

# **AISL Campus Reopening Playbook**

## **2021-22**

Updated Jan 5, 2022



# **Table of Contents**

[Mission, Vision, Core Value](#)

[Letter of Introduction- Our Principles](#)

1. [Learning @ AISL](#)
2. [Digital Platforms and Communication](#)
3. [Supporting Student Wellness](#)
4. [Campus Access & Control](#)
5. [Health & Safety Practices](#)
6. [Campus Infrastructure and Learning Environments](#)
7. [Incident Response Protocols](#)

8. [Final Note](#)

[Appendix](#)

## AISL's Vision, Mission, Core Values



**MISSION**

AISL provides exceptional learning experiences within a global community where all voices count. We spark the inspiration in students to be the best version of themselves so that they can joyously soar on their own paths of learning, growing, leading, and contributing as world citizens.

**VISION**

Empowering our community of learners to create a just and sustainable world.



**CORE VALUES**

**Respect**  
We are considerate of ourselves and others in order to foster an inclusive and equitable environment.

**Empathy**  
We honor our diversity, treat one another with kindness, and demonstrate compassion through service.

**Responsibility**  
We are accountable for ourselves, others, and our community.

**Integrity**  
We act morally, tell the truth, and feel good about what we do.

**Courage**  
We take on life's challenges with resilience and are confident in mind and spirit.

## Letter of Introduction- Our Principles

Dear AISL Community,

On behalf of the AISL Faculty/Staff and the Board of Directors, I am pleased to present the AISL Campus Reopening Playbook 2021-22. This playbook reflects our best thinking to date about opening the school campus and returning to learning. This playbook also reflects AISL's commitment to prioritize the health and safety ([physical and social/emotional](#)) of our students and faculty/staff. Since learning is inherently a social experience, we believe that students learn best when they have the opportunity to engage with their teachers and classmates in real time, in person, and on campus.

As we resume school amidst the global pandemic, we will continue to uphold the following principles:

- 1. We will act with fidelity to our mission, vision, and core values. (e.g. strong commitment/preference to in-person learning).***
- 2. Establishing a safe and healthy learning environment on campus is our top priority.***
- 3. We have a shared responsibility to stay safe and mitigate the risk of community spread on campus by following recommended health and hygiene guidelines and protocols.***

Building upon our learning and our success of effectively mitigating the transmission of the virus on campus last year, our intention is to resume in person learning for all students five days per week. Students and faculty/staff will continue to mask up (ages 5+), practice hand hygiene, and maintain physical distancing when on campus. We only plan to deliver a remote learning model for those under extraordinary circumstances, as outlined in the playbook. As we monitor the impact of the [Omicron Variant](#) of Covid-19 in our school community, our decisions and actions will be informed by the following:

- Directives and guidance issued by the Lagos State Government.
- Health and safety, hygiene, and contact tracing guidelines and protocols recommended by the CDC, WHO, and/or the NCDC.
- Local Covid-19 infection data- trends in numbers of confirmed cases and rates of positive tests.
- Confirmed and suspected cases in the AISL community.
- Benchmarking campus reopening strategies with other international schools in Lagos and other international schools in the Association of International Schools in Africa.
- Our ability to mitigate risk of community transmission/spread on campus.

This playbook is guided by the assumption that this global pandemic/[endemic](#) will remain part of our reality for an indeterminate amount of time. Consequently, AISL is prepared to be agile and nimble to the best of our abilities inline with our mission and beliefs, and we will respond appropriately to changing conditions in a timely manner.

We look forward to welcoming our students back to campus. Stay tuned for our ongoing communications and scheduled virtual meetings as we continue to respond to changing conditions.

Stay safe and healthy.

Kind regards,

Tom Pado  
Superintendent

# 1. Learning @ AISL

## 1.1 Right Model - Right Conditions/Right Model

AISL has designed and will implement the following learning models during the 2021-22 school year.

### In-Person Learning Model - Open Campus



AISL will offer in person learning to all students (Preschool - Grade 12) five days per week.

Students and faculty/staff will be required to wear masks (ages 5+), practice hand hygiene, and maintain physical distancing when on campus. (Please refer to Campus Health and Safety Practices)

### Remote Learning Model - Closed Campus/Homeroom/Grade Level (Synchronous and Asynchronous Instruction)



AISL will offer a Remote Learning Model with both synchronous and asynchronous instruction when the campus is closed while school is in session or when a particular cohort of students (e.g. grade level) is in quarantine.

Students will follow the school schedule and attend classes with their teachers and peers online and complete tasks at home.

### FlexConnect Model: Asynchronous with Limited Synchronous Instruction



AISL will offer FlexConnect (asynchronous instruction and very limited synchronous instruction) to students who are not able to attend school on campus due to circumstances beyond the family's control.

The criteria used to determine a transition to FlexConnect is as follows:

- not able to secure a STR visa
- confirmed Covid-19 case
- suspected Covid 19 case
- travel to acquire vaccination

Teachers will post tasks online and students will be required to complete tasks at home and post/submit completed tasks when required.

