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this subject please quote **COVID/ 192/335/01**

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

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- The Province of the Church of Uganda
- Uganda Muslim Supreme Council
- Seventh Day Adventists Church
- Uganda Orthodox Church

Secretary, Uganda National Teachers' Union

MINISTRY OF EDUCATION AND SPORTS



THE REPUBLIC OF UGANDA
MINISTRY OF EDUCATION AND SPORTS

**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

Ministry of Health, in collaboration with Ministry of Education and Sports, developed *Standard Operating Procedures for Institutions of Learning during the Covid-19 pandemic* to provide practical guidance on establishing and operating a safe learning environment in education institutions in the context of ongoing 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 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.

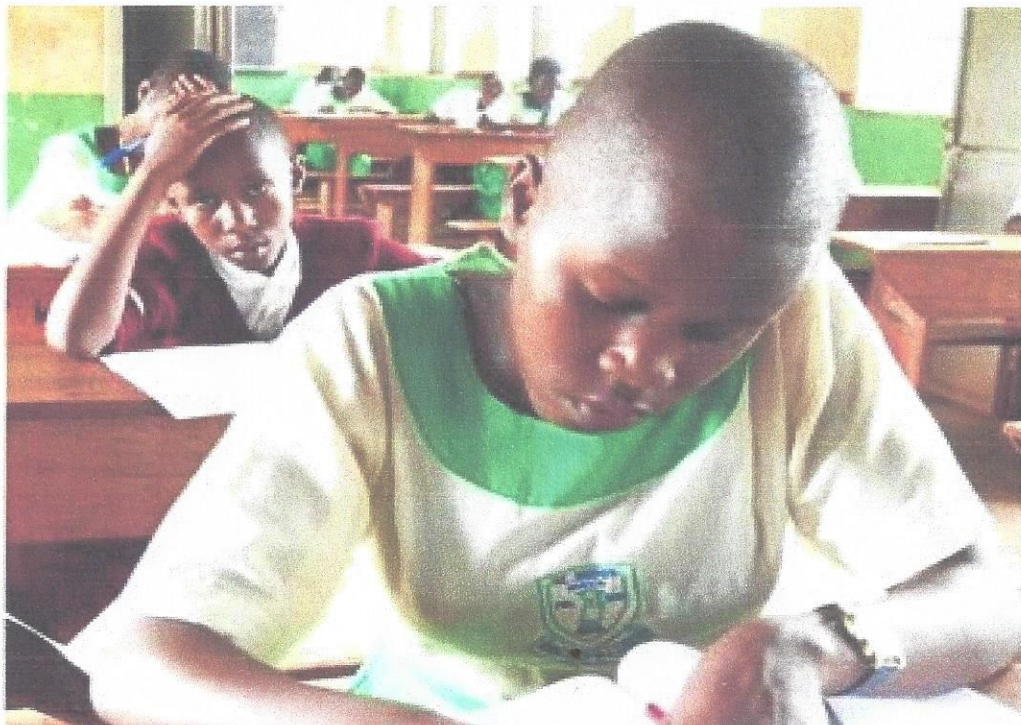
12. SCHOOL FEES

- 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

Q.

Standard operating procedures for institutions of learnings

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

Standard operating procedures for institutions of learnings

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.

Table detailing Standard Operating Procedures at critical control points in Education Institutions

