



## COVID-19 POLICY, STANDARD /OPERATING PROCEDURES & WORKPLACE PLAN

### STANDARD OPERATING PROCEDURE FOR THE POST-LOCKDOWN MANAGEMENT OF LITTLE SCHOLARS ACADEMY'S INTRODUCTION:

#### OBJECTIVE AND SCOPE

The objective of this document is to highlight procedures and processes that need to be adhered to and reinforced for the safe and efficient management of the school on resumption of schooling after the lockdown. The policy and procedures are in line with the requirements of the Ministry of Education: Early Childhood Commission and The Ministry of Health. The situation is fluid and Little Scholars Academy (LSA) will be flexible and will adapt to changing circumstances.

REMINDER OF CLINICAL PRESENTATION

What are the common symptoms of COVID-19?



A dry and continuous cough.



Fever, where your chest or back feels hot.



Tiredness.



Other flu-like symptoms (sore throat, aches, runny nose).

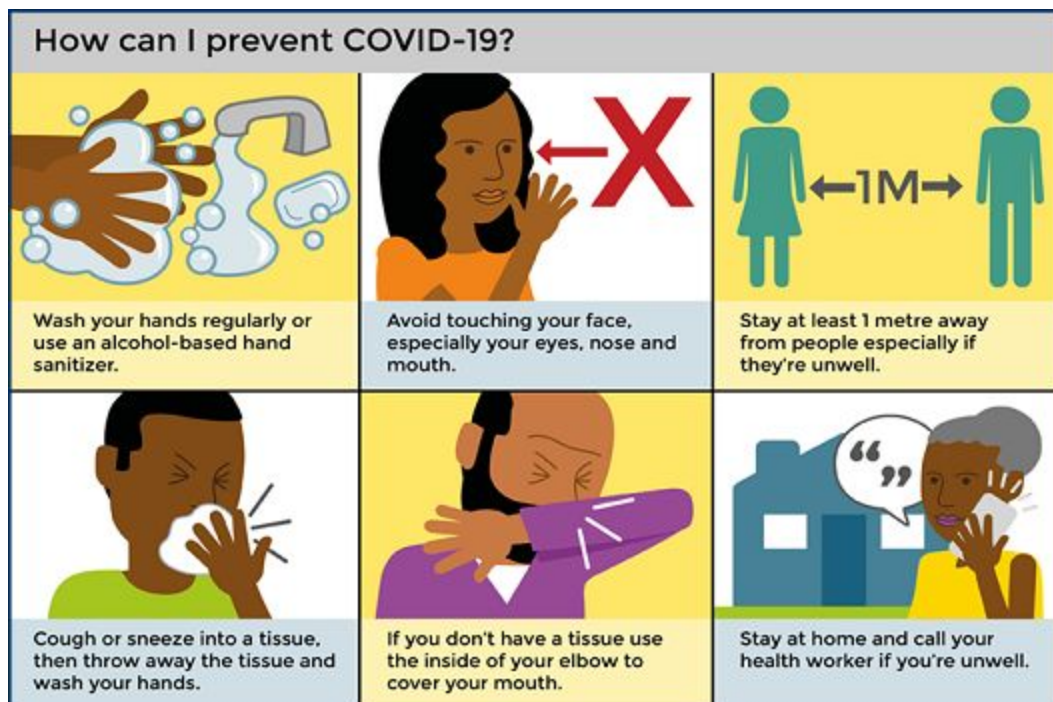


If you have difficulty breathing or chest pain call for urgent medical care.



Remember, not everyone who has coronavirus gets symptoms. Follow your government's advice to stop the spread of the virus.

HOW CAN YOU AND THE STUDENTS CONTINUE TO PROTECT YOURSELVES FROM INFECTION?



