

## COVID 19 Policy – Deutsche Internationale Schule Dubai

This policy is based on the standards set out by the Knowledge Human and Development Authority (KHDA) and the current knowledge as regards SARS-CoV-2 (Covid 19) and will be constantly adjusted to comply with the latest status.

The implementation/ control of the listed measures as well as the recorded instruction of all persons /children/ students working/learning in the facility as well as their parents is the responsibility of the school principal and the persons commissioned by him.

Review	Date	Comment
Original	23 <sup>rd</sup> August 2020	First Edition
Revision 1	27 <sup>th</sup> August 2020	Adjustments points 2. and 3.
Revision 2	01 <sup>st</sup> September 2020	Addition of E-Mail addresses point 1.
Revision 3	13 <sup>th</sup> September 2020	Adjustment point 1 (safety committee), Point 3 (kindergarten hours) Addition point 21
Revision 4	11 <sup>th</sup> October 2020	Addition of points 7, 8 and 9

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**Parents/Students/Kindergarten children/employees/suppliers/visitors to the German International School Dubai are obliged to comply with this policy.**

**1. Health and safety officer / Safety Committee**

Safety Officer:                      Cherian Bibinosh (Facility Manager)  
[facility.manager@germanschool.ae](mailto:facility.manager@germanschool.ae)

Health Officer:                      Hilde Arnold (Nurse)  
[nurse@germanschool.ae](mailto:nurse@germanschool.ae)

Safety Committee:

Head:                                      Michael Lummel  
 Safety Supervisor:                  Bibinosh Cherian  
 Supervisor Assistants:              Hilde Arnold, Nadja Roehrle, Julia Badrakhan, Ines Wingrich

**2. Health and Travel Declaration Form / Covid 19-Test**

The "[Health and Travel Declaration Form](#)" of the Dubai Health Authority is mandatory for each child and for all staff of the school and must be completed by the parents using the E-Mail address [info@germanschool.ae](mailto:info@germanschool.ae).

Students who have travelled and are under 12 years old must remain in distance learning for 14 days from the date of return to Dubai, UAE.

All school staff (including external staff) are required to have a Covid-19 PCR test done in Dubai before school starts.

**3. Access regulation**

**Parents and visitors are not allowed to enter the School-/Kindergarten building.**

The school and the Kindergarten may only be accessed **through the respective main entrances.**

Other entrances to the school building are not permitted.

## **School**

Students may enter the building **from 7.30 am**. The parents of the students should say goodbye to their children in front of the entrance and pick them up there again after school. A minimum distance of 2m is to be observed. It is compulsory to wear a mask.

People with health impairments, including older people, should not drop the children off or pick them up.

## **Kindergarten**

**Kindergarten parents** register for one of the **ten-minute time slots between 7:40 and 9:05 am** under a doodle link for the drop off times and hand their children in directly at the kindergarten entrance. They then leave the premises directly.

The drop off time is chosen once by the parents and is mandatory for each morning. Up to 15 parents can register per time slot. As soon as the maximum number is reached, the time slot is no longer available for others. Each family is entitled to only one time slot.

The kindergarten staff at the entrance is equipped with appropriate lists, receives the children and brings them to the appropriate group. **For a smooth process it is important that the parents strictly adhere to their chosen drop off time.**

The pick-up takes place **between 1:30 and 2:15 p.m.** Again, parents must choose a time slot. Pickup is regulated differently depending on the group and communicated individually by the kindergarten.

Parents must choose one of the time slots and book a pick-up time slot.

**We ask parents to drop off and pick up their child at the kindergarten entrance only within the booked time slot.**

The minimum distance of 2m must be observed. The wearing of a face mask is mandatory.

Only 1 parent is allowed to enter the drop off and pick up area.

People with health impairments, including elderly people, should not come to the drop off and pick up.

