

Bright Learners Private School



COVID Policies

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Welcome to Bright Learners Private School!

Welcome Bright Learners Private School! We are excited about the great opportunities for learning that are available for our students this year. As you know, this year we have the wonderful opportunity to be a newly established school, coupled with that we will employ high expectations for our students. We know that our students can achieve anything if we, as a school community, provide the support and motivation they need. In keeping with those expectations, we have implemented several policies that will help our students learn. We remain committed to providing every child with a safe, orderly, academic environment where everyone is working toward the same goals for success. The policies explained in this handbook, reflect the attitudes and habits of successful students everywhere. We thank you for Investing in OUR students.

The safety of our children, staff, and school community is paramount, and served as the core principle that anchored our consideration around the possible return to the physical classroom.

ABOUT COVID-19 What is COVID-19?

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

What are the symptoms of COVID-19?

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

How does COVID-19 spread?

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

Who is most at risk?

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

What is the treatment for COVID-19?

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

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

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

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

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

Safe Operations

Requirements for Entry - Authorized Personnel

Bright Learners Private school shall identify and communicate criteria for authorized entry to the school premises, with the objective of limiting entry to essential persons only. Schools shall maintain rigorous logs of all persons accessing the school premises. Authorized persons must meet the health requirements for entry and follow the relevant entry/exit protocol. Authorized persons include:

- Enrolled students
- School staff
- Contract staff (security guards, janitorial sta, canteen sta and other 3rd party providers working onsite)
- Other authorized persons (external providers and authorities, i.e. heavy item delivery personnel, construction workers, etc.)
- School-aged children of staff (if authorized to be present that day for onsite childcare)

Unauthorized persons are prohibited from entering the school premises, they must be identified and informed by the school accordingly. Unauthorized persons include:

- Parents/guardians
- Unenrolled siblings of students
- Other persons for whom the purpose for visitation can be carried out without entering the school premises (i.e. delivery of light goods, etc.)

Students of Determination should be considered on an equitable basis as all other students. A Risk Assessment should be conducted where necessary and the outcomes discussed with parents. Where the support of a third party is required for any Student of Determination, exemptions should be made as appropriate to allow their entry onto the school premises with the appropriate Personal Protective Equipment (PPE) as determined in the Risk Assessment.

Health Requirements for Entry

All authorized persons may enter the school premises as long as they do not have the following COVID-19 related symptoms:

- Fever (37.5 C or above)
- Cough
- Body ache
- Fatigue
- Shortness of breath
- Sore throat •
- Runny nose
- Diarrhea
- Nausea
- Headache
- Loss of smell or taste

Health requirements are subject to change to reflect the latest information issued by health authorities.

Additional Entry Requirements for Contract Staff

Contract staff must also meet all the health requirements and conditions for schools in addition to those relating to their sector as determined by the relevant authorities.

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

Mandatory COVID-19 Test and Travel History

All staff must undergo COVID-19 testing prior to being authorized to return to the school premises. All COVID test results are kept on file with the Health and Safety team. All staff and students must declare recent travel history. Travel history declaration is submitted via KHDA web portal.

Temperature / Wellness Data

All temperature data for all those entering the building will be stored for the purpose of maintaining data. Those identified as having high temperatures, symptomatic or positive test results will be actively tracked throughout the 14-day quarantine process. The tracking will include: initial symptom identified, beginning date of quarantine and the evidence of negative testing results. The monitoring will assist us with contact tracing to ensure the school's health and safety.

Travel Data

The school will require all individuals entering the school to present their recent travel history and data in writing. In the event, travel has occurred within the last 14 days; the identified person must produce a negative test result. Travel history will be tracked. All staff members must have permission to travel before leaving the country.

Parent Meetings and Communication

The physical and emotional wellbeing of our staff and students is our highest concern. Through all steps of the process, we will be sure to effectively and openly communicate policies, procedures, and next steps. We understand that communication is the key to collaboration. Thus, the Bright Learners school community will be kept informed using a range of channels - email, social media, and regular bulletins/newsletters.

Throughout the school, adequate signage will be placed to ensure proper social distancing. Directional signs, in addition to spacing dots, will provide the appropriate movement patterns. Two members of staff will receive health and safety training in addition to infectious diseases. This information will be shared with all staff members through professional development. Virtual tours and online meetings are recommended for parents of prospective students. Schools shall communicate confirmation of enrollment to parents of new students as soon as is feasibly possible. Schools shall use remote means (email, telephone, online meetings, etc.) whenever possible for all matters related to admissions, registration, communication and payment as well as ensuring timely responses to queries.

