23rd September 2020

Directors of National Teachers’ Colleges
Principals, Primary Teachers’ Colleges, Technical Institutes, Farm Schools, and other
Tertiary Institutions,
Headteachers: Government & Private Secondary, Primary Schools and Community
Polytechnics,

GUIDELINES FOR REOPENING OF EDUCATION INSTITUTIONS AND
IMPLEMENTATION OF STANDARD OPERATING PROCEDURES FOR
EDUCATION INSTITUTIONS DURING COVID-19

Reference is made to the H.E. the President’s address to the nation of 20th September
2020 during which he, among other things, announced the reopening of education
institutions for candidate classes (P7, S4 and S6) and final year students in tertiary
institutions.

As you are well aware, education institutions were closed with effect from 20th March
2020 as part of the measures to control the spread of Covid-19 pandemic. The reopening
of education institutions does not in any way imply that the danger posed by the
pandemic has passed. However, over the past five months, Ministry of Education and
Sports has been working closely with Ministry of Health and other stakeholders to
prepare for safe reopening of education institutions under Covid-19.

Ministry of Health has provided comprehensive Standard Operating Procedures
(SOPs) for Institutions of Learning during Covid-19 Pandemic as practical guidance on
the required measures to minimize the risk of the spread of Covid-19.

To ensure that the SOPs are effectively implemented by education institutions as they
reopen, Ministry of Education and Sports is issuing the attached Guidelines for the
Reopening of Education Institutions and Implementation of Covid-19 Standard
Operating Procedures (SOPs). These guidelines provide actionable guidance for safe
reopening and running of education institutions through effective implementation of the SOPs.

The purpose of this letter, therefore, is twofold:

1. To issue the *Guidelines for Reopening of Education Institutions and Implementation of Covid-19 Standard Operating Procedures* (SOPs)
2. To call upon management of all education institutions to internalize the guidelines and use them to make expeditious preparations for safe reopening and operations of schools and institutions

Alex Kakooza
PERMANENT SECRETARY

C.C: Hon. Minister, Ministry of Education and Sports
    Hon. Minister of State for Higher Education
    Hon. Minister of State for Primary Education
    Hon. Minister of State for Sports
    Coordinator, Education Development Partners
    Director Social Service, Kampala Capital City Authority
    Vice Chancellors, Public Universities and Private Universities
    District Education Officers,
    District Inspectors of Schools,
    Municipal Education Officers,
    Municipal Inspectors of Schools,
    Education Secretaries:
    - Uganda Catholic Secretariat
    - The Province of the Church of Uganda
    - Uganda Muslim Supreme Council
    - Seventh Day Adventists Church
    - Uganda Orthodox Church

Secretary, Uganda National Teachers’ Union
GUIDELINES FOR REOPENING OF EDUCATION INSTITUTIONS AND IMPLEMENTATION OF COVID-19 STANDARD OPERATING PROCEDURES (SOPs)

SEPTEMBER 2020
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1. INTRODUCTION
Uganda is implementing comprehensive national efforts to control the spread of Covid-19. As part of these efforts, H.E. the President, directed all education institutions to close effect from 20th March 2020. Education institutions have remained closed as Government continues to manage the spread of the pandemic. However, Government has been gradually easing the lockdown on different sectors as advised by the technical team of scientists and Ministry of Health. A decision has now been taken to allow education institutions to reopen in a phased manner under clear Standard Operating Procedures (SOPs).

Ministry of Education and Sports is issuing these guidelines to help education institutions take the necessary steps in mitigation of the risk of transmission and spread of the disease and to reduce the impact of the pandemic on teaching and learning. These guidelines, together with the standard operating procedures that have been issued by Ministry of Health, should guide managers of education institutions on what needs to be done to create a safe environment for both learners and staff within our education institutions.

2. PURPOSE OF THE GUIDELINES
The purpose of these guidelines is to provide actionable guidance for safe reopening and running of education institutions through effective implementation of Standard Operating Procedures for Institutions of Learning during the Covid-19 pandemic.

3. STANDARD OPERATING PROCEDURES FOR INSTITUTIONS OF LEARNING DURING THE COVID-19 PANDEMIC

All education institutions in Uganda are required to adhere to the requirements of the SOPs when they reopen.

4. PHASED RE-OPENING OF EDUCATION INSTITUTIONS
i. Education institutions shall reopen starting 15th October 2020 for candidate classes (P7, S4 and S6) and final year students in higher institutions of
learning. Institutions shall follow a revised national education institutions calendar as shall be provided.

ii. Education institutions shall resume full operations for all learners when Ministry of Education, working with Ministry of health, determines that it safe for institutions to operate at full capacity.

iii. Special schools for learners with special needs may open and operate for all classes provided they have the capacity to adhere to the social distancing of at least two metres.

iv. All primary and secondary schools that reopen shall operate either as day or boarding schools but not both.

5. REOPENING OF INTERNATIONAL SCHOOLS

The general guidelines on safety measures for reopening of education institutions shall apply to international schools in Uganda.

However, given that these schools follow the school calendar of their international affiliates and their candidate classes do not correspond to the standard education cycles in Uganda, international schools in Uganda may reopen with guidance from Ministry of Health.