## POLICY OUTLINE

IN ADDITION TO THE ABOVE:

1. ALL STUDENTS AND STAFF MEMBERS TO WEAR MASKS – COMPULSORY. VISORS / FACE SHIELDS ARE OPTIONAL
2. SOCIAL DISTANCING (Classrooms, Staff Rooms, Meetings /Assemblies /Play grounds /Office /Bathroom use) - New recommendation of 6 feet between desks, workstations and other Rosters by Administration
3. SANITISING, TEMPERATURE CHECKS AND REGISTERS AT ENTRY POINT DETERMINED BY THE WORKING COMMITTEE (Staff (Teaching and Admin) will assist – Rosters by Administration
4. DEEP-CLEANING/DISINFECTING OF HIGH-TRAFFIC AREAS/WORK STATIONS/BATHROOMS/MUTIPLE-USER EQUIPMENT LIKE TELEPHONES, KEYBOARDS, PRINTERS (Housekeeping and Individual users + Teachers)
5. VISITOR AND DELIVERY SERVICES LIMITED, TEMPERATURE CHECK AND SANITIZING AT REGISTRATION (Registrar on duty)
6. MOVEMENT OF STUDENTS FROM CARPARK TO SANITATION DOCKS (Parent)

7. STUDENT OR STAFF SHOWING SYMPTOMS (Referred to administration who will isolate, contact Destination Medicine or Parents)
  8. LOG OF VISITORS (in case of contact- tracing) - (Registrar on duty)
  9. LOG OF PUPILS/STAFF/PARENTS who were in affected or high-risk areas (Administrator, Class teacher)
  10. CONTINUED EDUCATION ON HANDWASHING AND OTHER HYGIENE MEASURES (Staff)
  11. GET A FLU SHOT – not too late to protect against influenza 12.
- The sick bay is the designated isolation area – the class teacher will accompany a child or staff member to a car park for pick-up)
13. Drop-and-go/Pick up zones – 1 parent only at daily registration
  14. Teaching and other activities to be contained to certain areas while observing social distancing and ensuring ample ventilation – in order to limit exposure to surface area
  15. Teachers/staff receiving students at registration to wear added protective gear (provided by the school)

#### COMMUNICATION WITH PARENTS AND STAFF REGARDING THE RE-OPENING OF SCHOOL

Administration to give clear communication to parents regarding all the measures that would be put in place to ensure that their children would be safe. It is also essential to reassure those families with health issues in the high-risk category that it is fine to keep their children at home; children would continue to have work sent home to them, and teachers would work at school and also continue to be allowed to work from home.

1. Staff are limited to working with only one or two classes and restricted to certain zones
2. Each class is divided into two classrooms if needed, and some are even using outside areas
3. Support and subject teachers are helping class teachers to cover the two rooms and outside areas
4. Classes take turns to go out to play in restricted areas as the children play only with those in the same class
5. All children need to be self-sufficient for the whole day bringing their packed lunch, drink and pencil case as they can't borrow anything from anyone else (if catering department remains closed)
6. Staff adhere to and reinforce all rules of the school, Health Department and Ministry of Education and advice by ECC
7. Academic Heads will liaise with parents regarding arrangements of the academic programme

IMPORTANT CONTACT DETAILS: In addition to the 888-ONE-LOVE (663-5683) announced recently for members of the public to contact the Ministry of Health & Wellness with COVID-19 concerns, additional numbers can now be used. These numbers are:

- 888-754-7792

- 876-542-5998
- 876-542-6007
- 876-542- 6006
- 876-542-5998

Members of the public may also make contact the Ministry via email using covid19@moh.gov.jm or jacovid19facts@gmail.com.

