



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

First Release 1.0





Operation of Educational
Establishments during the Pandemic:
Protocols & Procedures

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The Purpose of the Document

This document provides the protocols, conditions, and precautionary measures that should be followed by all educational facilities in the UAE in order to achieve a safe, healthy, and learning-stimulating learning environment when educational establishments are operated during the outbreak of the Covid-19 pandemic.

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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 at the UAE Level

Table shows the levels of risk associated with the Covid-19 outbreak in the UAE:

Risk Level	Criteria
 <p>High-Risk Level</p>	<ul style="list-style-type: none"> ⊞ There is a risk of an epidemic both inside and outside the UAE ⊞ Community-wide transmission of the epidemic ⊞ Epidemic outbreak on a wide scale, in new communities and spots ⊞ Cases of infection are high ⊞ The number of cases of infection is higher than the number of recovered cases ⊞ Increased pressure on the health sector and the emergence of a need for field hospitals ⊞ Medium capacity of the laboratories
 <p>Moderate-Risk Level</p>	<ul style="list-style-type: none"> ⊞ There is an epidemic risk inside or outside the UAE, but the epidemic is under control ⊞ Cases of infection are low in number ⊞ The number of cases of infection is lower than or equal to the number of recovered cases ⊞ Health sector capacity is high ⊞ Laboratory examination capacity is high
 <p>Low-Risk Level</p>	<ul style="list-style-type: none"> ⊞ No risk of an epidemic in the UAE or in other countries, with just a few individual infections ⊞ Monitoring and investigation of all epidemics is ongoing ⊞ Active detection of infections and contact tracing is ongoing ⊞ The health sector operates on a routine basis without any pressure



Levels of Risk in the Educational Establishment

Table Shows the Levels of Risk in the Educational Establishments during the Covid-19 Outbreak in the UAE:



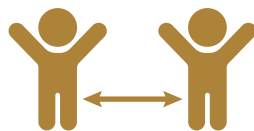
High Risk Level

Disruption of the learning process in the educational establishment and complete shift to distance learning



Moderate Risk Level

Proceeding with the learning process in the educational establishments on a limited basis, eliminating non-essential processes, implementing distance learning, and taking all the required precautions. This is called (Blended Learning)



Low Risk Level

The learning process to take place in the educational establishments





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:

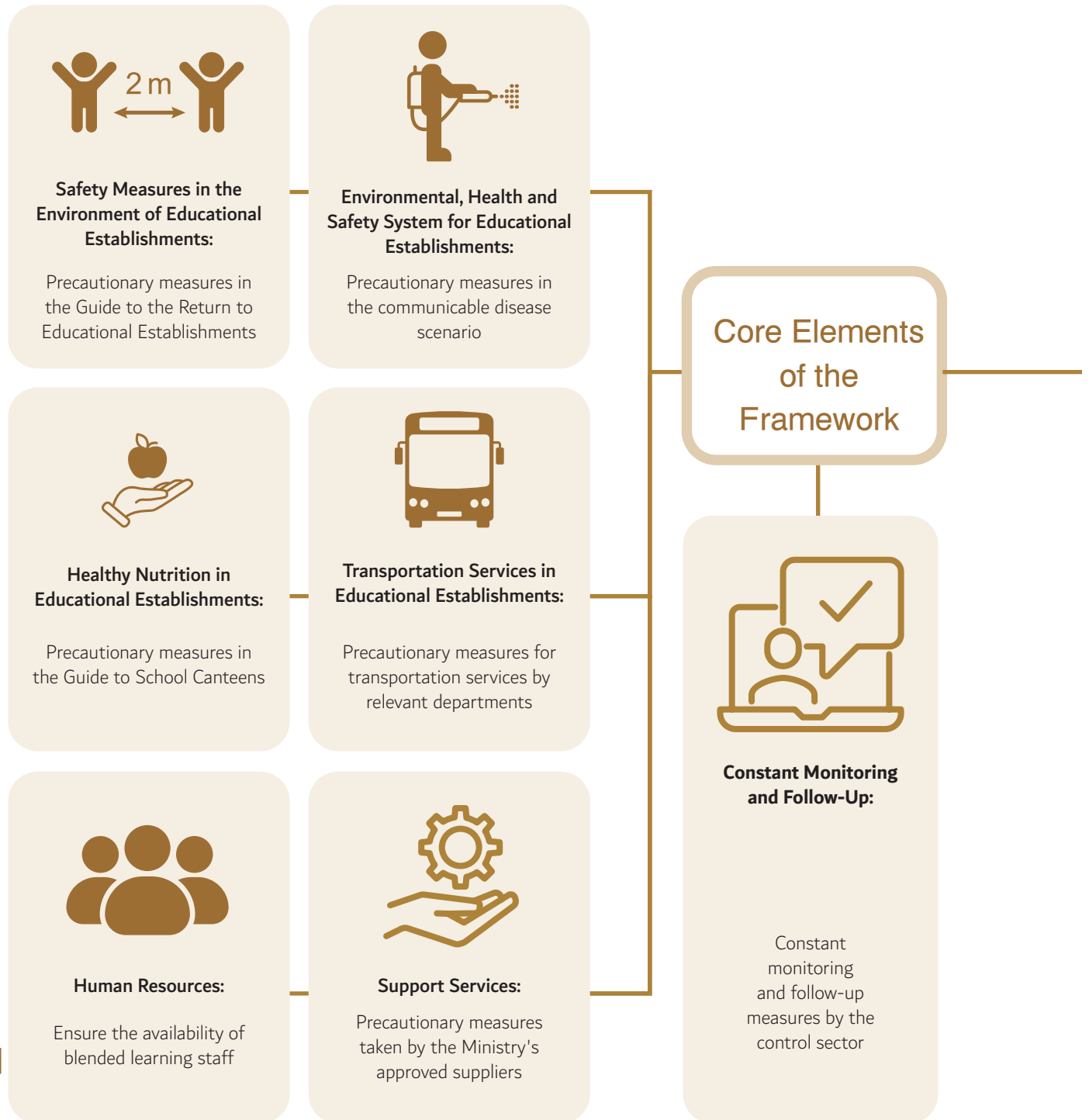
- ☞ The spread of the virus among students in the classroom and the common areas.
- ☞ The spread of the virus to large crowds in confined spaces, including canteen areas, assessment areas, entrance and exit points in the educational establishments that cause crowds as a result of additional safety controls, such as temperature checks at the entrances of educational establishments.
- ☞ 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:

All group activities shall be canceled



Academic Subjects:

Implementation of the curriculum approved by the Ministry of Education



Student Affairs:

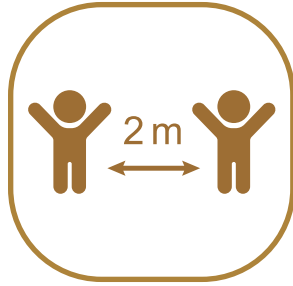
Application of the code of conduct approved by educational establishments



