



## AISL Campus Re-opening Responding to COVID-19

NOTE: As the situation with COVID-19 changes, this document will be edited as and when new information is realised. The school's website and weekly newsletter will be updated with any relevant information regarding changes.

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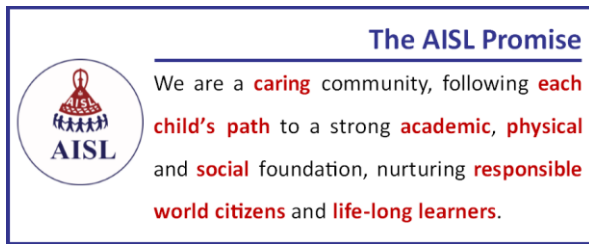
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## Table of Contents

Mission and Vision: The AISL Promise .....	3
AISL Beliefs and Core Values .....	3
Introduction and Purpose of this Document .....	3
General Principles .....	3
Process and Consultations .....	4
Decision-making Protocol .....	4
COVID-19 Prevention and Control Measures .....	5
Cohorting Students.....	5
Specialist Classes .....	5
Safety Protocols .....	6
Access to Campus.....	6
In the classroom .....	6
Outdoor Activities .....	6
Hygiene and daily cleaning practices at the school .....	6
Screening and management of sick students, teachers and other school staff.....	6
Symptomatic at home .....	7
Symptomatic cases on school campus (student or staff) .....	7
Confirmed COVID-19 Case .....	7
Close Contact with a Confirmed COVID-19 Case .....	7
Testing and Returning to Campus .....	8
Siblings/staff of sick children.....	8
Common COVID-19 Symptoms .....	8
School Transportation.....	9
Data Security.....	9
Coordination, Training, and Monitoring .....	9
Communication and Engagement .....	9
Learning Models During Re-opening .....	10
Annex 1: COVID-19 Case Review Flow Chart .....	12
Annex 2: Expectations of Students, Parents, AISL Staff and Orientation and Training.....	13
Annex 3: References and materials .....	18
Annex 4: COVID-19 Contact Tracing Data .....	19
Guest Tracing.....	20
Staff Covid Tracing Record .....	21
Parent Covid Tracing Record .....	22
Annex 5: Wellness Self Assessment.....	23
Annex 6: Operational Procedures – Guards – Campus Entry .....	24
Annex 7: Operational Procedures – Cleaning Staff.....	26
Annex 8: Operational Procedures – Educational Staff .....	28
Annex 9: Scenario Examples .....	29
Scenario 1 - Suspected case of Covid-19 on campus .....	29
Scenario 2 - Confirmed case of Covid-19 on campus.....	30

## Mission and Vision: The AISL Promise



The AISL Promise is at the core of everything we do as a school community. When we need to make decisions as a community, we tend to look at the AISL Promise to ensure it reflects what we want.

## AISL Beliefs and Core Values

We believe in the dignity and worth of each student and recognise the importance of his/her responsibility to his/her fellow person in the world community. We believe that all youth, of all races, cultures and creeds, should have equal opportunity for education consistent with their individual capabilities and with their personal and social needs. We believe that change is a constant factor in life. Therefore, education should encourage in students the development of personal values and thinking processes which will facilitate their intelligent adaptability to a changing society. We believe that learning is an unbroken activity, continued throughout an individual's life span. Therefore, education should foster independent thinking, exploration and experimentation as a life-long process.

## Introduction and Purpose of this Document

Since late March 2020, schools in Lesotho have been physically closed as part of the government's response to COVID-19. When lockdown was announced in late March, AISL continued to provide education to students through remote learning. Since the re-opening of the new AISL calendar year in August 2020, AISL has continued with online learning for all students.

AISL follows the directives of the Government of Lesotho concerning the re-opening of the campus. While Government considers a decision on when and how to re-open schools in Lesotho, AISL has been working, planning and preparing appropriate guidelines and reviewing the school's capacity to implement and maintain COVID-19 prevention and control measures. Once re-opening is permitted by the Government, the AISL Board, in consultation with the Director will review the school's readiness to reopen and welcome students and teachers and staff back to the campus. The AISL may however make efforts to apply for special case exceptions, alone or together with other private schools if the schools feel ready to do so.

This document outlines guidance on the conditions and safeguards that need to be in place in order to ensure that the school is a safe space for all students, teachers, staff and the parent community.

## General Principles

1. In order to be back together as a community on campus and prioritise community health, safety and well-being, several principles have framed the discussions and this guidance:
  - Ensure continuity of safe, adequate and appropriate educational and social learning and development of children;
  - Minimize the risk of SARS-CoV-2 transmission within the school and school-associated settings among children, teachers and school staff;
  - Guard against the potential for AISL to act as an amplifier for transmission of SARS-CoV-2 within the community

2. Strengthen learning models in order to provide strong and positive learning, on and off campus.
3. Enhance community engagement and dialogue.

## Process and Consultations

For the development of this document, a number of specialists were consulted, and global and regional frameworks reviewed. The Director has had discussions with the Ministry of Education and Technology, the Network of Private Schools in Maseru, consulted the Association of International Schools in Africa organisation, the AISL Board, teachers and school staff, and met with the *ad hoc* Health and Safety Committee<sup>1</sup> who supported development of a draft document. Additional experts were then consulted and supported the review and additions leading to this guidance<sup>2</sup>. A list of reference documents can be found in Annex 3.

## Decision-making Protocol

AISL follows the directives of the Government of Lesotho on re-opening schools. The decision to reopen the campus is a complex one. Along with being guided by government, the AISL Board, senior management and identified experts continue to discuss and consider the schools' readiness to reopen. The decision to reopen the school is not made easily or casually.

Some of the questions to consider before re-opening include:

- Is the transmission rate high, low, stable or unknown?
- Is our school community ready to return to campus?
- Are we ready to protect students and employees at higher risk for severe illness?
- Are we able to screen students and employees upon arrival for symptoms and history of exposure?
- Are recommended health and safety measures in place, including practising personal hygiene, cleaning protocols, social distancing?
- Is the campus ready with safety and hygiene equipment and supplies?
- Are there processes to handle a suspected case being detected on campus?
- Have staff been trained on protocols in operations on campus?
- Is ongoing monitoring of protocols and new measures taking place?
- Are students, parents and school staff aware of their responsibilities?

