

AHBS policies for school re-opening

JULY 2020

30.7.20

Contents

1. Face mask policy	3
2. Sick children and staff policy	4
3. HSE policy for cleaning	5
Cleaning of school building, furniture	5
Cleaning techniques	5
Approved disinfectants	5
Cleaning of shared equipment	6
Ventilation	6
Lunch / Safe food preparation	7
Water Systems	7
Waste Management	7
4. Temperature screening policy	7
5. Entering and exiting the school	8
6. Risk assessments for SEN	8
7. Map circulation routes - entry and exit areas	9
8. Personal Protective Equipment	10
9. Mandatory COVID-19 testing	10
10. Reduced timetable/curriculum policy	10
Foundation subjects and core subjects	10
Identifying areas of learning loss and developing interventions	10
11. Staff children childcare	10
12. Authorised persons policy	10
13. Fire evacuation policy	11
14. Classroom procedures	11
15. Teaching and Learning	12
Full Return Model	12
Pilot Phase	12
Teacher Workload	12
Readiness to Resort to Full Distance Learning	12
Bubbles	12
16. Bus	13
17. Attendance policy	13
Staff Absence	13
Student Attendance	13

Student Absence	14
18. COVID 19 response team	14
19. Toilet monitoring policy	14
20. Playtime policy	15
21. Library policy	15
22. Morning time and afternoon time	15
23. Student equipment	16
Secondary example	16
24. Induction week	17
25. Clinic	17
26. Soft furnishings & furniture	17
27. Order of the day	17
28. Late collection policy	18
29. Lunch in classes and cleaning	18
30. Assembly	18
31. Re-opening	19
32. Family guide	19
33. Assessment	19
34. Staff and student wellbeing	20
35. Non stigmatisation	20
36. Opting for Distance Learning policy	20
37. Prayer Rooms	20
38. Appendices	21
Appendix 4. Face Mask Usage and Removal	22

AHBS Policies for school re-opening July 2020

AHBS has established a COVID-19 taskforce, namely:

HSE co-ordinator Steven Bishop
School Nurse- Maricel
SLT- Emma Shanahan
SLT -Laura Stevens
SLT Dr Kate Plumb
SLT- Adriaan Nieman
FM- Aquilas Busilac
Cofley- Arthem H&S officer
ISP- Walid Al Kaddah

AHBS COVID-19 Taskforce will complete the following prior to reopening

- Conduct a general Risk Assessment for reopening specific to the school (Appendix 1)
- Conduct individual Risk Assessments for all Students of Determination (Appendix 2)
- Ensure that all school and staff licenses are valid and up to date
- Cleaning and Disinfection of the premises
- Map circulation routes
- Placement of signs, demarcations, off-limit areas
- Installation of safety equipment and ensuring stockage of materials
- Preparations of all spaces according to the protocol required for the intended activity to be held
- Verify that all staff have undergone COVID-19 Testing

In addition, AHBS will also prepare the following prior to reopening:

- Announce the selected reopening model on the school website by 31 July 2020 (other school-based policies can be announced to the school community closer to the start of the Academic Year)
- Adapt timetables to the new school reopening models
- Communicate and train school staff
- Communicate with parents (on reopening plans, including criteria for reopening, protocol and relevant policies)
- Preparation for training/information session for students for first week to familiarize them with the new protocols

AHBS are not required to submit their reopening plans to ADEK. However, ADEK will verify adherence to the reopening requirements through a compliance process (to be announced at a later time).

1. Face mask policy

In line with current guidance, face masks are mandatory at AHBS for all children in Year 2 and above and all adults. All will wear a face mask whilst at school. 2 masks are required per day.

Exceptions include:

- Students under the age of 6 years

- For teachers and People of Determination that have hearing impairments, transparent masks may be used

For all other students and staff, masks may only be removed during lunch, provided strict social distancing is maintained.

Any further exceptions to the above list will be announced at a later time in conjunction with relevant authorities.

A home-made cloth mask or medical mask may be used, provided it has 3 layers of protection. Cloth masks that meet H&S requirements are encouraged, in keeping with our environmental focus.

Students and staff are required to bring two masks per day. One for use in the morning, and a new one to be used after lunch.

Staff will be provided with a transparent mask to facilitate lip reading and language acquisition. These will be sterilized at lunchtime.

AHBS will maintain a supply of masks for students who may not have them or have misplaced or damaged their masks. These will be readily available at the entrances and exits of the school, and in classrooms if needed.

