

# GUIDELINES

# FOR REOPENING THE SCHOOL

**IN SEPTEMBER 2021** 

**GREEN LEVEL STATUS** 

# Staying safe together









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Updated 02/09/2021

# Framework for reopening school



This 'Guideline for Reopening the School in September 2021' is meant for students, parents, as well as faculty and administrative members of staff in relation to the situation of the spread Covid-19.

The plan is operational starting September 2021 and is to be reviewed and updated regularly based on the directives of the **Ministry of Education** and the **Ministry of Health**.

ARKIS will also continue to closely observe the situation of Covid-19 locally and internationally and will review the plan accordingly.



# www.moh.gov.bh

The guidelines are subjected to further changes according to the circumstances. Kindly check MOH site.

# 1. Procedures

# **1.1 Entry Procedures**

Screening areas have been designated to ensure all students, preschool parent who will drop his child, staff and visitors are screened and checked before entering the school building; This area is supervised at all times by a school nurse and support staff.





Students will enter the building without any parents or guardians; parents are requested to drop their child at the designated gates (mentioned below) where an assigned team of support staff members will escort the students to the screening areas.

For Preschool students, one parent (This must be the same parent every day) is allowed to drop his child to the classroom if necessary. In case the student refuses to enter, then the parent must take him/her back home.

Students must follow the correct timings and gates as below in the table. If a student tries to enter after the allocated time they will be DENIED entry into the school and they are not allowed to join online learning. THIS IS NOT NEGOTIABLE.





All students must have their temperature taken at our checkpoint once inside the gate. Any child with a temperature over 37.2 degree celsius will have to be collected by a parent/Guardian and taken home.

School	Time	Gate
Preschool	7.30 AM - 7.55 AM	3
Elementary School	7.30 AM - 7.55 AM	1
Middle School	7.30 AM - 7.55 AM	4
High School	7.30 AM - 7.55 AM	5

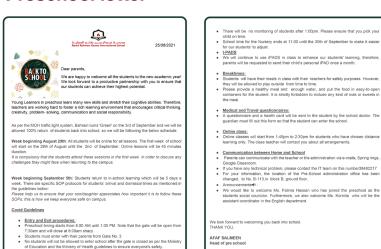
# 1.2 Grades K to 12 Students

Students who opted for online learning will continue to do so until the end of Term 1. Whereas, students who opted for in - school learning will continue to do so until the end of Term 1.

Parents must acknowledge the BYOD policy which was sent by Heads of School.

It is important that you read the letter sent by the Heads of School regarding procedures for each school.

# **Preschool letter**



		ikalendi dilek Abid Bahmar Kancol	Legic Marying Street Street	
	Preschool Teachers Em	nail		26th August 2021
No.	Teacher Name	Class	Subject	Email
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3	Rametu Yakubu Nasir	NR	English	ramatu.nasir@arkis.edu.bh
4	Suhair Abdulla	NR.	Arabic	suhair.abdulla@arkis.edu.bh
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6	Lateefa Zawaed	NK	Arabic	lateefa.z@arkis.edu.bh
7	Nuzhat Naiam	NI	English	nuzat.n@arkis.edu.bh
8	Fatima Salman	NI	Arabic	fatema.g.ali@arkis.edu.bh
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22	Manal Nabil	KG15	English	manal.nabeel@arkis.edu.bh
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# **Elementray School letter**



We are thrilled to welcome all the students to the new occdemic year! Whether your child is a returning or a new student, he or she will find unlimited apportunists to explore, known and yow. We as a school have prepared the following yealdednies to ensure the continuity of learning for the students and developing chareals of effective communication between the school and yourself followings that MOT intelligible systems.

Week beginning August 25th All students will be online for all leasons. Teaching staff will provide directed activities via Georgie Classroom as well supporting students online on an individual basis. As we believe the first-oring positive and sustainable conviousment students to achieve their best, we decided to fecus on students' wellbeing in the first week of School.

