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## Introduction

Welcome to the new academic year. #TogetherAgainDubai.

As we reflect upon our journey from March 2020 to date, our school community has shown very effective resilience and optimism as we have adapted to new rules, behaviors, challenges, and modes of teaching and learning. Our agility and commitment to ensuring safe and productive operational procedures and continuous academic achievement during unprecedented times have enabled us to excel within our SAIS-D learning community.

Although we all have experienced different challenges and met multiple new expectations during the academic year 2020-2021, which we consider a transitional period of time, we have been able to develop invaluable skills, improve our practices, and become better prepared to offer innovative teaching and learning strategies to ensure effective and uninterrupted continuation of our students' learning.

The academic year 2021-2022 is the next phase of our journey. From the start of this academic year until September 30th, parents will have the choice of distance learning or face-to-face learning for their children. From October 3rd, in alignment with KHDA protocols, all teaching and learning at SAIS-D will be face-to-face only. After this date, students may be able to continue with distance learning in exceptional circumstances only, such as health emergencies. To continue Distance Learning enrollment after October 3rd, permission will be granted on a case-by-case basis by the KHDA.

We have updated our school Reopening Protocols to ensure a healthy and safe environment, which is at the same time more dynamic and conducive to learning. We kindly request that all stakeholders review the Reopening Policy in its entirety.

### **SAIS Dubai Checklist for #TogetherAgainDubai**

SAIS Dubai has developed the following comprehensive checklist based on the protocols for Face-to-Face Learning for Dubai Private Schools. This will allow us to be fully prepared to cater for the physical, social, emotional, and academic well-being of all the students. This checklist is subject to change and will be updated based on the guidelines provided by the authorities and continuing self-evaluation practices.

## **Equipment and Materials**

- Provide sufficient Personal Protective Equipment (PPE) compliant with KHDA/DHA guidance for students and staff.
- Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings.
- Utilize smart pass equipment including face recognition for recording staff attendance and thermal cameras for temperature measurement.
- Accumulate adequate stock of school-appropriate cleaning supplies to continuously disinfect the school site in accordance with KHDA/DHA guidance.
- Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.
- Consider portable / temporary hand washing stations near classrooms to minimize movement and congregations in bathrooms to the extent possible.
- Provide additional water vending machines with clear sanitizing procedures

## **Cleaning and Disinfecting**

- Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.
- Avoid sharing electronic devices, books, and other games or learning aids.
- Limit stuffed animals and any other toys that are difficult to clean and sanitize.
- Disinfect and sanitize regularly surfaces between bubbles, such as desks and tables, chairs, seats on bus, keyboards, phones, headsets, canteen, playgrounds, and copy machines.
- Disinfect and sanitize regularly —high-touch surfaces, such as door handles, handrails, sink handles, restroom surfaces, toys, games, art supplies, instructional materials, and playground equipment.
- Ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility. Maximize ventilation and air conditioning.
- Plan to do thorough cleaning when children are not present.
- Deploy sufficient cleaning personnel.
- Sanitize and Disinfect all classrooms at the end of every school day.

## **Campus Access and Isolation**

- Collect health and travel declaration forms from all staff upon the start of the academic year. (Template attached)
- Promote passive screening by instructing parents to screen students before leaving for school (check temperature to ensure it is below 37.5 degrees Celsius, and observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

- Conduct active screening by engaging in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers, and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Separate students or staff members who are symptomatic while entering campus or during the school day from others immediately in an isolation area through which others cannot enter or pass. If more than one person is in an isolation area, ensure physical distancing. Facilitate their transportation to a health care facility or home.
- Keep students in isolation with continued supervision and care until picked up by an authorized adult.
- Inform parents of sick students that students are not to return until they have met Dubai Health Authority criteria to discontinue home isolation (**Dr's Notice or medical report is mandatory**). Advise sick staff members not to return until they have met Dubai Health Authority criteria to discontinue home isolation.
- Develop a plan to minimize / eliminate nonessential visitors' access to campus.
- Request parents, guardians, or visitors who enter the school premises, including those dropping off and picking up younger children to provide proof of vaccination or a negative PCR test taken in the previous 48 hours.
- Allow only one family member or guardian to enter the school facility to drop off or pick up their child.
- Implement a staggered entry and exit procedure to eliminate overcrowding and maintain the recommended one meter of physical distance in high traffic areas.
- Ensure that the drop-off and pick-up will take place in designated areas at designated times to avoid interaction inside the school building.
- SHare the dismissal plan and school map with exits/entrances with parents.
- Allow parents and guardians only a ten-minute time limit in the designated area for pick-up and drop-off. Masks should be worn at all times.
- Allow KG to Grade 2 parents/guardians to pick up their children from their classrooms. Parents and guardians will not have access to the rest of the school.
- Establish protocols for accepting deliveries safely.
- Schedule all maintenance work to be done after school timing and when all students and employees have left.

### **Contingency Plan**

- Establish a plan and be well-prepared to close the school for physical attendance of students partially or fully in accordance with DHA/KHDA/DM/RTA guidance and after accurate contact tracing, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school.

- Temporarily close the classroom / office where the COVID-19-positive individual has been based in accordance with DHA/KHDA guidance on isolation at home after close contact.
- Temporarily close additional areas of the school visited by the COVID-19-positive individual for cleaning and disinfection.
- Develop an effective plan and be well-prepared for continuity of education during temporary school closures.
- Have emergency substitute plans in place for teachers who cannot continue their duties for emergency reasons or because of a DHA approved chronic disease.
- Create a 10-minute pick up waiting area for parents outside the school building and inside school premises maintaining social distancing guidelines and precautionary measures.
- Allow middle and high school girls to leave the school premises using the bus gate, and middle and high school boys to use gate A to leave school premises.
- Create an isolation room close to the main entrance.

### **Physical Distancing and Monitoring Procedures**

- Monitor staff and students throughout the day for signs of illness, yet exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 after checking their health history and ensuring the symptoms are for any existing chronic disease or allergy.
- Meet physical distancing standards in school facilities and vehicles. Face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.
- Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs.
- Ensure anyone over 6 years old (all students in Grade 1 and above) wear a mask, unless they have a mask exemption permit. (<https://dxbpermit.gov.ae/home>).  
Masks can be removed when eating (Refer to DM guidelines for more information).
- Provide reasonable accommodations such as face shields for those for whom masks are not recommended including anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Parents should apply for an exemption using the link <https://dxbpermit.gov.ae/home>
- Facilitate the use of transparent masks when required for learning and teaching purposes.
- Make sure that students wear their school IDs at all times. The ID needs to include the emergency contact number, indicate any chronic disease, and state whether or not the student uses the school transportation facilities.

