



## The Purpose of the Document

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

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

# Operation of Educational Establishments during the Pandemic: Protocols & Procedures

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Operation of Educational  
Establishments during the Pandemic:  
**Protocols & Procedures**

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# The Purpose of the Document

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

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

## Document Scope

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

## How to Use the Document

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

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



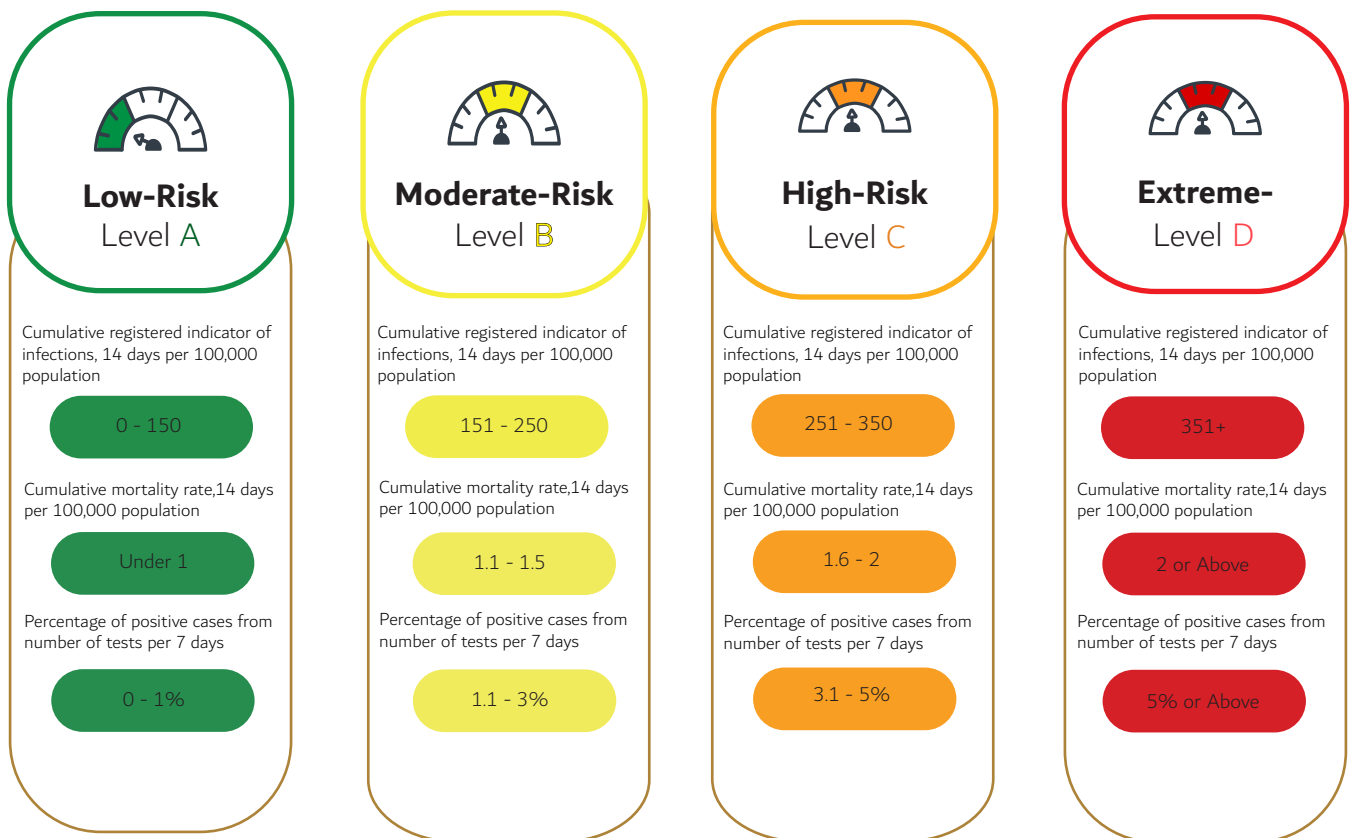


# Section One:

## Levels of Risk

# Levels of Risk in the Educational Establishment

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





## Main Risks to be Considered when Reopening Educational Establishments

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

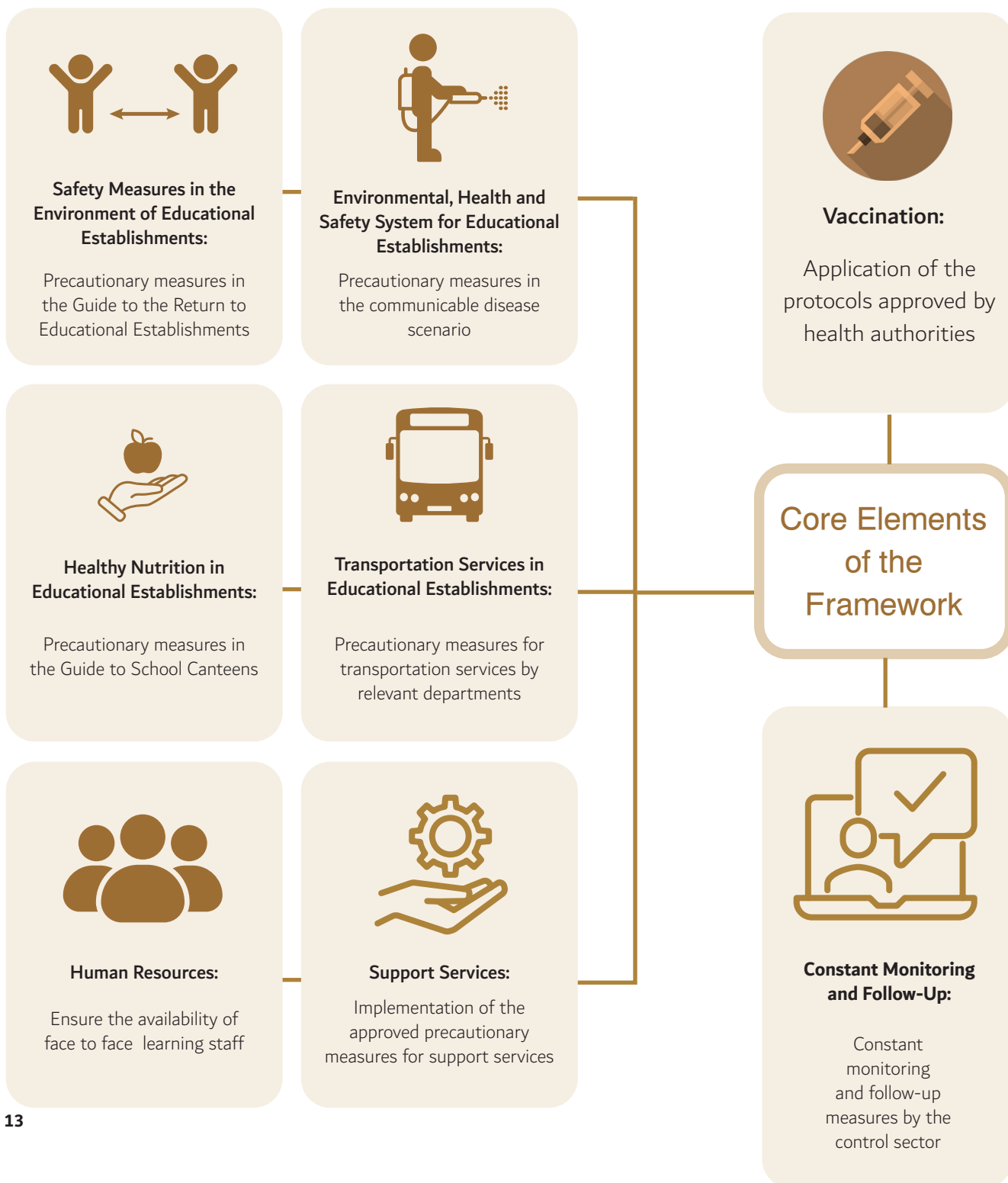
- ☞ The spread of the virus among students in the classroom and the common areas.
- ☞ The spread of the virus to large crowds in confined spaces, including canteen areas, assessment areas, entrance and exit points in the educational establishments that cause crowds as a result of additional safety controls,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

Application of the approved protocols for events and activities



#### Academic Subjects:

Implementation of the curriculum approved by the Ministry of Education



#### Student Affairs:

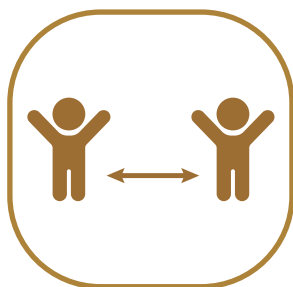
Application of the code of conduct approved by educational establishments



#### Public Health:

Precautionary measures taken by the nurse at the clinic





# 1 Environmental, Health and Safety System for Educational Establishments

- ⇒ Revert to face to face learning in educational premises at full capacity with continuous safety measures including maintaining a safe physical distance among students in classrooms, laboratories and learning resource rooms.
- ⇒ Leaving a reasonable safe distance between the teaching staff and the administrative staff.
- ⇒ Commitment to check the temperature of students and administrative, teaching staff and support services employees (such as Security guards/ Cleaners) before they enter the educational establishment, and ensuring that it is below 37.5 degrees.
