

COVID 19 Risk management Policy

Version:1.0

Date: May 29th 2020

Introduction

Doha British School is committed to protecting our workforce during the Coronavirus (Covid-19) pandemic. All employees must understand and comply with the rules below. The health and safety requirements of any task must not be compromised any time. If a task cannot be undertaken safely for any reason or cannot meet the requirements of social distancing, **it should not take place**. If this is the case, the Subject Leader or a member of SLT should be advised immediately.

Reasons for Self-Isolation

Prior to returning to school:

- Staff and students to inform the school should they have any predetermined medical issues

Anyone who meets one of the following criteria should not come to work:

- Any member of staff who feels unable to attend school, because they are exhibiting signs of illness, should immediately report this by email to HR as well as their line manager and call 16000 for advice.
- Has a high temperature or a new persistent cough - follow the guidance on self-isolation;
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant);
- Is within 14 days of the day when the first member of their household showed symptoms of Coronavirus.

Anyone who is living with someone who is shielding from the Coronavirus should stringently follow guidance on social distancing and minimise contact outside the home.

Anyone who comes into work with a high temperature or a new persistent cough will be advised to seek medical attention

What if I become ill?

If you develop a high temperature or a persistent cough while at work, you should:

- Inform a member of the Senior leadership team
- Go home immediately;
- Avoid touching anything;
- Cough or sneeze into a tissue or the crook of your elbow. Dispose of tissues immediately.

If you helped someone who was unwell with a new, continuous cough or a high temperature, you do not need to go home unless you develop symptoms yourself, however, you should wash your hands thoroughly for 30 seconds.

If you live in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then you must stay at home.

You must then follow the guidance on self-isolation and not return to work until self-isolation has been completed.

Travelling to work using Public transport/Karwa taxi/ (review august)

The ministry advice is to avoid public transport, where possible. Where this is not possible, you should:

- Follow ministry advice on the number of occupants in a vehicle and guidance on face masks
- avoid rush hours and busy times if you can;
- cover your cough or sneeze with a tissue, then throw the tissue in the bin;
- follow advice on staying away from others;
- wash your hands often with soap and water for at least 30 seconds;
- if soap and water are not available, use an alcohol-based hand sanitiser;

Do not use public transport if:

- you have symptoms of coronavirus – a new, continuous cough or a high temperature;
- you or any of your household are self-isolating.
- **AVOID** using **UBER** taxis - where possible use **KARWA ONLY**

You should not car share with staff who are not of the same household, where possible. The advice is:

- If you normally share a car with people who are not members of your own household for essential journeys, you should find a different way to travel;

Where this is not possible, you should follow the following advice:

- If there is no other option and you have to share a car with people who are not part of your household, you should share with the same people and with the minimum number of people at any one time;
- Follow ministry advice on the number of occupants in a vehicle and guidance on face masks
- Good ventilation (keeping the car windows open) and facing away from each other may help to reduce the risk of transmission;
- If people from different households use your vehicle, you should clean it regularly using gloves and standard cleaning products;
- Make sure you clean door handles and other areas that passengers may touch.

Arrival at school

When you arrive at school, where possible you must maintain a 1.5m distance from all employees for the duration of your time at work. This includes during your work, bathroom visits, and break times.

- All staff, students (over the age of 12 years) and visitors must be able to show an up-to-date green status on the EHTERAZ app on their phones upon entry to the school building
- Students, staff and visitors will be screened upon entry to the premises. Any persons showing a high fever or symptoms (in line with WHO guidelines) will not be allowed onto the premises.
- It is recommended that everyone wash their hands for 20-30 seconds/use steriliser when they arrive at work, when you visit the toilet, go for a break (before and after) and again at the end of the school day.
- Staff will log in via iSAMS and will not use the face recognition system during this period, staff will enter via the main school entrance.
- Always observe 1.5m distance and avoid social gatherings in the foyer and other areas

- Hand sanitisers will be available in all key areas where students and adults will attend. These will be continually refilled as needed. Students and staff will be encouraged to wash their hands regularly
- Staff and visitors will be required to wear masks and a face screen (optional) in common areas/classrooms when on school premises
- Social distancing protocols will be managed in line with the appropriate guidance, in classrooms and common areas
- Students will not be permitted to gather in groups inside the school premises (including play areas). Students will go directly to classrooms and exit the school directly after the end of the school day
- Collective activities such as assemblies will be restricted whilst extra-curricular activities will not take place

Hand Washing

Hand washing is a vital activity that prevents spreading the virus. You should wash your hands with soap and water for at least 30 seconds or use the hand sanitiser stations.