6. GUIDELINE FOR TRANSPORTATION OF LEARNERS AND STAFF

i. Parents are advised that under this emergency public health situation, they should, as much as possible, identify schools nearest their home to enroll their children for the meantime to avoid risks, unnecessary costs and inconveniences of long distance travel to schools.

ii. Schools in urban centres, where many learners need to use public means, are advised as follows:
   a. The school administration shall register all learners and their modes of transport to and from school.
   b. Learners who walk to school or are transported by private means to schools may continue to do so; however, they may not use public transport on any occasion, even when they cannot walk or be privately transported to and from school by their parents/guardians.
   c. Schools shall ensure that the private means vehicles and drivers are registered with the school and are the only ones allowed to transport the learners.
d. The schools, working with urban authorities, shall organize dedicated vans/buses on designated routes to transport learners, including learners with special needs, who cannot walk or be transported privately to school. Such transport should be within a radius of 5kms and shall observe the standard operating procedures for public transport as issued by H.E. the President.

e. Teachers who are not accommodated at school and do not use private transport shall use the dedicated school buses/vans on designated routes as in ii (c) above.

iii. Learners and teachers shall not be allowed to move to and from school on general public transport, including taxis, vans and buses.

7. SAFE EDUCATION INSTITUTIONS OPERATIONS:

The SOPs, a copy of which is attached, provide detailed requirements for risk reduction of the spread of Covid-19 in the operations of education institutions. Institution should fully internalize and adhere to the requirements in the SOPs.

The following are highlights, clarifications and additions for implementation of the SOPs to guarantee safety and protection of learners and staff in education institutions.

However, it is the primary responsibility of the heads of education institutions, working with School Management Committees, Boards of Governors or Governing Councils, to create a safe learning environment. The management of institutions should put in place all appropriate measures for prevention and management of Covid-19.

i. Prior to reopening, the management of each education institution serving as quarantine centres shall undertake to ensure that if their institution is disinfected and confirmed as safe for resumption operations. The disinfection shall be done with support of the respective district Covid-19 taskforce.

ii. The management of all education institutions shall hold a staff meeting to discuss the implementation of the SOPs within the institution and agree on appropriate classrooms and dormitory spaces to ensure physical spacing of 2 meters between learners in class and in dormitories.

iii. Each institution shall constitute a Covid-19 Committee of not more than seven (7) members, including two (2) learners and a member of the support staff. The role of the Covid-19 Committee shall be to initiate, implement and monitor measures for prevention of the spread of Covid-19.
iv. It will also be the responsibility of Covid-19 Committee to collect, manage and pass on records of daily monitoring of learners temperature and other health conditions to the District Covid-19 Taskforce.

v. The District Taskforce shall takeover situation management in case of suspected or confirmed case(s) in an education institution.

vi. Each class/lecture room shall have a student monitor responsible for promoting compliance to Covid-19 control and safety measures.

vii. All education institutions shall ensure that all members of the school community observe recommended social distancing of at least 2metres, effective and frequent hand washing and proper use of facial masks that must be worn at all times. Each learner should have a minimum of two face masks.

viii. Education institutions shall take every precaution to ensure that no learner, who is reported to have entered the country illegally, is allowed into institution premises. Such learners should be reported to the relevant authorities for necessary action.

ix. Education institutions shall restrict entry to their premises by members of the public.

x. All education institutions shall ensure that adequate security and safety measures, including provision of a fence/barrier and guards to restrict entry to and exit from institutional premises.

xi. Education institutions should provide extra support to safeguard vulnerable learners, including SNE learners, and learners with identified health conditions.

xii. Institutions should establish or strengthen collaboration with Covid-19 District Taskforce and social service providers for continuity of critical services in institutions such as health screening, school feeding programs, guidance and counseling.

xiii. Each institution should appoint a member of staff from the established Covid-19 taskforce to be a Community Liaison Officer (CLO). The CLO shall coordinate the institution’s relationship and engagement with the community to promote observance of Covid-19 control measures.

xiv. Institutions should guide and counsel learners against Covid-19 related stigmatization.
xv. All education institutions should conduct behavior change and health education sessions for staff and learners and provide reminders on safety, in form of posters, on safe behaviour.

8. EFFECTIVE UTILIZATION OF SCHOOL FACILITIES
Implementation of the SOPs requires ample facilities such as classrooms, desks and hand washing equipment, which may not be readily available in all institutions. It is necessary that institutions effectively utilize the available facilities to implement the requirements of the SOPs.

i. Each institution should re-arrange the sitting of learners using all available rooms within the school to ensure the required social distancing. This may include use of libraries, laboratories, dining halls, main halls where available.

ii. Where classrooms have temporary partitions, institutions should remove the partitions to create larger rooms for ample sitting and aeration/ventilation.

iii. Where available, main halls, dining halls and other large rooms should be prioritized for use as classrooms to ensure that available teachers cater for a sizeable number of learners per class. However, such rooms should accommodate only the appropriate number of learners that ensures the specified physical distancing.

iv. A foot-operated hand washing facility shall be placed at strategic point of access to each block (and floor where applicable) used by learners and staff. Schools are advised to improvise with available containers and local materials to provide safe hand washing.

v. Safe temporary shelters, such as tents, may be used as classrooms. Open air spaces, such as tree shades may be improvised as temporary venues for some classes.

9. REORGANIZATION OF SCHOOL PROGRAMMES
To minimize the risk of Covid-19 and ensure recovery of lost learning time, institutions should review their programmes and prioritize curriculum completion.

i) There shall be no group and close contact co-curricular activities in all education institutions until further notice. Nevertheless, learners should be guided to engage in individual health exercise such stretching and push-ups while observing the social distancing of at least two metres.
ii) All education institutions shall avoid general assemblies that bring together a large number of students.

iii) There shall be no external mocks or other external examinations organized for students in secondary and primary schools.

iv) Institution heads should ensure that all staff integrate COVID-19 awareness and prevention messages in every lesson.

v) There shall be no career days, class days or official visitation days, in education institutions until further notice.

vi) Mid-morning and lunch breaks shall be staggered and fully supervised by the teachers for adherence to social distancing, wearing of face masks and hand washing.

vii) Institutions with large numbers of candidate/final year classes, which cannot be accommodated in the available classrooms at the social distancing of two metres, shall make arrangements to operate either:

a. Morning and afternoon shifts. Where this is applicable, the morning shift shall end at 12:30pm and the afternoon shift shall start at 2:00pm to allow for disinfection of the affected surfaces before the next shift or

b. An alternate-day attendance schedule where different streams attend on alternate days as may be deemed appropriate, in a bid to ensure that numbers are manageable.

viii) For boarding institutions, after-class afternoon and evening programmes shall not involve team or group and close contact sports or activities; and they shall be supervised by a dedicated team of staff. Every dormitory shall have a resident tutor to supervise adherence to the SOPs.

ix) Institutions should not keep learners beyond the official school closing time.

