



DEWVALE  
SCHOOL



# STAFF ILLNESS AND SICK LEAVE POLICY



<b>Policy Name</b>	<b>Staff illness and sick leave policy</b>	<b>Policy No.</b>	
<b>Effective Date</b>		<b>Date of Last Revision</b>	
<b>Version No.</b>		<b>Person in-charge</b>	

## INTRODUCTION

The purpose of this policy is to reduce the spread of illness in school and it outlines procedures to be followed in the event of a staff illness. To minimize the risk of illness, Dewvale School clinic strictly follows the Dubai Health Authority's guidelines.

In case of illness, please send an email to the school HR, your Head of Department and Principal before 7:30 am stating the reason for absence.

Please **DO NOT** come to school if you have the following symptoms:

- Fever
- Sore throat
- Vomiting
- Headache
- Breathing difficulty
- Diarrhea
- Heavy nasal discharge
- Persistent Cough
- Red, watery and painful eyes

## Common Conditions

Most illnesses can be classified as one of a few minor health conditions. To minimize the risk of transmission of infection to others, the following guidelines are instructed by Dubai Health Authority.

<b>DISEASE/ILLNESS</b>	<b>MINIMAL EXCLUSION PERIOD</b>
Fever	In the present situation, the concern person should be taken to the clinic/hospital for further evaluation by a doctor.
Chicken pox	Excluded from school until vesicles become dry or 10 days from appearance of rash.
Diarrhea/vomiting/stomach pain	Staff with these conditions to stay away from school. They can return 48 hours after their symptoms have settled. In the present situation further evaluation is needed (should be taken to clinic/hospital).
Conjunctivitis/sore eyes	Staff should stay away from school until discharge from eyes has ceased.

Sore throat	In the present situation staff should visit the clinic/ hospital and should be assessed by a doctor.
Cough and cold	If the cold is accompanied by shivers or drowsiness, staff should stay away from school and return to school 24 hours after they are feeling better. If anybody has a severe and long lasting cough, consult a doctor. In the present situation, cough and cold should be evaluated by a doctor even if it is mild.

### **Staff who become unwell at school**

If a staff member is ill at school, every effort will be made to contact their emergency contact person. It is therefore important to keep the school informed of any changes to land phone /mobile number. On occasions where an emergency response is required; the school may take the decision to take the staff to the Hospital and will call an ambulance from a Hospital in Dubai.

### **Chronic illness**

For staff suffering from chronic illness such as Bronchial asthma, Diabetes and heart diseases they should submit the medical report and the school clinic needs to keep confidentiality of such cases. Any staff who have any allergic conditions like rhinitis or other forms of allergy, should inform the school clinic and submit the medical report in order to avoid confusion of COVID-19 symptoms. If any staff member needs to keep any emergency medications they need to submit it to the school clinic and it should be supported with the prescription of a consulting doctor which is carefully labelled with the staff's name, required dose and route of administration.

### **COVID 19 infection**

If a staff begins to show symptoms of COVID-19 (stable or unstable) while at school, they will be shifted to the isolation room immediately. The emergency contact of the staff will immediately be notified. If the suspected case is stable, then the staff may be handed over to the emergency contact of the family. In the event of unstable cases the emergency contact has to be informed immediately. The case must be managed by the ambulance service and where necessary transferred to a hospital setting for medical treatment and follow up.

The staff will not be allowed to return to school until the COVID PCR result is obtained. If the result is positive and there is a clinical assessment of a probable COVID-19 case, the staff should complete 10-day isolation. If

the result is negative and there is no clinical assessment for a probable case, the staff can resume schooling as long as they are symptom-free.

Staff are required to submit the COVID19 positive PCR result to the responsible person in the school (School clinic or HSO –health and safety officer). If the result is positive for COVID-19, it should be notified to DHA. The staff should provide clearance certificate or one Negative PCR test after completing 10 days' period of isolation to the school clinic upon the arrival. The school doctor/nurse is required to undertake and document a virtual check-up to ensure that the staff member does not have any symptoms and is in good health before they are allowed to return to school. The distant check-up takes place one to two days, prior to returning to the school. If the staff member is given a clearance to resume school, during the distant check-up, he/she may return to school on the return date specified. On arrival, he/she must visit the school clinic before going to the workplace where the doctor/nurse will conduct a final assessment before allowing the staff member to resume work.

The traced contacts of the patient, including bus riders and other colleagues are all considered close contacts (anyone who spent more than 15 minutes in a proximity of 2 meters with the positive case, from the day of symptoms onset, or the day of the positive PCR test) should commence the 10-day mandatory quarantine counted from the day of the positive test, or from the day of the onset of symptoms. Close contact should shift into work from home. The close contact does not require a negative PCR report to return to the educational and academic settings unless symptoms develop. If the close contact develops symptoms, he/she shall be PCR tested and should be notified to the school clinic regarding the same.

### **Staff who become unwell at home**

During the COVID- 19 pandemic, if anybody has fever or cough, watering nose, sneezing, respiratory difficulty, headache, vomiting, diarrhea or loss of taste or smell, please avoid coming to school. If the symptoms are suggestive of a susceptible COVID- 19 condition, or anybody has contact with a COVID 19 positive case, please visit a doctor for the necessary action and follow the treating doctor's instructions. Staff should notify the school clinic immediately.

We hope that this policy offers you some help in assessing whether or not to come to school in the event that you may not be well. In issuing this policy, we wish to reassure you that your health is important to us.

If you need any further clarification, please do not hesitate to contact the HR, school clinic (Tel No: 042230033 / extension : 1009, email: [clinic@dewvaleschool.ae](mailto:clinic@dewvaleschool.ae)) and Health and Safety officer (Mob: 0504365094).

**Eligibility for availing Sick leave:**

- Staff is eligible for 15 days of full paid sick leave in an academic year.
- Next 30 days of sick leave after the first 15 days is with half pay and the next 45 days of sick leave is without pay.

