



**Park House
English School**

COVID-19 SAFETY PROTOCOLS

Key Covid Health and Safety Protocols

1. Masks

Our policy on wearing masks follows the guidelines provided by the authorities.

- All staff, visitors and children from Year 2 upwards will always need to wear masks
- Teachers will wear masks/face shields
- All cleaning staff will always wear masks
- Students and staff are required to bring two masks per day
 - One for morning use and one for afternoon use
 - Please ensure fabric masks are washed on a daily basis



2. Temperature and Ehteraz Checks

Our policy on temperature and Ehteraz checks follows the guidelines provided by the authorities.

- All students, staff and visitors will always be required to have temperature checks on entry into the school.
- Non-contact thermometers will be located at all entry points into the school.
- Any staff, visitor or student with temperatures of 37.5 or above will not be allowed into the school and will return home
- Ehteraz app: all adults must show a green Ehteraz status prior to entry onto the school site



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3. Handwashing

As all the guidelines on COVID-19 suggest, washing your hands constantly is a key preventative measure against the virus.

- We will encourage regular hand washing and sanitising.
- Teachers will model and guide students on hand washing
- Hand wash breaks will be worked into the timetable for all students – before and after breaks, including snacks in the classroom
- Those entering the school will be required to sanitise their hands upon entry
- Each bathroom will be appropriately resourced and have posters with effective hand washing and drying instructions



4. Social Distancing

- All classrooms will be arranged to ensure social distancing is maximized.
- Current Ministry guidelines stipulate no more than 15 students per class.
- All common areas will have staggered use so that social distancing can be maintained.
- All family teacher meetings, information sessions, coffee mornings and all other meetings for families will be held online.
- No group gatherings: students will not be permitted to gather in groups inside the school premises (including play areas).
- Directional arrows: when students do move around the school site, directional arrows on the floor indicate the flow of foot traffic.



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5. Cleaning and Disinfecting

Cleaning and Disinfecting protocols at Park House will happen at regular intervals every day, following relevant guidance.

- All key areas are disinfected frequently and the whole school is disinfected daily. A deep cleaning routine implemented at the end of the school day and over weekends
- Regular disinfection of frequently touched surfaces like door handles and handrails
- Hand sanitisers are available in every classroom and in all common areas



6. Attendance and Tracking Records

- Parents and visitors will only be allowed into the Main Reception Area. Parents permitted onto school site for drop off and pick up will not be allowed entry into school buildings
- Other than visits to our Finance and Admissions offices, all other visitors are by appointment only. Please ensure this is at least 24 hours in advance.
- Attendance is compulsory during all modes of learning and will be logged every day.
- Should your child require a medical exemption certificate to attend school online only, please click on the following link: <https://covid19.moph.gov.qa/EN/Pages/Back-to-School.aspx>



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7. Medical Concerns

- Please keep your child at home if they are unwell.
- It is everyone's duty to notify the school if there is suspected COVID-19 case
- The symptoms related to COVID-19 have so far been identified as the following:
 - A fever >37.5 degrees Celsius
 - Cough
 - Body ache or fatigue
 - Shortness of breath
 - Sore throat
 - Runny nose
 - Diarrhea and Nausea
 - Headache
 - Loss of sense of smell or taste
- Parents are asked to keep children at home if they show any of the above-mentioned symptoms
- Any student, member of staff or visitor showing any symptoms related to COVID-19 will be isolated immediately in the school clinic and appropriate action taken



**PLEASE NOTE THAT THIS IS NOT AN EXHAUSTIVE LIST AND PROTOCOLS MAY CHANGE
ACCORDING TO THE GOVERNMENT GUIDELINES AND PREVAILING CIRCUMSTANCES**

Key Covid Health and Safety Protocols

7. Management of Close Contacts with a Positive Case

Most of our staff is fully vaccinated. This means that there will be minimal disruption to learning, as vaccinated staff members may return to duties upon receiving a negative PCR test result and if they are symptom free.

Close contact with a confirmed case of Covid -19 (48hrs pre-test or 48hrs before symptoms presented).

Fully vaccinated (14 days have passed from 2nd dose)
or recovered from covid-19 in the past 12 months*



Isolate immediately and contact local PHCC to arrange a PCR test.

If contact is within school, Principle will liaise with MOPH and CDC to arrange contact tracing.



If result is **negative** and you are symptom free you can continue to resume normal duties. If you develop symptoms at any time you must repeat the PCR.

If result is **positive** you must isolate for 14 days and inform your close contacts for PCR testing and contact tracing.

Un-vaccinated



Isolate immediately and contact local PHCC to arrange a PCR tests.

If contact is within school, Principle will liaise with MOPH and CDC to arrange contact tracing.



If result is **negative** you must continue to isolate until you have completed 14 days of isolation since point of contact.