Due to the increased proximity of some staff working with Students of Determination, if necessary we will ensure staff working with Students of Determination are provided with the appropriate PPE as per the Risk Assessment conducted.

AHBS will ensure that students are wearing masks correctly. AHBS will also provide training to students on proper hand hygiene and mask-wearing.

For proper mask usage and removal, see Appendix 4.

Gloves are not recommended but may be worn. Staff and students will be made aware that gloves do not prevent infection and that frequent handwashing is preferable.

Students will be encouraged to always carry a sanitizer with 70%-80% alcohol in their pockets/bags to sanitize their hands frequently.

In some cases, additional personal protective equipment is required to be worn by staff (face masks, face shields, gloves, and single-use full sleeved aprons).

These include:

- The school nurse/other trained medical professional.
- Cafeteria and kitchen staff.
- Janitorial staff responsible for sanitization and disinfection.

2. Sick children and staff policy

Any member of the school community feeling unwell and/or exhibiting any COVID-19 associated symptoms will stay home if in any doubt. They will not be permitted to enter the school's premises or will be isolated according to the incident management protocol if their illness will be evident during the day.

Medical clearance is required (via testing) to return to school premises following any period of physical absence. These will be shown upon entry.

3. HSE policy for cleaning

Cleaning of school building, furniture

AHBS will carry out deep cleaning and disinfection of the premises every 24 hours. This includes cleaning and disinfecting floors, vacuuming, spot cleaning, dusting horizontal surfaces such as furniture, classroom equipment etc., and taking out the trash. This will include a disinfectant sprayer for all surfaces and equipment.

Surfaces will be cleaned with soap/detergent and water to remove organic matter and debris, followed by disinfection with a disinfectant such as those described in the sections below.

Loose carpets and rugs have been removed and stowed away until the pandemic is over.

High-contact surfaces touched by many different people, such as light switches, handrails, doorknobs, faucets, toilet buttons, toilet seats, countertops etc. will be disinfected **at least twice** during the school day, and usually every hour.

Toilets will be cleaned and sprayed with disinfectant solution at least two times during the school day.

Rubbish bins in classrooms and toilets will be emptied before they are full, and at a minimum of once per day.

All classrooms will carry cleaning equipment caddies- all adults are responsible for being vigilant with ensuring the classrooms are very hygienic.

Cleaning techniques

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

Cleaners at AHBS will use fresh cloths at the start of each cleaning session (e.g., routine daily cleaning before the beginning of the school day).

For areas considered to be at high risk of COVID-19 virus contamination such as the school clinic or sites regularly used by a confirmed COVID-19 patient (e.g. desk, floor etc.), AHBS will use separate cleaning equipment and cloth.

Detergent or disinfectant solutions become contaminated during cleaning and progressively less effective if the organic load is too high; therefore, the continued use of the same solution may transfer the microorganisms to each subsequent surface. Thus, detergent and/or disinfectant solutions will be discarded after each use in areas when cleaning sites used by suspected/confirmed patients with COVID-19.

Approved disinfectants

Fresh disinfectant solution will be prepared daily or for each cleaning shift. In non-healthcare settings, sodium hypochlorite (bleach) may be used at a concentration of

0.1% (1000 parts per million) to disinfect surfaces. Alternatively, disinfectants with 70% to 90% alcohol concentration may be used for surface disinfection.

AHBS cleaning company (Solutions) will ensure that the disinfectant used on their premises is prepared to the correct specifications. AHBS can manufacture their own disinfectant by:

- Household bleach: Check the label of the bleach to ascertain if it is intended for disinfection and has a sodium hypochlorite concentration of 5% to 6%.
- Ensure that the product is not past its expiration date.
- Mix 1/3rd of a cup of bleach per gallon of room temperature water to create the disinfectant solution.
- When cleaning, leave this solution on the surface for at least 1 minute.
- At this concentration, the bleach solution will be an effective disinfectant for up to 24 hours.

AHBS cleaning company (Solutions) will follow these guidelines when cleaning a site used by a COVID-19 affected student or member of staff:

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

Cleaning of shared equipment

Shared IT equipment, (such as computer keyboards, mouse devices and mobile computing devices, etc.) will be disinfected at least twice a day with a diluted bleach disinfectant or with 70% alcohol for metallic surfaces.

AHBS is commencing a 'Bring your own device' policy to minimize the risk of transfer of germs from students sharing equipment. Families will sign a safeguarding agreement prior to students using their own devices in school. A specific wi-fi network will be set up with an appropriate firewall to ensure the internet is secured in line with our ICT policy.

