



LITTLE FLOWER ENGLISH SCHOOL DUBAI

CONTINGENCY PLAN

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2024
Date of next review	18-03-2025
Signature	



CONTINGENCY PLANS FOR SCHOOL REOPENING

LFES POSITION REGARDING COVID-19

Little Flower English School will comply with all KHDA and DHA policies that have jurisdiction over LFES.

LFES has developed color coded protocols to handle Covid-19 cases efficiently.

LFES PRIMARY STEPS TO MITIGATE SPREAD OF COVID-19

These are standard measures to be taken.

- Temperature checking and sterilizing at entry
- Hand washing and sanitizing
- Feasible physical distancing
- Elimination of large gatherings that do not provide sufficient physical distancing
- Health monitoring measures (temperature and symptoms)
- Revised attendance policies for students and employees
- Enhanced cleaning protocols

COVID-19 SCHOOL OPERATION CONTINGENCY PLANS BY COLOR CODED PROTOCOLS

BLUE PROTOCOL

No Covid-19 case on LFES campus

Blue protocol is characterized by minimal modifications to pre-COVID routines with additional cleaning and sanitization measures to avoid falling back to the Green protocol.

Blue protocols will characterize normal routines and procedures and pre-COVID cleaning measures.

Blue cleaning and sanitation routines include:

- Additional disinfectant wiping of high touch surfaces throughout the day (door handles and push bars, sink handles, toilet and urinal flush valve handles, shared surfaces such as countertops and tables)
- Hand sanitizer stations at entries, exits, beside heavily used doors and common areas
- Students, staff and visitors wear face mask all the time at school and on school buses
- Avoid all programmes and gatherings which cannot ensure physical distancing
- Students and staff snacks and water from home

- Sharing of food to be avoided by all
- Teach and reinforce hand washing with soap and water (at least 20 seconds); increase monitoring
- Use 60% alcohol or higher hand sanitizer when washing isn't possible
- Teach and monitor coughing and sneezing hygiene (covering properly); throw used tissues in the trash immediately, followed by hand washing or sanitizing
- Implement physical distancing protocols for extracurriculars

Blue Attendance Policy

Sick students/staff must be fever and symptom free for 24 hours to return to school unless COVID-19 related; then follow COVID-19 attendance policy.

GREEN PROTOCOL

1 to 3 Covid-19 cases on campus

Green protocol is characterized by more significant changes to our daily routines to proactively prevent community spread and to avoid fall back to Yellow and Red protocols. It presents moderate changes to our routines but allows us to largely carry on all programming with some modifications.

Green protocols will characterize modest modification to operations.

Green cleaning and sanitation measures will include all Blue protocol routines plus enhanced cleaning measures:

- Daily cleaning and disinfecting of frequently touched surfaces such as countertops, tables, door handles, push bars and plates, sink handles, toilet handles, urinal flush valve handles
- Cleaning of playground surfaces between use and rotation of small groups using equipment
- Increase air circulation and ventilation as much as possible
- Avoid shared classroom supplies as much as possible and clean shared supplies after use
- Fully equip each classroom and communal space with cleaning supplies
- Shared surfaces cleaned between classes/sessions

Green adjustments to programs and routines include Blue protocols:

- Temperature and symptom check for all students, staff, parents, and visitors upon arrival to building
- Utilization of isolation room for isolation of symptomatic students and staff
- All students, staff and visitors including parents wear face masks all the time on campus
- Modeling and supervising of appropriate physical distancing and prominently posted educational posters to remind and reinforce physical distancing practices
- Reduce class size as much as feasible
- Implement feasible schedule adjustments to promote physical distancing
- Avoid all programmes and gatherings which cannot ensure physical distancing
- Students and staff snacks and water from home
- Sharing of food to be avoided by all

- Special seating and arrival/dismissal modifications for vulnerable students and families
- Seating arrangements and classroom procedures designed to keep students appropriately spaced and facing in the same direction
- Implement physical distancing protocols for extracurriculars

Green Attendance Policy

Sick students and staff must be fever and symptom free for 24 hours and submit a doctor's note or pass an interview with the campus Health and Safety Officer in order to return to school unless COVID-related; then follow COVID-19 attendance policy.

YELLOW PROTOCOL

4 to 8 Covid-19 cases on campus

Yellow protocol is designed to prevent a COVID-19 outbreak on LFES campuses. Yellow requires that all feasible physical distancing is implemented on campus and that frequent deep cleaning and sanitizing are necessary. Daily routines in the Yellow protocol are significantly impacted, but programs largely go on in alternative formats.

Yellow results in significant modifications to operations.

