



IST OPERATIONAL GUIDELINES

VERSION 4, SEPTEMBER 2021

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IST COVID-19 OPERATIONAL GUIDELINES

The COVID-19 pandemic is a very serious international health crisis and will likely continue to impact Tanzania, and the world for the foreseeable future. As we plan for the 2021-22 school year, IST is committed to the development of our educational model to deliver high quality instruction, regardless of the external challenges that we might face due to COVID-19.

Our planning for the future is based on the following guiding principles:

1. The health and safety of our community members will be our most important priority
2. Protocols and procedures will be developed with support of research, and in partnership with experts within and outside of our school community
3. All programs will be developed to support our ability to challenge, inspire and support our students.
4. On-site instruction is our preferred model for meeting our mission
5. Having multiple frameworks in place to support learning, regardless of transmission risk, is imperative to our ability to achieve our mission, vision and values
6. Communication during this period is extremely important to support a shared understanding throughout the school community and with external partners



IST's Guiding Statements

IST has developed a set of Guiding Statements, on which all decisions within the school community are based. Regardless of the challenges presented by COVID-19, IST remains a school focused the realization of our Guiding Statements

IST Mission

Challenging, inspiring and supporting all our students to fulfill their potential and improve the world.

IST Vision

IST will be a global leader in the education of internationally-mobile young people. All students, regardless of their starting point, will think critically, achieve academically, and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global. They will pursue their varied passions with enthusiasm, developing resilience, perseverance and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly and responsibly. All members of the IST community will work together to fulfill this vision.

IST Statement of Values

All members of the IST community are:

- **Responsible.** We act responsibly, positively and constructively, towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.
- **Inquiring.** We show curiosity, perseverance and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.
- **Compassionate.** We empathise with others and act with care, kindness and courage. In our interactions, we behave with patience, generosity and integrity.
- **Balanced.** We believe in a broad education for our students, seeing the value of participation in a varied curriculum.
- **Diverse.** We treasure the diversity within the IST community, using the rich opportunities for deeper understanding that come from our differences.





Health and Safety

The challenges of COVID-19 are extraordinary, and it is apparent that every policy, protocol and practice needs review to ensure that appropriate mitigation measures are in place at IST. As we work towards supporting a safe environment for all community members, we are focusing on the following areas to support our overall objectives:

- Focus on the variables we can control
- Use validated resources and research to guide our understanding of COVID-19 and how to best prevent exposure on campus
- Remain adaptable, knowing that understanding of COVID-19 will evolve over time
- Seek ways to reduce risk of transmission, understanding that risk cannot be eliminated
- Identify and develop metrics to guide decisions increasing or limiting restrictions at IST
- Ensure procedures are flexible and can be implemented and sustained over time as necessary



Schoolwide Protocols

Entry, Pick up and School Visit

- Modes of thermal screening are present at entry points to the school campus. Children using school transportation will have their temperature taken prior to getting on the bus. Anyone with a temperature above 37.5 degrees will not be allowed entry
- Teachers are responsible to refer students with COVID-19 symptoms such as fever, cough, body aches, fatigue, shortness of breath, sore throat, runny nose, diarrhea, nausea and headache to the school nurse for further screening
- Teachers, employees and parents and students older than 8 years of age are required to wear face masks at all times, except when eating or exercising on campus. Face masks are encouraged for students younger than 8
- For EC1/2 and KG children, one family member is allowed to enter the school facility to drop off/pick up their child. Family members should not enter any classrooms, and refrain from interacting with other family members while on campus.
- At entry, anyone entering campus must queue 1.5 meters apart while waiting for their temperature to be screened
- Meetings and large gatherings are encouraged to take place online, unless there is a critical need. All in person meetings on campus with parents will require a prior appointment
- Maintenance work or deliveries involving non-IST employees should happen outside of school hours if possible. Proper procedures, including the use of masks should be utilized by all external contractors, visitors or vendors.

Screening & Contingency/Emergency Planning

- If a case of illness is detected on campus, the individual exhibiting symptoms (fever, cough, body ache, fatigue, shortness of breath, runny nose, diarrhea, nausea, headache, loss of taste or smell) should be calmly escorted to the nurses station for screening
- The school nurse is responsible for screening illnesses on campus. In addition to the nurse's room, a separate isolation room will be available for potential cases of COVID-19 on campus
- If a child begins to show symptoms of COVID-19 while at school, they will be isolated, and parents/guardians will be notified immediately. Any child/employee who exhibits COVID-19 symptoms while on campus will be referred to a medical professional for assessment and will require a medical note to return to campus once symptom free
- If a community member is confirmed to be COVID positive, the close contacts of the patient will be contacted. Close contacts will be asked to quarantine for 10 days from the point of contact prior to returning to campus - exemptions to this policy can be made for vaccinated individuals, or shortened through the use of PCR testing (please see appendices)
- In suspected cases of COVID-19, staff members interacting with the patient



should use Personal Protective Equipment (eg. masks, gown, gloves, face shield) while working with the patient or escorting the patient to an appropriate medical facility

- Measures for disinfection should be taken as per the guidelines, for the classroom and the school premises used by the child as traced, and the holding isolation room where the staff/students waited for transportation

Monitoring Attendance and Contact Tracing

- If a community member were confirmed COVID-19 positive, they are not to return to campus until provided with medical clearance
- School attendance must be taken to help identify close contacts should a case be confirmed within the IST Community
- All community members should refrain from accessing campus if they are exhibiting any symptoms related to COVID-19 fever, cough, body ache, fatigue, shortness of breath, runny nose, diarrhea, nausea, headache, loss of taste or smell). Community members with these symptoms should consult with a medical professional and receive medical clearance before accessing campus