Re-opening the school will take time, commitment by school staff, students and parents, and it will take an open and flexible approach. Depending on the situation, students may come back physically to the school, return home to continue through online learning if someone in their cohort has COVID-19 symptoms, and then return to campus again when it's safe to do so.

We believe there is value in being on campus and learning in person. We also commit to having the measures in place to keep students, teachers, staff and the parent community safe and healthy. It is likely that pandemic will wax and wane over the coming months, possibly years. We will continue to review new guidance as the situation evolves, learn from approaches that are working well in the sub-region and globally, and adapt and adjust our protocols as required. If we need to consider fully closing campus, the AISL Board and school management will discuss and consult and share with parents.

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<sup>1</sup> *Ad Hoc* Health and Safety Committee members include: Mark Brookes, Dr Tadadzwa Chakare, Dr. David Holtzman, Dr Eric McCollum

<sup>2</sup> Co-opted members include: Anurita Bains, Dr Richard Banda, Rejoice Chakare, Dr Andy Pelletier, Trine Petersen

## COVID-19 Prevention and Control Measures

The school has hired a nurse to oversee measures that are in place to ensure the campus and personnel of AISL maintain compliance with COVID-19 protocols for health and safety.

As the school plans for re-opening the campus to teachers, staff, students, and the rest of the community, five critical areas are key to our policies and protocols. These areas include:

1. physical distancing, outside and inside the classroom
2. hygiene and daily cleaning practices at the school
3. use of masks<sup>3</sup> in school
4. screening and management of sick students, teachers and other school staff
5. coordination, training, and monitoring

Each of these areas helps shape our approach to ensuring our policies and protocols provide the necessary conditions to mitigate the risk of exposure to COVID-19.

### *Cohorting Students*

Re-opening the school is premised on cohorting students by class, so that students in one class, interact only with their classmates and not other students on campus. Each class/grade will have a designated space outside for students to play, get fresh air or eat lunch. Students will be supervised when outside. Socialising or playing between grades will not be permitted.

Teachers will also explore options for teaching lessons outside when appropriate, using the designated space for their class.

Upon arrival in the morning, students will walk to their class' designated area and have their temperature checked and be asked regarding presence of any symptoms consistent with COVID-19 illness. This will avoid a bottleneck at the entrance.

### *Specialist Classes*

Specialist classrooms, such as Art and Music, will have a modified schedule to allow for classroom cleaning between grade level classes. Teachers who teach more than one grade will try as much as possible to teach outside. This includes PE, French, Art, Library and Music. IT will be in the IT lab with distance between students such as alternating computer stations. Specialist Teachers who provide extra support to students of different grades, will work to have one-on-one sessions only.

French lessons will remain virtual with the teacher teaching from her office in Alliance Francaise. The IT classes will be reduced to allow for classroom technical support as well as cleaning of the IT lab. Physical education classes will continue outside. Contact sports such as rugby, soccer or 'tag' will not occur. The focus will be on movement, exercise, stretching, and fitness etc. The use of the swimming pool will be reviewed based on recommendations and guidelines from WHO, CDC, and local health organisations.

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<sup>3</sup> For more detail see, WHO FAQs on masks: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-on-covid-19-and-masks>.

## Safety Protocols

The following safety measures are put in place to support the return of staff and students to the school

### Access to Campus

- While on campus everyone 7 years<sup>4</sup> and above are required to wear a mask.<sup>5</sup>
- Children 6 years and below are not required to wear a mask due to child development issues.
- When students arrive on campus in the morning, they will be directed to a designated area for temperature screening with thermal scanners (Temperature must be below 37.8°C (100.3°F))
- All students, staff and teachers must maintain physical distancing of 1-metre.
- Hand washing with soap and water and/or using hand sanitizer will be a regular requirement.
- Parents will only be allowed into the building by appointment.
- Teachers and Teaching Assistants of younger students will meet students at the gate to take to the classrooms.
- Student arrival times may be staggered – please abide by guidance given by the school.

### In the classroom

- Classrooms will set up so that student desks are spread apart to ensure physical distancing.
- To ensure proper ventilation, windows (and door if possible) will remain open, weather-permitting. Windows will remain open for 2 hours after students have departed at the end of the day.
- Students should not share materials unless necessary. Any shared item will be cleaned and disinfected between uses (ie. Keyboards in IT lab).

### Outdoor Activities

- Each class will be designated an outside area that is clearly marked.
- Recess and lunchtimes times are staggered, and class cohorts will remain together.
- Teachers will be encouraged to teach lessons outside where possible.

### Hygiene and daily cleaning practices at the school

- All staff and students will wash or sanitize hands upon entry to the campus and throughout the day, before and after eating, after using the toilets and before re-entering their classroom in the course of the day.
- The school has installed five additional hand sanitizer dispensers on campus. The school is supplying cleaning supplies and following WHO recommendations on cleaning and disinfecting recommendations.

## Screening and management of sick students, teachers and other school staff

Please see Annex 1 and Annex 8 for useful information to address questions such as: my child is sick; my child/my family just entered Lesotho; my child (or I) have had close contact with a suspected or confirmed COVID-19 case.

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<sup>4</sup> For children between six and 11 years of age, there may be other considerations to take into account: the child's capacity to comply with the appropriate use of masks and availability of appropriate adult supervision, and potential impact of mask wearing on learning and psychosocial development. If parents have concerns, a discussion with the teacher and school management is encouraged.

<sup>5</sup> Re-usable masks should be laundered daily.

Seeking a Covid-19 test for any child, parent, staff, or teacher with symptoms consistent with Covid or have been in close contact with a suspected or confirmed Covid-19 case is strongly recommended. Testing is an important strategy to manage one's own health and well-being and is best for the school community allowing AISL to remain open.<sup>6</sup> **We will do all that we can to mitigate risk, but we cannot eliminate risk.**

### Symptomatic at home

The school community should abide by the rule of "stay home if you feel unwell." Parents are asked to keep children home who show any signs of any illness suggestive of COVID-19. This could include fever, dry cough, shortness of breath, sore throat, runny nose.