Switch Phase1 & 2 to Distance Learning approach

Yellow cleaning and sanitation measures include Blue and Green protocols plus enhanced cleaning measures:

- Commonly touched surfaces such as handles and knobs wiped down four times per school day
- Yellow adjustments to programs and routines include Blue and Green protocols plus:
- Remote learning for vulnerable students and families
- Small groups utilized to the fullest extent possible (mixing of groups avoided as much as possible)
- All students, staff and visitors wear face shields in addition to face masks
- Non-contact play at recess
- Modification of schedule to eliminate mixing of student cohorts as much as possible
- Potential modifications to extracurriculars that do not permit sufficient physical distancing
- Classroom routines modified to eliminate activities that do not keep students physically distanced
- Faculty, parent, and student preparation for Red protocol and remote learning

Yellow Attendance Policy

Sick students and staff must be fever and symptom free for 24 hours and submit a doctor's note or pass an interview with the campus COVID-19 coordinator in order to return to school unless COVID-related; then follow COVID-19 attendance policy.

RED PROTOCOL

More than 8 Covid-19 cases on campus

Red protocol is designed to flatten the curve of COVID-19 spread in our community. It is characterized by remote learning and remote participation in school life and extracurriculars.

Red results in extreme modifications to school operations.

- Campus closed to all but essential staff
- Campus decontaminated
- Distance learning is reinstated in all phases.
- Distance learning policy along with cyber safety protocols and wellbeing policy are followed for effective distance learning.

Red Attendance Policy

Student attendance in live online classes and participation in asynchronous learning will be recorded and monitored on a daily basis.

COVID-19 ATTENDANCE POLICY

Administration and staff will actively educate and enforce stay-at-home policies and return-to-school policies.

- LFES will provide additional paid leave to employees who experience extended COVID-19 absences due to required self-isolation or contraction of COVID-19 until such time as extended absences are no longer necessary.
- LFES will implement robust remote educational services to students who experience extended absences due to self-isolation/quarantine of students sick with or exposed to COVID-19.

If the student or employee thinks they have or does have COVID-19 symptoms, they can return to school only after:

- 3 days with no fever AND
- Symptoms improve AND
- 10 days since symptoms first appeared (or if tested, when they have no fever, symptoms improve, and they receive two consecutive negative tests at least 24 hours apart).

If the student or employee has tested positive (with or without symptoms) they can return to school only after:

- 10 days have passed since the test OR
- If tested, they can return to school after two consecutive negative tests administered at least 24 hours apart.

If a student or employee believes or knows they have been exposed to someone with COVID-19, they can return to school after:

- 14 days at home (from the date of exposure)
- If symptoms develop or if they test positive, see guidelines above.

During Green and Yellow, visitors to campus and parents must be held to the same attendance policy as students and employees.

COVID-19 RELATED POLICIES

Face Coverings

In Green and Yellow, wearing face coverings when physical distancing isn't feasible is a key part of Eden's mitigation efforts, and education regarding washing and disposal of coverings will be important. In these protocols, adults working closely with children, coworkers, or guests on campus will wear a face covering unless doing so is determined by the principal to be emotionally or educationally harmful to the student(s) being served. Any adult who has medical

issues that prevent them from wearing a face covering as directed must provide a doctor's note and may be reassigned to other duties if deemed necessary by the administration.

- Disposable coverings should only be used once and then discarded properly.
- Cloth coverings must be washed daily in a washing machine and dried on the highest dryer setting (or in direct sunlight) or soaked at least 5 minutes in a bleach designed to disinfect. (4 tsp per quart of room temperature water or 1/3 cup per gallon).

While students, faculty, and staff will be encouraged to provide their own PPE, the school will also keep PPE in stock for anyone on campus.

Arrival Screenings in Green and Yellow

- Temperature screenings will be utilized. Employees and students with a temperature of 100.4 or higher will be sent home.
- Staff, parents, students, and visitors will be asked about symptoms: fever, shortness of breath, or cough since yesterday.
- Designated screening personnel will ask about signs of potential illness in the child, parent, visitor, or employee such as flushed cheeks, rapid breathing or difficulty breathing (without recent exertion), fatigue, or extreme fussiness (in children).

Creating a Healthy Environment

If COVID-19 symptoms present themselves in a person while on campus, any space and surfaces used by that person should be off-limits until it can be disinfected. When feasible, staff should wait 24 hours before cleaning or as close to 24 hours as is possible (to let any vaporized particles settle).

Notifications When Cases Arise

The COVID-19 coordinator at each campus will notify the campus principal, Mr. Abdulla Kutty, and Ms. Taquia whenever a COVID-19 case is confirmed. Mr. Abdulla Kutty, and Ms. Taquia will notify local officials, staff, and families immediately in accordance with state and local laws while maintaining confidentiality.

The COVID-19 coordinator at each campus will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow Eden's attendance policies for COVID-19 as outlined in this document. The coordinator should confirm with the campus principal in writing which individuals were in close contact and that the notifications have been completed.

Extracurricular Policies

Policies for athletics and performing arts will be developed over the summer, including how to safely host events on our campus.