



NEW AL WUROOD INTERNATIONAL SCHOOL – JEDDAH.

PREVENTIVE GUIDELINE FOR RETURNING TO SCHOOL IN LIGHT OF THE CORONA PANDEMIC

How to prepare for and deal with COVID-19 by the school?

The plan form prepared by the school administration is made under the supervision of the School Health Affairs Department at the Ministry of Education and includes the following:

- The school administration assigns a person to take a temperature measurement, upon entering of students and staff to the school and record data of those who have a high temperature of the student, dealing with his condition, and then coordinating for his returning home.
- To distribute and train educational and administrative staff by the school administration on the training package for the basics of infection control prepared by the School Health Department with the Ministry of Health.
- To ensure social distancing between students in their gathering places in classrooms and other facilities.
- The communication mechanism for employees, parents and the health center is as follows:
 - A clear communication mechanism between the school, the responsible health center and the responsible authorities, and the communication of notifications of emergency cases in the school as soon as possible.
 - A clear mechanism that the school follows according to the possibilities to deal with suspected cases and isolate them from the rest of the contacts to stop spread of infection.
 - A clear mechanism for dealing with positive cases that may exist in the school and the consequent number of contacts and suspension of the educational process as determined by the local health authorities.
- Schools must fill in the plan with contribution of health center to provide the necessary support to complete the plan form in order to raise the schools' readiness.



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Immunization according to the age groups of the students:

The following is required for offline study:

- For 12 year old students and above:
 - All students must have received both doses of approved vaccines.
- For students under 12 years old:
 - All those in contact with that category at home (parents, brothers-sisters, domestic workers, etc.) must be immunized fully with any of the approved vaccines in the Kingdom of Saudi Arabia.
- It is necessary to apply precautionary measures (wearing a mask, social distancing) and others during the offline study, regardless of the immunization status of the students.

What is the role of the family?

There must be communication and sharing of information and instructions between the school and family and it includes:

- To promote the general health of children, including: good and rich nutrition with fruits and vegetables, get enough sleep at night, and to reduce sugars, and to encourage them to increase physical activity.
- Parents are advised to provide their children with protective equipment, such as: (masks, pocket alcohol gel etc) according to the age of the child, and his ability to benefit from it, and absorb it.
- To provide his personal necessities: such as: (food, water bottles, etc.) and all school appliances.
- Awareness: Raising children's awareness of the importance of preventive measures from respiratory diseases, in theory and practice, especially physical distancing, washing hands with soap and water, and safely dispose of used tissues, and the etiquette of sneezing.
- To update the medical report of students with disabilities, who have health problems.
- To motivate parents to pick up their children on time specified.
- To determine the medical condition of students with disabilities, who have health problems that hinder adherence to the precautionary measures.



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School Transportation:

A group of school students depends on school buses, which can be a fertile environment for disease transmission, so the following measures must be taken:

- Wash hands thoroughly before and after getting off the bus with alcoholic gel concentrating not less than 60%.
- Equip buses or offices with alcohol dispensers, to guarantee hand hygiene process.
- The bus driver or escort shall ensure that the student is sterilized for the hands.
- Covering the nose and mouth when coughing and sneezing with a tissue, or utilize inside elbow, then discard the wipes in the trash.
- Wash hands with soap and water for at least 40 seconds, or use hand sanitizer with a concentration of at least 60% alcohol.
- Avoid touching eyes, nose and mouth with unwashed hands.

Social distancing:

- Leave the first row blank.
- Students should be in the same seat throughout the travel.
- Students are not allowed to stand inside the bus during the travel.
- The number of students inside the bus for the duration of the travel should not exceed 50% of the total bus capacity, maintaining physical distancing within it by following the recommended policy.
- Social distancing of at least one and a half meters when waiting for the bus.
- Leave at least one seat between each student.
- Leave an empty row of seats between every two rows of the bus.

Wearing a medical or cloth mask:

- Requiring parents to provide their children with a mask before leaving the home, to help prevent infection.
- The bus driver or the escort makes sure that the students are wearing the masks.

