

# AUSTIN INTERNATIONAL SCHOOL

## Crisis Management Matrix for Contagious Diseases

*reviewed January 2020*



RISK LEVELS	Campus Access Control	Educational Delivery	Extracurricular Program	AIS Community Events	Field Trips and Travel	School Operations	Personnel	Health Care	Communication
<b>LEVEL 1</b>  Low risk	<ul style="list-style-type: none"> <li>Students must be kept at home if contagious symptoms occur</li> <li>Staff and visitor badges to be worn by all adults on campus at all times</li> <li>Health screening by staff</li> </ul>	<ul style="list-style-type: none"> <li>Regular school program</li> <li>Hygiene and hand washing emphasized</li> <li>Homework provided for any student at home for an extended period</li> </ul>	<ul style="list-style-type: none"> <li>All regularly scheduled activities allowed</li> </ul>	<ul style="list-style-type: none"> <li>All regularly scheduled activities allowed</li> </ul>	<ul style="list-style-type: none"> <li>Field trips allowed, subject to approval by the Pedagogical Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>Increased cleaning of school</li> <li>Continued manual disinfection by cleaning personnel</li> <li>Food service as normal</li> <li>Executive leadership Team meeting weekly</li> </ul>	<ul style="list-style-type: none"> <li>Normal working conditions</li> <li>All faculty and staff report to work (unless exhibiting symptoms)</li> </ul>	<ul style="list-style-type: none"> <li>Normal emergency medical protocols</li> <li>Information to parents/guardians sent out</li> </ul>	<ul style="list-style-type: none"> <li>Use of email and webpage to faculty/staff and community in conjunction with information as required</li> <li>Faculty meetings to ensure all understand protocol and proper hygiene procedures</li> </ul>
<b>LEVEL 2</b>  Moderate risk  <i>Board of Directors informed</i>	<ul style="list-style-type: none"> <li>Students must be kept at home if contagious symptoms occur</li> <li>Staff and visitor badges to be worn by all adults on campus at all times</li> <li>Campus open only to AIS families</li> <li>Access for all others by appointment and interview at entrance only</li> </ul>	<ul style="list-style-type: none"> <li>Regular school program</li> <li>Homework for any quarantined students provided online</li> <li>Confirm contingency plan</li> </ul>	<ul style="list-style-type: none"> <li>All regularly scheduled activities allowed</li> <li>All visitors will be interviewed regarding travel and symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Regularly scheduled events and gatherings allowed or students, families, faculty, and staff only</li> </ul>	<ul style="list-style-type: none"> <li>All field trips suspended</li> </ul>	<ul style="list-style-type: none"> <li>Increased cleaning of school</li> <li>Continual disinfection throughout the day</li> <li>Professional deep clean every three days</li> <li>Food service as normal</li> </ul>	<ul style="list-style-type: none"> <li>Normal working conditions</li> <li>All faculty and staff report to work (unless exhibiting symptoms)</li> </ul>	<ul style="list-style-type: none"> <li>Emergency medical protocols</li> <li>Deep cleaning</li> <li>All traveling students tracked and monitored</li> </ul>	<ul style="list-style-type: none"> <li>School webpage updates as necessary in conjunction with official/state agencies</li> <li>Daily updates via email to community</li> </ul>
<b>LEVEL 3</b>  Medium risk	<ul style="list-style-type: none"> <li>Students must be kept at home if symptoms occur or if they have been in contact with someone with symptoms</li> <li>Staff and visitor badges to be worn by all adults on campus at all times</li> <li>Screening/interview of all faculty, staff, and students as they enter campus</li> <li>Campus closed to visitors (no exceptions)</li> <li>Students not allowed off campus during the school day</li> </ul>	<ul style="list-style-type: none"> <li>Regular school program in parallel with implementation of online learning options</li> <li>Information sent to families via email and published on webpage regarding the implementation of online learning elements</li> </ul>	<ul style="list-style-type: none"> <li>Extracurricular program suspended</li> <li>Large gatherings (e.g., assemblies) suspended</li> <li>All students to leave campus by 3:25pm</li> <li>Only students and families allowed on campus</li> </ul>	<ul style="list-style-type: none"> <li>All special events and community gatherings cancelled</li> </ul>	<ul style="list-style-type: none"> <li>All field trips suspended</li> </ul>	<ul style="list-style-type: none"> <li>Increased manual disinfection by increased number of personnel</li> <li>Continual disinfection throughout the day</li> <li>Professional deep clean every evening</li> <li>Food service as normal</li> </ul>	<ul style="list-style-type: none"> <li>Emergency meeting of the Executive Leadership Team, in consultation with the Board of Directors, to determine how the school will continue to operate</li> <li>No full faculty/staff gatherings</li> </ul>	<ul style="list-style-type: none"> <li>Authorities will advise which hospitals are prepared for the possible pandemic</li> </ul>	<ul style="list-style-type: none"> <li>Email and webpage updates to faculty/staff and community</li> <li>Ongoing communication with health authorities</li> <li>School must respond to health authority directions</li> <li>Daily updates via email to the community</li> </ul>
<b>LEVEL 4</b>  High risk	<ul style="list-style-type: none"> <li>School facility closed for indeterminate period of time</li> </ul>	<ul style="list-style-type: none"> <li>Full implementation of online learning protocol for students and faculty</li> </ul>	<ul style="list-style-type: none"> <li><i>Not applicable. School facility closed.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Not applicable. School facility closed.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Not applicable. School facility closed.</i></li> </ul>	<ul style="list-style-type: none"> <li>Full disinfection of campus before school resumes</li> </ul>	<ul style="list-style-type: none"> <li>All faculty and staff to remain at home, providing online learning support via email or RenWeb</li> </ul>	<ul style="list-style-type: none"> <li><i>Not applicable. School facility closed.</i></li> </ul>	<ul style="list-style-type: none"> <li>Daily updates via email to the community</li> </ul>

**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