Entry/Exit Protocol

Temperature Scanning

All persons entering the building will be subject to a temperature scan before joining the building. The guidelines are outlined below:

Students will be scanned before exiting the car. Students and parents will be made aware of the proper entrance to utilize. Students within the appropriate limits (green) will be permitted to enter the school building. Students with a temperature above the identified limit, indicative of a fever, will not be allowed into the building. The students' names and information will be registered for proper tracking and tracing. The student will be allowed to enter the school with the evidence of a negative COVID test. The school will follow the quarantine procedure for all students/persons in the vehicle.

The bus monitor will scan students before boarding the bus. Students will have identified seats that support social distancing and allow for minimal contact. Students within the proper limits (green) will be permitted to ride the school bus. Students with a temperature above the identified limit, indicative of a fever, will not be allowed onto the bus. The students' names and information will be registered for proper tracking and tracing. The

student will be allowed to ride the bus with evidence of a negative COVID test. The school will follow the quarantine procedure for all students/persons in the vehicle.

Students will undergo an additional temperature check upon entry into the school building. All student temperature information data will be stored in the school's database to ensure proper tracking of temperature data tracking—students within the appropriate limits permitted to enter the school building.

Staff will undergo daily temperature checks before entering the school building, while in their vehicles. Personnel within the proper limits (green) will be permitted to join the school building. Staff members with a temperature above the identified limit, indicative of a fever, will not be allowed into the building. The staff members' names and information will be registered for proper tracking and tracing. The staff will be allowed to enter the school with evidence of a negative COVID test. The school will follow the quarantine procedure for all persons in the vehicle. Staff will undergo an additional temperature check upon entry into the school building. All temperature data will be stored in the school to maintain data.

In-person meetings are only allowable for critical matters, and advanced booking is required. Any person(s) exhibiting COVID related symptoms will be immediately isolated.

Entry Procedure

Students will enter through the main entrance. Parents will enter by car via the main gate then stop near the front entrance. Parents will remain in the car and continue through the lane during the entry procedure. Before students exiting the vehicle, a team member will take the vehicle's temperature and ensure proper masks are secured. Upon a successful temperature reading, the students will enter the front door, proceed through the main entryway, have an additional temperature scanning, and sanitize their hands. Ensuring proper distance, students will then transition to their classrooms. Admin staff and teaching assistants will be placed along the walkways to monitor and ensure social distancing.

In-person meetings are only allowable for critical matters, and advanced booking is required. Any person(s) exhibiting COVID related symptoms will be immediately isolated.

Exit Procedure

The school will utilize a staggered dismissal to support safe dismissal and consistently observe social distancing protocols. Upon dismissal, parents will be assigned a dismissal card with their students' information and classroom. Upon parents' arrival at the school's main entrance, the students will be called via the PA system from their classes. The students will then proceed to the exit. Students will be adequately socially distanced during the dismissal process. Admin staff, security, and teaching assistants will be placed along the walkways and at the doorway to monitor and ensure social distancing.

Students who ride the bus will be dismissed before individual dismissal. One bus will be dismissed at a time to ensure proper social distancing. Bus assistants will assist in the dismissal proceedings for each respective bus.

School Deliveries

All school deliveries will be scheduled outside of school hours. Upon receipt of the delivery, the temperature and identifying information of the driver and company will be recorded. The receiving party of Bright Learners will ensure the driver is in possession of a mask and a clean pair of gloves. Delivery drivers will be required to put on fresh gloves before delivery. All deliveries will be placed in a pre-disclosed location for proper sterilization.

Meetings

Where appropriate, the school will arrange for all meetings to take place virtually. Parents will be encouraged to schedule meetings almost with teachers and members of the administration. The school will provide a virtual platform (Zoom, Google Meets) for parents to access staff members. Entry into the building will be highly discouraged in the absence of an emergency.

In-person meetings are only allowable for critical matters, and advanced booking is required. If physical meetings are essential, all safety and distancing procedures will be in place.