Public Health:

Precautionary measures taken by the nurse at the clinic





1 Environmental, Health and Safety System for Educational Establishments

- ☞ Adherence to the examination of Covid-19 in accordance with the protocols established by the educational establishments and the registration in Al Hosn Application.
- ☞ Leaving a distance of 1.5 m as a physical distance between students in classrooms, laboratories and learning resources rooms, and a distance of two meters between students in other facilities of the educational establishments.
- ☞ Leaving a distance of two meters between the teaching staff and the administrative staff.
- ☞ The obligation to maintain the permitted physical distance when the students are in the educational establishment, by putting stickers on the ground to specify where they should stand.
- ☞ Commitment to check the temperature of students and administrative and teaching staff before they enter the educational establishment, and ensuring that it is below 37.5 degrees.
- ☞ Adherence of students and all members of the administrative and teaching staff to wearing face masks while in the educational establishment, excluding students under 6 years of age.
- ☞ Teaching staff to wear face masks or plastic face shields while teaching in the classroom, leaving a physical distance of not less than two meters between the teacher and the student.
- ☞ Ensuring that students and all members of the administrative and teaching staff are not in contact with infected individuals at least two weeks before school starts.
- ☞ Adherence of students and all members of the administrative and teaching staff not to show up to the educational establishment when they feel any symptoms of virus infection or respiratory symptoms such as (fever, cough, shortness of breath, pain in the body, headache).
- ☞ Students and teaching and administrative staff are instructed to stick to the use of personal protective equipment during their stay in the educational establishment, and not to exchange equipment with classmates, and to avoid shaking hands when greeting.
- ☞ Provision of education and awareness boards on the importance of complying with health procedures and precautions such as (physical distances, hand washing, and hand hygiene).
- ☞ Adherence to alerting the management of educational establishments in cases of Covid-19 infection or contact with infected individuals, while remaining at home and taking the necessary measures for quarantine, by using distance learning as per the study plan approved by the educational establishment.
- ☞ Preparation of the "Educational Establishment Preparedness Plan" to receive students, including the requirements and precautionary measures recommended by the health authorities.
- ☞ Obliging students and administrative and educational staff to sign a "Declaration of Health Status Commitment," which stipulates that a person has not been infected with Covid-19 and has not been in contact with an infected person.
- ☞ Leaving a safety distance of not less than 1.5 meters between desks and study tables, and using classroom floor decals to ensure that desks are spaced according to the approved distances.
- ☞ Managing the entry and exit process at the educational establishment in a way that ensures physical distancing and prevents crowding.
- ☞ Dividing the students into different groups and ensuring that the groups are not mixed together.
- ☞ Distributing Students of Determination among various groups and ensuring that they are not crowded in one group.

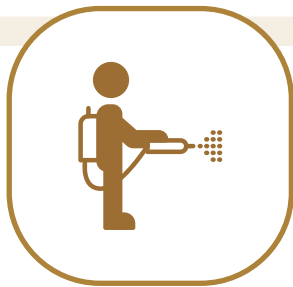
- ☞ Dividing students into groups at break times in order to avoid crowding and maintaining physical space.
- ☞ Provision of an isolation room for people with symptoms of infection.
- ☞ Using the theater, gyms, and large halls in the educational establishment, as classrooms.
- ☞ Studying the setting up of transparent plastic barriers around student study tables, to reduce the spread of infection.
- ☞ Ensuring that students are allowed to enter and exit labs and learning resource rooms without crowding, while at the same time ensuring a safe distance between them.
- ☞ Defining an emergency contact channel or telephone number for parents, students, and educational and administrative staff to report symptoms of virus infection.



Use of Prayer Rooms in Educational Establishments



- ☞ Muslim students & administrative and educational staff should bring their own prayer rugs.
- ☞ Prayer rooms may only be used by students.
- ☞ Educational and administrative staff must pray in their offices.
- ☞ A safe distance of 1.5 m should be maintained between persons in prayer rooms.
- ☞ Students must wear face masks in prayer rooms.
- ☞ After each use, prayer rooms should be cleaned.
- ☞ Instructions for the use of prayer rooms will be updated in accordance with the guidelines of the authorities concerned.



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.

Continued: Buildings of Educational Establishments

- ☞ Determining the dates of sterilization and the staff performing the sterilization, on an announced schedule.
- ☞ 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.
- ☞ Installation of plastic barriers in areas where it is difficult to maintain a distance of two meters between individuals (e.g. areas for the school-fee collection service)
- ☞ 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 / 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.
- ☞ Training of educational staff and security and safety officers 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, so that each student is in a separate room.
- ☞ Not allowing students to mix and gather and, whenever possible, limit movement between floors.
- ☞ Adherence to providing hand washing sterilizers, paper tissues, face masks, and gloves in places where students and staff are required to use them.
- ☞ Managing movement, attendance records, visitor records, applying thermal scanning at the entrances to the educational establishment, 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 and for persons put under quarantine.
- ☞ 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 and bed sheets of people in quarantine.



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 common-place surfaces.
- ☞ Instructions on the need to cover the mouth and nose and use tissues and elbows when coughing and sneezing.
- ☞ Provision of instructions on the need to maintain the specified physical distance and avoid shaking hands with others.
- ☞ Raising awareness of the need not to exchange personal protective equipment, supplies, school tools, and school meals.
- ☞ Reducing the load of school supplies, such as carrying a small bag for a laptop and a meal, preferably made of leather or plastic, to facilitate sterilization before going to the educational establishment and after returning.
- ☞ 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

- Prohibition of common meals and food and drink buffets in private and shared dining halls.
- Obliging food suppliers of educational establishments to comply with health requirements followed during the pandemic.



5 Transportation Services in Educational Establishments

- Reducing school bus capacity to 50%, while registering lists of students' names.
- Following up on the commitment of bus drivers and supervisors to approved health and safety standards (e.g. wearing face masks, hand sterilization, and safe distancing).
- 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.
- Determining where students sit on buses after a safe physical space has been allocated.
- 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 and physical distancing).



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 in contact with infected people, or who are infected or are quarantined.

Human Resources (Support Services)

- ⇒ 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.
- ⇒ Ensuring that sufficient numbers of teachers, assistants, and companions are available to Students of Determination, to apply physical distances and all health precautions to them.
- ⇒ Traveling educational or administrative staff must comply with all the requirements of the relevant authorities, including the requirements for self-isolation and examination, in order to ensure their safety.



7 Student Affairs

- ⇒ Continuing to provide distance learning for students with chronic health conditions (after their medical reports have been approved).
- ⇒ All traveling students must comply with all requirements of the relevant authorities, including requirements for self-isolation or examination.
- ⇒ 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 distance learning and blended learning.
- ⇒ Considering to minimize distance learning outcomes for academic subjects, that will not cause student learning loss in the first stage of the gradual return.
- ⇒ Re-planning the duration of the lessons to reduce the time spent by students at the same location. The total time of attendance at the educational establishment shall be reduced during the first stage of the return to school and the time of attendance shall be gradually increased in accordance with the instructions of the Ministry and according to the level of risk.
- ⇒ Implementing individual educational plans for Students of Determination, and all considerations during the exam time, according to the categories of disability and to meet their needs according to their individual abilities.