Hygiene

- Common areas in the school should be cleaned and disinfected regularly during the school day. This also applies to frequently used areas/surfaces such as door handles, dining tables, desk tops, etc.
- All community members on campus will be expected to maintain good hand hygiene. Hand washing breaks for students and employees will be expected during the course of the school day.
- Hand sanitizers will be distributed across the school campus, away from the reach of younger children.
- Clear guidelines will be provided to staff members conducting cleaning services on campus and to ensure that they have protective equipment to perform their role safely
- Anyone accessing campus must be wearing a mask and should use the hand sanitizer available at each entrance
- IST encourages a paperless strategy and use of technology to minimize shared materials and potential contacts
- Educational posters describing appropriate handwashing strategies should be visible near sinks. Additional educational materials for mitigation strategies (mask wearing, social distancing) should be common on campus
- Where possible, all indoor spaces should utilize ventilation techniques (eg.open windows and doors)
- Ensure that all community members frequently wash their hands, and are encouraged not to touch their mouth, eyes and nose.

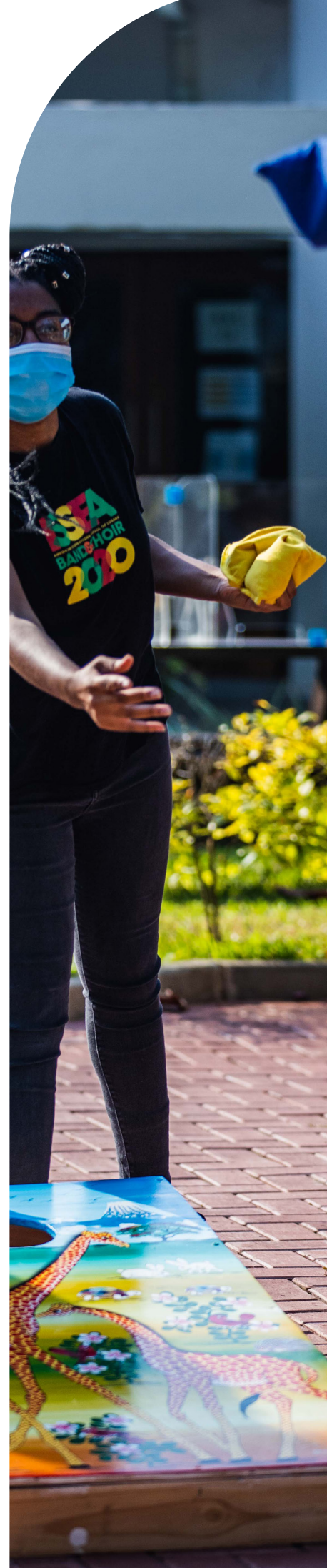


Masks and Social Distancing

- All community members are required to wear masks at all times inside the school upon entry. Each classroom has a demasking zone where the teacher/student can present to the class without a mask as long as they are at least 2 meters socially distanced from another person. Exceptions will be made for eating and exercising during the school day
- All community members are expected to maintain 1 meter of social distancing when using common areas, offices, and entry points
- Classroom areas should support sufficient room for individuals to maintain physical distancing of 1 meter.
- Procedures will be established to limit the number of students accessing toilets, and changing facilities at one time. On days where students have PE, they should be encouraged to wear their PE uniform to school
- Use of outdoor spaces are encouraged.
- Staff rooms can be utilized by employees only. Use of these spaces should be staggered to allow for social distancing. Staff rooms should be well ventilated at all times.
- Lockers and cubbies should not be shared but only used by one individual
- Visible markers will be used in high traffic areas to help indicate appropriate spacing

Class Groupings

- Class groupings will be limited and dependent on the size of the classroom. Plexiglass barriers will be available in spaces where social distancing is difficult to maintain
- Students will be organized in learning groups to limit their interaction and potential exposure while on campus. Learning groups will remain consistent as much as possible over the course of the day.
- In elementary school, children are expected to only interact with peers in their Learning Group or Grade.
- Each class should maintain a consistent seating arrangement as much as possible.
- Students who are unable to attend school for any reason will be supported by alternative means and have access to class materials, support and feedback. IST will ensure academic provision for all students who are unable to attend their classes physically.
- Any events which require large gatherings will be limited and if held, will follow the relevant procedures and guidelines. This includes assemblies, festivals, holiday events, performances, tournaments, school trips, and camps. Approval for any large gatherings must be made by the Divisional Principals or Director.



Shared Resources and Materials

- Education will be provided to ensure all students understand the risks associated with shared materials, and appropriate disinfection
- All items should be disinfected immediately if exposed to droplets (eg. coughing, sneezing).
- Students should be expected to bring and/or maintain their own resources at school (eg. laptops, headphones, stationary, pencils) to limit the use of shared resources
- All equipment and activities that promote the spread of droplets should be avoided especially in enclosed spaces.
- Soft copies of teaching resources and materials should be utilized as much as possible. In addition, teachers should promote paperless work in class and prioritize digital submission of student work
- Unnecessary materials, carpets, equipment and furniture should be removed from classroom areas. Classroom areas should include furniture and equipment that is easy to clean

Breaks and Canteen

- Canteens on each campus will be available. Canteen services should utilize pre-packaged food which can be delivered to students.
- Families are encouraged to supply food and beverages for their children along with reusable packaging and utensils.
- Children should not share food with one another
- Limited numbers of community members will be allowed to access the canteen to ensure social distancing. Physical markers should be apparent to indicate appropriate distancing and queues
- Breaks and meals should be staggered throughout the day to allow for social distancing
- Students should remain within their grade during break times and maintain social distancing at all times from other grades
- Students within grades can engage in low risk physical activities during break times. Mask use is expected in indoor spaces at all times.



