



مجموعة الملكية البريطانية للتعليم
ROYAL BRITANNIA
EDUCATION GROUP

COVID -19 PREVENTION AND PREPAREDNESS WELLNESS MANUAL



وزارة الصحة
Ministry Of Health



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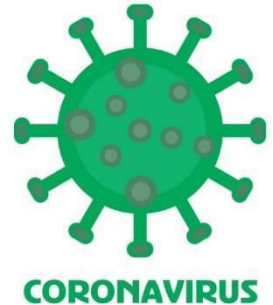
1) FACTS ABOUT COVID-19

What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.



How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

What is the treatment for COVID-19?

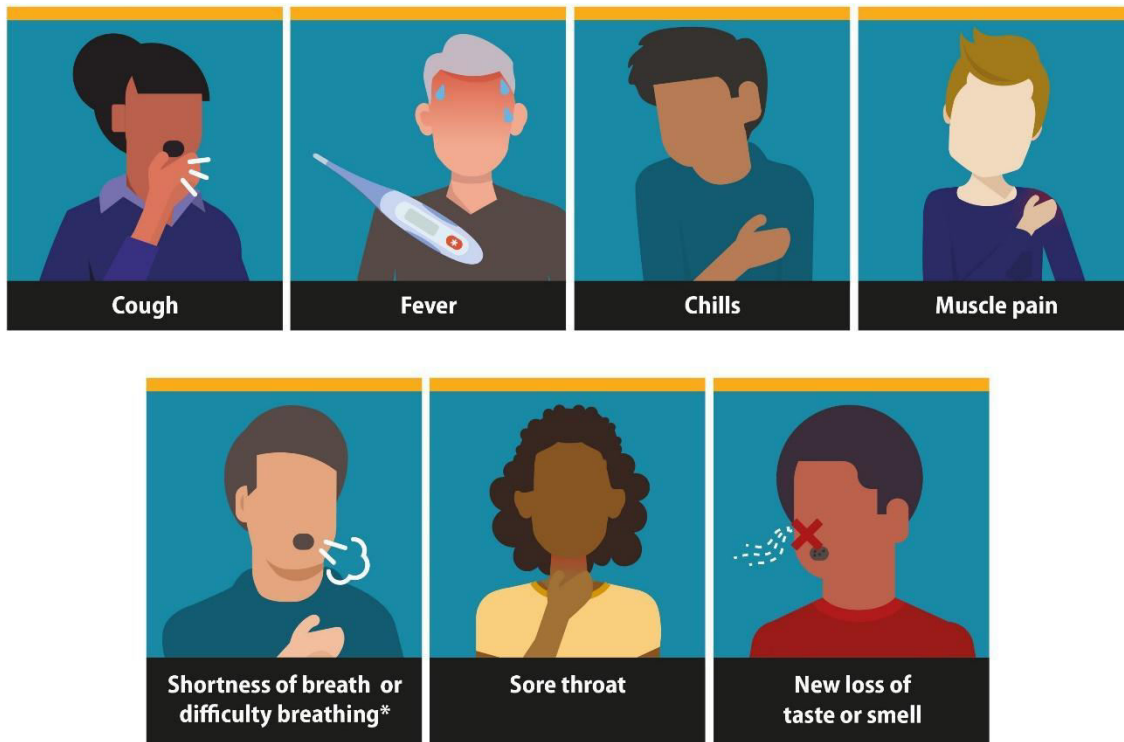
There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- ✓ staying home when sick;
- ✓ covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately;
- ✓ washing hands often with soap and water; and
- ✓ cleaning frequently touched surfaces and objects

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

2) INTRODUCTION

The outbreak of coronavirus disease (COVID-19) has been declared a Public Health Emergency of International Concern (PHEIC) and the virus has now spread to many countries and territories. While a lot is still unknown about the virus that causes COVID-19, we do know that it is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing) Individuals can also be infected from touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). While COVID-19 continues to spread it is important that communities take action to prevent further transmission, reduce the impacts of the outbreak and support control measures.

The protection of children and educational facilities is particularly important. Precautions are necessary to prevent the potential spread of COVID-19 in school settings; however, care must also be taken to avoid stigmatising students and staff who may have been exposed to the virus. It is important to remember that COVID-19 does not differentiate between borders, ethnicities, disability status, age or gender. Education settings should continue to be welcoming, respectful, inclusive, and supportive environments to all.

Measures taken by schools can prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus while minimising disruption and protecting students and staff from discrimination.

