



AMITY
PRIVATE SCHOOL
SHARJAH



COVID-19 HANDBOOK

Terminology explained

You may come across the term 'SARS-CoV-2' – this is the official name for the new (or novel) coronavirus.

SARS-CoV-2 is the virus that causes the disease COVID-19.

- The term SARS-CoV-2 comes from 'severe acute respiratory syndrome coronavirus 2'.
- The term COVID-19 comes from 'coronavirus disease 2019' (because 2019 was the year it was discovered).

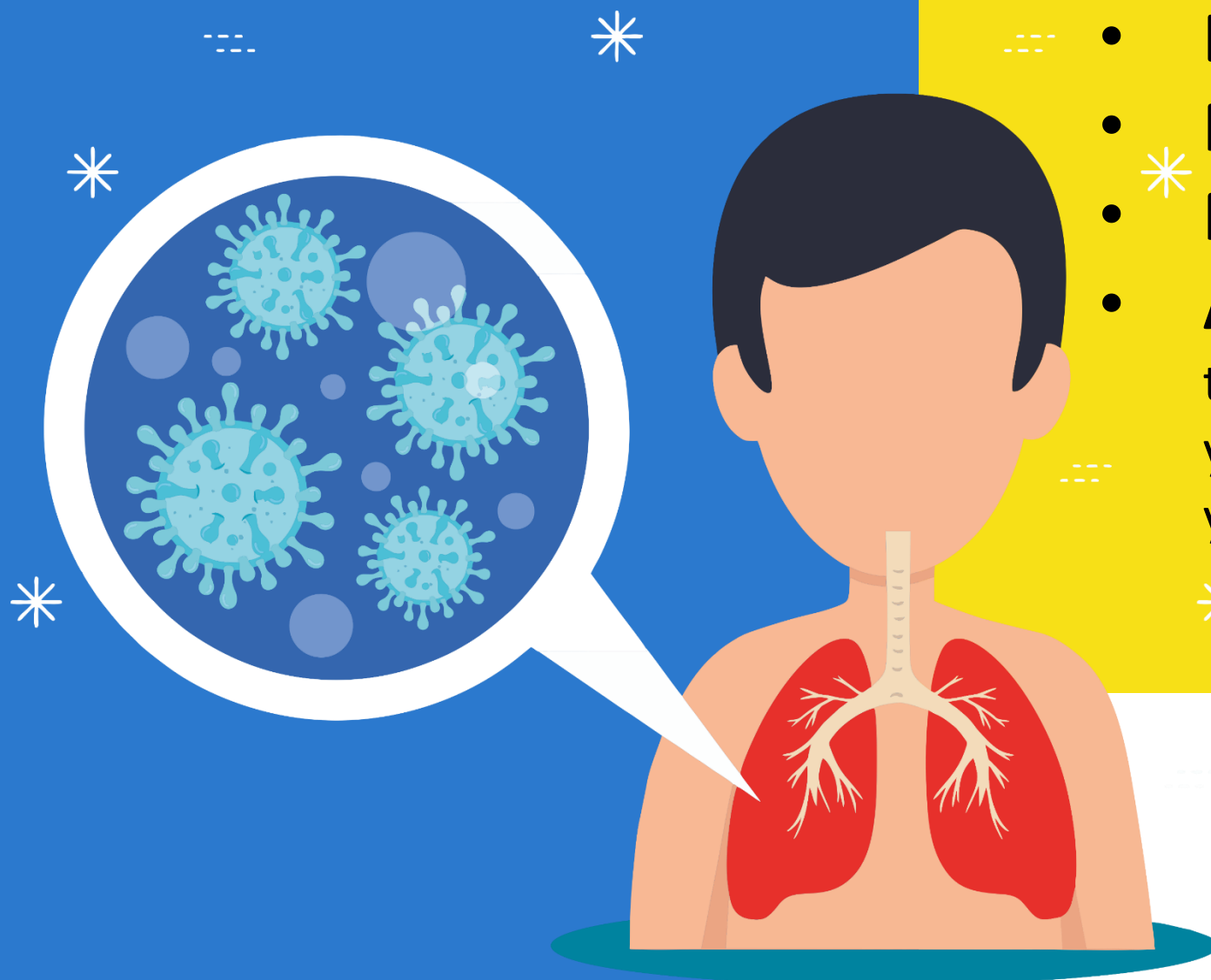
What is the new coronavirus and what is COVID-19?