Personal Effects

COVID-19 can live on the surfaces of objects for a period of time. To ensure that personal effects, such as mobile phones, wallets, etc. are not brought into school that could be contaminated, it is requested that they are either left at home or if required, left in a drawer, locker or hand bag. If you need to access these at any point, you should wash your hands immediately after touching them.

If you bring work equipment in from home, such as mobile phones, laptops, etc, please ensure that these items are cleaned prior to use and that you wash your hands or use hand sanitiser.

Classroom hygiene

The following must be completed at the end of each day.

- All touchable surfaces on the teachers desk must be wiped down with an appropriate cleaning solution, as provided by the management team. This includes, but is not limited to;
 - Control buttons/computer mouse;
 - Control panels and computer screens;
 - Teachers desk top
- Deep cleaning will be carried out at the end of every school day
- The school will ensure there are regular and rigorous cleaning routines, including desks and chairs, door handles, toilets and other frequently touched areas.

Social distancing and hygiene during the school day

- The number of people using toilet facilities will be controlled. Please follow signage and instructions from the schools Senior management if you have any questions;
- Wash your hands before and after using the toilets;
- **Do not** leave the school site during the school day, unless you have discussed this with your line manager;
- Use the hand sanitiser provided when entering and leaving the school building

- Bring pre-prepared meals and refillable drinking bottles from home;
- Bring in your own crockery, cups, bottles and mugs.
- School remains a no smoking site

Deep Cleaning:

Hygiene and deep cleaning is our highest priority. In addition to the normal routine of cleaning every day and deep cleaning at the weekend, we will implement additional deep cleaning protocols. The school will be zoned and deep cleaning will be targeted on the zones, thus:

Zone	Where?	What to clean	Team leader
1	Foyer up to double doors leading into primary and secondary areas, stairwell and offices (incl. Primary library)	Door handles, banisters counter surfaces	Principal/Vice Principal
2	Pre-School, Years 1 and 2 quadrant	Door handles, banisters	Felice/
3	Reception classroom corridor	Door handles, banisters	Emily Byers
4	Year 6 classroom corridor	Door handles, banisters	PL Yr6
5	Years 3,4 and 5 quadrant	Door handles, banisters	AH KS2
6	Corridor between Primary and Secondary doors on 1 st floor (incl. music rooms and Secondary library)	Door handles, banisters counter surfaces	Rasha/AH
7	Secondary Ground Floor quadrant (MFL, Art room etc)	Door handles, banisters	Salam/AH
8	Secondary 1 st Floor quadrant (English, Bus Studs)	Door handles, banisters	Elodie/AH
9	Sixth Form Bldg 1 st Floor	Door handles, banisters	Kerry
10	Sixth Form Bldg Ground Floor Entrance and study area	Door handles, banisters counter surfaces	Sara
11	Gym below Sixth Form area	Door handles, banisters	Nick Taylor
12	Maths corridor (incl. stairwell at the end)	Door handles, banisters	Shorena/PL
13	Science corridor (incl. stairwell at the end)	Door handles, banisters	Head of Sc/AH
14	Old table tennis area	Door handles, banisters	Liz Winstanley/
15	wipe down of keyboard and mouse	M15/M16	Bilal/Sheharbn o

All members of the school community have a duty of care to ensure the area they work in is clean.

Working areas

To access your working area, ensure that you follow any one way arrow systems that may be in operation, whilst maintaining the 1.5m distancing rules. When arriving in your classroom, you must continue to maintain the 1.5m distancing.

Movement around the school site

Primary:

- Pre-school, Reception and Year 6 children enter and exit through the side gate
- Year 1 and 2 to enter and exit through front gate;
- Years 3, 4 and 5 to enter and exit through the rear gate;

Secondary:

- Year 7 and 8 through the side gate
- Year 9 and 10 through the front gate
- Year 11 through the front gate

6th Form:

- Sixth Form students to enter and exit through the front gates and make their way to the 6th form centre;
- Social distancing will continue to apply in the Common room and study room areas
- All staff and students to keep to the right when moving along corridors;
- No visitors allowed on site except for matters of great urgency;
- No 6th form students are to leave the school site
- No food or other belongings are to be dropped off at reception or the 6th form area

General Health and Safeguarding in the classroom or around school

- Whilst in common areas of school and in the vicinity of others, all staff should wear a face mask at all times.
- While walking around school or talking to others, social distancing of at least 1.5m should take place.
- Frequent hand washing should take place with soap and water / sanitizers
- Frequent disinfecting of hands with hand wash should take place, especially when entering or leaving a room.

