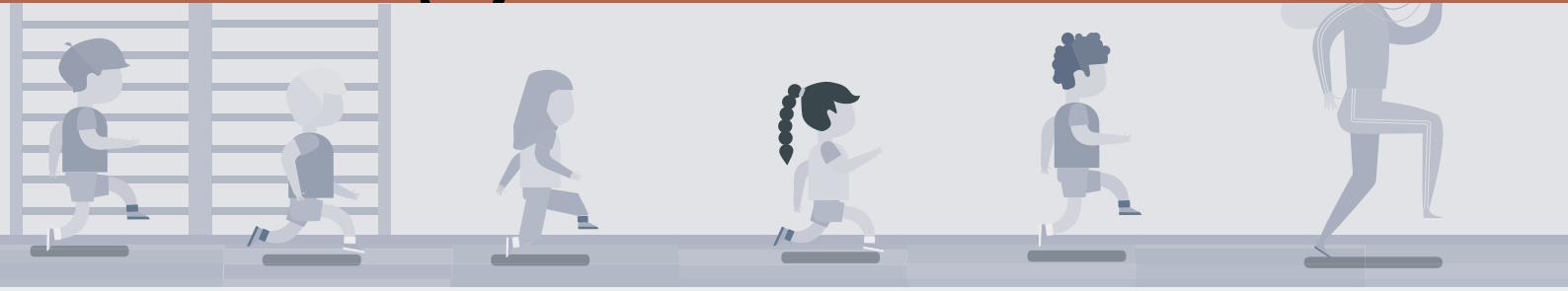
76. Shared materials should be sanitised after every use. Posters explaining the rules for handling shared materials should be placed where appropriate.
77. Use of soft toys and toys with intricate or hard-to-clean parts should be avoided.

78. All equipment in classrooms such as toys, books, scissors, pens, pencils, crayons, arts and crafts materials and messy play resources as well as roleplay and other materials should be sanitised after each use where possible.
79. All classroom items should be immediately removed if sneezed on, coughed on, or put in mouth. Keep a designated, clearly labeled, basket/ container for separating items that have been in children's mouths, sneezed or coughed on. Clean and sanitise prior to returning to the children's area.
80. Students and teachers must bring their own stationery items, devices, or gadgets (i.e. laptops, tablets, headphones, etc.). Students should not share their stationery. If the children need stationery, it should be provided by the teacher via proper disinfection.
81. Avoid using equipment that requires blowing (musical instruments, whistles, blow-pipes, etc) or encourage the parents to supply their child with their own equipment if possible.
82. Teachers should provide soft copies of teaching and review materials and encourage paperless work in class or for homework. Digital hand-writing and typing should be accepted for relevant school work.
83. Unnecessary material, like carpets, equipment and furniture should be removed from classrooms.
84. Certain types of play sections/areas should be closed (i.e. dress up sections, indoor soft play areas, reading corners with soft furniture). Open areas should include furniture and equipment that is easy to clean.
85. Toys and other common resources should not be shared with other groups of students, unless they are washed and sanitised before use by the next group.



K. Food and Beverages

86. Schools can provide catering services if the food is pre-packaged and follows Dubai Municipality guidelines related to catering services. Families are encouraged to supply food and beverages for their children that includes cutlery. Teachers should ensure that students do not share food. [Click here](#) for Dubai Municipality guidelines on health and safety protocols for food consumption.
87. If the school hosts a café, Dubai Municipality's guidelines for cafes and restaurants should be followed, especially those regarding capacity restrictions, recommended physical distancing, the use of disposable items, hygiene across the venue and all other protocols of relevance. [Click here](#).
88. One metre of distancing is recommended when eating. Staff should make sure the precautionary measures are followed.
89. Buffets or other forms of meal gatherings are not allowed.
90. Meal breaks should be staggered to ensure the recommended of one metre of physical distance among all students.
91. Pantries can only be used for food and drink consumption, provided that the recommended one metre of physical distance is maintained.



