



ISK Pandemic Response Protocol

RISK LEVEL	SCENARIO	ADMIN COORDINATION AND MONITORING	COMMUNICATION WITH STAKEHOLDERS	ACCESS TO CAMPUS FOR STUDENTS AND STAFF	IMPACT ON PROGRAMS	CAMPUS HYGIENE PROTOCOLS	TRANSPORT	RESPONDING TO POSSIBLE SYMPTOMS AT SCHOOL
Level 1	WHO raises concern over growing cases in the world	<p>School Clinician/Nurse informs Admin Team</p> <p>Admin Team discusses pandemic health concern/situation and; directs communication to stakeholders and any precautionary measures</p> <p>Health, Safety & Security Committee (HSSC) reviews Pandemic Response Protocol</p>	<p>Reassure stakeholders that ISK has a Pandemic Protocol</p> <p>Inform stakeholders of facts of the disease, including mode of transmission and preventive measures (for them, and which the school is taking), through student meetings, Town Hall meetings, emails, The Link, and ISK website</p> <p>Classroom instruction to ensure students understand proper hygiene</p>	<p>Normal work and school attendance/ access</p> <p>Self-quarantine for students/ travelers based on health organization's advice</p>	<p>Normal school programs. Field trips</p> <p>Professional teacher learning trips assessed as potential risk</p>	<p>Post relevant prevention measures and handwashing practice in key locations</p> <p>Expand access and refill all hand sanitizer points within the campus</p> <p>Identify areas for cleaning attention (keyboards, locker rooms, high-contact surfaces)</p> <p>Ensure disinfectants for surface cleaning are well stocked and available</p>	<p>Normal use of bus service</p> <p>Normal cleaning of buses</p>	<p>If symptoms of the diseases are not listed on the attached document, the school nurse generates and communicates list to Admin Team</p> <p>Check on patients recent travel history</p> <p>Students/staff with fever stay home and self-isolate for recommended period as assessed for potential risk</p>
Level 2	<p>Confirmed case in Kenya</p> <p>Minimal number (1-50) of reported cases in Kenya. All limited to Medical Facilities</p> <p>No spread of the pandemic at ISK</p>	<p>Admin team directs communication to stakeholders and implements Health Manual- Pandemic Response Protocols and escalated hygiene protocols</p> <p>Health Clinician and Safety and Security manager establish communication with MoH, UN and key diplomatic missions to ensure up to date information</p> <p>ISK community is encouraged to take their own temperature twice a day and record</p>	<p>Education of staff, students and parent community on prevention measures and vaccines (if available) via email, posters, student assemblies and Town Hall sessions</p> <p>Use of periodic email and updates to the Virtual Learning site (VLE) to Faculty and community</p> <p>Reinforce classroom instruction to ensure students understand proper hygiene</p>	<p>Normal work and school attendance</p> <p>Mandatory use of hand sanitizers by visitors at the gate</p> <p>Guards trained to screen for campus visitors who are symptomatic (train guards on CDC flowchart to identify pandemic symptoms)</p> <p>Contractors are advised to watch for symptomatic staff on site</p> <p>Normal working conditions i.e. all staff and faculty report to work</p> <p>Requires either an ISK ID or interview about travel and symptoms using Campus Access Interview form</p> <p>Assess temperature of visitors</p>	<p>Educational Delivery Regular school program</p> <p>Continual review of respiratory etiquette and cleanliness measures</p> <p>Faculty training for online learning provided</p> <p>Co-Curricular Program All regularly school activities are allowed</p> <p>Non- ISK visitors must be interviewed for travel and screened by trained guards</p> <p>Field trips assessed as potential risk including service learning trips</p> <p>ISK Community Gatherings All regularly scheduled events are assessed for potential risk</p>	<p>Cleaning schedules and procedures will be reviewed and intensified</p> <p>Special training sessions for IT and cleaning and food services staff</p> <p>Use of gloves/masks by Food Service and Health Office staff assessed for potential risk</p> <p>Daily check on dining standards</p> <p>Educate support staff</p>	<p>Normal use of bus service</p> <p>Daily disinfection of buses</p> <p>Bus Monitors trained in screening and reporting symptomatic students</p>	<p>Same as above</p> <p>Require medical check up and doctor's report prior to return to school</p> <p>Students/staff with fever stay home and self- isolate for recommended period</p> <p>Recommend medical check up by their licenced health care provider before return to school</p>