Therefore, it is computery for all students to attend the lessone during the first week of school. The school day will start or 8 am, and finish at 1.40 pm. Online lessone will be 45 minutes durintin with 5 minutes break along with 2 breaks of 20 minutes each following the attached intentable. (Circle) nets that school at 7.45 every Wednessys for homeroon period.)

Week beginning September 5th: Students return to in-school learning. 5 days a week. To are specific protocols for students' arrived and departure times, as well as for during school day (see below). Please help us ensure that your sand/dayther appreciates important it is to follow these protocols: this is how we keep everyone on compus safe.

In - School Guidelines:

Covid Guidelines:

Entry and Exit procedures:
Students will enter the building without any parents or guardiant; parents are requested to drip their child of Gate 1. where an assigned team of support staff members will excert the students to the screening areas. Gates will be closed at 7:55 cm. Late arrivals will not be allowed to enter school.

Parents are requested to measure the temperature of their children every morning before sending them to school. If a child's temperature is 37,5°C or above or if the child shows flu-like symptoms, the parents should keep their child at home until fully recovered and inform the school occordingly.

All students will have their temperature measured as they enter the school in the morning. If a student has a temperature of 37.5°C or clove, he/she will be isolated in order to verify the temperature and porents will be called to pick him/her up. During this time, the student will wait in the isolation room.

If during the day a student feels sick, he/she will be sent to the school clinic to have his/her temperature measured by the school's medical supervisor. If the student's temperature is 37.5°C or above, the student's parents will be called to pick him/her up.

Tailed the classe:

Every class will accommodate 25 students while mointaining sufficient separation space
between desks according to the MOH troffic system. Shadents in Gredes 3-5 ore
requested to bring their own leptops/tablets fully charged along with device chargers:

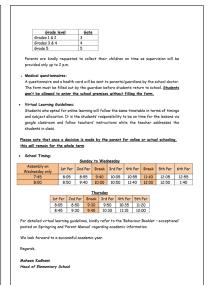
However, the devices will be used for exciton activities or onging assessment and any the entire lesson.

Each classroom will be equipped with a bottle of disinfectant and a bottle of hand sanitizer, as well as paper rissue, so that the students sanitize their tables before they move to the next classroom.

Breaktine and Content:

We are glot 1 amounce that students are allowed to have their breaktine in the designated playgrounds following Ministry of Education/Health guidelines. The content shall provide wrapped food only served through moroble trolleys. However, it's highly recommended that students bring their own food as wall.

• Dismissal time:
The end of the school day will be at 1:40 p.m. where the students shall be escorted to their designated gates as mentioned in the table below:



# Middle School letter



We as a school have prepared the following guidelines to ensure the continuity of learning for the students and developing channels of effective communication between the school and yourself.



### Entry Procedures

- In Tracelature

  Middle cabel anderes will enter the school campus from Gate 4, the Gate open from 7:00m to 7:55m. Students Temperature are recreased and checked before contrain the school building. This are is a sharps supervised by Teachers and support staff.

  Students will east the building without any parsons or gausdane, parents are requested to drop their child at the decignated gates (Gate) where an assigned term of support staff members before the first of the decignated gates (Gate) where an assigned term of support staff members of the staff of the

### The School's Health Guidelines for On-campus Learners

- meeter from each other.

  \*\*There is the Halbary\*\*

   As the Middle School inadeasts move between their classes, student movement in the corridors of the Middle School inadeasts move the treatives to two directions only.

   The Middle school inadeasts must walk in an orderly manner along one side of the corridor, leaving in more threecome and other classing in more three classes on the same three classing in more three classes on the classicance in the classicance in the classicance in the modely manner. It is the responsibility often that the students could not the classrooms on the modely manner. It is the responsibility class in the students in the middle schartering conduction are unificiently class.

- Break Time

  Suddents will be allowed to go to the playgrounds during both breaks.

  In biddle School we have now Breaks, the Students will be in small groups during break time.

  In this did the student will be allowed to go to the play group during break times.

