

COVID-19 RISK MANAGEMENT STRATEGY BASEL, 23rd October 2020

Dear ELA Basel Community

Further to previous communications since January, this live document outlines our Risk Management Strategy in response to the ongoing situation regarding the novel coronavirus (COVID-19). In order to keep our community safe, we have established a Risk Management Matrix with different risk levels and appropriate procedures to follow. Please read these carefully.

As of Friday 23rd October 2020, our current risk level is: L3 – MEDIUM RISK

Our Risk Management Strategy is as follows:

A) Monitor official channels for up to date and accurate information. As many families and staff are travelling over the summer break, it is important to monitor health advice and guidance from official channels including:

- [Switzerland Federal Office of Public Health \(FOPH\)](#)
- [World Health Organization \(WHO\)](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)
- [National Health Service \(UK\)](#)

B) When you travel

- Regularly wash your hands with water and soap. Please use hand sanitizers where appropriate.
- Observe etiquette, covering your mouth and nose when coughing and sneezing.
- Avoid close contact with those who may have the flu or flu-like symptoms.
- Clean surfaces such as airline tables & trays, seat belt buckles, etc with sanitizer.
- Follow hygiene advice from official authorities such as the FOPH, WHO, CDC and NHS
- From 6th July, the wearing of **face masks** is compulsory on all public transport in Switzerland for adults and children aged 12+

- C) **Refer to our Risk Management Matrix below to check procedures for our current Risk Level.** Check your email for further communications from ELA Basel as this situation evolves. When the Swiss health authorities put in place further travel or quarantine restrictions, ELA Basel will follow the instructions accordingly and inform you.

- D) **Travel to/from countries with an elevated risk of infection - 10 Day Quarantine at home must be followed by any pupil who has travelled (or who has an immediate family member who has travelled) to the following [countries](#):** In these cases the parents/guardians must inform the school in writing and the pupil and their family members **must not attend either Gartenstrasse or St. Alban-Vorstadt for 10 days after their return to Basel** and until they have consulted a doctor and have been declared fit for school/work. This rule also applies to our staff.

- E) **Follow our School Health Policy** - In all cases, follow our school policy of not returning to school until a full 24 hours have passed without symptoms including fever of 38.5°C or above. As a reminder, the symptoms associated with the coronavirus are fever, fatigue, dry cough and loss of sense of smell/taste being the main symptoms in the early stage of onset. If you or your child experience flu-like symptoms, consult your doctor and refrain from coming to school until you have fully recovered and are no less than 24 hours fever free.

At ELA Basel, we understand that this situation is deeply affecting, particularly for our international community. As such I would like to raise the important issue of respect across our community. I would encourage everyone to demonstrate that we are here for each other, regardless of our background or location. The CDC has helpful [advice](#) in this regard. The ELA Basel Leadership Team continues to consult with the Board to review this situation. Please be assured that we will remain in close contact with the appropriate Swiss authorities and will continue to follow the guidelines of the FOPH, WHO and CDC and do what is best for our community. Our priority is to minimize risk, to safeguard our community, and to maintain normal school life where possible. With the full support of the Board, we seek to balance caution with reason and implement responses that are prudent, justified, and effective.

Thank you for your continued understanding and support. Please do not hesitate to reach out to the school office with any questions.

Best regards



Nicholas Owlett
Executive Director

COVID-19 RISK MANAGEMENT MATRIX

Risk Level		CURRENT STATUS - L3 – Medium Risk	L4 – High Risk
School Function	Indicators	Generalized cases of human transmission in Switzerland. Confirmed, ongoing cases in the greater Basel area	Cases of human transmission in our community. Advice from the Cantonal authorities for the school to close
ACCESS Gartenstrasse (GS) is for Early Years (EY) and P1/2 children St. Alban-Vorstadt (SAV) is for P3-8 children	Building access to GS and SAV	<p>GS - Separate entry procedures for P1/2 and Early Years.</p> <p>GS - No parking in front of the building at drop-off or pick-up. Social-distancing applied between adults.</p> <p>GS - EY parents/guardians entering the GS building must bring and wear their own masks.</p> <p>GS - P1/2 children must be dropped/collected at the P1/2 gate where they will be attended by teaching staff.</p> <p>GS/SAV - All parents and staff to wear masks at pick-up and drop-off.</p> <p>Self-declaration protocol for all visitors. Entry denied if response is positive to any questions on the form</p> <p>External visitor access by appointment. Unannounced visitors only allowed subject to Senior Leadership Team (SLT) approval after self-declaration forms completed. Adult visitors must wear a mask.</p> <p>Children to quarantine for 10 days if they or a family member have recently travelled to a high risk country</p>	School closed

