

ISO COVID-19 OPERATIONAL MANUAL



2021-2022 SCHOOL YEAR

Updated: September 29 2021, Version 12



International School of
Ouagadougou



Document Purpose

- **Keeping our community safe is the primary goal of all our pandemic mitigations.**
- The International School of Ouagadougou uses the guidance from the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), the Burkina Faso Ministry of Health, and other infectious disease experts to guide School Operations during the Pandemic.
- During the school year 2020-2021, closely abiding to the multi-layered mitigation approach in this document facilitated safe and effective pandemic schooling. **This revision updates ISO's mitigation management measures against COVID-19 for the 21-22 school year taking into account the most recent science on the pandemic**, and the recent CDC guidance for those fully vaccinated [Click Here](#). At this time, all faculty, students and staff, including those who are fully vaccinated individuals will also be required to wear masks when indoors at ISO. ISO will continue to respond to changes in the pandemic with our phased mitigation approach to ensure that we are offering a **safe** and **appropriate** learning environment.
- This document serves to demonstrate that the school is doing its due diligence and **ensuring compliance as well as serving as a central repository for our reference materials** and COVID-19 related operational decisions. Revisions of the COVID-19 operational manual will be made as new information becomes available from infectious disease experts.
- Burkina Faso and the WHO monitor active case counts in the country, and the school uses these as “reference markers” to make informed decisions regarding the mitigation measures need to keep our students safe at school.. **The number of individuals in our school community fully vaccinated against COVID-19 continues to increase and we ask that you continue to document this in the health office.**
- This document is fluid, and will be modified as needed to respond to changing pandemic conditions globally, nationally, and in our local community.



➔ These procedures apply to **all** staff, students, parents, contractors, visitors, delivery personnel, or any other persons involved in school projects and/or entering ISO premises.



➤ <u>Arrival</u>	➤ <u>Overseas Travel</u>
➤ <u>Classroom Management</u>	➤ <u>Parent Expectations</u>
➤ <u>Communications</u>	➤ <u>Physical Education and Sports</u>
➤ <u>Dismissal</u>	➤ <u>Physical Spaces – Library, Auditorium, Maker Space</u>
➤ <u>Education of Staff and Students</u>	➤ <u>Responding to Positive Cases on Campus</u>
➤ <u>Education of Contractors</u>	➤ <u>School Transport</u>
➤ <u>Entry to Campus</u>	➤ <u>School Lunch</u>
➤ <u>Facilities Expectations</u>	➤ <u>School Field Trips</u>
➤ <u>Guidelines for reference</u>	➤ <u>Signage</u>
➤ <u>Health Screening on Campus</u>	➤ <u>Staff expectations</u>
➤ <u>Internal Contacts and Organization</u>	➤ <u>Appendix A: Masks & Faces Coverings</u>
➤ <u>Masks and Face coverings</u>	➤ <u>Appendix B: Pandemic Review in Burkina Faso</u>
➤ <u>Medical Support and Procedures</u>	➤ <u>Appendix C: Pandemic Evolution in Burkina Faso</u>
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Arrival

- Students, faculty, staff, parents and visitors arrive to and exit campus through the front gate closest to the Library. Parents **must** make an appointment to enter the school campus **regardless** of their vaccination status.

Classroom Management

- Social distance will be maintained. Many of our classes have been divided to lessen the overall student population in each class
- In Upper School a **seating chart** will be maintained, and submitted to the administration, to ensure effective contact tracing
- To allow additional ventilation in classrooms, windows will be kept open, and the classroom door ajar. On poor air quality days, classrooms will continue to keep windows and doors ajar for ventilation
- All classrooms are provided with adequate supplies to support healthy hygiene, including soap, bleach and hand sanitizer.



Communications

- Communication with the school community is maintained via emails, newsletters, social media (WhatsApp), SMS, website (www.iso.bf), and parent phone tree.

Dismissal

- Faculty, staff, students, depart school via the central entrance closest to the library.

Education of Staff and Students

- General Services staff receive training on hygiene and cleaning standards on a monthly basis.
- Students are frequently reminded (by both teachers and parents) to practice good personal hygiene and follow health and safety measures.
- Administration will update the community on viral transmission in the local area as a response to changing conditions.