Purpose

Today, children and young people are global citizens, powerful agents of change and the next generation of caregivers, scientists, and doctors. Any crisis presents the opportunity to help them learn, cultivate compassion and increase resilience while building a safer and more caring community. Having information and facts about COVID-19 will help diminish students' fears and anxieties around the disease and support their ability to cope with any secondary impacts in their lives. This guide provides key messages and considerations for engaging school administrators, teachers and staff, parents, guardians, caregivers and community members, as well as children themselves in promoting safe and healthy schools.

The purpose of this document is to provide clear and actionable guidance for safe operations after the closure, early detection and control of COVID-19 in schools and other educational facilities. The guidance, while specific to countries that have already confirmed the transmission of COVID-19, is still relevant in all other contexts. Education can encourage students to become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread of viruses. Maintaining safe school operations or reopening schools after a closure requires many considerations but, if done well, can promote public health.

As educators, we must be prepared to support our staff, students and their families with their mental health as we prepare to reopen our schools and academies in the coming months.



3) STUDENTS, STAFF AND PARENTS

Key Messages & Actions

Basic Principles

Following basic principles can help keep students, teachers, and staff safe at school and help stop the spread of this disease. Recommendations for healthy schools are:

- Sick students, teachers and other staff should not come to school.
- Schools should enforce regular hand washing with safe water and soap, alcohol rub/hand sanitiser or chlorine solution and, at a minimum, daily disinfection and cleaning of school surfaces.
- Schools should provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures.
- Schools should promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together).

Know The Latest Facts

Understand basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission. Stay informed about COVID-19 through reputable sources such as WHO and national health ministry advisories. Be aware of fake information/myths that may circulate by word-of-mouth or online.

Ensure Safe School Operations

Update or develop school emergency and contingency plans. Consider cancelling any community events/meetings that usually take place on school premises, based on risk.

Screening students, staff, parents, guardians, caregivers and visitors at the entrances of the buildings. Persons with temperature exceeds 37.5 degrees Celsius shall not be allowed to enter RB buildings under any circumstances.



Reinforce frequent handwashing and sanitation and procure needed supplies. Prepare and maintain handwashing stations with soap and water, and if possible, place alcohol-based hand rub (hand sanitisers) in each classroom, at entrances and exits, and near lunchrooms and toilets.

Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)

Guidance for Cleaning and Disinfecting

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students and staff.

- ❖ **Cleaning Removes** dirt and most germs and is usually done with soap and water.
- ❖ **Disinfecting Kills** most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.



Hands
that look
clean can still
have icky
germs!



Wash YOUR HANDS!



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Clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:



- Door knobs and handles
- Stair rails
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Shared toys (you should not have soft toys in school during coronavirus)
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Fingerprint scanners
- Bus seats and handrails

Note: Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using them to minimise disease transmission. To facilitate cleaning, consider using covers that protect the keys but enable use.

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff should not touch their face while cleaning and only after they can wash hands after cleaning.
- Cleaning staff should wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered. Laundering should be done as soon as possible and done safely at home.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids – blood, vomit, faeces, and urine.
- All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace.



Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**



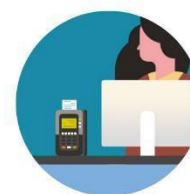
Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.



- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items**.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves**, and wash hands right away.

Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.



- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitiser: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitiser that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional Considerations for Employers

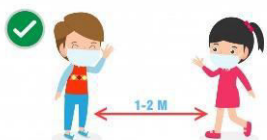
- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.



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Implement Social Distancing Practices

The term “social distancing” refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. At least two metres of separation is the distance that should be kept between people interacting within their community. This recommendation is most important in the setting of a large gathering where there is intermingling of people whose symptom status may be hard to monitor.



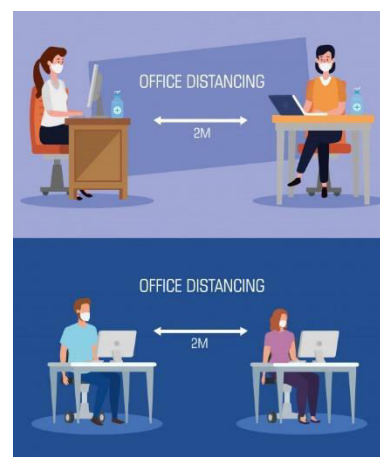
STUDENTS:

- Alternating the beginning and end of the school day.
- Cancelling assemblies, sports games and other events that create crowded conditions.
- When possible, create space for children's desks to be at least 1 meter apart. Better to turn desks to face in the same direction (rather than facing each other).
- When possible, hold classes outside.
- Teach and model creating space and avoiding unnecessary touching.

- Alternating meal times to minimise the number of children dining inside at one time. Encourage lunch bags from home.
- Reduce the number of students on buses.