9 Extracurricular Activities

- ✎ Cancellation of group activities like trips, celebrations, sports, and camping, or converting them into virtual activities.
- ✎ Postponement of the implementation of free and flexible activity classes in the school calendar in the first stage of students' return.
- ✎ Converting arts and sports sessions to virtual education.



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.
- ✎ Communicating with the educational establishment in cases of infection, suspicion of or contact with infected individuals, while ensuring that the student is kept at home and that the necessary measures are taken, in accordance with the medical instructions recommended by the treating physician.
- ✎ Parents should ensure that they inform the educational establishment management if the children suffer from any chronic disease or immune deficiency.
- ✎ Ensuring that children do not come into contact with infected individuals at least two weeks before going back to school.



12 Support Services

- Support and maintenance services are not performed in the presence of students and teaching and administrative staff in educational establishments.
- 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.
- Before entering the premises of the educational establishments, the temperature of workers in the service-providing companies should be measured. In the event of suspected infection, the necessary preventive measures should be taken, and communication should be made with the authorities concerned.
- 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.



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.





Section Three





Kindergartens & Childcare Centers



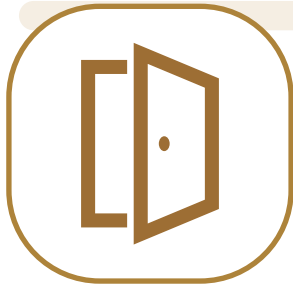


In addition to the guidelines laid out in Sections One, Two, Eight and Ten, kindergartens and childcare centers are required to:

Activities of Kindergartens and Child Care Centers in Different Risk Situations

 Activities	 Low-Risk Level	 Moderate-Risk Level	 High-Risk Level
Classrooms	Inside the educational establishment	Remotely	Remotely
Activities	Available	Limited hours of operation	Closure
The Capacity of Educational and Administrative Staff	100%	50%	25%
The Capacity for Children	100%	50%	0%





1 Educational Establishment Entry Procedures

- ☞ Ensure that the temperature of any person entering the establishment is checked and that the temperature is below 37.5 degrees.
- ☞ The nurse must examine all staff and children upon arrival at the establishment, during the day and on departure, and ensure that they do not have any symptoms of Covid-19.
- ☞ Employees are prevented from leaving the establishment during the day, except in emergency cases, and they should be told not to return to the building until their clothes have been completely sterilized.
- ☞ Only one parent or first-degree authorized member of the family is allowed to deliver the child to school and pick up the child from school.
- ☞ 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. Parents are allowed to stay a maximum of 10 minutes inside the establishment.
- ☞ Encourage online meetings, unless the urgent need is for a previously agreed personal meeting.
- ☞ Commitment to complete support services such as repair work and distribution of shipments during the educational establishment's operating hours, while enforcing all precautionary measures.



2 Examination & Emergency Plan

- ☞ The examination is compulsory for employees and visitors, and anyone with a temperature of 37.5 degrees or more must be prevented from entering the establishment.
- ☞ The person responsible for the establishment should be informed in the event that Covid-19 cases are detected or one of its symptoms appears among the staff or other attendants in the establishment, such as fever (37.5° C or higher), coughing, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of sense of smell or taste.
- ☞ The employee shall be excluded from entering the educational establishment if the result of the Covid-19 examination is reported to be positive and he/she should be subject to quarantine before he/she obtains a negative result of the examination, before being able to resume work at the establishment.
- ☞ The establishment management shall assign an isolation room and shall develop protocols to deal with suspected or confirmed cases of Covid-19.



Continued: Examination & Emergency Plan

- ☞ The educational establishment must keep all of the following details (name, telephone number, identity number, and visit date) in employee/visitor/child records.
- ☞ Parents must inform the establishment of any recent visits to hospitals or medical care centers for themselves, their children, or for any family member residing with them.
- ☞ Encourage parents to check the temperature of the children, and identify any signs before leaving home.
- ☞ If only one case (a child or an employee) is detected, the kindergarten shall be closed immediately for 14 days and everyone adheres to the guidelines of isolation and conducting tests. The nursery shall not be allowed to reopen unless everyone is tested and proven free of the disease.
- ☞ If more than one Covid-19 case is detected, the kindergarten shall be closed permanently.



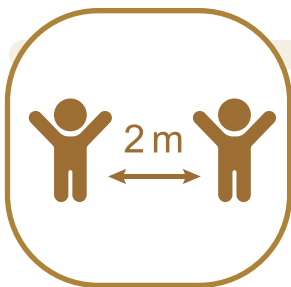
3 Personal Protection & Hygiene Equipment

- ☞ 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.
- ☞ Both staff/visitors will at all times comply with the wearing of face masks within the establishment.
- ☞ Encourage staff to sterilize/wash their hands regularly.
- ☞ Children are excluded from wearing face masks or shields.
- ☞ Encourage staff in direct contact with children to wear transparent face masks, if available, to facilitate lip reading and facial expression.
- ☞ 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.



Continued: Examination & Emergency Plan

- 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.
- Use sterile wipes to clean frequently-touched



4 Physical Distancing

- A distance of 1.5 meters shall be maintained in all classes, play areas, common areas, service offices, and other services.
- Develop a staff entry/exit schedule at rest times, to define the number of employees for each room.
- Cancellation or postponement of special celebrations, such as festivals and special exhibitions.
- Change or stop routine practices that may increase the transmission of infection.



5 Toys, Equipment, and Tools

- Toys and dolls with complex or hard-to-clean parts should not be used.
- All equipment in the classroom should be sterilized (toys, books, scissors, pens, crayons, arts and crafts materials) after each use.
- Toys should be sterilized after use and immediately removed from the play area if the child puts them in his/her mouth.
- 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.
- Certain types of play areas, that it is difficult to sterilize fully, must be closed/removed after each use.
- Prevent the use of "mouth" toys (musical instruments, whistles).
- Toys should not be shared with other groups, unless they are washed and sterilized.
- Reduce children's gathering around toys/tools (maximum 4 children at a time).



6

Staff to Children Ratios

- At least one member of staff with a valid child first aid certificate shall be present.
- Children must be cared for in separate and fixed groups (not more than 10 in one group) and should not be mixed with other groups.
- A safe distance of 1.5 meters between adults should be maintained.
- Childcare classes must have the same group members every day.
- Children must be cared for by the caregivers of each group, and such caregivers should not be changed.