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Level 3	<p>Multiple cases reported in Kenya (including Nairobi)</p> <p>Increasing number of probable cases reported (50-100) in Kenya</p> <p>No students, families, faculty or staff identified with pandemic</p> <p>Knowledge of pandemic/ behaviour remains unchanged</p> <p>Advisories for non-essential travel to Kenya due to pandemic</p> <p>Student attendance remains high 80-100%</p>	<p>Regular meetings of HSSC to monitor local situation and potential risks at school</p> <p>HSSC advises Admin Team on precautionary measures</p>	<p>Continue to inform community of actions being taken through a variety of media</p> <p>Almost daily email and VLE updates to faculty and community on status of Pandemic in Kenya and impact on school program</p> <p>Classroom instructions to ensure students understand health care protocol and proper hygiene</p> <p>Website to include links to sites providing expert information on the disease</p>	<p>Normal work and school attendance</p> <p>Only to ISK students, staff and visitors with pre-approved appointments</p> <p>Assess temperature of 100% people on campus before entering facility as extra caution</p> <p>Drivers/ nannies not allowed outside of vehicles</p> <p>IDs must be worn by every pre-approved non- ISK adult at all times while on campus</p>	<p>Educational Delivery Regular school program</p> <p>VLE for any quarantined students provided</p> <p>Confirm a contingency plan for administering IB exams</p> <p>In servicing of community (parents) via email and web page on use of online learning program (VLE)</p> <p>Co-Curricular Program All regularly scheduled co-curricular programs are assessed for potential risk.</p> <p>Only ISK staff, students and visitors with pre-approved appointments</p> <p>ISK Community Gatherings All special events and community gatherings are cancelled</p> <p>Faculty and staff gatherings are assessed for potential risk.</p>	<p>Cleaning schedules and procedures will be reviewed and intensified including all areas of operation</p> <p>Continual disinfecting throughout the day</p> <p>All Food Service and Health Office staff must wear gloves and mask</p>	<p>Bus service continues but some routes may be adjusted</p> <p>Daily disinfection of buses</p> <p>Mandatory use of hand sanitizer before boarding bus</p> <p>Gloves or other protective wear for bus monitors and drivers</p>	<p>Normal emergency medical protocol using local nearest Hospital as provided by MoH</p> <p>Symptomatic students (or staff) taken to designated quarantine location on campus awaiting guardian pick up</p>
Level 4 ISK Protocol	<p>First case reported within ISK community</p> <p>One or more defined ISK student, family, faculty or staff with pandemic</p> <p>Probable pandemic cases increases (over 100) in Kenya</p> <p>US Embassy decides to allow authorized departure (voluntary) of employees</p> <p>Average student attendance below 70%</p> <p>New knowledge of pandemic/behaviour emerges i.e contagiousness</p> <p>Increasing evidence of restricted air travel out of Kenya</p>	<p>Immediate meeting of Admin Team to assess risks and make decisions based on MoH advise and relevant experts</p> <p>Admin team meets to determine how the school should continue to operate with "authorized departure in force"</p> <p>Voluntary departure of Expat Faculty allowed</p>	<p>Parents and staff notified of development and additional precautionary measures to be implemented via email, pop-up on website and possibly SMS</p> <p>Activate a hotline/ other means for parents to call in with questions or to report possible cases</p>	<p>Continue to assess temperature of 100% of those on campus</p> <p>Campus closed to non-ISK visitors- no exceptions</p>	<p>Educational Delivery Regular school program in parallel with virtual learning program for those students/teachers self selecting or in quarantine at home.</p> <p>Possible full VLE as assessed for potential risk.</p> <p>All students exit campus no later than 3:20 p.m.</p> <p>Co-Curricular Program Large gatherings not allowed</p> <p>No co-curricular/ sports programs/ after school activities allowed</p> <p>ISK Community Gatherings All special events and community gatherings are cancelled</p> <p>No large faculty or staff gathering</p>	<p>Consider additional measures as appropriate to method of transmission e.g. mandatory face masks</p>	<p>Suspend bus service</p>	<p>Same as above</p> <p>Classmates/ colleagues of symptomatic students/staff are advised by health clinic of case and required to stay in quarantine for 14 days</p> <p>Counselling offered to families affected</p>



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Level 4 National Protocol	<p>Spread of pandemic within the ISK community</p> <p>Probable pandemic cases exceed 300 in ISK</p> <p>Kenyan Government directs that schools be closed</p> <p>US Embassy advises "ordered departure of their personnel"</p> <p>Evidence that local hospitals are unable to manage or meet healthcare needs related to infectious disease</p> <p>Evidence of restricted air travel to the USA, Canada, Europe, NZ, Australia)</p> <p>Staffing attendance issues</p>	<p>Director consults with UN and MoH on way forward i.e. containment</p> <p>Consult procedures on temporary school closure</p> <p>Admin team call emergency meeting to determine procedures for closing the school facility, how to continue supporting student learning, reduction of force</p>	<p>Daily updates on the ISK VLE site on faculty and community</p> <p>Further communication using the online learning link</p>	<p>No classes held on campus</p> <p>School facility closed (to all or to all but essential ISK personnel) for in-determinant period of time depending on the time of the year closing takes place</p>	<p><u>Educational Delivery</u> Full implementation of VLE with students and faculty members either in or out of Kenya</p> <p><u>Co-Curricular Program</u> Not applicable- School facility closed</p> <p><u>ISK Community Gatherings</u> Not applicable- School facility closed</p>	To be determined	To be determined	<p>Not applicable- school closed</p> <p>ISK support staff in country</p>