Education of Contractors

- All on-campus contractors follow the same mitigation strategies in place for staff and students.
- Contractors are required to wear face masks at all times.
- The ISO Operations Manager will ensure all contractors are briefed on COVID-19 health and safety measures as well as respiratory etiquette, hygiene practices and appropriate social distancing. These measures include:
 - Avoiding physical contact with others and maintaining a safe distance from other individuals
 - Appropriate cleaning practices (i.e., washing hands frequently with soap and water, using alcohol-based hand sanitizer)
 - The proper way to cover coughs and sneezes
 - Alternatives to shaking hands upon entry, and the importance of workers not touching their own faces (mouth, nose, eyes)
 - The importance of staying home if they are sick
 - **Proper use of masks (covering the mouth and nose)**



Entry to Campus

- Community members, parents, and visitors will be allowed on the school premises following mitigation protocols for **school events only**.
- Masks are required for each person entering and exiting campus
- Mask wearing is **required** for every individual when **indoors** (*Mask requirements will change if transmission of new covid-19 variants are substantial or high in our School and/or local community*)
- The After School Activity Program (ASAP) is for students only. Parents, drivers, and house help are not permitted at any ASAP activity.
- Parents and visitors must make appointments with the front office in advance to assist the school with contract tracing, if needed.

Facilities Expectations

- Frequent cleaning and disinfecting of commonly touched surfaces is in place to kill viruses such as doorknobs, desks, PE equipment, sink handles, light switches, and bathroom facilities
- Windows and doors are left ajar to increase circulation of outdoor air.



Guidelines for Reference

- ISO uses the guidance from the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), and the Burkina Faso Ministry of Health to inform School Operations during the Pandemic, to ensure we are offering a **safe** and **appropriate** learning environment.
- ISO continually reviews covid-19 mitigation protocols at independent and public schools worldwide with similar community characteristics. This practice will continue through the 2021 – 2022 School Year (www.aaie.org)

Health Screening on Campus

Health screening occurs daily for students and staff in school. Health and safety guidelines include:

- Administration, at present, will be required to take temperatures in the morning before students come to school
- Students will be sent to the health office if appearing sick
- Sanitizers are available at **all entrances**
- Suspected cases at school will be sent to the health office, and placed in an isolation area before departing campus. The health office maintains close communication with such cases until approved to return to campus.



Masks and Face Coverings

Changing of any procedures will be guided by the CDC, WHO, and GoBF requirements/recommendations. Changes in pandemic conditions and/or local community transmission may result in an immediate change in the school posture:

- Faculty, students, staff, parents and community members are required to enter and exit campus wearing a mask and to have a back-up mask. ISO does not provide masks
- All individuals must wear masks when indoors, even if fully vaccinated* (*at the present time)
- Unvaccinated faculty and staff may remove masks when working alone in either an enclosed office or classroom
- Both the nose and mouth must be covered by the mask at all times
- Consult the CDC and WHO websites for specific information about how to properly wear a mask
- Masks may be either fabric or cloth.



Medical Support and Procedures

- Burkina Faso requires those who enter the country to present a negative molecular RT-PCR test result that has been taken within 72 hours upon arrival.
- ISO will continue to provide plans to support students and staff/faculty who are in and out of school with a positive COVID diagnosis.
- Suspected or confirmed cases of COVID-19 are immediately sent home from the health office for quarantine or self-isolation
- ISO is prepared to shift fluidly to e-learning if required
- **Do not come to school if you are unwell**



Meetings

- To avoid crowding, no large (over 75 individuals) gatherings/meetings will be held on campus until further notice. Special mitigated meetings in the auditorium or outdoors with over 100 individuals may be approved by the administration
- Divisional faculty and staff meetings will occur weekly with proper ventilation, and no more than 40 individuals
- The school is presently planning to have **Back to School Night** and **Parent Conferences** take place by Google Meets. A final determination will be made based on “events on the ground” a week prior to these events
- **Social distancing and hygiene protocols are enforced at all events.**

Overseas Travel

- ISO is closely monitoring global travel regulations at this time as they are rapidly changing.



