

American School of Durango: Pandemic Response Matrix as of March 2020

	Admin Team	Admin Team and Doctor	Admin Team	Admin Team	Admin Team IT Director and Curriculum Coordinator	Admin Team and Athletic Director	Business Manager
Levels are Defined by the Presence of the Following:	Communication	Emergency Care	Campus Access	Personnel	Delivery of Education	Events / Activities / School Trips	School Operations / Cafeteria
<p>Level One: Low Risk</p> <p>Reported case of potential pandemic reported in the country. No reports in local community.</p> <p>School community (parents, students, school employees) requested to check for symptoms of high fever or other symptoms. If the temperature is above 38 C, must stay home</p>	<p>Use of email to communicate with community. Provide international and local data.</p> <p>In-class instruction with students to ensure protocols and proper hygiene are followed.</p>	<p>If there are symptoms and/or temperature above 38 C individual must go home.</p> <p>Encourage hand-washing and healthy living.</p> <p>Ensure each classroom is equipped with hygienic necessities</p>	<p>Normal campus access and school hours</p>	<p>Normal working conditions.</p> <p>Teachers update and prepare Google Classroom for Distance Learning Plan</p>	<p>Regular school program.</p> <p>Students staying at home are required to check Google Classroom for updates and submission of assignments.</p> <p>Official grades to be entered in the Rediker portal</p> <p>Review of Distance Learning. May do a “practice day” of DLP.</p>	<p>Field trips allowed as per normal school policy.</p> <p>Out of country trips to be monitored, in particular to affected areas. Students and staff coming from affected areas may be required to self-quarantine</p> <p>In-country trips to be monitored daily. Cancellations will always be in the best interests of student and community safety.</p>	<p>Normal cleaning and maintenance.</p> <p>Continual disinfecting especially of areas with increased traffic – bathrooms, door handles.</p> <p>Review food handling procedures with cafeteria staff</p>

<p>Level Two: Moderate Risk.</p> <p>Potential Pandemic case reported in the city. Increasing cases in country.</p>	<p>Students, teachers or families traveling from affected areas may be asked to self-quarantine. Email to parents on a daily basis</p>	<p>Students showing symptoms or elevated temperature must be sent home</p>	<p>School is open to students and staff.</p> <p>Restricted access to visitors on</p>	<p>Normal working conditions.</p> <p>Teachers update and prepare Google Classroom for</p>	<p>Regular school program. Expect a possible increase in student absences</p> <p>Students staying at home are</p>	<p>All events to be reviewed</p> <p>School trips to areas with increased risk will be cancelled. Any school team or club</p>	<p>Food service workers may be required to wear gloves and mask.</p> <p>Continued disinfecting</p>

<p>School community (parents, students, school employees) requested to check for symptoms of high fever or other symptoms. If the temperature is above 38 C, must stay home. Siblings may also be required to stay home.</p>	<p>on the status of pandemic in country and in the community.</p> <p>Teachers, students and families are required to inform school of travel plans outside</p>		<p>campus. Must have an appointment and may be required to undergo a temperature check.</p>	<p>Distance Learning Plan</p>	<p>required to check Google Classroom for updates and submission of assignments.</p> <p>Official grades to be entered in the Rediker portal</p> <p>Review of Distance Learning. May do a “practice day” of DLP.</p>	<p>coming to ASD from an affected area will be required to cancel their trip to ASD.</p>	<p>throughout the day and be prepared to use a stronger solution of disinfectant.</p>
<p>Level Three (Medium Risk)</p> <p>First potential pandemic reported within the school community. OR Confirmed reports of pandemic in the city and the communities we interact with.</p> <p>Director and Executive Board to meet to assess options</p>	<p>updates to the ASD community via email and/or school website</p> <p>updates in classrooms and instructions to explain the nature of the pandemic and instructions on proper hygiene.</p>	<p>Cleaning protocol in place.</p> <p>All students and faculty who have been exposed to the virus will require a doctor’s note to return to school.</p> <p>Ensure the community has a list of recommended hospitals for prevention and containment</p>	<p>All students to exit campus by 2:30 dismissal.</p> <p>Teachers send any students with suspected symptoms to the Doctor.</p> <p>Parents: please limit visits to campus to essential reasons. Be prepared to</p>	<p>All faculty and staff report to work after ensuring you are symptom free.</p> <p>Admin Team, Doctor, and Business Mgr meet daily to assess the viability of keeping school open.</p> <p>All Admin and faculty to have access to</p>	<p>Daily homework provided for all students learning from home using Google Classroom.</p> <p>For students in grades 4 and below, the teacher will communicate via Class Dojo</p> <p>Instructions for DLP communicated through email and web page,</p>	<p>All special events, field trips, games, etc. are discontinued.</p> <p>No large faculty or group meetings</p>	<p>Continual disinfecting throughout the day.</p> <p>Full disinfecting of school after 2:30 dismissal. Use of stronger disinfectant, as necessary.</p> <p>Cafeteria to remain open with adjustments to accommodate</p>

<p>School community (parents, students, school employees) requested to check for symptoms of high fever or other symptoms. If the temperature is above 38 C, must stay home. Siblings will be required to stay home.</p>			<p>pick up your child on short notice.</p>	<p>technology from home.</p>	<p>including information to access Google Classroom or Class Dojo</p>		<p>attendance patterns. We may require that only lunches from home be available for students</p>
<p>Level Four (Heightened Risk)</p> <p>First potential pandemic reported within the school community. OR Increased spread of pandemic in the city. OR Significant evidence that the pandemic may spread quickly</p> <p>Decisions to move to online learning will be made by</p>	<p>School facilities are closed. No classes on campus.</p> <p>Full implementation of Distance Learning Plan through Google Classroom.</p> <p>Use recommended hospitals for pandemic prevention and containment.</p> <p>Updates via email</p>	<p>Communication to community will be via email and posting on school website</p>	<p>ASD closed</p>	<p>Faculty to work from home in DLP. Faculty may be required to work from school depending on the situation</p> <p>Email divisional principal with concerns about individual students. Email parents when students do not submit assignments.</p>	<p>ASD closed</p>	<p>ASD closed</p>	<p>Necessary school security and maintenance schedule for cleaning and disinfecting school.</p>

the Director and Executive Board with the best interests of the ASD community as our first priority-							
--	--	--	--	--	--	--	--