10. MANAGEMENT OF STAFF AND CAPACITY BUILDING

i. Schools that do not employ a qualified and dedicated health worker shall establish a formal collaboration with a health facility within a radius of 5kms for quick response and management of emerging health issues.

ii. Each education institution shall work closely with the district Covid-19 taskforce to organize basic training for its staff on management of Covid-19.

iii. Institutions shall build staff awareness and knowledge on Covid-19 safety measures through regular sharing of accurate information and literature.
iv. Education institutions shall use only full-time staff, who shall not be allowed to part-time in other institutions.

11. PROVISION OF FACILITIES FOR IMPLEMENTATION OF THE SOPs

i. The Permanent Secretary shall provide detailed guidance to institutions that receive capitation grants from Government on how additional facilities for implementation of the SOPs may be acquired.

ii. Proprietors of private education institutions are advised to mobilize resources to ensure compliance with the SOPs.

iii. All education institutions’ budgets shall be reviewed to give priority to improved hygiene management, including disinfection of frequently touched surfaces such as desk tops, door handles, light switches, door frames and book covers.

iv. Government of Uganda shall supply two standard face masks to each candidate/final year student reporting back to school/institution. Learners should have at least one more face mask when reporting to school.

12. SCHOOL FEES

i. Education institutions shall engage their parents/guardians to adopt flexible fees payment arrangements and allow payment in appropriate installments.

ii. The management and governance of all education institutions shall review institutional annual work plans and budgets to realign them with the changes in education institution programmes and priorities.

iii. Education institutions shall not increase fees.

13. GENERAL APPEAL

All heads of education institutions are reminded that the country is still at high of the Covid-19 and maximum care must be exercised at all times. Having accurate information and facts about COVID-19 will help diminish students’ fears and anxieties about the disease and will ultimately help them cope with measures that are being undertaken to minimize the risks of infection.

Education managers are further reminded to build and maintain strong collaboration with health facilities and workers in their neighbourhoods and always seek for guidance and support from your respective district Covid-19 taskforce.
STANDARD OPERATING PROCEDURES FOR INSTITUTIONS OF LEARNINGS DURING THE COVID 19 PANDEMIC

SEPTEMBER 2020
Introduction

On the 18th March 2020, H.E President directed the closure of all education institutions with effect from 20th March 2020. The President highlighted education institutions as high risk for the spread of COVID 19, due to crowding and difficulty in achieving social distancing.

For instance;

1. Education Institutions by nature gather a large number of people and can easily spread the disease. Approximately 15 million learners are concentrated in 50,688 learning institutions. On average about 1,000 learners or more are concentrated in one learning institution i.e.
   a) Two million (2m) children are concentrated in 7,308 Pre-Primary Education Institutions (Government and Private);
   b) Ten Million and Seven hundred thousand (10.7million) children are concentrated in 36,285 Primary Education Institutions (Government and Private).
   c) Two Million (2 million) students are concentrated in 5,553 Secondary Education Institutions (Government and Private)
   d) Three hundred fourteen thousand, five hundred and forty-eight (314,548) students are concentrated in 49 Universities and 1,543 Tertiary Institutions (Technical Education Institutions, Teacher Training Colleges, Vocational Education Institutions), etc., etc.

2. Closing of Education Institutions dispersed the 15 million learners into 8 million homesteads in Uganda thus reducing concentrations of young people that would have served as “dry grass” in the face of the eminent danger of COVID19 transmission.

It must be emphasized that, the closure of Education Institutions and subsequent lockdown measures limited the spread of the disease by avoiding overcrowding and other risky interactions. Indeed, Uganda continues to record one of the lowest numbers of COVID 19 cases in the region among the general population.

On 30th May 2020, H.E the President directed the partial opening of learning institutions for candidate classes as one of the measures to ease the COVID 19 lockdown. This decision was aimed at enabling candidate classes prepare for final examination. Pursuant to the directive above, Ministry of Education and Sports developed “Guidelines for the phased reopening of education institutions” hence the need for Ministry of Health to provide complementary Standard Operating Procedures (SOPs).

Ministry of health with support from the Scientific Advisory Committee identified potential risks associated with the reopening of education institutions, and developed SOPs for mitigating the risk of COVID 19 outbreak in Education Institutions. The SOPs outline the mechanisms for prevention through; social distancing, sustained risk
Standard operating procedures for institutions of learnings

communication, infection prevention, surveillance in Education Institutions, psychosocial support, and linking the Education Institution COVID19 control activities to the district task force.