Students will have limited opportunities to meet (virtually) with their teachers and, in most cases, those opportunities will occur after school during *FlexConnect* when in person classes are not in session.

**FlexConnect must be approved by the Section Principal and the Superintendent. FlexConnect will not be used to accommodate family vacations or early holiday travel.**

### Please note that AISL will no longer be offering the Concurrent Blended Learning Model.

AISL will not offer a concurrent blended learning model that requires a teacher to be present to support groups of students learning in-person and remotely simultaneously. Learning for both remote and in person learners is significantly compromised and, as we have learned, not effective in meeting the

academic and social & emotional needs of a group of students learning virtually and in person at the same time throughout the day.

## 1.2 Key Definitions

**Asynchronous Instruction:** Students work independently at home on tasks, lessons, and projects (video or written form) designed by teachers.

**Synchronous Instruction:** Students attend classes in real time (via Zoom) for direct instruction, task and assessment opportunities, and feedback and support sessions led by a teacher.

**Flex-Connect:** Teachers will schedule virtual meetings (typically after school) with students either individually or in small groups. The purpose of these meetings is to provide students who are learning remotely with guided instruction, support, and feedback.

## 1.3 Practices

AISL will continue to design quality instruction and use high impact, research based teaching practices to optimize student learning regardless of the learning model.

<b>Orientation of Platforms and Tools</b>	<b>Safeguarding</b>	<b>Clear Expectations</b>
Orient students to learning platforms and technology tools; provide technical support and instruction.	Implement security guidelines and behavioral expectations; teach and monitor responsible use of technologies.	Provide tools to help students develop independence toward learning; clear instructions, models, rubrics, timelines, checkpoints, and due dates for tasks.
<b>Standards-based Learning</b>	<b>Success Criteria</b>	<b>Ongoing Feedback</b>
Design teaching and learning around clear learning targets called standards; measure and report progress toward standards	Communicate clear criteria (e.g. checkpoints, rubrics) that students have to meet in order to be successful.	Provide rich and relevant feedback to improve student learning. -Targeted -Timely -Actionable
<b>Differentiated Instruction</b>	<b>Evidence of Learning</b>	<b>Social-Emotional Connection</b>
Design and deliver learning experiences that meet the needs of all learners, through challenge, extension, scaffolding and support.	Design appropriate tasks and assessments to collect evidence of student learning and understanding aligned with standards; evidence is used to design further instruction or evaluate learning	Provide in person and virtual opportunities for students to develop and practice skills that support socialization (e.g. self awareness, self management, social awareness, relationship skills, and responsible decision making)
<b>Service Learning</b>	<b>Project-based Learning</b>	<b>Health &amp; Wellness</b>
Provide experiences that allow students to serve and add value to their class, the school, and the greater community.	Provide student learning experiences to include relevant standards-based projects.	Engage students in dialogue and tasks to develop self care for their own health and wellness.

## 1.4 Student Support Services

AISL is committed to the success of all students whether they are learning remotely or in person. Led by the Student Support Services Director, the Multidisciplinary Student Focus Teams (EC/ES and MS/HS) will provide students (and families) with guidance and social-emotional support to promote student academic success and health and wellness. All members of the team are available for virtual or in person appointments with students and virtual appointments with parents.

### **Student Support Services Director**

The Student Support Services Director will lead the Student Support Teams and follow up with students (and families) who are referred for services and support. The Student Support Services Coordinator will also ensure that necessary services and accommodations are in place to support students with identified needs.

### **Principals**

The Early Childhood/Elementary School and the Middle/High School Principals will work closely with all Student Support Team Members and monitor the services and accommodations in place to support students with identified learning needs.

### **Support Specialists**

Support specialists will continue to provide direct one-on-one or small group instruction to students who are developing their academic English language skills and to students who have diagnosed learning needs and require classroom accommodations. This work includes collaborating with classroom teachers in order to make the curriculum more accessible to support student success.

### **Counseling/Social and Emotional Support**

Counselors will continue to provide solution-focused brief counseling services and interventions for students (and parents) who are struggling academically and/or who are in need of social and emotional support. Counselors will also design and deliver parent presentations on relevant topics related to student wellness, digital citizenship, and child protection.

### **College/University Guidance**

Through regular correspondence, virtual workshops including admissions seminars with colleges/universities, and individual meetings, the High School Counselor will continue to guide Grade 11- 12 students through the college/university search and application process.

### **Medical Doctor**

A qualified medical doctor is available to provide guidance to students and families and to the Student Support Team to ensure that students with health conditions are able to access the curriculum.

Parents are welcome to reach out to their child's teacher(s), counselor, or principal if they feel that their child is in need of support.