## **Appointments**

Appointments and meetings are to be held online. Parents who nevertheless urgently need to visit the administration need an appointment. This can be requested via an online booking system on the school website.

## **Employees**

Employees walk from the employee car park directly to the kindergarten entrance/side entrance opposite the kindergarten near the Facility Management office. There they register and have the temperature measured. The measuring station is manned from 7:00 am to 2:30 pm. Outside these hours, staff must enter the school via the main entrance. Other (side) entrances to the school premises may not be used.

Staff are advised not to leave the school during the day. Those who do so for emergency purposes are asked not to return to the school grounds unless they have completely disinfected themselves and changed their clothes on their return. In addition, before entering the school you will be subjected to another thermal test.

### **4. Temperature measurement when joining the school/the Kindergarten**

Every person entering the school is obliged to have their temperature taken.

A body temperature from **37.5° Celsius** and above means the person may not enter the building. Students/Kindergarten children accompanied by their parents or an accompanying person must leave the school again with them. Children not accompanied by a parent or an accompanying person will be taken to the **external** isolation room that is situated outside the main entrance. The parents will be informed. **It is the duty of the parents to ensure that they can be reached by telephone at all times and are able to pick their child up within 60 minutes.**

After a child has had body temperature of 37.5° Celsius or above, **it is compulsory to submit a doctor's note for the Student /Kindergarten child in order for the child to participate in lessons in the school/in the Kindergarten again.**

School children and Kindergarten children have to be without a temperature of 37.4° Celsius or less for 36 hours without taking a fever-reducing remedy in order to be able to attend the school/the Kindergarten again.

### **5. Parental obligations**

**Parents are obliged to discuss the following points with their children in order for these regulations to be observed in everyday school life:**

- a.** In case the child shows **signs of becoming sick** (e.g. high temperature, dry cough, breathing problems, loss of taste/smell, sore throat, aching limbs, sickness/vomiting, diarrhoea), he/she has to **stay at home**.
- b.** When coming into contact with an infected person or a person in quarantine, the child is not allowed to attend school.
- c. Reporting obligation:** If a child becomes infected with coronavirus (also in the same household), the parents must inform the school of this immediately. This also applies to

the entire personnel of the school. The "Health and Travel Declaration Form" sent by the school has to be filled out for each child and returned to the school.

- d.** If **corona-specific cold resp. respiratory symptoms** occur, the **school** is to be informed immediately and the infected person must stay at home. It is imperative that a medical assessment is carried out.
- e.** If cold resp. respiratory symptoms occur during lessons/supervision time, the child is to be immediately isolated at the school until he/she is picked up by the parents. The parents will be informed of the necessity to have an immediate medical assessment carried out.

## **6. COVID 19 Symptoms**

### **Covid 19 symptoms:**

- High temperature ( $\geq 37.5$  ° C),
- coughing, headache or tiredness,
- shortness of breath, sore throat, running nose, diarrhoea and nausea
- or loss of smell or taste

**Students and staff who show Covid-19 symptoms must stay at home and should show a negative Covid-19 PCR test, and they must be symptom-free to return to school.**

This also applies to the following symptoms:

- All symptoms of the respiratory tract (infections of the lower and/or upper respiratory tract)
- Influenza symptoms

## **7. Suspected cases during everyday school life**

In the case of a suspected case of Covid 19 or contact with a person infected with Covid 19 in the school building, the person will be taken to the isolation room in the school.

The class/group leader is responsible for Students with COVID 19 symptoms such as a cough, body aches, tiredness, shortness of breath, sore throat, runny nose, diarrhoea and nausea as well as a headache being sent to the school nurse for further assessment in accordance with the guidelines.

The school clinic may only be accessed with the permission of the teacher and the school nurse. It is also compulsory to wear a mask in the school clinic and the hygiene and social distancing regulations have to be observed.