Standard	Operational procedures
<p>Cross cutting</p> <ol style="list-style-type: none"> Staff capacity is built to provide information on the situation of COVID19 in the country and the district, signs and symptoms, mode and risk of transmission, the preventive measures in addition to implementing the measures in their schools Compulsory use of masks at all times is promoted <p>Proper handwashing with adequate water and soap is encouraged</p>	<p>Train staff and students on;</p> <ul style="list-style-type: none"> <input type="checkbox"/> General and Key messages on COVID19 <input type="checkbox"/> Maintain physical distance or social distance of at least 2 meters apart (Keep a Distance Approach) <input type="checkbox"/> Emphasis on hand washing at the school compound and Critical moments (School gate, Staff room, Offices, Library, Dining Hall, Dormitories, Hostels, Sick Bay, Toilets) should be observed <input type="checkbox"/> The use of Alcohol based hand rubs in class, before and after procedures for teachers and learners is strongly recommended and compulsory use of face masks. <input type="checkbox"/> Teachers are required to enforce the mandatory use of masks in Education Institutions. Proper use of masks is helpful in preventing spread and acquiring infection. (refer to school assembly) <input type="checkbox"/> Install hand washing facilities at all the critical control points in the school <p>Demonstrate proper hand washing practices as per annex 2</p>
<p>At School Gates</p> <ol style="list-style-type: none"> All staff, students and visitors are routinely screened for fever daily at the entrance/ gate or exit from dormitories All Education Institutions are promoting proper hand washing and hygienic practices at the gates 	<ul style="list-style-type: none"> • Full time trained personnel assigned to do temperature screening, • A well calibrated working temperature gun provided at each entrance/gate or exit from dormitory • Staff are completing and submitting daily screening summary reports of total number of learners/ staff screened, numbers with fever to school COVID 19 task force. • Learners with above normal temperatures are promptly isolated and district task force immediately informed • Copies of the standardized case definition for COVID19 available at each entrance for use by the surveillance officers/ screeners. • An isolation room to accommodate suspected learners should be identified and prepared for that purpose. • Learners with flu like symptoms (cough, running nose, sore throat) MUST remain at home or sent home at the gate until fully recovered. • Before admission into the school premises, compulsory and correct wearing of recommended masks by students and workers is ensured

	<ul style="list-style-type: none"> • A foot operated hand washing facility with water is provided at all times • Hand washing supplies availed all the time; soap, disinfectants, hand sanitizers with at least 60-80% alcohol for staff and older children who can use it safely. • At least a 5-liter liquid soap available all the time for hand washing. • Waste water is disposed of in a constructed soak way pit of 4metre depth filled with hard core stones and covered. • All learners, staff and visitors keep social distance of 2 meters between persons during hand washing • Graphic pictures on how to prevent the spread of COVID 19, proper hand washing, wearing of face masks posted at points of entrance and other visible areas.
<p>School compound</p> <ol style="list-style-type: none"> 1. Measures to ensure limited physical interaction between children, supervised hand washing, and restriction of visitors to the school compound are in place. 2. IEC materials that provide information to learners are displayed on the compound and other visible areas 3. Adequate provisions are made for safe waste disposal. 	<ul style="list-style-type: none"> • Display standard Information and risk communication materials provided by MoH with accurate information on the school compound • Assign staff to supervise break periods and stagger releasing students for breaks, lunch and going home to limit interaction • Supervise learners washing hands before entering class to ensure 2-meter physical distancing. • Provide waste bins with covers where possible with wheels. Provide for drainage and collection of waste water at hand washing points • Restrict community access to educational institutions
<p>Assembly area</p> <ol style="list-style-type: none"> 1. Assembly's should be discouraged and children be provided information in classroom settings 2. Crowding and interactions that can lead to spread of disease through contact and droplets are avoided 	<p><u>Preventive Measures and messages</u></p> <p>Compulsory and correct wearing of MoH recommended masks for limiting the spread of respiratory infections including Corona Virus in the school. (See details in correct use of masks in annex 2)</p>

Class rooms and furniture tops (1)

1. Teaching methods that enable better understanding of the COVID 19 pandemic by learners are adopted
 2. Practical measures that strongly promote increased Physical distancing in the classroom to prevent virus spread are implemented
 3. Improve classroom ventilation and lighting to allow adequate aeration and ventilation as COVID 19 is a respiratory disease
- Daily disinfection of classroom floors, wall surfaces, furniture, doors and frames, wet areas (toilets, wash basins, bathrooms)

