


MINUTE

TO: All Principals (Primary, Secondary, Continuing and Tertiary)
FROM: Director of Education
DATE: 3rd March, 2020
REF: 22/1
SUBJECT: COVID-19/Coronavirus Protocol for Educational Institutions

In January 2020 the World Health Organization (WHO) declared the outbreak of the new Coronavirus disease in Hubei Province, China to be a public health emergency of international concern. WHO stated there is a high risk of the 2019 Coronavirus disease (COVID-19) spreading to other countries around the world. To date, there have been no confirmed cases of COVID-19 in Antigua, however, we must prepare ourselves in the event that COVID-19 is introduced into Antigua and Barbuda.

The following protocol for action is developed to prepare institutions and provide a routine for protecting students, teachers and other staff. As such, principals are expected to prepare and distribute information as per the protocol noted below and guide the process for this safety measure. Parents should also be informed of those standards.

We are available to provide any additional support needed to ensure the safety of our teachers and students.


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Clare Browne
Director of Education



Ministry of Education, Science & Technology
COVID-19 Guidance/Protocol for Schools and Educational Institutions

In an effort to provide support for our educational institutions and to develop routines that would protect all under our care, the Ministry of Education, Science & Technology has developed the following protocol for all personnel within all our institutions as follows:

1. Avoid close contact with people showing symptoms of the common cold or flu.
2. Avoid touching your eyes, nose and mouth.
3. Cover your cough or sneeze preferably with a tissue and then throw the tissue in a closed bin immediately after use, otherwise, use the flex elbow technique. This technique entails flexing your elbow inward and coughing into your bent elbow.
4. Wash hands with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing your nose, coughing or sneezing. Dry hands thoroughly with single use paper/napkins and place them in a covered bin. Hands could also be dried using hot-air, where available.
5. Use hand sanitizer that contains at least 60% alcohol, if soap and water are not available.
6. Before each use, clean frequently touched surfaces (e.g. doorknobs, desks, countertops, telephones, keyboards etc.) with 70% ethanol solution that is available from the office or teachers in the staff room. All bottles removed from the office should be returned after use to be replenished as needed.
7. Students should stay home when sick with any symptoms of the common cold or flu. In the case of teachers, follow the expected protocol as per the Civil Service Regulation for reporting uncertified illness. As is expected, and in order to reduce the burden on schools, academic tasks should be submitted to your Head of Department/school when reporting ill.
8. If a student should arrive at school or become ill at school with symptoms of the common cold or flu, parents will be called in to pick them up. Schools should identify a space (where possible) for initial quarantine of student until parents pick them up. Depending on the severity of the symptoms, the health officials/clinic will have to be alerted of the suspected case.
9. If a teacher should arrive at school or become ill at school with symptoms of the common cold or flu, the teacher should seek permission to return home, as per the expected protocol.
10. Students are encouraged to bring along a personal pouch containing small packets of hand tissue, hand sanitizer, asthma pumps where needed, and any other items.

Protocol for Nurses (where available)

The Ministry expects nurses to be on the front lines in schools to help identify suspected cases and execute the expected medical protocols. We also expect nurses to provide training where identified; as needed, and act as an advisor to the Principal, where necessary.

Protocols governing Cleaners

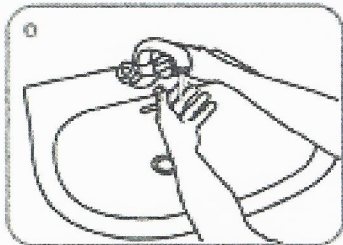
1. Cleaners should exercise caution while executing their duties. It is encouraged that cleaners wear gloves while performing their duties and that these are properly disposed of after each use. Hands should be thoroughly washed and sanitized upon completing duties.
2. Cleaners should ensure that bathrooms are cleaned at regular intervals (doorknobs, faucet handles and face basins should also be sprayed with 70% ethanol), before the beginning of the school day, before and after each break and at the end of the day.
3. Cleaners should supervise bathroom use, discouraging abuse of resources and facilities.
4. Cleaners should clean frequently touched surfaces (e.g. doorknobs, desks, countertops, telephones and other office equipment) with 70% ethanol solution.
5. Cleaners should ensure that waste are properly disposed by properly securing garbage bags in closed garbage containers.