A common understanding of the risks involved in reopening Education Institutions and vulnerabilities therein is expected to create awareness and responsibility among stakeholders, on the range of mitigation measures and the extent of risk communication needed. Some of the risks include;

1. Ongoing pockets of transmission in Uganda and also in the neighboring countries, which not only share porous borders but also common people who keep interacting.
2. Risk of transmission from persons infected with COVID 19, 60-80% of whom have no symptoms.
3. Day Schooling and the resultant interactions among learners from multiple households which can amplify transmission in a silent outbreak; to other people including vulnerable individuals in their homes, learners acquiring or transmitting disease via transportation to school and in school which can easily involve workplaces of the parents of affected children, among others.
4. Crowding in Education Institutions with limited social and sanitation facilities is likely to compromise control measures
5. Complexity in responding to a confirmed case in an Education Institution or a home of a child that is likely to cause public outrage, and reputational risk for education services managers
6. Stigma and psychosocial stress in Education Institution setting for children and staff with experiences of isolation, quarantine and confirmation

Details of these risks are attached as Annex 1

1. The purpose of the SOPs

To provide practical guidance to education institutions on creating a safe learning environment in the context of the ongoing COVID 19 Pandemic.

2. Objectives of the SOPs are to;
   i) To guide administrators of Education Institutions on a step by step approach to implementation of COVID 19 prevention and control measures in Education Institutions
   ii) To guide on routine monitoring of learners and staff for prompt detection of and action on COVID 19 in Education Institutions
   iii) To create awareness among stakeholders on the potential risks of transmission in school settings and the mitigation measures
   iv) To ensure District Task Forces have oversight on COVID 19 Control measures in Education Institutions
3. The guiding principles

The implementation of this SOP will be in the context of the general guidelines for the phased reopening of education institutions provided by the Ministry of Education and Sports and the district led response that is coordinated by the district task force.

4. Governance and Management of COVID 19

The COVID-19 control measures will be implemented in the context of the District Response Task Force and its pillars, the district education office and education management systems. The District Education Office and Education Institutions take full responsibility to ensure learners and staff in Education Institutions under their care are safe. Before opening up a learning institution, the district task force must ensure the following imperatives;

a) Education Institution administration:
   i) Ensure adequate preparation of stakeholders; Parents, Teachers/other staff, and proprietors
   ii) Ensure all inputs and requirements for safe reopening and running of Education Institutions are in place with support from the District COVID-19 task force and the DEO
   iii) Ensure the Educational Institution has a 7 member COVID 19 task force (2 of who are students). A teacher/lecturer should be assigned the duties of the chair and a secretary should be identified. This task force will be required to submit reports on a daily basis to the district task force.
   iv) Ensure each class has a student leader concerned with compliance with SoPs among peers and reports to the COVID 19 Taskforce of the institution.

b) District Education Office:
   i) Support all Education Institutions to implement control measures and provide support supervision to ensure compliance with MoE&S guidelines and the provisions of this SOPs.
   ii) Lead the education pillar in the district COVID 19 task force

c) District Health Office:
   i) Train health workers, teachers and non-teaching staff on the control measures
   ii) Provide technical guidance to Educational institutions on COVID19 and the prevention measures
   iii) Orientation of Education Institution leaders, nurses, teachers/staff on COVID-19 and surveillance officers to the tasks in school setting
Standard operating procedures for institutions of learnings

iv) Assign appropriate staff to support Education Institutions in implementation of control measures e.g. Health Assistance

d) District COVID 19 Task Force:
i) District task forces should ensure that all schools which were being used as quarantine centers the by Ministry of Health are disinfected before school administrators can reoccupy. Establish Education pillar in the COVID19 response plan to give prominence to matters arising out of the education institutions.

5. Standard Operating Procedures in Education Institutions during the COVID-19

Education Institutions have multiple points of interaction and activities that expose learners and staff to the risk of infection. Such points of crowding and high interactions among persons of unknown risk profiles include day scholars, suppliers, teachers, cooks, cleaners, security personnel, visitors and strangers.

The critical control points for COVID 19 prevention in learning institutions targeted by this Standard Operating Procedures include; School gates, School compound and assembly area, Class Rooms and furniture tops, Library, Staff room and offices, dining area/hall, Dormitories and Hostels, Toilet and bathing areas, Recreation and sports field, Staff quarters, Sick Bays and Resting rooms, Industrial training and Examinations settings.

The purpose of this section is to guide managers of Education Institutions to:

i) Implement COVID 19 prevention measures at critical control points in their institutions

ii) Collect information on daily basis from students, visitors and staff, and reporting to the district COVID 19 task force.

iii) Carry out a daily analysis with support of the surveillance teams and ensure necessary action is taken by the District Response Teams and District Task force.

iv) Train and sensitize a wide range of stakeholders on COVID19 situation in the country, signs and symptoms, modes of transmission and the preventive and control measures (staff, students, parents, owners, and the general public).

v) promptly respond and take action in the event of confirming a case in a school.
### Standard Operating Procedures at Critical Control Points in Education Institutions

<table>
<thead>
<tr>
<th><strong>At School Gates</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. All school gates</strong></td>
</tr>
<tr>
<td><strong>Promoting proper hand washing and hygiene practices at the gates</strong></td>
</tr>
<tr>
<td>Wash hands with soap and water and use alcohol-based hand rub.</td>
</tr>
<tr>
<td>2. Compulsory use of masks at all school gates.</td>
</tr>
</tbody>
</table>

| **2. All Education Institutions are required to take the following measures in Education Institutions** |
| **Teachers are required to enforce the mandatory use of masks on all teachers and students.** |
| **Students are required to wear masks in classrooms.** |

| **3. All student, staff, and visitors are routed through the school gates.** |
| **Proper handwashing with soap and water and alcohol-based hand rubs.** |