The following ratios should be applied:

Age Categories	Number of Children per Group	Number of Female Workers per Group
From 45 days to 2 years	8	2:8
From 2 years to 4 years	10	2:10





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 "Kindergarten Readiness Plan" to ensure that appropriate procedures are in place for the continuity of operations and the safety of everyone in the educational establishment.



8

Priority of Admission

- Priority of admission should be granted to working parents who need to secure the care of their child during the work time.



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.
- Create a meal break schedule.





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 in the classroom, in order to avoid crowding.
- ✎ In higher grades, students should be allowed to go to the food sales outlet, while at the same time ensuring physical distancing and the distribution of students among groups, in order to avoid crowding.
- ✎ 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.
- ✎ Forbid shared meals and beverage buffets in private and shared dining halls.



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 minimum physical distance of 1.5 meters between students should be maintained in the reading and study areas.
- ✎ The training resource specialist and support team must adhere to the wearing of face masks and hand gloves and use a hand sanitizer (on top of gloves) 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 - hand sanitizers - hand gloves) 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



Section Four: Public & Private Education

Continued: Games - Parents' Role

educational establishment that organizes the 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.
- ☞ Ensure that children do not come into contact with infected individuals at least two weeks before going back to school.
- ☞ Communicate with the educational establishment in cases of infection, suspicion of or contact with infected individuals, while ensuring that the student is kept at home and takes the necessary measures,

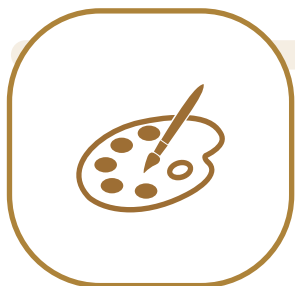
in accordance with the medical instructions recommended by the treating physician.

- ☞ 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 use the Al Hosn Application to ensure traceability in case of infection.
- ☞ In order to ensure traceability in the event of infection, parents can download the Al Hosn Application.

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:
 - ☞ Ensure that children stay at home if they have symptoms.
 - ☞ 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

In the “high-risk” and “moderate-risk” levels

- Group activities such as educational establishment trips, celebrations, sports, and camps should be canceled, unless a permission is obtained from the relevant authorities.
- “Completely remote” activities should be carried out electronically, whenever possible.

In the “low-risk” level

- Some interactive activities should be studied with a small number of students, to ensure that they are not at risk.



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, hand sanitizing, and physical distance) 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
- Measure the temperature of the driver and supervisor and ensure that they do not show symptoms of the disease, on a daily basis, before starting work and transferring students to the educational establishment.



Continued: Transportation Services in Educational Establishments

- ☞ Take the measures necessary for maintaining physical distance in the bus.
- ☞ Adherence to bus sterilization before the first trip, and after each trip, with cleaning and sterilization materials approved in conjunction with the supplier.
- ☞ Provide a male/female supervisor in each bus to measure the temperature of students before boarding, and to ensure that they are committed to preventive measures.
- ☞ Write down the names of those who have been absent or shown to have a high temperature and who have not been allowed to board the bus, to inform the parent and the educational establishment.
- ☞ Inform the management of the educational establishment of cases in breach of preventive measures, to take the necessary measures.
- ☞ Identify specific points for the entrances and exits for buses and for students' and employees' private cars to ensure that the temperature is checked before anyone enters, while preserving physical distance.
- ☞ Develop a plan for parking areas for buses and for teachers' and visitors' cars, to ensure that they are spaced in accordance with health and safety standards.
- ☞ 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.
- ☞ Bus supervisors will regularly monitor the students, ensure that there is a distance between the students, and record the names of the violators, in order for the management to take appropriate action.
- ☞ Those who monitor the entry of students with private cars must measure the students' temperature before entering the educational establishment building, monitor their entry on a regular basis, while at the same time ensuring the physical distance between students, and recording the names of the violators, in order for the management to take the necessary measures.
- ☞ Reduce school bus capacity to 50%, while registering lists of names of students.
- ☞ 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 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, and to control their organized entry to ensure physical distance.
- ☞ 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 and physical distancing).
- ☞ 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 ensure physical distance during transport.
- ☞ Request parents to hand over their children, at the entrances designated by the management, to supervisors, and not to allow them to enter the classroom.





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.
- Control the distribution of teachers in the blended learning implementation plan, so that there is no defect in the study plan.
- Provide alternatives to teachers who are in contact with infected people, infected or who are quarantined.
- Provide additional teachers in cases of applying physical spacing and reducing student numbers in classes.
- 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, including the requirements for self-isolation and examination.



7 Student Affairs

Student attendance and absence

- Divide students into three groups A / B / C, in public general education schools.
- Each group should be made up of a number of students, depending on the number of students in the educational establishment.
Example: Group A is to be taught at educational establishments, while groups B + C are to take distance learning at home.
- Next week, group B is to be taught at educational establishments, while groups A + C are to take distance learning at home
- Next week, group C is to be taught at educational establishments, while groups A + B are to take distance learning at home
- Special education schools shall be excluded and shall follow the appropriate model set out in the section on



Section Four: Public & Private Education



Continued: Student Affairs

private education.

- ☞ Students with chronic diseases should not be required to attend school and should continue to receive distance education (after approval of medical reports).
- ☞ Students of Determination shall be present, like all other students, unless they have chronic diseases, health problems, or immunity loss, and in these cases

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.

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

they should receive distance learning.

- ☞ Communicate with parents who do not wish to send their children to educational establishments, and provide them with support.
- ☞ 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 mechanism.





- ☞ Care must be taken to avoid stigmatization of students, families, and educational and administrative staff who have been infected with Coved-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. It is essential that students understand how the schedule of courses will differ from the regular schedule.

authorities' directives.

- ☞ Incorporate health education in the student's daily habits and school curricula, such as: Hygiene, hand washing, physical spacing, 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.







Activities of Public Education Institutions in Different Risk Levels

 Activities	 Low-Risk Level	 Moderate-Risk Level	 High-Risk Level
Classrooms	Inside the educational establishment	Remotely	Remotely
Supporting Lessons	Inside the educational establishment	Inside the educational establishment	Remotely
Laboratories	Inside the educational establishment	Inside the educational establishment	Most of them are held remotely
Exams - Quiz	Inside the educational establishment	Remotely	Remotely
Exams - Assessment Exam	Inside the educational establishment	Remotely	Remotely



Continued: Activities of Public Education Institutions in Different Risk Level

 Activities	 Low-Risk Level	 Moderate-Risk Level	 High-Risk Level
Exams - Final Exam	Inside the educational establishment	Inside the educational establishment	Most of them are held remotely
Exams - Oral Exams	Inside the educational establishment	Remotely	Remotely
Library	Opened (All services are available)	Remotely, limited hours of operation	Remotely
Gym and Activity Room	Available	Remotely, limited hours of operation	Closure
Canteens	Open	Limited hours of operation	Closure
The Capacity of Educational and Administrative Staff	100%	50%	25%
The Capacity of Students	100%	50%	0%



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

- Develop a perception for all academic subjects that defines the learning mechanism through distance learning and blended learning.
- Class time shall be rescheduled in such a way that the total time for students to be present in the educational establishment during the first stage of the re-opening of educational establishments is reduced and that class time shall be gradually increased depending on the levels of risk.
- The study plan shall be updated in line with modifying the time allocated to the classes.
- 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, as an alternative to paper 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 2020-2021 shall be mandatory, while complying with all safety measures set out in this document.
- Before planning procedures for safety and physical distances, educational establishments shall decide which model to follow during the period of operation of the establishment. Such model will determine how educational establishments implement safety and physical distancing procedures.
- This plan explains how educational establishments accommodate students in their buildings and comply with health and safety measures. Each educational establishment may have additional and specific requirements and controls that are planned and defined in the educational establishment's safety plan.
- The Health and Safety Committee task force in educational establishments shall be responsible for preparing such a study plan.
- Educational establishments may follow three operating models: A full school day, attending on a rotational basis or blended learning model.