Parents of children with COVID-19 symptoms or sick staff person should seek medical guidance from a health professional and are strongly encouraged to get a COVID-19 test. Parents and staff should contact the School Director if their child or they have any of these symptoms. The School Director will follow COVID-19 protocol and initiate communication with the Health and Safety Committee to discuss and seek their guidance on potential actions to take and communicate with the class cohort.

### Symptomatic cases on school campus (student or staff)

If through screening on entry, or referral during the day, there is a student or adult displaying symptoms they will be isolated in the sick room and sent home (parents will be called to pick up their child). Parents of a sick child or a sick staff person should seek medical guidance from a health professional and are strongly encouraged to get a COVID-19 test.

The school Director will follow COVID-19 protocol and initiate communication with the Health and Safety Committee to discuss and seek their guidance on potential actions to take and communicate with the class cohort.

The school will abide by government guidance on informing Ministry of Health and/or Ministry of Education and Technology on confirmed cases, and on the process the school took.

### Confirmed COVID-19 Case

Staff and students who test positive for COVID-19 will require home quarantine following Lesotho's COVID-19 guidelines as follows:

- If asymptomatic (no symptoms), can be released after 10 days
- If have symptoms, must be symptom free for at least 3 days after the 10-day mark.

If a case of COVID 19 is confirmed, the Director will communicate with parents of the class cohort and the class will move to remote/online learning until 14 days have elapsed since the rest of the cohort's last contact with the confirmed COVID-19 case.

Guidelines around this will likely evolve as more is learned about the virus.

### Close Contact with a Confirmed COVID-19 Case

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<sup>6</sup> In Maseru, COVID-19 testing is available at Pathcare, Maseru Private Hospital, and government clinics. Pathcare and Maseru Private Hospital charge a fee for COVID-19 testing. Pathcare does not collect COVID-19 nasal or oral swab samples – this must be performed by a clinician separately.

“Close contact means that you had face-to-face contact within 1 metre or were in a closed space for more than 15 minutes with a person with COVID-19. This contact happened while the person with COVID-19 was still ‘infectious,’ i.e. from 2 days before to 10 days after the symptoms began.”

This would also apply to any close contact outside of school, including immediate family members, household help, and any other extended family members and/or friends.

AISL’s measures at school are structured to purposely limit the amount of close contact any one individual has with another. Areas used by a confirmed COVID-19 case will be closed off for a deep-cleaning. In most cases, closure of campus for a positive case will not be necessary. The decision to close a portion of campus (class/grade level) or all of the campus and move to virtual learning will be context-specific and in collaboration with the Health and Safety Committee and AISL Board.

### Testing and Returning to Campus

Children with symptoms (as well as any siblings attending AISL) will be required to stay home. Getting a COVID-19 test is strongly encouraged if the symptoms are reflective of COVID.

To be able to return to campus, students or staff can do one of the three things:

- Provide a doctor’s note to be cleared or liaise with the school nurse for clearance
- Provide a negative COVID test
- Remain at home for a minimum of 10 days and be well enough to return to campus.

The nurse will assist with the transition of all return students/staff

### Siblings/staff of sick children

Siblings of sick children will be sent home for virtual learning. They can return when sibling has been cleared by the above criteria and they themselves are symptom free. If there is a sibling of a confirmed case of COVID, the sibling will need to remain home for minimum 14 days. Children of staff who are required to go home, will also switch to online learning.

### Common COVID-19 Symptoms

The chances of a suspected case of Covid-19 being on campus should be limited if the above protocols for entry to the campus is followed. The key process is that all employees should be monitoring for the signs of symptoms:

- fever
- dry cough
- shortness of breath
- difficulty breathing
- persistent pain or pressure in the chest
- loss of taste and/or smell
- sore throat,
- muscle aches,
- pronounced fatigue,
- chills,
- runny nose, and
- nasal congestion



## School Transportation

***\*\*Note: School transportation will not be available at the beginning of campus re-opening\*\****

When the school re-opens, school transportation will not be available. School management will discuss with the Board when to reinstate the bus. If/when the school transportation is available, all students who ride the buses must abide by the following guidelines.

- All students/passengers and the bus driver must wear a mask.
- Students will be assigned a seat on the bus and cannot share a seat except with a family member.
- Bus driver will open windows (and maintain safety) to ensure ventilation.
- The buses will be cleaned after each trip.
- The temperature of each student must be taken each morning by a parent or guardian to confirm it is below 37.8 degrees Celsius. This will need to be confirmed with the bus driver before the student may board.

The School is reviewing the possibility of providing transport to staff and their children who would otherwise travel to school by public transport.

## Data Security

At the entrance of the campus is a record book to support COVID-19 Contact Tracing (see Annex 3). These record sheets are stored in the school office in the event that tracing of contact needs to be done. Records are kept for a maximum of 1 month. The school commits to maintaining confidentiality of the data. Due to privacy concerns, only school administration will have access to this information.

## Coordination, Training, and Monitoring

The school management and staff will monitor implementation of the guidance and share feedback with the AISL Board and parent community. School management will adjust and make changes as needed, and offer training and information to staff, teachers, students and parents as needed.

AISL will coordinate sessions to orient and train staff on their responsibilities, including Security staff, support staff, cleaning staff, admin staff and teachers.

A simple check list will be developed for various staff on campus and its use will be reviewed weekly (and daily if required).

If remaining open is not possible, AISL will monitor and assessment the impact of remote teaching on learning outcomes and formative assessments.

## Communication and Engagement

Ensuring that our campus remains safe for all students, will require AISL to be flexible and adapt as the situation evolves. AISL values feedback from parents and the community and will encourage open communication channels.

The following are key communication avenues that will provide information to students and parents

- AISL website will be regularly updated and provide relevant information;
- Every Friday a newsletter is shared with all parents and the school community. The newsletter will provide updates and links to relevant information.