<p>| <strong>Table detailing Standard Operating Procedures at Critical Control Points in Education Institutions</strong> |
| <strong>Demonstrable proper hand washing practices at all critical control points in the school.</strong> |
| <strong>Install hand washing facilities at all the critical control points in the school.</strong> |
| <strong>Proper use of masks is enforced in the school.</strong> |
| <strong>Teachers are required to enforce the mandatory use of masks in Education Institutions.</strong> |
| <strong>The use of alcohol-based hand rubs in class, before and after procedures for teachers and students.</strong> |
| <strong>Employees on hand washing at the school compound and critical moments (School gate, class, library, office, toilet, dormitories, canteen, bus stop).</strong> |
| <strong>Minimum physical distance of social distance of at least 2 meters apart (Keep a Distance).</strong> |
| <strong>General and Key messages on COVID-19.</strong> |</p>
<table>
<thead>
<tr>
<th>Preventive Measures and Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assembly area should be disinfected and child-free.</td>
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<tr>
<td>2. Crowding and interactions that can lead to spread of disease through contact should be avoided.</td>
</tr>
<tr>
<td>3. Adequate provisions are made for safe waste disposal.</td>
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<table>
<thead>
<tr>
<th>School compound</th>
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<tbody>
<tr>
<td>• Disinfectants, hand sanitizers, and other visible areas should be provided for hand hygiene and other visible areas.</td>
</tr>
<tr>
<td>• Adequate water supply is available at the time for hand washing.</td>
</tr>
<tr>
<td>• At least 60-80% alcohol for staff and older children who can use it safely.</td>
</tr>
<tr>
<td>• Hand washing supplies are made available at all the time, soap, disinfectants, hand sanitizers are at all times.</td>
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<th>Respected community access is educational institutions</th>
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<tbody>
<tr>
<td>• Restricted community access to educational institutions to avoid unnecessary gatherings.</td>
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<tr>
<td>• Provision of water points at hand washing points.</td>
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<tr>
<td>• Provision of water points at hand washing points.</td>
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<table>
<thead>
<tr>
<th>Supervised learning</th>
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<tbody>
<tr>
<td>• Supervisors ensure everyone washes hands before entering class to ensure 2-meter physical distancing.</td>
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<tr>
<th>Collection of waste office with covers where possible with waste.</th>
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<tr>
<th>Display standard information and-risk communication materials provided by MoH within school compound</th>
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<td>• Display standard information and-risk communication materials provided by MoH within school compound</td>
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<tr>
<th>Other visible areas</th>
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<tr>
<td>• Other visible areas are displayed on the compound and information to learners are in place.</td>
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<tr>
<th>Adequate water disposal</th>
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<tr>
<td>• Adequate provisions are made for safe waste disposal.</td>
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</table>
At end of the day, disinfect all surfaces, doorknobs, light switches, windows seals, blackboards, and tables.

- Disinfects within 24hrs of preparation to prevent incubation.
- Clean all classroom surfaces with water before application of disinfectant.
- Desinfect the classroom environment to ensure no dampness.
- Keep windows open during learning to allow in fresh air circulation.

Natural light is recommended on both sides of the room to prevent hotspot areas. A minimum of 10% of the total floor area should be in direct sunlight.

- Ensure good ventilation equivalent to 1% of the total floor area.

- Other adjustments in self-rooms, classrooms, dining halls, libraries, etc. may be required.

Additional measures may be required to reach the extra class or adjust the time table.

Additional teachers may be required to teach the extra class of adjusted time table.

Materials that can be delivered online, need to be reviewed to address the shortened period of face to face and provide feedback.

The short period of face to face can be backed up by online studies. Curriculum need to be reviewed in order to achieve the required social distancing for each day.

For students - Morning and Evening stations or shifts of Monday to Wednesday, Thursday to Saturday.

Where changes in instruction is not feasible, MDOs should consider a shift system.

Additional school and new instructional requirements or modifications may be required in order to accommodate the other students respectively.

COVID-19 is a respiratory disease transmitted through the respiratory tract. Force pillar for information and dissemination involving key messages produced by MHR and other media to enable awareness.

1. Teaching methods that enable effective communication. This includes information to students using the key messages produced by MHR and other media.

2. Promotion of increased physical distancing in the classroom to prevent virus spread. Appropriate distance between learners are adopted by learners.

3. Improved classroom ventilation.

4. Improved classroom ventilation.
<table>
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<tr>
<th>Library &amp; Laboratories</th>
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<tbody>
<tr>
<td>The Institute will be closed until all the contacts to the case are identified, assessed, and isolated.</td>
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</tbody>
</table>

**Response of Education Institutions to COVID-19**

- Hand and personal hygiene: Handwashing facilities at the entrance to every class room with adequate water and liquid soap.
- Non-contact and contact tracing:
  - Non-contact: A suspected case is identified, and contact tracing begins.
  - Contact tracing: A confirmed case is identified, and contact tracing continues.
- Contact management:
  - Close contacts: Quarantined for 14 days.
  - Other contacts: Monitored for symptoms.
- Additional measures:
  - Enhanced cleaning and disinfection.
  - Physical distancing.
  - Use of PPE during distribution and documentation processes.

**Prevention Measures**

- Hand and surface hygiene:
  - Sanitization and disinfection.
- Physical distancing:
  - Social distancing measures and infection prevention measures are undertaken in the offices.
  - Classrooms and furniture: Keep a safe distance between students.
- Classroom:
  - Enhanced ventilation.
  - Use of PPE during distribution and documentation processes.
  - Sanitization and disinfection of surfaces and equipment.

**Emergency MEA**

- When returning from break, with soap and water especially after family members wash hands.
- Every learner must wash hands before entering the classroom.
- Learners and staff should be monitored for symptoms.
- Enhanced cleaning and disinfection.
- Learners and staff should not be monitored for COVID-19.
- Use of PPE during distribution and documentation processes.

