



## **OFFICE OF THE VICE CHANCELLOR**

# **Educational Establishment Preparedness Plan for Returning to Campus in Fall 2021**

The basic structure and contents of this document follow closely the Ministry of Education's manual titled "Operation of Educational Establishments during the Pandemic: Protocols & Procedures," Eighth Release, August 26, 2021. Implementation of the safety procedures and precautions in this document has been assigned to specific individuals and teams within UOBD. The assignments and target dates are listed in detail in a separate more detailed version of this document which is used internally as a working document.

## ENVIRONMENTAL, HEALTH AND SAFETY SYSTEM

#	Precautionary/Safety Measure or Required Procedure
1	It is compulsory for all teachers, employees, support service providers and students, including those who were vaccinated, to conduct a Covid-19 test not more than 48 hours before the start of the fall 2021 semester
2	Leaving a distance of 1 m as a physical distance between students in classrooms, laboratories and learning resources rooms, and a distance of 1 m between students in other facilities of the educational establishments
3	Leaving a distance of two meters between the teaching staff and the administrative staff.
4	The obligation to maintain the permitted physical distance when the students are in the educational establishment, by putting stickers on the ground to specify where they should stand.
5	Commitment to check the temperature of students and administrative, teaching staff and support services employees (such as Security guards/ Cleaners) before they enter the educational establishment, and ensuring that it is below 37.5 degrees.
6	In the event that Covid-19 symptoms are detected in the facility, it is the responsibility of the person in charge to report any symptoms such as fever (37.5 degrees Celsius or higher), constant dry coughing, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of the sense of smell or taste.
7	Adherence of students and all members of the administrative, teaching staff and support services employees to wearing face masks while in the educational establishment,
8	Teaching staff to wear face masks while teaching in the classroom, leaving a physical distance of not less than two meters between the teacher and the student.
9	Ensuring that students and all members of the administrative, teaching staff and support services employees have not been in contact with infected individuals at least two weeks before school starts.
10	Adherence of students and all members of the administrative, teaching staff and support services employees not to show up to the educational establishment when they feel any symptoms of virus infection or respiratory symptoms such as (fever, cough, shortness of breath, pain in the body, headache).
11	Students, teaching and administrative staff and support services employees are instructed to stick to the use of personal protective equipment during their stay in the educational establishment, and not to exchange equipment with classmates, and to avoid shaking hands when greeting.
12	Provision of education and awareness boards on the importance of complying with health procedures and precautions such as (physical distances, hand washing, and hand hygiene).
13	Adherence to alerting the management of educational establishments in cases of Covid-19 infection or contact with infected individuals, while remaining at home and taking the necessary measures for quarantine, by using distance learning as per the study plan approved by the educational establishment.
14	Preparation of the "Educational Establishment Preparedness Plan" to receive students, including the requirements and precautionary measures recommended by the health authorities.
15	Obliging students and administrative and educational staff to sign a "Declaration of Health Status Commitment," which stipulates that a person has not been infected with Covid-19 and has not been in contact with an infected person.
16	Managing the entry and exit process at the educational establishment in a way that ensures physical distancing and prevents crowding.
17	When using the prayer rooms, all students and staff must bring their own prayer mats and wear the mask during prayer. Prayer rooms will be cleaned and sterilized after every use.
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19	Use of prayer rooms according to the instructions of the concerned authorities.
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21	"The Educational Establishment's Operational Plan for the Preparedness for a Safe Return" must be drafted by the management of the educational establishment, with the formation of working groups, called the Health and Safety Committees, to oversee the implementation of all requirements, precautionary measures, and the knowledge recommended by the relevant authorities.
22	Educational establishments and classrooms should be cleaned and sterilized on a regular basis, as recommended by the National Emergency Crisis and Disaster Management Authority.
23	Determining the dates of sterilization and the staff performing the sterilization, on an announced schedule.
24	Ensuring proper ventilation when cleaning and sterilizing products are used, to prevent the escape of toxic fumes.
25	Installation of plastic barriers in areas where it is difficult to maintain a distance of two meters between individuals (e.g. areas for the school-fee collection service)
26	Sterilization of educational tools and devices used by students and teachers on a regular basis.
27	Development of a mechanism for cleaning and sanitizing the bathrooms after each use.
28	Restrooms are usually crowded places, so we recommend that educational facilities mark queue spaces while lining up (preferably outside), movement paths, and available handwashing