Operating Model	Full School Day	Attending on a Rotational Basis	Blended Learning Model
Description	<ul style="list-style-type: none"> Educational establishments shall operate according to the standard model for a full day, and with all students. 	<ul style="list-style-type: none"> Educational establishments shall operate over two periods. 	<ul style="list-style-type: none"> Students shall alternate between distance learning and attendance at educational establishments.
Key Highlights	<ul style="list-style-type: none"> This model may only work with educational establishments which are small in terms of number of students, or with new educational establishments which are not yet fully operational. Educational establishments shall have sufficient space to apply physical distancing between students. 	<ul style="list-style-type: none"> Educational establishments may determine a mechanism for distributing students in the two periods as they see fit. It is recommended that educational establishments distribute students according to the stages, and students from the same stages shall not be divided into two periods. 	<ul style="list-style-type: none"> Educational establishments may determine the mechanism of rotation among students in this model as they see fit. Educational establishments may have different schedules, which may vary from one stage to another.
School Transportation	<ul style="list-style-type: none"> Buses will run all day; however, they will have to run using 50% of capacity, which means that educational establishments may need more buses. 	<ul style="list-style-type: none"> Buses will run throughout the day on a rotational basis. Rotations shall ensure that 50% of the bus capacity is used. Daily bus trips will double, and educational establishments may need more buses. 	<ul style="list-style-type: none"> Buses will run all day regularly. The blended model shall ensure that 50% of the bus capacity is used.



Operating Model	Full School Day	Attending on a Rotational Basis	Blended Learning Model
<p>Health and Hygiene</p>	<ul style="list-style-type: none"> All students will attend at the same time; therefore, educational establishments shall maintain additional precautions for physical distancing and sanitization procedures. 	<ul style="list-style-type: none"> Before starting the second rotation period and the arrival of students, workers responsible for cleaning educational establishments shall clean and sanitize facility buildings according to the guidelines. 	<ul style="list-style-type: none"> Educational establishments shall align the cleaning and sanitization schedules with the student schedule. Before the arrival of a group of students in the educational establishments, the buildings of such educational establishments shall be cleaned and sanitized in accordance with the guidelines, and this shall be done at the end of each rotation.
<p>Educational Staff</p>	<ul style="list-style-type: none"> Educational establishments will require more members of the education staff, due to the additional physical distancing precautions. Teachers will work according to the normal working hours. 	<ul style="list-style-type: none"> Educational establishments shall effectively plan teaching hours for this model to meet the needs of all students. The teaching hours and the wellbeing of both the students and the educational and administrative staff shall be taken into consideration. 	<ul style="list-style-type: none"> Learning shall be conducted remotely, and in regular classes. Educational establishments shall effectively plan teaching hours to meet the needs of all students in blended programs. The teaching hours and the wellbeing of both the students and the educational and administrative staff shall be taken into consideration.

General Points to be Considered When Choosing a Model

- Educational establishments shall choose the most appropriate option for them; this option includes the number of students, the resources available, and the operating model. Educational establishments shall follow the detailed guide to reduce the impact of the chosen model on student learning and the following of the curriculum.
- Educational establishments may choose a mixture of more than one model, provided that this shall be clearly explained in the operational plan.
- Educational establishments shall submit a parent contact plan, and that plan shall be included in the operational plan.
- Educational establishments may submit requests to the concerned authorities to change the chosen model, once such educational establishments are re-opened.





Section Five

Public and Private Higher Education



Aspects Related to Higher Education





This section reviews procedures related to public and private higher education institutions.

Activities of Higher Education Institutions in Different Risk Levels





The table below shows the general determinants of higher education institution activities in different risk levels

Such determinants are generally as follows:

- ☞ Low-Risk Level: All activities may be conducted on campus, taking into account the institution's capacity, required physical distancing, and the general rules mentioned in this guide.
- ☞ Moderate-Risk Level: There will be a combination of on-campus activities and remote activities.
- ☞ High-Risk Level: All activities shall be conducted remotely aside from some exceptional cases.
- ☞ As mentioned above, the table shows the general determinants. Each educational institution shall prepare a detailed plan for applying such determinants, taking into account their strategic directions, academic programs, capacity, number of students and employees, and other factors. Such detailed plan shall be submitted to the Ministry of Education, Higher Education Affairs, for approval prior to the commencement of implementation.





 Activities	 Low-Risk Level	 Moderate-Risk Level	 High-Risk Level
Lectures	On campus	A combination of on campus and remote attendance, while maintaining the allowed maximum limit of students and social distancing	Remotely
Problem-Solving Classes and Supporting Lessons	On campus	On campus	Remotely



 Activities	 Low-Risk Level	 Moderate-Risk Level	 High-Risk Level
Laboratories and Studios	On campus	On campus	Most of them are held remotely
Exams - Quiz	On campus	Remotely	Remotely
Exams - Assessment Exam	On campus	A combination of on campus and remote attendance, while maintaining the allowed maximum limit of students and social distancing	Remotely
Exams - Final Exam	On campus	On campus	Most of them are held remotely
Oral Exams and Postgraduate Debates	On campus	Remotely	Remotely
Clinical Training (at Campus Clinics or in Hospitals)	On campus/hospital	On campus/hospital	Exceptional cases in specialized training places in the educational health facility under strict supervision and under the supervision of health authorities
Research Activities Laboratories	On campus	On campus	Most of them are held remotely, except for some basic laboratories on campus/ in hospitals



Continued: Activities of Higher Education Institutions in Different Risk Levels

 Activities	 Low-Risk Level	 Moderate-Risk Level	 High-Risk Level
Library	Opened (All services are available)	Remotely, limited hours of operation	Remotely
Dormitories	Available	Available	Available
Gym and Activity Room	Available	Limited hours of operation	Closure
Retail Stores	open	Limited hours of operation	Closure
The Capacity of Educational and Administrative Staff	75%-100% According to the capacity when maintaining physical distancing	50%	25%
The Capacity of Students	75%-100% According to the capacity when maintaining physical distancing	50%	0%



Precautionary Measures during Crises

Precautionary Measures Taken before Opening a Higher Education Institution and Dormitories



- ☞ All (employees/visitors/students) shall undergo a mandatory temperature check before entering the campus and dormitory on a daily basis.
- ☞ Parents' undertaking shall be obtained (for undergraduate students or below) for 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 for a period of less than or equal to 14 days.
- ☞ Students with special health conditions shall be provided with options, such as distance learning opportunities, to reduce the risk of infection.
- ☞ The high-risk faculty and employees (the elderly, patients with chronic diseases, and others) shall be provided with options, such as remote working, to reduce the risk of infection.



