



# COVID-19 Manual

## 2022-2023 School Year

### DOCUMENT PURPOSE

Keeping our community safe is the primary goal of all our pandemic mitigations. ISO 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.

ISO will continue to respond to changes in the pandemic with our phased layered mitigation approach to **ensure safety is our number 1 priority**. Consistent with CDC and WHO surveillance recommendations, ISO does not change our layered mitigation approach based on reports of increased/decreased transmission in countries or localities that do not directly impact our school community.

This document serves to demonstrate that the school is doing 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 are made as new information becomes available from infectious disease experts and organizations. Pandemic information changes rapidly.

The Operation Manual **is fluid**, and will be modified as needed to respond to changing pandemic conditions globally, nationally, and in our local community.

### SCOPE

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.



## ARRIVAL

- Students, faculty, staff, parents and visitors arrive to and exit campus through the main entryway of the school. Handwashing and Temperature checks will be conducted.



## CLASSROOM MANAGEMENT

- In all grades a seating chart is 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, and recess time will continue. The short-term risk of COVID-19 outweighs the air quality risks*
- Classrooms are provided with adequate supplies to support healthy hygiene including soap where sinks are available, hand sanitizer, paper towels, tissues, and disinfectant wipes



## COMMUNICATIONS

- Communication with the school community is maintained via emails, newsletters, social media, and the website
- COVID-19 Updates are posted on the ISO Plus Portals on the main page.
- ISO staff, faculty, and student active cases are updated at the end of each school day and placed on the dashboard located on Plus Portals.



## DISMISSAL

- Faculty, staff, students, parents, and visitors depart school from the main front entryway of the school within 5 minutes of their last activity.



## **EDUCATION OF STAFF AND STUDENTS**

- General Services staff receive training on hygiene and cleaning standards.
- Students are reminded to practice good personal hygiene and follow health and safety measures.
- Administration will update the faculty and staff on viral transmission in the local community as a response to changing conditions



## **EDUCATION OF CONTRACTORS**

- All on campus contractors follow the same mitigation strategies in place for staff and students
- 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:
  - 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
  - The importance of workers not touching their own faces (mouth, nose, eyes)
  - The importance of staying home if they are sick



## **ENTRY TO CAMPUS**

- Community members, parents, and ISO ID Holders are allowed on the school premises following mitigation protocols
- Mask wearing is optional indoors provided that:
  - A student or faculty members has up to date vaccinations against COVID. (This information needs to be provided to the school nurse at [a.dayamba@iso.bf](mailto:a.dayamba@iso.bf))
  - A parent signs the Liability Waiver and provides the final page to [cro@iso.bf](mailto:cro@iso.bf)



## FACILITIES EXPECTATIONS

- Cleaning and disinfecting of commonly touched surfaces is in place to kill viruses such as doorknobs, desks, 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 Burkina Faso Ministry of Health to inform School Operations during the Pandemic
- ISO operations during the pandemic take into account the local community pandemic conditions, school-specific characteristics, ISO's ability to mitigate risk while on campus, access to health care in the local community, and have contingency plans to enable fluid movement to hybrid models
- ISO continually reviews COVID-19 mitigation protocols at independent and public schools world-wide with similar community characteristics, and is making mitigation adjustments as COVID-19 becomes endemic
- ISO layered mitigation does not change to respond to COVID-19 transmission in other communities or countries that do not directly impact our school community



## HEALTH SCREENING ON CAMPUS

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

- When students appear unwell, parents should take temperatures in the morning and report to the Health Office. **Do not come to school**
- Students will be sent to the health office if appearing sick
- 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 local COVID-19 transmission conditions will result in changes to mask wearing requirements*

- Mask wearing indoors is optional (for those who are vaccinated, or who have parents that sign the school's liability waiver.)
- Mask wearing may be required at large indoor gatherings and at other school events as determined by ISO
- Consult the CDC and WHO websites for specific information about how to properly wear a mask



## MEDICAL SUPPORT & PROCEDURES

- ISO will continue to provide plans to support students and staff/faculty who are in and out of school with illness.
- Suspected or confirmed cases of COVID-19 are immediately sent home from the health office for quarantine or self-isolation.
- Do not come to school if you are unwell.



