

# AISM Emergency Management Matrix: Coronavirus

Updated: March 13, 2020; 14:45

Risk Level	Campus Access	Educational Delivery	Co-curricular Programme	PTA & Community Events	Trips & Travel	School Transportation	School Operations	Employee Expectations	Communications
<p><b>Level 1</b></p> <p><b>Minimal Risk - Precaution</b></p> <ul style="list-style-type: none"> <li>No confirmed COVID-19 cases in Mozambique</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>A limited number of confirmed cases of COVID-19 in adjacent countries</li> </ul>	<ul style="list-style-type: none"> <li>Students &amp; staff must stay home if flu-like symptoms occur</li> <li>Students &amp; staff returning to school from an illness must be symptom free for 24 hours prior to return</li> <li>Students, parents, and/or staff returning, or having contact with a family member returning, from a CDC Level 3 nation are barred from campus access for 14 days</li> <li>Students, parents, and/or staff returning, or having contact with a family member returning, from a CDC Level 1 or 2 nation must monitor their health and practice social distancing for 14 days</li> </ul>	<ul style="list-style-type: none"> <li>Regular school program</li> <li>Hygiene and handwashing emphasized</li> <li>Coronavirus preventative and general education for all staff and students</li> <li>Students in self quarantine will receive assignments for home learning</li> <li>Preparation of the Distance Learning Program for educational continuity.</li> <li>Targeted professional development for distance learning</li> </ul>	<ul style="list-style-type: none"> <li>All regularly scheduled domestic activities allowed</li> </ul>	<ul style="list-style-type: none"> <li>All regularly scheduled activities allowed</li> </ul>	<ul style="list-style-type: none"> <li>All domestic trips allowed</li> <li>All school-sponsored international student &amp; faculty travel suspended (outbound and inbound)</li> <li>Mission critical travel in &amp; out of Mozambique allowed with Director approval</li> <li>Staff &amp; faculty advised to avoid non-essential personal international travel</li> </ul>	<ul style="list-style-type: none"> <li>All bus routes run as usual</li> </ul>	<ul style="list-style-type: none"> <li>Food service operates with heightened hygiene procedures</li> <li>Cleaning service increased to twice daily</li> <li>Emergency Response Team meets as needed</li> </ul>	<ul style="list-style-type: none"> <li>Normal working conditions</li> <li>All faculty and staff report to work (unless with flu symptoms)</li> <li>Faculty &amp; staff returning to school from an illness must be symptom free for 24 hours prior to return</li> </ul>	<ul style="list-style-type: none"> <li>Routine updates via the Bulletin to the community regarding prevention and readiness</li> <li>Routine health updates to Staff via Slack channel #healthservices</li> </ul>
<p><b>Level 2: (Level 1+)</b></p> <p><b>Low Risk - Prevention</b></p> <ul style="list-style-type: none"> <li>No confirmed COVID-19 cases in Maputo</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>A limited number of confirmed COVID-19 cases in Mozambique</li> </ul>	<ul style="list-style-type: none"> <li>Regular access restricted to only those that have an AISM ID Card.</li> <li>Access for visitors by appointment only, with health screening questionnaire prior to access</li> </ul>	<ul style="list-style-type: none"> <li>No Change (See Level 1)</li> </ul>	<ul style="list-style-type: none"> <li>Regularly scheduled domestic activities restricted to Maputo</li> </ul>	<ul style="list-style-type: none"> <li>All special events and community gatherings canceled</li> </ul>	<ul style="list-style-type: none"> <li>Domestic trips restricted to Maputo.</li> <li>Staff &amp; faculty advised to avoid non-essential personal international travel</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitizers installed on the bus</li> </ul>	<ul style="list-style-type: none"> <li>Food service operates normally with monitoring of food service staff each shift</li> <li>Emergency Response Team meets weekly</li> </ul>	<ul style="list-style-type: none"> <li>Staff required to take laptops home as a contingency for Distance Learning</li> </ul>	<ul style="list-style-type: none"> <li>School Emergency Response: CV web page launched with protocols and procedures</li> <li>Emails sent to the community with essential information linking CV web page</li> </ul>

