



Information on this matrix serves as a guide for decision-making informed by recommendations from national and international health authorities. Guidelines are subject to change as the situation develops. The final authority for decisions for school operations, programs, access, and communications will be the SCS Administration.

		Level 4 High Risk	Level 3 Medium Risk	Level 2 Moderate Risk	Level 1 Low Risk
<b>INDICATORS</b>		<p>Wide local community spread and mortality.</p> <p>Government closes schools or gives stay-at-home orders.</p> <p>Multiple employee infection(s).</p> <p>Student, community, faculty risk is high.</p>	<p>Generalized cases of human transmission in the Dominican Republic and the greater Santiago area present, but rate of infections and mortality decreasing for at least two weeks.</p> <p>School reopened for face-to-face lessons by local authorities or by direction of the SCS administration.</p> <p>Increased employee absence.</p> <p>Increased student absence.</p>	<p>Community spread is small, geographically defined, few mortalities.</p> <p>Isolation orders limited.</p> <p>Increased government messaging and response</p> <p>Employee attendance at +90%</p> <p>Student attendance at +90%</p>	<p>No local or school community spread with minimal reported cases in the Dominican Republic.</p> <p>National health ministry recommends self-quarantine for some international travelers coming from affected areas.</p> <p>Evidence of government/agency preparedness, response</p> <p>Student attendance is at a normal percentage</p> <p>Faculty attendance is at a normal percentage</p>
<b>ACCESS</b>	<b>Campus Access</b>	<p>Restricted access to school campus.</p>	<p>Enhanced entry procedure for members of the community.</p> <p>External visitor access by appointment only. Unannounced visitors are only allowed subject to Administration approval.</p> <p>Sanitizers by school entrances and increased number on campus.</p>	<p>Normal entry procedure for members of the community.</p> <p>Self-declaration protocol and temperature screening for all who enter campus.</p> <p>Sanitizers by school entrances and increased number on campus.</p>	<p>Normal entry procedure for members of the community.</p> <p>Self-declaration protocol for all visitors (if cases of virus are still reported in country or there is still spread internationally).</p> <p>Sanitizers by school entrances and increased number on campus.</p>



		Level 4 High Risk	Level 3 Medium Risk	Level 2 Moderate Risk	Level 1 Low Risk
<b>PROGRAM MANAGEMENT</b>	<b>Delivery of Instruction</b>	Online provision of instruction via the SCS Distance Learning Plan.	Limited on-campus teaching as per local authority requirements.  Students allowed on campus in scheduled optional small groups during morning hours; possible transition to A/B rotation.  All lessons posted online via Google Classroom.	On-campus lessons in A/B rotation with 50% of students on campus per day.  Teachers post lessons via Google Classroom with any quarantined students.	On-campus classes.
	<b>Classroom Space/ Physical Distancing</b>	No students on campus.  Any staff on campus must follow social distancing requirements.	Physical distancing within classrooms with desks facing same direction.  Use of outdoor space encouraged.  Minimize student movement between classrooms.	Physical distancing within classrooms with desks facing same direction.  Use of outdoor space encouraged.  Minimize student movement between classrooms.	Normal use of classroom spaces.
	<b>Recess and Recreation</b>	No students on campus.	Outdoor play limited to small groups of students with no physical contact.	Outdoor play limited to small groups of students with no physical contact.	Normal recess schedule and playground use.
	<b>Hygiene</b>	No students on campus.  Any staff on campus must wear face covering and wash hands frequently.	Frequent handwashing.  Students and staff required to wear face coverings.	Frequent handwashing.  Students and staff required to wear face coverings.	Encourage handwashing before/after recess, snack, lunch, and bathroom breaks.



		Level 4 High Risk	Level 3 Medium Risk	Level 2 Moderate Risk	Level 1 Low Risk
<b>OPERATIONS MANAGEMENT</b>	<b>Cafeteria</b>	Service suspended.	Limited service of pre-packaged foods. Students bring food/snacks from home and eat in classroom.	Limited service of pre-packaged foods. Students bring food/snacks from home and eat in classroom.	Normal service.
	<b>Extracurricular Activities and Sports Program</b>	All activities suspended.	Limited activities/sports approved on a case-by-case basis subject to health and social distancing guidelines.  All off-campus activities suspended.  Involvement in interscholastic sports competitions is suspended.	Normal regularly scheduled activities/sports allowed subject to health and safety guidelines.  In-country activities continue.  Interscholastic competition subject to the Administration's approval.	Normal regularly scheduled activities.
	<b>Parents' Association and Parent Activities</b>	No access to school.	Large gatherings and events suspended, as per local authority guidelines.	Gatherings and events permitted subject to health guidelines.  At-risk parents asked to self-exclude from visiting school.	Normal activities.
	<b>Field Trips</b>	Field trips suspended.	Field trips suspended.	Field trips within country approved on case-by-case basis.  International field trips subject to risk assessment and the Administration's approval.	Field trips allowed as per normal procedure.  International field trips subject to risk assessment and the Administration's approval.
	<b>Cleaning</b>	Restricted access to school.	Enhanced cleaning/disinfecting routine per health protocol.	Enhanced cleaning/disinfecting routine per health protocol.	Normal cleaning routine.
	<b>Other Operations</b>	Suspended.	Information about handwashing and other safety precautions in classrooms. Staff provide students time to wash hands regularly.  All activities or events on campus involving external participants suspended.	Information about handwashing in classrooms.  Students encouraged by staff to wash hands regularly. Elementary students given scheduled breaks for handwashing.	Information about handwashing in all bathrooms.