## **Students and Staff Hygiene / Safety Training**

- Guide all students and staff to wash or sanitize hands as they enter campus, buses, and worksites.
- Address hygiene practices to ensure personal health and safety in school facilities and vehicles.
- Develop a plan for handwashing that includes providing opportunities for students and staff to meet handwashing frequency guidance, ensuring sufficient access to handwashing and sanitizer stations, and ensuring fragrance-free hand sanitizer with a minimum of 60 percent alcohol is available and supervised at or near all workstations and on buses.
- Ensure children under age nine use hand sanitizer under adult supervision. (frequent handwashing is more effective than the use of hand sanitizers.)
- Train staff and students on proper handwashing techniques and PPE use.
- Guide students and staff to wash hands when arriving and leaving home; arriving at and leaving school; after playing or having an activity outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.
- Create a daily routine for students on how to behave in order to stay safe and make sure others are safe.
- Promote the school health and safety procedures throughout the entire school community using different communication channels.

## **Buses / Transportation Facilities**

- Use 100% capacity for students of each vehicle ensuring full compliance to health and safety precautions.
- Create a fixed seating plan to make tracing easier in case of a covid-19 positive case.
- Seat students from the rear of the bus forward to prevent students from walking past each other. Afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)
- Urge students and staff to wear face masks at bus stops and on buses.
- Allocate one seat for isolating suspected COVID-19 cases. The isolation seat will be the first seat next to the driver's with hygiene guards.

## **Playgrounds / School Spaces / Athletics**

- Vigilantly monitor students through adequate and effective supervision and ensure physical distancing when utilizing playgrounds, shared spaces and during events.
- Utilize separate entries and exit points if feasible.
- Install visual guiding signs to ensure compliant practices and the safety of individuals at all times.
- Establish and communicate clear hallway expectations to ensure a safe flow and movement of students and staff.
- Use multiple entrances and exits and discourage crowded waiting areas.

- Prioritize outdoor activities for events.
- Eliminate lines or queues.
- Stagger the use of shared spaces.
- Plan and stagger breaks for different phases (KG, 1-5, 6-8, and 9-12) to reduce crowding.
- Clean and disinfect shared spaces between uses.
- Schedule facility usage throughout the day to reduce crowding and facilitate proper social distancing measures.
- Follow the [Dubai Sports Council Guideline](#) for all sports related activities.
- Ensure sports facilities are big enough to accommodate the number of students present while maintaining the 1 meter physical distance, and limit the activities to students from the same sports class.
- Resume individual sports in line with the [Dubai Sports Council Guideline](#), and adapt group sports to minimize contact and risk.
- Limit attendance or seating capacity to allow for 1 meter social distancing.
- Adhere to maximum capacity protocols for both indoor and outdoor spaces.
- Implement a library booking system to ensure the library capacity is aligned to 1 meter social distancing requirements.
- Change the seating layout or availability of seating to allow for social distancing.
- Use proper classroom furniture designed to provide grades 1-4 students individual workspaces.

### **Food / Catering Service**

- Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, serving meals in sealed packaging, increasing meal service access points, staggering cafeteria use, etc.).
- Suspend use of shared tables and condiments.
- Suspend ordering food from catering facilities / restaurants not approved by the school.
- Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 1 meter is difficult.
- Plan for cleaning and trash removal if providing meal service in classrooms.

### **Staff Arrangements and Challenges**

- Facilitate employees' access to COVID-19 testing whenever required as per DHA/KHDA guidelines.
- Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus.
- Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
- Avoid grouping staff together for training or staff professional development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained.

- Rearrange workspaces to incorporate a minimum of 1 meter between employees and students.
- Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. (COVID-19 coordinators: Ms. Sara Kufairi - Responsible for staff; Mr. Bachir Zarzour and Dr. Sara Al Sharqawi- Responsible for students and parents; and Mr. Aiyaz Ahmed - Responsible for facilities and transportation).

### **Communication with Stakeholders**

- Engage stakeholders, including families, staff, and governing board members to formulate and implement the plans in this checklist.
- Include a member in the Governing Board from the health field and appoint him/her as the health and safety governor.
- Update the health and safety, clinic operations, child protection, DL, and evacuation policies to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents.
- Communicate to staff, students, and parents about new COVID-19-related protocols, including proper use of PPE, cleanliness and disinfection, and transmission prevention.
- Target communication for vulnerable members of the school community.
- Use transparent and informative communication channels to inform and update parents about suspected and positive COVID-19 cases on a daily basis.
- Identify the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials and in compliance with DHA/KHDA guidelines and protocols.
- Notify staff and families immediately of any possible cases of COVID-19 as per KHDA/DHA Protocols. Review legal responsibilities and privacy rights for communicating about cases of the virus.

### **Critical Face to Face Meetings**

The school will facilitate face-to-face meetings with stakeholders only in critical situations. When that is the case, we will take every precautionary measure and adhere to all our defined and announced health and safety procedures and protocols.

- All meetings must be scheduled and approved in advance. The scheduling and approval will require the visitors to electronically submit their Health and Travel Declaration and Emirates ID prior to the meeting.
- All visitors will adhere to our COVID-19 screening and monitoring procedures including active COVID-19 screening at the point of entrance, wearing masks, and showing a proof of vaccination or a valid negative PCR test result on their HOSN app.
- Visitors will report directly to the school reception area upon entering the building and after completing all screening procedures to complete their Face to Face Meeting registration.

- The respective staff member will be notified by the receptionist who will then escort the visitor to the designated meeting venue. All meetings with visitors will occur in our conference room, which is spacious enough and allows adequate room for maintaining social distance, proper ventilation, and unobscured access to the principal's office, reception areas, restrooms and point of entry/exit.
- During all Visitor meetings, physical distance of 1 meter will be maintained, and any form of physical contact and sharing of common resources will be prohibited.
- After each meeting in the conference room, the cleaner will be alerted by the facility manager to disinfect the meeting venue.
- Face to face meetings with the teachers will not be facilitated and should be arranged virtually.
- All face to face academic meetings will be conducted by the principal and/or SLT.
- Registration and Accounts Departments will cater to visitors from 7:30 -3:30pm daily.. Emergency meetings are subject to approval and adhering to all Face to Face Meeting procedures and protocols.
- If a visitor needs to drop a document, textbook, or other items, there will be a sanitation box for that purpose at the security station at the entrance gate. From our end, the distribution of the parcel/document will be carried out based on the urgency and after proper sanitization.