- ⇒ In the event that Covid-19 symptoms are detected in the facility, it is the responsibility of the person in charge to report any symptoms such as fever (37.5 degrees Celsius or higher), constant dry coughing, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of the sense of smell or taste.
- ⇒ Adherence of students and all members of the administrative, teaching staff and support services employees to wearing face masks while in the educational establishment, excluding students under 6 years of age.
- ⇒ Leaving a safe reasonable physical distance between the teacher and the student.
- ⇒ Ensuring that students and all members of the administrative, teaching staff and support services employees are not in contact with infected individuals at least two weeks before school starts.
- ⇒ Adherence of students and all members of the administrative, teaching staff and support services employees 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, teaching and administrative staff and support services employees 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 (a reasonable safe 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.
- ⇒ Managing the entry and exit process at the educational establishment in a way that ensures a reasonable safe distancing and prevents crowding, distancing and prevents crowding.
- ⇒ Distributing Students of Determination among various groups and ensuring that they are not crowded in one group.
- ⇒ The facility management must allocate an isolation room according to the isolation rooms requirements set by the Ministry of Health and Prevention, and

establish procedures for dealing with suspected or confirmed Covid-19 cases.

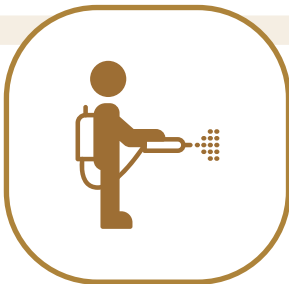
- ✎ Using the theater, gyms, and large halls in the educational establishment, as classrooms.
- ✎ Ensuring that students are allowed to enter and exit labs and learning resource rooms without crowding, while at the same time ensuring a safe distance between them.
- ✎ Defining an emergency contact channel or telephone number for parents, students, and educational and administrative staff to report symptoms of virus infection.
- ✎ Develop a plan to notify parents of all health developments of the children.



## Use of Prayer Rooms in Educational Establishments



- ✎ When using the prayer rooms, all students and staff must bring their own prayer mats and wear the mask during prayer. Prayer rooms will be cleaned and sterilized after every use.
- ✎ Use of prayer rooms according to the instructions of the concerned authorities.



