



AISC Covid Procedures

ARRIVAL

- Parents / Driver/ Nannies will escort their child/children to the school's front gate and depart to avoid a social gathering. Parents cannot enter campus.
- Students will enter school independently, have their temperature taken, wash their hands and move directly to the classrooms.

ENTRY TO CAMPUS

- Community members, parents, and visitors are only allowed on the school premises with an appointment.
- All community members returning from international travel must submit the Negative Molecular PCR COVID-19 test result used to enter Guinea to the Administrative Office before coming to campus.
- Every person entering the campus is required to wear a mask, have their temperature checked, and wash their hands.
- A handwashing station with soap or sanitizer is located just inside the front gate and at other key locations around the campus.

HEALTH SCREENING ON CAMPUS

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

- Parents are required to take temperatures in the morning before students come to school, and to keep a record.
- All students and staff arriving at school will have their temperatures taken in the morning.
- Students may be sent to the Nurse's Office for additional screening.
- Families and staff must report any international travel to the Administrative Office prior to coming on campus.
- All individuals entering, exiting, and while on campus must wear face masks.
- Hand washing stations/ Sanitizers are made available at all entrances. All entering campus are required to disinfect their hands.
- Suspected cases at school will be sent to the Nurse's Office, and placed in an isolation area before departing campus. The Administrative Office maintains close communication with such cases until approved to return to campus.

MASKS AND FACE COVERINGS

Wearing of masks is recommended by the CDC and WHO.

- Mask wearing is required on campus at all times by every individual until further notice.
- Faculty, students, and staff are required to come to campus wearing a mask and to have a back-up mask.
- CDC recommends changing masks every two to three hours or if wet or dirty. Parents/guardians are asked to send their children to school each day with at least three facemasks and ziplock plastic baggies (labeled with their child's name) into which students can store their masks during lunchtime.
- 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.
- 'Mask breaks' to increase comfort may happen for no more than five minutes, when outside in a large open space, and not within 1-2 meters of another person.
- Masks may be either fabric or cloth.
- There may be times during outdoor PE classes that masks may be temporarily removed if social distancing is possible.

CLASSROOM MANAGEMENT

- All student desks and Teacher Office spaces are fitted with protective plexiglass partitions.
- As much as possible, the use of learning resources and materials will be managed to avoid sharing.
- Manipulatives, equipment and other shared resources will be subject to specific cleaning and disinfecting.
- Teachers will maintain the sanitizing of the classroom materials.
- Shared laptops and computers are wiped after each use.
- In the MS/HS, cleaning supplies are in each classroom, and all students will wipe down desks before departing the classroom.

FACILITIES EXPECTATIONS

- Playground equipment/play facilities are cleaned between scheduled use.
- Frequent cleaning and disinfecting of commonly touched surfaces is in place to kill the virus such as doorknobs, desks, PE equipment, sink handles, light switches and bathroom facilities.
- Toilets and sinks are cleaned two times a day.

- The Maintenance team is trained in hygiene and cleaning standards and a cleaning/disinfecting schedule and protocol is maintained.

PARENT EXPECTATIONS

- Monitor your child's health and keep them home from school if they are ill.
- Take your child's temperature every morning and record in a temperature log, 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 and their teachers. 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.

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, 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.
- Wear face masks at all times when on campus.
- 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

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 or in the Nurse's Office until transportation arrives.
- Students/staff who have had 'close contact' (as defined by the CDC and WHO) with someone with COVID-19 must inform the Administrative Office and self-quarantine for 14 days and/or submit a Negative PCR test before returning to school.

- The Administrative Office will implement contact tracing protocol for positive COVID-19 cases that were on campus. 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, and cannot return to school until three days pass with no symptoms and Negative PCR Test.
- 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 admin office. Confidentiality will be maintained for any individual testing positive for COVID-19.
- If a student in a class is confirmed to have COVID-19, those seated within 1-2m of the positive case may be required to undergo a PCR COVID-19 test. Upon proof of a negative test, they can return to school. Each situation will be carefully reviewed by the Administrative Office.
- E-learning will be implemented for the affected individuals or classes.
- If 20% of the students in a Grade level (e.g., Grade 5) or a Division (e.g., Middle School) test positive within a two week period, the whole grade level or division may be required to undergo a PCR COVID-19 test before returning to school.
- If 10% of the students in the school test positive, we may close down the campus and require PCR COVID-19 testing before re-opening campus.
- In case of temporary closures, based on previous experience, the school is well positioned to conduct on-line classes in order to ensure the safety and health of the school community.
- If a teacher is positive for COVID-19, those who were ‘close contacts’ will be required to quarantine. If feasible, the teacher will still conduct the e-learning from home. If not, a qualified substitute teacher will be hired until the classroom teacher tests negative.