Parent Expectations

- Monitor your child's health and **ALWAYS** keep them home from school if they appear ill.
- Teach and model good hygiene practices for your children:
 - Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer.
 - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, and nose.
- Encourage your children to ask questions and express their feelings with you, their teachers, and their school counselor. Remember that your child may have different reactions to stress; be patient and understanding.
- Coordinate with the school to receive information and ask how you can support school safety efforts.
Information Sessions on this subject will be held via Zoom, as needed, by the Director.



Physical Education and Sports

- The sports and activity programs will be held with various mitigation efforts put in place by the Instructor.
- Physical Education is held outdoors without any exceptions, unless forced by the weather, or approved by the Director.

Physical Spaces

- Furniture is rearranged to allow students to continue to use spaces for study/research safely. Capacity control and study appointments are followed.
- Library use for students will be limited to Mondays-Fridays during academic times.
- Additional hand washing/sanitizing stations are located:
 - At each entrance/exit to campus
 - In each classroom
 - In the library, auditorium, maker space, computer labs, weight room
 - Located in hallways throughout campus



Responding to Positive Cases on Campus

- Students/staff are immediately sent home if they exhibit any symptoms of COVID-19.
- ISO student, faculty, and staff active COVID-19 cases are recorded on the ISO Plus Portals COVID Dashboard.
- If symptoms are identified upon arrival, the individual must wait in the designated isolation room in the health office until picked up.
- Students/staff who have had ‘close contact’ (as defined by the CDC and WHO) with someone with COVID-19 must inform the Health Office and self-quarantine for 10 days before returning to school following the CDC guidelines, unless fully vaccinated [Click Here](#). Depending on the data gathered during contact tracing the Health Office may require either shorter or longer quarantines depending on specific case circumstances
- The Health Office will implement a track and trace protocol for positive COVID-19 cases that were on campus. In addition, ISO has a contact tracing team of administrators. All ‘close contacts’ are notified within 24 hours of the positive case identification, and are informed of the required quarantine procedure.
- Positive cases of COVID-19 must self-isolate at home for at least 10 days following the CDC guidelines.
- Flexible leave/attendance policies will be applied to students, faculty, and staff required to quarantine or isolate due to COVID-19 exposure/infection. Each leave case is reviewed on a case-by-case basis.
- Positive COVID-19 cases that were on campus will be carefully reviewed by the contact tracing team taking into account multiple variables to determine the extent of required quarantines. Confidentiality will be maintained for any individual testing positive for COVID-19.



Responding to Positive Cases on Campus

- If a student in a class is confirmed to have COVID-19, those not fully vaccinated seated within 1m of the positive case may be required to quarantine at home. Comprehensive mitigation (ventilation, air purification, distancing, masks for those not fully vaccinated, hygiene) in each classroom is in place. Each situation will be carefully reviewed by the Health Office and the contact tracing team.
- In the indoor classroom setting, the “close contact” definition excludes students who were within 3 – 6 feet of an infected student if the infected students and exposed student were both wearing properly fitting masks per the updated August 5 CDC Guidelines.
- E-learning will be implemented for the affected individuals or classes
- If 5% of the students and staff test positive within a two-week period, then the whole school will be required to quarantine for one week.
- If a student in a class is confirmed to have COVID-19, “close contact” fully vaccinated students are not required to quarantine, but must follow CDC guidelines.
- If a teacher is positive for COVID-19, students and staff not fully vaccinated who were ‘close contacts’ will be required to quarantine following the Health Office guidance. If feasible, the teacher will still conduct t’ learning; if not, there will be a qualified substitute teacher.



School Transport

- **Mandatory wearing of masks for all (bus drivers, monitors and students)**
- School buses are frequently cleaned
- **Assigned seating** will be required for all bus riders to allow for contact tracing
- At the beginning of all bus routes, assigned seating will start in the back seats and end in the front seats. The first student on the bus route will be seated at the rear of the bus, and the last person entering the bus will be in the front row to limit contact with other riders
- AC units will only circulate outside air. Recirculation function will not be used
- Windows will be left slightly open to allow for increased ventilation



School Lunch

- Students are reminded to wash their hands specifically before and after meals
- Students are required to social distance during lunch and recess
- Lunch vendors are available on campus following mitigation protocols
- Shared food is not allowed
- Lunch breaks and recess are monitored by faculty and staff
- Students are encouraged to eat lunch outdoors in the open air.

