

## Timing & Procedures

### Arrival Timing

7:00 – 7:40am 1<sup>st</sup> estimated time of Arrival

11:30- 12:00pm 2<sup>nd</sup> estimated time of Arrival

### KG Department

Kg Bus student will be assisted by their Bus Assistant to go to their respective room entering the KG Main Entrance Door. Body temperature were taken by the Bus assistant before they embark the Bus.

A lady guard is assigned in the KG entrance to look after the students when they are disembarking the bus.

Non Bus student will enter at Gate no 7. They will go through thermal scanner located near the KG reception area, this is to monitor the temperature of all the person who is coming inside the school premises.

Parents are not allowed to go inside the Kg Area.

In an instance that the student arrives before their home room teachers, they will stay in the Canteen area to be look after by the SSA. They will be fetch by their Home room teachers once they arrive.

For the Evening Schedule, students will be allowed to go inside 11:40am, as the Housekeepers needs to sanitize all the areas, equipment and materials used by the Morning class.

### Elementary Department

Elementary bus student will be assisted by the Bus Assistant to go their respective classroom. They will be using the Block D Entrance near the Green Area. Body temperature will be taken by the Bus assistant before they embark the Bus.

Bus assistant have to make sure that bus students line up and are following the 2 meters social distancing.

Non Bus student will enter in Gate No. 1 and will go through thermal scanner located near the Main reception area. This is to monitor the temperature of all the person who is coming inside the school premises.

They will be using Block D entrance in the lobby.

### Middle & High School Department

Bus Students will go directly to their respective classroom they will be entering Block D entrance near the green area.

Non Bus student will enter in Gate No. 1 and will go through thermal scanner located near the Main reception area. This is to monitor the temperature of all the person who is coming inside the school premises.

# Arrival and Dismissal Policy

For **late students**, they have to approach the receptionist to get a late slip for them to be allowed in the class.

There will be marking/stickers on the floor for them to stand to observe 2 meters Social Distancing.

## Dismissal Timing

11:15 am 1<sup>st</sup> Dismissal Timing

3:15 pm 2<sup>nd</sup> Dismissal Timing

Bus Assistant will be picking the bus student in their classrooms except for Middle & High School.

## KG Department

### **1<sup>st</sup> Dismissal**

SSA will collect the Bus student in her class at 11:00 am and bring them in their designated bus. They will be using the KG maintenance door to exit. SSA will bring maximum of 10 students per class.

Non Bus students will be assisted by their Homeroom Teacher to line up near the KG Entrance. There will be designated marking and stickers on the floor to indicate where the student will be standing.

In any case there will be late parent/guardian, student of KG 1 & 2 will stay in the **KG Canteen area** with the Teacher. Total of 150 students can occupy the canteen following the 2 meters social distancing.

### **2<sup>ND</sup> Dismissal**

Bus Student will be collected by the Bus Assistant at 3:00 pm for 2<sup>nd</sup> dismissal

Non Bus students will be assisted by their Homeroom Teacher to line up in the KG Entrance.

In any case there will be late parent/guardian, student will stay in the **KG Canteen area** with the Teacher.

Floor markings will be visible for the student to stand for them to practice Social Distancing.

## Elementary Department

- Bus Student will be collected by the Bus Assistant 10 min. prior the dismissal time at 11:05am & 3:05 they will use the Block D fire exit.
- Non Bus students for Grade 1 to Grade 5 will be assisted by the Homeroom teacher in the **Green area** for pick-up of the parents/Guardian. Social Distancing will be observed.
- There will be a floor marking and sticker to stand on for the student to follow.

## Procedures:

- Parents from will be using Gate #1 to enter.
- Thermal camera will be available in the Reception area to monitor the temperature of all person coming inside the premises.
- Security will check the Parent/Guardian temperature and make sure that they are wearing mask and gloves.
- In any case there will be late parent/guardian, students will stay in the **Gym area**.