Avoid touching surfaces:

- To limit touching of frequently touched surfaces inside the bus like: door and window handles.
- To ensure good ventilation of the bus, and open windows whenever possible.



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Cleanliness Bus:

- The bus is purified after the students leave at least twice daily, or more - If necessary - especially surfaces that are frequently touched, such as: (windows, buttons, knobs; According to the disinfection and sterilization manual for the National Center for the Prevention of Infectious Diseases “Prevention” at the link: www.covid19.cdc.gov.sa

Drivers and escorts:

- Drivers and escorts must wear face masks at all the times on duty.
- To direct the employees (driver and escort) to follow the instructions of the Ministry of Health, and related departments about COVID-19, before allowing employees to resume work, including employees returning from travel.
- To ensure that a temperature check is carried out, and inform the relevant authorities about any cases whose temperature is higher than [38°C] for any one employees, drivers, or students, and isolate the case and refer it to health care facility.
- Require all employees (driver and escort) to apply self-quarantine if any of the symptoms of COVID-19 virus appears.

Entering and dispersing:

- To organize the entry and exit process at the beginning and end of working hours, in a manner that prevents overcrowding, ensuring a distance of at least one and a half meters between the students.
- To set up sufficient places for checking the students and staff before entering the school.
- To measure the temperature and make sure to wear a mask.
- In the event that one of the students has symptoms, he must be isolated quietly and confidentially without embarrassing him in front of the rest of his colleagues.
- To utilize different and separate gates for student entry and exit if possible.

Morning Assembly:

- To cancel the morning assembly, and direct the students to their classes directly, with social distancing.



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Classroom:

- To rearrange or set up the classrooms to ensure spacing between the students at a distance of one and a half meters, bearing in mind that the seats are not face to face.
- To ensure good ventilation of the classes and open windows wherever is possible.
- To make use of the appropriate rooms, such as: (laboratories, learning resources) in converting them as classrooms.
- To prevent the exchange of special materials such as pens and others.

School facilities:

- To ensure periodic disinfection and sterilization of school facilities and places used by more than one person, such as: toilets.
- The process of cleaning and disinfection should be at least twice, during the school day.
- To emphasis on disinfecting surfaces that are constantly touched, such as: (door handles, light sockets, shelves).
- To develop a periodic schedule for cleaning classrooms and other facilities, using appropriate disinfectants, (according to the prevention guide) via the following link: [covid19.cdc.gov.sa](https://www.cdc.gov/sa/covid19/).
- To confirm the availability of hygiene supplies, disinfection, and the necessary labor on an ongoing basis.
- To ensure good ventilation and open windows whenever possible.
- Safe disposal of waste.
- To abolish water coolers, and obligating students, educational staff, and administration to bring their own drinking water for personal use.

The school's faculties and administrative staff:

- Requiring all workers to take preventive precautions (wearing a mask - distancing - not sharing tools - washing hands regularly - not shaking hands).
- Emphasis on cleaning and disinfecting the things that are used by the educational and administrative staff (teachers' room - administrative offices).
- Avoiding group lunch in staff rooms and rest rooms.



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Canteen and lunches:

- Buying and selling in canteens and cafeterias is cancelled.
- Allow the students to have meals in the classes.
- Recommend the students to bring meal from home.
- Urging parents to provide their children with a meal, and to explain the importance of this in fighting against the infection.
- The possibility of allowing the canteen operator to pass on the students inside classes, to sell some packaged and sterilized foods before the expiration date adhering to the health requirements, and under the supervision of the teacher.
- Sharing meals is not allowed.

Extracurricular activities:

- To cancel any non-classroom activity that does not meet the standards of social distancing.
- To ensure social distancing when performing prayers, to ensure that no overcrowding at places of ablution, and to stress on the utilizing the personal mat.

External visits:

- The school should stress the legalization of the visitors from outside the environment of school, and that such visits must be limited to the utmost necessity, with an emphasis on following precautionary measures, such as: (Measuring the temperature and wearing the mask).
- Allocate a suitable place to receive visitors such as parents.

Training on the basics and standards of infection control in the school:

- To raining the health advisor or his representative to supervise, and application of infection control standards in the school.
- To train students on hand hygiene and etiquette for coughing and sneezing.