Physical Education

- Physical education activities will continue with strict adherence to safety management measures
- During PE lessons, students and teachers will not be required to wear masks when engaged in strenuous physical activities such as running or workouts, as long as social distancing measures are maintained
- PE lessons should focus on sports that do not require physical interactions. There may be limitations on the number of students able to access certain facilities at any one point to maintain social distancing (eg. swimming pools)
- Outdoor activities are strongly encouraged. When using indoor spaces (eg. MPH) ensure ventilation by opening doors and windows

Music

- Larger spaces will be utilised for music classes as much as possible, including outdoor spaces
- Social distancing will take place at all times and be expanded, if possible, when using instruments
- Masks will be used if students are asked to sing at any time
- Classroom spaces will be well ventilated at all times
- Seating will be in set positions
- Students will use individual instruments
- Shared materials, if required
- Bell covers will be utilised for certain instruments when in use

Libraries

- Libraries should implement the following guidelines:
 - Staggered entry into the library
 - Adequate cleaning and disinfection between lessons
 - Library lessons must maintain social distancing parameters of 1.5 meters between students
 - The librarian and support staff should wear gloves when handling returned books
 - All used books should be placed in a container for disinfection before re-use
 - Common areas in the library should be sterilized regularly
 - Books made with materials that are difficult to clean should be restricted
 - Library equipment should be sterilized regularly and children should not use library equipment
 - Online search and borrowing of books should be encouraged
 - A books drop off container should be designated and clearly labelled
 - Ventilation should be ensured by opening doors and windows regularly



Transportation

- Anyone entering a school vehicle must undergo temperature screening. Anyone with a temperature of 37.5 degrees or more will not be allowed in the vehicle.
- Anyone entering a school vehicle should sanitize their hands.
- Anyone entering a school vehicle, regardless of age, must wear a mask.
- Records should be maintained to document who used school vehicles each day. Absences should also be recorded for student buses.
- Waste bins should be available in each school vehicle and immediately emptied after each trip.
- Ensure proper ventilation in the vehicle at all times. Recirculated air must be avoided and the use of windows is encouraged whenever possible.
- If a community member begins to show symptoms of COVID-19 while in a school vehicle, the community member is considered a possible case. The immediate measure is to ensure the community member is seated at least 2 meters from other community members if possible. The nurse and divisional administrator should be contacted immediately. If the trip is to drop off a community member at home, the possible case should be dropped off first and a parent/guardian/family member should be notified. If the trip is to school, the community members should be isolated upon arrival and screening will be conducted by the nurse.

Appendices

Appendix A - IST COVID-19 In The Workplace (English)

IST COVID-19 Health And Safety In The Workplace Policy

This policy applies to all employees and is intended to set clear guidelines in how to manage COVID-19 at IST.

Social Distancing

The workplace will be arranged to eliminate close contacts between community members. Close Contacts are defined as:

Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

Data are limited to precisely define the “prolonged exposure” to determine “close contact”, however 15 minutes of close exposure can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether either the case patient or contact were wearing an N95 respirator (which can efficiently block respiratory secretions from contaminating others and the environment). At this time, differential determination of close contact for those using fabric face coverings is not recommended. (CDC website)

Mitigation To Avoid Close Contacts

All employees will be provided with PPE based on a risk assessment of their working place. This will include cloth or surgical masks

All employees on campus will be provided with surgical or cloth masks

Physical barriers will be utilized in areas where social distancing is difficult

Health And Safety Measures

Symptom Screening

- All employees will be temperature screened every day when they report to work. Additional screening will be required for employees exhibiting a temperature of 37.5 degrees
- All employees will monitor for symptoms related to COVID-19 and seek medical care if they experience body aches, loss of smell, loss of taste, nausea, vomiting, diarrhea, fatigue, weakness, tiredness, coughing, fever, sore throat, shortness of breath
- Doctors notes must be provided for any medical absence from work
- Positive COVID-19 tests must be reported to the Director Confidentiality will be maintained, but this will allow for appropriate contact tracing to be conducted

If an employee presents with any of the symptoms or informs his/her line manager of these symptoms, the following procedures will be followed:

- The employee will not be permitted to enter the workplace or report for duty
- If the employee is already at work:
 - o the employee will immediately be isolated and will be provided with protective equipment as necessary. Arrangements will be made for the employee to be transported in a manner that does not place other employees or members of the public at risk
 - o Assess the risk of transmission, disinfect the area and the workers' workstation. Employees who may be at risk will be referred for screening and any other appropriate measure to prevent possible transmission may be taken

- Ensure that the employee seeks medical attention and receives clearance prior to reporting back to work
- If an employee has been diagnosed with COVID-19 and was isolated in accordance with this policy, the employee may return to work when the employee has undergone a medical evaluation confirming that they are no longer at risk to transmit COVID-19.

Sanitisers, Disinfectants And Other Measures

1. Hand sanitisers will have at least 60 % alcohol content
2. Sufficient quantities of hand sanitiser will be provided to employees and any persons who access the workplace
3. Hand sanitiser will be on an employee's workstation if the employee interacts with the public. The hand sanitiser will be for the employee and the person with whom the employee is interacting
4. All work surfaces and equipment are to be disinfected before work begins, regularly during the working period and after work ends
5. All areas such as toilets, common areas, door handles, shared equipment, etc, must be regularly cleaned and disinfected
6. Sufficient water and soap will be available to wash hands regularly
7. Paper towels will be provided to dry hands after washing.
8. Employees will be required to wash/sanitise their hands regularly while at work

Masks

The main benefit of everyone wearing a mask is to reduce the amount of virus droplets being shared by those with an infection that could be potentially shared with others or onto surfaces. As some persons with the virus may not have symptoms or know that they have the virus, all employees who cannot maintain social distancing are required to wear masks while on campus.