If result is **positive** you must continue to isolate for 14 days and inform your close contacts for PCR testing and contact tracing.

***As per CDC Guidelines - subject to change**

Disclosing Important Information

We need to ensure Park House remains a safe environment for our entire community. As such, we ask for your understanding of and agreement with our safety protocols and expectations. In addition, at times, we will need to collect some information and therefore might ask you to share:



Details of all recent travel



High risk medical conditions so that we can maintain a register in case there is a suspected case in our community



the latest, up to date medical records of your child



whether or not your child is vaccinated (12 and over), and provide a copy of the certificate

Arrival Procedures

As part of our safety guidelines, we have some very specific arrival and departure routines.

As students (and parents) arrive at school they will have their temperature tested using a thermographic body temperature measuring camera, located in the different entry areas. Parents will also be asked to show their green Ehteraz status before being permitted onto the campus.

The entry procedures for each Year Group will be as follows:

EYFS children will need to enter the school via the side gate and will enter the EYFS area directly through the front door.
One adult is permitted to accompany each child to the entrance door, but adults will not be allowed to enter the EYFS building.

Key Stage 1 children (Years 1 & 2) will also enter via the side gate and will enter the main primary building via the doors on the left-hand side (directly opposite the EYFS entrance).
One adult is permitted to accompany each child to the entrance door, but adults will not be allowed to enter the primary building. Staff members will be on hand to assist.

Key Stage 2 children (Years 3, 4, 5 & 6) will enter school via the front gate and proceed through the Main School Reception area into the right-hand side of The Heather Brennan Auditorium. From 13th Staff members will be on hand to assist.

Secondary students will enter via the front gate and proceed through the Main School Reception area into the left-hand side of The Heather Brennan Auditorium.

*To ensure the school is able to operate with maximum levels of safety, the school gates will not open until **7:10am** Please do not drop your child/children off before this time.*

The side gates will close at **7:40am** and any students arriving after the gates close will need to enter via the front gate and proceed to the School Main Reception area to sign in and have their temperature checked before they can proceed to class.

Departure Procedures

Please note that the school gates will not open until **1:40pm**.

EYFS: One adult per child will enter via the side gate and pick children up from the EYFS building (further details to be given).

Key Stage 1 children (Years 1 & 2): One adult per child will enter via the side gate and pick children up from the outside doors. Social distancing guidelines will be in place.

Years 3 & 4: One adult per child will enter via the front gate and proceed to the primary playground for pickup. Children will be waiting on the left-hand side (near the Auditorium) and will be released to the supervising adults as they are identified.

Years 5 & 6: One adult per child will enter via the front gate and proceed to the secondary playground for pickup. Children will be waiting under the shaded area and will be released to the supervising adult.

Secondary students: Secondary students will stay in classrooms until they receive confirmation that parents / drivers / taxis have arrived (via WhatsApp, taxi app, phone call etc.) or are about to arrive. They will then leave classrooms to ensure their departure is as quick as possible and they are not waiting outside. If secondary students are picking up siblings, they will do so on their way out (further details to be released).



Facilities Information

Libraries	Canteens	Play Areas and Break Times
<p>Students are allowed to borrow books from our libraries with the following protocols in place:</p> <ul style="list-style-type: none">• Only a limited number of students/staff will have access to the library at any one time.• Libraries will be disinfected on a regular basis.• All books will be sanitised upon return.	<p>The canteen will remain closed until permission to reopen is received from the Ministry.</p>	<p>As per Ministry mandates, students will spend their break and lunch times in their classrooms and will not be allowed to use the playgrounds.</p>





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What do our classrooms look like?

As stipulated by the MoEHE, there shall be no more than 15 students per classroom. All classrooms are arranged to ensure that social distancing is maximised.

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What are our cleaning routines?

Cleaning and disinfecting protocols happen at regular intervals every day, with a deep cleaning routine implemented at the end of the school day and over weekends. Hand sanitisers are available in every classroom and in all common areas.



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How will the school keep my child safe whilst in school?

Students (Year 2 +), staff and visitors will be required to wear masks in common areas and classrooms. Regular hand washing or sanitising will be frequently encouraged. Students will not be permitted to gather in groups inside the school premises (including play areas). Collective activities such as assemblies and extra-curricular activities will take place online, where possible.

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Will my child have break times?

Yes, all children will have a break time. However, as per MoEHE guidelines, these will be in classrooms and will be according to social distancing protocols.



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Will all children register with their teacher every day?

Registration will be done with ALL children at 7.40; face to face for those in class and for those children at home it will be live online. The class teacher will have contact with the children and introduce the day.

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What items can my child bring to school?

To ensure there is no sharing of equipment we will be asking parents to provide stationery. Students must only bring what is needed to school each day.