The Swiss Cheese Model of COVID-19 Defense

- Physical Distancing
- Face Masks
- Hand Hygiene
- Ventilation
- Contact Tracing
- Disinfection
- Health screenings/testing

Based on the Swiss cheese model of accident causation, by James Reason, 1990

Version 1.3
Update: 12 Oct 2020
Each school community member takes responsibility for monitoring their personal health every day before school.
AIS COMMUNITY COMMITMENT

- Daily Screening for Symptoms — at home before school
- Daily Screening for Close Contact/Potential Exposure — at home before school
- Staying Home if Directed by Health Screening Protocols
- Reporting Infection or Potential Infection to School Officials
  - Student name will not be released
  - Allows for disinfecting and contact tracing protocols to be implemented
- Maintaining and Promoting Personal Hygiene
  - Hand washing or hand sanitizing;
  - Avoid touching face, mouth, eyes;
  - Covering coughs and sneezes
- Wearing a Face Covering or Mask
  - Follow school guidelines while on campus and while participating in school events;
  - Follow public health guidelines while in the community
- Physical Distancing
  - Maintain physical distancing of 1 meter or greater as often as possible while on campus and off-campus
- Social Distancing
  - Reduce the risk of infection in the AIS community by avoiding non-essential large gatherings, travel to high infection areas while school is in session, and non-essential social activity outside of school.
BEFORE DECIDING TO RETURN, CONSIDER YOUR STUDENT’S SPECIFIC HEALTH NEEDS.

Should my student return to physical school?

Does my child have a chronic health condition that puts them at greater risk of complications if he/she were to get COVID-19?

YES

Please consult with your student’s physician to decide if schooling in-person is best for your student. The CDC recommends these actions for individuals at higher risk for severe illness from COVID-19.

NO

Please proceed to the Daily Health Checklist.

Ok per doctor and per parent?

Unsafe for student to school in-person?

Please proceed to the Daily Health Checklist.

Please join school online!
Should my student/staff member go to school today?

1

Is ANYONE residing with and/or having close contact with my student currently considered to have an active case of COVID-19 (with or without symptoms)?

OR

undergoing 14 days of quarantine for exposure to someone who tested positive for COVID-19?

YES

Student should please join school online today if feeling well enough!

Please inform the school at attendance@aisghana.org or call 0289 547 951 if your child will be absent from virtual OR physical school.

See “When to Return” below.

NO

Please proceed to Question 2.
Is my student exhibiting one or more of these symptoms/conditions?

- **Fever**—38°C/100.4°F or greater
- **Sore throat**
- **New** uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
- **Diarrhea, vomiting, or abdominal pain**
- **New** unexplained loss of taste or smell
- **New** onset of severe headache.

**YES**

Student should please join school online today if feeling well enough!

Please inform the school at attendance@aisghana.org or call 0289 547 951 if your child will be absent from virtual OR physical school.

See “When to Return” below.

**NO**

Please proceed to Question 3.
Should my student/staff member go to school today?

Does my student fall into one of these categories?

- Receiving first 24 hours of various antibiotic treatments (i.e. pharyngitis, pink eye, etc.)
- Undiagnosed, new, and/or untreated rash or skin condition.
- Doctor’s note requiring an individualized plan of care to stay home.

**YES**

Student should please join school online today if feeling well enough!

Please inform the school at attendance@aisghana.org or call 0289 547 951 if your child will be absent from virtual OR physical school.

See “When to Return” below.

**NO**

See you in physical school! Don’t forget your nose mask!
If my student or a staff member has symptoms and must stay out of physical school today, when may they return?