## 1.5 School Schedule

Grade Level	Monday - Thursday	Friday
<b>*Early Childhood (PS and PK)</b> Flex Connect (Virtual)	7:30am - 12:00pm 1:00-2:00pm	7:30am - 12:00pm
<b>Elementary (KG to G5)</b> Flex Connect (Virtual)	7:30am - 2:00pm 2:15pm - 3:15pm	7:30am - 12:55pm
<b>Middle and High School (G6 to G12)</b> Flex-Connect (Virtual)	7:30am – 2:35pm 2:45pm - 3:45pm	7:30am – 1:15pm

### Notes:

- The campus opens at 7:00am for drop off.
- Early Childhood students who have siblings in the Elementary School or Middle/High School have the option of staying on campus until 2:00/2:30 (Monday thru Thursday) 12:55/1:15 (Friday) and engaging in supervised free play.
- Flex connect provides time for teachers to meet with students (in small groups or individually) who are learning remotely due to extraordinary circumstances when the campus is open and in person learning is occurring.

## 1.6 After School Athletics and Activities Schedule

AISL will offer a limited outdoor Athletics/Afterschool Activities program to students in K-12 when conditions allow. All afterschool activities leaders are vaccinated.

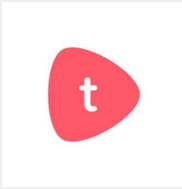



Upon resumption of school in January, After School Athletics and Activities, including Saturday Soccer, will be suspended until further notice.

Section	Monday - Thursday	Friday
*Elementary (KG to G5)	2:10pm - 3:00pm	NA
Middle and High School (G6 to G12)	3:00pm – 4:00pm 3:30pm - 5:00pm	1:00pm to 2:30pm



## 2. Digital Platforms and Communication

AISL will use the following digital platforms to communicate with students and parents and to deliver the curriculum remotely and in person.

	<p>Toddle/S is a new learning management system that incorporates a digital portfolio platform used by teachers to communicate/post daily and weekly assignments, class announcements, and feedback to students and parents. Students may also upload their work such as photos, video, a piece of writing, or other evidence of learning. Students and parents can use this tool to interact online with the teacher.</p>
	<p>ManageBac is an online learning platform used by IB Diploma Program students and teachers to communicate IB course related activities, papers, deadlines and CAS outcomes.</p>
	<p>AISL teachers use integrated apps in Google Workspace to engage students, support collaboration and communicate with students and parents.</p>
	<p>AISL uses the Google Meet video conferencing platform to meet with and engage students and parents virtually and to support synchronous instruction, communication, and collaboration.</p>

### 3. Supporting Student Wellness and Success

Children and young people often take cues from adult behavior and attitudes, so it is important to communicate with calm, confidence and optimism that we will pull through these times together. Managing our own emotions will help our students/children stay focused on learning and look forward to another school year. The guidance below can help us all make the best of learning- whether learning in person on campus with several health and safety restrictions or learning at home remotely.



#### **Establish home routines and expectations.**

Create a flexible routine and talk about how it's working over time. Chunk your days into predictable segments. Adjust schedules to meet everyone's needs but don't default to staying up late and sleeping in.



#### **Define a quiet physical space for your child's study.**

Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection. Keep doors open, and practice good digital safety.



#### **Stay in touch.**

Teachers will mainly be communicating regularly through AISL's Digital Learning Platform, Toddle. Stay in contact with the classroom and support teachers, school leaders and counselors but understand it may take a day or two for us to respond.



#### **Help students "own" their learning.**

No one expects parents to be full-time teachers or to be educational and content matter experts. Provide support and encouragement, and expect your children to do their part. Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice and patience.



#### **Begin and end the day with a check-in.**

Check in with your child during the course of the day and ask what has been accomplished and what needs to be achieved. Be sure to ask about their successes and challenges. Such conversations often help students prioritize, work through challenges, and feel a sense of accomplishment.



#### **Establish times for quiet and reflection**

Build in some time for peace and quiet. Siblings may need to work in different rooms to avoid distraction. Many families will need to negotiate access to devices, priorities for wi-fi

bandwidth and schedules throughout the day. Please encourage your child to read or listen to podcasts during this time.



**Encourage physical activity and exercise**

Physical activity and exercise (independently and together as a family) is vital to health, wellbeing, and readiness for learning. Set new fitness goals and plan hands-on, life-ready activities that keep hands busy, feet moving, and minds engaged. You may want to think about how your children can pitch in more around the house with chores or other responsibilities.



**Connect safely with friends, and be kind**

Help your children maintain contact with friends through in person playdates/gatherings in safe and secure environments (if conditions allow) social media and other online technologies. But monitor your child’s social media use. Remind your child to be polite, respectful and appropriate in their communications, and to follow school guidelines in their interactions with others.



**Monitor time on-screen and online**

Teachers will aim to design a variety of online and offline experiences, but it will require some trial and error before everyone finds balance. Work together to find ways to prevent ‘down time’ from becoming just more ‘screen time’.

AISL’s Counseling Team is available to provide support and guidance when needed.

