



American School of Douala

Decision Protocol for Covid-19 Management Protocol

Management Plan Objectives:

- To ensure the safety and health of all community members by providing education/information, timely and accurate communication and thoughtful decision making in managing the various factors resulting from the spread of the disease.
- To provide leadership to faculty, staff, students and parents in meeting the needs of all community members.
- To develop a multi-faceted plan for continuing learning at ASD should the outbreak of infectious disease force temporary closure.

Introduction: The ASD Decision Protocol for Covid-19 Management is organized in four levels/scenarios of risk assessment. The protocol will guide school planning and decision-making as outlined at each of the four risk levels described in the protocol.

Decision Making Sources: The school will consult with professional medical sources and Cameroon Health Services in support decisions within this framework and based on information/recommendations and advice provided by those sources.

Government of Cameroon

ASD will comply with all official directives from the Government of Cameroon.

<i>Levels are determined by the presence of the following indicators within Cameroon</i>	Campus Access Control	Curricular Program	ASD Community Events	Field Trips	School Operations	ASD Personnel	Emergency Care	Communication
<p><u>Level One</u></p> <p>INFORMATION</p> <p>Low Risk No human cases Minimal number 0 reported cases</p>	<p>Admission as normal</p> <p>Students returning from areas with worldwide cautions that advise against non-essential travel (Category 1) are asked to self-quarantine.</p> <p>Those returning from Category 2 countries will be considered on a case-by-case basis</p>	<p>Regular school Program</p> <p>Lessons to ensure students understand proper hygiene.</p> <p>Admin/teachers will begin preparing online learning program.</p> <p>Teachers will review online learning program with students.</p>	<p>All regularly scheduled events are allowed</p> <p>Discussion with visiting schools over potential group exposure with clear guidelines from ASD.</p>	<p>Field trips within Cameroon allowed.</p> <p>Trips outside Cameroon reviewed on a case-by-case basis and cancelled if considered unsafe.</p>	<p>Check normal disinfecting by cleaning personnel</p> <p>Check normal disinfecting by cleaning personnel.</p> <p>Reinforce good hygiene habits by students and staff</p>	<p>Normal working conditions</p> <p>Regular communication between the Director and the US embassy doctor to monitor local situation</p> <p>Training of all staff in prevention protocols, recognizing symptoms, steps when symptoms are noted</p>	<p>Normal emergency medical protocols</p>	<p>Use of the parent newsletter</p> <p>Email and SMS to parents</p> <p>Student assemblies to ensure students understand protocol and proper hygiene</p> <p>Maintain communication with 'in country' National/International Health Officials</p>
<p><u>Level Two</u></p> <p>PRECAUTIONARY</p> <p>Moderate Risk Fewer than 10 cases Increasing number of possible cases reported</p> <p>No ASD students, families, faculty reported with virus</p> <p>Advisories for nonessential travel (Related to the disease) to Cameroon</p>	<p>Admission as normal</p> <p>Students and staff returning from areas of high infection must stay home for the duration of the incubation period</p> <p>Students with flulike symptoms sent home with recommendation of immediate appointment with doctor</p>	<p>Regular school Program</p> <p>Activate use of email/online Learning System (GoogleClassroom/ Khan Academy) to provide work for students at home</p> <p>Increase level of blended learning at school.</p>	<p>All regularly scheduled events are allowed</p> <p>Discussion with visiting schools over potential group exposure with clear guidelines from ASD.</p>	<p>Field trips scrutinized on a case-by-case basis and cancelled if considered unsafe</p>	<p>Designate an Emergency Operations team who would be responsible for maintaining school operations in the event of a pandemic</p> <p>Normal hygiene processes checked</p> <p>Consider increasing areas and frequency of cleaning</p> <p>Reinforce good hygiene habits by students and staff</p>	<p>Regular communication between the Director and the US embassy doctor to monitor local situation</p> <p>Regular information sessions with the Board to inform them of the school status</p>	<p>Normal emergency medical protocols.</p>	<p>Use of the parent Newsletter</p> <p>Email and SMS to Parents</p> <p>Student assemblies to ensure students understand protocol and proper hygiene</p> <p>Maintain Communication with 'in country' National/International Health Officials.</p>

