

**Multinational School Bahrain  
COVID-19  
Regulations & Procedure  
Policy**

**MNS**



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# 1. General Precautionary Measures



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## General Precautionary Measures

- 1.1 The school has established a health and safety committee, which is headed by the school principal which will monitor and oversee all aspects of health and safety in light of the current health conditions affected by COVID-19.
- 1.2 All sanitary facilities (water sources, sewage, and all the toilets) are functioning and all necessary measures are being taken to ensure the facilities are well maintained, sanitised and disinfected.
- 1.3 We have established guidelines for the prevention of Coronavirus (COVID-19) in classrooms, hallways and all school utilities.
- 1.4 Students and all the staff will be guided on the importance of adhering to all instructions and precautionary measures redirected from the Ministry of Health.
- 1.5 Hand sanitisers are provided in corridors for use throughout the school day.

# 1. General Precautionary Measures Cont.



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## General Precautionary Measures Cont.

- 1.6 Communicate with parents/carers the importance of providing a healthy meal, drinking water, a mask, and a sanitiser for the students on a daily basis.
- 1.7 We will provide temperature measuring devices to check all the student and staff temperatures before entering the school campus.
- 1.8 We have designated two well-equipped isolation rooms for medical isolation for the students/staff in the school that show symptoms of the virus.
- 1.9 We will follow up with parents/carers to update our database and specify who to contact in case of an emergency.
- 1.10 All school activities and events, regardless whether it is on school campus will be cancelled.
- 1.11 All classrooms, or unused areas in the school will be closed to prohibit students from entering these areas unsupervised.



## 2. General Cleanliness in the School

### General Cleanliness in the School

- 2.1 The school administration assures parents, staff and students that cleaning and sanitising of all classrooms, laboratories and working spaces and all the school's facilities will take place after everyone leaves on a daily basis.
- 2.2 All cleaning staff will not be permitted to remove their masks while working on campus.
- 2.3 Cleaners will adhere to a daily schedule for their cleaning duties in the school and ensure everything has been sanitised and cleaned every day.
- 2.4 Cleaners will be assigned to monitoring the restrooms and maintaining its cleanliness in a consistent order. Social distancing measures will be maintained in the restrooms.
- 2.6 The school administration will provide soap and tissue paper in the restrooms and ensure that it is constantly being maintained throughout the whole day.
- 2.7 We will provide baskets/trash bins inside the classrooms and laboratories and the rest of the school's facilities.



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## 3. Operational Procedure

### 3.1. Administrative and Academic Staff

- 3.1.1 Safety of all the students and staff is a group responsibility between the academic staff and administrative staff and therefore, everyone will follow what the school administration assigns regarding this situation. Refusing to cooperate is a violation of the administrative instructions that the Civil Service Bureau is in charge of.
- 3.1.2 We will confine the employees with chronic diseases and submit a list of their names to the Ministry of Education to ensure that they coordinate with Human Resources to see what measures we need to take.
- 3.1.3. We currently have one pregnant staff, and she has been confined to specify the role and responsibility in accordance with the instructions from the Ministry of Education.
- 3.1.4. We will follow up with any student or staff member who is absent due to any illness.
- 3.1.5. We will protect the identity of any student or employee and eliminate any prejudice based on race, nationality, and religion when announcing that said student/employee is a carrier of the virus or is displaying symptoms.
- 3.1.6. Our staff will educate our students on the dangers of the Coronavirus (COVID-19) and show them the daily appropriate practices to follow in order to keep safe and protected from the virus.



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## 3. Operational Procedure

### 3.2. Receiving the Students for a School Day

- 3.2.1. We will monitor the students who arrive on the buses and escort them to their classes. Each student should have a two-meter distance between each other.
- 3.2.2. Each student will have their temperature taken upon arrival with the thermal detector and the student who displays a higher temperature than normal, shall be prohibited from entering the school and classrooms. The student shall either be taken to the isolation room according to the approved procedures until their parents/carers can collect them, or should they be transported by their parent/driver, they will leave the premises without entering.
- 3.2.3. Should a staff member record a higher temperature than normal they will be asked to leave the premises. They will be advised to visit the nearest health centre to assess his/her health. The school will submit the names of those staff members who displayed symptoms to the Educational Administration in the MOE.
- 3.2.4. On arrival at school, students will proceed to their classrooms immediately and are prohibited from walking around the school or gather in the corridors or school grounds.



## 3. Operational Procedure

### 3.2. Receiving the Students for a School Day

- 3.2.5. The school will send a list of the names of students or staff members that were detected with a high temperature to the Educational Administration in the MOE, on a daily basis.
- 3.2.7. Students and all staff will wear a mask / visor throughout the day without any exceptions.
- 3.2.8. All students and staff will adhere to the “20 second” hand washing rule and use hand sanitiser to sanitise their hands.
- 3.2.9. Students will be instructed to walk in a straight line whilst ensuring they practice social distancing and make sure that they’re following the stickers on the floor. As soon as the students arrive they must go to their classrooms immediately and are prohibited from walking around the school campus unaccompanied.
- 3.2.10. Assemblies will not take place until further notice.
- 3.2.11. The school day will begin with the national anthem playing and for everyone to respectfully stand in their place.
- 3.2.12. All school activities and events, regardless of whether they’re on school campus or not will be postponed until further notice.