STAFF:

- Separation and removal of offices, chairs and other furniture at least (2 meters).
- No gatherings in the staff rooms.
- Hold staff meetings virtually or in a large enough space to accommodate social distancing.
- Conduct professional development virtually whenever possible.
- Remind staff to follow appropriate social distancing and health etiquette measures when interacting with the community. No dealing with cash payments.



Face Coverings and Disposable Covers

Teach and reinforce use of mask/cloth face coverings. Masks or face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Masks or face coverings should be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.

When necessary, provide disposable plastic protective gowns and disposable shoe covers to be worn by the staff as they enter the premises. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.



Note: Mask or face coverings should **not** be placed on:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Before putting on a mask,
clean hands with alcohol-
based hand rub or soap
and water



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Cover mouth and nose
with mask and make sure
there are no gaps
between your face and
the mask



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Avoid touching the mask
while using it;
if you do, clean your
hands with alcohol-based
hand rub or
soap and water



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

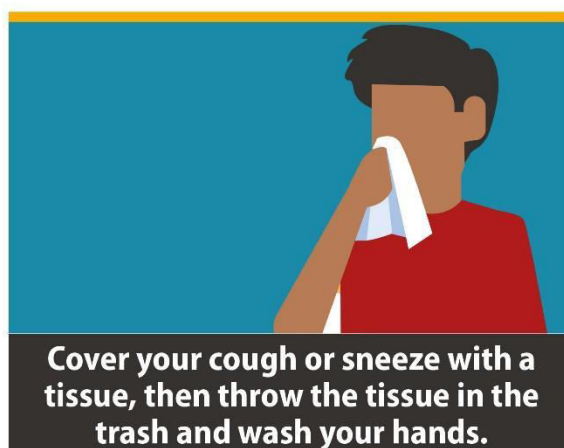
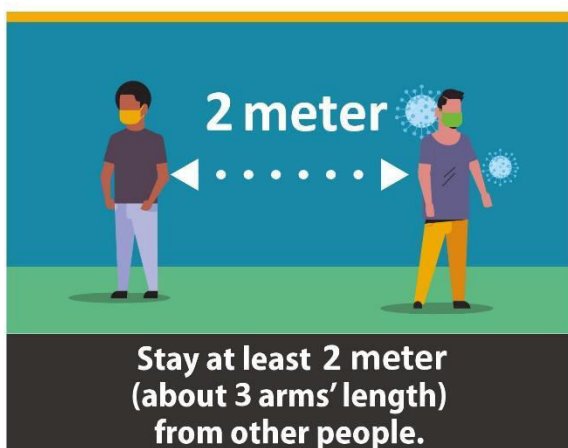
To remove the mask: remove
it from behind (do not touch
the front of mask); **discard**
immediately in a closed bin;
clean hands with alcohol-
based hand rub or soap and
water





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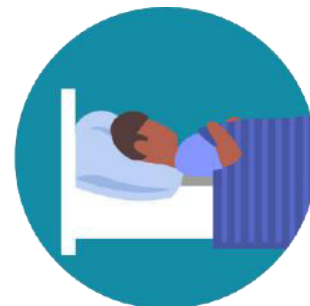
Help prevent the spread of respiratory diseases like COVID-19



Establish Procedures If Students Or Staff Become Unwell

Plan ahead with local health authorities, school health staff and update emergency contact lists. Ensure a procedure for separating sick students and staff from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible. Students/staff may need to be referred directly to a health facility, depending on the situation/context, or sent home. Share procedures with staff, parents and students ahead of time.

- Isolate the person in a separate room while they wait to be picked up or until they are able to leave the facility on their own. Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub.
- Remind staff who are monitoring the student or staff member with symptoms to practice social distancing when possible.
- Close off the space used for isolation after the ill person leaves. Open it after proper cleaning and disinfecting.
- Clean and disinfect high-touch surfaces, focusing on areas where the person is known to have been and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.



Look After Staff Health, Well-Being And Safety

Employees' health, safety and well-being during a global health emergency like the coronavirus outbreak should be paramount. Employers have a statutory duty of care for staff health and safety and to provide a safe place to work, but there's also a strong moral responsibility to ensure that employees feel safe and secure in their employment. Communicate clearly to employees that they need to take precautions, avoiding travel to affected areas and/or coming into contact with infected or potentially infected people or animals. Advise them on what to do if they think they may have caught the virus.

Adapt School Policies Where Appropriate

Develop flexible attendance and sick leave policies that encourage students and staff to stay home when sick or when caring for sick family members. Discourage the use of perfect attendance awards and incentives. Identify critical job functions and positions, and plan for alternative coverage by cross-training staff. Plan for possible academic calendar changes, particularly in relation to breaks and exams.

