

Crisis Management Matrix (Disease Rubric COVID-19) AISK - (Mar 2020)

Follow Ministry of Health- Education, Jamaican Govt. and WHO Guidelines

Risk Level Any of these individual indicators can determine the level	Campus Access Control	Education Delivery	Co-Curricular Programs	AISK/PTO Community Events	Field Trips/Travel	School Operations	All Staff	Emergency Care / School Health Care	Communication (with HoS Approval)
<p>Level 1 Low risk No Cases of COVID-19 in Kingston</p> <p>Few cases of COVID-19 in other parishes of Jamaica Announcement of Public Health emergency of international concern by WHO</p> <p>The Ministry of Health & Wellness recommends self-quarantine for some international travelers coming from affected areas</p>	<p>Students, parents and staff must stay at home if flu symptoms occur</p> <p>local Health Ministry recommends self-quarantine for some travelers and these students remain at home</p>	<p>Regular school program</p> <p>Hygiene and handwashing emphasized</p> <p>Teachers informed to prepare themselves for Schoology and teaching virtually</p> <p>Consideration / implementation of Schoology for persons under self quarantine..</p>	<p>All regularly scheduled activities allowed</p>	<p>All regularly scheduled activities allowed</p>	<p>Local Field trips allowed, subject to approval by HoS.</p> <p>International field trips suspended</p>	<p>Cafeteria service as normal</p> <p>Leadership Team Meeting weekly</p>	<p>Normal working conditions</p> <p>All faculty and staff report to work (unless with flu symptoms)</p> <p>All take laptops home</p>	<p>Normal emergency medical protocols</p> <p>Information/Advice to Parents out through Email/enotify</p> <p>AISK Health Service in contact with Jamaican Health Authorities</p>	<p>Use of email and/or webpage to AISK community in conjunction with information as required</p> <p>Faculty meetings to ensure all understand protocol</p> <p>Ensure students understand effective hygiene procedures during homerooms</p> <p>Primary sources of information: Jamaican Health Authorities, CARPHA, WHO, US Embassy</p>
<p>Level 2 Moderate Risk</p> <p>A limited number of COVID-19 cases in Kingston (no AISK cases)</p> <p>No AISK students, families, faculty or staff identified with COVID-19</p>	<p>Students must be kept at home if flu symptoms occur and contact the local Epidemiology Department if they have traveled to affected areas in the last two weeks.</p> <p>Campus open only to AISK students and parents</p> <p>Access for all others by appointment only and interviewed at the entrance</p> <p>Off-campus privileges for students suspended</p>	<p>Regular school program</p> <p>Homework for any quarantined students provided through Schoology</p>	<p>All regularly scheduled activities allowed</p> <p>All ASA providers and others granted access will be interviewed regarding travel and symptoms</p>	<p>Regularly scheduled events and gatherings allowed for students, parents, faculty/staff only</p>	<p>All local field trips suspended</p>	<p>Increased cleaning of school</p> <p>Cafeteria service as normal</p> <p>Admin/Crisis Team Meeting as needed (as determined by gravity of situation)</p>	<p>Normal working conditions</p> <p>All faculty and staff report to work (unless with symptoms)</p> <p>All take laptops home</p>	<p>Normal emergency medical protocols</p> <p>Information/Advice to Parents out through enotify / Email</p> <p>Counselors available for support to student, parent and faculty-staff</p>	<p>School webpage updates as necessary in conjunction with the official agencies</p> <p>Email update</p> <p>Board of Trustees informed</p>

<p>Level 3</p> <p>Medium risk one COVID-19 case within AISK community</p> <p>Increased community spread of COVID-19 in the Kingston area</p>	<p>Campus closed temporarily until decontamination complete.</p> <p>Review of campus access and the possible opening of campus to the community.</p> <p>On-campus only with HoS' authorization</p>	<p>Full implementation of Distance Learning Plan via Schoology for all until decontamination is complete.</p> <p>Review of on campus learning after decontamination.</p>	<p>Campus closed temporarily for until decontamination complete.</p> <p>On-campus only with HoS' authorization</p>	<p>All special events and community gatherings suspended</p>	<p>All local & international field trips suspended</p>	<p>Continual cleaning</p> <p>Crisis Team meets regularly (as determined by the gravity of the situation)</p>	<p>No full faculty/staff gatherings face-to-face.</p> <p>Conference calls set up for faculty to meet if needed.</p>	<p>Govt. agencies will advise which hospitals are prepared for the possible pandemic</p>	<p>Email and web page updates to faculty/staff and community daily</p> <p>Ongoing communication with health authorities</p> <p>The school must respond to health authority directions</p> <p>Board emergency meeting to determine how the school should continue to operate</p>
<p>Level 4 High Risk Spread of COVID-19 within the AISK community rapidly increasing</p> <p>Govt declares that schools are closed</p>	<p>Campus closed</p> <p>On-campus only with HoS' authorization</p>	<p>Full implementation of Schoology for all</p>	<p>Not applicable; campus closed</p>	<p>Not applicable; campus closed</p>	<p>Not applicable; campus closed</p>	<p>Crisis team meets virtually regularly (as determined by gravity of situation)</p> <p>All learning will happen through Schoology</p>	<p>All faculty and staff to remain at home, providing online learning support</p>	<p>Medical contact and information will be posted on website by AISK Senior Admin team</p>	<p>Communication to AISK community will be through email, SMS and website, depending on type of information being communicated</p> <p>Parents are required to check AISK Website twice per day</p> <p>Primary sources of information: Jamaican Health Authorities, CARPHA, WHO, US Embassy</p>