### Symptoms listed in Question #2 or #3 WITHOUT Close Contact/Potential COVID-19 Exposure

- **Contact the school and provide appropriate information (name, symptoms, length of illness, etc.)**

- **Return to school when symptom-free for 24 hours without the use of fever reducing medications.**

*Per policy, a doctor’s note is required if student is absent online or on-campus for 3 or more consecutive days. If your student collects 5 or more unexcused absences on record for the school year, a doctor’s note is required for any absence, even if only 1 day.*

- **If a doctor’s note is required, it must be sent to attendance@aisghana.org BEFORE the student is allowed back on campus.**

Please continue to next slide for instructions on when to return after potential Covid-19 exposure.
Covid-19 Close Contact/Potential Exposure (i.e. recent travel, attending a large public event, unmasked group gathering, etc.) with or without symptoms

- Contact the school right away and provide appropriate information (name, symptoms, length of illness, etc.)
- Seek an evaluation by a Healthcare Provider if symptoms are consistent with COVID-19 and there is Close Contact/Potential Exposure with a person confirmed positive for COVID-19.
- Update the school with healthcare provider recommendations and COVID-19 test results, if testing is recommended.
- If **NEGATIVE COVID TEST RESULTS**, OR testing was **not recommended**, return to school after completing 10 day quarantine and when symptom free for 24 hours without fever-reducing medications (Paracetamol, Ibuprofen, or products containing these medications). *A negative test does not end the quarantine period early.* Please send any doctor’s note to attendance@aisghana.org.
- If **POSITIVE COVID TEST RESULTS**, notify school immediately. Contact tracing will be initiated. Return to school upon completion of 14 day quarantine and when symptom free for 72 hours without the use of fever-reducing medications (*per Ghana Health Service policy*). A subsequent negative Covid test at the end of quarantine is not required to return to school. Please send any doctor’s note to attendance@aisghana.org.
Attendance Reporting

- Families please email attendance@aisghana.org or call the front desk at 0289 547 951 to report an absence for any reason, whether for sickness or something else.

- If your student is marked absent by their teacher in the morning, and the school has not heard from a parent/guardian, the school will call the student’s home to follow up.

- We do contact trace to prevent the spread of Covid-19, so please indicate if your student is exhibiting symptoms of illness and when the symptoms began.

- Per school policy, a doctor’s note is required if student is absent online or on-campus for 3 or more consecutive days. If your student collects 5 or more unexcused absences on record for the school year, a doctor’s note is required for any absence, even if only 1 day.

- If a doctor’s note is required, it must be sent to attendance@aisghana.org BEFORE the student is allowed back on campus.

- Accurate attendance records are vital to effectively carry out our Covid plan and also to ensure that students are meeting academic requirements.
What counts as close contact?

- Within 6 feet of someone who has COVID-19 for a total of 15 minutes or more within a 24 hour period
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you.
**What is quarantine?**

**Quarantine** is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow any additional directions from the Ghana Health Service (if directions have been received).
What is a secondary contact?

An individual who has had contact with someone identified as a Close Contact to a person who has tested positive for COVID-19. A secondary contact in the classroom is not required to quarantine.
When am I at greater risk for a potential exposure to Covid-19?

3 Major Reasons

- They are my coworkers so I can speak without a mask and no physical distancing.
- They are my relatives so they can visit without wearing a mask.
- I can still hang out with my close friends at parties—crowded and enclosed spaces.

Don’t make these mistakes. Wear your mask properly, practice physical distancing, and avoid crowded places.
When am I at greater risk for a potential exposure to Covid-19?

Avoid the Three C’s

1. Crowded places
2. Close-contact settings
3. Confined and enclosed spaces

The risk is higher in places where these factors overlap.

Even as restrictions are lifted, consider where you are going and #StaySafe by avoiding the Three Cs.
Frequently Asked Questions
1. Are students and staff required to quarantine before returning to school if they have traveled to an area designated as a “hot spot” for COVID-19 spread?
Travel

Currently Ghana only requires quarantine for a positive COVID-19 test in the airport. AIS will not restrict travelers from returning to school if they have received the negative Covid tests required by the government at the airport.