Signage

- Posters are provided to support the teaching of healthy habits
- Signage and floor decals in place to maintain social distancing and to promote personal hygiene.



Staff Expectations

- Monitor your temperature and stay home if you are ill.
- Teach and model good hygiene practices for your students
 - Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer.
 - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, and nose.
 - Wear a mask indoors if not fully vaccinated
- Encourage students to ask questions and express their feelings with you or their parents. Be patient and understanding.
- Prevent stigma by using facts and reminding students to be considerate of one another.
- Wear facemasks at all times when indoors.
- Adhere to social distancing.
- Frequently remind students not to touch their face and to wash their hands.
- Have a positive and friendly influence on students and colleagues.



APPENDIX A

Q&A About Masks and Face Coverings

What is the difference between a face covering and a facemask?

- A facemask is designed and manufactured to be used in a healthcare setting.
- A face covering is not designed for the same uses and is made from fabric or cloth and should cover your mouth and nose while allowing you to breathe comfortably.
- ISO will use the words ‘mask’ and ‘face covering’ interchangeably.
- A face shield is a piece of clear plastic attached to a headband that covers the face.
- With the exception of healthcare workers treating active cases of COVID-19 there is little evidence to support the need to wear both a mask and face shield. Teachers may use face shields to assist in teaching phonetics or if they need to speak for long periods of time. However, social distancing must be kept, and students are not permitted to use face shields unless accompanied by a mask.
- It is the responsibility of our individual community members and parents of students to provide a mask/face covering on a daily basis. ES students need to have two extra-masks in a Ziploc bag labeled with the child's name.



APPENDIX A

Q&A About Masks and Face Coverings

References

- Centers for Disease Control and Prevention
- Germany Federal Ministry of Health COVID-19 Resources
- Government of Canada Coronavirus Disease (COVID-19) Resources
- Government of U.K. Coronavirus (COVID-19) Resources
- Government of the Netherlands COVID-19 Resources
- Johns Hopkins University Medicine
- World Health Organization



APPENDIX B

Burkina Faso Cumulative Pandemic Review

BURKINA FASO REPORTED COVID-19 CASE COUNT

Wave 1 highest weekly reported positive cases: 518 down to 120. Vaccinated 0
Wave 2 highest weekly reported positive cases: 620 down to 150. Vaccinated 55 K
Wave 3 highest weekly reported positive cases: 550 down to 77. Vaccinated 220 K

The categorizing of the weekly case rates is not official or scientific, rather simply a method to help understand possible pandemic trigger points to inform decision-making.