Educational Provision

Social Distancing and Classroom Arrangements

Students under the age of six years old will be placed into the classroom with no more than 10 students per room and per homeroom teacher. Each student will have their own identified desk that will not be shared. Desks in

the classroom will be properly distanced at a distance no less than 1.5 meters apart. All equipment deemed non-essential will be removed from the classroom. Students will be provided with books and stationery supplies that will not be shared. The movement will be minimized as students will remain primarily in the classroom. Each group of students will have an identified classroom and accompanying outdoor space. Students will be required to bring their lunch and water to the school and lunch breaks will take place in the classroom. In order to maintain social distancing outside the classroom, students and teachers will utilize the markers and signage placed throughout the building. Teachers and teacher assistants will monitor social distance in the event of movement outside of the classroom.

Classrooms

Bright Learners Private School has set up classrooms according to the following standards:

- A hand-gel dispenser installed at the entrance to the classroom, and students and teachers should sanitize their hands when entering and leaving the classroom
- Individual student workstations - Used by the same student daily
- Individual student materials
- 1.5 m between student workstations
- A disinfectant placed on every teacher's desk (and regularly stocked)
- Shared tables marked indicating where students should be seated.
- The installation of hooks on the side of each workstation is recommended to hang personal belongings and avoid floor clutter.
- Clean and disinfect regularly between student groups
- If the weather allows and the classroom has windows, ventilate whenever possible

Learning Cohorts

Each class will have its own identified classroom that will not be shared. Desks in the classroom will be properly distanced at a distance no less than 1.5 meters apart. All equipment deemed nonessential will be removed from the classroom. Students will be provided with books and stationery supplies that will not be shared. The movement will be minimized as students will remain primarily in the classroom. Each group of students will have an identified classroom and accompanying outdoor space. Students will be required to bring their lunch and water to the school and lunch breaks will take place in the classroom.

Each class will be equipped with a classroom teacher and TA specific to that class. Arabic, Islamic, Music, Art, and Physical Education will take place in the

classroom with the respective teachers on a bi-weekly rotation to minimize exposure and risk.

Sports Facilities

All students are highly encouraged to participate in sports to maintain their health and wellbeing. Physical education teachers should provide opportunities for students to properly social distance within the sports hall. Students will not share materials and maintain a distance greater than 1.5m.

- To ensure that students remain active and keep healthy, schools will resume Physical Education (PE) lessons, with strict adherence to safety management measures.
- 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.
- PE lessons should focus on sports that do not require physical interaction; and school swimming pools will remain closed until further notice.
- All staff and trainers to practice physical distancing of at least 1.5 metres during the PE lesson.
- Create visible markers on the floor to indicate appropriate spacing.
- For schools with gym facilities, and for running specific team sports, the relevant guidelines for gyms are to be adhered to and could be referred to through the Dubai Sports Council website. [https://www.dubaisc.ae/Style%20Library/docs/ReopeningDubai_Sector_sPlan_EN_Web.pdf] 92. All health & safety guidelines/standards in all sports halls are in line with DM Health & Safety Guidelines ["DMHS"].
- Students should maintain physical distancing while entering PE halls / stadiums.
- Frequent sanitization of all equipment, and all areas in which PE lessons are offered [after every use and post closure of the school], through proper sanitizing schedule by temporarily closing PE halls.
- Encourage outdoor activities whenever possible.
- Ensure ventilation of the gym, either by opening windows and doors, or by using ventilation systems.
- No tournaments or events will take place at this time

Class Timings

In alignment with enrollment, our school will implement five days in person with one day of distance learning to allow for thorough sanitizing. All grade levels will attend on Sunday, Monday, Tuesday, and Wednesday. Distance learning will be provided on Thursday.

Pre K - KG 1

Students will be placed in hubs of ten in which they will enter the school between 7:45 and 8:00 through their designated entrance. Break times will be conducted in the classrooms. Allocated time throughout the day will allow for brain breaks and physical exercise. Breaks will take place in designated spaces, which will be sanitized after each use. Students riding the bus will leave at 11:45 from their designated space. Beginning at 11:55, students will exit individually. Staff will monitor the entry and exit procedures.

Primary

Students will be placed in hubs allowing 1.5 meters of social distance. In which they will enter the school between 7:45 and 8:00 through their designated entrance. Break times will be conducted in the classrooms. Allocated time throughout the day will allow for brain breaks and physical exercise. Breaks will take place in designated spaces, which will be sanitized after each use. Students riding the bus will leave at 1:45 from their designated space. Beginning at 1:55, students will exit individually. Staff will monitor the entry and exit procedures.

