



Objective To minimise the risks to students and employees of infection within the school's premises

The criteria in any column would trigger the escalation					School's response		
Confirmed cases in the last month or announcements							
Stages	World	City / Province	School	Other Criteria	Transmission Interventions	Recommended Procedure	Teaching & Learning Activities
Stage 1 LOW	Cases mostly confined to the original source of the outbreak but possibility that international spread may have begun	none	none		Increase cleaning and disinfecting of shared spaces and items, morning and afternoon	Educate: the importance of promptly seeking medical care, where to go, what symptoms to look for, washing hands, personal hygiene	No change
					Order alcohol-based hand sanitiser, thermometers and masks if needed	Remind everyone who is sick to stay at home	
					Increase ventilation of rooms (eg open some windows)	No one may come to school if they live with anyone who has a suspected or confirmed case of the virus	
Stage 2 GUARDED	"Public Health Emergency of International Concern" by WHO declared	none	none	A reason to recognise the likely future risk in the absence of any confirmed local cases would be strong community connections with the source location	Place sanitiser in strategic locations and encourage use by students and employees	Additional daily checking (eg temperature) of anyone who has been to a medium risk location	School work arranged to be done at home for quarantined students
	OR				Parents and employees required to report self or family visits to medium and higher risk locations	Cancel swimming classes - if there's a chance the virus can be spread through water	
	Outbreak is considered likely to impact local area in the future				School nurse or first aider to report students with relevant symptoms to crisis management team	Home quarantine (14 days) after visit to high risk locations. Return to school allowed with doctor's clearance letter	
Stage 3 ELEVATED	WHO declared a "Pandemic"	1	none		Take daily temperature of all students & staff. Look for symptoms. Isolate sick individuals and send home	Take additional daily temperature of students & staff who live with someone who has been to a medium risk location in the last 14-days	



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Stage 4 HIGH LEVEL 1		Moderate (About 15)	none	Also escalate to this level if someone living with a school community member has been infected (if not already at Stage 4)	Employees and contractors to sign health & travel declaration form	Reduce or moderate visitor access to all public areas such as lobby and offices	School work arranged to be done at home for quarantined students
					Cancel school activities that involves congregating in multiple grade levels or with outsiders eg: assemblies, learning journeys, major events etc		
					No visitors to restricted areas		
Stage 5 HIGH LEVEL 2		High (at least 40)	none		Temperature checking of everyone who enters the front lobby	Cancel CCAs	
					Visitors restricted to parent pickup/drop offs only		
					Staggered break time and dismissal time to reduce congestion	Substitute teleconferences for face-to-face meetings	
Stage 6 ALERT			1		Apply stage 5 interventions	Infected Student / employee and close contacts are excluded from school until confirmation of no infection by a test recognised by WHO, performed by qualified person	Online classes for closed grades
						Close relevant grade level for 14-days. Those staff and students to return only with doctor's clearance	
						Daily health declaration by all parents & students	
Stage 7 SEVERE			Confirmed cases in more than 3 different grade levels	Government announces school closures	Only employees come to school - no students, parents or visitors	Close school for at least 14-days	Conduct 100% classes