  In this did the student between students are sufficient to it on to counce that there is always sufficient distance between students.

  Students in Middle School will have been students and outdoor during their breaks.

  No food defirey will be allowed to school.



area is always supervised by support saff.

Release of Students at the End of the Dy

Southern will be reclaimed a suggested intenses to avoid crowding in the hallways and at the gates.

Southern will be reclaimed a stuggested intenses to avoid crowding in the hallways and at the gates.

Southern will be reclaimed as suggested intenses to avoid promises. Parrota and guardians are landly outpoort to wait for their dufficien contacts the promises.

Payment are landly requested to pick up their children on time to avoid keeping their children will be promised.

### Communication:



### Parent Expectations:

- Read emails sent from teachers and administrators
- Communicate with the teachers and administrators through email and DC Check up on your child's progress 
  Encourage your child to have a positive attitude towards learning. Ensure your child gets en 
  rest by poing ently to bed and is a wake in the mornings to be present in all classes.

- The caneer must be on for all participants throughout the lesson. Alternatively, understeen must be on for all participants throughout the lesson. Alternatively, understeen the participants and participants and participants. Sindents should be marted unless the teacher requires them to be on at a certain point.

  Sindents should be seared in a proper lecinion—not lying down not sitting in beds. Sindents should be seared in a proper lecinion—not lying down not sitting in the Sindents and concurred to be in a clast environment to increase their focus in elast participation.

  Behavior and accounted training the online season the colline affect and well-king of the continuent for luming, the behavior policy of the school will be extended to online classes. Sindents will be reported to guidance and necessary actions will be taken for any missues of the online platforms



# Support and Well-being

Academic support	Social and psychological support	Technical support
If you are facing a problem with teacher's feedback, your grade on a certain assignment, submissions, etc.	If you are facing any social or psychological problem at home or in school, such as bullying, harassments or you are unmotivated and cannot focus etc.	If you are facing issues with your google account or have any other technical issue.
The sequential procedure is to contacontact the second person and so on.	ct the first person in the flow. If you are st	ill unsatisfied, you can the
1.The subject teacher/Home room teacher	1. The home room teacher	1. The subject teacher
2. The Head of Department	2. The Grade Leader	2. The IT support team

Hook forward to working with you and your children throughout the school year to provide a productive and safe environment that supports student success.

Mr. Sameer Al Fetyani



## Attached: School Timing & Teachers E-mail Address

PD & partmental Meeting	P1	P2	Break 1	Р3	P4	P5	ECA/HR/ Support	Break 2	P6
:00 - 7:45	08:00-08:50	08:55- 09:45	09:45-10:10	10:15- 11:05	11:10- 12:00	12.05- 12:55	1:00-1:30	1:30- 1:55	2:00-2

Thursday	Tim	in

P1	P2	Break 1	P3	P4
08:00- 08:50	08:55-09:45	09:45-10:10	10:15- 11:05	11:10 12:00



