

#### **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,	Schools
etc.	
Maintain adequate stock of personal hygiene products, including	Schools
soap and tissue	
Provide students with adequate time to wash hands particularly	Schools
before meal times.	
Update all school heads on the outbreak and offer additional	МоЕ
guidance	
Assign a school focal point (principal)	ESQID
Cancel or postpone all the extra –curricular and co-curricular	MoE
activities	WIOL
activities	
Update MoE Senior Management/Schools on the situation	ESQID in collaboration
	with HPA

## **Alert Level 2: Yellow**

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

with HPA

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

MoE focal point receives information from Health Protection Agency		
Immediately		
MoE focal point to inform school principal, minister and permanent secretary		
Immediately - Maximum 5 minutes		
School to keep the student / staff in a separate room away from other students/staff		
Immediately - Maximum 8 minutes		
Inform the exposed student /staff about the safety measures that need to be taken		
Immediately - Maximum 15 minutes		
MoE focal point to liaise with Emergency Operations Center to arrange an ambulance to send the		
exposed staff / student home and inform school		
As soon as the arrangement is made		
If it is a student, school to inform parent about the arrangements made to send the exposed student		
home		
As soon as the arrangement is made		
School to send the student home as per the arrangement made by Emergency Operations Center		
On the same day		
School to inform the parents of students and school personnel who have come in contact with the		
exposed staff/student that an individual that an individual has been sent home as a safety precaution.		
School to share information on handwashing and how to maintain hygiene		
On the same day		
Inform the exposed student / staff to stay at home until they get medical clearance		
On the next day		
Make arrangements for homeschooling if a student has been exposed		