### **Stable suspected cases**

If visitors or employees show signs of COVID 19 symptoms such as a high temperature ( $\geq 37.5^{\circ}\text{C}$ ), coughing, body aches or tiredness, shortness of breath, sore throat, runny nose, diarrhoea and nausea, headache or loss of smell and taste, **in stable cases** the DHA-Hotline 800342 is to be contacted by the health and safety officers at the school workplace.

### **Emergencies**

**In cases of emergency**, such as, e.g. in unstable cases among the personnel, the Students or visitors, the school should immediately call 999 or 997. The child has to be accompanied by an adult when being transported home or to the hospital; this adult has to wear full protective gear.

If a child/teacher/employee starts to show COVID 19 signs at school, the person must be isolated immediately and the parents/guardians of the child have to be informed immediately. The patient should be transferred to the hospital in order for the necessary measures to be taken.

The patient should not go back to school before a negative PCR result is available.

**If the result is negative** and there is a clinical assessment of a probable COVID 19 case, the patient should go into quarantine for 14 days. If the result is negative and there is no clinical assessment for a probable case, the child may attend school again as long as he/she has no symptoms.

**If the result is positive**, the traced back contacts of the person, including the teacher together with the fellow Students of the child or colleague, will all be considered as close contacts (everyone who has spent over 15 minutes within 2 metres of the positive case, from the day of the symptoms occurring or the day of the positive PCR test). All these people should go into quarantine for 14 days, starting from the day of the positive test or from the day of the symptoms occurring, should the clinician determine this. They may only enter the school again if they submit a DHA certificate stating they have been discharged from isolation.

## **8. confirmed cases outside school**

If students or parents test positive for Covid-19, parents must immediately inform the school (the class teacher and [info@germanschool.ae](mailto:info@germanschool.ae)).

If parents test positive, the children who are students at DISD must immediately go into home quarantine.

Should a student test positive, the school must inform the Dubai Health Authority of the student's positive testing. For this the school requires the following information from the child who tested positive:

- Name
- Class
- UAE ID Number

- Phone
- e-mail address
- Nationality
- Address / Emirate
- School bus or own transport
- Name and emirate of the laboratory where the test was carried out
- Date of the PCR test
- Date of receipt of the PCR test
- Last day at school / kindergarten
- Date of onset of symptoms

Pupils who have been diagnosed with COVID-19 cannot go back to school until they present a clearance certificate from the treating health facility. You can also call the Dubai Health Authority at 800588 and receive a certificate within 48 hours.

Students who are in domestic isolation will continue their education by distance learning.

The DISD will inform the Dubai Health Authority and the KHDA of the case and provide all relevant data.

As a short-term measure, the affected classes can be sent completely to distance learning for 1-2 days until the contact tracing is completed and the final instructions from the DHA and KHDA are available.

It is mandatory that all school communication in this case is coordinated with the KHDA.

The school will also follow the cleaning and disinfection protocols issued by Dubai Municipality and identify close contact/close contacts.

## **9. close contacts**

The parents are informed by the school that their child has been identified as a "close contact".

Cases of "close contact" must be kept in house quarantine for 14 days from the day of the last contact with the confirmed COVID-19 case.

Cases of "close contact" may only return to school after they have spent 14 days in house quarantine and are free of any symptoms.

Students in quarantine receive distance learning during this time.

A COVID-19 nasal swab PCR test is not required for students identified as close contact.

Unless the student develops signs and symptoms. In that case, a test should be carried out. Completion of the 14-day quarantine is mandatory in all cases.

The school doctor/nurse carries out a virtual examination of the person/close contact to determine if he/she has no symptoms and is healthy. This takes place 1 to 2 days before the person returns to school.

If the person/close contact person receives the all-clear during the virtual examination, he/she can return to school. Upon arrival at school, he/she must visit the school clinic before going to class, where the doctor/nurse will make a final assessment before he/she can resume learning and activities at school.