Personal Belongings and Shared Supplies

To reduce the risk of contamination and carrying viruses, staff and students' personal belongings must be reduced to a minimum. School supplies may be used when the possibility of sharing is low (i.e. scissors, glue, rulers, lab equipment), given that they are sanitized after individual use. For classrooms of younger students, a receptacle (with lid or small opening to prevent access by students) should be set up for any items that have been exposed to/come into contact with biological fluids (saliva, mucous secretions) for cleaning and sanitization after class and prior to reuse.

Each student should be provided with a designated stationery kit or should be asked to bring their own stationery kit that they will keep at school if storage is possible (pens, pencils, markers, scissors, etc.). Stationery kits are for exclusive use and should not be shared. Efforts should be made to reduce, where possible, the transfer of paper from home and to home by assigning class work using worksheets or assigning work online.

In case Students of Determination have special equipment and/or emotional support material, it must be adequately cleaned and disinfected, and never be shared with other children. For older students who are allowed personal digital devices as per the school's rules, ensure cleaning with sanitizing wipes regularly, and prohibit sharing with other students. The installation of

small hooks on all workstations is recommended to hang personal belongings and avoid having encumbrances on the floor.

Personal Protective Equipment (PPE)

Masks are obligatory for anyone entering the school premises.

Exceptions include:

- Students in KG.
- School staff may wear a face shield when interacting with younger students to encourage social-emotional development

Masks must be worn at all other times.

- For all other students and staff masks may only be removed during lunch, provided strict social distancing is maintained.
- Face shields should be worn by students and staff with medical conditions for which mask-wearing is not recommended (supported by a medical certificate).

Any further exceptions to the above list will be announced at a later time in conjunction with relevant authorities. A home-made cloth mask or medical mask may be used. Students and staff are required to bring two masks per day: One for use in the morning, and a new one to be used after lunch. Masks must be disposed of (one person at a time) in bins designated for medical waste. In the case of cloth masks, precaution must be taken to ensure that the used mask is stored properly in student bags and cleaned on a daily basis.

Bright Learners will maintain a supply of masks for students who may not have them or have misplaced or damaged their masks. These are readily available at the entrances and exits of the school, and in classrooms if needed. Due to the increased proximity of some staff working with Students of Determination, it is the school's responsibility to ensure staff working with Students of Determination are provided with the appropriate PPE as per the Risk Assessment conducted. Schools shall ensure that students are wearing masks correctly. Schools shall also provide training to students on proper hand hygiene and mask-wearing.

Gloves are not recommended but may be worn. Staff and students should be made aware that gloves do not prevent infection and that frequent handwashing is preferable. Students should be encouraged to always carry a sanitizer with 70%-80% alcohol in their pockets/bags to sanitize their hands frequently.

Cleaning, Sanitization, and Disinfection

Cleaning of School Building

Bright Learners employees a regular cleaning staff that carries out the general cleaning and disinfection of the premises every 24 hours. This includes cleaning and disinfecting floors, vacuuming, spot cleaning, dusting horizontal surfaces such as furniture, classroom equipment, etc., and taking out the trash. Surfaces must undergo cleaning with soap/detergent and water to remove organic matter and debris, followed by disinfection (germ elimination) with a disinfectant

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

Cleaning Techniques

Cleaning should progress from the least soiled (cleanest) to the most soiled (dirtiest) areas, and from the higher to lower levels so that debris may fall on the floor and is cleaned last in a systematic manner to avoid missing any areas.

The cleaning team shall use fresh cloths at the start of each cleaning session (i.e. routine daily cleaning before the beginning of the school day). For areas considered to be at high risk of COVID-19 virus contamination such as the school clinic or sites regularly used by a confirmed COVID-19 patient (e.g. desk, floor etc.), schools shall use separate cleaning equipment and cloth.

Approved Disinfectants

Fresh disinfectant solution should be prepared daily or for each cleaning shift. Only EPA-approved disinfectants should be used. Schools shall follow these guidelines when cleaning a site used by a COVID-19 affected student or member of staff:

- Close off the affected areas that were used by the patient.

- Open doors and windows to increase air circulation in the area.
- It is advised to wait 24 hours before cleaning or disinfecting the area.
- Ensure that the cleaning staff is wearing full PPE (i.e. mask, face shield, gloves, and a long sleeved single-use apron).
- Clean and disinfect the area using a disinfectant solution and fresh cloth.
- Discard or wash the cloth with detergent and dry it before reuse.

