



State of Kuwait  
Ministry of health

## School Guidance for COVID-19 Prevention



September 2021

# 1



## Trained school team

It is recommended to form and train a school team to carry the following responsibilities:

- Increase awareness of the precautionary and preventive measures by conducting training programs for students and staff.
- Follow up the provision of the health supplies (masks – hand cleaning and disinfectant solutions – environmental cleaning and disinfectant items).
- Supervise the implementation of precautionary measures (physical distancing - consistent and correct mask use - hand hygiene - temperature check - symptoms monitoring – ventilation requirement – environmental cleaning and disinfection).
- Perform school self-assessment of compliance with precautionary measures.
- Keep a weekly record of PCR results of the non-vaccinated staff and students (12 years and above), prevent all those without negative PCR results from school entry.
- Review the medical reports indicating the end of quarantine/isolation or other medical evaluation (whenever it does not require PCR testing).
- Provide a daily record of absence cases related to the Covid-19 epidemic among the students and staff (suspected or confirmed cases or close contact of a confirmed case).
- Keep direct communication with the parents and the school staff to ensure the following:
  - Awareness of the health guidelines and precautionary measures.
  - Reporting violation of the precautionary measures by students
  - Immediate parents reporting of student's contact of a confirmed case.
  - Immediate reporting of symptoms' appearance to parents.
  - Daily inquiry of absences.
  - Follow up results of PCR testing.
  - Follow up medical reports of completion of the quarantine/isolation.

- Make a school plan indicating: cohort groups, bubbles and the total number of the classes for each cohort group. (Preferably, maintain the seating plan throughout the academic semester).
- Provide a record for each cohort group (student name and immunization status (fully vaccinated - 1 dose - unvaccinated)).
- Communicate with the MOE team at the Joint Operations Center to perform the following:
  - Immediate notification of each suspected case (name - civil ID number - phone number - address – category: "students / staff – school - cohort/study group – class/bubble) and make a daily list thereof.
  - Receipt of PCR results of suspected/ confirmed cases of the students and staff.
  - Immediate reporting of personal details of confirmed cases (name - civil ID number - phone number - address – category: "students/ staff" - school - study group/cohort – class/bubble).
  - Receiving the decisions issued by the Joint Operations Center.
- Implement the decisions issued by the Joint Operations Center.



## General preventive strategies

### Stay Home When Sick or contacted a COVID-19 case

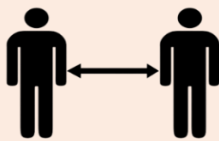
- Students, teachers, and staff who have symptoms of infectious illness, such as flu or COVID-19, should stay home and be referred to their healthcare provider for testing and care.
- The school students/staff should stay home when closely contacted of a confirmed case.
- The parents shall inform the school team if their child is a confirmed COVID-19 to help the decision of precautionary procedures.

### Consistent and correct mask use



- School staff, students and visitors entering the school building shall wear the mask.
- The five-year students or the students under the age of five are not obliged to wear the mask, although it is recommended.
- The students who cannot take off the mask without assistance and who have respiratory problems are not obligated to wear the mask but physical distancing shall be emphasized.
- The school team shall explain and clarify the correct method of putting and taking off the mask (Fig. 1).
- The teaching staff shall wear the masks in the classrooms
- transparent barriers can be used between the teacher and students and among the student seats if the younger students do not commit to wearing masks.

### Physical distancing



- A distance of not less than 2 meters shall be maintained among individuals in all school facilities.
- Ensure that students are not overcrowded and maintain the distances throughout the school day, especially during entry and exit.

### Hand hygiene



- Hands shall be frequently cleaned during the school day in the correct manner. (Fig. 2).
- It is preferred to wash them with soap and water for no less than 12 seconds, or to be rubbed with an approved hand sanitizer (such as: an alcohol-based hand sanitizer of 70% or no less than 60%) through self-operating machine, if possible (Fig. 2).
- Encourage a strict hand hygiene routine among students, schedule adequate breaks to clean hands and may provide assistance to the young children.
- Hand wash basins with self-operated tap are preferred.
- Place instructive posters describing the steps of hand washing next to the designated places.

- It is preferred to provide additional portable washbasins.
- Each student shall be encouraged to bring his/her own approved hand sanitizer.

