



Sharjah American
International School

Sharjah American International School – Umm Al Quwain Campus Covid-19 Related Protocol

Students:

All students are required to:

- Sanitize their hands at the beginning of each period.
- Wear mask and face shield.
- Bring 3 extra masks daily.
- Bring their own sanitizers and wipes.
- Respect the Social Distancing Rules at all times. (1 meter)
- Stay at home if they are sick and bring a doctor's note.
- Undergo temperature check at the entrance gates and go directly to their classrooms.
- Bring their own food daily or order from the canteen.
- Wear their face shields while eating.
- Take books home every day.
- Keep their bag next to them.
- Refrain from sharing anything amongst each other.
- Do not circulate in the hallway at any time.
- Inform the teacher/coordinator if the student needs to see the school nurse.
- Submit all assignments electronically to teachers.

Staff:

All staff are required to:

- Sanitize their hands when entering the school.
- **Wear mask and face shield.**
- Undergo temperature check at the entrance gate .
- Respect the Social Distancing Rules at all times (2 meters)
- Ask students at the beginning of every period to sanitize their hands.
- Create a schedule for frequent hand washing (KG and Elementary)
- Avoid sending students to the nurse (The nurse will come to class and assess the situation)
- Attend a Microsoft Teams meeting to go over all the COVID-19 safety measurements and procedures.
- Meet online with parents and explain all the safety measurements and procedures.
- Remind students daily (the last 10 minutes of the 1st period) of the COVID-19 protocols.
- Don't leave the school premises during the day. In case of emergencies and after seeking the principal's approval, staff should change their clothes and undergo the temperature checking and sanitizing procedure prior to re-entering the school building.
- Bring their own food and drinks, no water dispensers will be provided, social distancing should be respected.
- Ensure that there are sufficient communication reminders on safety for the students (e.g. regular reminders by teachers, foot markings on the floor, posters etc.)
- **Staff working Hours:**
Teachers: 7:00 am to 3:00 pm.
Admin: 7:00 am to 3:00 pm.
Lateness starts at ??
- Signing in/out is a must.
- All travellers must adhere to the UAE authority requirements, including any self-isolation and testing requirements. Travellers must take another PCR test after 5 days of their arrival in UAE.
- Download the Al Hosn App.
- **All teachers teaching period 1 should be in the classrooms by 7:15 am max, ready to welcome the students.**
- **All elementary homeroom teachers are on duty in their homeroom class from 1:40 pm-2:00 pm to supervise dismissal time.**

Parents:

All Parents are required to:

- Check their child's temperature every morning before leaving the house. If they have any cough, sneeze, or flu symptoms the child needs to stay at home.
- Wait with the child for the bus pick-up and temperature check. Keep the child at home if temperature is >37.5 .
- Ensure that each child has his/her own hand sanitizer and wipes.
- Ensure that the child has enough masks (3 at least) for the day and is wearing the face shield.
- In Elementary and KG sections, only 1 family member wearing mask can enter the school and drop/pick up students, he is not allowed to stay longer than 10 minutes inside the school building. Social distancing should be respected inside the school. All communication with teachers should be done online after school hours.
- Middle and High School Parents should stay in the car during the drop and pick-up time. Students will be directed to their parents' cars.
- Ensure that the child has his/her books needed for the day. (Schedules should be checked on a daily basis to avoid forgetting books at home.) --- Delivering materials/food to students during the day is strictly not allowed.
- Inform the school receptionist or section coordinator if the child needs to be picked up early, provide a valid reason. Wait for the child in the car. The child will be escorted by a school staff member to his parents' car.
- Attend the awareness sessions on Zoom where all the COVID-19 safety measurements and procedures will be shared (during the week of August 22nd according to the schedule sent on the portal).
- Be aware that tuition/registration fees payments will be done through **Online Banking. Parents who wish to come to school and pay, should be doing so between 2:30 pm to 4 pm.** Temperature screening, sanitization, and social distancing will be strictly followed.
- Respect and abide by the dismissal time. (check schedule below)
- Parents will not be allowed to enter the administration area or school premises during school hours. Appointments for face-to-face meetings will be arranged with the receptionist or secretaries and will be held after 2:30 pm.
- Online Parent-Teacher Meetings will be held either on Teams or Zoom.
- Online Parent-Teacher Association will be held either on Teams or Zoom.
- Check regularly the school portal and whatsapp groups to stay abreast of all updates shared by the school.
- Sign a travel declaration form online and submit to the school prior to travel occurring or in case of traveling during the summer break on the link below.