Ms. Diana Abukazam	Preschool- Gr 5	<a href="mailto:dabukazam@aislagos">dabukazam@aislagos</a>
Ms. Islamiyat “Toyo” Adebohun	Gr. 6-12	<a href="mailto:iadebohun@aislagos.org">iadebohun@aislagos.org</a>

## **4. Campus Access & Control**

The purpose of these guidelines / measures is to create a safe and secure environment while mitigating the risk of transmission of the virus on the AISL campus.

### **4.1 Home-Based Screening**

Parents are expected to conduct daily home based wellness checks for their child(ren) before bringing them to school. If any of the symptoms are observed, students and employees are expected to stay home until the symptoms subside. If the symptoms worsen or do not subside after 2-3 days, please consult with a qualified Medical Doctor.

- Fever of 37.5°C (99.5°F) or higher
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from usual)
- Shortness of breath or difficulty breathing (for students with asthma, check for a change from their baseline breathing)
- New onset of severe headache, especially with a fever
- New loss of taste or smell
- Muscle or body aches
- Nausea or vomiting
- Diarrhea

If a parent/guardian has any doubt or concern about the health of their child(ren), they are advised to keep them home and inform the appropriate school office (Early Childhood / Elementary School or the Middle/High School). As in any absence, students or the parent/guardian should reach out to their teacher(s) or classmates to determine what tasks/work can be completed at home.

### **4.2 Campus Screenings**

AISL will conduct basic individual symptom screenings of all current students, employees, and pre-approved visitors prior to entering campus. This screening includes a temperature check and sanitizing hands before entering campus. The goal is to prevent symptomatic children and adults from entering the campus.

### **4.3 Campus Visitors**

Visitors, including parents, nannies, and family members, are restricted from entering campus unless special permission is granted by either the Superintendent or the Security and Health/Safety Officer.

### **4.4 Campus Gatherings**

Per a directive issued by Lagos State, AISL will not hold gatherings indoors that exceed 50 people.

#### 4.5 Morning Drop-Off/Afternoon Pick up

AISL has implemented a morning drop-off / afternoon pick up procedure designed to support a safe learning environment.

The drop off/pick up points are as follows:

<b>Side Gate/Parking Area</b>	Early Childhood / Elementary School students and older siblings
<b>Front Gate</b>	Middle School/High School Students

**Notes:**

- The youngest sibling in the family in cars determines the drop off point.
- Buses will drop off and pick up students from the side gate unless an alternative arrangement is made with the Security / Health & Safety Officer.

AISL will issue an AISL ID to all families including drivers and stewardesses who pick up children on campus. Drivers and stewardesses are expected to have their AISL ID and to place their AISL Family Placard on the dashboard??? in front of the windshield so they can be identified by the AISL Security Guards.

Parents and drivers are expected to follow the directions from the AISL employees (security guards, instructional assistants, administrators, etc.) who are supervising the drop off/pick up. While we prefer parents/guardians of older students to stay in the car, we understand that younger children may feel more comfortable accompanied by their parents/guardians when entering / exiting the school campus. If a parent/guardian exits the vehicle to accompany a child, then s/he must wear a mask and maintain physical distancing.

## 5. Health & Safety Practices

### 5.1 Introduction

We have a shared responsibility to stay safe at AISL and mitigate the risk of transmitting the COVID-19 virus. AISL's approach to health and safety is informed by the WHO and the CDC / NCDC guidelines and in compliance with directives issued by the Lagos State Government.

Please note that AISL may modify or update health and hygiene practices from time to time in accordance with ongoing guidance from public health authorities.

### 5.2 Hand Hygiene



All students, faculty/staff, and campus visitors are expected to:

- Wash hands several times per day with soap and water for at least 20 seconds or use hand sanitizer when soap and water are not accessible.
- Wash or sanitize hands before arriving on campus, before and after classes and break/lunch, and after using the bathroom. Soap and hand sanitizer dispensers are available in all corridors and shared spaces throughout the school to ensure ease of access at all times.

### 5.3 Masks



All students (ages 5+ years) faculty/staff, and campus visitors are expected to:

- Wear a mask covering the nose, mouth, and chin in indoor areas throughout the day.
- Wear a commercial surgical face mask or a 2-3 ply cloth face mask.
- Bring at least one spare mask.
- Remove their mask covering when eating/drinking outdoors while maintaining physical distancing.

Please note that:

- Students may remove their masks outdoors while physically exercising or playing while maintaining physical distancing.
- Early Childhood students do not have to wear masks in their respective indoor and outdoor learning environments but must wear masks when outside of their respective learning environments.

Instructions on how to properly wear a face covering have been published by the CDC and can be found [here](#).

## 5.4 Physical Distancing



All students, faculty/staff, and campus visitors are expected to:

- Maintain a minimum of 3 ft of distance from other people in offices, outside areas, and pick up and drop off points.
- Students may work/learn collaboratively in small groups in classrooms providing that they are wearing appropriate masks.