All employees will be provided with 4 cloth masks and are expected to bring 2 masks to work each day. Masks will be worn while at work at all times when social distancing cannot be maintained. Employees which have roles where contact is required with other community members may elect to wear surgical masks. Employees working in close contact with others will be provided with 2 surgical masks per day.

Employees can elect to wear a face shield should they so choose. Employees who would like a face shield will be provided with one.

Measures In Respect Of Workplaces To Which Public Have Access

The principle purpose of the measures contained in the following clause is to protect workers from being exposed to the virus through their interaction with the public and to protect members of the public from being exposed to the virus through their interaction with workers or other persons present in the workplace.

Depending on what is reasonably practicable given the nature of the workplace, the following will apply:

- The workplace will be arranged in such a way that there is a distance of at least 1 meters between workers and members of the public (eg. parents, visitors)
- Physical barriers will be put in place or workers will be provided with face shields
- Temperature screening will take place for anyone entering the school campus
- All members of the public, including contractors will be required to wear masks when inside the campus

Ventilation

The workplace will be well ventilated by natural means to reduce any viral load. Windows should remain open if possible, and when not possible, the door must be open for at least 5 minutes every hour.

School Vehicles

All drivers are required to do the following

1. Disinfect the door handles, steering wheel, gear shift before and after use
2. Disinfect seats and windows of passengers before and after use
3. Wear cloth masks at all times that others are present in the vehicle
4. Ensure that at least one window is open at all times to ensure ventilation in the vehicle

Appendix B - IST COVID In The Workplace (Swahili)

Sera Ya IST COVID-19 Ya Afya Na Usalama Katika Sehemu Ya Kazi

Sera hii inatumika kwa wafanyakazi wote na imekusudiwa kuweka miongozo iliyo wazi ya jinsi ya kusimamia COVID-19 katika IST.

Kutotangamana Na Watu

Sehemu za kazi zitapangwa ili kuepusha mawasiliano ya karibu kati ya wanajamii. Mawasiliano ya karibu yanaelezwa kwamba:-

Yeyote ambaye alikaa kati ya umbali wa futi 6 na mtu mwenye maambukizi kwa angalau dakika 15 kuanzia siku 2 kabla ya ugonjwa (au, mwenye dalili za ugonjwa, siku mbili kabla ya kuchukuliwa vipimo) mpaka hapo mgonjwa atakapojitenga.

Taarifa ni chache kufafanua 'kuwepo hatarini kwa muda mrefu' ili kujua 'mawasiliano ya karibu', hata hivyo dakika 15 za uwepo wa hatarini wa karibu unaweza kutumika katika ufafanuzi wa uchunguzi wa mawasiliano. Mambo muhimu ya kuzingatia wakati wa kuelezea mawasiliano ya karibu yanajumuisha ukaribu, muda wa kuwepo hatarini (kwa mfano muda mrefu wa kuwepo hatarini mara nyingi huongeza uwezekano wa maambukizi) na aidha mgonjwa au aliyekuwa karibu naye walivaa barakoa ya N95 (ambayo kwa kiasi kikubwa inazuia vimelea vitokanavyo na kupumua kuchafua hali ya hewa). Kwa wakati huu, uamuzi tofauti wa mawasiliano kwa wale wanaotumia barakoa za nguo haufai. (Mtandao wa CDC).

Njia Za Kuepuka Mawasiliano Ya Karibu

Wafanyakazi wote watapewa vifaa binafsi vya kujikinga (Personal Protective Equipments-PPE) kulingana na tathmini ya hatari ya mahali pa kufanyia kazi. Hii itajumuisha barakoa za nguo au barakoa za kitabibu.

Wafanyakazi wote katika Kampasi watapatiwa barakoa za kitabibu au barakoa za nguo.

Vizuizi vitatumika kwenye sehemu ambazo udhibiti wa mawasiliano ya karibu ni mgumu.

Hatua Za Kiafya Na Usalama

Uchunguzi wa Dalili

1. Wafanyakazi wote watapimwa na kipima joto kila siku wakati wakifika kazini. Upimaji wa ziada utahitajika kwa wafanyakazi watakaokuwa na nyuzi joto 37.5.
2. Wafanyakazi wote watafuatilia dalili zinazohusiana na COVID-19 na kutafuta matibabu ikiwa wanapata maumivu ya mwili, kupoteza hisia za harufu, kupoteza ladha, kichefuchefu, kutapika, kuhara, uchovu, udhaifu, kukohoa, homa, koo, upungufu wa pumzi.
3. Maelezo ya Daktari lazima yatolewa kwa yeyote ambaye hatokuwepo kazini kwa sababu za kitabibu.
4. Matokeo yoyote yenye maambukizi ya COVID-19 lazima yaripotiwe kwa Mkurugenzi. Usiri utadumishwa, lakini pia hii itasaidia kuwafuatilia wale wote ambao walikuwa karibu na mwenye maambukizi.

Endapo mfanyakazi yoyote ataonyesha dalili au atamjulisha meneja wake wa karibu kuhusu dalili hizo, hatua zifuatazo zitafuatwa:-

1. Mfanyakazi hatoruhusiwa kuingia sehemu ya kazi au kuripoti kazini.
2. Endapo mfanyakazi tayari yupo kazini:
 - Mfanyakazi atatengwa mara moja na atakabidhiwa na vifaa binafsi vya kujikinga kama inavyohitajika.

Utaratibu wa usafiri utafanyika katika njia ambayo haitawaweka wafanyakazi wengine au jamii katika hatari.