		Level 4 High Risk	Level 3 Medium Risk	Level 2 Moderate Risk	Level 1 Low Risk
<b>PEOPLE MANAGEMENT</b>	<b>Visitors</b>	Restricted access to school.	<p>Visitors by appointment only. Unannounced visitors only allowed subject to Administration approval.</p> <p>Visitors must declare if they or a family member have been in close contact (a distance of less than 1 meter for more than 15 minutes), within the last 14 days, with someone with a confirmed COVID-19 infection or been diagnosed with COVID-19 or have any COVID-19 symptoms.</p> <p>All visitors required to have temperature screened and complete a self-declaration form, may be denied entry if they answer yes to one or more questions.</p>	All visitors will be required to complete a self-declaration form and may be denied entry if they answer yes to one or more of the questions.	<p>No restrictions.</p> <p>Signage posted explaining restrictions based on symptoms and travel.</p>
	<b>Staff</b>	Restricted access to school.	<p>Staff required to remain at home and seek medical advice if they display flu-like symptoms.</p> <p>All high-risk staff, with serious underlying medical conditions, remain at home and should immediately seek medical advice if displaying COVID-19 symptoms (unless medical advice suggests otherwise).</p> <p>Staff are required to notify the school and self-exclude for 14 days if they have been in close contact (a distance of less than one meter for more than 15 minutes), within the last 14 days, with someone with a confirmed COVID-19 infection.</p> <p>Self-declaration protocol and temperature screening for all staff.</p>	<p>Staff required to remain at home and seek medical advice if displaying COVID-19 symptoms.</p> <p>Staff are required to notify the school if they have been in close contact (a distance of less than one meter for more than 15 minutes), within the last 14 days, with someone with a confirmed COVID-19 infection or been diagnosed with COVID-19. Together with the school, a determination will be made if self-exclusion is required.</p> <p>Self-declaration protocol and temperature screening for all staff.</p>	Staff are required to notify the school if they have been in close contact (a distance of less than one meter for more than 15 minutes), within the last 14 days, with someone with a confirmed COVID-19 infection or been diagnosed with COVID-19. Together with the school, a determination will be made if self-exclusion is required.



## COVID-19 Response Matrix

		Level 4 High Risk	Level 3 Medium Risk	Level 2 Moderate Risk	Level 1 Low Risk
	<b>Students and Parents</b>	No access to school.	<p>Parent entry by appointment only.</p> <p>Self-declaration protocol and temperature screening for all students and parents.</p> <p>Students must remain at home and seek medical advice if displaying flu-like symptoms and notify the school.</p> <p>Students who are at-risk, due to underlying medical issues, and those with at-risk family members, should remain at home and complete lessons via Google Classroom.</p> <p>Students are required to notify the school and self-exclude for 14 days if they have been in close contact (a distance of less than one meter for more than 15 minutes), within the last 14 days, with someone with a confirmed COVID-19 infection.</p>	<p>Students and parents must remain at home and seek medical advice if displaying COVID-19 symptoms.</p> <p>Self-declaration protocol and temperature screening for all students and parents.</p> <p>At-risk parents asked to self-exclude from visiting school.</p> <p>Students and parents are asked to self-exclude for 14 days if they have been in close contact (a distance of less than one meter for more than 15 minutes), within the last 14 days, with someone with a confirmed COVID-19 infection or been diagnosed with COVID-19.</p>	Remain at home and seek medical advice if displaying COVID-19 symptoms



		Level 4 High Risk	Level 3 Medium Risk	Level 2 Moderate Risk	Level 1 Low Risk
<b>COMMUNI- CATIONS</b>	<b>Parents</b>	<p>Closure notice posted on website.</p> <p>Regular updates to parents alerting them of the situation and recommended WHO, CDC, MSP guidelines.</p>	<p>De-escalation matrix shared with parents.</p> <p>Email, website, social media notifications.</p> <p>Regular email to parents with updated arrangements, travel guidelines, request to keep children at home if unwell or if exposed to high risk.</p>	<p>Special notifications via email, website, and social media</p> <p>Regular emails to parents with updated arrangements, travel guidelines, request to keep children at home if unwell.</p>	<p>Regular communications via email, website, and social media.</p>
	<b>Staff</b>	<p>Regular updates to staff regarding the situation and alerting them of the situation and recommended WHO, CDC, MSP guidelines.</p>	<p>De-escalation matrix shared with staff.</p> <p>Regular emails to staff with travel guidelines, requirement to stay at home if flu-like symptoms or exposed to high risk, information about importance of handwashing and social distancing.</p>	<p>Regular email to staff with travel guidelines, request to stay at home if unwell, information about importance of handwashing and social distancing.</p>	<p>Email updates to all staff</p>
	<b>Students</b>	<p>Emails to all Middle and High School students alerting them of the situation and recommended WHO, CDC, MSP guidelines.</p>	<p>Communication to all students to explain the necessary steps we are taking, the importance of handwashing and social distancing, and the procedures if the school were to move to Level 4.</p>	<p>Communication to all students to explain the necessary steps we are taking and the importance of handwashing and social distancing.</p>	<p>Email updates to all Middle and High School students</p>