### **10. Wearing a mask**

It is compulsory for every person over 6 years of age to wear a mask the whole time on the school and Kindergarten premises. This mask will not be provided by the school: rather each person must purchase and wear them individually and independently.

- a. If a mask is not worn or not worn visibly, the person may not enter the school or the Kindergarten.
- b. There will be **no exceptions** to this regulation.
- c. Students and staff with health issues will only be exempt from wearing a mask with a doctor's note.
- d. Masks may be taken off whilst eating or during highly intense physical activities (e.g. in sport lessons).
- e. The DISD is not responsible for providing face masks.
- f. Each child must be given his/her own face mask by the parents, a spare face mask must be available in the child's school bag.
- g. Swapping or borrowing face masks with other children is generally forbidden!

### **Mouth-nose-protection**

The **mouth-nose protection** is suitable for preventing germ-carrying droplets being released from the wearer's nose-throat area and primarily serves to protect other people (protection of others). At the same time it can protect the wearer from getting infected by droplets or spittle through mouth or nose, e.g. from the nose-throat area of others (self protection).

Always wear a face mask



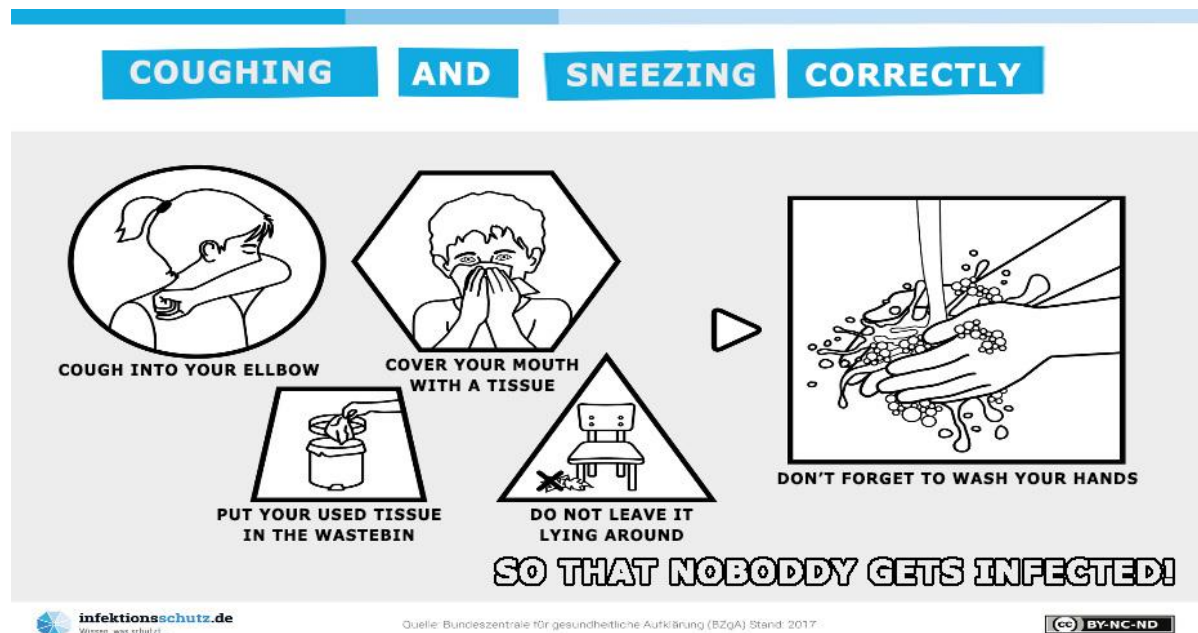


- Even with a mask the safety distance of at least 1.5 metres in the classrooms and 2 m outside the classrooms should be observed.
- Hands should be washed thoroughly before putting on the mask.
- When putting on the mask, make sure the inner side is not touched.
- A damp mask should be removed immediately and replaced.
- The mask should not be touched on the outer or the inner side.
- After taking the mask off, hands should be washed thoroughly adhering to the general hygiene rules.
- After taking it off the mask should be kept in an airtight bag. It should only be kept like this for as short a time as possible to avoid mould forming.
- Material masks should be washed daily and subsequently dried completely.