## Health and Safety

The health and safety of students and staff is the top priority. We will work in collaboration with government authorities and closely follow the guidance, decisions, directions, and mandates of concerned agencies / authorities including KHDA, MOE, DHA, DM, and RTA in making the decision to be safely **Back Together Again**. Our health and safety committee led by the designated H&S officers, Mr. Bachir Zarzour and Dr. Sara Al Sharqawi will ensure all health and safety measures will be taken effectively. Our H&S officers will receive adequate training conducted by DHA.

- All safety and precautionary measures will be taken to maximize the students and staff physical health. The school will conduct a deep school sterilization during the last week of August right before students join.
- The school will implement an effective contact tracing procedure to record and report names, telephone numbers, and visit dates of the students, staff, maintenance teams, and other visitors if contact tracing becomes necessary. Teachers sign in at the beginning of every day, and students' attendance will be recorded every period. Also, staff and students' movements will be continuously recorded using surveillance cameras. Parents and other visitors will have to swipe their school IDs or insert their Emirates IDs into a card reader so that their contact information will be recorded. As the school will encourage pre-scheduled meetings with parents and visitors, it will be required by all parents and visitors to include some personal details on the list including but not limited to full name as per the emirates ID, nationality, age, medical status, and the purpose of the visit.
- Per the current recommendations, all staff and students who are 6 years of age and above (grades 1-12) should wear effective masks while at school or on a bus (if the school decides to provide transportation

facilities), and maintain 1 meter of physical distance in classes and during school activities. Wearing gloves is also strongly recommended.

- Face masks can be replaced with face shields provided that there is an official and approved medical reason. Students and staff are encouraged to wear their face shields during PE and mealtime although they can remove them. Another occasion where wearing a face shield or transparent mask is recommended is during the instruction of concepts that necessitate students' seeing the teachers' facial expressions, like the instruction of phonological concepts.
- The three school main entrances will be equipped with thermal cameras / smart pass technology that enables face recognition and temperature measurement enabling thorough data collection on the individuals who are present in campus and those who have been denied entry into the campus for any potential symptom of COVID-19 including a fever  $\geq 37.50$  C. Students who are denied entry into the school facility should be returned home with a parent / authorized guardian.
- School facilities and premises including classrooms, labs, canteens, playgrounds, and buses will be sanitized and disinfected daily using the efficient sanitization devices the school has adopted recently. Substantial training and resources will be provided for lab technicians, PE teachers, librarian, STEM instructors, and TAs to make sure the sanitization process is being done regularly and effectively.
- Sanitizer dispensers will be installed in every room, and additional handwashing stations will be installed in all school spaces in general and near classrooms in particular to enable convenient and safe access to hygiene facilities and eliminate crowding.
- Staff will assist younger students in their handwashing. Hand dryers will be installed as well to minimize or eliminate the use of paper tissue.
- In order to effectively fulfill the hygiene requirements, the school will recruit additional cleaning staff so that they can continuously monitor the hygiene facilities and ensure they provide the service they are meant to do under the direct supervision of our COVID-19 coordinator for facilities, Mr. Aiyaz Ahmed.
- Another measure that the school will take to ensure health and safety for all is maintaining the 1-meter physical distance in all school spaces in general and in classrooms in particular. Based on its size, each classroom will have a seating map and maximum capacity, which will be clearly and visibly displayed at the classroom entrance. All students and teachers will have to adhere to the designated seating plan and specified maximum capacity.
- Close distance (less than 1 meter) group and collaborative work is not permitted for all groups of students including those who are below the age of six. Teachers, TAs, and LSTs cannot physically interact with the students (like holding a student's hand for writing purposes or during an unexpected tantrum of a student of determination).
- During the class time, no one is allowed to enter classes except the students and the teacher. If a student needs to be escorted to the nurse station, reception area, toilet or any other place in school, only a

member of the pastoral team will attend to the student outside the classroom. Lesson observations will be conducted remotely using IRIS connect.

- In order to avoid crowds in toilets, there will be an effective communication channel / platform between the teacher and the wing supervisor so that allowing students to go to the toilet can be managed.
- There will be a platform to facilitate booking library visits to ensure maximum capacity requirements are met. All the books in the library will be laminated so that they can be cleaned and disinfected easily. Students will be encouraged to use the digital library more often. There will be designated collection areas to facilitate students' safe collection of books they have booked using the online library management system (Virtual library access attached).
- The school will allocate a venue as the isolation area which will have a portable nurse station, two beds, and windows for natural ventilation. The isolation room will be at a reasonable and safe distance from classrooms. The isolation room will be facilitated with a registration station to facilitate the access to the school portal where the isolation room attendant will be uploading all necessary details for isolated cases.
- Other precautionary measures include utilizing the elevator only in emergency situations and for those who have mobility issues, assigning a cleaner to every toilet to clean and disinfect the toilet cabinets after every use, setting clear expectations and a cleaning / disinfecting checklist in every toilet, scheduling regular meetings with the health and safety committee to evaluate the health and safety procedures implementation and provide further recommendations to enhance health and safety practices.
- In order to raise hygiene / health and safety awareness and continuously educate the students and staff, posters and signs related to general hygiene, handwashing, masks, physical distancing, respiratory hygiene, and other COVID-19 related information will be displayed across the school. The same awareness / educational materials will be shared with students, parents, and staff before school reopening.
- Despite all the precautionary and health & safety measures the school will take, there still exists the chance of having potential COVID-19 cases in school during the day. The class teacher is responsible to refer students with COVID-19 symptoms such as cough, body aches, fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, and headache, to the school nurse for further screening as per the guidelines. The school will opt for a communication / alert system to facilitate and speed up the teachers' communication with first point of contact (the wing supervisor), second point of contact (head of school), or third point of contact (H&S officer) in case they notice a suspicious case in their class.
- Such cases will be instantly attended to by the respective staff members and taken to the isolation room until their pickup and transfer to the medical centers / home will be arranged. All others who have been in close contact with the suspected case will be checked for symptoms. The H&S officer will contact the parents immediately who will then pick their child up from the school.
- The school will thoroughly sanitize the classroom and all other areas visited by COVID-19 potential / identified cases to ensure health and safety of other students and staff.