To reduce the risk of transmission and cross-contamination due to shared resources AHBS will:

- Pack away items that are difficult to clean or disinfect, such as some toys, educational manipulatives etc.
- Ensuring that materials such as toys, books, manipulatives, models etc. are in adequate supply to reduce sharing.
- Limiting the use of supplies and equipment by one group of children at a time and cleaning and disinfecting between use.
- Daily cleaning of resources at the end of the day; only resources that can be cleaned will be used.

Ventilation

AHBS will maintain good indoor ventilation. For better ventilation, we will keep the windows (if the weather allows) and doors of classrooms open where possible.

The air-conditioning system at AHBS has sufficient fresh air supply and the dust-filters are cleaned regularly.

Closed spaces such as classrooms etc. will be ventilated with fresh air for at least 10 minutes before students arrive at school, during breaktime, at lunch time and after school.

Lunch / Safe food preparation

We are asking families to send individual, packed lunches with students to reduce their risk of infection, and to maintain a healthy immune system. 2 tupperware tubs; one for snack and one for lunch. These will be kept in their cubbie holes that will be cleaned at the end of each day.

Lunch will be served in the classroom. Tables will be sanitised before and after eating.

Raptors, our school catering provider will serve individual, pre-packed meals. AHBS will:

- Comply with all requirements of personal hygiene, general cleanliness, temperature controls, food packaging and display, food transportation and storage, and food waste management set out under the School Canteen Standards established by the Abu Dhabi Food Control Authority (ADFCA)
- Ensure that employees observe social distancing, hand hygiene, and wear face shields, gloves, and face masks while preparing for meal distribution.
- Provide hand washing stations in the kitchen for frequent handwashing facilities.

Water Systems

AHBS will conduct inspections and performance necessary maintenance on water systems to ensure their safety following a period of prolonged disuse.

Waste Management

Waste generated at school will be packed in strong black bags, closed completely and disposed of for the municipal waste collection to pick up.

Medical waste generated by the school clinic will be disposed of as per the requirements set by the Abu Dhabi Waste Management Centre.

After waste is disposed of, hands will be washed for at least 20 seconds using soap and water.

Any additional and specific Waste Management needs for Students of Determination will be considered as part of the Risk Assessment procedure and measures clearly communicated to appropriate members of staff.

4. Temperature screening policy

Thermal screening machines will be installed at the 4 main school entrances. Every class will have a forehead thermometer to check the temperature of the students before they enter the classroom. Students will have a temperature reading below 38 degrees to enter the classroom or they will be sent home with their guardian. The staff member checking temperatures will wear gloves.

5. Entering and exiting the school

One parent will be permitted to drop off and collect their child/children. Parents will not be allowed to enter the school building. To ensure that social distancing is maintained there will be flexible drop off and pick up times.

All authorised persons will enter one at a time, spaced 1.5 m apart (as per the floor markings). The children will also be dropped off and collected from designated areas (see separate plan).

Exiting priority will be given to bus-riders in order to empty the school as much as possible. Exit times for bus-riders will be staggered to reconfigure bus groups with class groups. Students leaving with private transportation will be picked up after buses have left to avoid overlapping (and crowding).

Adult guardians waiting to pick up children will maintain a 1.5 m social distance, wear masks and will wait in their vehicles until the designated pick up time.