### **11.Observing coughing and sneezing behaviour**

It is compulsory to observe coughing and sneezing behaviour:

***“Coughing and sneezing correctly”***



Coughing and sneezing should be done in the crook of the arm or in a tissue. Keep the greatest possible distance!

## **12. Observing social distancing**

Adhering to the **social distancing regulation of 2 metres** is obligatory for all persons on the school site and in the school building.



A distance of **1.50 metres** is to be observed **in the classroom**.

## **13. Personal hand disinfectant**

Each Student has his/her own disinfectant in his/her school bag and may not be shared with others.



## **14. Regulations regarding washing and disinfecting hands**

Regularly disinfecting hands and washing hands is compulsory according to the regulations.

### **[Poster der World Health Organization](#)**

### **[Poster by the deutschen Bundeszentrale für gesundheitliche Aufklärung \(German Federal Agency for Health Education\)](#)**

Hand disinfectants must be rubbed into dry hands and may not be subsequently washed off with water.

**Thorough hand hygiene** (e.g. after entering the classroom; before and after the break; after going to the toilet; after blowing nose, coughing and sneezing)

#### a) **Washing hands** with soap for 20 - 30 seconds

The Students, the teaching staff and the entire personnel of the school should wash their hands at least 3 times during the school day but particularly after coughing and sneezing; after using public transport; after entering the school building; before and after eating; before putting on and taking off the face mask and after going to the toilet.

To prevent the skin from drying out through frequently washing hands, hand cream should be used regularly. The hand cream is to be brought from home for own use.

- b) **Hand disinfectant** makes sense when thoroughly washing hands is not possible (put disinfectant in dry hand and rub it in for about 30 seconds until it has completely dried.)

Disinfecting hands at least in the Kindergarten/primary school area only in the presence and under the guidance of a supervisor! Disinfecting hands is generally only to be done as an exception and not the rule!

The teachers should explain to the Students the correct way to disinfect hands in accordance with their age. Disinfectants may never be left in a room with the Students unattended. The Students should be made aware of the fact that the disinfectants are slightly inflammable in order to teach them how to handle the substance and to make sure the bottles are not dropped on the floor as far as possible.

Disinfecting hands only makes sense if

- it is not possible to wash hands,
- after coming into contact with faeces, blood or vomit.

To do this a sufficient amount of disinfectant is to be placed in dry hands and rubbed in for about 30 seconds until the hands are completely dry. It should be ensured that all the hand is covered in disinfectant.

**Attention! Hand disinfectants contain alcohol and may not be used to disinfect surfaces.**

## **15. Other personal hygiene regulations**

Do not touch your face, particularly not your mouth, nose and eyes with your hands.

No touching, embracing and shaking hands.

Publically accessible objects like door handles should not be touched with your whole hand as far as possible; if need be use your elbow.

## **16. Eating and drinking**

Eating and drinking is only allowed in the designated areas. This will be suitably communicated before school starts.

It is not permitted to eat in the corridors, entrance or public areas. It is forbidden to share food or give food away.

The child's lunch box should stay in the school bag until the teacher or supervisor announces the breakfast or lunch break: this applies to all grades.

No water dispenser may be erected in the school building. Parents shall give their children sufficient drinking water for the day. Water bottles can be bought from the canteen.

The canteen operator will continue to cook fresh food in the school, adhering to all official conditions, and the meals will be packed and made available to the Students.

### **17. Stationery, equipment, materials**

Students and teachers must bring their own stationery, their equipment or accessories (i.e. laptops, tablets, headphones, etc.) with them. The Students should not share their stationery and other appliances with others. All materials must be clearly marked with the name of the child and the class.