Students and faculty/staff will replace hugs, handshakes, and high-fives with smiles, waves, fist bumps, and thumbs-ups.

## 5.5 Cleaning, Sanitizing, and Disinfecting

The cleaning staff will wear masks and gloves throughout the day and perform the following duties:



- Clean and disinfect all classrooms, office areas, shared spaces at the end of each day with CDC/NCDC endorsed disinfectant.
- Clean and disinfect all restrooms two times per day. .
- Clean and disinfect high-touch shared spaces and high-touch shared hard surfaces multiple times per day— desks, chairs, tables, door knobs, handles, light switches, stairway railings, etc.
- Remove difficult items to clean (e.g. soft furnishings, bean bags

Please note that sanitizing spray bottles will be deployed in all learning spaces and office areas to wipe down shared surfaces and materials including desks, tables, door knobs, window handles, tools, countertops, light switches, etc.

## 6. Campus Infrastructure and Learning Environments

Adjustments will be made in infrastructure and learning environments to support the health and safety of students and faculty/staff.

### 6.1 Campus Learning Environments

AISL will take steps to mitigate risk of transmitting the virus by preparing campus infrastructure:

- All classrooms, offices and shared spaces (e.g. conference rooms) will be equipped with a HEPA Air Purifier, along with a spray bottle with an alcohol based solution and wipes.
- All classrooms and office areas will be ventilated as much as possible with opened doors and windows as appropriate.
- Signage will guide students, faculty, and staff as they move through the Campus.
- Hallways will be lined with directional signs.
- Physical distancing stickers will be placed around the campus to direct students, faculty, and staff when waiting in line.

### 6.2 Recess/Breaks

Students will eat and play outside during recess and breaks. The gym will be open. Students are not required to wear their masks when eating or when playing/exercising.

### 6.3 Food Service

AISL will continue to partner with [HMC Catering Services](#) to offer healthy snacks and lunch on campus. Food items will be individually packaged or boxed. Students, faculty/staff, and food service providers will wear masks and maintain physical distancing when food is being served. Students will maintain physical distancing from each other when eating.

### 6.4 Health Office and Isolation Center

AISL has a fully equipped health office that is managed by a qualified Medical Doctor and a Nurse. The Health Office provides health screenings and basic medical care and first aid treatment for students and faculty/staff. The School Health Office also supports and administers prescribed medications for students with special health needs. This includes developing and implementing health plans for students who require additional health monitoring and medical support. The School Medical Doctor or the School Nurse are authorized to send students or faculty/staff home if they are not feeling well enough to attend school or if they have a potential contagious illness. The Health Office is committed to communicating and collaborating with families to support student health needs.

An Isolation Center has been established on campus (PTO Lounge) for students and faculty/staff who have been identified as *suspected cases*. Students or faculty/staff who display symptoms or have been in close contact (defined by the CDC) with a confirmed case will stay in the Isolation Center until they are able to get home to self quarantine and/or consult with a medical doctor.

### 6.5 Health Office: Faculty/Staff Testing

The Health Office is also equipped to administer a Covid 19 Rapid Test to faculty/staff members who have been identified as suspected cases by the Superintendent or the Health and Safety Officer. [Please note](#)



that the AISL Health Office will administer two rapid tests to faculty/staff who have been identified as suspected cases- three (3) days after exposure and seven days (7) after exposure.

## **6.6 Administration of Vaccines**

AISL will arrange the onsite administration of WHO approved Covid-19 vaccinations (including boosters) to members of faculty/staff. Specific vaccines administered (e.g. Moderna, Astra Zeneca, Pfizer, etc.) will be based on availability.

# **7. Incident Response Protocols**

## **7.1 Introduction**

The following protocols are designed to reduce the risk of community transmission on the AISL campus if a student, employee, or a member of a household is suspected or diagnosed with COVID-19.

## **7.2 Reporting Guidelines**

Please follow the reporting guidelines for suspected and confirmed cases of Covid-19. This includes cases in a household.

### **Parents/Guardians**

Parents/guardians are required to report all suspected and confirmed cases of Covid-19 involving their child(ren) to the AISL Health Office and to the appropriate School Principal. Contact details for the AISL Health Office are listed below.

Doctor Nneka  
[dr@aislagos.org](mailto:dr@aislagos.org)  
09081712705

Macdonald Okouboh  
mokouboh@aislagos.org

Please be sure to include the following information:

- Name and grade level of child(ren)
- Date of suspected or confirmed case
- Cell phone number at which you can be reached
- Any other pertinent information

### **Faculty/Staff**

Faculty/Staff are required to report a suspected and confirmed case to their supervisor and to the AISL Health Office (see contact details above).

Please be sure to include the following information:

- Name and position
- Date of suspected or confirmed case
- Cell phone number at which you can be reached
- Any other pertinent information

The AISL Crisis Response Team will mobilize and a member will follow up and initiate the Case Review and Contact Tracing Protocol. See below.