Coronaviruses are a group of viruses that can cause illness in animals and humans. In late 2019 a new coronavirus started passing from person to person, causing a disease now known as COVID-19. On 11th March 2020 the World Health Organization (WHO) announced that the outbreak of COVID-19 was a pandemic. A pandemic is a global disease outbreak, which means it has reached a lot of people in large areas in a lot of different countries.

How does the new coronavirus affect the body?

The new coronavirus infects (gets into) a person through their -

- **Eyes**
- **Nose**
- **Mouth**
- **Affects their airways-** The passages that you breathe air in and out of, from your nose and mouth through the top of your throat and into your lungs.

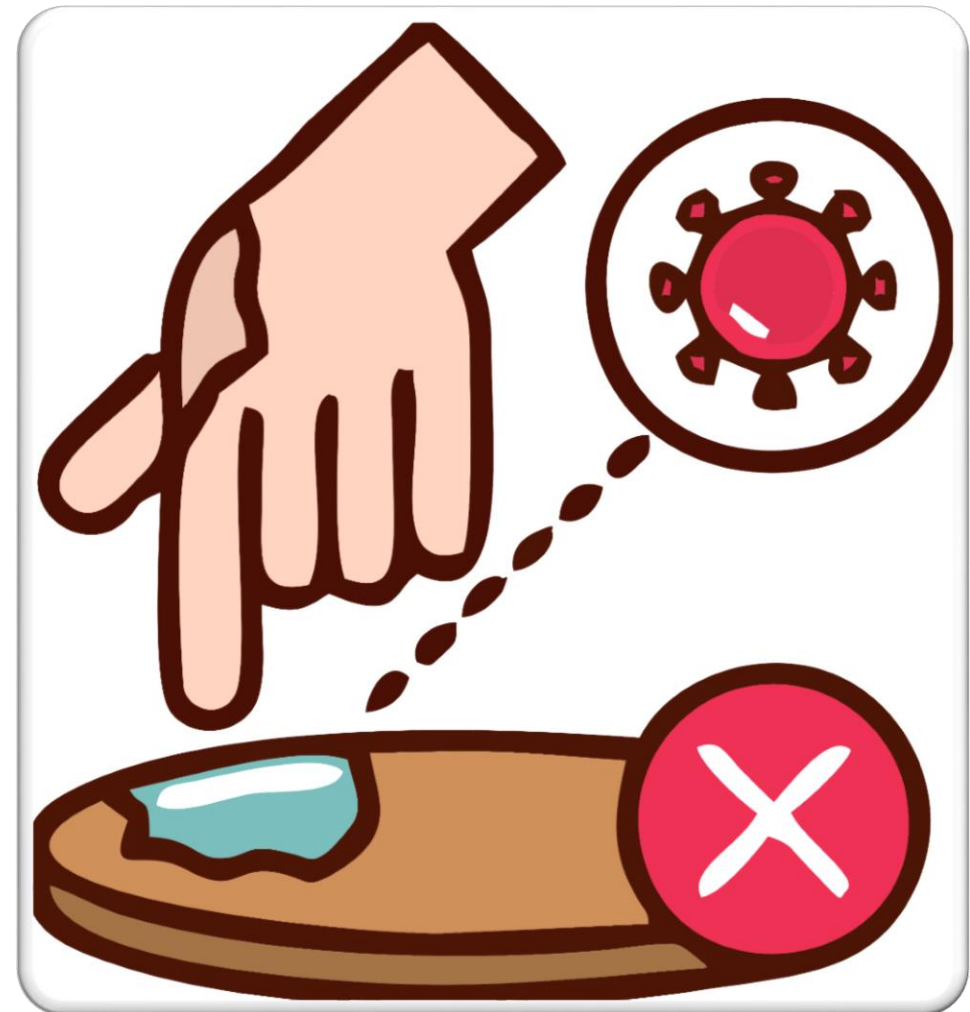


How is covid-19 transmitted?