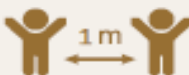





#	Precautionary/Safety Measure or Required Procedure
	basins (to maintain social distance).
29	The use of the air dryer is prohibited (the power plug must be pulled out or a no-use panel should be placed) because it can be rotated by air and may be transmitted to diseases.
30	Provision of sterilizers at the entrances to educational establishments.
31	Hand sanitizing areas must contain a sterile gel with a concentration of 70-80% alcohol.
32	Training of educational staff and security and safety officers in educational establishments, to supervise sterilization operations.
33	Sterilization of laboratories and learning resources, on an ongoing basis.
34	Supporting awareness-raising programs through the electronic communication channels of the educational establishment to disseminate awareness and providing psychological support to all, taking into account the different age groups.
35	Raising awareness of the need to wash hands with soap and water for at least 20 seconds before touching the face, or to using alcoholic sanitizers, especially when using bathrooms or when touching commonplace surfaces.
36	Instructions on the need to cover the mouth and nose and use tissues and elbows when coughing and sneezing.
37	Students and staff should bring two masks daily, one to be used in the morning and the other after lunch. Masks should also be disposed of in designated bins for medical waste. In the case of using fabric masks, precautions must be taken to ensure that the used ones are properly stored in the student's bag and cleaned daily.
38	Provision of instructions on the need to maintain the specified physical distance and avoid shaking hands with others.
39	Raising awareness of the need not to exchange personal protective equipment, supplies, school tools, and school meals.
40	Reducing the load of school supplies, such as carrying a small bag for a laptop and a meal, preferably made of leather or plastic, to facilitate sterilization before going to the educational establishment and after returning.
41	Ensuring that first aid requirements are provided to all students, including Students of Determination, who have health or chronic diseases, prior to the start of the school year.
42	The Health and Safety Committee of the Educational Establishment Task Force must ensure that medical staff at the educational establishment clinic have completed training on Covid-19 before re-opening.
43	The educational establishment clinics must have a valid license, and the medical staff in clinics in educational establishments must be certified and approved. They should also follow all instructions of the concerned authorities and ensure that strict sterilization protocols are implemented in educational establishment clinics in accordance with the guidelines of the relevant authorities.
44	Medical staff at the educational establishment clinic must ensure that there are defined levels of essential elements in the store, and ensure that the clinic is equipped with water taps, soap dispensers, antiseptic dispensers, ample supplies of personal protective equipment and thermometers.
45	It is essential that medical staff at the educational establishment clinic, in conjunction with the task force of the Health and Safety Committee, ensure that all students, educational and administrative staff, and personnel are aware of the location of the educational establishment clinic and that they are aware of all health protocols and procedures relating to Covid-19.
46	Medical staff should ensure that educational establishment clinics have rooms designated as follows: - An isolation room (separate from the nursing room) with adequate ventilation, and a bathroom for patients with suspected or confirmed Covid-19. - A separate room for the treatment of minor illnesses, accidents, and injuries.
47	Re-planning of current and required resources in accordance with the requirements and precautionary measures.
48	Provision of alternatives to teaching staff who are in contact with infected people, or who are infected or are quarantined.
49	Preparing alternate lists for all educational and administrative staff and train them in advance on the tasks that may be assigned to them in the event of the absence of basic staff.
50	All traveling students must comply with all requirements of the relevant authorities, including requirements for self-isolation or examination.
51	Following up on attendance records and the establishment of clear procedures for monitoring absent students, to identify the reasons for their absence on the same day, in order to take isolation measures and to trace those in contact.
52	Developing a concept for all academic subjects and determine how to teach them in cases of blended learning.
53	Actual attendance of students for exams in educational institutions.
54	Organizing events, celebrations and activities according to the approved protocol in coordination with the committees and local emergency, crises and disasters teams in each emirate.
55	Increasing awareness and train target groups on guidelines and practices for the operation of the educational establishment during the pandemic, and informing them of their role in implementation, in addition to the health procedures applied and adopted by the UAE with which they are required to comply.
56	Preparing and disseminating electronic awareness guides for target groups.
57	Developing awareness-raising programs and video tutorials.
58	Guiding the student to commit to the use of personal protective equipment throughout his/her time at/on the educational establishment/school bus and not to sharing equipment with classmates.
59	Communicating with the educational establishment in cases of infection, suspicion of or contact with infected individuals, while ensuring that the student is kept at home and that the necessary measures are taken, in accordance with the medical instructions recommended by the treating physician.
60	Parents should ensure that they inform the educational establishment management if the children suffer from any chronic disease or immune deficiency.
61	Ensuring that children do not come into contact with infected individuals at least two weeks before going back to school.