No	Name of the Teacher	Subject	E-mail Address
1	Ms. SAFARIYA RIYAS	Math	safariya.riyas@arkis.edu.bh
2	Mr. Jade Andrew	Math	jad.andrew@arkis.edu.bh
3	Mr. RAJOY VARGHESE	Math	rajoy.v@arkis.edu.bh
4	Ms. DIVYA VISWANATH	Math	divya.viswanathan@arkis.edu.bh
5	Ms. Zainab Yousif	Math & Physics	zainab.alsamaheeji@arkis.edu.bh
6	Ms. Fatima Qassim	English	fatema.gasim@arkis.edu.bh
7	Ms. Michelle Sierra	English	michelle.sierra@arkis.edu.bh
8	Ms. Myra Taclibon Lazaro	English	myra.lazaro@arkis.edu.bh
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10	MS, Haifa Haia	English	hayfaa.haja@arkis.edu.bh
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18	Ms. SAMAH IMRAN	Geography	samah.imran@arkis.edu.bh
19	Ms. Dillian Godinho	History & Geography	dillian.godinho@arkis.edu.bh
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22	Mr. Osama Saied	Arabic	osama.saied@arkis.edu.bh
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25	Ms. SAJILA SAINUDHEEN	ICT	sajila.sainudheen@arkis.edu.bh
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28	Ms. FADHEELA EBRAHIM	Drama	fadheela.mubasheer@arkis.edu.bh
29	Ms. FADHEELA SAYED	Art	fadheela.sayed@arkis.edu.bh
30	Ms. NAWAL SALEEM	UCMAS	nawal.s@arkis.edu.bh
31	Ms. SHAHIDA SHARIF	UCMAS	shahida.s@arkis.edu.bh
32	Ms. ZAINAB MOHD	Special Need Teacher	zainabm@arkis.edu.bh
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34	Mr. MOHAMMED KABEL	Guidance	AdministrativeSupervisor.middle2@arkis.edu
35	Mr. ALI Abdul Hussain	Counselor	ali ahmed@arkis.edu.bh
36	Mrs. Shaima Mohamed Eshaqi	Counselor	shaima.eshaqi@arkis.edu.bh
37	Mrs. Huda Ahmed	Counselor	Huda.ahmed@arkis.edu.bh

©ARKIS\_MS Welcome Letter, August 2021



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# **High School letter**



We had great IB and IGGSE results last year and we will continue with the sam providing a rigorous academic environment for our students and continuing to standards and achievements. As a community, we are committed to our stu-which includes having high expectations for teaching and learning.



### NEW FOR HIGH SCHOOL FOR THIS YEAR:

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### The School's Health Guidelines for On-campus Learners

The following items address the precautions the school will take to prevent the spread of covid-19 through on-campus interaction.

- I Time. Students will be allowed to go to the playgrounds during both breaks. Each bench and picnic table will be assigned a maximum number of students to sit on to except that the rise sharps studient ordinates observed nucleon. Students the properties of the properties.



- All communication with the school and teachers must be done through official channels within includes section erails (staticulos), Springing and Digital Campus (DC). You may also call on 17875055 during school hours (Sun Wed. 700am 200pm, Thursday 7.00am 1200pm, 200pm, 200
- If you have any technical difficulties please contact our school's IT Department, dc\_support@kanposchool adu bh

# Teaching and Learning (see 'Student & Parent Handbook' for more details)

Term grades will be generated based on the work assigned in Google Classrooms. Details of formative and summative assessments such as assignments, lab reports, quizzes and even timed tests will be posted here. It is mandatory that students attend at classes (except in cases of liness or authorized leave), meet deadlines and submit their work on time.

- \*\* The High Stools implementing the SOOD Policy where student's ligitops are concerned. Students who attend school must king their confere given by the Southern send into those the Action of the Action and criteria given by the subject teacher for each assessment/assignment carefully.

  10% will be decided every day for talle submission of work. Plagiantzed and copied work will be avaited an immediate "O' grade.

  Major assissments and mock earns will be held in school.

  Students who flow technical difficulties must from their teachers and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school's IT Department, designed filling and school and the school and t

- due.

  If work is still missing by the following week, the teacher will inform the Homeroom teacher. Homeroom teachers will inform the guidance department and call parents when there is missing work.



Social Counselors will be available to talk with students and/or parents who are strugg emotionally or have repeatedly missed work or class.

- Communicate with the teachers and administrators through the proper school controlled communication crimine the least from now on, the first point of contact should be your child's Homeroom Tutor. Once the control contact should be your child's Homeroom Tutor. Once they controlled the contr

- a during culties class
  The camers has to be on for all participants throughout the lesson. Alternatively, satisfacts can opt for setting a blurned screen.
  Substances miss about be musted unders the teacher requires them to be on at a Substance miss about be musted unders the teacher requires them to be on at a Substance should be executed upon proper after (no polymana).
  Substances should be seated in a proper bottom not lying down nor eiting in bed.
  Substances are convarged to be in a caim environment to increase their focus in cases participation of survival the reduction of the substances are convarient to during the collection of the substance should be substanced to a polyman for the substances and staff at ARIOS. In order to maintain a safe environment for learning, the behavior policy of the school will be extended to crisine classes. Students will be reported to guidance and necessary actions will be taken for any misuse of the critical pations.