## 2 Safety Measures in the Environment of Educational Establishments



### Buildings of Educational Establishments



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



### Continued: Buildings of Educational Establishments

- Ensuring proper ventilation when cleaning and sterilizing products are used to prevent the leakage of toxic fumes.
- Ensuring proper ventilation when cleaning and sterilizing products are used, to prevent the escape of toxic fumes.
- Ensuring the monitoring of hand washing for younger students at early stages through awareness-raising and direct supervision, along with rewards for students committed to frequent hand washing in a timely manner.
- Sterilization of educational tools and devices used by students and teachers on a regular basis.
- Development of a mechanism for cleaning and sanitizing the bathrooms after each use.
- Restrooms are usually crowded places, so we recommend that educational facilities mark queue spaces while lining up (preferably outside), movement paths, and available hand-washing basins (to maintain social distance).
- Provision of sterilizers at the entrances to educational establishments.
- Hand sanitizing areas must contain a sterile gel with a concentration of 70-80% alcohol.
- Training of educational staff and health and safety staff in educational establishments, to supervise sterilization operations.
- Sterilization of laboratories and learning resources, on an ongoing basis.

### Student and Staff Dormitories Attached to Educational Establishments

- Redistributing students to dormitories according to the criteria of social distancing and secure distances.
- Not allowing students to mix and gather and, whenever possible, limit movement between floors.
- Adherence to providing hand washing sterilizers, paper tissues, face masks, 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 commonplace surfaces.
- Instructions on the need to cover the mouth and nose and use tissues and elbows when coughing and sneezing.
- Students and staff should bring two masks daily, one to be used in the morning and the other after lunch. Masks should also be disposed of in designated bins for medical waste. In the case of using fabric masks, precautions must be taken to ensure that the used ones are properly stored in the student's bag and cleaned daily.
- Provision of instructions on the need to maintain the safe 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

- Adhering to precautionary & preventative measures during breaks, such as a reasonable safe distancing.
- Applying precautionary measures in cases of common meals, food and drink buffets in private and shared dining halls.
- We recommend that higher education institutes increase the number of sale points, facilitate purchases and require food vendors and distributors to follow the health regulations.



## 5 Transportation Services in Educational Establishments

- Restore the full capacity of buses (100%) while wearing face masks and ensuring a good ventilation in buses.
- Penalties will be imposed if the rules were violated.
- Health & Safety work teams in educational institutes are formed to monitor all activities & ensure that the adopted precautionary health measures are applied.
- Following up on the commitment of bus drivers and supervisors to approved health and safety standards (e.g. wearing face masks, 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.
- ⇒ 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

- ⇒ 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 blended learning.
- ⇒ Actual attendance of students for exams in educational institutions



## 9 Extracurricular Activities

- Event taking place in educational establishments are allowed, provided that the precautionary and preventative measures are followed, and Green Pass is applied. Attendees must present a negative PCR result.
- Allowing parents to attend students' events and activities at educational establishments while adhering to the preventive measures (Green Pass, a 96-hour PCR test, operating at less than 70% capacity of the site, and wearing face masks).



## 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.
- Parents are required to check their children's temperature before leaving the house, and not to bring children to the facility if a child has any symptoms.

## Continued: Parents' Role

- ✚ Parents need to comply with any travel-related requirements set by the competent government authorities.
- ✚ In some rare cases where communication is not possible, the parents may request that a meeting be scheduled. If the educational establishment approves the meeting request, these meetings shall

take place after all students leave the building. They shall also document the time of the parents entry and must be accompanied by an employee while in all places.



## 12 Support Services

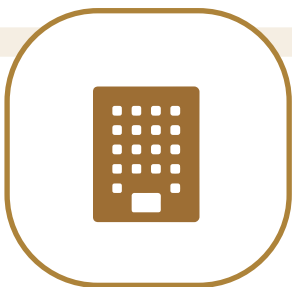
- ✚ Adherence to the health procedures approved by the competent authorities when entering educational facilities.
- ✚ Provide continuous cleaning services for the toilet immediately after use.
- ✚ All maintenance work within educational establishments shall be carried out by accredited bodies.
- ✚ Regular cleaning and sterilization of air-conditioning systems in educational establishments shall not be carried out during the school day, and in accordance with the announced schedules and accurate follow-up.
- ✚ All suppliers are monitored for the performance, health, and safety standards.
- ✚ 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.
- ✚ Prior to entering the educational establishment, contractors must sign a document stating the need to report any suspected cases among their staff.



# 13

## Constant Monitoring and Follow-Up

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



# 14

## Educational Establishment Closing Standards



### Gradual Closing



- ✎ The gradual process of closure, starting with the classroom, then expanding the closure to include groups and then the educational facility in coordination with the committees and local emergency, crises and disasters teams in each emirate.
- ✎ Follow the investigation procedures for all Covid 19 positive cases according to the approved protocols.
- ✎ All contacts are quarantined according to the period specified by the concerned authorities.



### Closing Requirements



- ✎ Disinfection of the physical areas where exposure was identified is necessary.
- ✎ The above criteria may be subject to change based on the latest health authority requirements.
- ✎ A school may reopen following closure upon clearance by health authorities.