**COVID-19**

- Typhoid, dysentery, and other symptoms should be assessed daily.
- Learners with symptoms should be isolated.
- Contact tracing should be initiated.
- Enhanced cleaning and disinfection.
- Use of PPE during distribution and documentation processes.

**Infection Prevention Measures**

- Hand and surface hygiene:
  - Sanitization and disinfection.
- Physical distancing:
  - Social distancing measures and infection prevention measures are undertaken in the offices.
  - Classrooms and furniture: Keep a safe distance between students.
- Classroom: Enhanced ventilation.
- Use of PPE during distribution and documentation processes.
- Sanitization and disinfection of surfaces and equipment.
<table>
<thead>
<tr>
<th><strong>Recreation and Sports Field</strong></th>
<th><strong>Toilet and Bathing Areas</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Measures to ensure social distancing and avoidance of large gatherings.</td>
<td>- Measures to ensure social distancing and avoidance of large gatherings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Dormitories and Hostels</strong></th>
<th><strong>Dormitories and Hostels</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Hand sanitiser readily available.</td>
<td>- Hand sanitiser readily available.</td>
</tr>
<tr>
<td>- Wash hands before eating.</td>
<td>- Wash hands before eating.</td>
</tr>
<tr>
<td>- No access to visitors.</td>
<td>- No access to visitors.</td>
</tr>
<tr>
<td>- Provide separate meals for roommates.</td>
<td>- Provide separate meals for roommates.</td>
</tr>
<tr>
<td>- Separate tables or desks.</td>
<td>- Separate tables or desks.</td>
</tr>
</tbody>
</table>

**Prevention Measures:**
- Social distancing measures and infection prevention measures are undertaken.

**Education Institution**
- Hand sanitiser readily available.
- Wash hands before eating.
- No access to visitors.
- Separate tables or desks.

**Children**
- Allow children to eat in shifts to observe 2-meter physical distancing.
- Wash hands before eating in the canteen.
- Wear masks at all times and regularly disinfectable surfaces.
- Library and Laboratories.
- Recommendation: Ensure books for learners to read from spacious places.

**Population densities:**
- Low-density environments where a day in the canteen
- Wear masks all the time and regularly disinfectable surfaces.
<table>
<thead>
<tr>
<th><strong>General</strong></th>
<th><strong>Social Distancing</strong></th>
<th><strong>Hygiene</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The sick days and absence rooms are under taken in the school, and in the house in the quarters</td>
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</tr>
<tr>
<td>Seek guidance on low risk extracurricular activities as stated by the National Council</td>
<td>All recreational activities must be done under the supervision of a teacher</td>
<td>Display IEC materials on recreational sites</td>
</tr>
<tr>
<td>Provide wash basin facilities at all entrance</td>
<td>Wash hands frequently with soap</td>
<td>Provide hand washing facilities at all entrance</td>
</tr>
<tr>
<td>Keep a supply of hand sanitizer, alcohol rubs, and soap in the quarters</td>
<td>Wash hands frequently with soap</td>
<td>Provide hand washing facilities at all entrance</td>
</tr>
<tr>
<td>Keep a supply of hand sanitizer, alcohol rubs, and soap in the quarters</td>
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<td>Wash hands frequently with soap</td>
<td>Provide hand washing facilities at all entrance</td>
</tr>
</tbody>
</table>
### Annex 1. The risk of COVID-19 transmission in education institutions

<table>
<thead>
<tr>
<th>Risk</th>
<th>Issue: Hazards and Vulnerabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PROCUREMENT OF INFORMATION PAPERS</td>
</tr>
<tr>
<td></td>
<td>Introduction shifts that ensure continuity; two weekly shifts for staff working on site.</td>
</tr>
<tr>
<td></td>
<td>Provide waste bins with lids in the examination room.</td>
</tr>
<tr>
<td></td>
<td>Ensure cleaning and maintenance of the examination room.</td>
</tr>
<tr>
<td></td>
<td>Use sanitizers in the examination room when in contact with surfaces regularly.</td>
</tr>
<tr>
<td></td>
<td>Wash hands/sanitise before entering the examination room.</td>
</tr>
<tr>
<td></td>
<td>Mandatory wearing of masks at all times.</td>
</tr>
<tr>
<td></td>
<td>Examination should sit 2 meters apart to observe social distancing.</td>
</tr>
<tr>
<td></td>
<td>Learners should limit physical interactions with strangers and peers and observe social distancing.</td>
</tr>
<tr>
<td></td>
<td>COVID-19 case in other institution.</td>
</tr>
<tr>
<td></td>
<td>Contingency plans to ensure exams are not disrupted by contamination of a COVID-19 case in other institution.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk</th>
<th>Transmission in a school outbreak</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Transmission in public transport.</td>
</tr>
<tr>
<td></td>
<td>Transmission on the way to school.</td>
</tr>
<tr>
<td></td>
<td>Transmission from school to many families.</td>
</tr>
<tr>
<td></td>
<td>Transmission from many homes to education institutions.</td>
</tr>
<tr>
<td></td>
<td>Untraceable strain on lab services.</td>
</tr>
<tr>
<td></td>
<td>Overdiagnosing with false positives.</td>
</tr>
<tr>
<td></td>
<td>Difficult to detect.</td>
</tr>
<tr>
<td></td>
<td>Case definitions are vague.</td>
</tr>
<tr>
<td></td>
<td>Transmission is silent.</td>
</tr>
<tr>
<td></td>
<td>Protective response measures.</td>
</tr>
<tr>
<td></td>
<td>Sustained risk of importation of disease.</td>
</tr>
<tr>
<td></td>
<td>Socio-cultural and economic interactions across borders.</td>
</tr>
</tbody>
</table>

19 (60-80%) have no symptoms. Many persons infected with COVID-19 pass unnoticed. Many people and common people. Neighbouring countries with porous borders. Community transmission in. 

