



# Dover American International School

## COVID -19 HEALTH & SAFETY PROTOCOL

**19/8/2020**

*Dover American International School adheres to all government regulations and requirements to ensure that we have a safe, healthy, conducive learning and working environment. Health and safety of our stakeholders is critical at all times.*

### **A. Entry, Pick up, and School Visit Procedures**

1. Modes of thermal screening will be present at the entrance of the school. Children who are taking the bus, will be scanned for their temperature before getting onto the bus. Anyone with a fever  $\geq 37.50$  C will not be allowed entry.
2. The class teacher is responsible to refer students with COVID-19 symptoms such as cough, body aches, fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, and headache, to the school clinic for further screening.
3. All staff and students from grades 4 to grade 12 must wear a mask. KG and students up to grade 3 will be required to wear a clear shield.
4. Parents will be expected to drop off and pick up students punctually at their designated gate. Parents will not be permitted within the school premises. Parents must be wearing masks and practicing social distancing at the gates and are asked to immediately leave the gate area after drop off.
5. The school will implement a staggered entry and exit procedure to eliminate overcrowding and to maintain physical distancing in high traffic areas.
6. Parent communication will be conducted via telephone and email communication with stage supervisors or VPs. Teacher/parent communication is also facilitated by the use of the google classroom platform in all stages. If there is a need for a parent meeting, it will take place online using zoom

### **B. Screening and Contingency/Emergency Plan**

1. If a suspected case of illness is detected by the clinic amongst visitors or staff presenting COVID-19 symptoms such as fever ( $\geq 37.5^{\circ}\text{C}$ ), cough, body ache or fatigue, shortness of breath, sore throat, runny

nose, diarrhea and nausea, headache, or loss of sense of smell or taste, teachers will contact the school supervisors or vice principal.

2. DAIS clinic personnel, under the supervision of the school doctor, will handle any emergency situation, follow up and monitor the implementation of health and safety procedures, and conduct all necessary trainings for students and staff. Clinic personnel are also responsible for the designated isolation room within the school premises.
3. If a child/teacher/staff begins to show symptoms of COVID-19 while at school, they will be isolated and the parent/ guardian of the child will be notified immediately. The patient will be referred to the hospital to take the necessary action. The patient will not return to school until the Covid-19 test result is obtained.
4. If the result is positive, the traced contacts of the patient, including teachers along with the classmates of a student are all considered close contacts (*Anyone who spent more than 15 minutes in a proximity of two metres with the positive case, from the day of symptoms onset, or the day of the positive PCR test*). The contacts will follow the direction of the school clinic regarding isolation.
5. Measures for disinfection will take place as per the Ministry guidelines, for the classroom and the school premises used by the child as traced, and the holding isolation room where the staff and students will wait for their transportation.

### **C. Monitoring Attendance and Contact Tracing**

1. If staff, guests and/or students were confirmed positive according to a COVID-19 PCR test by an accredited facility, they are not to return unless they are granted a medical clearance certificate stating that they are discharged from isolation.
2. The school will maintain detailed records of its staff/guests/members/students, including names, telephone numbers and visit dates, to assist if contact tracing becomes necessary.

### **D. Hygiene**

1. Common areas in the school (*i.e. toilets, waiting areas, etc.*) will be cleaned and disinfected as per Ministry direction. This also applies to frequently used areas/ surfaces such as door knobs, washrooms, desks.
2. Total sanitization of the school prior to school opening will be completed.
3. Daily cleaning and sterilization of all areas and surfaces of the school premises and effective sanitization post completion of each day will be conducted.