- Tathmini hatari ya maambukizi, kupuliza dawa kwenye maeneo na maeneo ya wafanyakazi. Wafanyakazi ambao wapo kwenye hatari ya maambukizi watashauriwa kwenda kwenye vipimo sahihi ili kuzuia uwezekano wa maambukizi kwa wengine.
3. Hakikisha kwamba wafanyakazi wote wanapata ushauri wa kitabibu na kupata kibali kabla ya kurudi kazini.
 4. Endapo mfanyakazi amegundulika kuwa na maambukizi ya COVID-19 na ametengwa kulingana na Sera hii, mfanyakazi anaweza kurudi kazini wakati mfanyakazi ameshapitia tathmini ya kitabibuna kuthibitishwa kuwa hayuko kwenye hatari ya kuambukiza COVID-19.

Vitakasa Mikono, Dawa Za Kuua Vimelea Na Hatua Nyingine

1. Vitakasa mikono vitakuwa na ujazo wa kilevi angalau asilimia 60.
2. Vitakasa mikono vyenye ujazo wa kutosha vitagawiwa kwa wafanyakazi na watu wowote ambao wataingia sehemu za kazi.
3. Vitakasa mikono vitawekwa kwenye vituo vya wafanyakazi endapo mfanyakazi anawasiliana na umma. Vitakasa mikono vitakuwa kwa ajili ya mfanyakazi na mtu ambaye mfanyakazi atawasiliana naye.
4. Sehemu zote za kazi na vifaa vitapuliziwadawa kabla ya kuanza kazi, na wakati kazi zikiendelea na pia baada ya kumaliza kazi.
5. Sehemu zote kama maliwatoni, sehemu zenye kutembelewa/kutumika sana, vitasa vya milango, vifaa vinavyotumika kwa ushirikiano n.k. lazima ziwe vinasafishwa na kupuliziwa dawa mara kwa mara.
6. Maji ya kutosha na sabuni itakuwepo kwa ajili ya kuosha mikono mara kwa mara.
7. Taulo za karatasi zitakuwepo kwa ajili ya kukausha mikono baada ya kuosha.
8. Wafanyakazi watatakiwa kuosha/kutumia kitakasa mikono wakati wote wakiwa kazini.

Barakoa

Faida kuu ya kila mtu kuvaa barakoa ni kupunguza kiwango cha matone ya virusi kugawanywa na wale wenye maambukizi ambayo yanaweza kugawanywa kwa wengine au kwenye maeneo. Wengine wenye virusi wanaweza wasiwe na dalili au kufahamu kwamba wana virusi, wafanyakazi wote ambao hawawezi kuzingatia/kudumisha umbali wa mawasiliano wanashauri kuvaa barakoa wakati wakiwa Kampasi.

Wafanyakazi wote watapatiwa barakoa za nguo 4 na wanategemewa kuwa na barakoa mbili kila siku wakiwa kazini. Barakoa zitavaliwa wakati wote mfanyakazi akiwa kazini wakati mawasiliano ya mbali hayawezi kuzingatiwa. Wafanyakazi ambao kutokana na kazi zao ni lazima kuwe na mawasiliano ya karibu na wanajamii wengine wanaweza wakavaa barakoa za kitabibu. Wafanyakazi wanaofanya kazi kwa mwingiliano wa karibu na wengine watapewa barakoa za kitabibu 2 kwa siku.

Wafanyakazi wanaweza kuchagua kuvaa ngao ya uso wakiamua. Wafanyakazi watakaotaka ngao uso watapatiwa.

Utaratibu Katika Sehemu Za Kazi Ambapo Kuna Mawasiliano Na Umma

Madhumuni ya kanuni ya kanuni ya hatua zilizomo katika kifungu kifuatacho ni kuwalinda wafanyakazi kuepuka maambukizi wakati wa mawasiliano na umma na kuwalinda wanajamii kwenye hatari ya maambukizi ya virusi kupitia mwingiliano wao na wafanyakazi au watu wengine wowote waliopo sehemu ya kazi.

Kulingana na uzoefu na asili ya mahali pa kazi, vifuatavyo vitahusika:-

- Sehemu ya kazi itapangwa kwa kuzingatia kwamba hatua ya mita mbili kati ya mfanyakazi na mwanajamii (kwa mfano mzazi; mgeni mwingine yoyote).

- Vizuizi vitawekwa sehemu za kazi au wafanyakazi watapatiwa ngao za uso.
- Yeyote atakayeingia Kampasi ya shule atafanyiwa vipimo na pima joto.
- Wananchi wote, wakijumuisha wajenzi watatakiwa kuvaa barakoa wakiwa ndani ya Kampasi

Vifaa Vya Uingizaji Hewa

Sehemu ya kufanyia kazi itawekwa katika mazingira ambayo mzunguko wa hewa wa asili upo ili kupungua ujazo wa virusi. Madirisha yataachwa wazi ikiwezekana, na kama haiwezekani, milango itaachwa wazi kwa angalau dakika 5 katika kila saa.

Magari Ya Shule

All drivers are required to do the following

Madereva wote wanatakiwa kufanya yafuatayo:-

1. Pulizia dawa vitasa vya milango, usukani, gea kabla na baada ya kutumia.
2. Pulizia dawa kwenye viti, madirisha ya abiria kabla na baada ya kutumia.
3. Vaa barakoa ya nguo wakati wote ambapo unakuwa na abiria kwenye gari.
4. Hakikisha kwamba angalau dirisha moja liko wazi wakati wote ili kuhakikisha mzunguko wa hewa kwenye gari wakati wote.