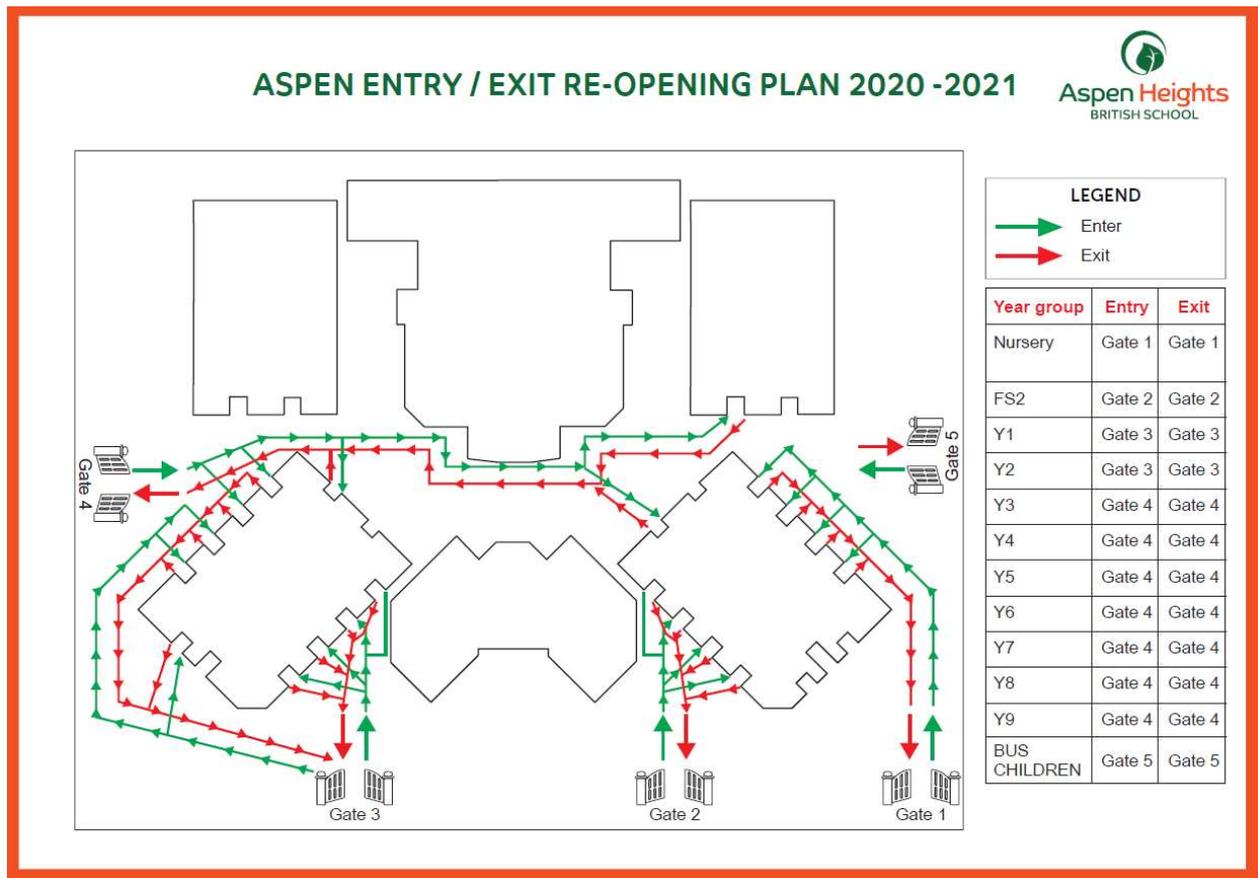
Waiting areas at all access points will be properly designated (with 1.5 m social distancing demarcations).

6. Risk assessments for SEN

Where Students of Determination require additional support from an adult, a clear and comprehensive Risk Assessment will be conducted and travel plan developed.

Where Students of Determination travel on school buses and also use supplementary aids to ensure their safety, such as “car seats” specific harnesses etc., these will be disinfected in accordance with the protocols outlined.

7. Map circulation routes - entry and exit areas



Year group	Entry	Exit
Nursery	Gate 2	Gate 2
FS2	Gate 3	Gate 3
Y1	Gate 4	Gate 4
Y2	Gate 4	Gate 4
Y3	Gate 5	Gate 5
Y4	Gate 5	Gate 5
Y5	Gate 5	Gate 5
Y6	Gate 5	Gate 5
Y7	Gate 5	Gate 5
Y8	Gate 5	Gate 5
Y9	Gate 5	Gate 5

8. Personal Protective Equipment

Same as 1. Face mask policy.

9. Mandatory COVID-19 testing

All staff and students in Abu Dhabi will undergo COVID-19 testing prior to being authorized to return to the school premises. Details concerning coverage, schedules, and process will be announced at a later time in conjunction with relevant authorities.

All staff, parents, and students with devices are required to download the AL HOSN App to facilitate contact tracing in case of an incident.

All staff and students and families will declare recent travel history.

10. Reduced timetable/curriculum policy

Foundation subjects and core subjects

All subjects will be taught either face-to-face or via DL.

In primary most non-core subjects will be recorded for uploading at 1pm for children to complete in the early afternoon whilst at home.

Wellbeing is a priority identified in our 20/21 SIP, and supporting children, staff and families in their re-integration into school will be facilitated in different ways.

Circle times- with children in school and their distance learning peers.

E-safety sessions

Assembly themes around self- management behaviours; resilience, flexibility, adaptability and empathy.