Some strains of human coronavirus spread from one sick person to another through:



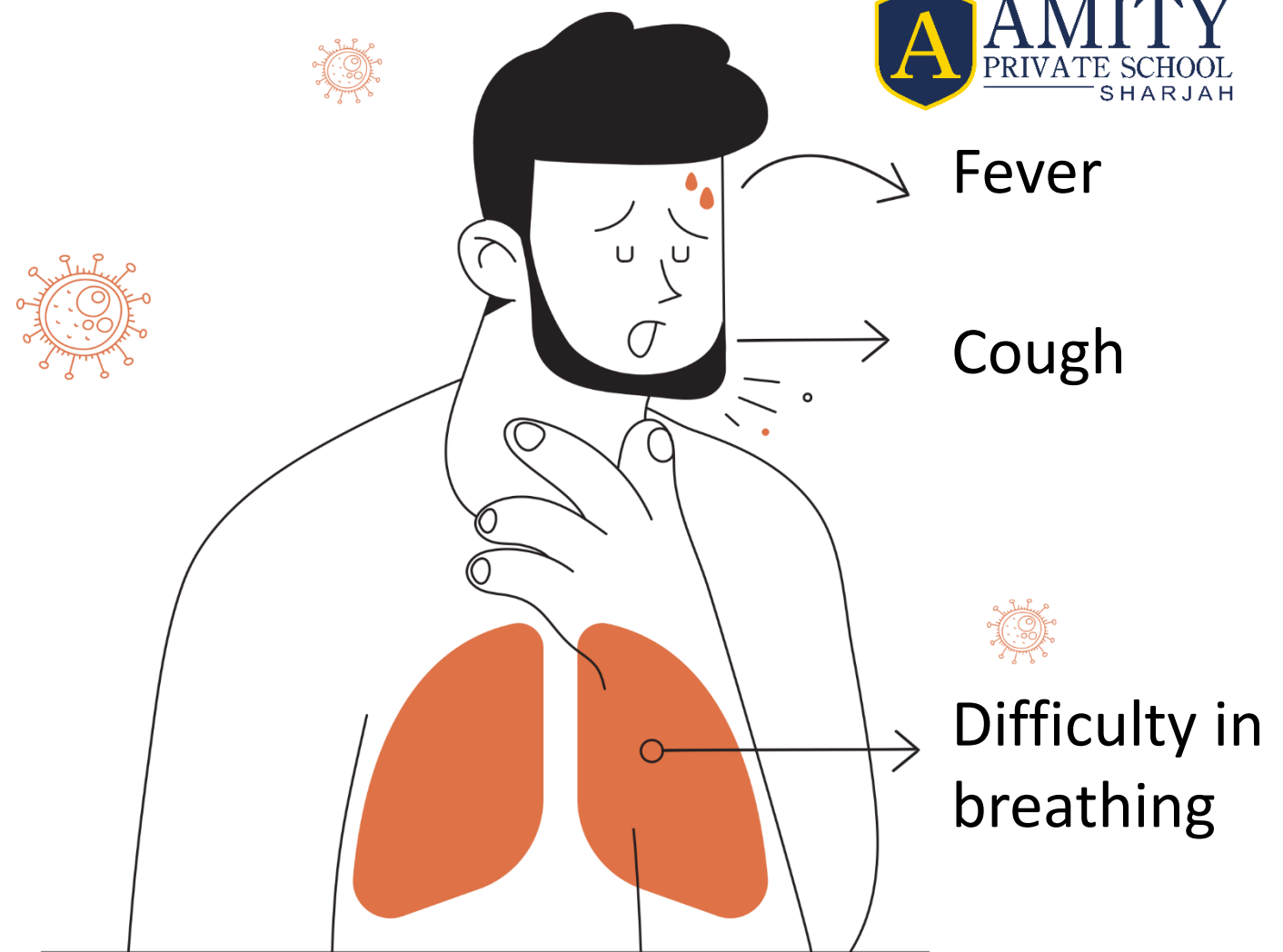
- Contaminated droplets in coughs or sneezes



- Contaminated hands and surfaces

What are the SYMPTOMS if you get infected with covid-19?

COVID-19 infects the lungs. The incubation period lasts for up to 14 days and it takes an average of 5 days for symptoms to appear. A high temperature (38°C), tiredness and a dry cough are then main symptoms, which can lead to breathing difficulties.



Who is at risk of developing severe illness?