4. Effective hand washing will be reviewed with students and hand washing breaks scheduled. Assistance for younger children in KG will be available.
5. Hand sanitizer stations are situated in key areas for staff and student use. Younger children will be encouraged to use soap and water. Supervised sanitizer application will be available.
6. Anyone entering the premises must wear a clear face shield (*KG to grade 3*) or face mask (*students in grade 4 to 12 and all adults*) and will be asked to use the hand sanitizer available at the entrance.
7. Staff and children clothing and shoes will be sanitized upon entry to the school.
8. Frequently used school electronic devices will be disinfected after each use (*i.e. tablets, computers, etc.*).  
Note: The cleaning of personalized computers and cell phones will be the responsibility of the student. The sharing of personalized electronics will not be allowed.
9. Dover will utilize a paperless strategy maximizing use of technology and enhancing safety through limited paper contact.
10. Awareness/educational posters describing hand washing steps and appropriate hygiene are visible throughout the school ensuring that all staff and children:
  - a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
  - b. Clean their hands upon arrival at the setting, before and after eating, and after sneezing or coughing.
11. Natural ventilation (*opened windows and doors*) will be in effect in all learning and working spaces in the school.

## **E. Restrictions**

1. All staff and students from grades 4 to grade 12 must wear a mask. During classroom instruction students in grade 4 to grade 12 may wear a clear shield. KG and students up to grade 3 will be required to wear a clear shield. Non-compliance will lead to denial of entry to the school facility.
2. Face shields and masks can be taken off during eating or during high intensity physical activities. Students are responsible to bring their own masks and are encouraged to have disinfected wipes in their possession.
3. Registration/admission occurs online. If needed, parents/ guardian visit for registration are based on an appointment system at low peak times.

## **F. Set-up/Physical Distancing Arrangements**

1. Two metre social distancing is maintained in all common areas, service desks, etc. where different groups of students, staff and visitors are mixing.
2. Dover adheres to Egyptian Ministry of Education direction limiting class size to a maximum of 20 to ensure safe spacing of students. Where necessary, an extra class will be added to facilitate the reduced numbers. It should be noted that DAIS will not consider any class change requests.
3. Matrons and custodians are placed near washrooms to ensure they do not become crowded by limiting the number of students who use the toilet facilities at one time.
4. Use of outside space is mandated for:
  - a. exercise and breaks
  - b. outdoor education, where possible, will take place to limit transmission and more easily allow for distance between children and staff
  - c. outdoor equipment will not be used unless the setting is able to ensure that it is appropriately cleaned and sanitized between groups of children and young people
5. A cafeteria will be open for usage by individuals strictly for drink consumption maintaining a two metres physical distancing.
6. No birthday parties or dish parties will be permitted to ensure the safety of all.
7. Students must bring and handle their own food for snacks and lunch. There will be no microwave warming of food. Food cannot be shared.
8. Student lockers will not be available since social distancing cannot be maintained in these areas. Students must use a backpack for their personal items, computers and learning supplies.
9. Visible markers are placed on the floor to indicate appropriate spacing.
10. Students who arrive at school without lunch will have their parents notified and it will be the parents responsibility to their child (ren) a lunch.

## **G. Educational Provision**

1. Class size is capped to 20 students per class as per Ministry directive. Extra classes have been added to accommodate the requirement.
2. Class rotations are not permitted. For curriculums featuring class rotations, students will remain in a designated classroom, while teachers rotate instead.
3. Students will be designated a chair and table and no swapping among students is allowed. Students must remain in their assigned space.
4. The school day will be 7:30 a.m. to 1:00 p.m. All classes will be 45 minutes in length. Online assignments and projects will be assigned as home study to supplement the instructional hours.

## **H. Special Events**

1. No special events or excursions will be permitted.

## **I. Shared Resources/ Materials**

1. Use of soft toys and toys with intricate parts will not be used.
2. All equipment in classrooms such as toys, books, scissors, pens, pencils, crayons, arts and crafts materials and play resources as well as roleplay and other materials will be sanitized after each and every single use where possible.
3. All classroom items will be immediately removed if sneezed on, coughed on or put in mouth. A designated, clearly labeled, basket/ container for contaminated items that have been in children's mouths, sneezed or coughed on, etc. will be present in each learning area.
4. Students and teachers must bring their own exclusive stationary items, devices or gadgets (*i.e. laptops, tablets, headphones, etc.*). Students/Staff must not share their stationery.
5. Parents will receive specialized subject information such as music from the designated teacher via google classroom.
6. Teachers will provide soft copies of teaching and review materials and will request paperless work in class or for homework. Digital hand-writing and typing will be accepted for relevant school work.
7. Unnecessary material, carpets, equipment and furniture will be removed from classrooms.
8. Certain types of play sections/areas will be closed (*i.e. dress up sections, indoor soft play areas, reading corners with soft furniture*).