## Middle & High School Department

- Bus students need to be dismissed at 11:05am 1<sup>st</sup> dismissal & 3:05 2<sup>nd</sup> dismissal by the teacher.
- Girls Non-Bus student will be assisted by the last subject teacher to the waiting area and they will use Block E corridor exit.
- Parents will be signing a dismissal waiver for the student to go to the waiting area to be fetch by the Guardian.
- Lady **Security Guard** will stay in the Waiting Area Door to make sure that the student will be picked up by their Guardian.
- Markings on the floor will be placed in the waiting area for the students to follow the 2 meters Social Distancing.
- Boys Non-Bus students will be assisted by the last subject teacher and will exit from the Boys' entrance. In any case there will be late parent/guardian, students will stay in the Activity Room with the respective Teacher. 1.5 meter to 2 meters apart will be the distance for the student to follow. There will be stickers and markings on the floor to stand on.

Teachers from Both **KG & Elementary Department** will be provided by QAD with a list of Guardian Dismissal Forms for them to check/tick off names of Non- Bus Students and keep a track of who picks them up. In cases where the person who presents for pick up is not on the list, a copy of their ID will be requested and has to be confirmed by the RAKAA receptionist.

### **(Staff Duty Schedules-as attached)**

**Teachers on Duty** will be assigned in different locations in the school during dismissal time to supervise all students and in provide assistance as needed.

Any parent who insists they are happy for their child to go to the gate and wait for the driver will sign a Waiver Agreement stipulating this is their request and they accept responsibility. Students will line up and be spaced 2 meters apart and Security will be issued with a list of the names of these students who have a 'waiver' and will keep a watchful eye on this.

# Arrival and Dismissal Policy

## Staff Arrival

SSA will arrive 6:00 am and will use Gate No. 1 to enter. They will then pass through the Thermal scanner in the reception area to make sure that they don't have fever.

Administration and Teachers: 7:00am to 7:15 Arrival time

Kg Teachers will enter from Gate No. 7 and will sign in the machine in the KG Entrance. Their temperature will be checked by the Thermal scanner located near the entrance.

Admin., Elementary and Middle & High School teachers will use the Main Gate/Gate No.1 to enter. They will then pass through the Thermal scanner in the reception area to make sure that they don't have fever.

Elementary teacher will use the fingerprint machine located near the Elevator.

Admin. & Middle & High School teachers will use the machine located near the entrance of the Admin area.

Hand Sanitizer is located near the Finger print machines; staff must sanitize their hands in respect to the next user.

The security will make sure that all staff are wearing gloves and mask before they enter the school.

## Staff Dismissal

Administration and Teachers will be dismissed by 3:00 pm and SSA will be leaving by 4 pm. They have to fall in line and stand on the floor with marking for social distancing. Staff must sanitize their hands in respect to the next user after the sign out.

When exiting the premises, they have to be vigilant and still follow the social distancing.

## General

1. Everyone will undergo Temperature Checks on arrival to the school. These will be taken at the Security Point in the reception area through the use of a thermal camera using an Infrared Temperature Scanner. Standard Body Temperature will have to be 36°C.

**RAKAA** has the right to refuse entry for a person under the circumstances of:

- a. If a person's temperature is 37.5°C and higher (with fever).

## Arrival and Dismissal Policy

- b. If a person is showing symptoms of Covid (dry cough, heavy breathing, fever & shows fatigue)
2. All are required to wear Mask and Gloves upon entering the school.
3. All must maintain at least 2 meter (6 feet) distance between oneself and others
4. All must make sure, and the people around one, to follow good respiratory hygiene. This means covering one's mouth and nose with one's bent elbow or tissue when one coughs or sneezes. Used tissues must be disposed of immediately and one is required to wash one's hands. Droplets spread virus. By following good respiratory hygiene, one protects the people around one from viruses such as cold, flu and COVID-19.
5. Hand Sanitizers are located in different areas of the school to be used. As per attached list
6. Parents are not allowed to go inside the classroom or inside the Gym. There are RAKAA staff on duty to assist them. All will be required to strictly follow the Guidelines / Policy that RAKAA is implementing for the safety of everyone.
7. Periodically sanitizing of rooms will be done to make it clean and safe **as per the attached schedule**

(attached are the markings for the entrance and exit)