

Pandemic Protocol - Refers to the epidemic of infectious diseases such as HIV, H1N1, H5N1, Ebola, SARS, MERS, COVID-19 etc. (updated March 2020). Note, this protocol will be updated based on the nature of the pandemic. In all situations, we will look to and comply with Rwandan directives and protocols.

RISK LEVEL	SCENARIO	ADMIN COORDINATION & MONITORING	COMMUNICATION WITH STAKEHOLDERS	ACCESS TO CAMPUS FOR STUDENTS & STAFF	IMPACT ON PROGRAMS	CAMPUS HYGIENE PROTOCOLS	TRANSPORT	RESPONDING TO POSSIBLE SYMPTOMS AT SCHOOL
1	World Health Organization (WHO) raises concern over growing cases in one or multiple parts of the world	<p>The Director (Dir) informs the Crisis Management Team (CMT). CMT meets weekly to discuss and direct communication to stakeholders and any precautionary measures needed to be implemented.</p> <p>Director reviews this Protocol with CMT.</p> <p>Director works with other school leaders in Kigali to ensure communication and coordination.</p> <p>Director confirms Rwandan law and policies and procedures, to ensure we are in alignment with Rwanda's protocols.</p> <p>Director establishes communication with Ministry of Health and key diplomatic missions to ensure up-to-date information</p>	<p>The Director (Dir) reassures stakeholders that KICS has a Pandemic Protocol via email and KITES EYE.</p> <p>Includes information to the stakeholders of facts of the disease, including mode of transmission and preventive measures (for them, and which the school is taking), through emails, KITES EYE, and the school website.</p> <p>Train teachers, students and parents on "KICS Learning Continues."</p>	<p>Normal work & school attendance/ access</p> <p>Increased monitoring of staff, student, and visitor travel history.</p> <p>Appropriate timed exclusion of staff, students, and visitors returning from high risk areas. (determined by CMT)</p> <p>Mandatory use of hand sanitizers by visitors at gate. Guards advised to watch for campus visitors who are symptomatic</p>	<p>Monitor and assess normal school, programs, field trips.</p> <p>Monitoring and assessment of event calendar in relation to large gathering events. (e.g. hosted events)</p> <p>Field trips (including service trips), and sporting events assessed as to location and potential risk.</p> <p>Finalize plans for "KICS Learning Continues" away from school.</p>	<p>Post/update general signage re: washing hands or other relevant prevention measures</p> <p>Stock up on vital hygiene products and equipment. For example: Additional hand soap, sanitizer, dispensers and hand washing stations.</p> <p>Stock on products ideal for the nature of the disease.</p> <p>Consider cleaning practices suitable for controlling spread</p> <p>Identify areas for special cleaning attention (keyboards, lockers, door handles, light switches, high-contact surfaces)</p> <p>Cleaning schedules and procedures will be reviewed and intensified.</p> <p>Special training sessions for IT, and cleaning staff will be conducted.</p> <p>Special training for food services staff, handling food, serving surfaces, and money with extra care.</p>	<p>Normal use of school vehicles</p> <p>Increase frequency of cleaning of school vehicles</p> <p>Inspection of hired vehicles and disinfecting vehicles before use</p>	<p>The Nurse communicates list of ill individuals to the CMT, daily.</p> <p>The Nurse and/or SM checks on patient's and patient's family's recent travel history.</p> <p>The Nurse recommends a medical check-up.</p> <p>Students/staff with fever stay home until 24hrs fever-free</p>
2	Confirmed case in Rwanda	<p>Same as above</p> <p>CMT meets semi-weekly and directs communication to stakeholders, and implements Rwandan Ministry of Health protocols and escalated hygiene protocols</p>	<p>Nurse or other appropriate Medical Personnel begin education of staff, students and parents on preventive measures and vaccines (if available) via email, student assemblies and parent info sessions</p> <p>Advise parents & staff to be vigilant</p>	<p>Same as above</p> <p>Contractors are advised to watch for symptomatic staff on site.</p> <p>No visitors on school campus without prior approval of the Director.</p>	<p>Same as above, with adjustments based on Rwandan guidelines.</p> <p>Minimize or suspend large-group activities</p> <p>No field trips or sports events with other schools.</p>	<p>Same as above.</p>	<p>Normal use of school vehicles including daily disinfection of school vehicles</p> <p>Intensify inspection of hired vehicles and disinfect vehicles before use.</p> <p>Drivers trained in spotting & reporting symptoms to the School Nurse.</p> <p>Mandatory use of hand sanitizer before boarding school vehicles.</p> <p>Gloves or other personal protective equipment (PPE) for drivers.</p>	<p>Same as above</p> <p>After Nurse checkup, and subsequent recommendation, a medical check-up, and doctor's report prior to return to school will be required.</p>

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3	Multiple cases reported in Rwanda (or single case in Kigali)	Daily meetings of the CMT (and invited situation-appropriate personnel) to monitor local situation and potential health risks at school Director advises CMT on escalated precautionary measures, and to decide on whether further action is necessary.	The Director (with help from designee) continues to inform community of actions being taken, through a variety of media including SMS blast. Sends reminders to parents, staff & students about the importance of preventive measures at home and school. Website to include links to sites providing expert information on the disease	Same as above	Same as above, with adjustments based on Rwandan guidelines.	Cleaning schedules and procedures will be reviewed and intensified, including all areas of operation	Use of school vehicles continues, but may be adjusted or suspended Daily disinfection of school vehicles. Suspend use of hired vehicles	Same as above
4	First case reported in KICS community (staff, student, parent)	Same as above Immediate meeting of CMT to assess risks and make decisions based on advice from Ministry of Health (MOH) and relevant experts	Parents and staff notified of development and additional precautionary measures to be implemented, via email, hard-copy letter, pop-up on website and possibly SMS	Same as above	Same as above, with adjustments based on Rwandan guidelines.	Consider additional measures as appropriate to method of transmission (e.g., mandatory face masks or other PPE)	Suspend use of school vehicles for transportation of students. Gloves or other PPE for drivers.	Same as above Classmates/ colleagues of symptomatic students/ staff are advised of case. School Nurse screens anyone who came into contact with the person in the previous 24 hours, or timeframe indicated by mode of transmission Counseling offered to families affected
5	Multiple cases reported in the KICS community (staff, students, parents)	Director consults with Ministry of Health and key diplomatic missions on way forward i.e. containment School is closed, "Learning Continues" in enacted.	Inform parents and staff of action plan. Run pop-up on website informing of school closure Continue communication, whether school is open or closed	To be determined	To be determined	To be determined	To be determined	To be determined