Signage/Corridors

Although we know it is impossible to completely eradicate risk, it is still possible to implement systems to reduce risk. So,

- All corridors to have a direction arrows on either side showing that all pupils, teachers and visitors must **KEEP TO THE RIGHT** at all times;
- Signage - There will be clear signage displayed throughout the school. Social distancing 1.5m rule, Hand washing, no groups, restrictions on the number of students using the toilets at any one time
- While walking around school or talking to others, social distancing of at least 1.5m should take place.

All classrooms:

- All desks to be arranged so that no student is facing another and where possible 2 pupils per desk separated by the length of the desk;
- The teacher should operate from the front and not move from the area immediately around the desk:
- Teaching Assistants are to follow all set guidelines as per the policy
- Students should not approach the teacher's desk;
- Once a seat has been designated then that is where that pupil will sit at all times;
- Where possible all primary and secondary pupils will remain in the one classroom for all lessons. The teacher will move around from room to room.
- Students should have set seats in classrooms and should refrain from moving around the classroom.
- Students should be sat at the maximum distance from each other, as the room allows.
- If you do leave the classroom please make sure your desktop and computer is cleaned

Avoiding close working and meetings

Meetings will be minimised, where possible **meetings/briefings will be conducted via zoom or in a large area with social distancing measures in place.**

Nurses/First aid

Should you require first aid at work, the nurse will continue to provide this service, however, the following changes are being implemented;

- A Nurse Practitioner will be available and an appropriate isolation room, close to the entrance of the school will be in place for any students or staff who display symptoms whilst on school premises. Nurses will follow the guidelines provided by the Ministry of Public Health, including the use of PPE equipment
- If a student who has attended school during this period is tested positive for COVID-19, we will inform our school communities
- Parents, who are making the ultimate decision on whether or not their children attend school, will be asked not to bring/send students who are displaying COVID-19 symptoms (as per WHO guidelines). Parents will receive a home school agreement form agreeing to this.
- All first aiders and casualties (where possible) are to wear face masks;
- All first aiders will be using additional P.P.E.
- A maximum of 1 first aider only will attend incidents, where possible;
- First aiders will thoroughly wash their hands prior to attending any incident, where possible;
- Following an incident , the area where a casualty has been treated will be thoroughly decontaminated.

Isolation of a suspected student

- Any student who shows signs of illness during the school day, while on-site, should be immediately escorted by a member of staff to the 'Isolation Room' and the School Nurse contacted.
- The class attended by the suspected sick student should remain isolated in their classroom until given the all-clear by the School Nurse.
- The School Nurse will carry out a health screening on the student in the isolation room.

- If a non-covid-19 injury or illness is determined, the student may be transferred to the school clinic, for further treatment, and the class teacher informed that they are clear of symptoms and the class and teacher can resume normal school timetable and activities.
- If Covid-19 symptoms are determined, then the student should remain in the 'Isolation Room' and their parents contacted to remove the student from the school, and will be instructed to take them to an appropriate authority health clinic for further observation and testing.
- If Covid-19 symptoms are determined, then the school should initiate processes for all students in the child's class and their teacher to remain in classroom isolation and return home for self-quarantining until the suspected student receives results from virus testing.
- If Covid-19 symptoms are determined, then the isolation room and the child's classroom will be disinfected immediately after exit from the school of the student and the child's class.
- If Covid-19 symptoms are determined, then the class and teacher are to self quarantine for 14 days.

Daily checks

To ensure that all staff are acting in accordance with these rules, management at all levels will be conducting regular daily checks.

Subject Leaders/Year group leaders and SLT links will be responsible for ensuring the safety of **STAFF AND STUDENTS** within their areas of the school.

When leaving the school site

All staff are required to wash their hands for 30 seconds when they are about to leave work, whilst continuing to maintain 1.5m distance from all employees. And remember;

- Log out of iSAMS leave via the nearest exit.