# 15

## Vaccination

- ✧ 4-12 years old must get a PCR or saliva test monthly, whether vaccinated or not.
- ✧ All vaccinated 12+ students who received both doses and 14 days have passed since the 2nd dose, must get a PCR test once every month.
- ✧ Unvaccinated 12-18 year old students and those with medical exceptions approved by health authorities must get a PCR test every week. Remote education will be available for all, vaccinated or not.
- ✧ Attendance for college students is only allowed for students who received both doses of the vaccine and after 14 days have passed since receiving the 2nd dose. Noting that Green pass protocol will be applied to enter the premises.
- ✧ Unvaccinated college students will be allowed to physically attend with the obligation to conduct a weekly PCR test.
- ✧ Vaccination is mandatory to access university dorms, and for those who are exempt from COVID-19 vaccine, need to conduct a weekly PCR test.
- ✧ To enter university dorms at the beginning of the academic year, a 96-hour PCR test is required.
- ✧ Parents and guardians are required to download Al Hosn for their children to prove their vaccination status and test results, via printing out certificates and bringing them to school.
- ✧ Academic, administrative staff & service providers must receive both doses of the vaccine & can only enter the premises after 14 days have passed from taking the 2nd dose, applying the Green Pass protocol.
- ✧ Academic, administrative staff who are exempt from COVID-19 vaccine need to conduct a weekly PCR test with a validity not exceeding 96 hours.
- ✧ All students of all ages must have a negative PCR result of no more than 96 hours at the start of the school year.
- ✧ Parents and guardians are allowed inside the premises. The Green Pass protocol will be applied.
- ✧ To access educational premises either at the beginning of the academic year or after semesters' vacations, a less than 96 hours negative result of a PCR test is required for academic, administrative staff, service providers & students.
- ✧ The above-mentioned criteria may be subject to change based on the latest requirements of health authorities in coordination with the committees and emergency, crisis and local disaster teams in each emirate.















# 16

## Incident Management and Emergency Preparedness

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

-  In case a student or member of the staff reports that they have tested positive for Covid-19, the school must follow the following:
-  Give leave to the person and arrange for them to continue to learn or teach online depending on their personal preference and health status.
  -  Immediately use student/staff attendance data to identify the group of people who had been in contact with the affected person during the period of 2 days before the onset of symptoms (for symptomatic COVID-19 cases) and from the date of swab collection for asymptomatic cases.
  -  Inform this identified group of people about their potential exposure to COVID-19 without disclosing the identity of the person who has tested positive. In the case of students, the school must inform the parents of their child's potential exposure.
  -  Send the specific group of people who came into contact with the infected person to home and oblige them to follow quarantine instructions by the health authorities.
  -  Share guidance with this group on observing symptoms and ensuring personal safety over 14 days in case they have been infected with COVID-19.
  -  Inform the leading authority in charge of the educational facility and the health authorities about cases of infection and the number of people likely to be infected.
  -  Ensure that all school staff /concerned supporting members are well aware of the above protocol and the detailed plan and actions required during any positive or suspected case (via a clear checklist, process charts, etc.).
  -  Each school should have an active group email and the responsible members should be included for quick updates. Concurrent meetings/e-meetings for quick updates are required.
  -  The infected person must show evidence that he has completed the quarantine requirements imposed by the health authorities.





# Section Three

## Kindergartens & Childcare Centers





# Activities of Nurseries and Child Care Centers in Different Risk Situations

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



## 1

### Educational Establishment Entry Procedures

- ☞ 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.
- ☞ 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.
- ☞ Commitment to complete support services such as repair work and distribution of shipments after the nursery operating hours, while enforcing all precautionary measures including checking the workers temperature.
- ☞ Ensure children's bags are disinfected by their parents before they enter the facility



## 2 Examination & Emergency Plan

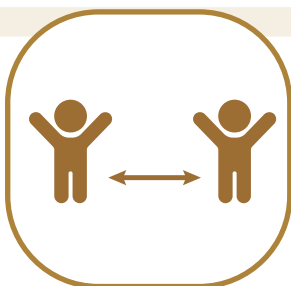
- ✎ It is compulsory for all employees of the facility to conduct a COVID-19 test before returning to work according to the coordination with the committees and local emergency, crises and disasters teams in each emirate.
- ✎ In the event that COVID-19 symptoms are detected in the facility, it is the responsibility of the person in charge to report any symptoms such as fever (37.5 degrees Celsius or higher), constant dry coughing, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of the sense of smell or taste. The person in charge must develop a plan to notify parents and inform them of any further developments related to the suspected cases.
- ✎ The employee 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.
- ✎ Facility management must allocate an isolation room that meets the requirements set by the Ministry of Health and Prevention, an established procedure for dealing with suspected or confirmed cases of COVID-19 must be developed.
- ✎ The educational establishment must keep all of the following details (name, telephone number, identity number, and visit date) in employee/visitor/child records.
- ✎ 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.
- ✎ In the event of a single case of COVID-19, the group will be closed which includes only the positive case, and if cases are detected Positive in three or more groups at the same time, the nursery should be closed completely for a period of ten days, according to the criteria set in coordination with the committees and local emergency, crises and disasters teams in each emirate.
- ✎ Parents are required to check their children's temperature before leaving the house, and not to bring children to the facility if a child has any symptoms.
- ✎ Establish procedures for dealing with suspected cases of COVID-19, which take into account the age of the child and any possible panic situation that could occur.
- ✎ Create and maintain a record of data for all children and nursery staff during attendance to the facility.
- ✎ Develop a plan to notify parents of all health developments of the children.
- ✎ Continuous follow up on the testing of children and workers and identify all contacts in case of infection.
- ✎ Any confirmed or suspected individuals of COVID-19 are prohibited from entering the facility, except after the quarantine period has been completed and they have been tested to ensure they are free from the virus.



# 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.
- ✎ Childcare workers are required to wash their hands for at least 20 seconds before and after handling children's bottles prepared at home or at the educational establishment.
- ✎ Use sterile wipes to clean frequently-touched electronic devices such as phones and computers.
- ✎ Place educational/awareness posters, explaining the steps of hand washing, near the basins.





