



THE REPUBLIC OF UGANDA  
**MINISTRY OF HEALTH**

# STANDARD OPERATING PROCEDURES (SOPs) FOR SCHOOLS

MAY 2026

## INTRODUCTION

The Ministry of Health has developed Standard Operating Procedures (SOPs) to guide prevention and control measures against Ebola Virus Disease (EVD) in education institutions during the current outbreak.

Schools are environments where learners, teachers, support staff, parents, and visitors interact closely, making them vulnerable to the spread of infectious diseases if preventive measures are not observed. These SOPs are intended to support safe learning environments while minimizing the risk of transmission of EVD.

These guidelines apply to all categories of education institutions including:

- Nursery and Early Childhood Development (ECD) Centres
- Primary Schools
- Secondary Schools
- Boarding Schools
- Day Schools
- Universities and other Institutions of Higher Learning
- Vocational and Technical Institutions
- Special Needs Schools

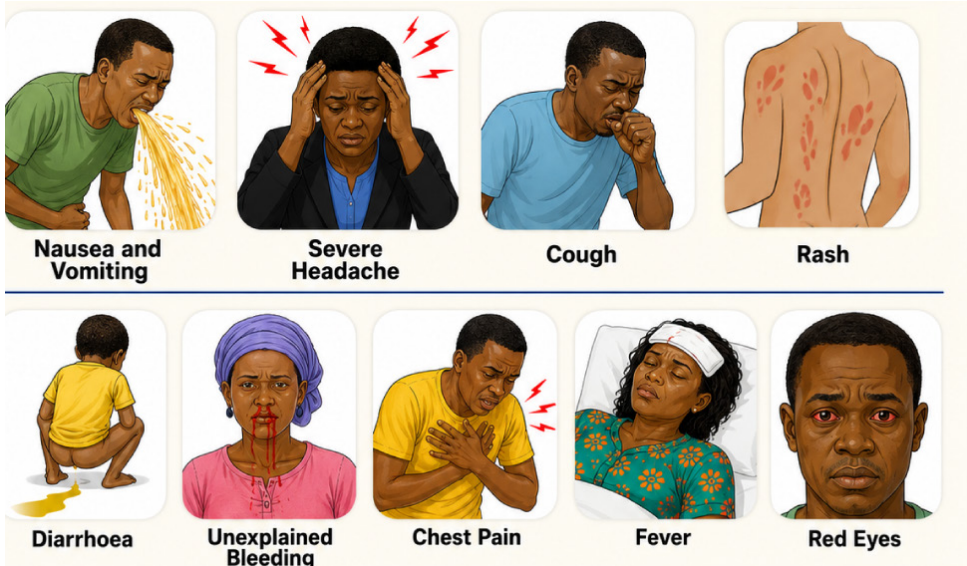
The SOPs provide practical measures for school administrators, teachers, learners, non-teaching staff, parents, and visitors to ensure early detection, prevention, and appropriate response to suspected EVD cases within school settings.

## KEY INFORMATION ABOUT EBOLA VIRUS DISEASE (EVD)

Ebola Virus Disease is a severe and often fatal illness transmitted through direct contact with:

- Blood (this is the most infectious fluid) or body fluids (like feces, vomit, saliva, sweat, breast milk, semen, urine or vaginal fluids) of an infected or deceased person
- Contaminated surfaces or materials
- Infected animals

## COMMON SIGNS AND SYMPTOMS



Any learner, teacher, or staff presenting with these symptoms should immediately be isolated and reported to health authorities.

## GENERAL PREVENTIVE MEASURES

All schools shall:

- Ensure availability of handwashing facilities with clean running water and soap at:
  - School entrances
  - Classrooms
  - Dormitories
  - Dining areas
  - Toilets
  - Staff rooms
- Enforce mandatory handwashing for all learners, staff, and visitors upon entry and at regular intervals.
- Establish temperature screening points at school entrances.
- Restrict entry for persons with symptoms suggestive of EVD.
- Regularly clean and disinfect:
  - Classrooms
  - Dormitories
  - Toilets and bathrooms
  - Dining halls
  - School vehicles
  - Frequently touched surfaces

- Ensure proper waste management and disposal.
- Discourage:
  - Handshakes
  - Hugging
  - Sharing personal items
- Keep classrooms and dormitories well ventilated by opening windows and doors where possible.