## **Instructional Program**

As we are heading toward full face-to-face learning for all students, the school is offering only two modes of learning: full FTF learning and distance learning. From the start of this academic year until September 30th, parents will have the choice of distance learning or face-to-face learning for their children. From October 3rd, in alignment with KHDA protocols, all teaching and learning at SAIS-D will be face-to-face only. After this date, students may be able to continue with distance learning in exceptional circumstances only. Those who have high risk conditions (specific illnesses) or are immunocompromised can apply to continue with distance learning, which is ultimately subject to KHDA approval. Also, we will have academic provisions for students who are unable to attend classes physically due to health and quarantine provided they present a DHA attested certificate. To continue Distance Learning enrollment after October 3rd, permission will be granted on a case-by-case basis.

### **KG1 and KG2**

To ensure the holistic development of our kindergarten students, all kindergarten students will return to the classroom full “KG day” timing of 7:45 AM-1:00 PM. In order to keep within the KHDA protocols for 2021-22, we are required to create community bubbles with a maximum of 15 students per “bubble”. “Bubble” means the same 15 or fewer children are in the same group each day and cannot be accessed by children outside of that group. Each classroom will consist of two community bubbles. To ensure everyone’s health and safety, we will continue with our social distancing and non-sharing protocols based on KHDA’s updated protocols.

We are excited to announce that students will be able to access the outdoor playground in their community bubbles during the KG school day.

### **Grade 1-12**

All students in grades 1-12, excluding those with specific illnesses or those who are immunocompromised, have to report to school in person daily. Classrooms and seating plans have been arranged in a manner that we can accommodate the whole cohort in each class while maintaining the recommended one meter of physical distance. School timing is from 7:45 AM to 2:30 PM with staggered entry and dismissal procedures.

Students who have been granted the permission to continue with distance learning after securing the required approval have to report to school for final semester exams. As we have developed a growing appreciation for the online learning solution, Google Classroom accounts will continue to be active for all teachers and students. Although it is our plan to go back to full FTF learning by early October 2021, the online learning platform will continue to be a solution for absent students and those who are on an excused extended absence. All students, regardless of their selected learning mode, will have full access to their Google Classrooms and have to use it effectively whenever required and approved. Students who are approved to continue with the distance learning approach will have access to the teacher’s instruction via synchronous

smart board sharing and multimedia projection on Google Hangout Meet. If need be, online students will be supported one-on-one or in small groups during office hours in the afternoon. This needs-based support mechanism will ensure that all potential learning gaps in distance learners are addressed effectively.

Physical education lessons can be conducted both indoors and outdoors. Maintaining 1 meter of physical distancing is required in both cases. PE equipment and resources will be sanitised after every use.

## **School-Home Provisions for Students of Determination**

To ensure more effective support, monitoring, and practical interventions, we recommend all Students of Determination to join the school on a full FTF learning approach. However, the School Home Provision program, which was developed during the past academic year, will also be available to enrich students' learning and enhance their progress.

The School-Home Provision (SHP) development team is composed of the Head of Inclusion, SENDCOs, Director of Curriculum and Assessment, and Teaching & Learning Coordinator.

The SHP team will follow up on the Individual School-Home Provision plan (ISHP) which was developed for each SOD student during the past academic year.

The ISHP includes the students' curriculum modifications, appropriate instructional strategies, effective learning opportunities, clear and reasonably challenging improvement targets, relevant assessment strategies, and available support outside the school to ensure progress targets will be effectively met and objectively measured. The SHP development team will conduct biweekly meetings with parents and students to review the student's progress and achievement. A more thorough review will be conducted after every four weeks to update the ISHP and adjust the targets based on the students' progress. The meetings also serve the purpose of empowering and enabling the parents so that they can support their children with the resources available in the house.

All the learning tasks and activities will be based on the students' ability level and interest, and opportunities will be provided so that SODs can apply their learning in a range of meaningful contexts. Well-designed thematic projects or theme-based tasks will enable the students to learn, repeat, and reinforce concepts and skills in different subjects in a more cohesive manner. Students' knowledge, skills, and understanding (KSU) will be monitored daily to identify and address attainment and progress gaps and update the targets in their ISHPs.

All academic and pastoral staff who deal with SODs (teachers, LSTs, SENDCOs, supervisors, and HOSs) will provide daily feedback to students, parents, and the Head of Inclusion. The feedback will be customized and interactive. There will be a Padlet (digital bulletin board) for every SOD, which serves as the main communication channel to share daily feedback, videos celebrating success, and tasks for the day ahead with

each SOD and their parents. The Padlet link will be shared with the concerned people only to maintain confidentiality. Daily support and follow up sessions will be conducted by LSTs / LSAs mainly focusing on students' daily schedule of learning activities, enabling access to information and support parents/students require, further identifying progress and achievement, and providing spontaneous feedback to parents and students.

There will be virtual counseling / training meetings for parents, and their children if appropriate, to address challenges, reduce anxiety levels, and most importantly, eliminate / minimize learning barriers for SODs.

## **Staffing and Structure of the Day**

### **Structure of the Day**

The school timing for grades 1-12 is from **7:35 AM to 2:10 PM** every day from Sunday to Thursday.

There are 7 teaching periods every day and the length of each period is 40 minutes.

There are two breaks in each day and the duration of the first break is 40 minutes and the second break is 15 minutes. There is a five-minute transition time between periods during which students prepare for the next period while maintaining physical distance (1 meter) with the teachers' close supervision until the next teacher takes over. Teaching periods and breaks have equal duration so that break times can be staggered during the day per grade cluster in order to avoid crowding in hallways, playgrounds, canteens, etc.

This also helps facilitate effective timetabling and resolves potential restrictions.

We will be consistent in enforcing punctuality and implementing our tardiness and attendance policy. This will both improve attendance and punctuality rates and eliminate crowding in hallways and waiting areas.