Isolation rooms:

- An appropriate room should be allocated to isolate suspected cases, or a suitable place is allocated in case of non-availability.
- Providing virus prevention supplies such as sterilizers, masks, and thermometers.



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Health awareness in coordination with the Ministry of Health:

- To determine the target groups (students / educational and administrative staff / families).
- To fix priority which include:
 - Introduction to the virus, its symptoms, and ways of transmission.
 - Healthy personal behaviors to be followed, such as washing hands, coughing and sneezing etiquette.
 - Precautionary measures to be applied in the school.
 - Educating parents about chronic diseases that may increase the risk of complications of infection with the COVID-19 virus.
- The Ministry of Health and the National Center for Disease Prevention and Control preparing the scientific material for this, and identifying chronic diseases.
- The Department of School Health in the Directorates of Health Affairs, or Health gatherings in the region to prepare a plan for field visits, to ensure that precautionary measures are implemented in schools.

Establishing a mechanism for communication between the health center and school:

- Communication between the school and the supervising health center according to the approved linkage process.
- Fill in the communication forms between the school and the health center (according to attached forms).
- Scheduling field visits by the centers, to ensure that the health procedures contained in the guideline are implemented.
- Intensifying school health awareness activities related to infection control in coordination between the health center and the school.
- Ensure the provision of protective equipment in schools, as recommended by general health authority
- Existence of an agreed-upon reporting mechanism for suspected cases and contacts at the school.

Monitoring the respiratory conditions:

- Follow-up daily attendance in case of an increase in the number of student absences resulting from diseases similar to influenza symptoms.
- Beginning in the early morning hours with a survey of the student, to detect flu-like symptoms.
- In the event of any respiratory symptoms (heat, cough, runny nose, shortness of breath) the student's name is be recorded on the monitoring sheet.
- Prepare a list of those absent due to flu-like symptoms.
- Maintaining lists of absences due to illnesses or respiratory symptoms, if needed, for the purposes of epidemiological investigation of confirmed cases, and notifying the education department of that.



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Mechanism for dealing with suspected cases:

- Recommend the students and educational or administrative staff who have symptoms to stay at home and inform the school.
- Educate the parents and guide them to keep their children at home in case the student shows respiratory symptoms.
- Deal with suspected cases:
 - Isolate the suspected cases in a well-ventilated room.
 - Instruct the suspected cases not to touch surfaces.
 - Advise the suspected cases to cover nose and mouth with a tissue while sneezing and to throw the tissue directly into the trash.
 - If a tissue is not available, it is recommended to sneeze into the elbow.
 - If he needs a toilet while waiting for the medical team, it is recommended to use a separate toilet, and if it is not available, the bathroom must be sterilized after using it properly with the recommended sterilizers.
- Transfer the suspected case through the guardian if it is stable, or calling the Saudi Red Crescent in case of emergency.
 - Restrict contact with the suspected case through the commanding and controlling centers of health affairs in the regions.



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Assessment for readiness of school:

Task	Fully Applied	Partially Applied	Not Applied
The return plan has been done in cooperation with the health authorities			
A responsible person is available from the staff trained in dealing with cases, a health advisor or whoever the school deems appropriate.			
An absence policy has been set up for both staff and students.			
An absence monitoring plan has been made for both staff and students.			
A plan has been developed to monitor the students and staff.			
A plan is made to divide the students into small groups.			
There are alternative options for feeding students than running canteens.			
A plan has been developed to deal with suspected cases.			
School and Equipment			
There is sufficient soap and water available to ensure hand washing.			
Alcoholic gel is available at least 60% in various places.			
Foot-opening trash bins are available.			
Tissue paper is sufficiently available.			
Adequate sterilization and cleaning tools are available.			
The school is able to provide medical and cloth masks.			
There is a suitable place to keep sterilizers out of the reach of students.			
Sufficient air conditioning and ventilation.			
There are guiding signs in the locations of students that show the distance between them.			
Study tables are at a distance of one and half meter from each other.			
The possibility of ventilating the school periodically by opening windows and doors.			
Training and Education:			
A planning is found for training and educating on protection methods.			
Training of students and staff on hand washing and hygiene.			
Educating the students and staff on the importance of sneezing etiquette.			
Educating the students and staff on the importance of social distancing.			
Educating the students and staff about the importance of wearing a mask and how to take it off.			
Training all the cadres on means of protection.			
Educating the students and staff on the importance of staying at home in case of symptoms.			