- Disseminate information to students using the key messages produced by MoH and distributed through the district task force pillar for Information and risk communication. This includes information on coughing etiquette, handwashing correct wearing of masks (see details of respiratory etiquette in annex 2)
- Students and other staff must sit at least 2 meters' apart in the classroom- e.g. rearranging classroom furniture to promote distancing. Four square meters (4m²) per student per class from 1m² are required to achieve the 2-meter distance in between learners
- Only 10 and 15 students respectively can be accommodated in a standard classroom (6x7) 42m² for primary and 7X8) 56m² for secondary and tertiary Education Institution respectively.
- Additional streams and new infrastructure requirements or modification may be required in order to accommodate the other students.
- Where changes in infrastructure is not feasible, MOES should consider a shift system for students - Morning and Evening shifts or shifts of Monday to Wednesday the Thursday to Saturday in order to achieve the required social distancing for prevention. The short period of face- face study can be backed by online studying. [Curriculum materials need to be reviewed to address the shortened period of face to face and provide for materials that can be delivered online].
- Additional teachers may be required to teach the extra classes or adjust time tables to accommodate the increase in the number of streams and repurposing teachers may be required
- Other adjustments in staff rooms, dormitories, dining halls, libraries etc. may be required
- Ensure good ventilation equivalent to 1 % of the total floor area
- Ensure presence of windows equivalent to 10% of the total floor area
- Natural light is recommended on both cross walls but most light should fall from the left hand side of the learner
- Keep windows open during learning to allow in fresh air circulation
- Desiccate the classroom environment to ensure no dampness
- Clean all classroom surfaces with water before application of freshly prepared disinfectants (within 24hrs of preparation to prevent inactivation).
- At end of the day, disinfect all toilets, door handles, windows seals, tables, blackboards

		<ul style="list-style-type: none"> and other surfaces using disinfectant, Use PPEs during disinfection and decontamination processes
<p>Class rooms and furniture tops (2)</p> <p>1. Every learner must be screened for high temperature, cough, flu, muscle pains, sore throat, and diarrhea. The learner's records kept in the daily monitoring chart. Verbally screen parents of day scholars for signs similar to COVID 19 in the class room (Pupils/Students to provide information on health of family members)</p> <p>2. Every learner must wash hands before entering the classroom with soap and water especially when returning from break, meals and any other engagement</p>		<ul style="list-style-type: none"> Learning institutions should assign staff to assess for COVID 19 and keep records of all learners and staff. Learners and staff <i>must</i> be monitored for; Fever, Chills, muscle pains, sore throat, Cough and difficult breathing on personal charts per class. Verbally assess the households of day scholars and staff for signs and symptoms of COVID 19 Learning institutions must submit daily summary reports of total number of learners/staff assessed, numbers with symptoms, numbers followed up, numbers improved to the district task force (surveillance pillar). Learners/staff who meet COVID-19 standard case definition will be further investigated by the district rapid response teams for further management. In case of a suspected person in a school, decontaminate areas of contact e.g. class, bed, isolation room and other surfaces (refer to annex 2 on disinfection guide) 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 Investigation including further detailed epidemiologic assessment and sample collection, psychosocial support to the school Install hand washing facilities at the entrance to every class room with adequate water and liquid soap
<p>Response of Education Institutions to confirmed cases</p> <p>Confirmation of one case in a <i>Learning Institution</i> leads to automatic closure and further risk reduction measures taken</p>		<ul style="list-style-type: none"> The Institution is immediately cordoned off and secured until all the contacts to the confirmed case are identified and listed by health teams. The school will then be closed. <p>The learning institution will be disinfected and reopened after 21 days.</p>
<p>Library & Laboratories</p> <p>Social distancing measures and infection prevention measures are undertaken in</p>	<p>Library & Laboratories</p> <p>Social distancing measures and infection prevention measures are undertaken in the offices, staff room and dining areas</p>	