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62	Parents are required to ask students to check their temperature before leaving the house, and not to come to school if the student child has any symptoms.
63	Parents need to comply with any travel-related requirements set by the competent government authorities.
64	In some rare cases where communication is not possible, the parents may request that a meeting be scheduled. If the university approves the meeting request, these meetings shall take place after all students have left the campus. The time of the parents' entry should be recorded and they must be accompanied by an employee while on campus.
65	Adherence to the health procedures approved by the competent authorities when entering educational facilities.
66	Provide continuous cleaning services for the toilet immediately after use.
67	All maintenance work within educational establishments shall be carried out by accredited bodies.
68	Regular cleaning and sterilization of air-conditioning systems in educational establishments shall not be carried out during the school day, and in accordance with the announced schedules and accurate follow-up.
69	All suppliers are monitored for the performance, health, and safety standards.
70	Before entering the premises of the educational establishments, the temperature of workers in the service-providing companies should be measured. In the event of suspected infection, the necessary preventive measures should be taken, and communication should be made with the authorities concerned.
71	Ensure that service providers are free from any one of the following symptoms: (Fever, cough, body aches, headache, shortness of breath) and directing them to take the necessary preventive measures in the event of symptoms, and communication should be made with the authorities concerned.
72	Direct service providers to disclose cases of infection or contact with any confirmed cases of Covid-19, examine contacts to ensure that they do not enter educational establishments until the results of the examination appear, and take the necessary preventive measures.
73	Prior to entering the educational establishment, contractors must sign a document stating the need to report any suspected cases of infection among their employees.
74	The Ministry of Education should monitor and track the extent of the commitment of educational establishments to implement the Guidelines of the "Operation of Educational Establishments during the Pandemic" framework. In the event that any educational establishment fails to comply with the application of these Guidelines, it shall be subject to the provisions concerning violations of the requirements and precautionary measures.
75	The formation of an internal work team within the educational establishment, called the "Health and Safety Committee", which monitors and oversees all operations and activities to ensure the implementation of all health precaution requirements and measures approved by the educational establishment.
76	The gradual process of closure, starting with the classroom, then expanding the closure to include groups and then the educational facility in coordination with the committees and local emergency, crises and disasters teams in each emirate.
77	Follow the investigation procedures for all Covid 19 positive cases according to the approved protocols.
78	All contacts are quarantined according to the period specified by the concerned authorities.
79	Disinfection of the physical areas where exposure was identified is necessary.
80	A school may reopen following closure upon clearance by health authorities.
81	The above criteria may be subject to change based on the latest health authority requirements.
82	
83	Updated measures and procedures included in the MOE's Eighth Release (August 26, 2021) are highlighted in Appendix 1 at the end of this document.
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86	
87	Give leave to the person and arrange for them to continue to learn or teach online depending on their personal preference and health status.
88	Immediately use student/staff attendance data to identify the group of people who had been in contact with the affected person during the period of 2 days before the onset of symptoms (for symptomatic COVID-19 cases) and from the date of swab collection for asymptomatic cases.
89	Inform this identified group of people about their potential exposure to COVID-19 without disclosing the identity of the person who has tested positive. In the case of students, the school must inform the parents of their child's potential exposure.
90	Send the specific group of people who came into contact with the infected person to home and oblige them to follow quarantine instructions by the health authorities.
91	Share guidance with this group on observing symptoms and ensuring personal safety over 14 days in case they have been infected with COVID-19.
92	Inform the leading authority in charge of the educational facility and the health authorities about cases of infection and the number of people likely to be infected.
93	Ensure that all school staff /concerned supporting members are well aware of the above protocol and the detailed plan and actions required during any positive or suspected case (via a clear checklist, process charts, etc.).
94	Each school should have an active group email and the responsible members should be included for quick updates. Concurrent meetings/e-meetings for quick updates are required.
95	The infected person must show evidence that he/she has completed the quarantine requirements imposed by the health authorities.
96	All (employees/visitors/students) shall undergo a mandatory temperature check before entering the campus and dormitory on a daily basis.