However, the AIS community should be aware of increased risks associated with travel. COVID-19 symptoms on average do not begin presenting until 5-6 days or more after exposure to COVID-19. Travelers should therefore be especially careful to observe physical distance, face mask wearing, and handwashing protocols when with anyone outside their travel group for 14 days after return. If there is a concern that a COVID-19 exposure happened on the trip, please follow the guidelines for close contact quarantine.

*Please note absences during the school year are designated as excused or unexcused per school policy as outlined in the Student Handbook.*
2. Does the school screen for Covid-19 symptoms?
Symptom Screening

Each student may have their temperature scanned upon entrance to school. Per the AIS COVID-19 Wellness Pledge Authorization and Release, each family agrees to screen for symptoms and possible COVID-19 exposures at home **daily** before coming to school. Daily home screening is required of all students and staff.
3. What happens if a student displays symptoms of infectious illness while at school?
Symptomatic students

Students who develop any COVID-19 symptoms while at school will be brought to the Covid isolation room that is attached to the school nurse’s office. The room is enclosed with a glass door and window and is immediately accessible to the school nurse at all times. Isolation of sick individuals from the healthy school population is a CDC and GHS guideline. **Parents should be prepared to immediately pick their child up from school.**
4. May students attend on-campus instruction if they display Covid-19 symptoms as part of a non-infectious medical condition?
Non-infectious symptoms on campus

Yes, but families must provide the school with a physician’s statement documenting the condition before the student will be allowed to return to campus. All physician notes may be emailed to attendance@aisghana.org.
5. Is everyone in a cohort required to quarantine if one person in the cohort contracts Covid-19?
Cohorts and quarantine

Any person who meets the definition of “close contact” with a COVID-19 positive individual will be required to quarantine.

We have implemented multiple mitigation strategies to reduce close contact between students and staff (e.g. classroom reconfiguration to meet 1-meter physical distancing guidelines, limited student movement during the school day, staggered dismissal times, mandatory face masks). Strict adherence to mitigation strategies may reduce the number of close contacts within a cohort.

Additionally, AIS will comply with any contact tracing directive given by Ghana Health Service.
6. What are school protocols when a parent or other family member tests positive for COVID-19?
Covid-positive family member

Students or staff within that family would be designated as a “close contact” and are required to quarantine per the guidelines. Students or staff who interacted with their “close contact” classmate/student are considered secondary contacts and are not required to quarantine.
7. What is the school’s response to a positive Covid cases in school?
School response to Covid-19 infection

<table>
<thead>
<tr>
<th>Limited Response</th>
<th>Moderate Response</th>
<th>Critical Response</th>
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<tbody>
<tr>
<td>Confirmed cases (infection and/or exposure) within campus but spread is limited.</td>
<td>Confirmed cases (infection and/or exposure) within campus with moderate but increasing levels of student and staff active cases. Evidence of linked cases within the school setting. A short term closure for the entire campus may be necessary to assess risk, clean, disinfect, contact trace, and/or test. Return to school as soon as possible.</td>
<td>Multiple confirmed cases with substantial spread. Staff and student infections significantly impact delivery of on-campus instruction. An extended campus closure may be necessary. Initial short-term dismissal to allow time for school officials to gain a better understanding of the COVID-19 situation impacting the school and for staff to clean and disinfect affected areas. AIS will work to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. Our goal is to minimize disruption to on-campus learning.</td>
</tr>
<tr>
<td>May involve closing one classroom or one cohort to assess risk, clean, disinfect, contact trace, and/or test. Quarantine is limited to specific students, staff members, groups, or teams. Return to school as soon as possible.</td>
<td></td>
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</tr>
</tbody>
</table>
What will the on-campus school day look like?
ARRIVING AT SCHOOL

- At the beginning of each day, students will enter campus through the main gates. Please ensure students are wearing their masks on entrance to campus. Staff will scan their temperatures and direct them to wash hands at the polytank handwashing stations.

- We request that even though you have checked your student’s temperature prior to arrival that you or your driver wait for your student to clear the temperature scan at the front gate before leaving the school. That way, if your student is indeed confirmed to have a fever, they can be immediately taken home.