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.
- ☞ Hand sanitizers shall be placed at the touch points on ATMs, in elevators, and on doors.
- ☞ All employees, visitors, and students shall wear face masks at all times upon entry into the establishments. Failure to comply with this procedure would deprive them of entry.
- ☞ Guiding floor decals shall be placed to ensure physical distancing (1.5 meters in classrooms and 2 meters outside of classrooms).
- ☞ The quarantine procedures approved by the relevant authorities shall be adhered to for returnees to the United Arab Emirates.
- ☞ Disposable sanitizers and personal equipment shall be used in campus restaurants or cafés.
- ☞ No cash payment shall be permitted, and electronic payment options shall be encouraged.
- ☞ The information regulations shall be published on the website of the university and on all its social media channels.
- ☞ Students, academic staff, and employees shall be prohibited from study/work in the educational establishment, if they have symptoms of the common cold such as fever, headache, cough....., etc.
- ☞ The movement of employees between departments shall be reduced as much as possible.

Health and Safety Procedures on Campus

- ☞ Facilities, including bathrooms, shall be cleaned and sanitized after each use.
- ☞ The dining halls may be opened for having food and drinks, provided that a two-meter physical distance is maintained.
- ☞ Water dispensers and food vending machines shall not be used.
- ☞ 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.
- ☞ Packaged snacks may be allowed, provided that the health and safety guidelines shall be followed.
- ☞ Meals involving crowding of students and staff, such as buffets, shall not be offered.



Health and Safety Procedures at Entrances

- Any person entering the institution's headquarters, including staff, students, and visitors, shall undergo a temperature check.
- Sanitization gates shall be provided at the entrances of the campus and dormitory, if possible.
- The campus entrances shall be different from its exits.

Classrooms

- Floor decals shall be placed on floors to ensure physical distancing (1.5 meters in classrooms and 2 meters outside of classrooms).
- Surfaces/chairs shall be sanitized after each lecture, 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 at all times in classrooms.
- In classrooms, the safe physical distancing (2 meters) shall be maintained between students and the lecturer.

Laboratories and Studios

- Floor Decals shall be placed on floors to ensure physical distancing (1.5 meters).
- All instruments used in laboratories shall be sanitized at the end of the laboratory work.
- All employees and students shall wear face masks at all times in the laboratories and studios.



Final Exam Rooms

- ☞ Physical distancing (1.5 meters) shall be maintained between tables.
 - ☞ 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 at all times in the exam rooms.
 - ☞ The campus entrances shall be different from its exits.
-

Activities and Events

- ☞ Events and celebrations shall be prohibited.
 - ☞ The valet parking services for employees and visitors shall not be provided during this period.
 - ☞ Group activities shall be prohibited.
-

Library

- ☞ Entering libraries may be allowed, and a maximum number of individuals able to be present in a library shall be determined, provided that a two-meter physical distance shall be strictly maintained between individuals.
 - ☞ Sanitizers shall be provided, and face masks shall be worn. All employees and students shall wear face masks at all times in the library.
 - ☞ Floor decals shall be placed on floors to ensure physical distancing (2 meters).
-

Dormitories

- ☞ Students who do not have other housing in the country shall be eligible for a dormitory.
 - ☞ Fifty percent (50%) of dormitories shall be occupied, with a maximum of one university student in each room, with the facilitation of distance learning for 50% of those who have other housing within the UAE.
 - ☞ All services are available in compliance with the general restrictions.
-

Meetings

- ☞ In-person meetings shall be replaced by virtual ones.
- ☞ Student support services shall be provided virtually, whenever possible.



Gyms and Halls

- ⊞ A two-meter physical distance shall be maintained.
- ⊞ 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 and gloves 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.
- ⊞ An approval shall be obtained from the Ministry of Education to operate the higher education institution and dormitory, in accordance with the informative regulations.

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

- ☞ Students shall be exempted from being in direct contact with patients who are diagnosed as or suspected of having Covid-19. However, students shall attend in hospitals providing treatment for Covid-19 cases, on a rotational basis.
-

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 and any additional measures such as (wearing face masks, checking the temperature, maintaining physical distancing, and following hand hygiene practices recommended in areas of patient and non-patient care).
- ☞ 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







This section reviews procedures related to training institutes and centers, university services offices, and educational consulting offices.

Activities of Training Institutes and Centers, University Services Offices, and Educational Consulting Offices in Different Risk Levels

 Activities	 Low-Risk Level	 Moderate-Risk Level	 High-Risk Level
Technical Activities	Inside the facility	Inside the facility	Remotely
Scientific and Administrative Activities	Inside the facility	Inside the facility	Remotely
Professional and Craft Activities	Inside the facility	Inside the facility	Closure
Exams	Inside the facility	Inside the facility	Most of them are held remotely, except for some exams



Continued: Activities of Training Institutes and Centers, University Services Offices, and Educational Consulting Offices in Different Risk Levels

 Activities	 Low-Risk Level	 Moderate-Risk Level	 High-Risk Level
Dining Hall /Cafeteria	Open	Limited hours of operation	Closure
Employees	75%-100% According to the capacity when maintaining physical distancing	50%	25%
Trainees	75%-100% According to the capacity when maintaining physical distancing	50%	0%
Visitors	75%-100% According to the capacity when maintaining physical distancing	50%	0%



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

- ☞ All (employees/visitors/trainees) shall undergo a mandatory temperature check before entering any facility on a daily basis. The temperature shall be below 37.5 degrees.
- ☞ 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

- ☞ All employees shall undergo a Covid-19 medical examination.
- ☞ Hand sanitizers shall be placed in all common areas.
- ☞ The capacity shall be in compliance with the legislation in force from the relevant authorities.
- ☞ A safe physical distance shall be maintained between individuals (1.5 meters inside classrooms, 2 meters between lecturer and students, and 2 meters in other 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 employees returning to the United Arab Emirates shall undergo self-quarantine at home, or in a hotel if such self-quarantine cannot be applied at home, until the medical examination result is negative.
- ☞ Hygiene and personal protection shall be maintained.
- ☞ No cash payment is permitted, and contactless payment options are encouraged.
- ☞ No personal tools (pens and other items) shall be exchanged.