- Monthly parent information meetings (virtually) will be scheduled to keep the community informed and seek feedback from the community.

## **Learning Models During Re-opening**

When the school campus opens there may be families, students and teachers who find themselves out of Lesotho and unable to return to campus, or choose not to return based on personal circumstances. It is possible that the school will need to run an alternative programme until the COVID-19 situation is fully resolved or not having such a strong impact on everyday life.

Whether we implement full on-campus learning (model 1) or an approach that offers simultaneous in-person and online learning for students who are not on campus (model 2) will continue to be discussed among AISL management, the AISL Board in consultation with the school community.

Each have their own implications and complexities, including whether resources are enough to implement in-person and online at the same time for a class. The learning aspect of each model will not be discussed in this document. That said, for now, the school will make efforts to maintain continuity of teaching and learning for students and teachers who have to be at home in order to isolate or quarantine due to COVID-19 (or another illness).

**Annexes:**

Annex 1: COVID-19 Case Review Flow Chart

Annex 2: Expectations of Students, Parents, Staff

Annex 3: References and materials

Annex 4: COVID-19 Contact Tracing

Annex 5: Wellness Self-Assessment

Annex 6: Operational Procedures – Guards –Campus Entry

Annex 7: Operational Procedures – Cleaning Staff

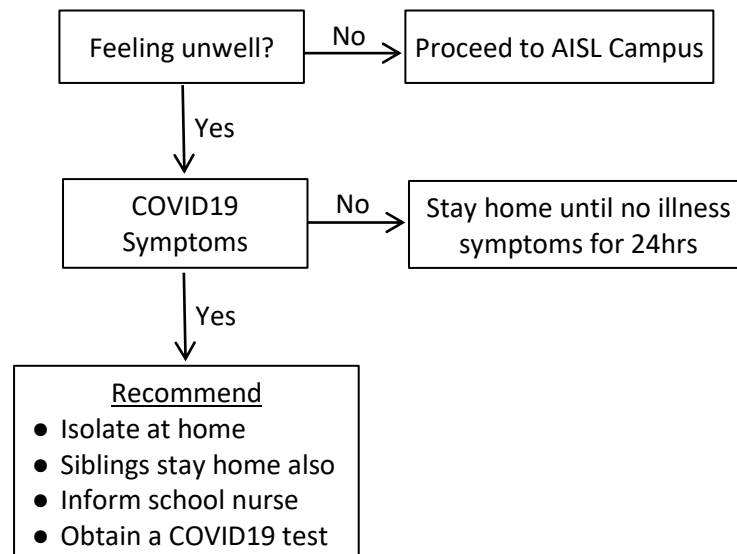
Annex 8: Operational Procedures – Educational Staff

Annex 9: Scenario examples

## Annex 1: COVID-19 Case Review Flow Chart

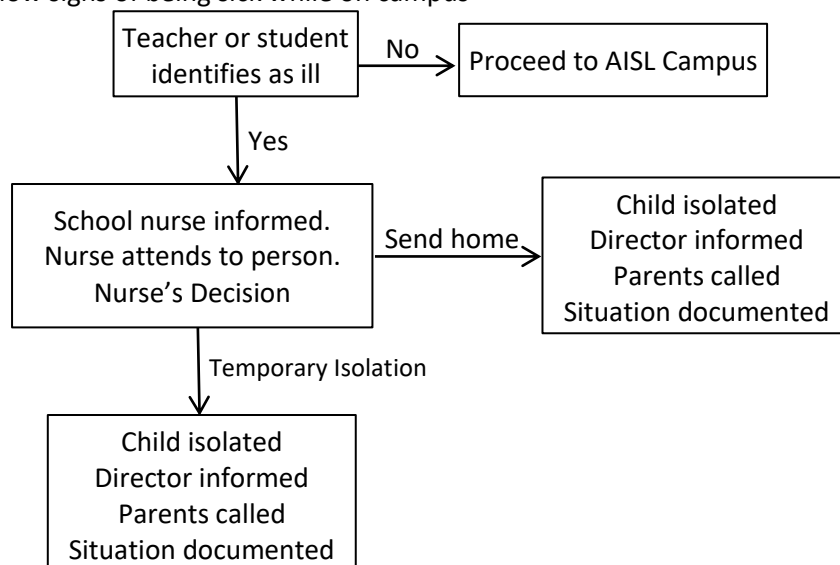
### Situation 1

Before coming to school, review the Wellness Self-Assessment (Annex 8)



### Situation 2

Should a student show signs of being sick while on campus



## Annex 2: Expectations of Students, Parents, AISL Staff and Orientation and Training

For the AISL campus to reopen, it will take all community members to play a part. If members of the community fail to follow the protocols, community members could be put at risk of infection and risk the school campus being closed for an unspecified time.

The following focus areas are to be considered for any key school re-opening process:

1. Physical distancing, outside and inside the classroom
  - a. Campus arrival and departure
  - b. Groups on campus
  - c. Classroom
2. Hygiene and daily cleaning practices at the school
3. Communal material
4. Use of masks in school
5. Screening and management of sick students, teachers and other school staff
6. Use of school transportation

Expectations Students	Expectations School Staff (teachers, management, staff)	Expectations Parents
<b>Physical Distancing, outside and inside the classroom</b>		
a. Campus Arrival and Departure: Anyone entering the campus must follow the current recommended health requirements such as temperature checks, wash hands with soap and water (and/or use hand sanitiser) and wear face masks.		
<ul style="list-style-type: none"> <li>While on campus, students age 6 and older should wear a mask*</li> <li>Students arriving early should wait in the designated area for their class until they have their temperature checked and are instructed to go to their classroom</li> </ul>	<ul style="list-style-type: none"> <li>Staff not wearing a mask will not be permitted on campus</li> <li>School staff will have their temperatures checked every morning before entry</li> <li>School staff (security team, teaching assistants, teachers, staff) will support:               <ol style="list-style-type: none"> <li>a. Taking temperature of students and staff entering campus</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Parents will drop off their children outside of the main gate</li> <li>Parents are encouraged to allow their child to make the last part of the journey into school independently.</li> <li>Parents should wait outside the school main gate while wearing a mask and maintaining 1-metre physical distancing from others.</li> </ul>