the offices, staff room and dining areas	
Library & Laboratories Social distancing measures and infection prevention measures are undertaken in the offices, staff room and dining areas	<ul style="list-style-type: none"> • Library (recommend lending out books for learners to read from spacious places) • Wear masks all the time and regularly disinfect table surfaces • Allow numbers that can adequately maintain 2 meters distancing • Laboratory; emphasis of protective gears in addition to above
Staff room and offices/ Dining Hall, Social distancing measures and infection prevention measures are undertaken in the offices, staff room and dining Halls	<ul style="list-style-type: none"> • Staff room occupants should sit 2 meters apart to observe social distancing • Mandatory Use masks all the time • Wash hands/ sanitize before entering the staff room • Regularly use sanitizers in the staff room when in contact with surfaces • Sanitize furniture and other surfaces three time a day in the staff room • Provide waste bins with lids in the staff room for safe disposal of waste • Dining Hall: allow children to feed in shifts to observe 2-meter physical distancing
Children's interactions have to be under supervision	
Dormitories and Hostels Social distancing measures and infection prevention measures are undertaken in the dormitories and hostels	<ul style="list-style-type: none"> • Only one learner per bed separated two meters apart including double decker beds is allowed • Desiccate the dormitory environment to ensure no dampness • Provide security for enforcement of preventive measures and restriction of strangers in hostels • Wash hands before going to bed • No access to visitors • Provide waste management facilities in Education institution. • Inspect and certify that set standards for dormitories and hostels are met (Health/ Education inspectors) • Scan for temperature in the morning when getting out of the dormitories and Hostels
Toilet and bathing areas Measures to ensure social distancing and infection prevention are taken	<ul style="list-style-type: none"> • Queuing at toilet facilities is not recommended but if unavoidable, all must be 2 meter apart • Provide hand washing facilities with water and soap at all toilets and
Recreation and sports field Social distancing measures and infection prevention measures are undertaken in the dormitories and hostels	<ul style="list-style-type: none"> • Avoid recreational and sports activities that encourage physical contact; football, wrestling, rugby, netball etc. Only those activities that can be done individually should be promoted including indoor activities that allows for social distancing • Provide for hand washing facilities on the sites of the allowed sports activities

	<p>facilitate hand washing before and after the activity</p> <ul style="list-style-type: none"> • Provide waste management facilities at recreational sites • Display IEC materials at recreational site • All recreational activities must be done under the supervision of a teacher • Seek guidance on low risk extracurricular activities as rated by the National Council for Sports
<p>Staff Quarters</p> <p>Social distancing measures and infection prevention measures are undertaken in the staff quarters and homes of staff</p>	<ul style="list-style-type: none"> • Entry into staff quarters should be restricted to reduce risk to the family members of staff. Provide hand washing facilities at all entrances • Every member of staff should be provided with alcohol hand rubs/sanitizers for use at home and in school • Regular disinfection in the staff houses should be promoted by providing supplies to them including hand washing facilities with running water and soap • Social distancing should be observed in the homes of staff and in the quarters in general • Provide safe waste disposal equipment to the staff.
<p>Sick Bays and Resting rooms</p> <p>Social distancing and infection prevention measures are undertaken in the Sick Bays and Resting rooms</p>	<ul style="list-style-type: none"> • Increase the frequency of washing, disinfecting in the sick bays to between 8 to 6 hourly intervals • Provide alcohol based hand rubs (60-80%) for health workers to use in-between procedures or after coming into contact with any surface • Disinfect work tops after every 2 hours or as and when seen necessary • Install hand washing facilities with running water, liquid soap • Provide clean and ironed bedding to clients • Space out beds to two meters apart and provide PPEs (medical masks, aprons and face shields) for all health workers and face masks for inpatients <p>Limit visitors to the sick bays and only allow if unavoidable after thorough hand washing/sanitizing under supervision and ensuring social distance</p>
<p>Industrial Training/Attachments/ internships</p> <p>Social distancing and infection prevention measures are undertaken in the Sick Bays and Resting rooms</p>	<ul style="list-style-type: none"> • The universal infection prevention measure in health facilities must apply to all trainee health workers • All COVID 19 prevention measures in any industrial setting must apply or be accorded to all learners, industrial trainees and interns • Training institutions should verify the suitability of an institution for internship and certify the preconditions for admitting students into practice (Screening, handwashing,

	<p>PPEs, Social distancing</p> <ul style="list-style-type: none"> Learners should limit physical interactions with strangers and peers and observe social distancing all the time
<p>Examinations Handling.</p> <p>1. All examination boards prepare contingency plans to ensure exams are not disrupted by confirmation of a COVID 19 case in their institution</p>	<ul style="list-style-type: none"> Examinees should sit 2 meters apart to observe social distancing Mandatory wearing of masks at all times Wash hands/ sanitize before entering the examination room Use sanitizers in the examination room when in contact with surfaces regularly Disinfect furniture and other surfaces three times a day before the first paper, after the first paper and after the second paper Provide waste bins with lids in the examination room for safe disposal of waste Introduce shifts that ensure continuity; a two weekly shift for staff working on setting, printing and distribution of examination papers.