**A. ACTION TO BE TAKEN IN CASE A STUDENT IS SUSPECTED OF HAVING COVID-19 (appears ill or displays symptoms)**

1. It is the parent's responsibility to inform the school if they suspect their child suffers from COVID-19
2. Staff Member suspects a child has the virus: Contact administration .
3. Administrator: Isolate the patient in a designated isolation room and continue wearing mask  
Inform the Principal  
Contact the Parent  
Contact Doctor for advice Doctor and Administrator advise the school

**B. ACTION TO BE TAKEN WHEN A STUDENT MAY HAVE BEEN EXPOSED TO A SUSPECTED/PROBABLE CASE OF COVID-19, OR A SUSPECTED CASE FOR WHOM TESTING IS INCONCLUSIVE AS REPORTED BY THE LABORATORY**

1. No restrictions or special control measures are required until the laboratory results for COVID-19 have been received
2. There is no need to close the institution or send students or staff home

**C. ACTION TO BE TAKEN WHEN A STUDENT MAY HAVE BEEN EXPOSED TO A CONFIRMED CASE OF COVID-19**

1. All close contacts of a confirmed COVID-19 case are required to quarantine in their homes for 14 days while being monitored for symptoms. They may not attend school
2. Students who are not contacts of a confirmed case should attend school. Family and friends who have not had close contact with the confirmed case do not need to take any precautions or make any changes to their own activities such as reporting to school or work, unless they begin to develop symptoms
3. All case contacts who become symptomatic will be immediately tested by health authorities for COVID-19, active contact tracing and self-quarantine of all contacts will be implemented

NB. Keeping students at home or closing school is a serious decision which may restrict the student's ability to acquire education, amongst other considerations. The decision to direct students to stay at home, because of possible exposure to, or infection with COVID-19 should

be justified by the available scientific evidence and must be directed by the accountable health authorities

#### D. ACTION TO BE TAKEN WHEN A CASE OF COVID-19 IS CONFIRMED

1. The relevant health officials contact the school to discuss the case, identify people who have been in contact with the infected person and advise on any further precautions
2. If the school has not been contacted, the school must contact the MOH on 888-ONE-LOVE (663-5683) Public health officials, with the assistance of the school admin, will conduct a risk assessment and give recommendations on the management of students and staff
4. In most cases, closure of the school will not be necessary. The decision to close will be school- and context specific (see school closure below)

#### E. PROCEDURES REGARDING STAFF

A staff member appears ill and reports for duty displaying symptoms associated with COVID-19 (suspected of COVID-19)

1. If an employee presents with symptoms consistent with COVID-19 they must be advised to contact the MOH toll-free emergency hotline on 888-ONE-LOVE (663-5683), consult a medical professional and follow the MOH protocol
2. The staff member should be temporarily isolated in the isolation room. Arrangements should be made for them to be transported to a medical facility. They should be wearing a mask
3. Any further action must be taken once there is a diagnosis confirmed by a medical professional
4. All cases must be reported to the MOH
5. Staff members must be encouraged to seek medical attention if they display flu-like symptoms and to not report for duty

#### F. A staff member has been exposed to an unconfirmed case of COVID-19

1. If a staff member has been in contact with a person who is a suspected case but has not yet received a positive result for the COVID-19 test, the relevant public health authority will decide whether restrictions or special control measures are necessary
2. Once the results are known, the MOH protocols will be implemented, if applicable
3. All cases must be reported to the ECC

#### G. A staff member has been exposed to a confirmed case of COVID-19

1. Staff members who worked closely with the infected staff member should self-quarantine for a period of 14 days. Such staff members can be requested to work remotely

2. The workspace of those exposed should be cleaned and disinfected thoroughly
3. Contact must be maintained with employees in quarantine as a means of monitoring and support
4. All of those exposed must be reported to the ECC/MOH

H. A staff member has tested positive for COVID-19

1. The relevant public health officials will discuss the case, identify people who have been in contact with the staff member, and advise on any action or precautions that should be taken
2. A risk assessment will be undertaken- advised by the public health officials
3. Staff members who worked closely with the infected staff member will have to self-quarantine for a period of 14 days. This must be done in consultation with the relevant Public Health authority
4. A list of these employees must be kept and submitted to the MOH. Contact must be maintained with these staff members as a means of monitoring and support
5. The staff member may return to work on the condition that he/she has undergone a medical evaluation confirming that he/she has tested negative for COVID-19

#### CLOSURE OF THE SCHOOL IF A STAFF MEMBER HAS TESTED POSITIVE FOR COVID-19

Preparing for the possible closure of a school should only be considered following recommendations from the accountable public health official. Temporarily closing a school is a possible strategy to prevent or slow the continued spread of COVID-19 in the school community.