## ROLES AND RESPONSIBILITIES

### A. SCHOOL ADMINISTRATION

The Head Teacher/School Administration shall:

- Designate an isolation area for suspected cases.
- Ensure availability of supplies like:
  - Soap
  - Water
  - Hand sanitizers
  - Thermometers
  - Disinfectants
- Maintain updated contact information for nearby health facilities and district surveillance teams.
- Ensure regular sensitization of learners and staff.
- Report suspected cases immediately to health authorities.

## B. TEACHERS, LECTURERS AND NON-TEACHING STAFF

Academic/Teachers and other staff shall:

- Monitor learners for signs and symptoms of illness.
- Reinforce hand hygiene and preventive practices.
- Immediately report any suspected case to school administration.
- Avoid direct contact with bodily fluids.
- Encourage adherence to preventive measures.
- Report suspected cases immediately.
- Promote awareness and responsible behavior among students.

## C. LEARNERS

Learners shall:

- Wash hands regularly with soap and water.
- Report illness immediately to teachers or school nurses.
- Avoid sharing personal items.
- Avoid unnecessary physical contact.
- Cooperate with institutional and health authorities.

## D. PARENTS AND GUARDIANS

Parents and guardians shall:

- Keep sick children at home.
- Immediately seek medical attention for children with symptoms suggestive of EVD.
- Inform the school if a child or household member has had contact with a suspected or confirmed EVD case.
- Cooperate with health authorities during investigations and contact tracing.

## MANAGEMENT OF SUSPECTED EVD CASES IN SCHOOLS

If a learner, teacher, or staff member develops symptoms suggestive of EVD:

### **Step 1: Isolate**

- Immediately isolate the individual in the designated isolation area.
- and notify the nearest health facility.
- Minimize contact with others.

### **Step 2: Notify**

- Inform:
  - The nearest health facility or District Health Authorities Surveillance teams. OR Ministry of Health through the hotlines.
  - Parents/guardians (for learners)

### **Step 3: Protection**

- Staff attending to the suspected case should avoid direct contact with bodily fluids.
- Use appropriate Personal Protective Equipment (PPE like gloves) where available.

### **Step 4: Restrict Movement**

- Do not allow the suspected person to move within the school.
- Avoid panic and maintain calm communication.

### **Step 5: Disinfection**

- Clean and disinfect all areas and surfaces the person may have come into contact with.

## **E. SCHOOL GATHERINGS AND ACTIVITIES**

Schools shall:

- Minimize non-essential gatherings and assemblies.
- Suspend activities if advised by the Ministry of Health or relevant authorities.
- Restrict visitors to essential persons only.

## F. BOARDING SCHOOL MEASURES

Boarding schools shall additionally:

- Conduct routine health monitoring of learners.
- Enhance hygiene in dormitories and dining halls.
- Avoid overcrowding in sleeping areas where possible.
- Closely monitor learners returning from holidays or affected areas.
- Keep records of visitors and movements in and out of the school.

## G. SCHOOL TRANSPORT

School transport operators shall:

- Ensure regular cleaning and disinfection of vehicles.
- Encourage hand hygiene before boarding.
- Avoid transporting visibly sick learners or staff.

## H. HOSTELS AND STUDENT ACCOMMODATION

Hostels and student residences shall:

- Conduct routine monitoring for illness.
- Maintain high hygiene standards.
- Avoid overcrowding where possible.
- Ensure regular cleaning and disinfection of shared facilities

## I. INSTITUTIONAL GATHERINGS AND EVENTS

Institutions shall:

- Minimize non-essential gatherings.
- Conduct meetings and activities in well-ventilated spaces.
- Restrict or postpone large events if advised by the Ministry of Health.
- Ensure IPC measures during all institutional activities.

## J. CAFETERIAS, RESTAURANTS, AND CANTEENS

Operators shall:

- Ensure food handlers observe strict hygiene.
- Provide handwashing facilities at entrances.
- Regularly disinfect dining areas and utensils.
- Prevent overcrowding during meal times where possible.

## K. INSTITUTIONAL TRANSPORT

Institution transport services shall:

- Regularly clean and disinfect vehicles.
- Promote hand hygiene before boarding.
- Avoid transporting visibly ill persons.

*For more information or to report a suspected case of Ebola Virus Disease (EVD) call the Ministry of Health toll-free line on 0800-100-066 or send a free SMS to 6767.*

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