Older persons

Persons with pre-existing medical conditions (such as high blood pressure, heart disease, lung disease, cancer or diabetes)

Protect yourself from NOVEL CORONAVIRUS COVID-19



Wash hands with soap and water for at least 20 secs. Rub palms, fingers and thumbs.

Alternatively, use an alcohol-based hand sanitizer.



Wear masks correctly and gloves to avoid direct contact with surfaces.

Keep physical distance & avoid close contact with anyone showing signs of respiratory illness.



Avoid hand-shakes



School COVID-19 Task Force

School team responsible for deciding on and overseeing all health and safety measures during the reopening phase.

Roles and Duties of the COVID-19 Task force

- Primary focus is to plan a suitable awareness program for all students, teachers, school staff and parents.
- Responsible for conducting the school's risk assessment and for ensuring the effective implementation of the school's reopening operational plan.
- Survey all parents, teachers and school staff members and identify any cases of individuals with high-risk conditions (Specific illness or immunocompromised)
- Make sure school clinic medical staff have completed COVID-19 training before joining the school
- Ensure all guidelines provided by health authority are followed
- Ensure disinfection protocols are implemented in the school clinic as per the health authorities guidelines.

Amity's COVID-19 Task force



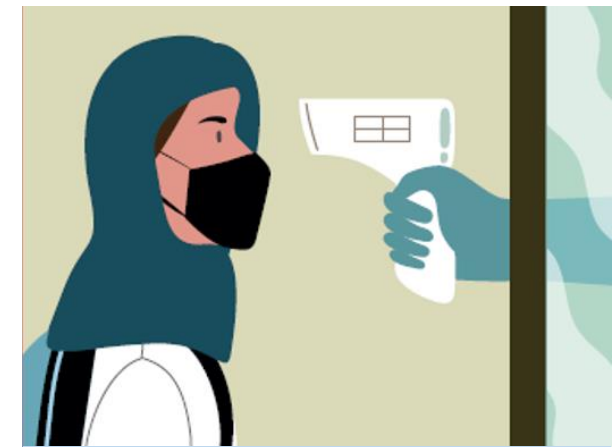
Name of the In-Charge	Designation	Responsibility	Email ID	Direct No.
Ms. Bandana Lazarus	Principal	Head of the Institution	principal@amitysharjah.ae	+971-6-5164902
Mr. Anish Jose	Operation Manager	Health & Safety Officer	operations@amitysharjah.ae	+971-6-5164907
Ms. Nancy Thomas	School Nurse	Clinic In-charge	nurse@amitysharjah.ae	+971-6-5164910
Ms. Reena Choudhary	Activity & Well-Being Coordinator	Well-Being Officer	rchoudhary@amitysharjah.ae	+971-6-5164917
Ms. Neenu Kuruvilla	Counselor	Counselling	counsellor@amitysharjah.ae	+971-6-5164912
Ms. Kuldeep Agrawal	Registrar	Well-Being Officer	registrar@amitysharjah.ae	+971-52-2520369
Mr. Kevin Castellino	HR Officer	HR Officer	kcastelino@amitysharjah.ae	+971-6-5164914
Ms. Loida Alvaro	Swimming Instructor	Isolation Room 1	lalvaro@amitysharjah.ae	+971-6-5164900
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Ms. Aina Sebastian	Parent Relation Executive	PRE	pre@amitysharjah.ae	+971-6-5164905
Mr. Raghu Punugupati	Phases 3 – 4 – Coordinator	Grades 6-9	rpunugupati@amitysharjah.ae	+971-6-5164900
Ms. Mousumi Gomes	Phases 2 – Coordinator	Grades 1-5	mgomes@amitysharjah.ae	+971-6-5164926
Ms. Vandana Sharma	Phases 1 – Coordinator	KG1 & KG2	kgcoordinator@amitysharjah.ae	+971-6-5164906
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Amity's Response Team



Name of the In-Charge	Designation	Area - In-Charge	Email ID	Direct No.
Mr. Anish Jose	Operation Manager	Health & Safety Officer	operations@amitysharjah.ae	+971-6-5164907
Ms. Nancy Thomas	School Nurse	Clinic In-charge	nurse@amitysharjah.ae	+971-6-5164910
Ms. Reena Choudhary	Well-Being Coordinator	Well-Being Officer	rchoudhary@amitysharjah.ae	+971-6-5164917
Ms. Aina Sebastian	Parent Relation Executive	PRE	pre@amitysharjah.ae	+971-6-5164905
Ms. Loida Alvaro	Swimming Instructor	Isolation Room 1	lalvaro@amitysharjah.ae	+971-6-5164900
Ms. Marieta Baqurran	Life Guard	Isolation Room 2	lifeguard@amitysharjah.ae	+971-6-5164922

Safest measures for prevention of COVID-19 at Amity



Thermal screening cameras installed at the entrances.