Academic support	psychological support	l ecnnicai support				
Queries, concerns or dissatisfaction with a seacher's feedback, a grade on a certain assignment, submission requirements, etc.	Problems at home or in school, such as bullying, harassment, stress, etc. or issues affecting your mental wellbeing.	Issues with your Google account or any other technical issue.				
Standard procedure is to contact the first person in the chain. They will automatically direct your email to the right person if they themselves cannot help.  If the matter is of a more serious, sensitive or confidential nature, you may wish to direct						
your communication to the 2nd person in the chain instead.						
The subject teacher/ Homeroom tutor	The Homeroom tutor	The subject teacher/Homeroom				

...ve we enceavour to continue to provide the outstanding education that I know you have come to expect from ARKIS, Potentially, there will be further challenges ahead, and we will need to adjust to overcome these. The main principle is to maintain good communication between the school, the prents, and the students.

The Guidance Team and/or your Grade Leader
 The IT support team



	School Timing								
	Sunday to Wednesday								
Arrival at school 07:30am - 07:55am	Period 1 07.55am- 08:50am	Break 1 8:50am - 9:15am	Period 2 09:20am – 10:10am	Period 3 10:15am – 11:05am	Period 4 11:10 am – 12:00noon	Break 2 12:00noon - 12:25pm	Period 5 12:30pm – 1:20pm	Homeroom 1:25pm – 1.55pm	Period 6 2:00pm – 2:50pm

Sr#	Member Name	Subject	Member Email
1	Abdallah Nazeh Oglah Jokhan	Social studies	abdallah.nazeh@arkis.edu.bh
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3	Abhilasha Abishegh	Math	abhilasha.abishegh@arkis.edu.bl
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11	Areej Abu Rayash	Arabic	areej.rayash@arkis.edu.bh
12	Atef Mohd Yousef Alhababseh	Arabic	atef.mohd@arkis.edu.bh
13	Dennis Ramos Dacillo	Biology	dennis.d@arkis.edu.bh
14	Dennis Cornel Tullao	English	dennis.tullao@arkis.edu.bh
15	Eman Husain Salem Alshamma	Art	eman.alshamma@arkis.edu.bh
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17	Fatema Mohamed Akbar Ali	English	fatema.qasim@arkis.edu.bh
18	Fatima Alshamasi	TOK	fatima.alshamasi@arkis.edu.bh
19	Geena Johnson	Math	geena.j@arkis.edu.bh
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30	Mariam Ali Amiri	Arabic	mariama@arkis.edu.bh
31	Abubaker Head Of Math	Math	math.mshs@arkis.edu.bh
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47	Sii Roy	ICT	siji.r@arkis.edu.bh		
48	Sindhu Menon	English	sindhu.menon@arkis.edu.bh		
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# 2. The School's Health Guidelines for In-School (Actual) Learners

The following items address the precautions the school will take to prevent the spread of covid-19 through in-school (Actual) interaction.

# 2.1 Face Masks and/or Shields



**2.1.1** All Middle and High school students and members of the administration, faculty and staff are requested to wear face masks and/or shields upon entering the school. The mask and/or shield must always be worn indoors.



**2.1.2** ELEMENTARY and PRESCHOOL students do not have to wear masks or shields in the classroom. However, ALL STUDENTS MUST WEAR A MASK OR SHIELD WHEN ENTERING SCHOOL AND WALKING AROUND THE CORRIDORS. (Elementary parents must provide a small plastic bag for students to keep their mask in during lesson time)



**2.1.3** Students are to bring their own face masks and/or shields to school. Spare face masks will be available to buy from the school's infirmary in case a student loses his/hers between classes.