### Coughing or sneezing



- Contain cough or sneeze by using a tissue or into your elbow to cover nose and mouth.
- Immediately discard used tissue into a covered trash bin.
- Clean hands after coughing or sneezing by either hand washing with soap and water or rubbing them with an approved hand sanitizer.

### Temperature check



- School team shall check temperature of students and staff at school entry and randomly throughout the day.

### Other protective measures



- Be careful not to touch the face (eyes, nose and mouth), if it is necessary, then perform hand hygiene prior.
- inform school nurse when feeling sick.
- Avoid close contact with anyone with symptoms of a respiratory disease, such as coughing and sneezing.
- Avoid sharing personal objects, including the pens, food and mobile phone.
- Schedule parent visits through appointments (entry is allowed for vaccinated visitors or with valid PCR of 72 hours)
- Encourage the parents to maintain the student's personal hygiene.

# 3



## Ventilation, Cleaning and Disinfection

### Ventilation



- Bring fresh outdoor air into a building to keep virus particles from concentrating inside. This can be done by opening multiple doors and windows, using child-safe fans, or making changes to the HVAC or air filtration systems.
- The HVAC filters and air extraction fans shall be cleaned on a periodic basis and at school opening (the preferred filters are MERV-13 or higher)
- Ventilation of the building shall commence at least two hours prior to school day.
- Toilets shall be daily ventilated.
- If the ventilation in the isolation room cannot be operated by 100% at all times, it can be enhanced by adding additional filtration (such as the portable air filter).
- In the case of using a portable air filter, consider the following:
  - It shall contain (HEPA) filter without ionizers, ozone generators, or UV light or any other additions.
  - The size shall be proper for the area.
  - To be turned on at all time whenever isolation room is occupied.

### Daily environmental cleaning and disinfection



- Follow the manufacturer's instructions for safe and effective use of the cleaning product, including proper ventilation of the environment and glove use.
- Do not mix the chlorine with any other detergent.
- The effective cleaning and disinfection is through rubbing the surfaces rather than spraying.
- The commonly touched surfaces shall be frequently cleaned (e.g., door handles, railings, dining tables, seat armrests, elevator keys, sports equipment, toys and teaching aids, desk surfaces, phones, keyboards, etc.), make a cleaning schedule.

- Clean and disinfect the hard surfaces in two steps:
  - 1- Cleaning by scrubbing with clean water and detergent (any ordinary household detergent).
  - 2- Disinfection by rubbing with an effective disinfectant solution.

#### Effective disinfectants

- There are two effective disinfection solutions:
  - household chlorine at a concentration of 1000 parts per million (1000 ppm), i.e. equivalent to 12 ml of the household chlorine solution added to 980 ml of water to make 1 liter of the diluted chlorine solution. (freshly prepared and use within 12 hours of dilution).
  - Or
  - 70-90% Alcoholic disinfectant

#### Cleaning of porous surfaces

- Cleaning of furniture and soft porous surfaces e.g., carpets, fabric seats and curtains is the routine cleaning to remove only the visible dirt.

#### Training and documentation

- Disinfection may not be made by spraying only. If spraying is used, it shall be preceded by the previous steps (1 and 2).
- Necessary cleaning equipment shall be provided.
- Cleaning staff shall be trained on the correct method of cleaning and disinfection.
- School water tanks shall be cleaned by soap and water then disinfected with the chlorine solution (steps 1 and 2). Water cooler filters shall be changed.
- A daily record of cleaning/disinfecting shall be available to all school facilities, consisting of the following:
  - Cleaning/disinfection time.
  - Location at school facility.
  - Cleaner's signature.

#### Elevator cleaning/ disinfection

Follow the above-mentioned instructions and consider the following:

- Place a sign indicating that cleaning is in process



- Do not pour water on any electrical areas; instead, use a disposable paper towel or wet piece of cloth.
- Do not spray the disinfectants directly on the elevator surface, instead wipe the surfaces with damp cloth.
- Wear the masks and gloves while disinfecting.
- Dispose of the single-use gloves after each cleaning process.
- Wash hands after each disinfection and take off gloves.

### Waste management



- Provide a sufficient quantity of covered and foot-operated trash bins with a plastic bag to dispose of used masks.
- Ensure all used masks are discarded in covered trash bin
- Supervise daily waste disposal.