- In order to reduce crowding, we ask that parents NOT accompany their children onto campus, except for PreK3 and PreK4 students. (Unless you have front office or business office things to take care of, or an appointment preset with a staff member.) Preschool students should be dropped off at their classrooms.

- After handwashing on arrival, Kg-12th grades will be directed by staff to the pavilion. In the pavilion we will have chairs set up 1 meter apart. Students will await the start of the school day in their own physically distanced chair with their mask in place. After a short assembly from 7:50-8:00, students will dismiss to their classrooms by cohort.
Cohorts are made up of 2 or more classes.

Cohorts don’t cross during the school day.

35–40 students per cohort.
How will the school day change?

- Students will change classrooms minimally. Teachers will be the ones who travel to students.
- Cohorts will not share indoor airspace on campus.
- Students will keep their class materials in their classroom to avoid crowding at lockers throughout the day.
- Specialist teachers will travel to classes, unless the class is outdoors. Shared laboratory space will be disinfected between classes.
- Sports teams/training and after school clubs (like MUN or Student Council) will not cross cohorts.
- Each cohort will use designated restrooms for that cohort only.
- In order to limit the mixing of classes and to limit outside visitors on campus, After School Activities (ASAs) will be suspended until further notice.
SOCIAL DISTANCING

- Classroom space
  - Bigger classrooms assigned to bigger classes
  - At least 1 meter desk spacing
- Lunch
  - 1 meter spacing at the lunch tables
  - MS will eat outside on A days, HS on B days
  - Lunches for purchase will be in individual packages.
  - Elementary classes will alternate eating lunch outside and in the classroom
  - Cleaning of lunch area by staff between lunch groups
- Dismissal
  - Staggered dismissal to prevent crowding at the exit.
  - Elementary--2:50, MS--3:00, HS--3:10
• Students may not leave campus for lunch. Lunches may be delivered to the security guard if needed. Lunch service will be available on campus daily (pre-order).
• No visitors are permitted to eat lunch with students on campus or bring shared food items like birthday cake into the classroom until further notice. Sending a pre-packaged treat for the class with your student is welcome.
• Students should bring their own water bottle and water refills to school.
  ○ Water coolers are available for urgent use if students run out or spill their personal water supply
  ○ Drinks available for purchase from the school store.
• School store
  ○ Pre-packaged snacks only
  ○ No student access inside the school store (purchases can be made outside at specified times).
AIS will comply with all Ghanaian government mandates for mask wearing.

Students should plan to bring a mask to wear and a mask to spare, each with a clean ziplock-style bag in which to store each mask if it becomes soiled or if it is not in use.

**HAND SANITIZERS**

Students should bring 2 small or medium-sized bottles of hand sanitizer for classroom use.
VIRTUAL LEARNING GOING FORWARD
Online students should login to class by 8:10 a.m.

Elementary teachers will take roll by 8:30 a.m. and again after lunch.

Every secondary teacher will take roll within the first 10 minutes of their block.

If your child is tardy or absent, it will be noted in their Sycamore record.
  ○ Attendance excuses must come directly from a parent.

Parent Partnership Pledge
  ○ Please partner with us in ensuring that your student is joining and keeping up in their classes.
  ○ Isolation impacts mental health and academic performance.
  ○ If your student is performing poorly in classes, please partner with us to try and resolve low grades.
● Please inform the school right away if you are choosing to send your student back to school virtually.

● Students are expected to stay current with their Google classroom assignments AND attend all class meetings. Online and on-campus students will be held to the same level of accountability.

● New classroom technology has been installed to include virtual learners.

● Both physical and virtual study halls will be offered for struggling students.
Ghana Health Service:
https://ghanahealthservice.org/covid19/archive.php
https://ghanahealthservice.org/covid19/discharge.php

Centers for Disease Control and Prevention:

World Health Organization:
Considerations for School Related Public Health Measures in the Context of Covid-19
Getting the Workplace Ready
Advice for the Public