<ul style="list-style-type: none"> <li>• No crowding of the gates. Each class will have a marked off waiting area and students will wait in those areas.</li> <li>• Students must wash hands with soap water upon entry (or sanitize).</li> <li>• Students must adhere to the 1-metre distance rule.</li> </ul>	<ul style="list-style-type: none"> <li>b. Direct students to handwashing stations (and support younger ones with handwashing)</li> <li>c. Direct students to appropriate waiting area by class</li> <li>d. Ensure students or any groups of people entering are physically distancing unless from the same household</li> <li>• Security staff will ensure that guests, including parents who have an appointment to be on campus, fill out the Covid-19 Contact Tracing book</li> <li>• Teaching assistants will be at the gates to assist students to wash hands correctly, move to their class waiting area or directly to the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are only allowed on campus with an appointment or upon approval of the front office.</li> </ul>
b. Groups on campus		
<ul style="list-style-type: none"> <li>• Students are on campus during school hours only</li> <li>• Students must adhere to social distancing (1 metre between classmates) and stay in their designated outside space</li> <li>• Students must follow instructions on physical distancing during play time (1 metre distance when playing)</li> <li>• Students who struggle to meet the new expectations will not be permitted on the playground</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will supervise students when they are outside to ensure guidelines are followed</li> <li>• Staff will adhere to social distancing</li> </ul>	
c. In the Classroom		
<ul style="list-style-type: none"> <li>• Students must wear masks in the classroom, except when eating or drinking</li> <li>• Students should adhere to the physical distancing set up in the classroom</li> <li>• Students must wash hands before entering the classroom.</li> <li>• Students should come with their own materials, food, drink and not share with classmates</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers must always wear masks</li> <li>• Teachers will ensure physical distancing among desks is maintained and ensure students follow physical distancing rules</li> <li>• Teachers should follow protocol if a student/staff member exhibits symptoms</li> <li>• Teachers should use outside space for class lessons where appropriate using the designated outside space for their classroom</li> </ul>	<ul style="list-style-type: none"> <li>• In the event of campus closure being an extended time, parents should ensure that there is a suitable location in the home for student learning</li> <li>• If online learning occurs, parents should aim to ensure suitable connectivity is arranged.</li> </ul>

<ul style="list-style-type: none"> <li>Students who visit the bathrooms during class time must wash hands before returning to class</li> <li>Students should eat snacks and/or lunch in the area and space they are instructed to</li> </ul>	<ul style="list-style-type: none"> <li>If online learning occurs, the school should aim to support parents with required learning resources as much as possible</li> </ul>	
<b>Hygiene and Daily Cleaning Practices</b>		
<ul style="list-style-type: none"> <li>Students must wash their hands with soap and water and/or use hand sanitiser upon entry to the campus, before entering their classroom, after visiting the toilets, or going to meet with a Specialist teacher.</li> <li>Students should assist staff by ensuring their immediate work space is kept as clear as possible from materials</li> <li>Rubbish should be put into bins immediately after use</li> </ul>	<ul style="list-style-type: none"> <li>School management will schedule regular cleaning of the school environment, including toilets, sinks, water dispensers, frequently touched surfaces such as door handles, desks, light switches, teaching aids etc for cleaners to clean</li> <li>School management will ensure provision of cleaning supplies, gloves and other protective equipment cleaners may require.</li> <li>Cleaners will follow clear cleaning routine for ensuring that classrooms are being sanitised regularly.</li> <li>Staff to identify any areas that need immediate cleaning</li> </ul>	<ul style="list-style-type: none"> <li>Parents are requested that lunch containers are cleaned daily or lunch is packed in containers that are disposable</li> </ul>
<b>Communal Materials</b>		
<ul style="list-style-type: none"> <li>Students will not share their lunch with others.</li> <li>Lunch containers should be kept with the owner and returned to their own bag after use.</li> <li>Students should wash hands before and after eating using the hand washing stations</li> <li>Students will clean the area around their work station, including keyboards and mice at the end of a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and teaching assistants will ensure that communal spaces and materials are sanitised regularly, including toys in the early childhood (*protocol to be annexed)</li> <li>IT teacher and cleaning staff will ensure keyboards in technology lab are cleaned on a regular basis, including between lessons</li> <li>Librarian and teachers will wipe/clean covers of shared or returned books</li> </ul>	
<b>Use of Masks</b>		
<ul style="list-style-type: none"> <li>While on campus, students age 6 years and older will wear a mask</li> </ul>	<ul style="list-style-type: none"> <li>All staff will wear a mask on campus</li> </ul>	<ul style="list-style-type: none"> <li>Parents will wait outside the school main gate while wearing a mask</li> </ul>

Screening and management of sick students, teachers and staff		
<ul style="list-style-type: none"> <li>If students feel sick for any reason, they should alert their teacher</li> </ul>	<ul style="list-style-type: none"> <li>Teachers who show signs of illness should not come to campus, inform the Director and follow protocols for suspected Covid-19 case.</li> <li>The school will take all precautions to ensure that people on campus are healthy and observing safe practices.</li> <li>Communication with parents will be made regarding a possible case in the school community</li> </ul>	<ul style="list-style-type: none"> <li>Parents are asked to monitor their children's health and if any indicators of sickness show, parents are asked to keep their children home and notify the school immediately</li> <li>For tracking and tracing of illness, it is important that the school is made aware of any symptoms to be able to make appropriate changes to campus practice</li> <li>Parents who themselves feel ill should not come to the campus even to collect and drop students off</li> </ul>
School Transportation		
<ul style="list-style-type: none"> <li>Students must wear a mask on the bus</li> <li>Students must remain in their assigned seating.</li> <li>Students are not permitted to share a seat except with a family member</li> </ul>	<ul style="list-style-type: none"> <li>The bus driver will wear a mask.</li> <li>The bus driver will ensure windows remain open (a small amount to ensure safety and security) in order to encourage ventilation</li> </ul>	<ul style="list-style-type: none"> <li>Parents will take temperature of child at home and only allow child to board the bus if her/his temperature is below 37.8°C</li> <li>Parents will not enter the bus and remain outside at a distance when students are entering or exiting the bus.</li> </ul>



## **Orientation and Training**

As part of AISL's commitment to implement and closely monitor re-opening, the school will organise sessions and trainings for staff and students. Simple checklists will be developed for staff and to enhance monitoring of guidelines.