# 4

## Precautionary measures at different school facilities

### Entry/exit gates



- Supervisors shall be appointed to ensure safe physical distancing during student disembarking and at check point.
- Organize one-way traffic at the car parks to avoid crowding and parent gathering in front of the school gate (parents are preferred to stay in their cars).
- Ask student, staff and visitors entering the school about the following:
  - feeling of high temperature during the past 24 hours.
  - Having any respiratory symptoms, including coughing, shortness of breath, or other symptoms e.g., diarrhea, nausea, vomiting, headache, etc.
- Organize entry times for the different groups to prevent overcrowding at the gates.

### Check point at the school entrance

- Observe for physical distancing
- Provide spare masks and hand sanitizers at the check points.





- The trained school team shall check everyone entering the school for the following:
  - high temperature or feeling of high temperature within the past 24 hours.
  - existence of respiratory symptoms, including coughing, shortness of breath, or any other symptoms e.g., diarrhea, nausea, vomiting, headache, etc.
  - being a close contact with confirmed COVID-19 case
  - being quarantined due to contact or travel.
- Temperature check is performed by using non-contact thermometers.
- Urge hand hygiene promptly after entering the school.
- Hand hygiene can be performed by washing or rubbing hands with an approved sanitizer.
- The following individuals shall not be allowed to enter the school:
  - with temperature above 37.5.
  - who suffers from respiratory symptoms, such as coughing or shortness of breath or other symptoms e.g., diarrhea, vomiting etc.
  - a close contact with confirmed COVID-19 case
  - during the recommended quarantine period for traveler.

## Classroom



- Ensure maintaining the physical distancing among the individuals throughout the school day.
- It is necessary to specify number of people who can be present in each classroom.
- The distance among the students shall not be less than 2 meters. This can be done by placing clear signs on the floor (such as adhesive tapes).
- Entry to and exit from the classrooms shall be in groups to ensure that there is no gatherings.
- Reduce mixing the classrooms.
- It is preferred to assign teachers for each class, not to be changed and not to be mixed with other groups.
- It is preferred to divide the class students to create groups as per the class capacity.
- The study desks shall be arranged in one direction rather than facing each other.

### Corridors and common areas



- Ensure physical distancing throughout the day.
- Place clear and visible signs on the floor to maintain physical distancing.
- Allow one-way turn. If it is not possible, two-way paths shall be specified to reduce the intersections.
- Determine areas of overcrowding and waiting (stairs, elevator, toilet entrance, classroom entrance)
- Create stopping points at a distance of 2 meters to maintain safe distance.

### Outdoor areas



- It is recommended to transfer some lessons to open places as much as possible.
- The outdoor areas can be used to perform individual and group exercises as long as physical distancing is adhered to.

### Break time (Recess)



- Prevent mixing among the different classes and maintain the physical distance in various school facilities.
- The break time and location shall be determined in such a way as to ensure that the rules of physical distancing among students are maintained (example: the break can be at different times - in different locations within the school).  
It is important to ensure close supervision over the students during the break time.

### Laboratories



- Maintain the safe physical distancing.
- Ensure proper ventilation through HVAC system or opening secured windows.  
Encourage students to bring their own equipment/tools, if possible.

### Music halls



- They shall be closed until further notice
- When the music halls are allowed to open, the following is recommended:
  - Not to use the halls to their full capacity to ensure the physical distancing.
  - Provide adequate proper ventilation through HVAC system or opening secured windows.
  - Encourage the students to bring their own equipment/ tools, if possible.
  - Avoid using instruments that need to be blown up, such as whistles, blowpipes etc.

## Libraries



- They can be opened with the following conditions:
  - Ensuring the physical distancing, entry into groups with time interval in between.
  - The books shall be handled to students by their teacher to reduce students' contact with books.
  - Encourage book packaging to facilitate cleaning (if necessary).
  - Books that have been used shall be placed in a designated container having a clear sign on and to be left for at least a day before use.

## Prayer room



- It can be opened with the following conditions:
  - Ensuring physical distancing,
  - Wearing masks all time
  - Entering in groups according to the room capacity.
  - Bringing a personal prayer mat and attire.
  - Praying at safe distances.