<p><b>Level 3: (Level 2+)</b></p> <p><b>Moderate Risk - Enhanced Prevention</b></p> <ul style="list-style-type: none"> <li>No confirmed COVID-19 cases within the AISM community (students, family members, visitors, and/or staff).</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>A limited number of confirmed COVID-19 cases in Maputo</li> </ul>	<ul style="list-style-type: none"> <li>Temperature check of everyone who enters campus</li> <li>Campus closed to non-mission critical visitors</li> </ul>	<ul style="list-style-type: none"> <li>Regular school program in parallel with the implementation of Distance Learning program for students in quarantine</li> <li>Emphasize hand washing or sanitizing before and after eating</li> </ul>	<ul style="list-style-type: none"> <li>Co-curricular program suspended</li> <li>Large gatherings inside an enclosed space (in excess of normal class size) of students and faculty suspended</li> <li>All students exit campus at 14:45</li> </ul>	<ul style="list-style-type: none"> <li>No Change (See Level 2)</li> </ul>	<ul style="list-style-type: none"> <li>All school-sponsored travel is suspended.</li> <li>All faculty and staff advised to avoid all travel</li> </ul>	<ul style="list-style-type: none"> <li>Daily health check of bus driver and bus monitor</li> <li>Temperature check of passengers before boarding.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Response Team meets daily</li> </ul>	<ul style="list-style-type: none"> <li>No full faculty/staff gatherings</li> </ul>	<ul style="list-style-type: none"> <li>CV web page updated daily</li> </ul>
<p><b>Level 4: (Level 3+)</b></p> <p><b>High Risk - School Closure</b></p> <ul style="list-style-type: none"> <li>Confirmed COVID-19 case (1) within the AISM community (students, family members, visitors, and/or staff),</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Government declares that school must be closed</li> </ul>	<ul style="list-style-type: none"> <li>School facility closed</li> <li>Campus access only with Director's authorization</li> </ul>	<ul style="list-style-type: none"> <li>Full implementation of Distance Learning Program for all students</li> <li>Implementation of a Virtual Professional Learning Community to support ongoing learning &amp; refinement of Distance Learning Program</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable; school facility closed</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable; school facility closed</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable; school facility closed</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable; school facility closed</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Response Team meets virtually and daily and as needed</li> <li>Deep sanitation of all school facilities</li> <li>School operations move to virtual platforms with only essential operations teams on campus with permission of the Director.</li> </ul>	<ul style="list-style-type: none"> <li>All faculty and staff to remain in Maputo unless otherwise directed, to provide distance learning support and virtual operations</li> <li>Daily check-ins with faculty and staff via video conference and/or asynchronous communication tools to support distance learning implementation and virtual operations.</li> </ul>	<ul style="list-style-type: none"> <li>CV web page updated twice daily.</li> <li>Parents are asked to check AISM website daily</li> </ul>

## Risk Level Indicators

Risk Level Indicators suggest broad scenarios in the evolution of a *Coronavirus-19* event. The recommendation to move from one level to another is made by the Emergency Response Team to the Director. The Leadership Team and Board Chair are informed. Movement between levels is communicated via email and on the AISM Coronavirus Web Page to all parents, faculty, and staff. The decision to move to Level 4 is made with the approval of the Board. At any stage, these suggested actions may be overruled by mandated action by local or national authorities.

**Information Sources:** Center for Disease Control (CDC), World Health Organization (WHO), Mozambican Ministry of Health, Mozambican Ministry of Education

### Core Emergency Response Team:

Director, Deputy Director/CBO, Director of Learning, Secondary School Principal, Primary School Principal, Safety and Security Manager.

### Coronavirus Emergency Response Additional Team Members

Medical Officer, Director of Communications, Integrated Learning Director, Community Connections Director