Some key sessions will include:

### **Security Team are trained in how to:**

- Take temperatures
- Fill out the Covid-19 Tracing book
- Ensure any groups of people entering are physically distancing unless from the same household
- Monitoring that all people are following protocols
- Not let security protocols lapse while focusing on Covid-19 protocols
- Understand the importance of ensuring all people entering the campus are following the protocols including sanitising
- Identify symptoms of Covid-19 before someone enters the campus
- Proper hand washing and sanitizing technique
- Proper respiratory etiquette (coughing, sneezing, use of tissues)

### **Support Staff are trained on:**

- Correct cleaning techniques
- How to use cleaning products effectively
- Identifying key high traffic areas on campus
- Identifying damage or safety equipment that needs maintenance or replacement
- Using preventative thinking and initiative to ensure soaps and sanitiser does not run out
- Proper hand washing and sanitizing technique
- Proper respiratory etiquette (coughing, sneezing, use of tissues)
- Correct face mask protocols

### **Teachers are trained on:**

- Correct physical distancing rules
- Correct face mask protocols
- Suitable classroom layouts to promote learning while following physical distancing rules
- What to do if a student/staff member exhibits symptoms
- Proper hand washing and sanitizing technique
- Proper respiratory etiquette (coughing, sneezing, use of tissues)
- Strategies for managing situations where some students are learning virtually at home while rest of students are attending in-person classes

### **Students are taught:**

- Proper hand washing and sanitizing technique
- Proper respiratory etiquette (coughing, sneezing, use of tissues)
- Proper mask wearing procedures
- Reasons for, and ways to physically distance safely
- Procedures for use of common spaces (playground, sport fields, specialist rooms, etc)

### Annex 3: References and materials

National Covid-19 Secretariat - NACOSEC - [www.nacosec.co.ls](http://www.nacosec.co.ls)  
American International School of Lesotho: <https://www.aislesotho.com/>  
American Embassy Maseru

World Health Organisation: [www.who.int](http://www.who.int)  
UNICEF: <https://www.unicef.org/coronavirus/heading-back-school-in-pandemic>  
Centers for Disease Control and Prevention: <https://www.cdc.gov/>

Council of International Schools – [www.cois.org](http://www.cois.org)  
Association of International Schools in Africa – [www.aisa.co.ke](http://www.aisa.co.ke)

*Useful documentation can be found on websites of other international schools such as:*  
Copenhagen International School - [www.copenhageninternational.school](http://www.copenhageninternational.school)  
American International School of Monrovia – [www.aismonrovia.com](http://www.aismonrovia.com)  
American International School of Cape Town – [www.aisct.org](http://www.aisct.org)

#### Articles

[Patterns in the COVID-19 cases among learners and staff in Gauteng schools](#), South-Africa – study shows that schools re-opening has not changed the share of children being infected

[COVID-19 in children and the role of school settings in COVID-19 transmission](#), European CDC - data suggest that child to child transmission in schools is uncommon

[No evidence of secondary transmission of COVID-19 from children attending school in Ireland, 2020](#)

[To what extent do children transmit SARS-CoV -2 virus?](#) - the available evidence to date suggests children are unlikely to be major transmitters of SARS-CoV-2, the coronavirus that causes COVID-19

[Paediatric COVID-19 admissions in a region with open schools during the two first months of the pandemic](#) – no increase in pediatric admissions due to COVID in Sweden

[Novel coronavirus 2019 transmission risk in educational settings](#) - data suggests that children are not the primary drivers of SARS-CoV-2 transmission in schools

[Should Schools Reopen Early or Late? – Transmission Dynamics of COVID-19 in Children](#) - Weighing the pros and cons, the authors conclude that high transmission of COVID-19 in school settings is unlikely to happen.

New York Times - <https://www.nytimes.com/2020/07/17/nyregion/coronavirus-nyc-schools-re-opening-outdoors.html?referringSource=articleShare>

NPR - <https://www.npr.org/sections/health-shots/2020/08/06/897295450/how-safe-is-your-schools-re-opening-plan-here-s-what-to-look-for>

Health Line - <https://www.healthline.com/health/r-nought-reproduction-number#how-its-calculated>

## **Annex 4: COVID-19 Contact Tracing Data**

All people who enter the AISL campus and are not full-time employees of the school must fill out all information for contact tracing purposes. Refusing to provide accurate information will lead to a refusal of entry to the campus.

If a temperature of over 37.8°C (100.3°F) is recorded, the person will be asked to sit for a few minutes and retested. If they fail a second time, they will not be allowed on campus.

Symptoms include:

- fever
- dry cough
- shortness of breath
- difficulty breathing
- persistent pain or pressure in the chest
- loss of taste and/or smell
- sore throat,
- muscle aches,
- pronounced fatigue,
- chills,
- runny nose, and
- nasal congestion

Privacy Note: All data collected here will be stored in the school office in the event of data tracing required. Only administrative staff will have access to this information.