Staff Policy When Spread of The Virus

As the likely spread of the virus continues, employers may face the following situations:

If employees have been told by a medical professional to self-isolate: Follow the advice from the Government if a doctor, advises an employee or worker to self-isolate, if they are entitled to paid sick leave. This includes individuals who may be a carrier of COVID-19 who may not have symptoms. Employers should use discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate in the current exceptional circumstances and employer has the right to ask the staff to work from home wherever possible.

If an employer sends people home as a precaution: Employees are following the reasonable instruction of their employer and follow the guidance of the government authorities.

Develop strategies to maximise the amount of home working to prevent the spread of infection if necessary.

Increased sickness absence may create a need for other employees, if willing, to work longer hours to keep your education services going. If this happens, you will need to comply with the working time regulations applicable in your guidance to ensure appropriate length of day time working hours, night shifts and rest breaks.

Have in place plans that will enable the organisation to operate on a skeleton staff if necessary.

Identify key services and roles that are essential and can't be put on hold, as well as projects or roles that could be temporarily stood down. Identify those individuals and managers who have transferrable skills, who can fulfil more than one function and could be allocated to more essential roles.

Carry out a resourcing risk assessment of the organisation, identifying essential areas of the business where few employees have the required skills. Training additional employees in these skills should be considered. Ensure that procedures are developed to ensure smooth handovers for employees who are filling in for colleagues in unfamiliar roles. It may be necessary to provide additional training and a risk assessment if individuals are moving to roles where there may be a healthy and safety risk.

If you have possible or confirmed COVID-19:

- 1. Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.


- 2. Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.


- 3. Get rest and stay hydrated.**


- 4.** If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.


- 5.** For medical emergencies, call 151 and **notify the dispatch personnel** that you have or may have COVID-19.


- 6. Cover your cough and sneezes.**


- 7. Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitiser that contains at least 60% alcohol.


- 8.** As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.


- 9. Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.


- 10. Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



Coordinate and follow guidelines from the national health and education authorities. Share known information with staff, parents and students, providing updated information on the disease situation, including prevention and control efforts at school. Ensure that staff and parents rely on official news sources. Reinforce that parents should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home. Ensure to address children's questions and concerns, including through the development of child-friendly materials such as posters which can be placed on notice boards, in restrooms, and other central locations.



Monitor School Attendance

Implement school absenteeism monitoring systems to track student and staff absence and compare against usual absenteeism patterns at the school. Alert local health authorities about large increases in student and staff absenteeism due to respiratory illnesses.

Plan For Continuity Of Learning

In the case of absenteeism/sick leave or temporary school closures, support continued access to quality education. This can include:



- Use of online/e-learning strategies
- Assigning reading and exercises for home study
- Assigning teachers to conduct remote daily or weekly follow up with students
- Review/develop accelerated education strategies

Plan For Continuity Of Staff Professional Development (CPD)

As organisation, ensure to support your staff by continuing the organisation's annual Continual Professional Development (CPD). Keep your staff engaged and make sure you're meeting your commitment to providing CPD through the pandemic and beyond.

Ensure to cover the below mentioned topics and other topics relevant to the organisation's staff:

- Education and training in the context of COVID-19
- E-learning – Virtual Education
- Support mainstream and SEND students during a pandemic

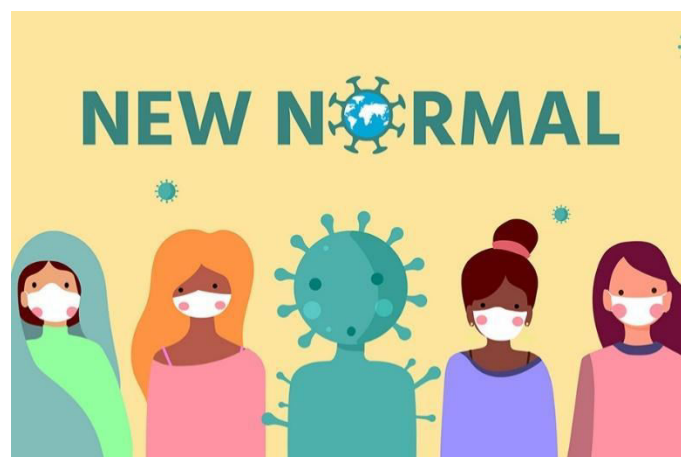


4) USEFUL NUMBERS



5) CONCLUSION - THE NEW 'NORMAL'

There will be a new 'normal' – do not expect everything to just return to how it was. Nobody knows for certain how long the COVID-19 pandemic will last and how our society and education sectors will react. Be prepared that your organisation may not return to the pre-pandemic levels for many months. By creating a return to teaching plan, you will have taken the first steps in adapting to the New Normal.



The success of the school reopening plan depends on the commitment and the raising of community awareness, as cooperation and commitment to health requirements increase the results approach the desired goals to prevent and eradicate the spread of the disease.

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