Appendix C - Suspected/Confirmed Cases Of COVID-19

Procedures For Confirmed Cases Of COVID-19

Symptomatic Individuals

Students, faculty and staff will be required to remain home or will be sent home if they exhibit one of the following symptoms:

- Fever of 37.5 or higher
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell

OR

Two or more of the following symptoms

- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Loss of appetite

In the event that a student exhibits symptoms at school, the nurse will call the parent to arrange for immediate pickup.

Symptomatic individuals may return to campus after being symptom free for 48 hours and with a medical clearance note from a medical professional.

Positive Test Result

Student, Faculty and Staff

In the event that a IST community member tests positive for COVID-19 and was deemed to be infectious while on campus (two days prior to symptoms developing or testing positive as a asymptomatic case):

Initial Actions

1. Students parent will contact the Divisional Principal to alert the school of a positive diagnosis so that contact tracing can begin
2. The COVID-19 positive individual remains in quarantine until testing negative and/or symptom free with medical clearance

Secondary Actions

1. The school begins contact tracing to identify close contacts of the positive individual.
2. Prior to returning to campus, people who have self isolated may be asked to submit a negative test, or medical clearance form to the Divisional office

1. Unvaccinated Close Contacts

In the event that an unvaccinated individual is determined to be a close contact of an infectious individual, the student, faculty, or staff member may return to school when:

No PCR Testing

- i. After 10 days from the time of exposure
- ii. If they are not exhibiting COVID-19 related symptoms

With PCR Testing

- i. If they are not exhibiting COVID-19 related symptoms
- ii. The individual may have a PCR test conducted on the 5th day after a potential exposure
- iii. Once a negative result is submitted, the individual could return to campus on the 7th day following exposure assuming they can maintain isolation from the infected individual

2. Vaccinated Close Contact

Unless labelled as a high risk close contact (please see below), vaccinated contacts will be exempted from quarantine. When identified as a close contact, vaccinated individuals should be vigilant with mask use, limit social activities, and seek medical attention for any symptoms for a period of at least 10 days.

3. Vaccinated High Risk Close Contacts (eg. Household members)

In the event that a vaccinated close contact of a student, faculty member or staff member is considered to be a Vaccinated High Risk Close Contact, the student, faculty, or staff member may return to school when:

No PCR Testing

- i. After 10 days from the time of the household member's diagnosis
- ii. If they are not exhibiting COVID-19 related symptoms

With PCR Testing

- i. If they are not exhibiting COVID-19 related symptoms
- ii. The individual may have a PCR test conducted on the 3rd day after a potential exposure
- iii. Once a negative result is submitted, the individual could return to campus immediately

Definition of a Close Contact

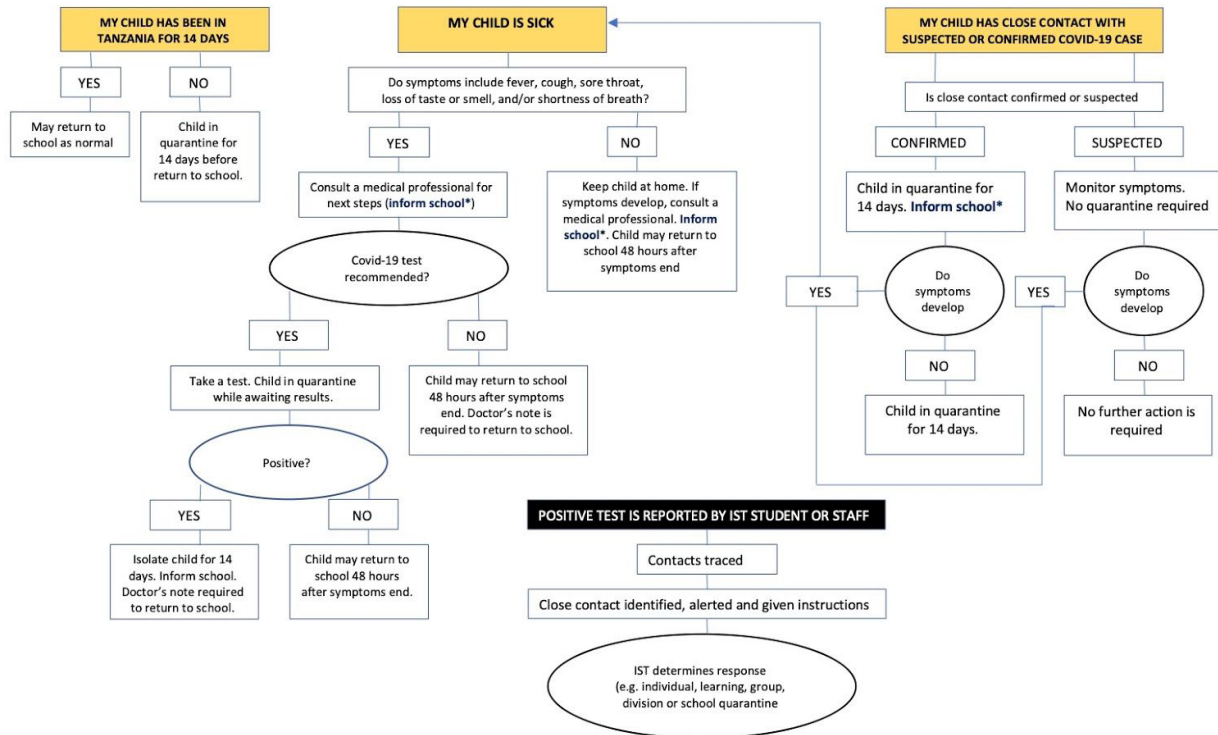
Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

Definition of a Vaccinated High Risk Close Contact

Someone who is vaccinated and has spent a significant period of time in close contact with an infected individual. For example, the spouse of an infected individual, or students who have spent more than 15 minutes together, unmasked, in a poorly ventilated environment, with an infectious friend.