#	Precautionary/Safety Measure or Required Procedure
97	Inform students to adhere to all precautionary measures, and use of the Al Hosn Application shall be ensured
98	Virtual awareness workshops shall be held for all students, academic staff, and employees.
99	All employees and students shall register in the Al Hosn Application.
100	Devices for reading the results of the Al Hosn Application shall be in place.
101	The necessary medical equipment shall be available at campus clinics.
102	All employees, academic staff, and students shall undertake to declare if they come into contact with coronavirus patients, or if they return from abroad.
103	The high-risk faculty and employees (the elderly, patients with chronic diseases, and others) shall be provided with options, such as remote working, to reduce the risk of infection.
104	All students shall undergo the Covid-19 examination before their return to educational establishments, to ensure that they are safe.
105	Students shall, at all times, adhere to national guidelines regarding policies developed to reduce the transmission risk.
106	Hand sanitizers shall be placed at the touch points on ATMs, in elevators, and on doors.
107	All employees, visitors, and students shall wear face masks at all times upon entry into the establishments. Failure to comply with this procedure would deprive them of entry.
108	Guiding floor decals shall be placed to ensure physical distancing (1 meter in classrooms and outside of classrooms).
109	The quarantine procedures approved by the relevant authorities shall be adhered to for returnees to the United Arab Emirates.
110	Covid-19 vaccination participants will be subject to the procedures announced by the official authorities.
111	No cash payment shall be permitted, and electronic payment options shall be encouraged.
112	The information regulations shall be published on the website of the university and on all its social media channels.
113	Students, academic staff, and employees shall be prohibited from study/work in the educational establishment, if they have symptoms of the common cold such as fever, headache, cough....., etc.
114	The movement of employees between departments shall be reduced as much as possible.
115	Facilities, including bathrooms, shall be cleaned and sanitized after each use.
116	Water dispensers and food vending machines shall not be used.
117	The headquarters shall be cleaned and sanitized at the end of each day, in conformity with any directions and instructions issued by the relevant authorities.
118	An isolation room shall be provided for suspected cases of Covid-19.
119	Meals involving crowding of students and staff, such as buffets, shall not be offered.
120	Adherence to the health procedures approved by the competent authorities when entering educational facilities
121	Any person entering the institution's headquarters, including staff, students, and visitors, shall undergo a temperature check.
122	Sanitization gates shall be provided at the entrances of the campus and dormitory, if possible.
123	The campus entrances shall be different from its exits.
124	Floor decals shall be placed on floors to ensure physical distancing (1 meter in classrooms and outside of classrooms).
125	Surfaces/chairs shall be sanitized after each lecture, and students shall be educated on the need to wash hands with soap for at least twenty seconds or use a hand sanitizer.
126	No personal tools (pens and other items) shall be exchanged.
127	All employees and students shall wear face masks at all times in classrooms.
128	In classrooms, the safe physical distancing (1 meter) shall be maintained between students and the lecturer.
129	Floor Decals shall be placed on floors to ensure physical distancing (1 meter).
130	All instruments used in laboratories shall be sanitized at the end of the laboratory work.
131	All employees and students shall wear face masks at all times in the laboratories and studios.
132	Physical distancing (1 meter) shall be maintained between tables.
133	All tables and chairs shall be sanitized in the exam room.
134	Sanitizers shall be provided at the room entrances.
135	All employees and students shall wear face masks at all times in the exam rooms.
136	The campus entrances shall be different from its exits (If applicable).
137	Organizing events, celebrations and activities according to the approved protocol in coordination with the committees and local emergency, crises and disasters teams in each emirate.
138	Entering libraries may be allowed, and a maximum number of individuals able to be present in a library shall be determined, provided that a two-meter physical distance shall be strictly maintained between individuals.
139	Sanitizers shall be provided, and face masks shall be worn. All employees and students shall wear face masks at all times in the library.
140	Floor decals shall be placed on floors to ensure physical distancing (2 meters).
141	Commit to applying physical distancing of 1 meter.
142	A two-meter physical distance shall be maintained.

