

Heritage International School Crisis Management Matrix (CMM): Coronavirus/Covid19 crisis and school closure procedures.

Updated: 4th May 2020

Risk Level	Campus Access	Educational Delivery	Clubs Programme	Parent/Family/Community Events	Field trips / travel	School transportation	All staff	Communications
Level 0 Very low risk	- Students must be kept at home if flu symptoms occur	- Regular school programme - Hygiene and hand washing emphasized	- All regularly scheduled activities allowed	- All regularly scheduled activities allowed	- All field trips and athletics travel allowed	- All bus routes run as usual	- Normal working conditions - All faculty and staff report to work (unless with symptoms)	- Email community members with message that a plan is being built out and situation is being monitored
Level 1 Low risk	- Students must be kept at home if flu symptoms occur or travel to a High-Risk Area as identified by the WHO	- Regular school programme - Hygiene and hand washing emphasized	- All regularly scheduled activities allowed	- All regularly scheduled activities allowed	- All field trips and athletics travel allowed, subject to approval by LT	- All bus routes run as usual	- Normal working conditions - All faculty and staff report to work (unless with symptoms)	- Email community members with information as required - Staff meetings to ensure all understand protocol - Student meetings to ensure students understand protocol and proper hygiene procedures
Level 2 Moderate risk	- Students must be kept at home if flu symptoms occur or travel to a High-Risk Area as identified by the WHO - No groups (10+ persons) on campus	- Regular school programme - Hygiene and hand washing emphasized - Homework for any quarantined students provided online - Confirm contingency plan in event of school closure	- All regularly scheduled activities allowed	- Regularly scheduled events and gatherings allowed for students, parents, /staff only	- All field trips and athletics travel suspended	- All bus routes run as usual	- Normal working conditions - Faculty and staff report to work (unless with symptoms)	- Updates as necessary in conjunction with the official agencies - Use of school's SMS emergency contact system, when necessary, to refer families, faculty and staff to important updates

Level 3 Medium risk	<ul style="list-style-type: none"> - Students must be kept at home if flu symptoms occur or travel to a High-Risk Area as identified by the WHO or if they have had contact with someone with flu symptoms - Campus visitors on case by case basis 	<ul style="list-style-type: none"> - Regular school programme in parallel with implementation of distance learning protocol 	<ul style="list-style-type: none"> - All regularly scheduled activities allowed 	<ul style="list-style-type: none"> - All events and community gatherings cancelled 	<ul style="list-style-type: none"> - All field trips and athletics travel suspended 	<ul style="list-style-type: none"> - All bus routes run as usual 	<ul style="list-style-type: none"> - No full staff gatherings 	<ul style="list-style-type: none"> - Updates as necessary in conjunction with the official agencies - Continued use of school's SMS emergency contact system to refer families, and staff to important updates - In-servicing of parents via email on use of online learning programme - School will respond to health authority directions
Level 4 High risk	<ul style="list-style-type: none"> - School facility closed for an indeterminate period of time 	<ul style="list-style-type: none"> - Full implementation of distance learning protocol (separate document) 	<ul style="list-style-type: none"> - Not applicable; school facility closed 	<ul style="list-style-type: none"> - Not applicable; school facility closed 	<ul style="list-style-type: none"> - Not applicable; school facility closed 	<ul style="list-style-type: none"> - Not applicable; school facility closed 	<ul style="list-style-type: none"> - All faculty and staff to remain at home, facilitating distance learning 	<ul style="list-style-type: none"> - Daily updates to the community - Further communication on distance learning

Risk Level Indicators

Risk Level Indicators suggest broad scenarios in the evolution of a coronavirus event. The recommendation to move from one level to another is made by the Crisis Management Team. The Leadership Team and Board Chair is informed. Movement between levels is communicated via email to all parents, faculty and staff. The decision to move to Level 4 is made with the approval of the Board Chair. At any stage these suggested actions may be overruled by mandated action by local or national authorities. **These are guidelines and the lines between levels may be difficult to distinguish at times. We will always err on the side of caution and safety.**

<p>Risk Level 0 (Very Low Risk): No cases of coronavirus in Moldova</p> <ul style="list-style-type: none"> - Some European countries report cases of coronavirus - WHO declare public health emergency - Travel restrictions to some regions announced 	<p>Risk Level 3 (Medium Risk): Few coronavirus cases within HIS community</p> <ul style="list-style-type: none"> - Increased community spread of coronavirus in Moldova area - Average student attendance below 80 – 90% - Increasing evidence of potential restrictions on airline travel / other forms of international public transportation - Coronavirus disease behaviour / contagiousness changes to higher risk level
<p>Risk Level 1 (Low Risk): No cases of coronavirus in Moldova</p>	<p>Risk Level 4 (High Risk): Spread of coronavirus within the HIS community rapidly increasing</p>