Medical teams is provided with the required medical PPE needed.



Teachers and students above the age of 6 are required to wear face masks.

Awareness posters and signage are placed all over the school to Guide and keep students informed.



Face shields for employees who are in direct contact with students.



Encouraged to wash their hands at regular intervals

Students must ensure to bring two disposable masks to school per day or one re-usable option.



Physical distancing maintained.



Hand sanitizing stations available at the school.

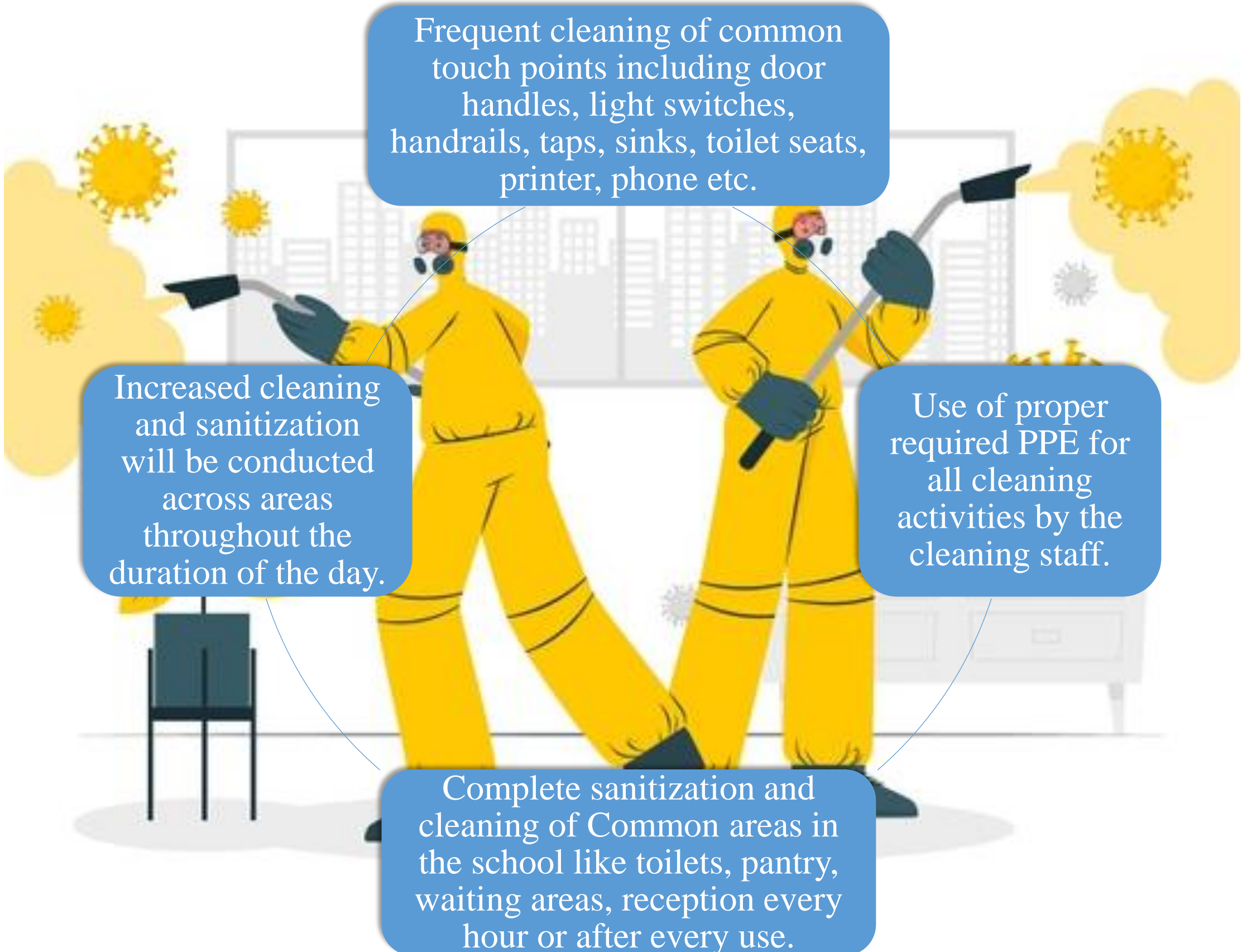
Cleaning & hygiene procedures

Frequent cleaning of common touch points including door handles, light switches, handrails, taps, sinks, toilet seats, printer, phone etc.