Risk Level		L3 – Medium Risk	L4 – High Risk
PROGRAMME MANAGEMENT	Educational programmes	<p>Normal teaching schedule in place but mixing of classes minimised</p> <p>Classwork made accessible to any quarantined or self-excluded Primary School pupils through Google Classroom or email</p> <p>Singing/choir/wind instruments in lessons and assemblies are not permitted until further notice in both Primary and Early Years</p> <p>Assemblies and meetings to take place by zoom where possible</p>	On-line provision only for P1-P8 pupils
OPERATIONS MANAGEMENT	Catering facilities	<p>Normal snack and lunch service continues</p> <p>Deep cleaning procedure</p> <p>Sanitisers at entrance to lunch rooms at GS and SAV</p>	<p>Kitchens closed</p> <p>Service suspended</p>
	Primary Gym and Swimming Programme	<p>Swimming programme suspended until December 2020 and then reviewed</p> <p>Gym programme continues, but children change at school</p> <p>Children 12+ and adults to wear masks on public transport</p>	All activities suspended
	Parent meetings and Class Rep activities in school	<p>Gatherings of up to 15 people permitted subject to access requirements</p> <p>Parent meetings and PTC's – these will now take place by Zoom</p>	School closed
	Field Trips and in-school events	<p>Field trips within Basel may continue subject to risk assessment and consultation with external providers</p> <p>2021 Residential trips: Further to the regulations issued by Basel-Stadt on 21.10.20, the P7/8 Ski Trip (March 2021) and P8 Ballenburg Trip (June 2021) will <u>not</u> take place and have been postponed to 2022.</p>	Field Trips cancelled

		<p>Gatherings of adults and children 12+ are now limited to 15. In this case the following planned events will take place for children and staff only with a film/photos of the event sent to parents:</p> <ul style="list-style-type: none"> ● Babies Orientation Evening ● Toddlers Autumn Fayre ● Pre-School Lantern Walk ● Early Years Christmas Parties ● Primary School Festive Singalongs 	
	Cleaning	<p>Deep cleaning routine activated</p> <p>Sanitisers at site entrances and throughout GS and SAV</p>	School closed
	Other operations	<p>Information about handwashing in classrooms</p> <p>Pupils encouraged by staff to wash hands regularly with soap and water</p> <p>Primary children who brush their teeth in school must keep their labelled toothbrush and toothpaste in a sealed bag in their backpacks</p> <p>Visitors and parents requested to wash hands upon arrival in school</p> <p>All parents/visitors to provide/wear masks in school grounds and buildings.</p> <p>Primary parent-teacher conferences will not take place in school and will instead now take place by Zoom</p>	School closed

Risk Level		L3 – Medium Risk	L4 – High Risk
ELA BASEL COMMUNITY MANAGEMENT	Visitors	All visitors required to complete a self-declaration form and may be denied entry if they answer yes to one or more of the questions. All visitors to wear masks in school grounds and buildings.	School closed
	Staff <i>Please ensure you provide appropriate documentation for any absence from school e.g doctor's notes; travel bookings</i>	Staff required to remain at home and seek medical advice if they or someone in their home has flu-like symptoms. Staff required to self-isolate for 10 days if they or a family member have visited a high risk area* in the preceding 14 days *see page 2 The school reserves the right to request a COVID test for any individual displaying one or more symptoms. According to Basel-Stadt requirements, Refusal to take a test will result in mandatory quarantine for 10 days. Suspected cases of COVID-19 infections at ELA Basel will be reported to the Child and Adolescent Health Service immediately. Official guidance will be followed and communicated to the community in the event of confirmed COVID-19 cases.	School closed
	Pupils/ Families <i>Please ensure you provide appropriate documentation for any absence from school e.g doctor's notes; travel bookings</i>	Children required to remain at home and seek medical advice if they or someone in their home has flu-like symptoms. Children required to self-isolate for 10 days if they or a family member have visited a high risk area* in the preceding 14 days *see page 2 The school reserves the right to request a COVID test for any individual displaying one or more symptoms. According to Basel-Stadt requirements, Refusal to take a test will result in mandatory quarantine for 10 days. Suspected cases of COVID-19 infections at ELA Basel must be reported to the Child and Adolescent Health Service immediately. Official guidance will be followed and communicated to the community in the event of confirmed COVID-19 cases.	School closed

Risk Level		L3 – Medium Risk	L4 – High Risk
COMMUNICATION	Parents	<p>Risk Management Matrix and Absence Updates shared with parents on school website.</p> <p>Dedicated COVID-19 Folder set up on Parent Portal. Updates and an Absence Register placed here</p> <p>Email to parents with updated arrangements, travel guidelines and quarantine requirements</p> <p>Procedures in place (including a revised Home Learning Policy) if the school has to close</p>	<p>Email updates to parents</p> <p>Information posted on website</p>
	Staff	<p>Email to staff with updated arrangements, travel guidelines and quarantine requirements.</p>	<p>Email updates to staff regarding the current situation</p>
	Pupils	<p>Age appropriate updates with all P4-8 children to explain the necessary steps we are taking, the importance of handwashing and explanation of Home Learning procedures if the school has to close</p>	<p>Home learning communicated to all P1-8 pupils through Google Classroom</p>