Annex 1. The risk of Covid 19 transmission in Education Institutions:

Issue: Hazards and vulnerabilities	Risk
i) Community transmission in neighboring countries with porous borders and common people.	<ul style="list-style-type: none"> Socio-cultural and economic interactions across borders sustained risk of importation of disease protracted response measures
ii) Many persons infected with COVID 19 (60-80%) have no symptoms.	<ul style="list-style-type: none"> Transmission is silent Case definitions are vague Difficult to detect Overloading with alerts Unsustainable strain on lab services
iii) Day Schooling and the resultant interactions among learners, teachers and support staff can amplify transmission in a silent outbreak.	<ul style="list-style-type: none"> Transmission from many homes to Education Institutions Transmission from school to many families Transmission on the way to school Transmission in public transport Cross border transmission through international students

iv) Crowding, limited social and sanitation facilities will compromise control measures	<ul style="list-style-type: none"> • Some Education Institutions have many students and limited class rooms to implement 2 metres distance • Some Education Institutions don't have enough resources: water, soap, hand washing facilities, • The highly interactive behavior of children • High cost of enforcement of control measures will not be affordable
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v) Complex response requirements and implication to a confirmed case in a school or a home of a school child	<ul style="list-style-type: none"> • Too many contacts to list and trace in Education Institutions, homes of close contacts and places of work of parents, etc. • Contacts on public transport will be lost to follow up and difficult to trace • Creation of multiple foci country wide and rapid community transmission • Country wide spread when Education Institutions close and parents take their children upcountry.
vi) Stigma and psychosocial stress in school setting	<ul style="list-style-type: none"> • Targeted stigmatization of children of truck drivers, children with cough or flu, learners of other nationalities etc.

Intervention 1: Hand Washing

Detail	Requirement	Responsible person
1. Steps on hand washing At least 20 seconds while washing + Step1: Wet hands with safe/ clean running water + Step2: Apply enough soap to cover wet hands + Step3: Scrub all surfaces of the hands including backs of hands, between fingers and under nails for at least 20 seconds + Step 4: Rinse thoroughly with running water + Step 5: Dry hands if possible with a not shared cloth or towel N.B Wash your hands often especially before and after eating, after blowing your nose, coughing or sneezing, using the toilet/latrines and whenever your hands are visibly dirty.	1) Steady water supply: Amount: 20 liters of water per child per day in boarding schools and hand washing facilities for day schools Reservoir: Min. 1000 litres 2) Bars Soap per day: 1 bar serves 200 persons per day 3) Liquid soap for groups: 3 litres for girls, boys, teaching and non-teaching staff per day 4) Disinfectants; Chlorine (Jik) 0.05% i.e. 1 jik cover	District task force Principal/ Head Teacher School Nurse Teacher in charge of health Prefect for health School Health Club members

Points for hand washing Stations

- ✚ At entrance of school, Office block, Classroom, Staffroom, Kitchen, Dining Hall, Store, Latrine facilities/ Toilets, Bath-shelters (MFM), Dormitory/Hostel, School Compound
- ✚ Waste water should be disposed of in a constructed waste water pit of 4metre depth filled with hard core stones and covered

in 20 litre Jerry-can full of water

- 5) *Hand washing facilities* Foot operated facility preferred
- 6) *Waste water collection point* Bucket or soak-away pit

Intervention 2: Use of Hand Sanitizers

Detail	Requirement	Responsible person
✚ Use of 60% Alcohol Based Hand Rubs (ABHR) is encouraged for Education Institutions and institutions that can have these available.	Each Teacher =1 bottle of ABHR of 60ml Replenish when finished	Teacher in charge of health
✚ Children under 8 years should be under close supervision when using alcohol based hand rubs	Learners who can afford ABHR are encouraged to use them but under supervision of a teacher esp. the younger age.	Staff on duty School Nurse Health Prefect
✚ ABHR be performed for 10 seconds between sessions		
✚ Sanitizers used between lessons or after a procedure.		
✚ When hands are physically contaminated Hand washing with running water and soap must be performed.		