Increased cleaning and sanitization will be conducted across areas throughout the duration of the day.

Use of proper required PPE for all cleaning activities by the cleaning staff.

Complete sanitization and cleaning of Common areas in the school like toilets, pantry, waiting areas, reception every hour or after every use.



Managing a Suspected case at Amity



**Department of Preventive
Medicine**

Address: Al Wahda St - Halwan Suburb
Al Ghubaiba
Near Sharjah Indian School – Sharjah
Phone: 06 566 2111

Steps to follow if a students or a staff member is suspected of being a COVID-19 positive case

1 Isolate the person immediately

Only the school medical staffs are permitted to enter the isolation room wearing full PPE

2

3 The student's parent/s will be contacted immediately by the School TASK FORCE team

• School nurse will contact the nearest PHC and fill the referral forms

4

5 All the suspected areas will be closed and thorough cleaning and disinfection will be done.

Patient will be treated as suspected COVID-19 case in the designated PHC as per the protocol

6

7 A tracing exercise will be conducted by the school; to identify all other persons in contact with the positive case.

Managing a Suspected case at Amity

Steps to follow if a students or a staff member is suspected of being a COVID-19 positive case

Refer to school nurse immediately

School Nurse will do the following:

- Wear PPE
- Isolate the student in the isolation room
- Check vital signs

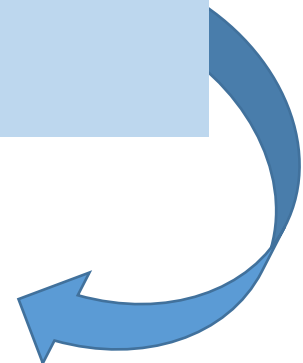


Contact

- The student's parent/s will be contacted immediately by the School TASK FORCE team
- School nurse will contact the Nurse in-charge/ assigned point of contract in the nearest PHC and fill the referral forms (Forms are available in the clinic & at the reception)

Department of Preventive Medicine

Address: Al Wahda St - Halwan Suburb Al Ghubaiba
Near Sharjah Indian School – Sharjah
Phone: 06 566 2111



Managing a Suspected case at Amity



Cleaning

All areas accessed by the suspected case will be closed and thorough cleaning and sanitizing /disinfection will be done.

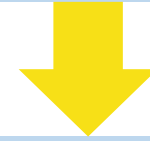


Activate contingency plan(if applicable)

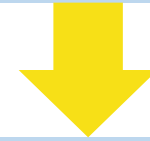
A tracing exercise will be conducted by the school; this will identify all other persons who may have come into contact with the positive case.

Managing a Suspected Case in the School bus

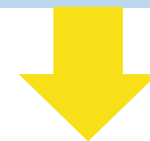
If the child shows symptoms of COVID-19, the child is considered as probable COVID -19 case.



Child is seated at 2 meters away from the rest of the children.



The bus attendant should immediately inform the health and safety in-charge in the school who should immediately communicate with school administration and parents/guardians.



If the trip was for drop off at home, the child should be dropped off first. If the trip was for drop off at the school, the child should be isolated and sent home.



Parents Undertaking



- They will ensure that their child has had the mandatory COVID-19 test prior to joining the school.
- They will keep their child at home if they are generally unwell.
- They will ensure their child follow requirements for return to school after days of absence.
- They will ensure that they immediately pick up their child from school. In case they become sick or have contacted COVID-19 suspected case at the school.
- They will immediately follow protocols in these cases as communicated by the school.
- In case their child test positive, they are committed not to bring their child to school until test negative.
- In this case, they are committed to continue their child's education through distance learning.

EMERGENCY HELPLINES



Government Hotlines

999

Police

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Ambulance

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Fire

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SEWA

800-11111

COVID-19