## 4 Physical Distancing

- ✎ The number is raised from 8 children to 12 children in one group for the age group 45 days to two years, and from 10 children to 16 children in one group for the age group from two to four years, provided that the allocated space remains 3.5 square meters for each child in the classroom and 5 square meters for every child in the open spaces.
- ✎ Develop a staff entry/exit schedule at rest times, to define the number of employees for each room.
- ✎ Coordination with the committees and local emergency, crises and disasters teams about daily activities and the process of organizing special celebrations such as festivals and events.
- ✎ Allowing parents to attend students' events and activities at schools while adhering to the preventive measures (Green Pass, a 96-hour PCR test, operating at less than 70% capacity of the site, and wearing face masks).
- ✎ Abolish distribution of children to groups while complying to dividing children to their specific age groups as follows:

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



## 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.



## Section Three: Kindergartens & Childcare Centers



### 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).
- ✎ Learning equipment and learning resources should not be shared between children of one group with children of another group.
- ✎ 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.
- ✎ Childcare classes must have the same group members every day.
- ✎ Children must be cared for in separate and fixed groups and should not be mixed with other groups.
- ✎ Children must be cared for by the caregivers of each group, and such caregivers should not be changed.
- ✎ A safe distance between adults should be maintained.







# 7

## Communication & Readiness Plans

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



# 8

## Priority of Admission

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



# 9

## Food & Drinks

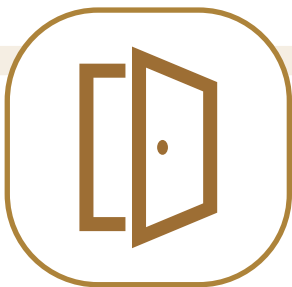
- ⇒ Parents must provide their children with healthy food, and with drinks in safe plastic containers.
- ⇒ Ensure children have their own food containers and do not share food with each other.



# 10

## Protocols before Opening

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



# 11

## Protocols after Opening

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



## 12 Training and Awareness

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



## 13 Compliance

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



# 14

## Transportation

- Restore the full capacity of buses (100%) while wearing face masks and ensuring a good ventilation in buses.
- Ensure that parents assume responsibility for the transportation of their own children to and from nursery.
- Ensure that only children from the same family or same cluster are transported together to nursery.
- It is allowed to use nursery buses according to the approved protocol.





# Section Four

## Public & Private Education





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



## 1 Healthy Nutrition in Educational Establishments

- ⇒ In kindergarten and primary schools, packaged meals should be provided to students 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.



## 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.
- ⇒ A reasonable safe distance 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: 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 download and activate the Al Hosn Application to ensure traceability in case of infection.

**The task force of the Health & Safety Committee of the educational establishment must set out a clear communication plan with parents and submit it with the operational plan for the reopening of the establishment. This plan shall include the following:**

- ⌘ Define the roles and responsibilities of the educational establishment and parents during the operational phase of the establishment.
- ⌘ Describe the operational plan model to be followed by the educational establishment, with clarification of all the elements of the master plan to be introduced to the parent, such as new school policies and procedures.
- ⌘ Determine the communication channels that will be used in the educational establishment to inform parents about everything related to health and safety procedures.
- ⌘ Parents are to sign an undertaking providing for the following:
  - 👁 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

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



## 5 Transportation Services in Educational Establishments

- It is imperative to ensure that Covid-19 is tested for all bus drivers and supervisors before students start returning to educational establishments, to ensure that they are free from infectious diseases.
- Follow-up on the compliance of bus drivers and supervisors with the approved health and safety standards such as (wearing face masks, hand sanitizing, and a safe 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 a safe 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 safe 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 safe physical 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 safe physical distance between students, and recording the names of the violators, in order for the management to take the necessary measures.
- ✎ Commitment to the capacity approved by the authorities for buses, with the registration of lists of students' names.
- ✎ Develop a shift schedule for the start and finish of the school day, in order to monitor the process of entering and exiting the establishment on a consistent and appropriate basis, taking into account health and safety requirements.
- ✎ Distribute alternates on all buses according to the schedule of shifts approved by the establishment, when students drop off and board, in order to ensure a safe physical distance.
- ✎ Instruct the alternates and security staff at the educational establishment to monitor the entry of the students from the entrance assigned to their private cars, with the need to check the temperature of the students before entering the establishment, and to control their organized entry to ensure a safe 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 safe 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 a safe 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.
- ⇒ Provide alternatives to teachers who are in contact with infected people, infected or who are quarantined.
- ⇒ 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.
- ⇒ Allocating times for the attendance and departure of the educational and administrative staff that differ from the times of attendance of students and parents in a way that prevents them from meeting with each other when attending and leaving.



## 7 Student Affairs

### **Student attendance and absence**

- ⇒ Students' bags are sterilized from the outside only when they enter the facility by the parent or the person accompanying the student.
- ⇒ 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.



### Continued: Student Affairs

#### **Provide psychological and counseling support to students**

- ✎ Instill full confidence in the procedures developed by the Ministry of Education for educational establishments, and in its readiness for the safe reception of students, parents, and educational and administrative staff.
- ✎ Increase self-awareness among students, parents, educational and administrative staff by converting negative thoughts into positive ideas, to reduce tension and anxiety.
- ✎ Educational and administrative staff should be aware of the stress that students have experienced during this period and should ensure that emotional and mental well-being is addressed regularly in the classroom environment.
- ✎ Care must be taken to avoid stigmatization of students, families, and educational and administrative staff who have been infected with Covid-19.
- ✎ Educate all individuals to sleep for a sufficient number of hours, engage in sporting activities that are appropriate for the age group, and ensure that they eat healthy foods that enhance immunity.
- ✎ Design a program of psychological support, in partnership with specialized strategic partners.
- ✎ Inform all students of their academic program and plans before the start of the academic year.
- ✎ Coordinate with medical staff in the educational establishment and with health and safety specialists to provide health awareness to students and staff and to inform them of new preventive developments in accordance with state-approved health authorities' directives.
- ✎ Organize training courses to raise awareness, among students and educational and administrative staff, of the necessary precautions, and to implement them properly in accordance with state-approved health authorities' directives.
- ✎ Incorporate health education in the student's daily habits and school curricula, such as: Hygiene, hand washing, 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.