**Students will be dismissed in a staggered approach between 2:10 pm and 2:30 pm. A dismissal plan will be shared with all stakeholders.**

## 2021-2022 School Timing Grade 1 and Grade 2

Time	Duration	Time Table Slot	Period
7:20 - 7:35	15 minutes	0	Registration
7:35 - 7:55	15 minutes	1	HALP Time
5 minutes passing time			
8:00 - 8:40	40 minutes	2	1
5 minutes passing time			
8:45 - 9:25	40 minutes	3	Break
5 minutes passing time			
9:30 - 10:10	40 minutes	4	2
5 minutes passing time			
10:15 - 10:55	40 minutes	5	3
5 minutes passing time			
11:00 - 11:40	40 minutes	6	4
5 minutes passing time			
11:45 - 12:25	40 minutes	7	5
12:25 - 12:40	15 minutes	8	In Class Break
5 minutes passing time			
12:45 - 1:25	40 minutes	9	6
5 minutes passing time			
1:30 - 2:10	40 minutes	10	7
2:10 - 2:20	10 minutes	11	Dismissal Time Interval

## 2021-2022 School Timing Grade 3 and Grade 4

Time	Duration	Time Table Slot	Period
7:20 - 7:35	15 minutes	0	Registration
7:35 - 7:55	15 minutes	1	HALP Time
5 minutes passing time			
8:00 - 8:40	40 minutes	2	1
5 minutes passing time			
8:45 - 9:25	40 minutes	3	2
5 minutes passing time			
9:30 - 10:10	40 minutes	4	Break
5 minutes passing time			
10:15 - 10:55	40 minutes	5	3
5 minutes passing time			
11:00 - 11:40	40 minutes	6	4
5 minutes passing time			
11:45 - 12:25	40 minutes	7	5
12:25 - 12:40	15 minutes	8	In Class Break
5 minutes passing time			
12:45 - 1:25	40 minutes	9	6
5 minutes passing time			
1:30 - 2:10	40 minutes	10	7
2:10 - 2:20	10 minutes	11	Dismissal Time Interval

## 2021-2022 School Timing Grade 5 to Grade 8

Time	Duration	Time Table Slot	Period
7:20 - 7:35	15 minutes	0	Registration
7:35 - 7:55	15 minutes	1	HALP Time
5 minutes passing time			
8:00 - 8:40	40 minutes	2	1
5 minutes passing time			
8:45 - 9:25	40 minutes	3	2
5 minutes passing time			
9:30 - 10:10	40 minutes	4	3
5 minutes passing time			
10:15 - 10:55	40 minutes	5	Break 1
5 minutes passing time			
11:00 - 11:40	40 minutes	6	4
5 minutes passing time			
11:45 - 12:25	40 minutes	7	5
12:25 - 12:40	15 minutes	8	Break 2
5 minutes passing time			
12:45 - 1:25	40 minutes	9	6
5 minutes passing time			
1:30 - 2:10	40 minutes	10	7
2:10 - 2:25	15 minutes	11	Dismissal Time Interval

## 2021-2022 School Timing Grade 9 to Grade 12

Time	Duration	Time Table Slot	Period
7:20 - 7:35	15 minutes	0	Registration
7:35 - 7:55	15 minutes	1	HALP Time
5 minutes passing time			
8:00 - 8:40	40 minutes	2	1
5 minutes passing time			
8:45 - 9:25	40 minutes	3	2
5 minutes passing time			
9:30 - 10:10	40 minutes	4	3
5 minutes passing time			
10:15 - 10:55	40 minutes	5	4
5 minutes passing time			
11:00 - 11:40	40 minutes	6	Break
5 minutes passing time			
11:45 - 12:25	40 minutes	7	5
5 minutes passing time			
12:25 - 12:40	15 minutes	8	In Class Break
5 minutes passing time			
12:45 - 1:25	40 minutes	9	6
5 minutes passing time			
1:30 - 2:10	40 minutes	10	7
2:10 - 2:30	20 minutes	11	Dismissal Time Interval

## **Staffing**

All SAIS-D staff have filled out the health and travel declaration form and will follow the requirements as per the authorities' recommendations. Almost all staff members are also vaccinated against the COVID-19 vaccine, which facilitates a safe and smooth reopening and welcoming all students on a face-to-face approach. Since the teachers have been engaged in the distance learning and hybrid approach since March 2020, they have gained invaluable experience in how to successfully ensure DL students' attainment and progress if they happen to have any in their classes.

The school management has also prepared a staffing contingency plan in order to respond to staffing challenges and staff shortage concerns in a timely manner and ensure effective continuity of students' learning. This plan includes, but is not limited to, assigning stand-by substitute teachers who can serve all the four branches of SAIS group of schools in emergency situations, collaborating with external accredited educational institutions for middle and high school so that they can provide high quality education in case of unprecedented loss / discontinuation of teachers, and engagement of middle and senior leaders to cover for absent teachers.

The school management has also made some arrangements and anticipated plans to respond to the individual needs of staff members through a case-by-case investigation approach. There might be some reallocations of duties so that remote working can be facilitated for those who are at higher risks, like older staff members, the ones with chronic diseases, and immunocompromised individuals. Also, those who have been exposed, including whoever tests positive for COVID-19 or has a family member who tests positive, will have to fulfill the quarantine / isolation requirements and work remotely if possible. The school management will acknowledge employees who still fulfill their duties despite their medical conditions by reviewing their performance management records.

Our COVID-19 coordinator for staff health and safety (Ms. Sarah Kufairi) will take charge of all these cases and will work closely with the employees and school management to respond to the employees' challenges and carry out all necessary facilitations and documentations.

## **Staff Training and PD**

There will be a full week of training in August before the school starts for the students. The SLT team has organized effective and relevant needs-based and data-informed PD opportunities for all staff during the induction week. In order to maintain adequate physical distance and ensure safety, the training sessions will be conducted either virtually or in small groups maintaining the 1 meter distance. Starting in September, all staff will be engaged in pre-planned CPD once a week after 2:40.

## Assessment

There are four different categories of assessment:

- **Formative Assessment:** Regular oral or written evaluation of students' learning, including oral or written feedback on how to improve
- **Summative Assessment:** A formal process at the end of a unit of work, term or school year, often taking the form of examinations or internal tests, after which a number, letter or adjective is used to designate how well students have achieved the curriculum expectations
- **External Assessment:** Evaluative tests given by an independent organisation other than the school, intended to measure students' achievement and to externally validate their performance levels
- **Internal Assessment:** Formative and summative assessment tasks and tools created by the school and its teachers (MAP, CAT4, PSAT, SAT, Arabic ABT, etc.)