**2.1.4** Students are encouraged to wear masks in the playground but again, this is optional.

# 2.2 Temperature Measurement

**2.2.1** Parents are requested to measure the temperature of their children every morning before sending them to school. If a child's temperature is 37.2°C or above or if the child shows flu-like symptoms, the parents should keep their child at home until fully recovered, and inform the school accordingly.



**2.2.2** All students and members of the administration, faculty and staff will have their temperature measured as they enter the school in the morning. If a student has a temperature of 37.2°C or above, he/she will be isolated in order to verify the temperature and his/her parents will be called to pick him/her up. During this time, the student will wait in the isolation room.



**2.2.3** If during the day a student feels sick, he/she should go to the school infirmary to have his/her temperature measured by the school's medical supervisor. If the student's temperature is 37.2°C or above, the student's parents will be called to pick him/her up.Continue teaching using the virtual teaching application made available by the school.



**2.2.4** If during the day a member of the administration, faculty or staff, feels sick, he/she should go to the school infirmary to have his/her temperature measured by the school's medical supervisor. If his/her temperature is 37.2°C or above, he/she should go home. He/she should monitor his/her temperature until his/her medical situation is stable. Only then, he/she can report back to school, and report to the School Principal accordingly. While at home, if the medical situation of the teacher allows, he/she should continue teaching using the virtual teaching application made available by the school.



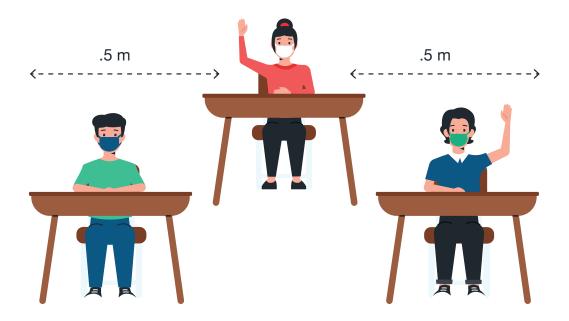
# 2.3 Disinfection of Premises

- 2.3.1 All classrooms, offices, corridors, water circulations and halls will be disinfected after school hours and during the school day where applicable.
- 2.3.2 Door handles and regularly used countertops will be cleaned regularly during the day.
- **2.3.3** Each classroom will be equipped with a bottle of disinfectant and a bottle of hand sanitizer, as well as paper tissue, so that the students can clean the table when they move to a new classroom.
- **2.3.4** Students are advised to bring their own hand sanitizer or disinfectant wipes.
- **2.3.5** Students are encouraged to wash their hands regularly during break time and before eating. Hand Washing breaks will be scheduled throughout the day.
- 2.3.6 In Preschool, the nanny will be on-hand in the bathroom to assist when necessary.



# 2.4 Seating Inside the Classrooms

2.4.1 Students will sit on individual desks that are 0.5 meters as per Green level requirements.



# 2.5 Stationary

**2.5.1** Students must bring their own stationery and notebooks **EVERY DAY** and Art material on the days they have art classes. Students are not allowed to borrow or share materials from their classmates. (Please note, that all equipment and stationary will be issued to students in the first week)



# 2.6 Students' Bags/Backpacks



- **2.6.1** Students must bring lightweight bags/backpacks to keep their personal belongings during the school day.
- **2.6.2** Students in Grades 3 to 12 must pack their bags/backpacks to include their laptop/tablet, laptop/tablet charger, headphones/earphones, pencil case, a notebook/writing pack, laptops etc. and whatever the teachers request for the day.
- **2.6.3** The school will not allocate lockers to students to avoid crowding of students in the corridors. Students will keep their bags/backpack in the classroom.

# 2.7 Break Time

- **2.7.1** All students can use the allocated playgrounds during break times.
- 2.7.2 Students shall bring their own packed meals and water bottles to school. The school canteen service will be available to preorder meals and snacks from September 19th.
- **2.7.3** Students shall choose food items that are easily opened and preferably kept in reusable containers or plastic packaging to minimize wastage.
- **2.7.4** No food delivery will be allowed.