Precautionary Measures Followed to Sanitize the Educational Establishment

- ☞ Regular cleaning and sterilization of the facilities, including the bathroom, after each use.
- ☞ 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.
- ☞ Dining halls may be opened for food and drink, provided that a two-metre social distance is maintained.
- ☞ The use of water coolers and food-vending machines shall be prohibited.
- ☞ The headquarters should 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.
- ☞ Packaged snacks may be allowed, provided that the health and safety guidelines shall be followed.
- ☞ Buffets are not allowed.



Health and Safety Procedures at Entrances

- ☞ All (employees/visitors/trainees) shall undergo a mandatory temperature check before entering any educational establishment on a daily basis.

Face Masks and Hand Sanitizers Shall Be Provided .

- ☞ All employees, visitors, and students shall wear face masks at all times upon entry into the establishments. Failure to comply with this procedure would deprive them of entry.
- ☞ Hand sanitizers shall be installed.

Physical Distancing

- ☞ Signs of physical distancing shall be placed on elevator floors and users shall comply with standing on such signs. Priority shall be given to people of determination and pregnant women.
- ☞ A distance of (1.5 meters) shall be maintained between individuals in (training classrooms and training institutes and centers) and 2 meters shall be maintained in meetings, common areas, workplaces, coffee makers, elevators, bathrooms and customer service areas.
- ☞ As for classroom training tables, a distance of not less than 2 meters between trainees and trainers shall be maintained.
- ☞ Group activities shall be prohibited.
- ☞ Two meters shall be left between dining tables.
- ☞ All waiting/sitting areas inside the facility shall be removed.

Capacity

- ☞ A percentage of employees may be present in the workplace, in accordance with the legislation in force from the relevant authorities.
- ☞ The occupancy rate shall be in compliance with the legislation in force from the relevant authorities.
- ☞ Gatherings that violate the conditions and rules of physical distancing shall not be allowed.



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

Valet Parking Services

- ☞ The valet parking services for employees and visitors shall not be provided during this period.

Restrictions on Persons

The following categories are prohibited from entering the facility:

- ☞ Children and elderly people are from the prohibited age group according to the laws applicable by the related authorities.
- ☞ Persons with chronic diseases (applicable to all age groups).

Circulars and Approvals

- ☞ All precautionary measures shall be circulated to employees, students, and visitors. services offices, and educational consulting offices, in line with the informative regulations.
- ☞ Obtaining approval of the Ministry of Education to operate training institutes and centers, university

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)

- ☞ Maintaining physical distance between people (1.5 m between students, and 2 m between students and the lecturer) exchanged.
- ☞ Group activities are prohibited.
- ☞ Surfaces/chairs must be sanitized after each customer, and all customers must be motivated to wash/sanitize their hands.
- ☞ No personal tools (pens and other items) may be exchanged.
- ☞ All employees, visitors, and students shall wear face masks at all times upon entry into the establishments. Failure to comply with this procedure would deprive them of entry.
- ☞ Hand sanitizers shall be installed.



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

- Adhering to the distance of (1.5 m) between people.
- As for the classroom desks, it is necessary to leave the physical distance between trainees and trainers.
- 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.
- All employees, visitors, and students shall wear face masks at all times upon entry into the establishments. Failure to comply with this procedure would deprive them of entry.
- Hand sanitizers shall be installed.

Exam Rooms (Training Centers)

- Adhering to the distance of 1.5 m 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 shall wear face masks at all times upon entry into the establishments. Failure to comply with this procedure would deprive them of entry.
- Hand sanitizers shall be installed.

Activities & Events

- Events and celebrations shall be prohibited.
- The valet parking services for employees and visitors shall not be provided during this period.
- All waiting/sitting areas inside the facility shall be removed.
- Group activities are prohibited.

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 Ministry of Education 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.
 - ⦿ Consider whether the closure of the educational establishment is justified and determining the duration of closure based on the level of risk as classified by the Ministry of Health and Prevention.
 - ⦿ Identify those in contact with the infected person inside the educational establishment with the aid of the Al-Hosn Application, and directing them to quarantine according to the recommendations of the concerned authorities in the UAE in order to ensure the absence of infection through a negative examination result.
- ☞ Temporary closure, for sterilization, of the rooms and annexes at the educational establishment visited by the person infected with Covid-19 .
- ☞ In the event that one of the administrative staff is confirmed as a positive case, all contacts of the administrative staff shall be examined and directed to quarantine in accordance with the recommendations of the concerned authorities in the country, pending a negative examination result.
- ☞ In the event that a faculty member is confirmed as a positive case, all contacts of the faculty members and students will be examined and directed to quarantine in accordance with the recommendations of the authorities concerned in the country, pending a negative examination result.
- ☞ In the event that a student is confirmed as a positive case, all contacts of students in classrooms and faculty members will be examined and directed to quarantine in compliance with the recommendations of the concerned authorities in the country, until the disease-free and negative results of the examination are assured.
- ☞ In case more than one student or faculty member is infected:
 - ⦿ The educational establishment will move to the higher level of risk, and study will be suspended and totally transferred to distance learning for not less than 14 days.
 - ⦿ Directing the educational and administrative employees and students to quarantine for 14 days.
 - ⦿ Amending the operating schedule of the establishment, and developing a plan for the continuity of education and medical and social services.



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.
- ☞ The classroom and all annexes of the establishment, which the suspected case reached, shall be closed on a temporary basis before all sterilization measures are taken.
- ☞ Performing the tracing process to identify those in contact with the suspected case. The tracing process will include the infected person's teachers and classmates (including any person who has spent more than 15 minutes with the infected person at a distance of 1.5 m, as from the day on which the symptoms begin or the day of the positive result). They shall be obliged to undergo examination and a 14-day quarantine.
- ☞ Parents of all students in contact must be informed and provided with information on the quarantine measures and distance learning plans.
- ☞ 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 stay-at-home policy must be applied to students, educational and administrative staff, and employees of the educational establishments, who suffer from any symptoms of Covid-19.
- ☞ 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.
- ☞ If two or more cases are confirmed at an educational establishment, the regular classes may be suspended, and the distance learning begins for all students.
- ☞ 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
	<ul style="list-style-type: none">☞ Develop a plan to reduce the number of educational establishment attendees, by:<ul style="list-style-type: none">⦿ Reduction of unnecessary visitors.⦿ regulate the use of permits for the establishment.⦿ Reduction of voluntary processes in educational establishments.
	<ul style="list-style-type: none">☞ Setting a protocol for the acceptance of delivery services.
	<ul style="list-style-type: none">☞ Prohibit any student, parent, care provider, visitor, or employee showing the symptoms of Covid-19 from entering the educational establishment.
	<ul style="list-style-type: none">☞ Monitor the educational and administrative staff and students throughout the day, to ensure the absence of symptoms similar to those of Covid-19.
	<ul style="list-style-type: none">☞ Identify and provide the individual needs of the Students of Determination across the educational establishment.
	<ul style="list-style-type: none">☞ Guide parents to check their children before leaving for the educational establishment, or to stay at home if they show the symptoms of Covid-19 or have close contact with infected individuals .
	<ul style="list-style-type: none">☞ The concerned bus supervisor at the educational establishment should check the students' temperature and ensure that they do not have the symptoms of Covid-19 when entering the bus/educational establishment.
	<ul style="list-style-type: none">☞ All students must wash or sanitize their hands when entering the educational establishments and buses.
	<ul style="list-style-type: none">☞ Provide sufficient points for receiving and handing over students to educational establishments, to avoid and supervise large gatherings.
	<ul style="list-style-type: none">☞ 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.