#### **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

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

## Public Education

### Study Plan: Academic Subjects

- ⇒ The dropout rate shall be measured, and the gap in any educational outcome shall be bridged.
- ⇒ A list of the precautionary measures to be followed for the implementation of practical classes in laboratories shall be drawn up.
- ⇒ "Al Diwan" program shall be activated to download e-books, 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 2021-2022 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.





# Section Five

## Public and Private Higher Education





# 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.
- ⇒ Inform students to adhere to all precautionary measures, and use of the Al Hosn Application shall be ensured
- ⇒ Virtual awareness workshops shall be held for all students, academic staff, and employees.
- ⇒ All employees and students shall register in the Al Hosn Application.
- ⇒ Devices for reading the results of the Al Hosn Application shall be in place.
- ⇒ The necessary medical equipment shall be available at campus clinics.
- ⇒ All employees, academic staff, and students shall undertake to declare if they come into contact with coronavirus patients, or if they return from abroad.



## General Controls in All Risk Levels

### General Restrictions

- ☞ All students shall undergo the Covid-19 examination before their return to educational establishments, to ensure that they are safe.
- ☞ Students shall, at all times, adhere to national guidelines regarding policies developed to reduce the transmission risk.
- ☞ 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 a safe physical distancing in classrooms and outside of classrooms.
- ☞ The quarantine procedures approved by the relevant authorities shall be adhered to for returnees to the United Arab Emirates.
- ☞ Covid-19 vaccination participants will be subject to the procedures announced by the official authorities.
- ☞ 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.

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### 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 safe physical distance is maintained.
- ☞ 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.



## Health and Safety Procedures at Entrances

- ⇒ Adherence to the health procedures approved by the competent authorities when entering educational facilities
  - ⇒ 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

- ⇒ 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 shall be maintained between students and the lecturer.
- 

## Laboratories and Studios

- ⇒ All instruments used in laboratories shall be sanitized at the end of the laboratory work.
- ⇒ All employees and students shall wear face masks at all times in the laboratories and studios.





## Final Exam Rooms

- ⇒ A safe Physical distancing 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 (If applicable).
- 

## Activities and Events

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

## Library

- ⇒ Entering libraries may be allowed, and a maximum number of individuals able to be present in a library shall be determined, provided that a safe 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.
- 

## Dormitories

- ⇒ Dormitory occupancy according to the approved physical distancing procedures.
  - ⇒ Students who do not have other housing in the country shall be eligible for a dormitory.
  - ⇒ All services are available in compliance with the general restrictions.
- 

## Meetings

- ⇒ Commit to applying a safe physical distancing.



## Gyms and Halls

- ⇒ Apply safe physical distancing.
  - ⇒ 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:
    - ⇒ Apply physical distancing of 1 meter.
    - ⇒ A two-meter physical distance shall be maintained.
    - ⇒ Sanitizers shall be provided.
    - ⇒ Face masks and gloves shall be worn during training at the university hospital.
- 

## Circulars and Approvals

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

## Legislation

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

## Contact Point Responsible for Covid-19 Cases

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







## Section Six

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



### Training

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

### Personal Protective Equipment (PPE) and Infection Control Protocol

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

### Clinical Training

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

### Undertaking

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

### Safety Precautions

- ⇒ Students shall comply with the latest safety measures and any additional measures such as (wearing face masks, checking the temperature, maintaining safe 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



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## 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.

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## Monitoring

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







## Section Seven

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



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

- ⇒ Adherence to the health procedures approved by the competent authorities when entering educational facilities.
- ⇒ 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 :
- ⇒ 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.
- ⇒ Covid-19 vaccination participants will be subject to the procedures announced by the official authorities.
- ⇒ 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.
- ⇒ Surfaces/chairs must be sanitized after each customer, and all customers must be motivated to wash/sanitize their hands.
- ⇒ All devices, such as computers, phones, and other materials, must be sanitized.
- ⇒ Opening dining halls for food and drink, provided that a safe distance is maintained.
- ⇒ Water coolers and food-vending machines are allowed while adhering to the safe physical distancing.
- ⇒ 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 allowed while adhering to the safe physical distancing.



## 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

- ☞ A safe distancing shall be maintained between individuals in (training classrooms and training institutes and centers) and meetings, common areas, workplaces, coffee makers, elevators, bathrooms and customer service areas.
- ☞ Ensure a safe distance in group activities.
- ☞ All waiting/sitting areas inside the facility shall be removed.
- ☞ Ensure a safe distance between trainees and trainers in classroom training tables.

## 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.



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

### Valet Parking Services

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

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### Circulars and Approvals

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

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### 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.

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### Training Rooms (Training Centers)

- ☞ Maintaining safe physical distance between people between students.
- ☞ 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 a safe distance 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.

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## Exam Rooms (Training Centers)

- ⇒ Adhering to a safe distance-between people.
- ⇒ Surfaces/chairs must be sanitized after each customer, and all customers must be motivated to wash/sanitize their hands.
- ⇒ All employees, visitors, and students 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.

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## Activities & Events

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

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## Dining Hall/Cafeteria

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







## Section Eight

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





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

- ⌘ Develop an alternative plan for educational establishments based on the public health guidelines, and in coordination with the Ministry of Health and Prevention and the local health authorities of each Emirate.
- ⌘ If a student, a teacher, an employee, or a family member suffers from Covid-19 and has contacted other persons at the educational establishment, the educational establishment shall take the following steps as directed by the Ministry of Health and Prevention:
  - 👁 Applying all isolation measures to the infected person until reaching the hospital.
  - 👁 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 closure will be gradually ended in coordination with the committees and emergency, crisis and disaster local teams.