Identifying areas of learning loss and developing interventions

AHBS will assess students' learning face-to-face as well to determine any areas that will be revised or re-taught and integrate these into the program of the new academic year.

Extra interventions will be planned for students who have experienced severe learning loss due to online learning or have performed poorly on assessments of content learned during distance learning. These interventions will be for students that need the additional learning support.

11. Staff children childcare

Staff who have children attending Aspen Heights are required to collect their own child/children at 1:30pm and supervise them in their own classroom, or source alternative childcare solutions if this is not possible. During this time staff are expected to join staff meetings, via Zoom, from their classrooms.

12. Authorised persons policy

Authorised persons will meet the health requirements for entry and follow the relevant entry/exit protocol. Authorized persons include:

- Enrolled Students

- School staff
- Contract staff (security guards, janitorial staff, canteen staff, and other 3rd party providers working onsite)
- Other authorised persons (external providers and authorities, i.e. heavy item delivery personnel, construction workers, etc.)

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

- Parents/guardians
- Unenrolled siblings of students
- Other persons for whom the purpose for visitation can be carried out without necessitating entry of the premises (i.e. delivery of light goods, etc.)
- School-aged children of staff (if the school does not offer onsite childcare or if childcare is not required that day)

Students of Determination will be considered on an equitable basis as all other students. A Risk Assessment will be conducted where necessary and the outcomes discussed with parents.

Where the support of a 3rd party is required for any Student of Determination, exemptions will be made as appropriate to allow their entry onto the school premises with the appropriate PPE as is determined in the Risk Assessment.

Other authorised persons may include external providers and authorities (i.e. heavy item delivery personnel, construction workers, etc.).

Other authorised persons may only enter upon meeting the health requirements for entry.

Other authorised persons will wear appropriate personal protective equipment at all times while on school premises.

AHBS will ensure that the activity is supervised (with distance measures in place) and conducted after school hours. If an emergency requires the intervention during school hours, school will ensure that neither employees nor students are present in the vicinity.

Appropriate cleaning/disinfection will be carried out following the completion of the activity.

13. Fire evacuation policy

Normal emergency procedures apply.

Any adaptations to regular emergency drills (i.e. fire, earthquake, evacuation, etc.) will be communicated to AHBS at a later time in conjunction with relevant authorities.

14. Classroom procedures

1m square wipe-clean PE mats to be used in addition to small desks to facilitate social distancing in EYFS and primary. Excess furniture will be removed from classrooms.

Circulation paths to be designed for each classroom.

Non native children to receive Arabic lessons within the Arabic classrooms.

Arabic classrooms to be cleaned between student groups.

Social distancing of 1.5m will be maintained between students.

Classroom doors (internal) to be kept open at all times during teaching and learning (common sense applied i.e close the door if teaching nursery and you have children who may run out in to the corridor). No streaming possible at this time.

15. Teaching and Learning

Full Return Model

AHBS will resume full school operations with all available students returning to school for face-to-face learning.

Drop off: staggered from 7.30-8.15.

Collection: staggered from 12.30-1.15

For all year groups. Children will be taught in their 'home' classroom for all core subjects, including Arabic. Non-core subjects will be taught predominantly through distance learning for Primary children.

For families who cannot send their children to school for medical reasons, or other reasons, core subjects will be taught through live streaming of the lessons, with children uploading their work to the relevant platform. Non-core will be delivered through DL as the rest of the school who are onsite learning.

Pilot Phase

A pilot phase will be trialed for a maximum of two weeks, after which adjustments to plans will be made.

Teacher Workload

Distance learning does not imply double teaching (double workload or double contact hours). Teacher workload will be effectively managed by a shortened work day in order to allow time for feedback, DL uploading and planning.

Readiness to Resort to Full Distance Learning

To prepare for the possibility of reclosure, all AHBS will be ready to resort to full distance- learning mode at any time by ensuring all children and families can log on to Seesaw and Google Classroom, and staff are well trained in using the platforms to facilitate learning.

Bubbles

Each individual class will be the child's bubble. Specialist staff will enter the bubble to teach the children and year group bubbles will play at the same time outside but in separate zones- groups clearly identified with the use of coloured armbands. (Primary and secondary- not FS)

16. Bus

Buses will run at 50% capacity. Parents will escort their child to the bus.

Bus assistants will take the child's temperature, if it is too high (38°C and above) the child will return home with their adult (parent).

Bus assistants will assign seats and create seating charts (hard copy posted on the bus door). *Siblings can sit together on the bus.*

Year 3 upwards will alight from the bus and go directly to their classes.