## Sports halls



- They can only be used if they have effective ventilation.
- It is preferred to transfer the sports exercise in outdoor areas in the open air.
- The individual and group exercises (such as football, basketball, etc.) are allowed if adherence to physical distancing can be maintain.

## Swimming pool



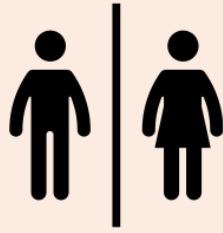
- It shall be closed until further notice.

## School events and activities



- Cancel any events/ occasions normally held at the school facilities, including the festivals, holiday celebrations, sports competitions, until further notice.
- Suspend the group activities, such as school trips and sport camps.

# 5



## Toilets

### Hand washbasins requirements

- It is preferred to have self-operated tap.
- It shall be equipped with a soap holder and preferably self-operating without touching.
- It shall be supplied with single-use paper towels or an electric hand dryer.

### Toilet requirements

- Provide a trash bin for every washbasin and every toilet that is tightly closed, foot-operated and lined with plastic bag.
- Make sure to clean and disinfect the toilets every hour or after each use during school working hours.
- Cleaners shall be assigned to clean toilets only
- Provide full personal protective equipment for the cleaners, including anti-slip shoes that are resistant to water and chemicals, and it is forbidden to leave the toilets while wearing protective equipment.
- Ensure that the cleaning items, such as liquid hand soap, detergents and disinfectants, are available.

### Organizing access to toilets

- Assign a supervisor to organize the process of entering to and exiting from the toilets.
- It shall be supervised to prevent mixing among different groups of students and to maintain distances in the toilets.
- The students shall enter the common toilets according to number of available toilets and the remainder students shall wait outside and maintain physical distance.

# 6

## Food and drink



### Food

- Close the common dining areas, such as the cafeteria and the school canteen.
- It is preferable that the school provide previously packed healthy meals for distribution. If this is not available, each student shall bring his own meal.
- Students shall eat in the classroom at the study desks while maintaining hygiene and physical distancing
- Ensure that food and utensils are not shared.
- Prevent food buffets among faculty and administrative staff.

### Drinking water

- Do not use water coolers,
- Encourage students to bring water bottles from home.
- Disposable water bottles can be provided by school for those who do not have their own. Only water coolers that are distributed on each floor and have self-filling no-touch feature.

# 7

## School clinic



### General procedures

- The students, teaching staff and all staff shall commit to wear a mask while in the school clinic.
- Organize entry and exit to school clinic.
- Reduce the number of people in the clinic as much as possible.
- Maintain physical distancing rules.
- Maintain regular cleaning/disinfection and adequate ventilation of the clinic.
- Ensure availability of hand wash basin and hand sanitizer.

### Students with underlying medical conditions

- It is necessary to take the necessary measures to update lists of students with underlying medical conditions.
- It is recommended to follow up students at high risk of infection.
- It is recommended to reduce school hours for them and apply distance learning means if possible.
- It is important to contact parents to provide an updated and detailed medical report for each case, including medical recommendations from the treating physician.
- Staff are recommended to closely observe and inform school nurse for any change in the student's condition or the appearance of symptoms.

# 8



## Isolation room

- The school administration shall allocate a special room(s) to isolate suspected cases (preferably as close to the entrance gates as possible) and determine the area capacity according to the number of students.
- It shall be well ventilated.
- If the ventilation shall not be operated at 100% at all times, it shall be enhanced by adding additional filtration (e.g., a portable air filter).
- It is preferable that it shall have a glass wall so that the suspected student can be isolated inside and can be monitored from the outside if the age permits.
- It shall be equipped with medical masks, hand sanitizer.
- Suspected cases that suffer from high temperature or respiratory symptoms shall be isolated until the case is taken by parent/guardian to the health center for evaluation and diagnosis.
- It shall have frequent cleaning/disinfection and after each case.
- It shall be ventilated after the suspected case has left the room.