Appendix D - COVID-19 Flowchart

COVID-19 CASE REVIEW FLOWCHART



ES: Sarah Daniel sdaniel@istafrica.com and Vanessa Dallaris vdallaris@istafrica.com and SS: Esther Kohelethy ekohelethy@istafrica.com and Edna Mujwahuzi emujwahuzi@istafrica.com.

**Close contact means face-to-face contact within 2 meters or in a closed space for more than 15 minutes with a person with COVID-19. This contact happened while the person with COVID-19 was still "infectious" i.e. from 2 days before to 14 days after his/her symptoms began.

BEFORE YOU GO!

**DOES
YOUR
CHILD...**



HAVE A TEMPERATURE OF **37.5** DEGREES OR HIGHER

PERSISTENT **COUGH**

SHORTNESS OF BREATH/DIFFICULTY
BREATHING

LOSS OF TASTE OR SMELL

SHOW ANY OF THE FOLLOWING SYMPTOMS?

FATIGUE, MUSCLE/BODY ACHES, HEADACHE,

SORE THROAT, RUNNY NOSE, NAUSEA,

DIARRHEA, LOSS OF APPETITE

**IF SO,
DO NOT SEND YOUR CHILD TO
SCHOOL!**

CONTACT THE FOLLOWING TO INFORM THEM OF YOUR CHILD'S
ABSENCE

ELEMENTARY SCHOOL: SDANIEL@ISTAFRICA.COM

VDALLARIS@ISTAFRICA.COM

SECONDARY SCHOOL: EKOHELETHY@ISTAFRICA.COM

EMUJWAHUZI@ISTAFRICA.COM

A CLEARANCE NOTE FROM A MEDICAL PROFESSIONAL WILL BE
REQUIRED TO RETURN TO CAMPUS,
RETURNING STUDENTS MUST REPORT TO THE DIVISIONAL
NURSE PRIOR TO RETURNING TO THEIR CLASS



**MAKE SURE YOUR CHILD HAS TWO MASKS
AND THEIR VISIBLE SCHOOL ID**



Appendix E - After School Activities Framework

IST Plan for Extracurricular Sports and Activities 2020-21 (KG - Grade 12)

WHAT WILL AN AFTER SCHOOL ACTIVITY PROGRAM AT IST LOOK LIKE?

As always, the goal of our program is to offer all students a variety of high-quality opportunities throughout the course of the school year.

Obviously, current circumstances mean that the breadth, depth, and delivery of the program will need to be altered, however, our goal remains the same.

Who Will Offer Activities?

A combination of faculty members and outside coaches will provide the bulk of ASA options.

Opportunities for students and parents to offer activities based on areas of interest to expand choices will also be considered.

As always, there will not be any extra costs associated with students taking part in ASAs.

HOW WILL IT BE DETERMINED WHAT KIND OF ACTIVITIES ARE OFFERED?

Activities at IST will be evaluated using the following matrix:

IST Program Level	Types of Activities
<p>Phase 1 Online Only</p> <p><i>All activities will take place in an online setting after the school day.</i></p>	<p>Online Examples:</p> <p>Chess, Cooking, Sports - skills/drills at home, Running Club, Yoga, Dance Wellness, Fitness</p>
<p>Phase 2 Online and On-Campus Hybrid</p> <p><i>Sports or activities that involve close intermittent contact but with protective barriers in place that may reduce respiratory particle transmission. Sports that require the use of equipment that cannot be cleaned between users.</i></p>	<p>Hybrid Examples:</p> <p>Swimming, Track & Field, Cross Country STEM, Online Games - chess, checkers, etc. Yoga, Art, Wellness</p>
<p>Phase 3 On-Campus (with modifications)</p> <p><i>Sports and activities that can be run with physical distancing requirements. Sports and activities where not sharing of equipment is necessary or it can easily be cleaned.</i></p>	<p>On-Campus Examples:</p> <p>Basketball, Football, Tennis Volleyball, STEM, MUN Theatre, Music, Art, Service Activities</p>
<p>Phase 4 On-Campus</p> <p><i>Sports and activities that can be run with physical distancing requirements. Sports and activities where not sharing of equipment is necessary or it can easily be cleaned.</i></p>	<p>Examples:</p> <p>Track & Field, Cross Country, Swimming</p> <p>Possible Modified Sports/Activities: Basketball, Football, Tennis, Volleyball STEM, MUN, Theatre, Music Art, Service Activities</p>

What About ISSEA* Events?

Each school will attempt to run programs if they are able and participate in intramural or local league competitions if at all possible. IST is committed to do everything possible to provide opportunities and experiences for students whenever and however possible while adhering to our safety protocols.

For some ISSEA schools it might be possible for activities that lend itself to a virtual competition or collaboration to take place.

Likelihood of Practices/Virtual Competition or Collaboration (2020-21)

- Green - Possible to run a virtual event
- Red - Unlikely to take place
- Yellow - TBD

Season 1 (September - December)

- Track & Field / Cross Country
- STEM
- Swimming

Season 2 (December - February)

- Band & Choir
- Volleyball
- Football
- Basketball

Season 3 (Mid April - May)

- Art and Drama
- Tennis
- Golf

*** ISSEA stands for International Schools of Southern and Eastern Africa. Please visit the website (<https://www.isseafrica.com>) for additional information.*

Appendix F - Tanzanian Guidelines and Regulations (English Translation)

Ministry of Health, Community Development, Gender, Elderly, and Children

Covid-19 Infection Control Guide in Schools, Colleges and Education Institution in the Country

Second Edition, July, 2021

INTRODUCTION

The Ministry of Health, Community Development, Gender, Elderly and Children has continued to monitor the trend of the COVID-19 outbreak outside and within the country. In recent times the number of patients has been increasing to indicate the presence of infection in the community. Thus, the Ministry of Health is determined to encourage the community to accelerate the implementation of interventions to control and prevent infection in all areas of service delivery, including school areas. Since this is the school opening season and we are under threat it is best that various interventions are followed.