Year 2 and below will alight from the bus with their bus assistant who will escort the children to their class - FS first and then Year 1 and 2.

Bus assistants will collect FS to Year 2 at 12pm prompt so that they are on the bus at 12:15pm (latest) waiting to receive Year 3 and above onto the bus.

Year 3 and above will go directly to the bus at 12:15pm.

The last bus will have all exited the school by 12:30pm latest.

17. Attendance policy

Staff Absence

School staff will attend the full workday as per the school's calendar in accordance with the official contracted work hours.

School staff who will continue to work from home due to severe health issues (relevant authorities will release further guidance) will seek permission directly with the school principal and HR manager.

School staff will inform the school in advance of their absence, by 7am on the day of absence at the latest. Inform relevant SLT member, Rose Akachi (EYFS) , Laura Stevens (Primary) , Ouassila Knani (Arabic) or Kate (Secondary and Specialists).

Student Attendance

The school receptionist and Diana will update and check student attendance on Engage daily. Any missing information will be followed up directly with the class teacher and said information to be added in before 11am. Diana to update Engage to allow teachers to mark face to face students as present with a '/' and DL students to be marked present with a different symbol (TBD). Should a child's attendance drop to 90% or below Diana to alert the relevant SLT member.

- All students will return to school as per their school's published academic calendar for 2020/2021.
- Students may be exempted from returning to school if their parents have age or health specific issues (further details will be announced in conjunction with relevant authorities).
- Exempt students are still required to attend classes remotely via distance learning.

Student Absence

These policies will be read in conjunction with the Policy 54 and Policy 55 of the Private AHBS Policy and Guidance Manual 2014-15.

Class teachers or form tutors will be responsible for monitoring attendance, and flag non-attendance with the relevant SLT member.

Attendance is compulsory during all modes of learning (face-to-face or distance learning). A student is marked absent if they fail to attend classes.

An absence is only authorised for the following reasons, confirmed by a signed letter or email from Parents/Guardians or by way of official documents to attest for the full duration of the absence:

- Illness
- Death of a first- or second-degree family member
- Scheduled doctor appointments
- Official community task
- Mandatory appearance before an official body
- Essential urgent family travel for matters such as medical treatment or the death of a family member

AHBS will immediately communicate with parents following any unauthorized absence or a cumulative absence rate of 10% or more. AHBS will collect and maintain accurate attendance records for all students.

Parents will notify the school in advance of any planned absences and submit the required documentation.

18. COVID 19 response team

All staff on site will download the Al Hosn app (ADEK will send further info soon).

AHBS have established a response team in the school to manage and report any COVID-19 related incidents, adapted from their existing crisis management policies.

The nearest hospital and COVID-19 testing centre is Burjeel at Deerfields Mall. Contact details and location for both these facilities will be readily available with all members of the response team in the case of an emergency.

19. Toilet monitoring policy

In EYFS and Year 1 bathrooms are in class and supervision of usage is by the class teacher and teaching assistant. Year 2 upwards children will only be allowed to go to the restroom from the class one at a time.

A maximum number of students will be authorised at any given time to ensure that social distancing is maintained. This number will be clearly indicated on each restroom door.

Demarcations indicating where to stand while queuing (preferably outside), circulation paths, and available handwashing basins (to maintain social distancing) are in place

Simple signage and posters will be posted to remind users of hygiene protocols.

Use of restrooms will be appropriately supervised for younger students.

20. Playtime policy

Students will take regular supervised breaks (preferably outdoors) but break times will be staggered to avoid mixing of different classes (especially age groups).

If a recreation space is large enough to host multiple groups, this may be done under the strict supervised separation of these groups.

Playground equipment (i.e. slides, swings, etc.) are to remain off-limits during the initial return to school period.

In FS and Primary one year group will be allowed outside at a time, each class will have a designated area. Social distancing will be maintained, therefore the breaks will be staggered according to the timetable and **will** be adhered to.

21. Library policy

AHBS has closed our libraries and have provided library resources.

Sonia and Tiffany will go to classes each week, each class will have a book box for children to access. These will be changed weekly and disinfected.

22. Morning time and afternoon time

During the staggered entry (7:30 -8:15am) and exit (12:30 -1:15pm (12:15pm for buses) the following activities will be completed with your class or form.