## 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.
- ☞ 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"> <li>⌘ Develop a plan to reduce the number of educational establishment attendees, by:               <ul style="list-style-type: none"> <li>⦿ Reduction of unnecessary visitors.</li> <li>⦿ regulate the use of permits for the establishment.</li> <li>⦿ Reduction of voluntary processes in educational establishments.</li> </ul> </li> </ul>   |
|   | <ul style="list-style-type: none"> <li>⌘ Setting a protocol for the acceptance of delivery services.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>⌘ Prohibit any student, parent, care provider, visitor, or employee showing the symptoms of Covid-19 from entering the educational establishment.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>⌘ Monitor the educational and administrative staff and students throughout the day, to ensure the absence of symptoms similar to those of Covid-19.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>⌘ Identify and provide the individual needs of the Students of Determination across the educational establishment.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>⌘ 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 .</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>⌘ 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.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>⌘ All students must wash or sanitize their hands when entering the educational establishments and buses.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>⌘ Provide sufficient points for receiving and handing over students to educational establishments, to avoid and supervise large gatherings.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>⌘ 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.</li> </ul> |



|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>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.</li> </ul> |
|  | <ul style="list-style-type: none"> <li>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.</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>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.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>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.</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>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.</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>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.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>All educational and administrative staff must wash or sanitize their hands when entering the educational establishment.</li> </ul>   |

## 2

## Personal Hygiene

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>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.</li> </ul> |
|  | <ul style="list-style-type: none"> <li>Encourage the educational and administrative staff of the educational establishment to wash hands constantly.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>Organize the use of wash basins to ensure the safe social distancing, and forbid the use of close wash basins.</li> </ul>   |



## 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   |
|---|---|
|   | ✎ 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.                                   |
|   | ✎ Educate students and educational and administrative staff that frequent hand washing is more effective than using sanitizers.   |
|   | ✎ Washing hands with soap for at least twenty seconds, or using hand sanitizer, depending on availability.  |
|   | ✎ Spread the culture of hand washing among students and cooperate with parents to establish this habit among children, especially when touching common surfaces.                        |
|   | ✎ Dispose of the tissues as soon as they are used to wipe the nose, cough, or sneeze.   |
|   | ✎ Not touching the face or face masks unless hands are sanitized.   |
| 3 | Protective Equipment  |
|   | ✎ 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. |
|   | ✎ Raise awareness and provide the necessary training for educational and administrative staff and students on the importance of proper use of face masks.                               |
|   | ✎ 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.                                 |
|   | ✎ Teachers may use face shields to enable students to see the facial expressions and avoid any potential impediments to oral instructions.  |
|   | ✎ 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.
- ⌘ 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.
- ⌘ Replace field trips with virtual activities.
- ⌘ Approve the maximum capacity of each bus.



## 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"><li>Guiding and making students and parents aware of the need to keep a safe distance when entering and leaving buses, and at bus stations.</li></ul>  |
|   | <ul style="list-style-type: none"><li>Organizing sitting on buses, commencing from the last row, and leaving a safe distance to the front row.</li></ul>   |
|   | <ul style="list-style-type: none"><li>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.</li></ul>  |
|   | <ul style="list-style-type: none"><li>Classrooms:<ul style="list-style-type: none"><li>Determine the maximum capacity of students in each classroom.</li><li>Ensure that the desks are at least 1 m away from each other, and arrange them in a manner that reduces face-to-face contact.</li><li>Arranging appropriate activities for developing the small group activities, and rearranging furniture and playing areas to maintain physical distancing.</li><li>Maintain safe distancing while students move among classrooms.</li><li>Addressing the potential problems of unintended physical distancing rules in the classrooms of the Students of Determination at educational establishments, away from their peers.</li></ul></li></ul> |
|   | <ul style="list-style-type: none"><li>Food and Meals:<ul style="list-style-type: none"><li>Adhering to physical distancing during the preparation and serving of meals.</li><li>If the educational establishment offers meals in classrooms, disposal of waste should be planned.</li></ul></li></ul>  |

4

#### Continued: Physical Distancing

- ⌘ Educational and Administrative Staff:
  - 👁 Develop a plan including physical distancing among educational and administrative staff in the work environment.
  - 👁 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"><li>👁 Sanitizing the frequently contacted common surfaces, such as:<ol style="list-style-type: none"><li>1. Door handles</li><li>2. Bathroom handles</li><li>3. Toilet surfaces</li><li>4. Toys, art supplies, and educational materials</li><li>5. Playground equipment</li></ol></li><li>👁 The use of approved sanitizers and detergents for sanitizing educational establishments.</li><li>👁 When cleaning, the place must be ventilated before the students arrive, and planning for a thorough cleaning if the students are not present.</li><li>👁 Closing and sanitizing areas used by infected people prior to re-opening.</li></ul> |
| 7 | Educational and Administrative Staff Affairs  |
|   | <ul style="list-style-type: none"><li>📖 Involve the educational and administrative staff in Covid-19 plans, and provide the necessary training and accommodations.</li></ul> <hr/> <ul style="list-style-type: none"><li>📖 Develop and train educational and administrative staff in:<ul style="list-style-type: none"><li>👁 Appropriate use of protective equipment.</li><li>👁 Cough and sneezing etiquette.</li><li>👁 Keeping hands away from the face.</li><li>👁 Washing hands frequently, using the appropriate technique.</li></ul></li></ul>  |



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

- ☞ Communicate with educational and administrative staff, students, and parents for the preventive protocols, including:
  - 👁 Appropriate use of protective equipment.
  - 👁 Hygiene and sanitization.
  - 👁 Preventing transmission of infection.
  - 👁 Instructions for families, on when students should be kept at home and away from the educational establishment.
  - 👁 Report Symptoms.
- ☞ Develop a communication plan if the educational establishment has a positive case of Covid-19.
- ☞ Educational establishment's role in documenting, reporting, and tracing infection in coordination with health officials.
- ☞ Informing educational and administrative staff and parents, immediately, of any potential cases of Covid-19. Review legal responsibilities and privacy rights for communication about cases of infection.