## 3. Operational Procedure



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### 3.3. Dismissing the Students After a School Day

- 3.3.1. We will have a staggered dismissal plan in place for the end of day.
- 3.3.2. Parents/Carers are expected to adhere to the stringent drop-off and pick up procedure at the specified time at the end of the school day.
- 3.3.3. Parents/Carers are prohibited from entering the school campus and waiting for their children either on the premises or outside the school gate. Instead parents will be informed to wait for their child/children in their car.
- 3.3.4. The school administration will supervise the movement of the buses.

# 4. Classrooms and Educational Facilities



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## Classrooms and Educational Facilities

- 4.1. Practice social distancing in all the classrooms and educational facilities.
- 4.2. The students will be demarcated in the classroom by a 1.5 metre radius of social distancing and will all be administered and supervised outside the classrooms to adhere to the same social distancing parameter.
- 4.3. Windows will be opened regularly to facilitate fresh air movement whenever possible.
- 4.4. The school will provide tissues.
- 4.5. The school will provide rubbish bins for all waste.

# 5. Physical Education



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## Physical Education

- 5.1. All PE activities will be postponed until further notice. However, we will have theory classes in the students' respective classrooms.
- 5.2. Should we resume PE at a later stage the following protocol will be adhered to:
  - During PE lessons, students and PE teachers will not be required to wear masks when engaged in strenuous physical activities such as workouts, as long as they adhere to physical distancing measures.
  - PE lessons should focus on sports that do not require physical interaction.
  - All staff and trainers to practice physical distancing of at least 2 metres during the PE lesson.
- 5.3. Only individual games will be allowed.
- 5.4. Students number can't exceed the capacity of one class whether they are on the sports court or the school grounds.
- 5.5. Teachers will ensure that students are maintaining social distancing.

# 6. Cafeteria



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## Cafeteria

- 6.1. The cafeteria shall remain closed until further notice.
- 6.2. Parents/Carers are to provide their child a healthy meal along with a water bottle, on a daily basis.
- 6.3. Students will take their break time in the classroom with a teacher supervising the class.
- 6.4. Teachers will ensure that their students consume a healthy meal along with water, in their assigned seats, without sharing. They are prohibited from eating in pairs or groups or sharing their food.
- 6.5. Staggered breaks will be taken throughout the day for students to leave their classrooms and be outside for a short period of time, maintain social distancing and being prohibited from accessing any school play equipment.

# 7. Restroom and Water Cooler



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## Restroom and Water Cooler

- 7.1. The cleaners will clean and sanitise the restrooms once used and throughout the day.
- 7.2. The school administration will consistently supervise the cleaning of the restrooms and ensure the maintenance of social distancing.
- 7.3. The school administration will provide good quality soap and tissue papers in all restrooms for all students and academic and administrative staff.

# 8. Transportation Services



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## Transportation Services

- 8.1. The students and bus driver must wear masks at all times.
- 8.2. Social distancing will be maintained inside the bus in accordance with the administration of services issued on organising seats on the bus.
- 8.3. The students are to sit on their assigned seats on the bus.
- 8.4. The students must ensure social distancing while entering and leaving the bus.
- 8.5. The bus company is to provide an assistant on every bus.
- 8.5.1. Students will be assigned a specific seat within the seating plan and will remain the assigned seat for the student indefinitely.

## 8. Transportation Services Cont.



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### Transportation Services Cont.

- 8.5.2. Staff will receive the students at the designated arrival place for the buses and will be present at the time of departure to ensure the safety of the students before the bus leaves.
- 8.6. To prohibit any student that is not disciplined and violates the assistant rule: first warning - verbal; second warning - text message to the parents/carer; third warning – student will no longer be permitted on the bus. The student will be allowed to return to the bus only if the parents/carers sign a pledge on behalf of their child ensuring good behaviour.
- 8.7. The school’s administration may, after approval from the education administration of the MOE, prohibit the student from continuing on the bus until the end of the semester if, an incident occurs after the parents/carer signed a pledge.
- 8.8. The transportation company must disinfect and sanitise the bus every day.
- 8.9. The school will prohibit parents/carers/drivers from waiting at the school gates, instead informing them to wait in their car.

# 9. Emergency Maintenance Work



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## Emergency Maintenance Work

- 9.1. The school will prohibit any maintenance company from entering the school premises during school hours for the purpose of completing maintenance work that is not deemed urgent. Instead, we will ensure that maintenance is completed over the weekend or public holidays or after school hours, and ensure there are no employees and students on campus.
- 9.2. Technicians or maintenance teams may only be permitted if the maintenance is urgent, for example, the electricity has malfunctioned or the water has been turned off or the sewage is causing problems.
- 9.3. The school will ensure that the technicians and workers follow the guidelines to ensure everyone's health and safety. They will wear masks and maintain social distancing as per the guidelines. The school will also disinfect the premises of work after the maintenance is done and the technicians have left the area.