## MEETINGS

- Divisional faculty and staff meetings can occur virtually or in person
- Due to the risk, albeit it low, of school-wide cross division transmission, school wide events and assemblies will remain limited to no more than 85 Individuals.
- Large cross-divisional school events will be via Zoom/Google/Webex



## PARENT EXPECTATIONS

- Monitor your child's health and **ALWAYS** keep them home from school if they appear ill
- Notify the Health Office immediately if your student suffers from allergies to help distinguish between allergies and illness
- 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, nose

- Encourage your children to ask questions and express their feelings with you, their teachers, and their school counselors. Remember that your child may have different reactions to stress; be patient and understanding
- Prevent stigma by using facts and reminding students to be considerate of one another
- Coordinate with the school to receive information and ask how you can support school safety efforts (through the PTO)



## PHYSICAL EDUCATION & SPORTS

- The athletic and activity programs are in place with sport specific mitigation as needed



## RESPONDING TO POSITIVE CASES ON CAMPUS

- Students/staff are immediately sent home if they exhibit any symptoms of COVID-19
- 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’ (close contact defined [Click Here](#)) with someone with COVID-19 must inform the Health Office and self-quarantine for at least 5 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 longer quarantines and PCR testing to end quarantine after reviewing case circumstances
- In the indoor classroom setting, the ‘close contact’ definition **excludes** students who were within 3-6 feet of an infected student if the exposed student **was fully vaccinated**
- 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 five days following the CDC guidelines [Click Here](#).
- 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.
  - 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 the CDC guidelines [Click Here](#)
  - Comprehensive mitigation (ventilation, optional mask wearing, hygiene) in each classroom is in place

- Each positive COVID-19 case on campus situation will be carefully reviewed by the Health Office and the contact tracing team
- E-learning will be implemented for the affected individuals or classes
- The CDC does not recommend using a threshold of positive cases to determine when to shift to e-learning. However, at ISO the Administration has established 10% of our overall population as our threshold to shift to distance learning for 7 days.
- If a teacher is positive for COVID-19, the CDC ‘close contacts’ definition will be used to determine if quarantine is required for students in the class, and the guidance of the ISO Health Office. If feasible the teacher will still conduct the e-learning, if not a qualified substitute teacher.
- ISO student, faculty, and staff active COVID-19 cases are recorded on the ISO COVID-19 Dashboard on Plus Portals at the end of each day.



### SCHOOL TRANSPORT

- Mask wearing is recommended
- 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
- Lunch vendors on campus following mitigation protocols
- Lunch breaks and recess are monitored by faculty and staff
- Students are encouraged to eat lunch outdoors in the open air



### STAFF AND FACULTY EXPECTATIONS/ISO EMPLOYEES

- Stay home if you are ill
- Administration will send any individual home if appearing sick
- ***Individual staff and faculty members are not allowed to administer new or change ISO mitigation requirements for students in the classroom, at events, or during activities based on personal preference, beliefs, and/or preferred comfort level***
- Notify the Health Office immediately if you frequently suffer from allergies to help distinguish between allergies and illness
- 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, nose.

- 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. Do not introduce personal beliefs about the pandemic. Always defer to the the scientific evidence referenced by the CDC and WHO
- Have a positive and friendly influence on students and colleague



## **VACCINE REQUIREMENTS**

- Most ISO employees are fully vaccinated per the GoBF airport protocols.
- The Burkina Faso MoH has approved COVID-19 vaccination for all individuals age 12 and up at this time.
- The Burkina Faso MoH has approved booster vaccinations for certain age groups
- ISO does not currently have a booster requirement following the recommendations by the WHO

## **APPENDIX A**

### **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**

### **CONTACT TRACING TEAM**

All members of the contact tracing team have been trained by the successful completion of the Johns Hopkins Contact Tracing Course. The team is made up of the health office and the administrative team.