	Nursery and FS	Primary	Secondary
Morning	wake and shake, phonics, personal learning plan	wake and shake, phonics, Moral Ed, handwriting, individual reading, personal learning plan	Guided well-being time, reading, mental maths practice (resources from MT), graphing skills, tabulating information
Afternoon	Covid-19 education, storytime	Moral Ed/ Covid-19 education, storytime, personal learning plan, handwriting, individual reading,	Guided well-being time, graphing skills, tabulating information

23. Student equipment

All secondary students to bring their own stationery equipment in a pencil case or zippy wallet (that can be easily cleaned) to prevent cross contamination. In Primary each child will be given their own pack of resources, and in early years resources will be sterilised daily.

Secondary
Blue or black rollerball pens/biros: buy in bulk and have at least two in your pencil case at a time
Handwriting pen
Whiteboard pen
30cm ruler (folding ones take less space and are less likely to snap)
Rubber
Pencil sharpener
HB pencils (buy in bulk)
Highlighters: ideally two different colours
Small glue stick
Colouring pencils (optional)



Secondary example

24. Induction week

FS2 - Year 9 to be invited into school at an allotted time during the first week to familiarise the students with new school procedures and expectations.

25. Clinic

Aspen Heights has a school clinic with two nurses holding valid DoH documentation and healthcare professional license for registered school nurses.

Our nearest hospital is Burjeel at Deerfields Mall and testing centre.

All relevant staff, including school nursing staff, will have full awareness of the needs of Students of Determination. These include any communication, sensory, physical, emotional or behavioural needs. These needs will also be clearly communicated through a Student Profile to any health professionals involved in an emergency.

Specific COVID-19 training for school clinic staff will be communicated at a later time in conjunction with relevant authorities.

An isolation room on the first floor of the administrative block will be used for any children showing COVID-19 symptoms or have a temperature of 38C or above, ready for their parent to collect.

Staff will email nurses to come to class if needed; nurse decides if the child needs to be taken to the clinic to be isolated.

26. Soft furnishings & furniture

All rugs and soft furnishings will be removed and stored safely. All non-essential furniture will be removed from classrooms.

Furniture will be moved within the classroom so it is safe, and also in order to maintain social distancing of 1.5 metres.

27. Order of the day

All families will be able to make a flexible drop off between 7:30am-8:15am.

One adult is allowed to accompany their child to their designated entry point (please see entry/ exit map).

Each child's temperature will be taken on arrival to their building entry point.

Buses will arrive at 8am and bus supervisors will escort children to their entry point.

Each class will stay in their room for all learning and lunch.

Each class will have the opportunity to break outside in a designated area during a scheduled time for each class.

Bus children will be collected at their exit point by their bus supervisor at 12pm.

Bus children from year 3 and above will walk directly to their bus at 12:15 whilst maintaining social distancing.

Families will have a flexible pick up time between 12:30 - 1:15pm from their child's designated exit point.

28. Late collection policy

Families may collect their children between 12:30 - 1:15pm.

Any child who is not collected on time, will remain with their teacher in class.

Late children will be recorded onto a late google doc which will be monitored by the receptionist.

Families will be called to collect their child and communicate that if their child is collected late on 3 occasions they may be asked to move to distance learning.

29. Lunch in classes and cleaning

Aspen Heights encourage parents to send individual, packed lunches with students to reduce their risk of infection, and to maintain a healthy immune system.

The canteen will deliver packed lunches to classes based on pre-orders through their website.

Lunch will be served in the classroom and children will still social distance and not share food.

Everyone is responsible for using sanitising wipes to clean tables and chairs.

All children will wash their hands before and after eating as well as change their mask after eating.

Aspen Heights will:

- Comply with all requirements of personal hygiene, general cleanliness, temperature controls, food packaging and display, food transportation and storage, and food waste management set out under the School Canteen Standards established by the Abu Dhabi Food Control Authority (ADFCA)
- Ensure that employees observe social distancing, hand hygiene, and wear face shields, gloves, and face masks while preparing for meal distribution.
- Provide hand washing stations in the kitchen for frequent handwashing facilities.

30. Assembly

Large assemblies are not permitted, Aspen Heights will continue to perform the UAE National Anthem in classrooms. Weekly assemblies will be live streamed over Zoom to all or a pre-recorded video will be shared in classes.

Moral Education alongside Covid19 information will be taught each morning.

Students of Determination will be provided with appropriate support as outlined on their IEP to participate in all school activities on an equitable basis as their peers. Where Health and Safety needs prevent this, alternative provision will be outlined on the IEP.

