

# **Standard Operation Procedures on COVID -19**

Ministry of Education

## Standard Operation Procedures on COVID -19

**Title:** Standard Operation Procedures on COVID -19

**Scope:** Ministry of Education and all schools

**Purpose:** The purpose of this document is to outline how Ministry of Education and schools will respond and communicate during the different public health risk levels for COVID-19 outlined by Health Protection Agency.

### Abbreviations

MoE- Ministry of Education

ESQID - Educational Supervision and Quality Improvement Division

HPA - Health Protection Agency

### COVID 19 response action plan for Ministry of Education

#### Alert Level 1: White

Action	Responsibility
Maintain medical history of students with chronic illnesses	Schools
Strictly follow the attendance policy, update the attendance in MEMIS to identify whether absences are illness-related	Schools
Promote good hand washing and hygiene practices	Schools
Display clear signs and posters on prevention and good hygiene practices in every class and notice boards.	Schools
Ensure all staff and students who are sick stay away from school	Schools
Ensure work is given for home schooling for children who are away from schools due to illness	Schools

Regularly cleaning and disinfecting all frequently touched surfaces in the school environment (such as door handles, desktop surfaces, etc.	Schools
Maintain adequate stock of personal hygiene products, including soap and tissue	Schools
Provide students with adequate time to wash hands particularly before meal times.	Schools
Update all school heads on the outbreak and offer additional guidance	MoE
Assign a school focal point (principal)	ESQID
Cancel or postpone all the extra –curricular and co-curricular activities	MoE
Update MoE Senior Management/Schools on the situation	ESQID in collaboration with HPA

### **Alert Level 2: Yellow**

<b>Action</b>	<b>Responsibility</b>
Alert schools on the current alert level	ESQID
Avoid any travel to affected islands/zone	MoE/Departments
Maintain all elements of Alert Level White	Schools/MOE
If a staff or student is infected, ensure all contact screening is done and necessary steps are taken	HPA/MoE/Schools
Clear all internal travel areas before anyone travels from one area to the other	ESQID through HPA in collaboration with MOE / Departments / Schools
Stop all non-essential work travel to any part of the world	MoE/Departments/Schools
Stop all workshops and trainings involving people from multi-islands	MoE/Departments/Schools

Update MoE Senior Management/Schools on the situation	ESQID in collaboration with HPA
<b>Alert Level 3: Orange</b>	
<b>Action</b>	<b>Responsibility</b>
School closure in affected islands/zones	MoE
Liaise with relevant section /division / departments to make alternative learning arrangement for all the schools that have been closed down	Schools/MoE/Departments
Follow the actions mentioned in Alert: White and Yellow	Schools / MoE/Departments
Update MoE Senior Management/Schools on the situation	ESQID in collaboration with HPA
<b>Alert Level 4: Red</b>	
<b>Action</b>	<b>Responsibility</b>
Dialogue with HPA to get update information on the current situation	ESQID
Decision on closing of all the schools in the country	Minister of Education
Liaise with relevant section /division / departments to make alternative learning arrangement for all the schools that have been close down	Schools/MoE/Departments
Follow National Protocols	MoE
Update MoE Senior Management/Schools on the situation	ESQID in collaboration with HPA

**Procedure on how to attend to students / staff who have come in contact with a suspected case of Covid-19**