# 9



## School bus

### General

- To educate parents regarding the priority of self-delivery of students and not relying on the school bus if possible. It is preferable that the elderly refrain from delivering or receiving students as much as possible.
- A daily record shall be kept of all bus passengers, and absences should be recorded.
- Temperature check the of all individuals before boarding the bus by using no-touch thermometers, and to prevent people who had a temperature of more than 37.5 C from riding the bus.
- Establish a schedule for buses arrival to prevent overcrowding.
- Establish floor signs to identify waiting places and paths for boarding and getting of from buses, taking into account safe distances between individuals.
- Mask must be worn by all individuals throughout the period of being inside the buses.
- A transparently barrier between the bus driver and the students is preferred.
- Signs to determine the seating places shall be provided to maintain a distance of 1.5 meters between individuals.
- Prohibit the use of some seats to maintain social distancing.
- Prohibit the use of face-to-face seats.
- It is preferred to determine a fixed seating place for each individual.
- Reduce the maximum occupancy of the bus to maintain social distancing.
- Provide approved hand sanitizers and wipes inside buses.
- Provide awareness guiding posters at the boarding, getting off stations and inside buses to raise student awareness.



## Cleaning and disinfection

- It shall be maintained after each trip and after the presence of suspected or confirmed COVID-19 case.
- The required cleaning tools must be provided, and the recommended procedures must be followed.
- Cleaning of high-touch areas e.g., doors, seat belts, armrests, handles, rails, etc.) shall be frequent and after each bus use.
- Covered trash bins must be provided inside buses.

## Ventilation

- Adequate ventilation shall be provided inside bus at all times.
- Avoid recirculation of air inside the bus and encourage opening of windows whenever safe.

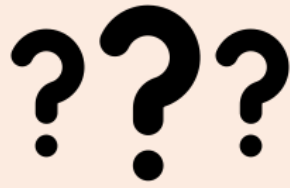
# 10



## School meetings

- Cancel unnecessary meetings. It is preferable to encourage remote video meetings or other alternatives.
- Enhance meeting room cleaning and disinfection.
- The invitation to meetings shall be directed to the concerned persons only, and it is preferable to limit it to the fewest number possible.
- The physical distance between individuals of 2 meters must be maintained all time.
- All attendees are required to wear masks.
- Food shall not be served. If food is served, it shall be distributed a previously packaged food and be eaten individually after meeting.
- The meeting room must be left in an organized manner to ensure that there is no congestion at the exit door and in the corridors.

# 11



## When a student/staff is a suspected case of Covid-19

### General

- The classroom teacher shall be responsible for notifying members of school team of any student who shows symptoms of illness (such as headache, cough, runny nose, general fatigue, nausea, diarrhea or sore throat) and send the student to the school nurse for evaluation.
- The student shall be provided with a medical mask in case of suspicion.

### Suspected case with minor symptoms

- Suspected case shall be provided with medical mask and kept in isolation room.
- Preferably, only one member of school team shall escort the suspected person to the isolation room. There isn't need to put on personal protective equipment (PPE) other than mask. Adding aprons or gloves maybe required if there are excessive body fluids or secretions.
- School team shall inform parent/guardian to take the student to the health center for evaluation.

### Suspected case with major symptoms

- School nurse shall evaluate and manage the case inside the clinic (not the isolation room). If the case has severe symptoms and the case is not medically stable, medical emergency services shall be contacted.
- Examples of severe symptoms include:
  - Breathing difficulties
  - Constant pain or pressure in the chest
  - Mental confusion without response
  - Inability to wake up or stay awake
  - Blue lips and/or face

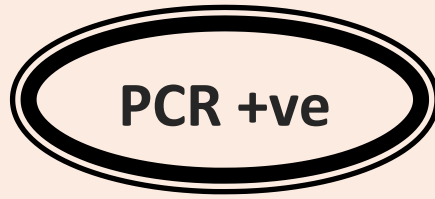
## Cleaning/disinfection

- The trained team members shall identify the path of the suspected case while he was at school.
- The students of that class will continue the school day as usual.
- Cleaning/disinfection of the class will be carried out at the end of the school day after all students have left.
- In the event of diarrhea or vomiting of the suspected person in the classroom, the school team shall supervise the transfer of the class's students to another prepared classroom to continue their school day in order to carry out the necessary cleaning and disinfection.
- The school team shall follow up the cleaning, disinfection and ventilation of all facilities visited by the suspected person, as well as the clinic and/or the isolation room.
- Ventilation shall be through opening the doors and external safety windows.
- It is worth to mention that thorough cleaning/disinfection in the event of the presence of suspected or confirmed case of COVID-19 shall not be different from daily routine cleaning/disinfection.
- Cleaner shall wear the usual attire which consists of long-sleeved gown or apron and gloves. There is no need to wear coverall

## Notification to Joint Operations Center

- School team shall notify and provide the joint operations center with full details of suspected case.
- School team shall implement instructions issued by the Joint Operations Center if the suspected case is confirmed.