Schoolbooks and exercise books will be provided by the school.

For hygienic reasons, all children in the kindergarten need their own case (sloppy pencil case) with painting and handicraft utensils (coloured pencils, glue, children's scissors, sharpener), which they must also take home with them every day in order to exclude the risk of transmission when third parties clean the group room every day.

Depending on the project, further materials may be required, i.e. the contents of the pencil case will be extended. The educators will inform you in time.

### **18. Hygiene in the sanitary area**

Only 1 person/child/Student at a time may enter the toilet cubicle.

Going to the toilet and hand hygiene are part of the lessons. Sufficient liquid soap dispensers and disposable towels are available in all toilet areas and will be replenished regularly. Waste baskets for disposable towels are available.

People/children/Students shall wait on the marked strips in front of the door.

To ensure that not too many Students go to the toilets at the same time, a maximum of 4 Students is determined. For the Kindergarten a maximum of 6 students at the same time is determined. At the entrance to the toilets a visible sign will indicate that only individual Students may enter.

### **19. Infection protection when doing sport and during music lessons**

During **sport lessons**, with physically strenuous activities, Students do not need to wear masks as long as they observe physical social distancing.

Sport lessons should concentrate on types of sport that do not require any physical interaction. School swimming pools shall remain closed until further notice.

If possible, sport lessons should take place outdoors.

Changing rooms and showers remain closed. Students need to wear sports clothes on the day they have sport lessons.

In **music lessons** the use of instruments that have to be blown (flutes, whistles, horn instruments, etc.) should be avoided. If possible, Students should use their own instruments.

## **20. Room hygiene**

To avoid transmission through droplet infections, a **distance of at least 2 metres, in the classrooms 1.50 metres** must be adhered to even in the classrooms. This means that the tables in the classrooms need to be correspondingly placed apart and with this far fewer Students are allowed per classroom than during normal operations. The determined highest occupation is 16 Students per classroom and 10 children in the Kindergarten. The seats are marked. Even in the staff room a maximum number of people is determined and a minimum distance of 1.50 m must be observed.

The air-conditioning systems in all rooms will be regularly thoroughly cleaned and maintained by employees of the technical service. The school has FAHCs (Fresh Air Handling Units) that permanently draw in, filter, clean and cool fresh air into the building. The old air is filtered outwards.

After entering the classroom the Students should wash their hands (only 1 child per washbasin), if washbasins are available.

Hand disinfections have been made available in the classrooms.

Used seats will be marked, e.g. the chairs are not put on the table.

## **21. Cleaning**

The following areas will be disinfected and cleaned twice a day corresponding to the official guidelines:

- Classrooms
- Public areas
- Offices
- Door handles and knobs (on drawers and windows)
- Stair and handrails
- Light switches
- Tables, telephone, copiers
- Computer mouse, keyboards
- Used iPads have to be cleaned by the respective teacher

- Toilets, eating areas, common rooms have to be cleaned hourly or after each use. This also applies to frequently used areas/surfaces such as door handles, dining tables, armrests, crank keys, etc.
- Frequently touched areas/surfaces should be disinfected after each use.
- Classrooms: twice a day (before and after lessons) - if the Students sit at the same desk.
- If the Students change desks, the desks have to be disinfected before and after each change.

## **22. Signage**

All markings in the school canteen, in the classrooms, on the stairs, landings, corridors, elevators and all other areas, as well as the signs with rules of behaviour have to be strictly observed.

## **23. Conferences and meetings**

Meetings and conferences, class and parents' meetings should take place online.

Meetings among staff may only be held if they are imperative. In so doing the adherence to the minimum distance and wearing masks is to be observed.

## **24. Parents' Guide of the Dubai Health Authority**

Parents are obliged to study and follow the Dubai Health Authority's Parents' Guide as per attachment 1.

### Annex 1:

Parents' Guide of the Dubai Health Authority