#	Precautionary/Safety Measure or Required Procedure
143	All sports equipment shall be sanitized.
144	The general restrictions shall be complied with.
145	All precautionary measures shall be circulated to employees, students, and visitors.
146	An approval shall be obtained from the Ministry of Education to operate the higher education institution, in accordance with the informative regulations.
147	The government legislation shall be fully complied with for eliminating Covid-19, and violators shall be subject to liability.
148	All legislation shall be circulated to employees, students, and visitors.
149	An official or office shall be appointed to be responsible for responding to infection concerns and shall be known about and be available for providing advice and assistance to all students, and faculty staff.
150	Develop an alternative plan for educational establishments based on the public health guidelines, and in coordination with the Ministry of Health and Prevention and the local health authorities of each Emirate.
151	<p>If a student, a teacher, an employee, or a family member suffers from Covid-19 and has contacted other persons at the educational establishment, the educational establishment shall take the following steps as directed by the Ministry of Health and Prevention:</p> <ul style="list-style-type: none"> <li>- Applying all isolation measures to the infected person until reaching the hospital.</li> <li>- Consider whether the closure of the educational establishment is justified and determining the duration of closure based on the level of risk as classified by the Ministry of Health and Prevention.</li> <li>- Identify those in contact with the infected person inside the educational establishment with the aid of the Al-Hosn Application, and directing them to quarantine according to the recommendations of the concerned authorities in the UAE in order to ensure the absence of infection through a negative examination result.</li> </ul>
152	Temporary closure, for sterilization, of the rooms and annexes at the educational establishment visited by the person infected with Covid-19 .
153	In the event that one of the administrative staff is confirmed as a positive case, all contacts of the administrative staff shall be examined and directed to quarantine in accordance with the recommendations of the concerned authorities in the country, pending a negative examination result.
154	In the event that a student is confirmed as a positive case, all contacts of students in classrooms and faculty members will be examined and directed to quarantine in compliance with the recommendations of the concerned authorities in the country, until the disease-free and negative results of the examination are assured.
155	In case more than one student or faculty member is infected the closure will be gradually ended in coordination with the committees and emergency, crisis and disaster local teams.
156	In the event of the appearance of suspected cases or symptoms of Covid-19 in: A student/a teacher/ an employee (such as fever up to 37.5 C°, cough, body pain or fatigue, shortness of breath, sore throat, diarrhea, nausea, headache, loss of the senses of smell and taste) during their presence in the educational establishment, and the medical staff approves this infection, the infected person must be isolated, and the parents must be notified immediately for transfer to hospital and the taking of the necessary actions. The infected person will also be prohibited from entering the educational establishment, and he/she shall abide by distance learning pending a negative result of examination and a disease-free medical report.
157	Only the medical staff at the educational establishment may enter the isolation room, after putting on complete personal protective equipment.
158	The parents shall be contacted immediately by the medical staff at the educational establishment clinic, and the relevant authorities shall be notified immediately via the official channels.
159	The educational establishment shall strictly comply with the requirements of the relevant authority for handling and transferring the suspected case of Covid-19.
160	The classroom and all annexes of the establishment, which the suspected case reached, shall be closed on a temporary basis before all sterilization measures are taken.
161	Performing the tracing process to identify those in contact with the suspected case. The tracing process will include the infected person's teachers and classmates (including any person who has spent more than 15 minutes with the infected person at a distance of 1.5 m, as from the day on which the symptoms begin or the day of the positive result). They shall be obliged to undergo examination and a 14-day quarantine.
162	Parents of all students in contact must be informed and provided with information on the quarantine measures and distance learning plans.
163	The sterilization measures should be taken in accordance with the guidelines on classrooms and buildings in the educational establishments used by the students in contact.
164	The stay-at-home policy must be applied to students, educational and administrative staff, and employees of the educational establishments, who suffer from any symptoms of Covid-19.
165	The medical staff should follow all safety guidelines in emergencies of Covid-19 at the educational establishment and verify compliance with all medical protective equipment when accompanying an infected person in the isolation room or going to the home or the hospital.
166	The concerned authority shall provide additional guidance, whenever necessary.