# 12



## When a student/staff is a confirmed Covid-19 infection

### Confirmed Covid-19 among students

- The student is present at school during 48 hours prior to the date of the onset of symptoms/confirmation of infection:
  - Apply the same above-mentioned measures (section 11: Suspected COVID-19).
  - Inform parent/guardian of the confirmation of Covid-19 and the need for isolation.
  - School team shall implement the protective measures issued by the Joint Operations Center.
- The student is not present at school for more than 48 hours prior to the date of the onset of symptoms/confirmation of infection:
  - School team shall inform the the Joint Operations Center.

### Confirmed Covid-19 among school staff

- The staff is present at school during 48 hours prior to the date of the onset of symptoms/confirmation of infection:
  - The same above-mentioned measures (in section 11:suspected COVID-19) shall be taken in this situation.
  - Inform staff of the confirmation of Covid-19 and the need for isolation.
  - School team shall inform the Joint Operations Center to initiate contact tracing inside the school.
- The staff is not present at school for more than 48 hours prior to the date of the onset of symptoms/confirmation of infection:
  - School team shall inform the the Joint Operations Center.

# 13

## Attachments

Figure (1) Consistent and Correct Mask Use

### HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](http://who.int/epi-win)

#### Do's →

- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side, where the metal piece or stiff edge is
- Ensure the colored-side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from you and surfaces while removing it
- Discard the mask immediately after use preferably into a closed bin
- Wash your hands after discarding the mask

#### Don'ts →

- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not re-use the mask

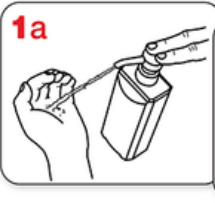
**Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.**

**EPI·win**  World Health Organization

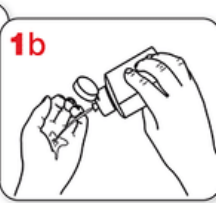
Figure (2) Correct Steps for Hands Washing and Rubbing

### How to handrub? WITH ALCOHOL-BASED FORMULATION

**1a**



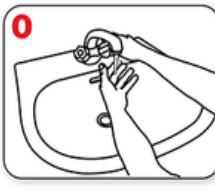
**1b**



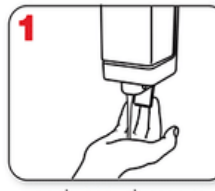
Apply a palmful of the product in a cupped hand and cover all surfaces.

### How to handwash? WITH SOAP AND WATER

**0**



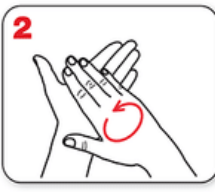
**1**



Wet hands with water

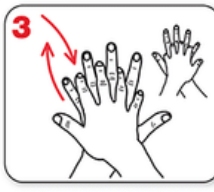
apply enough soap to cover all hand surfaces.

**2**



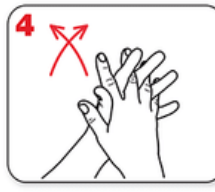
Rub hands palm to palm

**3**



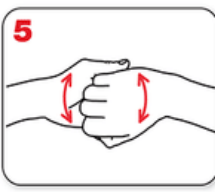
right palm over left dorsum with interlaced fingers and vice versa

**4**



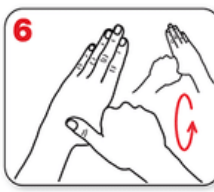
palm to palm with fingers interlaced

**5**




backs of fingers to opposing palms with fingers interlocked

**6**



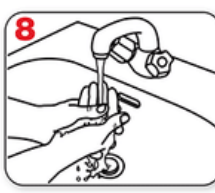
rotational rubbing of left thumb clasped in right palm and vice versa

**7**




rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa

**8**



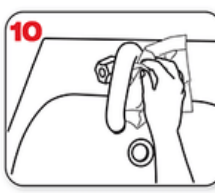
rinse hands with water

**9**



dry thoroughly with a single use towel

**10**



use towel to turn off faucet