Protocols governing Cafeteria/Vendors

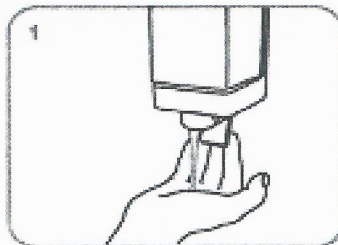
1. Cafeteria/vendor operators are encouraged to follow the expected health protocols as pertaining to food safety. Hands should be thoroughly washed at regular intervals during food preparation and while serving food. Food and vegetables should be thoroughly washed before preparation and all meats and eggs are thoroughly cooked.
2. Cafeteria/vendor operators should disinfect all surface areas in the cafeteria/vendor dispensing area, at the beginning, during and end of the day.
3. Cafeteria/vendor operators should frequently clean surfaces (eg countertops) with 70% ethanol solution.
4. Cafeteria/vendor operators should discourage students from sharing eating utensils. In the event where meals are shared between students, eating utensils should be provided for each student.
5. Dispensers with hand sanitizers should be strategically placed in the school cafeteria where students can sanitize their hands upon entering and leaving the cafeteria and make sure these are regularly refilled.

PROTECT YOURSELF

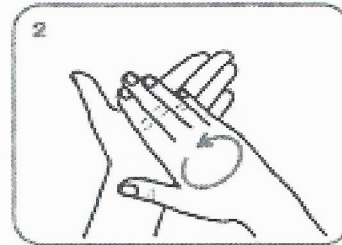
Follow the procedure below when washing your hands



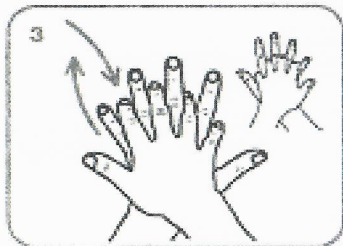
Wet hands with water



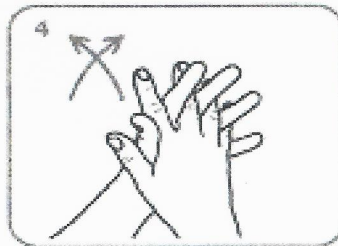
apply enough soap to cover all hand surfaces.



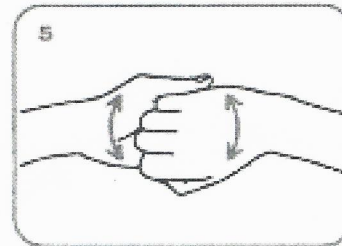
Rub hands palm to palm



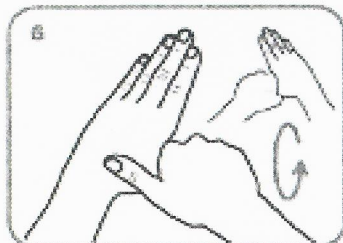
right palm over left dorsum with interlaced fingers and vice versa



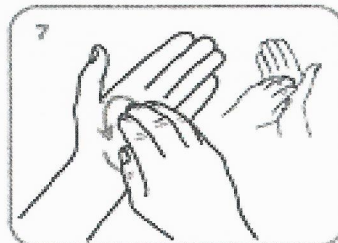
palm to palm with fingers interlaced



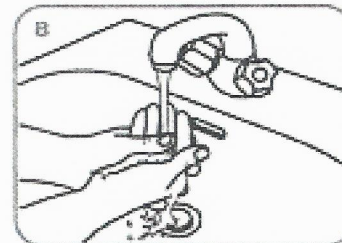
backs of fingers to opposing palms with fingers interlocked



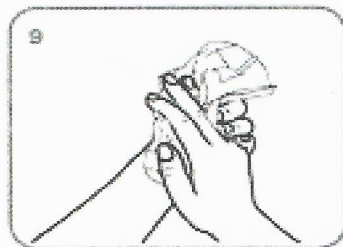
rotational rubbing of left thumb clasped in right palm and vice versa



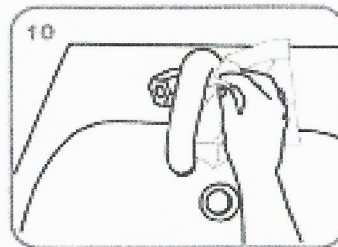
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



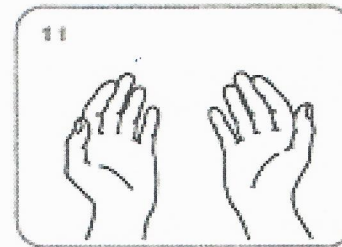
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.