Day schooling and the resiliency of transmission in a school outbreak. and support staff can amplify information among learners, teachers and families.
**Hand Washing**

| Requirement | Requirement
|--------------|--------------|
| **1. Steps on hand washing** | **2. Buss soap per day:**
| - At least 20 seconds while washing | - 2,000 person per day
| - 20 liters of water per child per day | - Reservoir: Min. 1,000 liters
| - Washing facilities for day schools and hand in boarding schools | - I hand serve 200 person per day
| - I hand wash 10,000 person per day | - I wash for groups

**3. I wash for groups**

**Disinfections:**
- Non-touching staff per day
- Non-touching teach teaching and learning
- 3 times for girls, boys teaching and learning

**Chlorine (1%) 0.05% i.e. 1% in water**

**N.B:**
- Wash your hands often especially before and after eating food, after blowing your nose, coughing or sneezing using at least soap and water.
- **Step 1:** Rinsing thoroughly with running water
- **Step 2:** Rubbing with soap to cover all hands
- **Step 3:** Rubbing for at least 20 seconds
- **Step 4:** Rubbing with soap to cover all hands

**Lather Version:**

1. Teachers of other nationalities etc.
4. County wide spread when education institutions close and creation of multiple cold county wide and rapid community transmission.
5. Contacts on public transport will be lost to follow up and difficult to trace and places of work of drivers etc.
6. Too many contacts to list and trace in education institutions, homes of close contacts.

**School Setting**

- Child or a home of a school child
- Compulsory response requirements and implementation to a confirmed case in a school or a home of a school child
- Complex response requirements and implementation to a confirmed case in a school or a home of a school child

**School Setting**

- High cost of enforcement of control measures will not be affordable
- The higher percentage barrier of children washing facilities.
- Some education institutions don't have enough resources: water, soap, hand
- Implement 2 meters distance
- Some education institutions have many students and limited class rooms to

**Targeted sensitization of children of truck drivers, children with coughs or flu**

- Parents take their children upcountry.
- County wide spread when education institutions close and creation of multiple cold county wide and rapid community transmission.
<table>
<thead>
<tr>
<th>Teacher on duty Perceives</th>
<th>Teacher</th>
<th>&amp; Stream/Class</th>
<th>Director of studies</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Institution can only accommodate 10 and 15 students respectively</td>
<td>Education Institution can only accommodate 10 and 15 students respectively</td>
<td>Education Institution can only accommodate 10 and 15 students respectively</td>
<td>Education Institution can only accommodate 10 and 15 students respectively</td>
<td>Education Institution can only accommodate 10 and 15 students respectively</td>
</tr>
<tr>
<td>2. A Standard Classroom (6x7) 42m2</td>
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<td>2. A Standard Classroom (6x7) 42m2</td>
</tr>
</tbody>
</table>

**Requirement**

<table>
<thead>
<tr>
<th>Detail</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory: Emphasis of Projectile Space (s)</td>
<td>Laboratory: Emphasis of Projectile Space (s)</td>
</tr>
<tr>
<td>Physical distancing</td>
<td>Physical distancing</td>
</tr>
<tr>
<td>To read in shifts to observe 2-meter</td>
<td>To read in shifts to observe 2-meter</td>
</tr>
<tr>
<td>Inducing double decker desks: Dining Hall</td>
<td>Inducing double decker desks: Dining Hall</td>
</tr>
<tr>
<td>mustard: Bursar are to be put no more apart</td>
<td>mustard: Bursar are to be put no more apart</td>
</tr>
<tr>
<td>Shelves</td>
<td>Shelves</td>
</tr>
<tr>
<td>Avoid overcrowding and ensure 2 meters distance between</td>
<td>Avoid overcrowding and ensure 2 meters distance between</td>
</tr>
<tr>
<td>Classroom:</td>
<td>Classroom:</td>
</tr>
</tbody>
</table>

**Intervention:**

1. Use of 60% Alcohol Based Hand Rubs (ABHR) is mandatory.
2. Sanitizers used in between Lessons or after a Procedure.
3. ABHR be performed for 10 seconds between sessions.
4. Supervision when using Alcohol Based hand rubs is mandatory.
5. Children under 8 years should be under close supervision.
6. Hand washing facilities (Washroom, Kitchen, Dining Hall, Store, Latrine) at entrance of School, Office, Block, Classroom.

**Points for Hand Washing Stations**

<table>
<thead>
<tr>
<th>Detail</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soap and Covered</td>
<td>Soap and Covered</td>
</tr>
<tr>
<td>Wash water should be disposed of in a constructed wash water pit of ample depth filled with hard core</td>
<td>Wash water should be disposed of in a constructed wash water pit of ample depth filled with hard core</td>
</tr>
<tr>
<td>donutatory/hose/soap compound</td>
<td>donutatory/hose/soap compound</td>
</tr>
<tr>
<td>Sanitation/Toilets, Bath-shelters, (WHR)</td>
<td>Sanitation/Toilets, Bath-shelters, (WHR)</td>
</tr>
</tbody>
</table>

**Details:**

- Teacher in charge of health
- Each Teacher = 1 bottle of ABHR or 60% Alcohol Based Hand Rubs (ABHR) is given.
<table>
<thead>
<tr>
<th>Nurse</th>
<th>School</th>
<th>PHA, DEO, DISD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disinfectants</strong></td>
<td><strong>Interception &amp; Disinfection</strong></td>
<td><strong>Decommission</strong></td>
</tr>
<tr>
<td>Water</td>
<td>Clean surfaces with water before application of disinfectant. Disinfectant may vary.</td>
<td>In case of suspected person in a school, decontamination areas of contact e.g. class, bed, and fomites. Wash hands, use of alcohol-based hand rub.</td>
</tr>
<tr>
<td><strong>60gms mix with 6 liters of water</strong></td>
<td><strong>3% in 2 liters of water</strong></td>
<td><strong>Disinfectant</strong></td>
</tr>
</tbody>
</table>

