# Crisis Management Matrix for Contagious Diseases

**Austin International School**

*Reviewed January 2020*

<table>
<thead>
<tr>
<th>RISK LEVELS</th>
<th>Campus Access</th>
<th>Educational Delivery</th>
<th>Extracurricular Program</th>
<th>AIS Community Events</th>
<th>Field Trips and Travel</th>
<th>School Operations</th>
<th>Personnel</th>
<th>Health Care</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 1:</strong> Low risk</td>
<td>Students must be kept at home if contagious symptoms occur</td>
<td>Regular school program</td>
<td>All regularly scheduled activities allowed</td>
<td>Field trips allowed, subject to approval by the Pedagogical Leadership Team</td>
<td>Increased cleaning of school</td>
<td>Normal working conditions</td>
<td>All faculty and staff report to work (unless exhibiting symptoms)</td>
<td>Normal emergency medical protocols</td>
<td>Use of email and webpage to faculty/staff and community in conjunction with information as required</td>
</tr>
<tr>
<td><strong>Low risk</strong></td>
<td>Staff and visitor badges to be worn by all adults on campus at all times</td>
<td>Hygiene and hand washing emphasized</td>
<td>Homework provided for any student at home for an extended period</td>
<td>Field trips allowed, subject to approval by the Pedagogical Leadership Team</td>
<td>Increased cleaning of school</td>
<td>Normal working conditions</td>
<td>All faculty and staff report to work (unless exhibiting symptoms)</td>
<td>Normal emergency medical protocols</td>
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<tr>
<td><strong>LEVEL 2:</strong> Moderate risk</td>
<td>Students must be kept at home if contagious symptoms occur</td>
<td>Regular school program</td>
<td>All regularly scheduled activities allowed</td>
<td>Field trips suspended</td>
<td>Increased cleaning of school</td>
<td>Normal working conditions</td>
<td>All faculty and staff report to work (unless exhibiting symptoms)</td>
<td>Normal emergency medical protocols</td>
<td>Use of email and webpage to faculty/staff and community in conjunction with information as required</td>
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<tr>
<td><strong>Board of Directors informed</strong></td>
<td>Staff and visitor badges to be worn by all adults on campus at all times</td>
<td>Homework for any quarantined students provided online</td>
<td>All visitors will be interviewed regarding travel and symptoms</td>
<td>All field trips suspended</td>
<td>Increased cleaning of school</td>
<td>Continual disinfection throughout the day</td>
<td>All faculty and staff report to work (unless exhibiting symptoms)</td>
<td>Normal emergency medical protocols</td>
<td>Use of email and webpage to faculty/staff and community in conjunction with information as required</td>
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<tr>
<td><strong>LEVEL 3:</strong> Medium risk</td>
<td>Students must be kept at home if symptoms occur or if they have been in contact with someone with symptoms</td>
<td>Regularly scheduled events and gatherings allowed or students, families, faculty, and staff only</td>
<td>Regularly scheduled events and gatherings cancelled</td>
<td>All field trips suspended</td>
<td>Continued manual disinfection by cleaning personnel</td>
<td>Professional deep clean every three days</td>
<td>Emergency medical protocols</td>
<td>Deep cleaning</td>
<td>All traveling students tracked and monitored</td>
</tr>
<tr>
<td><strong>Medium risk</strong></td>
<td>Staff and visitor badges to be worn by all adults on campus at all times</td>
<td>Regularly scheduled activities allowed</td>
<td>All special events and community gatherings cancelled</td>
<td>All field trips suspended</td>
<td>Food service as normal</td>
<td>School webpage updates as necessary in conjunction with official/state agencies</td>
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<td>Health Care</td>
<td>Communication</td>
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<td><strong>LEVEL 4:</strong> High risk</td>
<td>Students not allowed off campus during the school day</td>
<td>Extracurricular program suspended</td>
<td>All special events and community gatherings cancelled</td>
<td>Increased manual disinfection by increased number of personnel</td>
<td>Continual disinfection throughout the day</td>
<td>Food service as normal</td>
<td>Emergency meeting of the Executive Leadership Team, in consultation with the Board of Directors, to determine how the school will continue to operate</td>
<td>Authorities will advise which hospitals are prepared for the possible pandemic</td>
<td>Use of email and webpage to faculty/staff and community in conjunction with information as required</td>
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<tr>
<td><strong>High risk</strong></td>
<td>Screening/interview of all faculty, staff, and students as they enter campus</td>
<td>Large gatherings (e.g., assemblies) suspended</td>
<td>All students to leave campus by 3:25pm</td>
<td>Full field trips suspended</td>
<td>Professional deep clean every evening</td>
<td>No full faculty/staff gatherings</td>
<td>Emergency medical protocols</td>
<td>Deep cleaning</td>
<td>All traveling students tracked and monitored</td>
</tr>
<tr>
<td><strong>High risk</strong></td>
<td>Campus closed to visitors (no exceptions)</td>
<td>Only students and families allowed on campus</td>
<td>Only students and families allowed on campus</td>
<td>No full faculty/staff gatherings</td>
<td>No school activities</td>
<td>No school activities</td>
<td>All faculty and staff to remain at home, providing online learning support via email or RenWeb</td>
<td>All faculty and staff to remain at home, providing online learning support via email or RenWeb</td>
<td>Daily updates via email to the community</td>
</tr>
<tr>
<td><strong>High risk</strong></td>
<td>Students not allowed off campus during the school day</td>
<td>Extracurricular program suspended</td>
<td>Large gatherings (e.g., assemblies) suspended</td>
<td>All field trips suspended</td>
<td>Continued manual disinfection by cleaning personnel</td>
<td>Professional deep clean every evening</td>
<td>Emergency meeting of the Executive Leadership Team, in consultation with the Board of Directors, to determine how the school will continue to operate</td>
<td>Authorities will advise which hospitals are prepared for the possible pandemic</td>
<td>Use of email and webpage to faculty/staff and community in conjunction with information as required</td>
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*Note: AIS = Austin International School*
### AUSTIN INTERNATIONAL SCHOOL
Risk Level Indicators for Contagious Diseases
reviewed January 2020

#### RISK LEVEL 1 (Low risk)
- No Austin community cases of the contagious disease
- Very few reported cases of the disease in Texas
- Some countries have declared a public health emergency
- Airports implement informal screening mechanisms

#### RISK LEVEL 2 (Moderate risk)
- Limited number of cases of the contagious disease in the Austin community
- Travel advisories recommended by the World Health Organization, Center for Disease Control, and/or government authorities
- No AIS students, families, faculty, or staff identified with the contagious disease
- Average student attendance remains high (90-100%)
- Contagious disease behavior and/or contagiousness remains unchanged
- No advisories against non-essential travel to Austin, Texas
- World Health Organization and regional health authorities declare a pandemic

#### RISK LEVEL 3 (Medium risk)
- Few cases of the contagious disease in the AIS community
- Increased community spread of the contagious disease in the Austin area
- Average student attendance below 80-90%
- Increasing evidence of potential restrictions on airline travel and/or other forms of international public transportation
- Contagious disease behavior and/or contagiousness changes to a higher risk level

#### RISK LEVEL 4 (High risk)
- Spread of the contagious disease within the AIS community rapidly increasing
- Cases of the contagious disease increasing quickly in the Austin area
- Government authorities recommend and/or direct that schools be closed
- Evidence that hospitals are unable to manage or meet health care needs related to the contagious disease
- Evidence of restricted airline travel or major travel restrictions
- Significant staffing and attendance issues at AIS