31. Re-opening

Aspen Heights will follow a full reopening model.

The first week of school will follow a staggered induction for children, each year group will be provided with a time to be in school to familiarise themselves with the new protocols.

All eligible students will return to school for face to face sessions.

Distance learning will be provided for children who are unable to attend school due to medical reasons.

Live stream will be provided in primary and secondary for children to participate in lessons.

EYFS to upload learning to Seesaw.

Zoom/ Google meet will be used for circle times and group guided reading and phonics for those children who cannot attend school and whose families have opted for a distance learning model.

32. Family guide

Aspen Heights will release a handbook to families on 30th July which will include guidelines related to; preparation for return, social distancing and hygiene practices, entry and exit points, bus guidance, movement around school, staggered timings, breaks/ lunch protocols, timetable, curriculum review and distance learning plans where appropriate.

A survey will be carried out as to whether families need to opt for distance learning due to health reasons, from 16th August.

A video tour demonstrating entry/ exit, movement round the school and classrooms etc. will be sent to families during inset week (23rd August).

Further information will be communicated each week as well as phase family information meetings through Zoom/ google meet.

33. Assessment

Aspen Heights will use diagnostic and formative assessments to identify gaps in learning.

We will conduct formative assessments to evaluate learning for students who will continue to stay home.

Summative assessments, such as GL Assessments will not take place during this period.

EYFS will continue to use Evidence Me, Primary & Secondary will use Classroom Monitor alongside observations, live sessions and marking and reviewing work submitted.

34. Staff and student wellbeing

Staff and student wellbeing as they transition back to face-to-face schooling is a priority. Some may have experienced adverse effects due to confinement, social isolation, and loss and bereavement. Elsie Gould/ Nicolette Van Dyk will be available for staff support as required, together with our pastoral team.

The pastoral team alongside Phase Leaders and the Head of Inclusion will also be on hand for student wellbeing support.

The pastoral team will develop an intensive wellbeing plan for the first six weeks of school for children, including a well-being Wednesday, and guided pastoral time particularly in secondary.

Covid awareness will be taught alongside Moral Education during Sunday morning and morning sessions.

35. Non stigmatisation

Aspen Heights will develop an anti-stigmatisation policy and integrate strategies into any awareness campaigns concerning misconceptions around COVID-19, similar to our behaviour policy.

Aspen Heights, as much as possible, maintain the privacy and confidentiality of suspected or confirmed cases within the school community, and remind others to not behave in negative ways that exacerbate the victim's feelings of exclusion already induced by isolation.

Aspen Heights will communicate our non-stigmatisation policy to students, parents and staff and encourage them to always behave in appropriate ways.

36. Opting for Distance Learning policy

If your child is unable to come into school due to severe health issues they may stay at home and participate in distance learning. Children who opt for distance learning are expected to attend lessons through live streaming alongside their peers, together with some pre-recorded classes.

Families who opt for distance learning will have a distance learning guide shared with them in late August.

37. Prayer Rooms

Students and teachers will bring their personal prayer mats which will be properly stored while at school and cleaned regularly.

Further guidelines regarding prayer rooms will be published at a later time.

38. Appendices

Sample Risk Assessment Template for Schools

School Name: _____ School
Principal's Name: _____ Taskforce
Members: _____

A Risk Assessment (RA) is a highly individualized exercise undertaken regularly by schools. While most schools will have their own RA forms and methods, ADEK has created this this Sample Risk Assessment Template to facilitate the Taskforce's work in planning school reopening. The use of this template is entirely at the discretion of each school and should be customized to address its particular context.

Sample responses are given in grey. These are meant to serve merely as examples and are not in no way suggestions or recommendations by ADEK.

Key Area	Policy Number	Sub-Policy Reference	Suggested Controls	Status of suggested control	Risks Identified (if Applicable)	Mitigation Measures/ Next Steps	Timelines	Person Responsible
1. Safe Operations		1.1.1	<i>Has communication been sent to staff to arrive in the UAE at least 14 days prior to school reopening for staff?</i>	<i>Yes, email was sent on [date]</i>	<i>Flights from [list of high-risk countries] have been suspended by the UAE, which may lead to teachers being unable</i>	<i>Send an email to teachers stranded abroad to deliver instruction remotely.</i> <i>Integrate</i>	<i>Email to teachers: [date]</i>	<i>[name/position]</i>

Appendix 4. Face Mask Usage and Removal

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.



World Health Organization

HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Don'ts →



Do not use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·WIN