All categories of assessment can be delivered during both face-to-face and distance learning through the use of digital assessment tools. Our assessment deployment is flexible and supportive of individual and family needs. To ensure the reliability of the assessment data, it is preferred and highly encouraged that all external and internal exams be administered on campus under direct supervision. Distance learning students with KHDA approval will be granted the opportunity to complete all forms of assessment virtually with the direct supervision of their teachers / supervisor.

## Transportation

Transportation will be provided for those families that are in need and live within the areas of service. The health and safety of the students and staff will be the top priority. We will adhere to all the directives stipulated by the respective government authorities and KHDA protocols to effectively meet this goal.

- All school buses will run on maximum capacity as per the latest announcements by RTA and KHDA. If the existing transportation facilities do not suffice due to the maximum capacity cap, the school may have to resort to outsourcing additional buses and drivers in order to meet the transportation requirement.
- Each bus will have a seating map and a route plan that accommodate the capacity limitations. All the seats that must be left vacant will be marked or blocked.
- The drivers and assistants will be trained to seat the students from the rear of the bus forward to prevent students from walking past each other. Also, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)

- All students and staff should wear masks at bus stops and on buses. Students, staff, and parents must be mindful of physical distancing during loading and unloading.
- During pickups, students should be escorted by an authorized adult so that they can safely return home in case they are not eligible to board the bus for being symptomatic.
- If a child begins to show symptoms of COVID-19 while on the bus, he or she will be immediately isolated in the designated isolation corner separated by cubicle curtains. Bus attendants should immediately inform the H&S officer who will then inform parents / guardians. If it is a drop off trip, the suspected child needs to be dropped off first. If it is a morning trip, the child needs to be sent home following the protocols for suspected COVID-19 cases. They can return only after PCR results are negative. Those who test positive should commence a 10-day isolation period.
- All bus attendants should wear special disposable outfits and dispose of them before they are thoroughly sanitized and return to the classroom as TAs.
- Daily record keeping will be maintained, and all bus riders and absentees will be reported to the school administration. Live capturing will be enabled on all buses.
- Safe and effective implementation of transportation procedures will be closely monitored by our COVID-19 coordinator for facilities (Mr. Aiyaz Ahmed) and COVID-19 coordinator for students' safety (Mr. Bachir Zarzour) daily.

## **Catering and Food Services**

- Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that people remain at least 1 meter apart when waiting in line to order or pick up.
- Serve grab-and-go options.
- Use disposable food service items including utensils and dishes.
- Students and staff should wash their hands with soap and water for at least 20 seconds after removing their gloves or after directly handling food service items.
- No self-serve food or drink options will be used including: such as buffets, salad bars, and drink stations. .
- No sharing of food, tools, equipment, or supplies by staff members.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible; otherwise, limit use of supplies and equipment to one group of staff members or attendees at a time, and clean and disinfect them between use.
- Ordering food to be delivered to school is not allowed. Both teachers and students can use the school catering services. All those who have certain allergies or prescribed diets are highly recommended to

- Vending machines will be available so that students and staff can have convenient access to sanitized bottled water, juice, and snacks if possible.
- The cafeteria will be available for students. All health and safety measures will be followed closely. Some of these precautionary steps include increasing meal service access points, staggering cafeteria use, serving meals in sealed packaging, limiting physical interaction during meal preparation and distribution, suspending use of shared tables and condiments, implementing cashless payment using RFID cards, and installing physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 1 meters is not possible.
- Students will have the option of staying in the classroom during all breaks.
- The cleaning staff will clean and remove trash in a timely manner whether meal is provided in canteens or inside classrooms.

## **Wellbeing**

One of the main goals of SAIS Dubai has always been ensuring the wellbeing of students and staff. This goal has become more significant during these unprecedented and difficult times. SAIS Dubai is committed to providing academic, mental, social, emotional, and physical wellbeing for all students and staff. In order to accomplish this commitment, we will take the following measures.

### **Social-Emotional Learning**

SAIS Dubai will continue with the implementation of a comprehensive K-12 social emotional learning program by training the teachers to integrate the K-12 SEL curriculum into their classroom instruction. The curriculum is already outlined and mapped in the ATLAS curriculum management system and teachers have access to all the resources to familiarize themselves with the SEL competencies and be well prepared for the successful school wide implementation, which will be monitored by the guidance counselor, curriculum coordinator, teaching and learning coordinator, and the pastoral team. Teachers monitor, assess, and evaluate the social and emotional wellbeing of all students and make referrals to counselors when concerns arise.

### **Virtual Office Hours**

All staff (academic / edu-admin) will be assigned virtual office hours to respond to students' concerns and help them with their learning gaps, behavior issues, wellbeing concerns, etc. Teachers, HODs, Heads of Schools, supervisors, and counselors will be assigned unique links to a virtual office. Mainly students who have opted for distance learning will be supported one-on-one or in small groups during office hours in the afternoon. This needs-based support mechanism will ensure that all potential learning gaps are addressed effectively.

### **Guidance and Career Counseling**

In order to provide social-emotional guidance, the guidance counselors will conduct one counseling session per week with all classes either in school during school hours or virtually from 2:45 to 3:15. Student participation is voluntary but highly recommended. The guidance counselor will provide instructional sessions which adhere to the SEL curriculum. In line with the expectations of our SEL program, all students will be engaged in social-emotional learning tasks / activities designed by teachers in collaboration with the guidance counselor either synchronously or asynchronously. In order to provide high school students with college and career guidance, the career counselor provides career counseling sessions every two weeks. Student participation is voluntary. Both SEL and college & career counselors will prepare counseling schedules and share them with students and parents regularly.

The career counsellor will start conducting college and career counseling sessions for grade 8 students starting in semester 2 in order to familiarize them with high school pathways, credit system, elective courses, and graduation requirements. Data from PSAT 8/9 will be used to identify the right pathways for grade 8 students. College and career counseling sessions will also be conducted for parents so that they can guide and support their children in their college/career decision making more effectively and confidently.

The guidance counselor prepares and updates a Padlet to provide students with supportive resources for managing their social and emotional wellbeing. The career counselor does the same to provide students with supportive resources for self-exploration and future college/ career preparation.

