

Title: Pandemic/Emergency health policy

	PREPARED BY	CHECKED BY	APPROVED BY
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Rational:

The policy of Step One International School is to maintain safe and healthy working conditions for all staff, Pupils and visitors. In preparing this policy the Health and Safety Guidelines of the MOE have been taken in to Account.

Aims:


- Protect the staff and children at higher risk of severe illness from Covid-19 and limit their risk exposure.
- To identify and reduce the risk of acquiring and transmitting infection

Guidelines:

- 1.1 Ehteraz application should be green to enter the school campus and body temperature should be below 38°C
- 1.2 All adults should wear face mask to enter the school building.
- 1.3 follow a schedule for increased, routine and disinfection of school facilities, common areas and school buses.
- 1.4 Ensure availability of adequate supplies to avoid sharing.
- 1.5 Open school windows to ensure adequate ventilation.
- 1.6 Encourage staff and students to bring their own water to avoid contamination.
- 1.7 Encourage students and staff to keep Social distancing 1.5m throughout the school timing.
- 1.8 Hand hygiene and respiratory etiquette are always emphasized among students and staff members.
- 1.9 Isolation room should keep ready at all school timings according to ministry's requirements.
- 1.10 Create visible markers on the floor to indicate appropriate spacing.
- 1.11 Encourage students to bring healthy food to maintain good health.
- 1.12 Children are required to stay home in case of sickness and medical certificate is required upon return.
- 1.13 School nurse should co-operate with assigned health and safety team to oversee any violations related to the implementation of the health and safety protocol. If any violation in school is noted by the team, this incident should handle professionally and escalated to the school for immediate action.
- 1.14 Employees who are well but who have sick family members (Primary contact or covid-19 positive) must inform focal person and must follow the instructions.

Identification and isolation of suspected cases

- 2.1 suspected students and staff should be directed to an isolation room until checked by school nurse who should refer students and staff who are sick to report to their assigned health centers, and return if they have the clearance Certificate from the physician.

 <p>مدرسة ستب ون الدولية Step One International School</p>	<p>DEPARTMENT: OPERATIONS</p> <p>PROCEDURE</p>	<p>Doc. No. - SOP-038 Rev. No. - 00 Rev. Date – 5 Sept 2020 Page - 2 of 2</p>
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2.2 Notify the positive case as well as suspected case or contact with students and staff to focal person, who will Notify CDC team in PHCC

- Send an email to: Department of Health Protection and Communicable Disease Control - cdcs@moph.gov.qa
- Send the Cc copy to: Director of Health and Safety Department - m.almeraghi@edu.gov.qa + Director of Private Schools Affairs Department - r.safwan@edu.gov.qa

Mail include

- The name of the injured person (student or employee) and name of guardian
- The personal number of the injured person or contact number of guardian mobile number not land line any time they needs to contact.

2.3 Ask the parents about he/she registered and refer it accordingly.

2.4 School nurse needs to follow-up on the health status of all identified and referred cases.

2.5 All details should be recorded in Daily follow-up isolation record.