School administrators are not expected to make decisions about dismissals or closure of schools and must follow the Departmental procedures. School must seek guidance from local health officials to determine if, when, and for how long to take these steps.

Considerations for keeping the School open after dismissal of students

During school dismissals, schools may stay open for staff (unless they are ill) while students stay at home. Keeping facilities open will allow teachers to develop and deliver lessons and have access to teaching resources and materials remotely, thus maintaining the continuity of teaching and learning. Furthermore, it will allow other staff members to continue to provide services and help with additional response efforts. If schools are dismissed, school administrators should discourage students and staff from gathering or socialising anywhere e.g. meeting at a friend's house or a local shop.

An important consideration is how to ensure the continuity of education. During school dismissals, schools should: review continuity plans, including plans for the continuity of teaching and learning implement e-learning plans, including digital and distance learning

options, if feasible and appropriate; consolidate a list of suitable resources available via other media platforms where pupils and parents can access education content to help facilitate remote learning design strategies to avoid transmission in settings where people might gather in a group or crowd, if there is a community spread of COVID-19, e.g. 'grab-and-go' packed lunches

## COMMUNICATION: SUMMARY COMMUNICATION

Part 1: Four different conditions and summary of actions

Part 2: Non-teaching faculty staff Communication Plan

Considerations and assumptions:

- ★ Pre-screening and the temperature check is used for decision-making as it is the only universal point of reference: has to be accurate and coordinated daily. Suspected = any positive answers to the questions Positive = laboratory test confirmation
- ★ Records of groups and their movements must be accurate, no cross pollination: social distancing, appropriate sanitizing and washing of hands have been observed

Any variation can be allocated to one of the conditions below:

PART 1: Teaching Staff and Students



	Condition: Covid incident report to be completed by nurse	SOP	Who to be informed?	By whom?	Next action
1.	Pupil suspected of Covid - 19	A	Parent and Head	Nurse	Once confirmed, move to appropriate condition
2.	Pupil exposed to suspected/probable Covid - 19	B	Parent and Head	Nurse	Once confirmed, move to appropriate condition
3.	Pupil exposed to confirmed COVID - 19	C	<ul style="list-style-type: none"> <li>Cluster group parents</li> <li>Staff associated with cluster group</li> </ul>	Head	Monitor: 14 days, letter of when to return to school
4.	Pupil confirmed Covid- 19	D	<ul style="list-style-type: none"> <li>Cluster group parents</li> <li>Staff associated with cluster group</li> </ul>	<ul style="list-style-type: none"> <li>Head</li> <li>Head</li> </ul>	Await recommendation from NICD and parent advisory group
5.	Staff suspected of Covid - 19	E	Head	Nurse	Once confirmed, move to appropriate condition
6.	Staff exposed to suspected/probable Covid - 19	F	Head		Once confirmed, move to appropriate condition
7.	Staff exposed to confirmed COVID - 19	G	<ul style="list-style-type: none"> <li>Cluster group parents</li> <li>Staff associated with cluster group</li> </ul>		Monitor: 14 days, letter of when to return to school
8.	Staff confirmed Covid - 19	H	<ul style="list-style-type: none"> <li>Cluster group parents</li> <li>Staff associated with cluster group</li> </ul>		Await recommendation from NICD and parent advisory group

## PART 2: Non-teaching faculty staff

Should also form their own cluster groups and ensure no cross pollination occurs Kitchen and Maintenance to have 2 cluster groups, the other can work should the one group need to isolate. IT Department to keep records of who they see daily