Ventilation

In order to maintain good indoor ventilation we will keep the windows (if the weather allows) and doors of classrooms open using exhaust fans/ventilation units to circulate fresh air. If the air-conditioning system is used, schools should ensure there is sufficient fresh air supply and the dust-filters are cleaned and sanitized regularly. Closed spaces such as classrooms, etc. should be ventilated with fresh air for at least 10 minutes before students arrive at school, during recreation/recess, at lunch time, and after school.

Transportation

Bus Transportation

All buses will be appropriately disinfected before and after each use. During bus transportation, all students above the age of 6 will be required to wear a proper face mask. New masks will be available on the bus for students who do not have one available. Temperature checks will be taken upon arrival on the bus, and the bus assistant will record all temperatures. Adequate signage on the bus will indicate where students are and are not permitted to sit on the bus. The signs, in addition to the bus assistant, will ensure proper social distancing. The bus will have adequate ventilation. Additionally, bus assistants above the age of 60, or those displaying medical conditions should not be on duty.

In the event of a suspected case or a child showing symptoms, the bus will ensure that we are following the most recent guidance per the Dubai Health Authority (DHA). The bus driver or assistant will further isolate the student from the other students on the bus and immediately contact the parents and the school. From this moment, all interactions with the identified person will be with the bus monitor with full PPE. The designated person will then either be transported to the hospital or released to their home. The identified person will be allowed to enter the bus with the evidence of a negative COVID test and absence of symptoms.

In the event of a positive result, all people who have been in direct contact with the identified person (students and staff) will follow the quarantine

procedure and complete 14 days quarantine. During the quarantine period, the bus will be disinfected appropriately.

Incident Management and Emergency Readiness

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

The physical and emotional wellbeing of our staff and students is our highest concern. Through all steps of the process, we will be sure to effectively and openly communicate policies, procedures, and next steps. We will ensure families know how to properly integrate back into the school. Our team will provide the information in a written form and have a reentry call with the family to ensure full understanding and compliance.

In the event of a suspected or confirmed case, the school will ensure that we follow the most recent guidance following the Dubai Health Authority (DHA). The school will immediately contact DHA (800342) and Emergency Services (999). From this moment, all interactions with the identified person will be with a support member with full PPE. The identified person will be escorted to the isolation room via a support staff in full PPE to ensure a means of safe transport. The school will notify the family of the identified person, providing them with all pertinent information. The identified person will then either be transported to the hospital or released to their home. The identified person will be allowed to enter the school with the evidence of a negative COVID test and absence of symptoms.

In case a student or member of the staff reports that they have tested positive for COVID-19, the school must:

- Give leave to the person and arrange for them to continue to learn or teach online depending on their personal preference and health status.
- Immediately use student/staff attendance data to identify the group of people who had been in contact with the affected person during the period of 2 days before the onset of symptoms (for symptomatic COVID-19 cases) and from the date of swab collection for asymptomatic cases.
- Inform this identified group of people about their potential exposure to COVID-19 without disclosing the identity of the person who has tested positive. In the case of students, the school must inform the parents of their child's potential exposure.
- Send this exposed group of people home and advise them to home quarantine for 14 days from last exposure with the COVID case. The members of their household don't need to self-isolate unless the

exposed person subsequently develops symptoms. In case a young child is exposed, a parent or carer may also need to self-isolate with them.

- Share guidance with this group on observing symptoms and ensuring personal safety over 14 days in case they have been infected with COVID-19.
- Report the infection and the number of potentially exposed people to KHDA and Dubai Health Authority (DHA) using the infectious diseases notification (IDN) system.
- Ensure that all school staff/concerned supporting members are well aware of the above protocol and the detailed plan and actions required during any positive or suspected case (via a clear checklist, process charts, etc.)
- Have an active group email and the responsible members should be included for quick updates. Concurrent meetings/e-meetings for quick updates are required.

Isolation Room

An isolation room separate from the school clinic has been established and equipped in accordance with the approved specifications of suspected cases of staff or students. The space must be adequately ventilated and have its own separate bathroom with toilet and hand washing facilities. Essential supplies such as PPE including surgical masks, gloves, singleuse long-sleeved aprons or gowns and face shields must be present in the quarantine room.