

## Stay at Home if Unwell – COVID Leave Policy 2020-21

**Implemented:** August 2020

**Next Review:** June 2021

Staying at home if you're sick is still the best thing you can do to stop any future spread of COVID-19.

To be able to keep the entire school community safe, we follow a strict "Stay at Home If Unwell COVID Leave Policy".

### **When should the student stay at home?**

It is mandatory that the student stays at home if he/she is showing any of (but not limited to) the following symptoms:

- Fever (temperature greater than 99.5°F/37.5°C)
- Dry cough.
- Tiredness, body ache or pain.
- Sore throat.
- Diarrhea or vomiting.
- Conjunctivitis.
- Headache.
- Loss of taste or smell.
- Rash on skin or discoloration on fingers or toes.
- Difficulty breathing or short of breath.
- Chest pain or pressure.
- Loss of speech or movement.
- Runny nose.
- Had a positive Covid-19 PCR test.
- A close contact for a person who tested positive for Covid-19.

### **What to do if the student has any of the above symptoms?**

- Keep the student at home.
- The parent must inform the student's teacher/ form tutor by email.



- If the symptoms are related to Covid19, or if the student underwent a covid-19 test or is a close contact to covid19 positive case, the parent must immediately write an email to the Health and Safety officer – Mr. Neijin Pathrose at [hse\\_win@gemedu.com](mailto:hse_win@gemedu.com). They can also keep the school's doctor in the email.

### **What will happen if a sick student comes to school?**

- The student with symptoms will not be allowed to board the bus or enter the school.
- If the symptoms appear during the school hours, the student will be triaged and sent to the clinic or isolation room.
- If the student is medically stable, the medical team will call the parents and they must collect the student within 30 minutes from receiving the notification call.
- If the student is medically unstable, an ambulance will be called and parents will be notified.
- If the student is identified as a Covid-19 suspected case (based on DHA criteria), he/she will be required to undergo the Covid-19 test and will not be allowed in campus until he/she provides a negative result.

### **How will the student access learning while at home and how will the attendance be marked?**

- If the student is fit enough to be able to study, he/she can access online lessons from home and will be marked present as a distance learning student. He/she will need to submit all assignments as per the expectations.
- If the student is hospitalized or not well enough to attend lessons, he/she will be marked as notified absent. Once well enough, he/she can attend online/face to face lessons depending on the medical condition and after submitting all the required documents. He/she will be supported by teachers to catch up on the missed work through one to one support lessons.
- In case of any concerns or support required, he/she or the parents must write to the form tutor/subject teacher or any member of the Senior Leadership team.

### **How will the wellbeing of the student be supported during isolation?**

- A member of the medical team will get in touch with the student/parent regularly to get updates about the health developments of the student as well as offer support.
- The Head of Wellbeing along with the pastoral care team – the form tutor, HOY or HOKS will be in touch with the student/parent regularly to keep themselves updated about the wellbeing of the student as well as support as needed.
- The school counsellor will share strategies with the student/parent on how to keep mentally, emotionally and socially strong during isolation. The counsellor will be available in case the student/parent needs one to one or family counselling.

### When can the student rejoin the school physically?

- **For Non Covid-19 related illness or Covid-19 PCR Negative:**  
If the student is symptoms free for at least 24 hours prior to joining the school without using any fever reducing medication, he/she can rejoin school (if PCR test was done – submit PCR negative report).
- **For Covid-19 Close contact:**  
After completing 14 days quarantine and having no symptoms, he/she can rejoin school.
- **For Covid-19 PCR positive:**  
Only upon submitting the de-isolation certificate from treating health care facility.

### What should be done at home to minimize spread?

It is very important to limit contact with others at home to minimize spread to other family members.

- **Housemates with symptoms:**  
If somebody at home develops symptoms of COVID-19, they should call the medial/government authorities.
- **Sleeping arrangements:**  
The unwell person must not share a bed with others. He/she should avoid sleeping in a common area until he/she is feeling better.  
Aim to stay in a well-ventilated room with a window that can be opened. Try to keep the window open as much as possible to enable ventilation and airflow as this will help to keep clean air moving through the room.
- **Shared living rooms:**  
Minimize the time spent by the sick person in shared spaces such as bathrooms, kitchens and sitting rooms as much as possible and keep shared spaces clean and well ventilated.
- **Visitors at home:**  
While someone is unwell, don't invite or allow social visitors, such as friends and family to enter your home. Use the phone or other means of contact.  
Ask delivery drivers to drop off food and supplies at the door.  
The person who is unwell should also avoid visiting others. He/she should stay home until fully recovered.
- **Sharing of items:**  
If someone is unwell - don't share their dishes, drinking glasses, cups or eating utensils with other people at home.  
These items, after use, must be thoroughly washed with soap and water separately.  
Toothbrushes, clothes, towels, washcloths or bed linen must not be shared and washed separately.  
Food and drinks must not be shared.  
The person who is unwell must not prepare food for others.

## What are the guidelines by authorities regarding COVID protocols?

### Process map for Students and staff developing symptoms at home:

- If student has symptoms at home, he/she needs to see the physician and get medical certificate (the doctor will decide if PCR will be conducted or not). If the physician advises for PCR test, we also need the result together with the medical certificate. Only with **medical certificate with the diagnosis fit to go back** to school or **negative PCR** result will be accepted.

### Process map for student who travelled abroad:

- If the student travelled abroad, he/she needs to have PCR done in UAE or complete the 14 days quarantine at home. If within the 14 days quarantine the student develops symptoms, he/she will have to seek medical advice including conducting PCR test.

### Process map for close contact with positive case:

- If the student is in contact with a positive case, he/she will have to undergo 14 days quarantine. If symptoms start to develop, he/she should seek medical advice and PCR to be done. If there are no symptoms during the 14 days, he/she can come back to school.

### Process map for the clinic:

- If the student is showing symptoms of a suspected case, he/she will be sent home and can only be accepted back in school after the negative result of PCR.

Signed :

*Meenakshi*

Date: June 2020