## Guest Tracing

Name:	Date:	Time In:	Time Out:	Temp:	Phone:
Purpose of visit:					Signature:

Name:	Date:	Time In:	Time Out:	Temp:	Phone:
Purpose of visit:					Signature:

Name:	Date:	Time In:	Time Out:	Temp:	Phone:
Purpose of visit:					Signature:

Name:	Date:	Time In:	Time Out:	Temp:	Phone:
Purpose of visit:					Signature:

Name:	Date:	Time In:	Time Out:	Temp:	Phone:
Purpose of visit:					Signature:

Name:	Date:	Time In:	Time Out:	Temp:	Phone:
Purpose of visit:					Signature:

Name:	Date:	Time In:	Time Out:	Temp:	Phone:
Purpose of visit:					Signature:

Name:	Date:	Time In:	Time Out:	Temp:	Phone:
Purpose of visit:					Signature:

## Staff Covid Tracing Record

[illegible]

## Parent Covid Tracing Record

[illegible]

**Annex 5: Wellness Self Assessment****Daily Wellness Self-Assessment<sup>7</sup>**

Please read each question carefully	Select the answer that applies to you	
Have you experienced any of the following symptoms in the past 48 hours: <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	YES	No
<b>Within the past 14 days,</b> have you been in close physical contact (2m or closer for at least 15 minutes) with a person who is known to have confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?	YES	No
<b>Within the past 14 days,</b> has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection? This includes if you are waiting on the results of a COVID-19 test that was recommended by a medical professional.	YES	No
Did you answer <b>NO</b> to <b>ALL QUESTIONS</b> ?	Access to AISL Campus is <b>POSSIBLE</b> .	
Did you answer <b>YES</b> to <b>ANY QUESTIONS</b> ?	Access to AISL Campus is <b>NOT POSSIBLE</b> . Please remain at home, contact your healthcare provider and/or the school director.	

<sup>7</sup> Source: American Embassy Maseru – September 2020

## Annex 6: Operational Procedures – Guards – Campus Entry

### Operational Procedures Guards and Campus Entry

The following procedures need to be followed. While COVID-19 protocols are important to follow, campus security should also be maintained. A member of admin/leadership team will assist at peak times.

#### Gates:

- Main Gate is to only be opened in the event of vehicles, but normal safety and security processes are followed
- Outer Pedestrian gate
  - is opened by only guards.
  - Staff, students, guests should avoid touching the gate.
  - Gate handles are sanitised on regular bases by guards or cleaning staff
  - Gate remains closed if:
    - No one is entering or exiting
    - All physical distancing “circles” are in use
    - Security concerns
- Inner Gate
  - During peak times, gate is latched open to avoid excess handling of gate
  - Off peak times, gate is closed for security purposes
  - Gate Handles are sanitised on a regular basis by guards or cleaning staff

#### Access to Campus:

- Staff
  - Before access to campus, ask staff the wellness self-assessment questions.
  - Ensure that staff are following normal protocols for entry – masks, sanitiser, tracing, temperature
  - Remind them to remain in their designated zones
- Students
  - Remind parents to not accompany students onto the campus without express permission of the director
  - Assistant teachers will be around to collect students to take to classroom
  - Before access to campus, ask staff the wellness self-assessment questions.
  - Ensure students are following normal protocols for entry – masks, sanitiser, tracing, temperature
  - Remind them to go directly to their designated zones
- Parents
  - Should only come onto campus if a prearranged appointment has been made
  - Explain this to parents
    - If appointment made
      - Ask who the appointment is with
      - Call appropriate person for confirmation
      - allow onto campus after following procedures
    - If no appointment is not made,
      - encourage them to call the office or email the person



- Guests to campus
  - Should only come onto campus if a prearranged appointment has been made
  - Explain this to parents
    - If appointment made
      - Ask who the appointment is with
      - Call appropriate person for confirmation
      - allow onto campus after following procedures
      - guest should be escorted to meeting. If not able to, contact school office to meet the guest at the gate
    - If no appointment is not made,
      - encourage them to call the office or email the person

#### Entry Protocols for all

- Wellness Self-assessment (on outside gate)
  - Guest should be asked to check the wellness self-assessment questions
  - Ask if they are valid to enter
- Physical Distancing
  - Ensure that people are spread apart using the painted circles on the concrete
  - If too many people, ensure gate security procedures are followed
- Temperature
  - Take temperature of person using the non-contact thermometer
  - Show person the temperature
  - Record temperature
- Tracing Data
  - Guard fills out all information using one pen that is kept with the guard
  - Signature is made with separate pen that is sanitised after use
- Sanitiser or Hand Washing
  - Ensure that person either uses sanitiser or hand washes
  - If they say they used sanitiser in the car, gently remind them that we require the use of ours

## Annex 7: Operational Procedures – Cleaning Staff

### Operational Procedures Cleaning Staff

During the current COVID-19 outbreak, the following cleaning needs to be a focus of the support staff. Please review the list below and ensure that the cleaning of these locations takes priority over all other cleaning.

The list below requires the use of disinfectant to ensure the risk of spreading the virus is minimised. Cleaning staff should ensure that they protect themselves by using gloves at all times.

#### General Spaces

- Toilets
  - Sinks
  - Mirrors
  - Cubicle cisterns
  - Door handles
  - Toilet seats
  - Check soap levels
  - Check adequate paper towel
  - Emptying of rubbish bins
- Classrooms
  - Door handles (Teachers will be keeping classroom doors open to avoid too much handle contact)
  - Desks and chairs
  - Digital whiteboards
  - Keyboards (use damp not wet cloth)
  - Window ledges
- Staff Spaces
  - Phones
  - Computer keyboards, screens, mice (use damp not wet cloth)
  - Microwave
  - Sink
  - Table
  - Refrigerator handles
- Computer Room
  - Keyboards (use damp not wet cloth)
  - Desks and chairs
- Security Hut
  - Gate handles
  - Sanitiser pumps and desk
  - Desk for sign-in
  - Ensure security station has sanitiser

During the school day, monitor levels of water, sanitiser, and soap in all locations. These will need to be checked repeatedly while working.

Other areas of the school, that are normally cleaned, should be done if and only if time permits. The priority during this time is the list above. All other duties are secondary.

It is important that the cleaning staff are available for on call requests for cleaning. This will be liaised through the school office.

## **Annex 8: Operational Procedures – Educational Staff**

### **Operational Procedures Educational Staff**

The safety of all on campus should be taken into account at all times. Cross class interactions should be avoided as much as possible.