The guidance and career counselor will be available daily from 7:30 am to 3:30 pm in order to serve the SAIS Dubai students, who can communicate directly with the counselors and schedule individual sessions to address academic, social, emotional, and wellbeing issues and concerns.

### **Workload**

SAIS Dubai management and teachers will be very mindful of the students' wellbeing in regards to school work or over-testing them at the beginning of the academic year. Instead, the main focus will be on offering high quality instruction and helping students with their study skills, workload management, and effective time management. We will continue to develop weekly planners of all school related assignments and assessments, and share them with students and parents after ensuring the workload is conveniently manageable and feasible. Projects will be identified and agreed upon in PLCs and students will be given sufficient time and resources to complete them successfully.

### **Virtual PTC**

SAIS Dubai will continue to organize either face-to-face or virtual parent-teacher conferences as per the updated protocols and procedures so that parents can directly meet with their children's teachers, have their

concerns addressed, and discuss their children's progress / regress. During the month of September, there will be orientation meetings for parents to meet the teachers and know their expectations.

### **Wellbeing for All**

SAIS Dubai cares about the wellbeing and happiness of all stakeholders. Our happiness committee will be more proactive than ever before to guarantee wellbeing and happiness for all by organizing face-to-face or virtual events, assemblies, training sessions, and awareness campaigns to address students and staff wellbeing. Those (both students and staff) who have had traumatic experiences will be identified and will be provided with adequate counseling sessions and emotional support by our social workers / guidance counselors so that they can recover from their post-traumatic experiences more speedily and smoothly and regain their wellbeing.

### **Academic Support**

SAIS Dubai has made the learning platforms available so that students can be engaged in continued learning experiences.

- Abjadiyat
- Mathseeds
- Reading Eggs
- IXL (Math, Science, English Language Arts, Social Studies)
- SAM LAB
- Wowzers
- Reading Express
- Gizmo
- Alef

Also, in order to address students' learning gaps, teachers have prepared intervention plans based on the results of assessment data and standards analysis and will implement them continuously throughout the academic year.

#### **Note:**

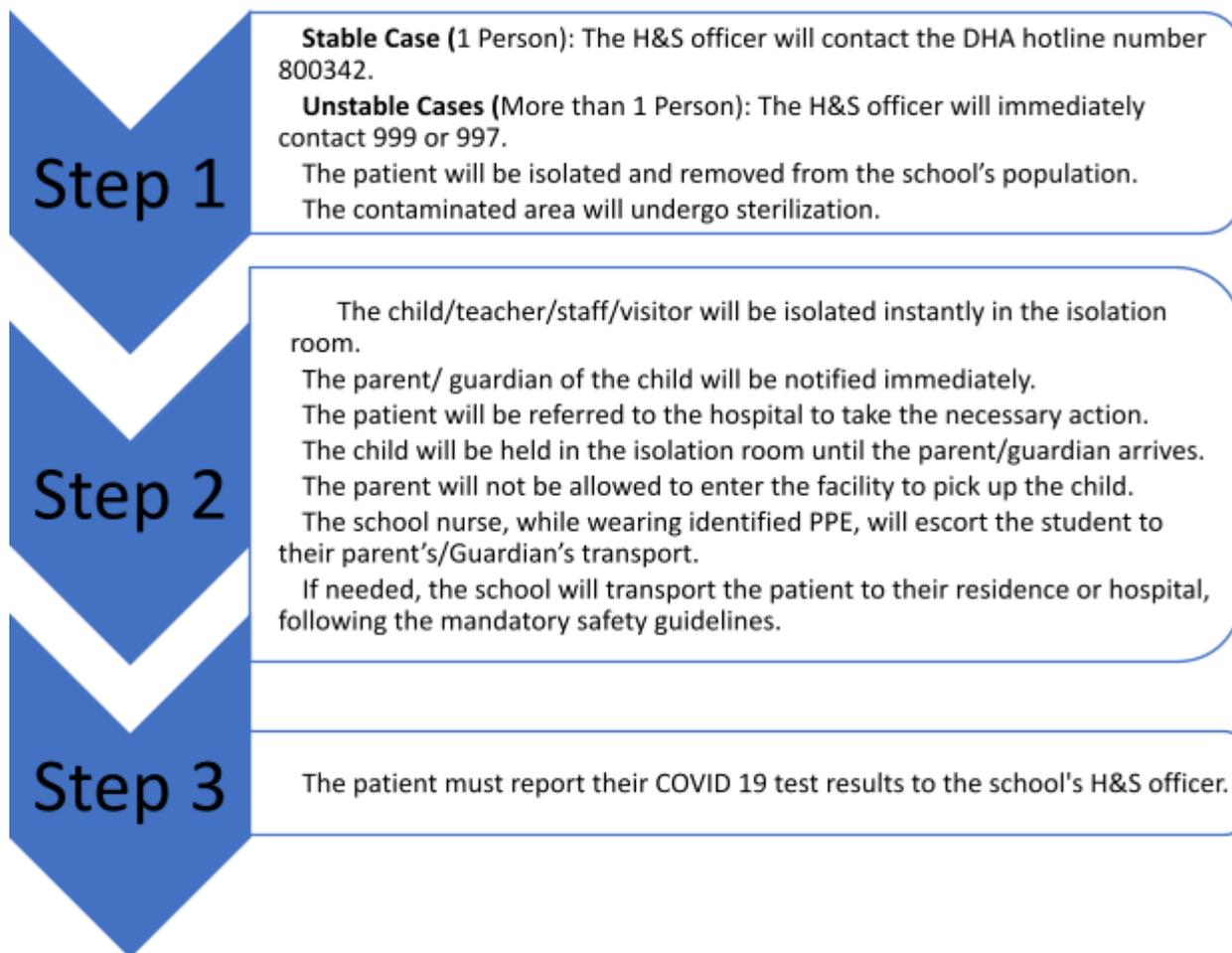
**This document is subject to change / updating in accordance with government authorities' directives on school reopening plans as well as our continuous self-evaluation practices.**