# 2.8 Release of Students at the End of the Day

- **2.8.1** Students will be released at staggered timings to avoid crowding in the hallways and at the gates.
- 2.8.2 Students shall follow the below table to exit the school premises. Parents and guardians are kindly requested to wait for their children outside the premises while maintaining social distance. Elementary students will be escorted to parents waiting outside the gates.
- **2.8.3** Students are encouraged to bring their caps and water bottles to minimize the impact of the heat.
- **2.8.4** Parents are kindly requested to pick up their children on time to avoid keeping their children waiting.
- **2.8.5** Parents must keep social distance from other parents when collecting their child/children.
- **2.8.6** Parents must not enter the school premises when collecting their child/children. (Preschool- exception only).

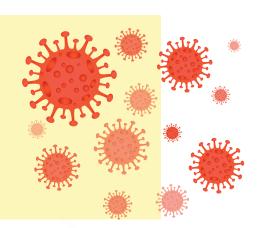


# **EXIT TIMES AND GATES**

School	Time	Gate
Preschool	01:00 PM	3
Elementary School   Grades 1 & 2	01:40 PM	3
Elementary School   Grades 3 & 4	01:40 PM	4
Elementary School   Grade 5	01:40 PM	5
Middle School	02:50 PM	4
High School	02:50 PM	5

# 2.9 Covid-19 Cases

**2.11.1** If a student or a faculty member tests positive for Covid-19, he/she is required to remain at home and follow the instructions of the health authorities. Students who are in the same class may be requested to be tested and asked to remain at home for a few days based on the guidance of the health authorities. The parents of the students in that class will be informed of the situation via a short message system (SMS) without releasing the name of the case that tes



# 3. Responding to a suspected case of COVID-19 at ARKIS

# Students/staff showing symptoms

# Teacher must call school nurse

Teacher must send the student to the isolation room with the school nurse and to tell the student to keep 1.5 meters away from anyone and not to touch anything

The school nurse supervising the student must inform school doctor immediately by phone Nurse must stay outside the isolation room wearing face mask, gloves and apron. If there is a risk of fluids entering the eye, staff must also wear a face shield

# **School Doctor will:**

- · Check the student.
- · Call parents to arrange pick up
- Inform focal point at MOE and MOH.

# If student is stable: cough, fever, fatigue

- Call 444
- Goes home and wait for appointment. Pick up should be from Gate 5 only where the clinic staff will inform the responsible security staff to open the Gate
- Prepare list for close contact & send to public health & wait for the reply from public health if we need to isolate the close contact or not.

# Once the symptomatic individual has left the school premises

- Areas they have come in contact with to be closed so these can all be deep cleaned & sterilized.
- If the individual is part of a class group, the rest of the group should leave the school premises and go for self-isolation, until test results of the suspected case show.



# If suspected case is tested positive

- Ppositive case should continue self-isolation and follow all instructions of MOH.
- Student / staff must not return to school unless they finish quarantine, become asymptomatic and must submit a medical report.
- Close contacts should continue self-isolation call 444 for the instructions about the appointment to swab text & self isolation and inform the school administration with the test result and submit the supporting medical documents.

# Students/staff not showing symptoms

# Isolate suspected case

- Call parents/ relative to arrange pickup
- Inform Focal point of MOE and MOH
- Call 444
- · Goes home and wait for appointment
- Prepare list for close contact

# If student is unstable: shortness of breath, chest pain, altered mental state

- Call 999
- Prepare list for close contacts and send to public health

# Once the symptomatic individual has left the school premises

- Areas they have come in contact with to be closed so these can all be deep cleaned & sterilized.
- If the individual is part of a class group, the rest of the group should leave the school premises and go for self-isolation, until test results of the suspected case show.



# If suspected case is tested negative

- Student staff can stop self-isolation and return to school if they feel well and no longer have symptoms, and must present a supporting medical document.
- · Close contacts can stop self-isolation and return to school unless they display symptoms.



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