#### Classroom

- Ensure layout conforms to the physical distancing requirements
- Modify learning experiences to avoid close contact group work.
- Use outside spaces as much as possible
- Maintain windows being open
- Doors should remain wide open to avoid contact with door handles
- Monitor students for signs of illness. Concerns should be reported to the office or nurse
- Remind students of hand washing etc, particularly after bathroom breaks
- Remind students that while in bathroom they should not be interacting with people outside their grade cohort
- Avoid the sharing of learning materials

#### Break times

- During allocated break times, students should remain in their designated space. There will be temptation to not do this, but you will need to explain why this is important
- Sharing of food is prohibited

#### Welcome and Dismissal

- Ensure students are arriving directly from the gate to the classroom or designated spaces
- For dismissal, if a staggered departure occurs, please ensure you are ready and stick to your allocated times
- Students should have everything they need and go directly to departures
- Children of staff should remain in their classrooms until it is time to leave and then go directly to the gate. They should not go to the classroom of their parent until all other students have left campus or at waiting area
- No one is to be playing on the field or play equipment in the afternoon

## Annex 9: Scenario Examples

### Scenario 1 - Suspected case of Covid-19 on campus

A student/staff member becomes sick with cough and fever or other symptoms consistent with Covid-19 (is a Covid-19 'suspect'<sup>8</sup>) during the course of the school day.

#### **Actions:**

- The Covid-19 suspect will be isolated on campus until they can be safely taken home.
- The suspect's class cohort will immediately switch to virtual learning platform. This may require an early dismissal of the class.
- The suspect will be encouraged to seek medical care and get tested for Covid-19 if it is determined to be appropriate. The AISL school nurse can assist with this assessment and determination but testing will be the ultimate responsibility of the family/staff member.
- Any siblings or parents of the suspect who also attend/work at AISL will immediately switch to virtual learning platform. Similarly, any children of a sick staff member that attend AISL will switch to virtual learning platform.
  - The class cohort of the sibling/child of the suspect will continue with in-person learning. Only the sibling/child of the suspect will be required to switch to virtual learning platform so long as the sibling/child of the suspect remains without symptoms.
  - In the situation where the suspect is a child of an AISL teacher the school will explore the feasibility of continuing in-person learning for the students in the teacher's class cohort with virtual teaching by the teacher.

#### **Return to campus:**

- The sick student/staff member can return to campus when they meet any of the following criteria:
  - Tested for Covid-19 and result returned negative **and** their fever has resolved for  $\geq 1$  day and they are well enough to return to school
  - Their fever has resolved for  $\geq 1$  day and they are well enough to return to school **and** they have been evaluated by a healthcare professional who has provided a note documenting that they are safe to return to campus. *NB: The AISL nurse can assist with this evaluation.*
  - No Covid-19 test or evaluation by a healthcare professional was performed but their fever has resolved for  $\geq 1$  day and they are well enough to return to school (i.e. their symptoms have resolved).
- The siblings/children/parent of the suspect may return to campus once the suspect has been cleared to return to campus according to criteria listed above as long as they are without Covid-19 symptoms themselves.

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<sup>8</sup> The term 'suspect' is used here to indicate the individual is suspecting of possibly having Covid-19 and should not be interpreted as a pejorative term.

Scenario 2 - Confirmed case of Covid-19 on campus

A student/staff member tests positive for Covid-19.

**Actions:**

- The class cohort of the confirmed case will immediately switch to virtual learning platform if they have not done so already. This may require an early dismissal of the class.
- The class cohort will continue with virtual learning for at least 14 days from the last day that the confirmed case was present on campus.
- Contact tracing will be conducted by school officials using the Covid-19 register data kept by the School Director.
- If further students/teachers within the class cohort become sick with symptoms consistent with Covid-19 they will be encouraged to seek medical care and be tested for Covid-19 if determined to be appropriate.
- Any siblings or parents of a student with confirmed Covid-19 who also attend/work at AISL will immediately switch to virtual learning platform. Similarly, any children of a teacher with confirmed Covid-19 that attend AISL will switch to virtual learning platform.
  - The class cohort of the sibling/child of the confirmed case will continue with in-person learning so long as the sibling/child of the confirmed case is not having any symptoms of Covid-19. If the sibling/child of the confirmed case were to develop Covid-19 symptoms their class cohort would switch to virtual learning pending further investigation.
  - In the situation where a student with confirmed Covid-19 is a child of an AISL teacher the school will explore the feasibility of continuing in-person learning for the students in the teacher's class cohort with virtual teaching by the teacher.

**Return to campus:**

- The student/teacher that had confirmed Covid-19 can return to campus when they meet any of the following criteria:
  - At least 10 days have passed since the day they first developed symptoms of Covid-19 **and** their fever has resolved for  $\geq 1$  day and they are well enough to return to school **and** they have been evaluated by a healthcare professional who has provided a note documenting that they are safe to return to campus. *NB: The AISL nurse can assist with this evaluation.*
  - If they tested positive for Covid-19 but did not have any symptoms then at least 10 days must pass from the day that they tested positive for Covid-19.
- Siblings/children/parent of the confirmed case are highly encouraged to get tested for Covid-19 even if they do not have symptoms before returning to campus.
- Siblings/children/parent of the confirmed case may return to campus 14 days after the confirmed case was last on campus if they are without Covid-19 symptoms **and** the confirmed case has been cleared to return to campus according to criteria listed above.
- The class cohort of the confirmed case can resume in-person classes once 14 days have elapsed since the last day that the student/teacher with confirmed Covid-19 was present on campus.
  - Any classmates or teachers of the confirmed case that develop symptoms consistent with Covid-19 will not be allowed back onto campus until they meet one of the following three criteria (same as Scenario 1):
    - Tested for Covid-19 and result was negative **and** their fever has resolved for  $\geq 1$  day and they are well enough to return to school

- Their fever has resolved for  $\geq 1$  day and they are well enough to return to school **and** they have been evaluated by a healthcare professional who has provided a note documenting that they are safe to return to campus. *NB: The AISL nurse can assist with this evaluation.*
- No Covid-19 test or evaluation by a healthcare professional was performed but their fever has resolved for  $\geq 1$  day and they are well enough to return to school (i.e. their symptoms have resolved).