## Stable/Unstable Case of Illness Detected at the School

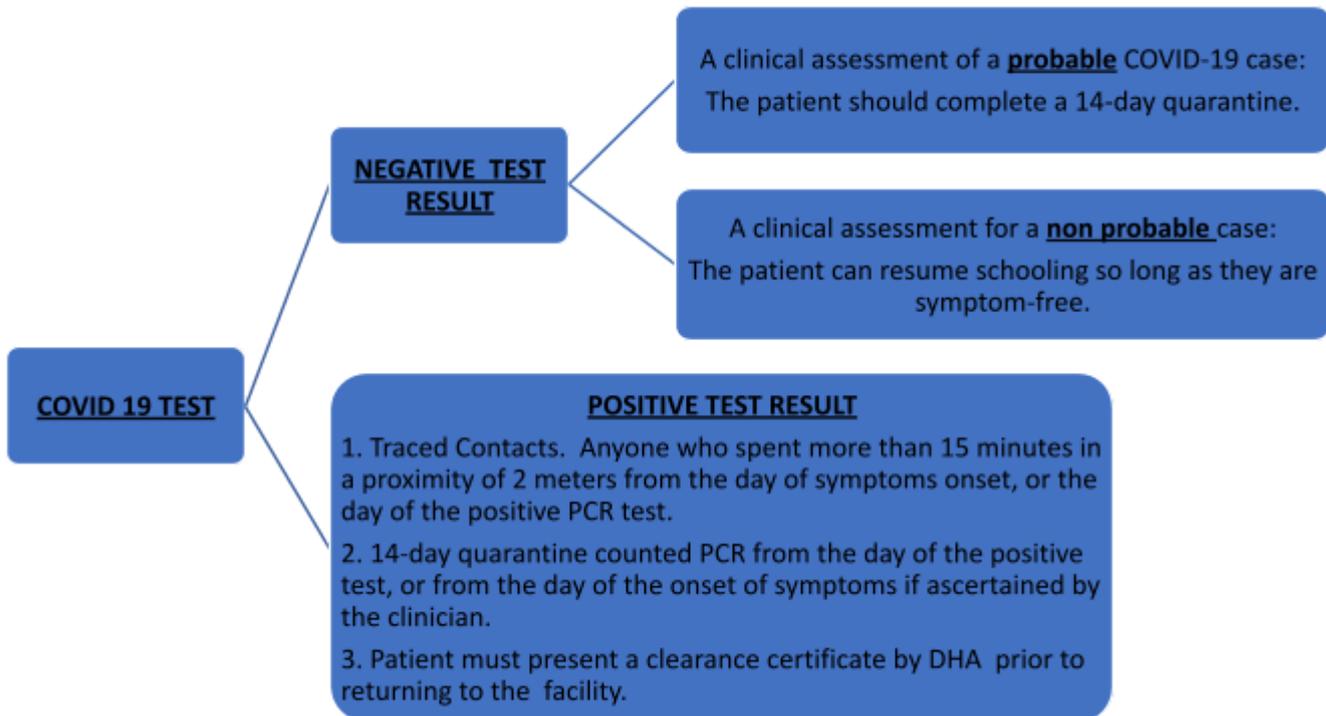
### SITUATION DESCRIPTION:

1 or more students, staff or visitors displays the following symptoms:

fever ( $\geq 37.5^{\circ}\text{C}$ ), cough, body ache or fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, headache, or loss of sense of smell or taste.



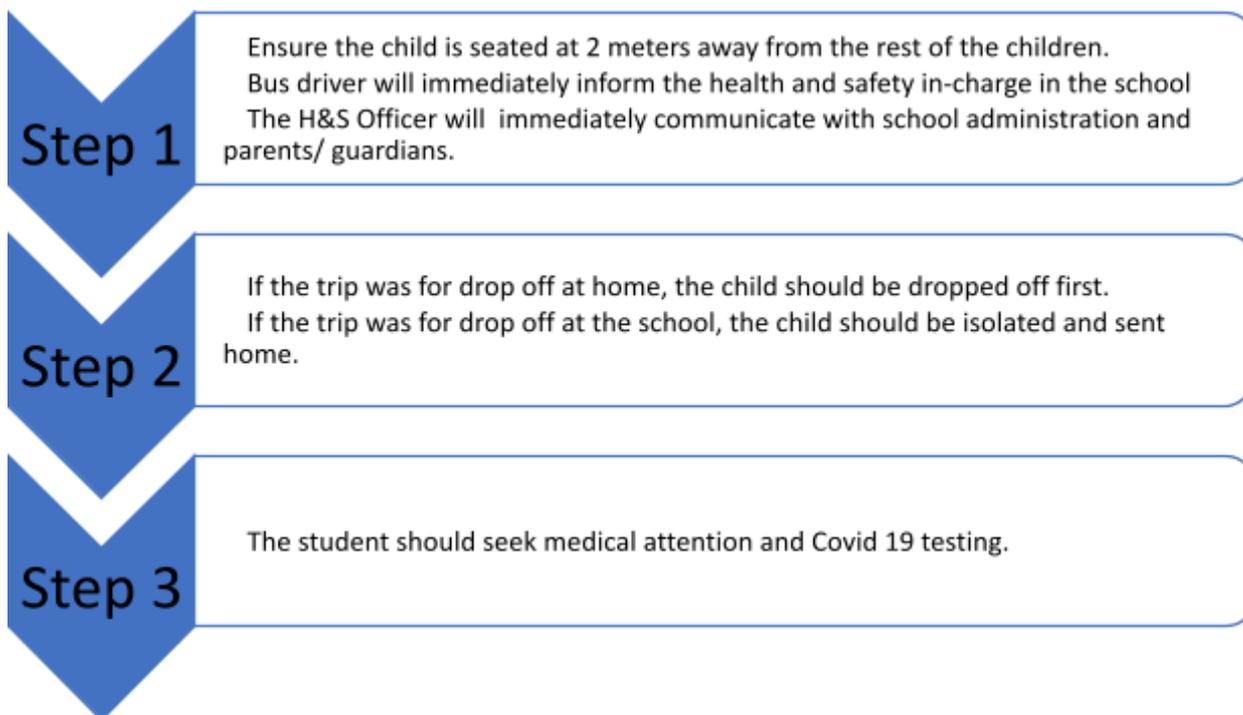
## Contact Tracing -Middle and High School



## Transportation

### SITUATION DESCRIPTION:

If a child begins to show symptoms of COVID-19 while taking the bus, the child is considered a probable COVID-19 case.



### SITUATION DESCRIPTION:

COVID-19 test results for bus riders