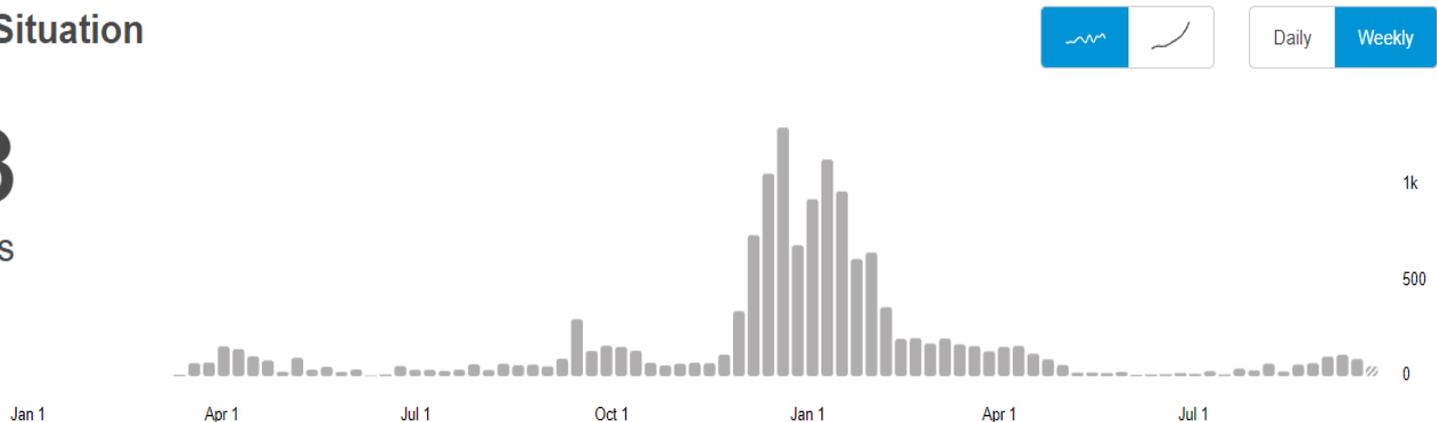
APPENDIX C

Evolution of the Pandemic in Burkina Faso

In **Burkina Faso**, from **3 January 2020** to **3:36pm CEST, 28 September 2021**, there have been **14,183 confirmed cases** of COVID-19 with **181 deaths**, reported to WHO. As of **22 September 2021**, a total of **254,545 vaccine doses** have been administered.

Burkina Faso Situation

14,183
confirmed cases



APPENDIX D

Quick Glance on ISO Positive Test Response Protocols

If a student or school employee tests positive for COVID-19, immediate contact tracing will take place. School will remain physically open, contingent upon there being a COVID-19 positivity rate of less than 5%.

Distance learning will only be provided to those who have tested positive for COVID-19, travelers who are in quarantine, or those with approval from the Director.

Scenario	Policy
Employee or student tests positive for COVID-19	Employees and students who test positive for COVID-19 will not be allowed on campus. Positive cases of COVID-19 must self isolate at home for at least 10 days, and can not return to school without a medical clearance approved by the school in advance of return, or a copy of a negative PCR test.
Employee or student has close contact with someone who has tested positive for COVID-19	Individuals who have been in close contact with a confirmed COVID-19 case must inform both the Director and school nurse, who will then make a determination about their attendance at school. NICD defines close contact as the following: "Close contact means that you had face-to-face contact within 1 metre or were in a closed space for more than 15 minutes with a person with COVID-19. This contact happened while the person with COVID-19 was still 'infectious,' i.e., from 2 days before to 14 days after the symptoms began." This applies to any close contact outside of school, including immediate family members, household help, and any other extended family members and/or friends.
Employee or student displays symptoms of COVID-19	An employee or student displaying COVID-19 symptoms will not be permitted on campus. If the individual is already on campus when symptoms present, he/she will be sent home and will need to consult with a medical professional. Any employee or student who presents COVID-19 symptoms will require a doctor's note to return.
Close contact with a suspected case of COVID-19	Individuals who have been in close contact with a suspected case of COVID-19 should monitor their health and get tested if symptoms develop.



APPENDIX D

Quick Glance on ISO Positive Test Response Protocols

<p>Travelers</p>	<p>Students will be allowed on campus without a quarantine period when they return from outside the country since Burkina Faso currently has its lowest transmission rate since June 8th, 2020. The school will reevaluate when a quarantine period will most likely need to be utilized by ISO as a fourth (04th) Wave is expected (we encourage those eligible to be vaccinated to do so before the 4th wave hits Burkina Faso; which is projected for October/November 2021)</p>
<p>Students not following safety protocols and guidelines</p>	<p>ISO has a zero tolerance policy for student behavior that blatantly shows disregard for the safety protocols and guidelines as outlined by the school. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Refusal to wear a mask • Falsely indicating that one has COVID-19 or imitating symptoms • Not informing the appropriate school authorities of recent possible exposure to COVID-19. <p>Such actions may result in immediate suspension on first offense, and possible expulsion in the case of subsequent incidents.</p>
<p>Employees not following safety protocols and guidelines</p>	<p>All employees must strictly adhere to the safety protocols and guidelines as outlined by the school. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Wearing a mask • Distancing from colleagues and students as much as possible • Informing the Director when they are displaying possible symptoms of COVID-19, have been in close contact with someone who has tested positive for COVID-19 or have themselves tested positive for COVID-19 • Monitoring students to ensure their compliance with the safety protocols and guidelines put in place. <p>Such actions may result in a sanction by the Director.</p>
<p>Employees required to miss work as a result of the policies stated above</p>	<p>All employees will be allotted an additional 10-days of leave that are to be used in relation to the COVID-19 policies as outlined above.</p>