Intervention 3: Social/Physical distancing in classes, dormitories and staff rooms

Detail	Requirement	Responsible person
Classrooms:		Director of studies
✚ Avoid overcrowding and ensure 2 meters' distance between learners	1. <i>Ensure 4m² per student per class from 1m²</i>	
✚ Staff room occupants should sit 2 meters apart	2. A standard classroom (6x7) 42m ² for primary and 7X8) 56m ² for secondary and tertiary	Class teacher /Stream
✚ Dormitory; Ensure one learner per bed two meters apart including double decker beds Dining Hall: allow children to feed in shifts to observe 2-meter physical distancing	Education Institutions can only accommodate 10 and 15 students respectively	Teacher on duty Prefects
✚ Library (recommend lending out books for learners to read from spacious places)	3. <i>Creation of additional streams in other classes to accommodate</i>	
✚ Laboratory; emphasis of protective gears Classes be		

<p>conducted in shift model</p> <p>Reference is The Public Health (School building) rules</p>	<p><i>candidate classes</i></p> <p>4. New infrastructure requirements or modification are required</p> <p>5. <i>Adjusting time tables to accommodate the increase in the number of streams and repurposing teachers</i></p> <p>6. Additional teachers may be required to teach the extra classes</p> <p>7. <i>Other adjustments in staff rooms, dormitories, dining halls, libraries etc to follow.</i></p> <p>NB: shift system with online learning be considered</p>	
<p>Intervention 4: Ventilation and lighting</p> <ul style="list-style-type: none"> ✚ Vents: 1/100 of the total floor area either through or cross ✚ Lighting: Natural light is recommended on both cross walls but most light should fall from the left hand side ✚ Keep windows open during learning to allow in fresh air circulation Windows 10/100 of total floor area either cross or through <p>Desiccation of the classroom and dormitory environment</p>	<p>Appropriate modification of buildings that fall short of the minimum public health standards</p>	<p>SMC DOS</p> <p>Staff on duty</p>
<p>Intervention 5: Disinfection and Decontamination</p> <p>Disinfect classroom floors, wall surfaces, furniture, doors and frames, wet areas (toilets, wash basins, bathrooms)</p> <ul style="list-style-type: none"> ✚ Decontamination: In case of a suspected person in a school, decontaminate areas of contact e.g class, bed, isolation room and other surfaces ✚ At end of the day, disinfection of toilets, door handles, windows seals, tables, blackboard and other surfaces, ✚ Clean surfaces with water before application of freshly 	<p>Disinfectants</p> <p>Chlorine (Jik) 0.5% = 5 jik cover in 20 litres of water</p> <p>Vim = 500grams mix with 6 litres of water</p> <p>Jezzy = 5litre jerry-can in 20 litres of water</p>	<p>DHO, DEO, DIS, HI, HA, School Nurse</p>

- prepared disinfectants (24hrs) to prevent inactivation.
- Use PPEs during disinfection and decontamination processes

Note: Corona virus survives on plastic surfaces for 9 days

Decontamination
Chlorine(jik) 1% =10 jik Top covers in 20litres of water Pumps: Back carried hand pumps either motorized or manual
Skilled personnel

Intervention 6: Respiratory etiquette

Cover mouth and nose with clean personal cloth when coughing or sneezing

- No open spitting
- Sneezing should be done under an elbow
- Avoid touching face, eyes or shaking hands
- Wash hands with soap and water after those incidences
- Dispose properly the used material/ tissue to avoid spread of infection
- Practice good respiratory etiquette

Personal clean cloth for sneezing and coughing

Dispose disposable materials in covered waste bins and provide for hand washing facility

Re-useable materials be washed and ironed daily

Teachers Prefects
School Nurse Matron
Senior woman and
man teacher

Intervention 7: Safety and security

Physical barriers and school security guards are needed to restrict entry and exit of intruders and regulate behavior of behavior of learners and protect them

Fence (Natural or built), School guards, teachers on duty and SMC/ BOGs security Surveillance system, one designated entry point

DEO DIS
Directors SMC
BOGs
Principals Head teachers
Police
Head of School guards

Intervention 8: Facial Masks

Compulsory and correct wearing of MoH recommended masks for limiting the spread of respiratory infections including Corona Virus in the school.