**Additional Considerations**

- **New candidate classes**
- **Building rules**
  - The Public Health (School) Reference is conducted in shift model
  - appropriate modification of classroom and communal environment
  - Fresh airflow circulation Window > 100 of total floor area
  - Keep windows open during learning to allow ventilation

- **Lighting**
  - Natural light is recommended on both cross vents
  - 1/100 of the total floor area, either through or cross ventilation and lighting

**Additional Advice**

- **Additional teachers**
- **Additional classes**
- **Other advisories in staff rooms**
- **Other advisories**
- **Shift system with online learning**
  - To follow
- **Dining areas, dining halls, libraries**
- **Number of students and rooms**
- **Parental guidance**
- **Teacher and student ratio**
The masks carefully to cover mouth, nose and steps on the correct use of masks.

Inducing Corona Virus in the school.

Community

Organization of schools

- SOPs
- Designated entry point
- SMG/BOG/Security Surveillance
- Gate guards
- Daily school fence

Behavior of learners and prevent them

- Restrain entry and exit of visitors and regulate behavior of physical barriers and school security guards are needed to

Re-useable materials be washed

- For hand washing facility
- Covered waste bins and provide

Disposing disposable materials in

Sanitizing and cleaning

- Personal dead cloth for

Skilled personnel in

Decontamination

Note: Corona virus survives on plastic surfaces for 9 days

Prepare disinfectants (bleach) to prevent multiplication

Use PPE during distribution and decontamination

Prevent disinfectants (bleach) to prevent multiplication

These should be done under an omb

No open splitting

Avoid touching face, eyes or shaking hands
### Intervention on Teaching and non-Teaching Staff on COVID-19 SOPS

<table>
<thead>
<tr>
<th>Directors and Principals</th>
<th>Data Tools / SOPS, ICE materials, *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force T.O.T.'s, Facilitators District Task</td>
<td>Share basic information on COVID-19, Infection Prevention and Control (IPC) capacity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SMC or BOGS Duty Teachers / Teachers on Principal's Directions</th>
<th>Mandatory in school setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand washing facilities distribution</td>
<td>Collection, transportation and final disposal are</td>
</tr>
<tr>
<td>transport equipment &amp; gloves</td>
<td>Proper means of waste disposal, Procedures of storage,</td>
</tr>
<tr>
<td>disposed waste</td>
<td>Proper, waste and health care, waste</td>
</tr>
</tbody>
</table>

**Note:**
- Wear a mask, and those with chronic obstructive pulmonary diseases or children under 6 years should not wear masks. Children under 6 years should not wear masks.
- If cloth masks are worn, make sure they are rewashable and re-useable.
- Use appropriate hand sanitizer.

**Managing the Re-usable mask**

- **Bearing in mind**
  - Wash the mask daily with soap and water
  - Rinse the mask daily with soap and water
  - Iron property
  - AVOID sharing masks

- **Step 1:** Hand washing

- **Step 2:** Rinse the mask with soap and water

- **Step 3:** Wash the mask daily with soap and water

- **Step 4:** Mime the two loops

- **Step 5:** Tie the bottom strings at the back of the neck

- **Step 6:** Place the nose piece over the nose bridge

- **Step 7:** Hold the flexible metal band above the bridge of the nose

- **Step 8:** Don't touch the front but remove the lace from the nose to help secure the mask

- **ABHR may be needed**

**Losses of masks**

- Need to provide a contingency for
  - Disinfection
  - Hand washing
  - Personal protective materials and equipment on face masks, their care and orientation of staff and on COVID-19
### Intervention 1: Daily Monitoring of Learners for Symptoms of COVID-19 Disease

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track, monitor, and understand the standard case definition (SCD) COVID-19</td>
<td>Establish non-contact infrared thermometers, at least two, and data collection tools</td>
</tr>
</tbody>
</table>

#### Surveillance in Education Institutions

- Learners/teachers who meet COVID-19 standard case definition, either confirmed or probable, shall be investigated by the district task force. 
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#### Surveillance in Education Institutions

- **Surveillance:**
  - Daily monitoring of learners for symptoms of COVID-19 disease

#### Anex: COVID-19 Surveillance in Education Institutions

- Key messages on hand washing at the school compound and 
- Keep a Distance Approach “Loremiapera” 
- Surveillance system
### Intervention 12: Management persons meeting the Standard Case definition for COVID-19

- All learning institutions must set aside an isolation room to accommodate learners during the course of investigation.
- Members of staff who meet the case definition can be monitored at their homes.
- District teams will take over the management of persons under observation including further detailed epidemiologic assessment and sample collection, psychosocial support to the school.

### Intervention 13: Management of Education Institutions with confirmed cases

- All learning institutions with confirmed cases will be immediately cordoned off until all the contacts to the confirmed case are identified and listed.

**When *one case positive is confirmed***:

- The school must be cordoned off and the contacts secluded into an institutional quarantine.

**When *more than one positive case***:

- The whole school will be turned into a quarantine site, especially for those who are residents in the school.
- The teachers and others who may not be residents in the school will be required to observe self-quarantine at home for 14 days.
- A school in which a case has been confirmed will be closed.
- In a school where a case has been confirmed, learning must be stopped for 14 days.

Therein, quarantine guidelines apply will...