## COMMUNICATION PLAN

Only the following may communicate re: COVID-19

- ★ Director Principal

## SHARED RESPONSIBILITIES/PROTOCOLS

### CATERING (if in operation)

1. Staff with symptoms should not be preparing food
2. Handwashing is vital; also regular sanitising
3. Regular cleaning of ovens, floors basins, dishes, etc.
4. Sterilizing of tables and work surfaces (sprayed with disinfectant)
5. Adequate disposal of wet waste/food – to be cleared regularly and collected more regularly
6. Clean uniforms to be worn daily
7. Social distancing observed
8. Use of other PPE, including the mask

CLEANING SERVICES (Sanitising and disinfecting every afternoon)  
CLASSROOMS AND WORK AREAS

1. Furniture (desks and chairs) to be wiped/sanitized twice a day.
2. Doors/handles and finger areas to be cleaned twice a day.
3. Tissues to be available in classrooms
4. Hand sanitizer to be available

BATHROOMS

1. Toilets to be cleaned after every use.
2. Bins to be emptied and washed of any wet waste
3. Distance markers outside toilets

STAFF

Regular hand-washing and clean uniforms and mask to be worn daily  
Social distancing and regular sanitizing of equipment  
Use of other PPE Maintenance

1. Ensure staff are healthy e.g. no high temperature
2. Do not come to work if sick
3. Regular hand-washing and clean uniforms to be worn daily
4. Ensure priority maintenance of kitchens and bathrooms e.g. taps, flushing toilets
5. Social distancing and regular sanitizing of vehicles, tools and equipment
6. Use of PPE, including the mask

Garden Services

1. Adequate disposal of litter and waste
2. Ensure corridors/passage ways are cleared daily e.g. no yoghurt containers
3. Regular hand-washing and clean uniforms to be worn daily
4. Social distancing and regular sanitizing of tools and equipment
5. Use of PPE, including the mask

TEACHING AND ADMINISTRATION STAFF RESPONSIBILITIES (Summary)

1. Recognise symptoms
2. Correct use of masks
3. Regular hand-washing
4. Ensure staff and pupils use sanitizing agent
5. Keep the School Nurse informed

6. Continue age-appropriate education on the virus, symptoms and precautions (Talks, pamphlets, videos, etc.)
7. Computers/Computer Room – use antiseptic wipes to clean screens, keyboards and desks
8. Keyhole inserts by Admin
9. Admin to communicate with students and staff that have travelled to affected areas, have been repatriated or may have been in contact with persons affected by the virus to stay at home for at least 14 days and receive medical treatment
10. Observe social distancing

## STUDENT TRANSPORT PROTOCOLS

The Transport Authority is responsible for all legislation, regulations, licencing and enforcement thereof, of all matters of transport including vehicles transporting students to school and back. All commuter transport services including passenger bus services, taxi services, and private cars transporting students to school must adhere to the regulations issued in terms of the Disaster Management, as well as all the directives set out in the schedule to address and contain the spread of COVID-19 according to the lock-down level provided that:

- 1.1 bus services, taxi services and e-hailing services and private vehicles shall not carry more than the licensed capacity; and
- 1.2 all directives regarding hygienic conditions and the limitation of exposure to COVID -19 are adhered to e.g. social distancing, sanitizing, use of masks

1

Pupils and Parents to enter school wearing face masks



**Be Honourable**

Keep face masks on at ALL times



Temperature screening will be done as pupil arrives

**Be Collaborative**

Parent remains in the car at ALL times



2

3

Social distancing protocols will be observed



**Be Respectful**

Keep 2 metres away from another person



Hygiene control and regular hand-washing will be encouraged

**Be Responsible**



4

5

No shared lunches, books, drinks and/or stationery will be permitted



**Be Resilient**



**Be Compassionate – We are in this Together**