<https://www.dha.gov.ae/en/Pages/coronaregistration.aspx>

- Download the Al Hosn App to ensure traceability in the event of infection.
- Sign an undertaking stating the following:
 - o They will ensure that their child/children has/ve had the mandatory COVID-19 test prior to joining the school.
 - o They will keep their child/children at home if they are generally unwell.
 - o They will ensure their child/children follow school requirements for return to school after day/s of absence.
 - o They will ensure that they immediately pick up their child/children from school in case they become sick or has/ve contacted COVID-19 suspected case at the school. They will immediately follow protocols in these cases as communicated by the school.
 - o In case their child/children test positive, they are committed not to bring their child/children to school until tested negative. In this case, they are committed to continue their child/children's education through distance learning.

Visitors:

All visitors are required to:

- Visitors are not allowed to enter the school premises during the school day unless if they have an appointment and their names are registered with the security member.
- Sanitize their hands when entering the school.
- Wear a mask.
- Undergo temperature check at the entrance gate.
- Respect the Social Distancing Rules (2 meters).

Buses/Transportation:

- Undergo temperature check before entering the bus. If any student has a fever, he/she will not be allowed to enter the bus or to come to school.
- Sanitize their hands before entering and after leaving the bus.
- Respect the bus capacity of only 50% of students.
- Create a seating plan 1.5 meters physical distancing.
- Seat students from the rear to the front of the bus to prevent walking past each other.
- Wear a face mask is obligatory for everyone on the bus.
- Allocate one seat in case of a suspected case of COVID-19. The isolated seat will be next to the driver with a plastic isolation curtain.
- Food is strictly forbidden on the bus

Textbooks and Stationaries/School uniforms:

- All books and Stationaries will be sterilized and distributed to the students in the classroom.
- Students are not allowed to go to the bookstore.
- School uniforms will be distributed in the classroom.

Classrooms

- Implementing physical distancing in classroom. (1 meter)
- Label all the students' desks.
- No group work will be held, except online.
- Use paperless strategy. All homework and classwork will be corrected online only, to respect the physical distancing rule.

School Library

- Library sessions will be conducted inside the classrooms; e-books will be used only.

School Clinics:

- Students are not allowed to visit the clinic.
If students feel unwell, nurses will visit classes to assess the situation.
- All medical staff will complete COVID-19 training.
- Nurses will prepare a comprehensive communication and awareness plan.
- Nurses will prepare an assessment log and update it daily.
- Nurses are responsible for the daily Covid-19 awareness with all stakeholders.
- Managing a potential Covid-19 case in school
 - Student will stay in the isolation room.
 - The nurse will notify parents and administrators.
 - The whole school will be sanitized and disinfected.
 - Emergency procedures will take place.
- Managing a confirmed case
 - The whole school will be sanitized and disinfected
 - Follow the tracing procedures to ensure that all people who were in contact with the infected will be isolated.
 - Emergency procedures will take place.

Prayer Rooms

- Wear a mask before entering the prayer room
- Respect the physical distancing (2 meters) inside the prayer rooms.
- Sanitize the prayer room after each prayer.
- Staff members will pray in their offices, only students will pray in the prayer rooms.
- Students will bring their own praying mats.
- Social distancing stickers will be placed in the prayer rooms.

Bathrooms

- Students will seek the teachers' permission to use the bathroom.
- Teacher will check with the coordinator for availability to avoid commotion in the bathrooms.
- In one classroom, one student at a time will be allowed to go to the bathroom.
- Students will wash and sanitize their hands after using the bathroom.
- Cleaners will clean and sanitize the bathroom after each use.

Food/Canteen

- Students are encouraged to bring their food from home.
- The canteen personnel will distribute the food in classes.
- Sharing food is not allowed at any time.
- Eating in groups is not allowed.
- Respect the social distancing rules when visiting the canteen.
- Ordering food from restaurants or catering facilities is strictly not allowed.

Playground/ Break Time

- Students will be encouraged to spend break time in class or in the playground under the teachers' supervision to ensure that social distancing is respected.
- Wear a face shield
- Respect physical distancing rules at all times.
- Do not play in group.