<i>Levels are determined by the presence of the following indicators within Cameroon</i>	Campus Access Control	Curricular Program	ASD Community Events	Field Trips	School Operations	ASD Personnel	Emergency Care	Communication
<p>Level Three</p> <p>ACTION</p> <p>Medium Risk</p> <p>Increase in human cases (10+) leading to deaths</p> <p>Increased spread of Virus</p> <p>Average student attendance < 80%</p> <p>Increasing evidence of travel and access restrictions</p>	<p>All visitors to campus checked for fever. No one admitted to campus with F temp > 99 ° /38C</p> <p>Students with flulike symptoms sent home with recommendation of immediate appt.</p> <p>Students returning from areas with worldwide cautions that advise against non-essential travel (Category 1) are asked to self-quarantine.</p> <p>Those returning from Category 2 countries will be considered on a case-by-case basis</p>	<p>Regular school Program</p> <p>Activate use of email/online Learning System (GoogleClassroom/ Khan Academy) to provide work for students at home</p> <p>Increase level of blended learning at school.</p>	<p>All regularly scheduled events are allowed</p> <p>Large gatherings other than students and faculty are not allowed</p> <p>Consider canceling Community activities and afterschool Activities</p> <p>Community forum to engage parents with full implementation of online learning program.</p> <p>Offer community education seminar to community members including nannies, drivers, etc</p>	<p>No field trips or visits</p>	<p>Stepped up manual disinfecting by cleaning personnel</p> <p>Professional weekly disinfection of all classrooms, assembly areas, offices etc</p> <p>Reinforce good hygiene habits of staff</p> <p>Task force to meet regularly to determine what operations will continue as normal/ what will be modified.</p>	<p>Normal working Conditions</p> <p>Regular meetings with staff on virus status and procedures</p> <p>The Board will call an emergency meeting to determine procedures for closing the school facility and considering how to continue to support student learning</p>	<p>Use only clinics that are rated most highly for proper prevention and containment issues</p> <p>Hospital list provided to ASD families and faculty understand protocol and proper hygiene</p>	<p>Use of the parent Newsletter</p> <p>Email and SMS to parents</p> <p>Student assemblies to ensure students</p> <p>Maintain communication with 'in country' National/International Health Officials</p> <p>Press releases only from the Director</p>
<p>Level Four</p> <p>MOBILIZATION</p> <p>High Risk</p> <p>Incidence of virus within the ASD community</p> <p>Advisories suggest school closure</p> <p>Increasing evidence of travel and access restrictions</p> <p>Low staffing and attendance issues</p>	<p>Director and Board consider school Closure</p> <p>Comply with all Cameroon Health Services directives regarding closure</p> <p>No visitors to campus</p>	<p>Activate use of Virtual Learning System (GoogleClassroom/ Khan Academy) to provide work for students at home</p> <p>In the event of school closure, Virtual Learning System will take effect school-wide</p>	<p>No large internal gatherings</p> <p>All school events cancelled.</p> <p>Break and lunch times in classroom as much as possible</p>	<p>No field trips or visits - No exceptions</p>	<p>The Board will call an emergency meeting to determine how the school should continue to operate.</p> <p>Designate an Emergency Operations team who would be responsible for maintaining school operations in the event of closure.</p>	<p>Likely that the Board has already made decisions about emergency procedures, but these may need to be reassessed by the Board.</p> <p>The Board will call an emergency meeting to determine procedures for closing the school facility and considering how to continue to support student learning</p>	<p>Work closely with recognized hospitals and clinics to respond appropriately</p>	<p>Email and WA to parents</p> <p>Maintain communication with 'in country' National/International Health Officials</p> <p>Press releases only from the Director</p> <p>Establish regular community updates via email, WhatsApp groups, and website.</p>