### 7.3 Testing and International Travel

Students, families, and faculty/staff are expected to comply with Nigeria's international travel protocols.

- Unvaccinated students who travel/return to Nigeria from abroad are required to self-quarantine for at least 7 days and submit a negative PCR Covid-19 test result (age 10 or older) from a government approved facility following the self quarantine in order to enter campus.
- Vaccinated students and faculty/staff, who travel/return to Nigeria from abroad, are required to submit a negative PCR test from a government approved laboratory two (2) days after arrival.

### 7.4 Displaying Symptoms

If a student or faculty/staff is displaying symptoms including fever, cough, sore throat, shortness of breath, etc, then s/she must not enter the school campus, stay at home, and consult a medical doctor immediately.

Students who display symptoms while on campus will be sent to the AISL Health Office. Upon contact from the Medical Doctor or Nurse, the parent/guardian is expected to pick up the student from school as soon as possible and keep the student home until the symptoms disappear or until the child tests negative (PCR, Antigen, Rapid Test)

Faculty/staff members have the option of reporting to the AISL Health Office for a Covid-19 Rapid Test. If the test is positive, then the faculty/staff member is expected to leave campus immediately, and the confirmed case protocol will apply.

### 7.5 Close Contact / Suspected Case

AISL has adopted the CDC's definition of close contact, which is **face-to-face contact for greater than 15 min (cumulative) at less than 2m/6ft apart over a 24 hour time period**. Contact tracing begins from 48 hours before symptom onset or 48 hours before specimen collection for those who are asymptomatic. Other criteria used to determine close contact

- You share the same home or living spaces to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you.

#### Suspected Cases

If a student or school employee comes in close contact with a confirmed case for COVID-19, then s/he will be considered a suspected case and are expected to self quarantine.

- Students are required to self quarantine and return to campus (symptom-free for 24 hours without fever reducing medication) **after 10 days of self-quarantine without a PCR or Antigen test from a government approved facility OR**
- Students are required to self-quarantine and return to campus (symptom-free for 24 hours without fever reducing medication) **after 7 days of self-quarantine with a negative PCR or Antigen test from a government approved facility.**
- Faculty/staff are required to self-quarantine and return to campus (symptom-free for 24 hours without fever reducing medication) **after 7 days of self-quarantine with a negative PCR or Antigen test from a government approved facility or from a rapid test administered by the AISL Health Office.**

## **7.6 Confirmed Case**

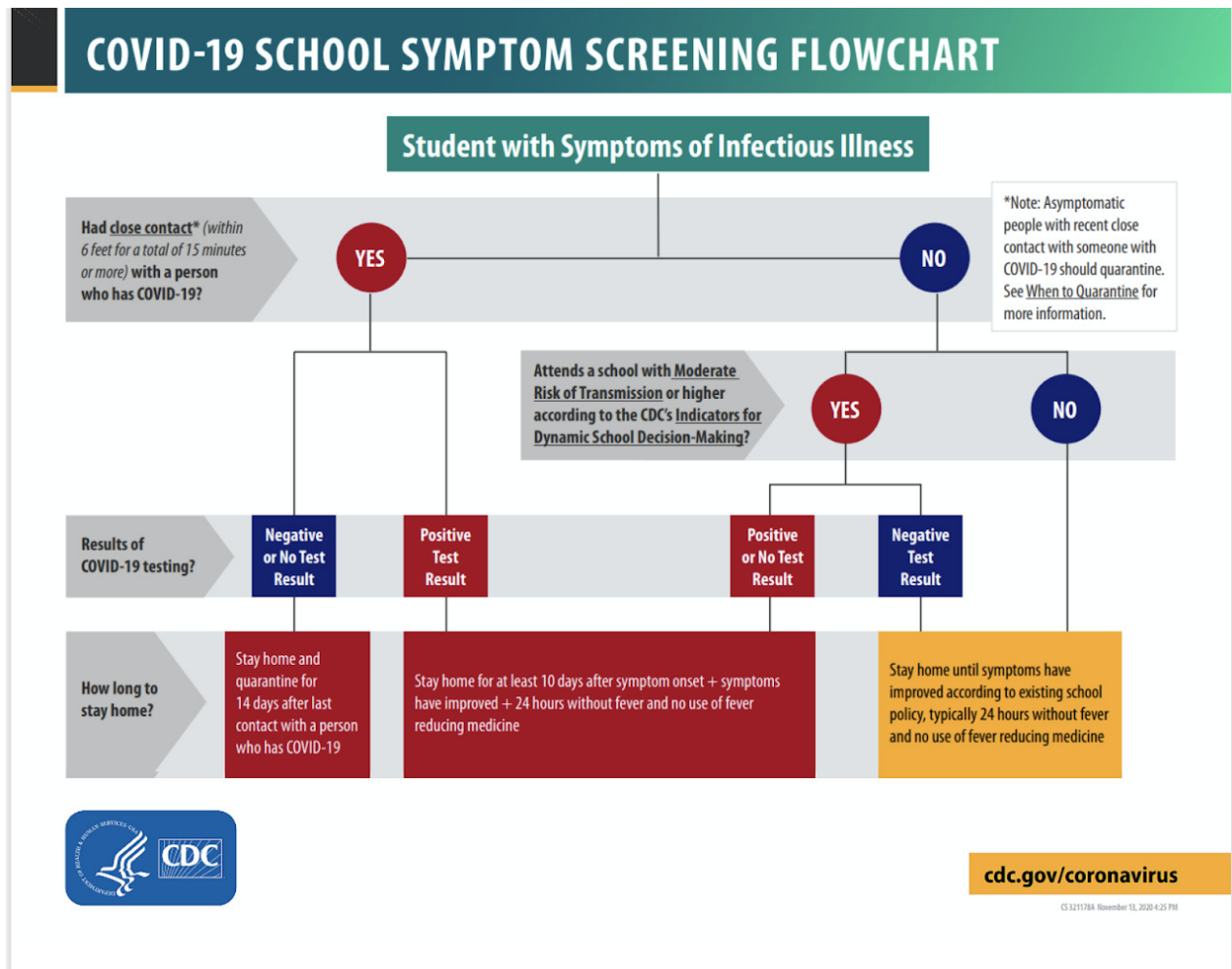
If a student or faculty/staff member tests positive for COVID-19, they must stay at home and not enter the school campus. AISL will implement the following procedure in the event of a reported confirmed case of COVID-19 on campus:

- Conduct a case review which includes contact tracing and identifying potential classes or individuals or areas that may be at risk of infection.
- Issue a communication to the AISL community while maintaining the confidentiality of the student or employee who has been infected.

Students or faculty/staff may return to campus after testing positive for COVID-19 if s/he meets the following conditions:

1. At least 10 days have passed since symptom onset or since testing positive when asymptomatic;  
and
2. At least 24 hours have passed since resolution of fever and other symptoms without the use of fever-reducing medications.

AISL will comply with guidelines and directives issued by the Lagos State Government.



Please note that we have adjusted the Quarantine Guidelines to 7 days with negative pcr/antigen test or 10 days without a test (symptom free)

### 7.7 AISL Crisis Response Team Case Review

The Crisis Response Team (CRT) will use a secure Whatsapp group to communicate all suspected and confirmed cases of Covid-19. Once informed, designated members of the CRT will conduct a case review of a suspected or confirmed case(s) of Covid-19. Each case review has three aims:

1. Conduct Health Assessment – Obtain testing specifics and documentation, understand current symptoms and timeline for onset of symptoms
2. Contact Tracing – Identify possible close contacts within the school community and alert parents of students or individual employees via telephone, email, or in-person.
3. Establish Exposure Footprint – Assess transmission risk and identify areas, facilities, or vehicles that should be disinfected

Contact tracing will include the questioning not limited to the following:

1. When did you first notice their symptoms?
2. Who did you spend time with on campus in close contact up to 48 hours prior to the symptoms or prior to receiving a positive COVID 19 PCR or Antigen test?

3. Who were you in close contact with (using the CDC definition of Close Contact)?
4. Where did you spend time on campus up to 48 hours prior to the symptoms?

**AISL has adopted the CDC's definition of close contact , which is face-to-face contact for greater than 15 min (cumulative) at <2m/6ft over a 24 hour time period.**

The Superintendent will then:

- Inform any student/family or employee who was in close contact with the confirmed case based on the definition above.
- Advise anyone who has come in close contact with the confirmed case to self-quarantine for 7 days and to get a COVID-19 or 14 days with no PCR test.
- Ensure that return to school criteria is clear.

## **7.8 Disclosure**

AISL will not disclose the positive test nor release personal medical information to third parties without consent of the relevant employee or student's family, unless an immediate threat to community health exists due to virus transmission risk. In such circumstances, AISL:

- will not disclose the positive test nor release personal medical information to third parties without consent of the relevant employee or student's family, unless an immediate threat to community health exists due to virus transmission risk;
- will limit any such disclosure only to appropriate officials; and
- will hold the information on a strictly need-to-know basis within AISL.

## **7.9 Change in Learning Model / Class Closure / Campus Closure**

If there is a confirmed case in the Early Childhood or the Elementary School, then the AISL Covid Response Team will typically close the homeroom class to which the confirmed case is assigned and transition the class to AISL's remote learning model.

If there is a confirmed case in the Middle School or High School, then the AISL Covid Response Team will interview the confirmed case and faculty/staff involved and apply the close contact criteria to determine suspected cases. Those who have been identified as suspected cases will be required to self quarantine and transition to AISL's FlexConnect. **The entire grade level will no longer be required to self-quarantine.**

If there is a confirmed case in a homeroom class(es) in the Elementary School, the homeroom class will no longer be required to self-quarantine unless there is evidence of community transmission. The threshold for community transmission will be four students. If four or more students in any one grade level contract Covid 19 within one week, then the grade level will be required to self-quarantine and transition to remote learning.