Masks
Disposable and re-usable Flat irons
Charcoal boxes
Drying lines
Face shields for the laboratory staff and learners SOPs

District task force

DEO DIS
Directors Principals BOGs SM

Steps on the correct use of masks

- Step 1:** wash hands with soap and water
- Step 2:** Place the masks carefully to cover mouth, nose and

- tie properly to
- ✚ minimize any gaps between face and mask
 - ✚ *Step 3:* Covered side of the mask faces outwards with metallic strip uppermost
 - ✚ *Step 4:* Tie the two top strings firmly at the back of the head
 - ✚ *Step 5:* Tie the bottom strings at the back of the neck
 - ✚ *Step 6:* Fit flexible nose piece over the nose bridge
 - ✚ *Step 7:* Mold the flexible metal tab above the bridge of the nose to help secure the mask
 - ✚ *Step 8:* Don't touch the front but remove the lace from behind

on COVID-19

Orientation of staff and learners on face masks, their care and repair of materials and disinfection

ABHR may be needed

Need to provide a contingency for losses of masks

Managing the re-usable mask

- ✚ Step 1: Hand washing
- ✚ Step 2: Wash the mask daily with soap and water
- ✚ Step 3: Iron properly
- ✚ Step 4: Avoid sharing masks

Note

Don't use any cloths (cotton, gauze) and other unhygienic materials as masks Children under 6 years should not wear facial mask and those with chronic obstructive airway conditions

Intervention 9: Waste Management

- ✚ Safe disposal of potentially infected waste in school setting include: disposable masks, tissue paper, gauze and health care waste
- ✚ Proper means of waste disposal, Procedures of storage, collection, transportation and final disposal are mandatory in school setting

Waste segregation bins

Designated final disposal points PPE for managing / handling waste Transport equipment e.g. wheel burrows

Hand washing facilities Disinfectants

Directors

Principals
Head teachers Teachers on duty Prefects
SMC or BOGs

Intervention 10: Orientation of teaching and non-teaching staff on COVID-19 SOPs

- ✚ Share basic information on COVID-19, Infection Prevention and Control (IPC) content. Capacity building of school COVID-19

Manuals, SOPs, IEC materials, Data Tools

ToTs, Facilitators District task force
, Directors and Principals

surveillance system

✚ Keep a Distance Approach "Tonseemberera"

✚ Key messages on hand washing at the school compound and Critical moments for hand washing should be observed

Annex 3: COVID 19 Surveillance in Education Institutions

The purpose of this section is to guide school managers on the steps for continuous monitoring of learners for signs and symptoms of COVID 19 for prompt action, aimed at early detection and immediate referral.

COVI 19 surveillance in Education Institutions will involve *daily collection of information from students, reporting to the district COVID 19 task force, analysis by the surveillance teams and action by the district Task force through Case management or Quarantine and education pillars.*

Intervention 11: Daily monitoring of learners for signs and symptoms of COVID 19 Disease		
Description	Requirements	Responsibility
<ul style="list-style-type: none"> ✚ Learners and staff <i>must</i> be monitored daily for COVID 19 at; the entrance to school or exit from dormitory and in class rooms. ✚ Learners and staff <i>must</i> be monitored for; Fever, Chills, muscle pains, sore throat, Cough and difficult breathing on personal charts. ✚ Verbally assess the households of day scholars and staff for signs and symptoms of COVID 19 ✚ Learning institutions must assign staff to assess for COVID 19 and keep records of all learners and staff. <p>All learning institutions must submit daily summary reports of total number of learners/staff assessed, numbers with symptoms, numbers followed up, numbers improved to the district task force (surveillance pillar).</p> <ul style="list-style-type: none"> ✚ Learners/staff who meet COVID19 standard case definition will be further investigated by the district rapid response teams for further management. 	<ul style="list-style-type: none"> • Data and data collecting tools • Procurement of (at least two) non-contact infrared Thermometers • Establish and understand the COVID-19 Standard Case Definition(SCD) • mTrack mobile application and technology 	

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