School reopening in September

The School will be guided by the Ministry of education on its plans to reopen:

Stage 1: Tuesday 1st September – Thursday 3rd September

We will be operating at one third capacity at stage 1. Year groups will be in school as per the schedule below:

Tues 1st September, 7.30 am to 10.30 am	Wed 2nd September, 7.30 am to 10.30 am	Thurs 3rd September, 7.30 am to 10.30 am
Year 10	Year 11	Year 13/12
Year 7	Year 8	Year 9

Pre school group 1 Reception group 1	Pre school group 2 Reception group 2	Pre school group 3 Reception group 3
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Year 1 group 1	Year 1 group 2	Year 1 group 3
Year 2 group 1	Year 2 group 2	Year 2 group 3
Year 3 group 1	Year 3 group 2	Year 3 group 3
Year 4 group 1	Year 4 group 2	Year 4 group 3
Year 5 group 1	Year 5 group 2	Year 5 group 3
Year 6 group 1	Year 6 group 2	Year 6 group 3

Secondary

From **Sunday 6th September**, until further notice, the shape of the day will change per the guidelines of the MoEHE - this is **Phase 2**. We are only allowed 30% of all students to be at school on any given day. All other students will receive VLE learning for the two other days they are away from campus. **The VLE platform is where students will access the majority of the subject content.** The days when students are at school is when the work they have completed from their online lessons will be consolidated, reviewed and assessed. **Our expectation is that all students will adhere to their regular timetables.**

The three week timetable rotation will be as follows:

Week 1				
Sunday	Monday	Tuesday	Wednesday	Thursday
Year 7 (1)	Year 7 (2)	Year 7 (3)	Year 7 (1)	Year 7 (2)
Year 8 (1)	Year 8 (2)	Year 8 (3)	Year 8 (1)	Year 8 (2)
Year 9 (1)	Year 9 (2)	Year 9 (3)	Year 9 (1)	Year 9 (2)
Year 10 (1)	Year 10 (2)	Year 10 (3)	Year 10 (1)	Year 10 (2)
Year 11(1)	Year 11 (2)	Year 11(3)	Year 11(1)	Year 11 (2)
Year 12 (1)	Year 12 (2)	Year 12 (3)	Year 12 (1)	Year 12 (2)
Year 13 (1)	Year 13 (2)	Year 13 (3)	Year 13 (1)	Year 13 (2)
Week 2				
Sunday	Monday	Tuesday	Wednesday	Thursday
Year 7 (3)	Year 7 (1)	Year 7 (2)	Year 7 (3)	Year 7 (1)
Year 8 (3)	Year 8 (1)	Year 8 (2)	Year 8 (3)	Year 8 (1)
Year 9 (3)	Year 9 (1)	Year 9 (2)	Year 9 (3)	Year 9 (1)
Year 10 (3)	Year 10 (1)	Year 10 (2)	Year 10 (3)	Year 10 (1)
Year 11(3)	Year 11(1)	Year 11 (2)	Year 11(3)	Year 11(1)
Year 12 (3)	Year 12 (1)	Year 12 (2)	Year 12 (3)	Year 12 (1)
Year 13 (3)	Year 13 (1)	Year 13 (2)	Year 13 (3)	Year 13 (1)
Week 3				
Sunday	Monday	Tuesday	Wednesday	Thursday

Year 7 (2)	Year 7 (3)	Year 7 (1)	Year 7 (2)	Year 7 (3)
Year 8 (2)	Year 8 (3)	Year 8 (1)	Year 8 (2)	Year 8 (3)
Year 9 (2)	Year 9 (3)	Year 9 (1)	Year 9 (2)	Year 9 (3)
Year 10 (2)	Year 10 (3)	Year 10 (1)	Year 10 (2)	Year 10 (3)
Year 11(2)	Year 11(3)	Year 11(1)	Year 11 (2)	Year 11(3)
Year 12(2)	Year 12(3)	Year 12 (1)	Year 12 (2)	Year 12 (3)
Year 13 (2)	Year 13 (3)	Year 13 (1)	Year 13 (2)	Year 13 (3)

EYFS

The children in EYFS will be returning to school slightly differently than the rest of the school. Our reopening strategy will begin with an initial first 3 days in school, beginning on 1st September. On these 3 days, children in each class will be split into 3 groups and come in on one day.

Tuesday (1 st September)	Wednesday (2 nd September)	Thursday (3 rd September)
Group A	Group B	Group C
7am -10am	7am -10am	7am -10am

From Sunday 6th September we will resume learning using the staggered start format which you are already aware of. We have come to this decision as it is very important for the children in EYFS to have as normal a routine as possible to allow them to develop relationships with their peers and staff and be able to access their learning as independently as possible.