- ☞ Students/staff who show symptoms during their presence at the educational establishment should be immediately isolated from others in the designated isolation rooms, under the observation and continuing care of approved individuals, until they are transferred to the home or hospital, and the safe physical distance will be applied to them, in case there is more than one infection in the same room.
- ☞ Parents of infected students must be told that their children will not return to the educational establishment until they meet the requirements of the Ministry of Health and Prevention for holding home quarantine and obtaining a negative result.
- ☞ The infected educational/administrative staff must be informed that they will not return to the educational establishment until they meet the requirements of the Ministry of Health and Prevention for holding home quarantine and obtaining a negative result.
- ☞ Direct the educational and administrative staff to self-examination before leaving for work and stay at home if they have symptoms similar to those of Covid-19, or if they are in close contact with a person diagnosed with Covid-19.
- ☞ The concerned person at the educational establishment shall check the temperature of educational/administrative staff and make sure that the students do not have the symptoms of Covid-19 when entering the educational establishment.
- ☞ Checking for symptoms when educational and administrative staff enter educational establishments and buses, in line with the public health guidelines, including taking temperatures and asking all students about the symptoms of Covid-19 over the past 24 hours, and whether anyone has had the symptoms of Covid-19 at home.
- ☞ 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.
- ☞ Encourage the educational and administrative staff of the educational establishment to wash hands constantly.
- ☞ Organize the use of wash basins to ensure the safe social distancing, and forbid the use of close wash basins.



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

2	Continued: Personal Hygiene
	<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.
- ☞ Face masks must be worn when:
 - ⦿ The students are waiting to enter the educational establishment.
 - ⦿ The students are present at the educational establishment (except when they eat or drink).
 - ⦿ The students leave the educational establishment.
 - ⦿ The students are on the educational establishment bus.

4 Physical Distancing

- ☞ Monitor the application of safety standards for physical distance in the facilities and buses of educational establishments.
- ☞ Determine the number of people in the educational establishments based on the capacity, taking the safety distance at the establishment into account.
- ☞ Divide students into small groups to reduce contact and crowds, and maintain safe physical distancing.
- ☞ In case it is difficult to apply the safe physical distancing, the educational and administrative staff and students must wear masks covering the mouth and nose.
- ☞ Determine the capacity of students and workers of each educational establishment, in order to ensure that physical distancing is maintained.
- ☞ Replace field trips with virtual activities.
- ☞ Organize traffic at educational establishments by installing barriers, signs, and organizational decals.
- ☞ Approve the maximum capacity of each bus after determining the safe distance.



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

4	Continued: Physical Distancing
	<ul style="list-style-type: none">☞ Guiding and making students and parents aware of the need to keep a safe distance when entering and leaving buses, and at bus stations.
	<ul style="list-style-type: none">☞ Organizing sitting on buses, commencing from the last row, and leaving a safe distance to the front row.
	<ul style="list-style-type: none">☞ Supervise rest areas and playgrounds to maintain physical distancing in terms of reliance on activities that do not need physical contact with other students or participation in the use of equipment.
	<ul style="list-style-type: none">☞ Classrooms:<ul style="list-style-type: none">☉ Determine the maximum capacity of students in each classroom.☉ Ensure that the desks are at least 1.5 m away from each other, and arrange them in a manner that reduces face-to-face contact.☉ The lecture halls, gymnasiums, galleries, and cafeterias may be used, if necessary, as classrooms or halls for educational activities.☉ Increase the number of educational and administrative staff to maintain the physical distancing of younger students and Students of Determination.☉ Arranging appropriate activities for developing the small group activities, and rearranging furniture and playing areas to maintain physical distancing.☉ Maintain safe distancing while students move among classrooms.☉ Addressing the potential problems of unintended physical distancing rules in the classrooms of the Students of Determination at educational establishments, away from their peers.
	<ul style="list-style-type: none">☞ Food and Meals:<ul style="list-style-type: none">☉ Adhering to physical distancing during the preparation and serving of meals.☉ Suspending the use of common dining tables and buffets.☉ Installing physical barriers, such as sneezing shields and separators, at points of sale and other areas where it is difficult to maintain a safe distance.☉ If the educational establishment offers meals in classrooms, disposal of waste should be planned.



4 Continued: Physical Distancing

- ☞ Educational and Administrative Staff:
 - ⦿ Develop a plan including physical distancing among educational and administrative staff in the work environment, to reduce the virus spread, including:
 - ☞ Redistribute educational and administrative staff in work environments, rest rooms, and educational and administrative staff rooms and bathrooms, to apply safe physical distancing.
 - ☞ Replace training courses held in training center rooms with virtual training courses, to ensure the achievement of the goal and maintain the application of safe physical distancing.
 - ☞ Adjust the schedules of educational and administrative staff to accommodate the schedules of new students and safe distancing strategies.
 - ⦿ Evaluate all workspaces to ensure that educational and administrative staff can maintain the maximum safe distance.

5 Cleaning and Sanitization

- ☞ Planning to implement the cleaning and sanitization standards in educational establishments and on buses.
- ☞ Apply the hygiene standards approved by the concerned authorities for cleaning and sanitizing the educational establishments.
- ☞ Avoid sharing electronic devices, toys, books, and other educational tools.
- ☞ Develop a work supervision plan to ensure the following:
 - ⦿ Safe and correct waste application, using the personal protective equipment, and providing appropriate ventilation.
 - ⦿ Sanitizing common surfaces after each use, such as:
 1. Desks and tables
 2. Chairs
 3. Seats on buses
 4. 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

5	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.◉ Closing and sanitizing areas used by infected people prior to re-opening.
7	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.
	<ul style="list-style-type: none">☰ Ensure that the educational and administrative staff are sufficient in number for meeting the requirements of facility cleaning, physical distancing, student learning, and the health and safety needs for treating Covid-19.
	<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.



8

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.
- ☞ Provide guidance to parents, teachers, and administrative personnel to remind them of the importance safe physical distancing.











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: Physical Distancing, Thermometry and Use of Face Masks	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	Regulation	Comply with	Support
 Transportation Services in Educational Establishments	Regulation	Implement	Comply with	Comply with	Support
 Human Resources	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