9. Toys and other common resources will not be shared with other groups of students, unless they are washed and sanitized before being moved from one group to the other.

## **J. Food and Beverages**

1. Food catering will be restricted until further notice. Only water and beverages may be provided for purchase.
2. All students will be expected to bring to school their own packed lunch. No sharing of food will be permitted. Students who arrive at school without lunch will have their parents notified and it will be the parents responsibility to their child(ren) a lunch.
3. To help ensure minimum contact, parents of KG students should work with their children to ensure they can independently open and close their lunch as the use of matron, co-teacher or classroom teacher will be discouraged.
4. Buffets or other forms of meal gatherings are not allowed.
5. The school will implement staggered breaks that will ensure the safe minimum 1.5 metres distancing between students of the same class and two metres distancing between students of different classes. Each division will be allotted a separate scheduled break time.

## **K. Physical Education**

1. To ensure that students remain active and keep healthy, schools will resume Physical Education (PE) lessons, with strict adherence to safety management measures.
2. During PE lessons, students and PE teachers will not be required to wear masks when engaged in strenuous physical activities such as running and workouts, as long as they adhere to physical distancing measures.
3. PE lessons will focus on sports that do not require physical contact.
4. All staff and trainers to practice physical distancing of at least 1.5 metres during the PE lesson.
5. Students will maintain physical distancing while entering PE fields.
6. No tournaments or events will take place at this time.

## **L. Transportation**

1. Anyone entering the bus will undergo temperature screening. Anyone with a temperature  $\geq 37.50\text{C}$  will not be allowed on the bus.
2. All bus riders, staff and students from grades 4 to grade 12 must wear a mask. KG and students up to grade 3 will be required to wear a clear shield.
3. Bus hygiene will be maintained by following the appropriate sanitization and physical distancing standards.
4. Adequate signage will be added inside the bus to guide children towards hygiene practices (*i.e. respiratory hygiene, waste management, etc.*).
5. Adequate waste management and disinfection practices will be followed especially that children might use back-seat pockets and bins.
6. If a child begins to show symptoms of COVID-19 while taking the bus, the child is considered a probable COVID-19 case. The immediate measure is to ensure the child is seated at two metres away from the rest of the children. The bus attendant will immediately inform the health and safety in-charge in the school who will immediately communicate with school administration and parents/ guardians. Testing and isolation procedures will be followed.

#### **M. Communications**

1. Ensure that sufficient and accessible training and communication channels are utilized to keep all staff, parents and children informed of new settings, practices and hygiene approaches for the start of the academic year.
2. Adequate training will be provided to the health and safety in-charge, and the attending nurse/ doctor to ensure proper handling of any potential cases.

#### **N. Compliance**

1. The school will fully cooperate and comply with all measures and guidelines stated by the government regulators.

#### **O. School premises (*other than classrooms*)**

1. Prayer rooms will remain closed until further notice.
2. Science laboratories, art studios, music rooms and others will implement the following guidelines:

- a. Where possible, all spaces will be well ventilated using natural ventilation (*opening windows*) or ventilation units.
  - b. The rooms will not be used in full capacity to ensure that users maintain at least 1.5 metres distance during the class session. A maximum of 20 students will be placed in each classroom.
  - c. Frequently touched areas/surfaces and equipment will be disinfected frequently to ensure safety. Also, students will be encouraged to bring in their own equipment when possible.
  - d. Clear guidelines are set for cleaning staff to ensure they follow the right measures such as wearing gloves and masks while cleaning.
3. The school library will be closed until further notice but our online libraries are active.