Communication:			
There are awareness posters about hand washing and sneezing in different places of the school.			
Dissemination of awareness messages through various means of communication.			
Establishing a communication mechanism with the concerned health authorities.			
There is a person responsible for communication.			



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Contact Form to the Health Center:

School Name	Principal/Contact No	Health Supervisor/ Contact No	Health advisor /contact number	No of students



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Mechanism for dealing with the confirmed and suspected cases in schools

Procedures for monitoring a suspected case inside the school

Specifications

- **Suspected case:** A case that shows symptoms of suspected Covid-19 disease (High temperature - cough - sneezing - shortness of breath - pain in the joints, etc.)
- **Confirmed case:** It is the case which is confirmed to be infected by the laboratory through the PCR test.
- **Secondary case at school:** It is the case that is confirmed by the laboratory for a BCR test, and there is a history of close contact with the primary case, and there is no history of contact with a source outside the school.
- **Close contact:** It is the close contact (less than a meter and half) and in a period longer than 15 minutes and without wearing a mask or wearing it improperly.

Actions to be taken when a suspected case is detected:

- Isolate the case in the room allotted for isolating the suspected cases.
- To disinfect and sterilize the places where the student is present.
- To communicate with the student's guardian to take him and guide him to take the procedures stipulated by the Ministry of Health regarding suspected cases.
- To follow up the case and direct it to take the swab.
- To follow up on the result of the swab and the referral of the student in the Tawakkalna application.
- To inform the relevant departments in the region (preventive medicine - school health).

Monitoring a suspected case inside the school in the groups vaccinated fully over 12 years old.

- If symptoms appear and the result is negative for COVID-19:
 - Inform the school of the result of the test.
 - Return of the student after the symptoms disappear for 24 hours without using antipyretic or according to the report of the attending physician.
 - Verify the status from Tawakkalna of the student.
- In the event of a positive result for Covid 19 in the age groups over 12 years (both doses vaccinated).
 - Inform the school of the result of the test.
 - Limit the companions and prepare a list of their names.
 - Students in contact need not to be isolated, only they are monitored for 10 days and follow up on the appearance of the symptoms.
 - Inform the Department of Preventive Authority and the School Health of the area.

Secondary case of mixed case in groups over 12 years old.

- In the age groups over 12 years old (both doses vaccinated).
 - **If the observed case belongs to the same class:**
 - Close companions of the case are counted and symptoms are monitored for 10 days.

- Precautionary measures are emphasized in the classroom (wearing masks and physical distancing).
- Emphasis is given on non-interference between students of the class and other classes.
- **In case, two or more cases with the first case appear related to the same class:**
 - Suspending the work in the classroom for a period of 2-5 days so that it will be easy for public health team of the region to intervene, determine the level of the outbreak and deal with suspected cases.
 - The appropriate period for stopping work in the classroom is to be determined according to the public health's vision.
 - Companions are monitored and isolated for 10 days.

Secondary case of mixed case in groups over 12 years old.

- In age groups over 12 (vaccinated with two doses).
 - **If the observed case belongs to a different class and has close contacts (less than a class).**
 - Classes where cases were detected will be suspended for 2-5 days so that the public health team can intervene, determine the level of the outbreak and deal with the suspected cases.
 - The appropriate period for stopping work in the classroom will be determined according to the public health visions.
 - Companions are monitored and isolated for 10 days.
 - **If the observed case belongs to a different class and has close contact (3 classes or more).**
 - School work will be suspended for 2-5 days so that the district public health team can intervene, determine the level of the outbreak and deal with suspected cases.
 - The appropriate period for stopping work in the school will be determined according to the public health visions.
 - Companions will be monitored and isolated for 10 days.



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