L. Physical Education

92. For all sports related activities, schools should follow the Dubai Sports Council Guidelines. [Click here](#).
93. Sports facilities should be big enough to ensure appropriate physical distancing for the number of students present. This includes indoor and outdoor sports.
94. Sports activities should be limited to students from the same sports class
95. Entry and exit to sports facilities should be staggered to maintain the recommended one metre physical distancing.
96. Sports equipment and playgrounds must be sanitised after being used by each group of students.
97. Individual sports can resume in line with Dubai Sports Council guidelines. Group sports must be adapted to minimise contact and risk.
98. When introducing any new sports activities, the school must adhere to proper contact tracing procedures.



M. Transportation

99. All schools must refer to RTA guidelines for further details on the management of Covid-19 protocols. [Click here.](#)
100. Anyone entering the bus should undergo temperature screening. Anyone with a temperature $\geq 37.50^{\circ}\text{C}$ should not be allowed on the bus.
101. Bus capacity can increase to 100 per cent. If possible, each student should be given a designated, pre-assigned seat.
102. All bus passengers, with the exception of children younger than 6, must wear masks.
103. Bus hygiene should be maintained by following the appropriate sanitisation and physical distancing standards. For example, seat belts, arm rests, handles and rails should be sanitised. should be sanitised after each use, in accordance with RTA's relevant guidelines for public transportation.
104. Records of all bus passengers should be maintained daily. Absences should also be recorded.
105. For buses using swipe cards for registration, the cards and the swipe machine should be regularly sanitised. The process should be supervised by the bus attendant.
106. Signage should be added inside the bus to guide children in hygienic practices (i.e. respiratory hygiene, waste management, etc.).
107. Adequate waste management and disinfection practices should be followed, especially if children use back seat pockets and bins.
108. Ensure proper ventilation in the vehicle at all times. Avoid recirculating air and encourage the use of windows whenever possible.

109. If a child shows symptoms of Covid-19 while riding the bus, the child is considered a suspected Covid-19 case. Immediately ensure the child is seated at one metre or more away from the rest of the children. The bus attendant should immediately inform the health and safety officer in-charge at the school who should immediately communicate with school administration and parents/guardians. If the trip is to take the child home from school, the child should be dropped off first. If the trip is to take the child to school from home, the child should be put in the isolation room at school and then sent home. Refer to DHA guidelines for more information. [Click here.](#)



N. Communications

110. Ensure that sufficient and accessible training and communication channels keep all staff, parents and children informed of new settings, practices, and hygiene approaches for the start of the academic year.



O. Compliance

111. Schools must fully comply with all measures and guidelines stated by the government regulators.



P. School premises (other than classrooms)

112. Prayer rooms should follow the guidelines of the Islamic and Charitable Affairs Department.
113. Science laboratories, training kitchens, art studios, music rooms, and others should implement the following guidelines:
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units that meet Dubai Municipality requirements. Refer to DM Guidelines for ventilation criteria. [Click here.](#)
 - Rooms should not be used in full capacity to ensure that users maintain at least one metre of distance during the class session.
 - Frequently touched areas, surfaces, and equipment should be sanitised after every use.
 - Students should be encouraged to bring in their own equipment whenever possible.
 - Clear guidelines should be set for cleaning staff to ensure they follow the right measures. Refer to DM Guidelines for more information on the measures that need to be taken during cleaning. [Click here.](#)
 - Food prepared during food technology lessons should not be shared among students.
114. Libraries should implement the following guidelines:
- Staggered entry to the library.
 - Adequate cleaning and sanitisation between lessons.
 - Library lessons and reading corners must maintain the recommended one metre of physical distance between students
 - The librarian and support staff should wear masks and use hand sanitiser after each interaction.
 - The library counter and equipment to be sanitised every hour.
 - Teachers should supervise students as they choose books to minimise touching books and other library equipment.
 - Fabric-based books, or books made with material that is difficult to clean should be restricted.

- All used books should be placed in a clearly labeled container for sanitisation before re-use.
- Schools are encouraged to laminate books for ease of cleaning and sanitisation.
- Library equipment should be sanitised after every use.
- Children should not share equipment.
- Searching for and borrowing books online should be encouraged. A specific book collection area should be designated to limit the physical search of books in the library.
- A book drop-off container should be designated and clearly labeled.

KNOWLEDGE AND HUMAN DEVELOPMENT AUTHORITY

Block 8, Academic City, P. O. Box: 500008, Dubai, UAE
Tel: +971 4 364 0000 Fax: +971 4 364 0001

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