Since Early Childhood students are not required to wear masks, the entire Early Childhood will be required to self-quarantine and transition to remote learning if there is a confirmed case.

If there are multiple cases and/or evidence of community transmission or potential community transmission on campus, then the AISL administration may close a section of the school or the whole campus and transition to AISL's Remote Learning Model.

## **8. Final Note**

As a learning community, we embrace our Core Values (Respect, Empathy, Responsibility, Integrity, Courage) as they guide our behaviors and actions. At no time is modeling these values more critical than in a school community during a global pandemic. Consequently, we must comply with the practices, protocols, and expectations outlined in our playbook in order to support our collective health and safety, particularly of those who are most vulnerable (those who are not vaccinated). Upholding health and safety guidelines and protocols includes reporting all suspected and confirmed cases, so we can take the actions necessary in order to mitigate the risk of community transmission.

Thank you all for your help and support as we continue to provide our students with quality learning experiences while keeping each other safe and healthy.

## **Appendix A: COVID-19 Safety Checklist**

### **Parents**

- Keep your child home if s/he displays any COVID-19 symptoms.
- Ensure your child leaves your house with a mask, a backup mask, and a water bottle.
- Follow directional signs for car drop-off
- Mask up and practice physical distancing if you escort your child(ren) to/from the campus gate.
- Make sure that your child brings a water bottle, a snack, and their own school supplies.

### **Students**

- Wear a mask that covers the nose, mouth and chin at all times unless a teacher gives permission for a “mask break”. (Applies to students aged 5+Kindergarten thru Grade 12)
- Maintain physical distancing (2 meters; 1 meter in classroom) at all times. (exceptions Early Childhood)
- Use hand sanitizer before boarding the bus and/or entering the campus.
- Use hand sanitizer before entering a classroom and when exiting a classroom.
- Sit at the assigned seat.
- Sanitize your own high touch surfaces and equipment/supplies as instructed by the teacher. (older students).
- Don't share or exchange equipment and personal belongings with others.
- Follow directional signage in hallways, stairwells, and common areas.
- Bring a water bottle and your own school supplies

### **Teachers / Instructional Assistants**

- Arrange desks, tables, and chairs to support physical distancing (1 meter).
- Keep the door / window(s) open and turn on HEPA Filter Air Purifier to support ventilation.
- Turn off HEPA Filter Air Purifier when not in the classroom/work space.
- Ensure hand sanitizer and disinfectant are accessible and available for use.
- Remind students not to share any resources or equipment until after they have been disinfected.
- Disinfect high touch areas (door knobs, desktops, etc.) before and after the lesson.
- Wear a mask over the nose, mouth, and chin.
- Remind students to wear masks and provide students with mask breaks in open outdoor areas with physical distancing when appropriate.
- Remind students to maintain physical distancing.
- Remind older students to sanitize their work station or any equipment after use.
- Send (or bring) students to the health center if displaying any COVID-19 symptoms.
- Don't be a bystander; please remind students and colleagues about the importance of following the health and safety guidelines.

### **Administrative Staff**

- Arrange office desks and chairs to support physical distancing.
- Keep the door / window(s) open and turn on HEPA Filter Air Purifier to support ventilation.
- Turn off HEPA Filter Air Purifier when not in your office/work space.
- Ensure hand sanitizer and disinfectant are accessible and available for use.
- Do not share any resources or equipment until after they have been disinfected.
- Disinfect high touch areas (door knobs, desktops, etc.) before and after the lesson.
- Wear a mask over the nose, mouth, and chin.
- Don't be a bystander; please remind students and colleagues about the importance of following the health and safety protocols.

### **Bus Drivers and Monitors (IOC and Consulate)**

- Clean and disinfect all seats and surfaces before the students board the bus and after the students exit the bus.
- Ensure the bus does not exceed 50% of student rider occupancy to support physical distancing.
- Wear a mask at all times when on the bus with students.
- Remind student riders to wear a mask at all times when on the bus.
- Ensure that students sanitize their hands before they board the bus and before exiting the bus.
- Ensure that some windows are open to support ventilation.

### **Custodian/Cleaners/Food Service**

- Sanitize classrooms and common areas once daily and disinfectant at the end of each day.
- Disinfect bathrooms 2 times per day.
- Wear mask and gloves
- Clean and disinfect carpeted floors and rugs once daily.
- Use disinfectant solution in spray bottles to disinfect any high-touch surfaces or equipment
- Clean and disinfect soft surfaces (carpeted floors, and rugs) daily, and more frequently as needed
- Clean or disinfect the flooring daily, and more frequently as needed
- Restock sanitizing stations as necessary; ensure additional backup supplies are easily accessible
- Indicate cleaning time and type on posted checklist