# Section Ten

## Main Roles & Responsibilities











# Main Roles & Responsibilities

| Element   | Roles & Responsibilities         |                           |                                      |             |         |
|---|----------------------------------|---------------------------|--------------------------------------|-------------|---------|
|   | Ministry (or Educational Agency) | Educational Establishment | Educational and Administrative Staff | Student     | Parent  |
|  <b>Environmental and Health and Safety System for Educational Establishments: Safe Physical Distancing, Thermometry and Use of Face Masks</b> | Regulation                       | Implement                 | implement and comply with            | Comply with | Support |
|  <b>Safety Measures in the Environment of Educational Establishments: Sanitization</b>   | Regulation                       | Implement                 | Implement                            | Comply with | Support |
|  <b>Public Health</b>  | Regulation                       | Apply                     | Comply with                          | Comply with | Support |
|  <b>Healthy Nutrition in Educational Establishments</b>  | Regulation                       | Implement                 | Comply with                          | Comply with | Support |
|  <b>Transportation Services in Educational Establishments</b>  | Regulation                       | Implement                 | Comply with                          | Comply with | Support |
|  <b>Human Resources</b>  | Regulation                       | Comply with               | Comply with                          | -           | -       |





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

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

# Document Change Record

| Change Date | Release No. | Change Details   | Section   | Page No.                                    |
|-------------|-------------|--|---|---|
| 06/08/2020  | 2nd Release | Update on the face mask type for the Teaching staff  | Environmental, Health and Safety System for Educational Establishments  | 16  |
| 11/08/2020  | 3rd Release | Remove the Kindergartens & Childcare Centers Section and create a separate document for it.  | Kindergartens & Childcare Centers   | Deleted                                     |
| 11/08/2020  | 3rd Release | Support services employees category has been added as an additional category that will comply with all safety measures set out in this document. | Environmental, Health and Safety System for Educational Establishments  | 16  |
| 18/08/2020  | 4th Release | The maximum number of students per classroom in schools is 15 students has been added.   | Environmental, Health and Safety System for Educational Establishments  | 16  |
| 18/08/2020  | 4th Release | The number of risk levels has been updated to four levels  | Risk Levels   | 9<br>33<br>34<br>40<br>41<br>42<br>54<br>55 |
| 18/08/2020  | 4th Release | Updates and additions  | <ul style="list-style-type: none"> <li>≡ Environmental, Health and Safety System for Educational Establishments</li> <li>≡ Parents' Role</li> <li>≡ Human Resources</li> <li>≡ Student affairs</li> </ul> | 16<br><br>27<br>31<br>31                    |
| 06/12/2020  | 5th Release | Risk Levels Updates  | Risk Levels   | 10  |
| 08/12/2020  | 5th Release | Additional information added related to Covid-19 vaccination participants  | General Restrictions  | 46<br>58                                    |
| 08/12/2020  | 5th Release | Update on the clinical training section  | Clinical Training   | 52  |

| Change Date | Release No. | Change Details   | Section   | Page No.                   |
|-------------|-------------|--|---|----------------------------|
| 03/02/2021  | 5th Release | Adding details related to restrooms procedures, sterilizer specifications, number of masks, and return from travel procedures  | <b>General Framework for the Operation of Educational Establishments in the UAE during the Pandemic</b>                                   | 17<br>18<br>20<br>22       |
| 03/02/2021  | 5th Release | Adding details related to educational establishment closing standards  | Educational Establishment Closing Standards   | 23                         |
| 03/02/2021  | 5th Release | Adding details incident management and emergency preparedness  | Incident Management and Emergency Preparedness  | 25                         |
| 03/02/2021  | 5th Release | It is compulsory for all teachers, employees, support service providers, students over the age of 12 years and vaccine recipients to conduct a Covid-19 test before returning to work. | Environmental, Health and Safety System for Educational Establishments  | 15                         |
| 11/07/2021  | 6th Release | All sections are updated by MOE Project Management Office  | Entire document   | -                          |
| 19/08/2021  | 7th Release | Parents need to comply with any travel-related requirements set by the competent government authorities.   | Parent's Role   | 21                         |
| 19/08/2021  | 7th Release | Adherence to the health procedures approved by the competent authorities when entering educational facilities.   | Support Services<br>Health and Safety Procedures at Entrances<br>Section seven  | 22<br>51<br>60             |
| 26/08/2021  | 8th Release | Updates and additions  | Prayer Rooms Section<br>Healthy Nutrition Section<br>Transportation Services Section<br>Extracurricular Activities<br>Vaccination Section | 16<br>19<br>19<br>21<br>24 |
| 01/09/2021  | 8th Release | Updates and additions  | Study plan<br>Circulars and Approvals<br>Circulars and Approvals  | 46<br>53<br>62             |

| Change Date | Release No.   | Change Details        | Section   | Page No. |
|-------------|---------------|-----------------------|---|----------|
| 18/11/2021  | Ninth Release | Updates and additions | Environmental, health and safety system in educational facilities                               | 16 15    |
|             |               |                       | Safety measures in the environment of educational facilities                                    | 17       |
|             |               |                       | Transportation services in educational facilities   | 44 19    |
|             |               |                       | extracurricular activities  | 21       |
|             |               |                       | Vaccination   | 24       |
|             |               |                       | Examination and emergency plan  | 29       |
|             |               |                       | Physical Distancing   | 31       |
|             |               |                       | Transportation  | 36       |
|             |               |                       | Healthy nutrition in educational facilities   | 40       |
|             |               |                       | Human Resources   | 45       |
|             |               |                       | students Affairs  | 46       |
|             |               |                       | Public education and private schools that implement the curriculum of the Ministry of Education | 47       |
|             |               |                       | Classrooms  | 52       |
|             |               |                       | University housing  | 53       |
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|             |               |                       | physical distancing   | 74       |