# 10. School Security Aspect



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## School Security Aspect

- 10.1. Anyone who is not authorised by the MOE is prohibited from entering the school campus.
- 10.2. Parents/Carers may only conduct meetings with staff members using the online application Microsoft Teams, until further notice.



## 11. Strategies When Identifying a Suspected Case in an Educational Institution

### Strategies When Identifying a Suspected Case in an Educational Institution

- The school administration will follow the given recommendations in cases where any student or any staff member is suspected to have the virus.
- 11.1. When any symptoms are noticed when students/staff arrive at school (such as fever, chest tightness, coughing, chest pain...), the school administration will immediately isolate the student/person while taking all the preventative health measures, prohibit entry to the student/person (other than our school nurse) and immediately contact both the MOH and MOE to take the necessary measures. If it is a student, parents must be contacted immediately.
- 11.2. If a person is exhibiting similar symptoms (contact persons), according to the definition of contact persons, those who came in contact with the suspected person will be isolated immediately as well and sent home. Both the MOE and MOH will be contacted as well as the parents and must be informed that they came in contact with a suspected case. Public health authorities will then contact them and follow up.

## 11. Strategies When Identifying a Suspected Case in an Educational Institution Cont.



### Strategies When Identifying a Suspected Case in an Educational Institution Cont.

- 11.3. If the student/staff member's condition is not stable and appears to have serious and concerning symptoms, such as chest tightness, chest pain, and is no longer lucid/mentally stable, 999 must immediately be contacted. In the event that the student/staff member is in a stable condition, and appears to have symptoms of fever, fatigue, sneezing and coughing, the MOE and parent/carer will be contacted as well as the National COVID-19 hotline 444.
- 11.4. The school administration must prohibit the students and staff members who appear to have symptoms of respiratory difficulty from attending school, until they are deemed well or by bringing a sick leave from a doctor.
- 11.5. If any student/staff member is suspected of carrying the virus, we will ensure that none of their personal belongings are to be touched.
- 11.6. If any student/staff member is suspected, we will endeavour to calm them down and make them feel safe and explain the procedure to them.

## 11. Strategies When Identifying a Suspected Case in an Educational Institution Cont.



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### Strategies When Identifying a Suspected Case in an Educational Institution Cont.

- 11.7. Ensuring that the area of work that the student/staff member was present in is disinfected and sanitised in a proper manner, according to the disinfecting and sanitising guidelines for public places.
- 11.8. If the school administration suspects that any student/staff member has come in contact with a carrier of the virus, the school administration and public health authorities will ensure that the student/staff member who have been in direct contact with the person who may possibly carry the virus, will also undergo the necessary sanitising procedures. The school will provide a list of the people whom have come in direct contact with the person carrying the virus. The MOE and MOH must be notified.
- 11.9. If the suspected case tests positive for COVID-19, the school administration must make a list of the names of the people who have come in direct contact with the positive case. The administration must give public health authorities that list immediately to ensure that they follow up with those people and ensure that they don't attend school until the period of self-isolation or quarantine is completed. On return to school they are to provide a report from the doctor giving the all-clear.

## 11. Strategies When Identifying a Suspected Case in an Educational Institution Cont.



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### Strategies When Identifying a Suspected Case in an Educational Institution Cont.

- 11.10. The school administration will allow the students or staff members who were in direct contact with the person who tested positive, to return home. The school administration will make a list of those students/staff members who came into contact with the positively tested COVID-19 person and send it to the public health. The public health will call them and make appointments for the PCR test and to continue the procedure.
- 11.11. Those who have come into direct contact with positively tested COVID-19 person need to isolate themselves while waiting for their appointment. There is no need to take any procedures towards the people who have had contact direct contact until a case has been deemed positive. The administrator will be in charge of deciding if the contact person should be sent home until the direct contact's results come back or if they can continue their work.

# 12. Personal Protective Skills



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## Personal Protective Skills

- 12.1. Students and staff must wear their masks / hats 'n visors / full-face visor at all times during the school day.
- 12.2. The school administration will provide the designated supervisors that will be working with suspected cases medical protective clothing that is used for this purpose and that is approved by the Ministry of Health.
- 12.3. The necessity to wear personal protective equipment to protect from the risks of the work environment inside the isolation room. The use of personal protection equipment must only be used by one person and it's prohibited to share in their use to prevent the transmission of infection between students or staff.
- 12.4. Several supervisors will be trained by the Ministry of Health in prevention measures on how to fight the COVID-19 virus, the method of preventing disease and the methods used when dealing with suspected cases.

# 13. School Uniform



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## School Uniform

- 13.1. Students are to wear the full, correct school uniform when attending school.
- 13.2 When attending online classes, students are to also wear their school uniform. Their conduct online is to be in line with school disciplinary measures, and they are to adhere to the online protocol.