The first group of children will be in from 7:00 am – 9:30 am and the second group will be in from 10:30 am – 1:00 pm.

Primary

The school day will be staggered and the timings will be as follows 1-3 September:

EYFS	KS1 (Y1&2)	LKS2 (Y3&4)	UPKS2 (Y5&6)
7:00am – 9:30am 10:30am – 1:00pm	7:30am – 10:15am	7:15am – 10:30am	7:15am – 10:30am

From Sunday 6th September, until further notice, the shape of the day will change per the guidelines of the MoEHE. We are only allowed 30% of all students to be at school on any given day. All other children will receive VLE learning for the two other days they are away from campus. **Our expectation is that all students will adhere to their regular timetables, after the first two weeks in school.**

The three-week timetable rotation will be as follows:

Week 1				
Sunday	Monday	Tuesday	Wednesday	Thursday
Year 1 Group A	Year 1 Group B	Year 1 Group C	Year 1 Group A	Year 1 Group B
Year 2 Group A	Year 2 Group B	Year 2 Group C	Year 2 Group A	Year 2 Group B
Year 3 Group A	Year 3 Group B	Year 3 Group C	Year 3 Group A	Year 3 Group B
Year 4 Group A	Year 4 Group B	Year 4 Group C	Year 4 Group A	Year 4 Group B
Year 5 Group A	Year 5 Group B	Year 5 Group C	Year 5 Group A	Year 5 Group B
Year 6 Group A	Year 6 Group B	Year 6 Group C	Year 6 Group A	Year 6 Group B

Week 2				
Monday	Tuesday	Wednesday	Thursday	Friday
Year 1 Group C	Year 1 Group A	Year 1 Group B	Year 1 Group C	Year 1 Group A
Year 2 Group C	Year 2 Group A	Year 2 Group B	Year 2 Group C	Year 2 Group A
Year 3 Group C	Year 3 Group A	Year 3 Group B	Year 3 Group C	Year 3 Group A
Year 4 Group C	Year 4 Group A	Year 4 Group B	Year 4 Group C	Year 4 Group A
Year 5 Group C	Year 5 Group A	Year 5 Group B	Year 5 Group C	Year 5 Group A
Year 6 Group C	Year 6 Group A	Year 6 Group B	Year 6 Group C	Year 6 Group A
Week 3				
Sunday	Monday	Tuesday	Wednesday	Thursday
Year 1 Group B	Year 1 Group C	Year 1 Group A	Year 1 Group B	Year 1 Group C
Year 2 Group B	Year 2 Group C	Year 2 Group A	Year 2 Group B	Year 2 Group C
Year 3 Group B	Year 3 Group C	Year 3 Group A	Year 3 Group B	Year 3 Group C
Year 4 Group B	Year 4 Group C	Year 4 Group A	Year 4 Group B	Year 4 Group C
Year 5 Group B	Year 5 Group C	Year 5 Group A	Year 5 Group B	Year 5 Group C
Year 6 Group B	Year 6 Group C	Year 6 Group A	Year 6 Group B	Year 6 Group C

Emergency COVID-19 committee:

The following Senior members of staff make up the Emergency COVID-19 committee. In the event of a reported case of COVID-19 in Ain Khaled or Wakra. This group will meet and discuss the emergency procedures and protocols. **ALL** communication to parents and the wider school community, will **ONLY** be permitted by **Terry McGuire** (Acting Director of Education)

Khalid Alami - Executive Director - Artan
Terry McGuire - Acting Director of Education
Paul sherlock - Principal AK
Steven Miles - Principal Wakra
Sheldon Smith - VP AK
Daniela Terzic - Corporate Services
Roque Dcunha - Health & Safety Artan

In the event of of second wave

We will put all precautionary measures in place to minimise the risk of infection throughout the duration of the school day. In the event of the ministry closing the school as a result of a second wave and Qatar goes into a second lockdown the school will revert to a full VLE teaching platform.

Mental Health Support

We are living in unusual times, and since the Coronavirus pandemic started, people have been struggling to maintain a healthy mental health. This concern is normal, however, if you find that you are struggling to cope with this situation, please speak with your line manager. We want to give you all of the support that we can.

Please also contact the school counselling team:

School Counsellor -

Jennifer.mcclelland@dohabritishschool.com

Charlotte.davies@dohabritishschool.com

If you have any questions or concerns about this document then please contact your line manager.

Date	Approved By	Changes Made	Version
28 /05/2020	PS/TM/SM	Procedure created.	1.0