## Main Roles & Responsibilities

Element	Roles & Responsibilities				
	Ministry (or Educational Agency)	Educational Establishment	Educational and Administrative Staff	Student	Parent
 <p>Environmental and Health and Safety System for Educational Establishments: Physical Distancing, Thermometry and Use of Face Masks</p>	Regulation	Implement	implement and comply with	Comply with	Support
 <p>Safety Measures in the Environment of Educational Establishments: Sanitization</p>	Regulation	Implement	Implement	Comply with	Support
 <p>Public Health</p>	Regulation	Apply	Comply with	Comply with	Support
 <p>Healthy Nutrition in Educational Establishments</p>	Regulation	Implement	Regulation	Comply with	Support
 <p>Transportation Services in Educational Establishments</p>	Regulation	Implement	Comply with	Comply with	Support
 <p>Human Resources</p>	Regulation	Comply with	Comply with	-	-

Element		Roles & Responsibilities				
		Ministry (or Educational Agency)	Educational Establishment	Educational and Administrative Staff	Student	Parent
	Student Affairs	Regulation	implement and comply with	implement and comply with	Comply with	Support
	Academic Subjects	Regulation	Implement	Implement	Comply with	Support
	Extracurricular Activities	Regulation	Apply	Comply with	Comply with	Support
	Awareness & Training	Regulation	Comply with	Comply with	Comply with	Support
	Role of Parent	Regulation	Support	Support	Comply with	-
	Support Services	Regulation	Comply with	-	-	-

\* Applies only to kindergartens and (public and private) educational establishments



## APPENDIX 1



# 15 Vaccination

- 4-12 years old must get a PCR or saliva test monthly, whether vaccinated or not. Furthermore, remote education is an option for them.
- A period of 30 days will be granted to unvaccinated 12-18 year old students to receive the vaccine. During this period everyone, vaccinated or not, must get a PCR test every 2 weeks.
- After the 30 days period, all vaccinated 12+ students who received both doses and 14 days have passed since the 2nd dose, must get a PCR test once every month.
- Unvaccinated 12-18 year old students and those with medical exceptions approved by health authorities must get a PCR test every week. Remote education will be available for all, vaccinated or not.
- Attendance for college students is only allowed for students who received both doses of the vaccine and after 14 days have passed since receiving the 2nd dose. Noting that Green pass protocol will be applied to enter the premises.
- College students who are exempted from the vaccine will be allowed to physically attend provided they get a PCR test once a week.
- Vaccination is mandatory to access university dorms, and for those who are exempt from COVID-19 vaccine, need to conduct a weekly PCR test.
- To enter university dorms at the beginning of the academic year, a 96-hour PCR test is required.
- Parents and guardians are required to download AI Hosn for their children to prove their vaccination status and test results, via printing out certificates and bringing them to school.
- Academic, administrative staff & service providers must receive both doses of the vaccine & can only enter the premises after 14 days have passed from taking the 2nd dose, applying the Green Pass protocol.
- All students of all ages must have a negative PCR result of no more than 96 hours at the start of the school year.
- Parents and guardians are allowed inside the premises. The Green Pass protocol will be applied.
- The above-mentioned criteria are subject to change based on the latest requirements of health authorities in coordination with the committees and local emergency, crises and disasters teams in each emirate.