<ul style="list-style-type: none"> - Very few reported cases of coronavirus in Moldova - Some countries declare public health emergency - Airports implement informal screening mechanisms 	<ul style="list-style-type: none"> - Coronavirus cases quickly increasing in Moldova area - Government directs that schools be closed - Evidence that hospitals are unable to manage or meet healthcare needs related to coronavirus - Evidence of restricted airline travel or major travel restrictions - Staffing and attendance issues at HIS
<p>Risk Level 2 (Moderate Risk):</p> <p>Limited number of coronavirus cases in Moldova (no HIS cases)</p> <ul style="list-style-type: none"> - Travel advisories recommended by WHO, CDC, government authorities - No HIS students, families, faculty or staff identified with coronavirus/flu - Average student attendance remains high, 90-100% - Coronavirus behaviour / contagiousness remains unchanged - No advisories against non-essential travel to Moldova - WHO and regional health authorities declare pandemic 	<p>Crisis Management Team</p> <ul style="list-style-type: none"> Director Academic Director & Head of School Snr Assistant Director Support Secondary Cambridge Coordinator Assistant Director Curriculum School Psychologist Head of HR Chief Accounting Officer

Return to School protocols for the CMM (May 2020+) if school comes off Level 4 of the CMM following any RM Government/Ministry of Education decision.

1. **Temperature Checks** on entry to the school. No parents/visitors inside, as before on Level 2
2. **Phased Grades in and to consider set times of the day – not a full schedule.**
3. **Travel and Health declarations**, including that you have not been in contact with someone in quarantine. (We're going to use Google Forms in advance of student return).
4. **Masks** to be worn at all times in public areas and on buses – can remove if in own classroom or office. A limited supply of masks will be available at school.
5. **Social/Physical Distancing in Classes** – at least one metre. We're thinking of changing the furniture to use our stock of examinations desks in classrooms where the current configuration means that this is not possible.
6. **Social Distancing/Physical in Meetings** - using the auditorium spaced out, rather than gathering in common room areas.
7. **Social/Physical Distancing at meal times**– consider this a high risk time and students mix, are moving around and have to remove their masks to eat
8. Maintain regular, thorough **hand-washing** and sanitizing. **School has been “DEEP CLEANED”:**
9. **Contact sports** may not be appropriate. - Some activities (Daily Mile, Badminton etc) should be possible.

10. Who to exclude from the School Site: There will be decisions about when to exclude from the school campus those who have come within a number of degrees of separation of the virus. Here we will be using the principles outlined in the CMM

Anticipating Wellbeing Issues on Return to School

We are anticipating that we will be dealing a range of wellbeing issues associated with the return to school.

1. **Return to the 'Old Normal'** - Staff and students are going to take time to readjust to working at School. We are all familiar that it takes a few days at the start of every term to get back into the routine of getting up earlier, dressing for work, doing the daily commute and reporting for duty. Whilst some can't wait to be back in school, there will be a significant proportion of colleagues and students for whom working from home was a preferable working lifestyle. We need to recognize that it is going to take time to get back to anywhere near the 'old normal' (I suspect schools will change in small ways in light of the closures)
2. **Parental Concerns about Reopening.** There is a proportion of parents who believe that Covid-19 still poses a health risk and are unhappy about school re-opening. Conversely, there are parents who believe that the Government is being overly cautious. School will need to strike a balance and manage both groups sensitively.
3. **Sense of Loss.** It is likely that there is going to be a time almost like mourning that key school events have been cancelled.
4. **Summer Travel.** One of the other anxieties is that we have a very difficult summer in prospect. Whilst it may be technically possible to travel back to Europe/UK or to go on holiday to a limited number of countries that might have opened their doors, ongoing Covid-19 regulations mean that the price of a couple of weeks of freedom is likely to be a 14-day imposed quarantine. Some will need to travel to take the opportunity to see ageing relatives or to attend a family wedding, but increasing numbers are simply resigned to being confined to camp through the summer - This is going to take strain on families and staff.
5. **Ongoing Fallout from Covid-19 Closures.** The impact of Covid-19 is going to be with us for months.
 - There will be families where parents have lost loved ones and they will need support.
 - There will also be parents who have lost their jobs or their livelihood who will need more practical financial support at this testing time.
 - Some families will be trapped on different countries where lockdown is still in effect and unable to reunite.

The key over the coming months is for school to do everything it can (within the permitted bounds of social distancing) to bring our communities together and to help them reunite and to heal