Pickup/ Drop off Time

- **Staff working Hours:**
Teachers: 7:00 am to 3:00 pm.
Admin: 7:00 am to 3:00 pm.
Lateness starts at ??

Parents Visits to School: 2:30 pm – 4:00 pm

- School Gates (3 entrances) will open from 7:15 am to 8:00 am to welcome students: Reception for Elementary, Gate 1 for KG2, MS and HS Girls, Gate 6 for MS and HS Boys.
- Temperature screening will be done at the entrance gates.
- KG and Elementary Parents with masks on will drop their children at the gate and leave.
- Middle and High School Parents should stay in the car during the drop and pick-up time. Students will be directed to their parents' cars.
- Dismissal will be done by section to avoid commotion as per the schedule below. Dismissal time should be strictly followed by parents.

Dismissal Time per Section		
Time	Classes	Gate Number
12:40 pm	KG	1 and 10
1:40 pm	Grade 1 and Grade2	3
1:50 pm	Grade 3 and Grade4	3
2:00 pm	Middle School	6 for boys and 9 for girls
2:10 pm	High School + Bus Students	6 for boys and 9 for girls
2:00 pm	Elementary Bus Students (Gathering in the Gym)	Bus Gate
2:15 pm	Elementary Students move to the bus	Bus Gate
2:20 pm	Buses leave the school	

After School Remedial and Educational Clubs

After school remedial and educational clubs will be held on Microsoft Teams after school hours from 3:00 – 4:00 pm

Teachers, Staff Offices and Common Areas

- All staff members are required to wear a mask at all times.
- Respect physical distancing.
- Pray in their offices/staff rooms.

School delivery model in September 2021.

- Type of Plan: **Hybrid Model**
- **School Timings as approved by MOE**
- **Classroom Capacity (distance between students is 1 m)**

KG	
Period	Time
Period 1	8:00 - 8:40
Period 2	8:40 - 9:20
Break 1	9:20 – 9:40
Period 3	9:40 – 10:20
Period 4	10:20 – 11:00
Break 2	11:00- 11:20
Period 5	11:20 – 12:00
Period 6	12:00- 12: 40

G1-4	
Period	Time
Period 1	8:00 - 8:40
Break 1	8:40 – 9:00
Period 2	9:00 - 9:40
Period 3	9:40 – 10:20
Period 4	10:20 – 11:00
Break 2	11:00 – 11:20
Period 5	11:20 – 12:00
Period 6	12:00 – 12:40
Period 7	12:40- 1:20
Period 8	1:20 – 1:50

G 5-8	
Period	Time
Period 1	8:00 - 8:40
Period 2	8:40 - 9:20
Break 1	9:20 – 9:40
Period 3	9:40 – 10:20
Period 4	10:20 – 11:00
Period 5	11:00 – 11:40
Break 2	11:40 – 12:00
Period 6	12:00 – 12:40
Period 7	12:40 – 1:20
Period 8	1:20 – 2:00

G 9-12	
Period	Time
Period 1	8:00 - 8:40
Period 2	8:40 - 9:20
Period 3	9:20 - 10:00
Break 1	10:00 – 10:20
Period 4	10:20 – 11:00
Period 5	11:00- 11:40
Period 6	11:40 – 12:20
Break 2	12:20 – 12:45
Period 7	12:45 – 1:35
Period 8	1:35 – 2:10

Assessment

There are four different categories of assessment:

A-Formative / Ongoing Assessment (homework, class work, exit tickets, class projects, etc.)

B-Formative Quizzes

C-Summative Assessment (quizzes, tests, exams, etc.)

D-External Assessment (MAP, CAT4, PISA, etc.)

Categories A and B can be administered during both face-to-face and distance learning as per the teachers' discretion; however, all assessments in categories C, and D must be administered in campus when the students are physically present in the school. This will ensure the reliability of the assessment data.

With the blended learning framework plan / alternating days approach, every assessment in categories B and C should be prepared in two completely different versions so that students will undergo equitable assessment experiences. Also, when group 1, for example, is taking an assessment at school, group 2 should be engaged in a well-designed, meaningful learning experience, and vice versa.

Those students who have the school approval to be engaged in distance learning only will still have to report to school and take all their assessments in categories C and D with the direct supervision of their teachers / supervisor. There will be special arrangements / flexible timing for such cases if being among others is considered a risk factor and poses a threat to their health.