Due to the current needs, the Ministry has reviewed the COVID-19 Infection Control Manual in schools, colleges and educational institutions in the country released in 2020 and which continues to be used to date and make few improvements. This guide aims to create an enabling environment in the areas of educational institutions including; Colleges, secondary schools, primary schools, pre-schools and day care centers before students return to school and college to continue their studies in this period where there is still an **outbreak of pneumonia caused by the virus, Corona**.

In achieving the above, the Manual focuses on four main areas which are the preparation of the environment and educational institutions before opening, health screening, transportation to and from schools and colleges and the learning environment as shown below:-

i. Preparation for the Educational Institutions before opening:

The Ministry of Education, Science and Technology, the Office of the President (TAMISEMI) and all ministries in charge of colleges and training institutions are advised to ensure a safe environment for schools, colleges and institutions before returning to control the transmission of COVID-19.

In preparation, the following factors should be considered:-

- Ensuring the availability of hand-washing equipment with running water and soap or hand sanitizer for personal hygiene in every classroom, office, every main gate/gate, library, dining room, toilets and other essential facilities.
- Existence of supervision in each of the areas specified in item "c".
- Teachers and trainers should be educated on the issues to consider in preventing the transmission of COVID-19 in the workplace before opening schools, colleges and institutions.
- Schools, colleges and institutions with health care facilities, all staff involved should be educated on how to help students, teachers and all staff who are suspected of having COVID-19 including eliminating stigma. In addition, all facilities should have medicines and equipment for emergencies.
- Health Professionals and Councils should conduct inspections in schools, colleges and educational institutions to ensure that all precautions to prevent the transmission of COVID-19 are observed before opening and reporting to the relevant authorities.

- Guidance and Counseling Teachers should be provided with psychological support training to support students, teachers and staff in the area. In addition, they are advised to contact their nearest health professionals.
- The leadership of schools, colleges and institutions should put in place effective mechanisms for the acquisition of masks in their areas at low cost. In addition, encourage parents/guardians to provide masks for their children and to ensure that all teachers and staff wear masks throughout their working hours. Children under the age of five and with heart disease, sickle cell, respiratory systems disease, such as asthma and other health problems are not allowed to wear masks.
- The management of colleges and schools will be required to ensure the availability of waste disposal equipment and disposal of other hazardous waste to prevent the spread of CoronaVirus.

ii) Health Screening:

- (a) Students who are suspected of having symptoms should be tested before returning to school/college.
- (b) Students who are diagnosed with the infection should stay home until their health condition improves.
- (c) For students who are diagnosed with symptoms relating to corona when at school/college, the school or college administration should report to the nearest service centre and refer to the appropriate facility for diagnosis and treatment.

iii) Transport to and From School/College:

- (a) Vehicle owners should make sure that all passengers and attendants wear masks and use hand sanitizers before boarding and disembarking.
- (b) In addition to wearing masks, school bus owners should place hand sanitizers on buses for students as they board and disembark.

iv) Learning Environment:

- (a) The school and college administration should ensure that all staff and students sit at a distance of not less than one meter between one person and another at any place during training.
- (b) For schools and colleges with large numbers of students, the leadership should put in place a good system for students to enter classes in phases (shifting).
- (c) Patrons and Matrons should be trained on how to identify students signs and changes, as well as make regular inspections of dormitories and students' health
- (d) For schools and colleges with students with special needs, teachers will be required to have special masks that will allow the deaf student to communicate with the teacher.
- (e) Students with disabilities who need help, helpers and assistants should wear masks and clean their hands.
- (f) Teachers/trainers and all other staff in those institutions should wear a mask at all times that they are at school.
- (g) College, high school and elementary school students should wear masks throughout the period when they are in class and when they are in group discussions where it is advisable to consider sitting at a distance of one meter or more and where necessary during the discussion should not exceed four.
- (h) Training visits should be carried out with due regard to all precautionary measures.
- (i) Community health professionals should ensure that they teach teachers and other staff of educational institutions the proper use of the masks.
- (j) ICT can be used in teaching where necessary as directed by the relevant institutions to reduce the likelihood of transmission.

These guidelines will be updated periodically to meet the relevant requirements. Issued by:

Prof. Abel N. Makubi
PRINCIPAL SECRETARY
Ministry of Community Development, Gender,
Elderly and Children
4th July, 2021

APPENDIX G

Quarantine Protocol and Vaccine Exemptions

10 day quarantine period

Individuals arriving in Tanzania after International Travel will not be able to access IST facilities for 10 days.

10 day quarantine

Individuals who have completed a full course of vaccine treatments prior to their arrival on campus. Please note that individuals who receive a two dose vaccine can access campus immediately after receiving the second dose. If the vaccine is a 1 dose vaccine, the dose must be administered 2 weeks prior to accessing campus or the normal quarantine period of 10 days will apply.

IST would like to acknowledge the work of International Schools, and organizations which have supported the creation of this document:

Association of International Schools in Africa

Association for the Advancement of International Education American

International School of Johannesburg

American School of Antananarivo

American School in Japan

**American International School of Mozambique International School of
Kenya**

The Mount Vernon School



International School of Tanganyika Limited

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