

**Crisis Management Matrix: Coronavirus** Updated: 11/03/2020 <https://www.bischool.com/covid2019/>

<b>Risk Level</b>	<b>Campus Access</b>	<b>Educational Delivery</b>	<b>Co-curricular Programme</b>	<b>Family Association Events</b>	<b>Field trips / travel</b>	<b>School transportation</b>	<b>All staff</b>	<b>Communications</b>
<b>Level 0</b> <b>Very low risk</b>	- Students must be kept at home if flu symptoms occur	- Regular school programme  - Hygiene and hand washing emphasized	- All regularly scheduled activities allowed	- All regularly scheduled activities allowed	- All field trips and athletics travel allowed	- All bus routes run as usual	- Normal working conditions  - All faculty and staff report to work (unless with symptoms)	- Email community members with message that a plan is being built out and situation is being monitored
<b>Level 1</b> <b>Low risk</b>	- Students must be kept at home if flu symptoms occur	- Regular school programme  - Hygiene and hand washing emphasized	- All regularly scheduled activities allowed	- All regularly scheduled activities allowed	- All field trips and athletics travel allowed, subject to approval by divisional head  - For activities that involve the use of a pool, approval decisions will be coordinated across divisional heads/directors who coordinate these activities.	- All bus routes run as usual	- Normal working conditions  - All faculty and staff report to work (unless with symptoms)	- Email community members with information as required  - Faculty meetings to ensure all understand protocol  - Student meetings to ensure students understand protocol and proper hygiene procedures
<b>Level 2</b> <b>Moderate risk</b>	- Students must be kept at home if flu symptoms occur  - No groups (10+ persons) on campus	- Regular school programme  - Hygiene and hand washing emphasized  - Homework for any quarantined students provided online  - Confirm contingency plan in event of school closure	- All regularly scheduled activities allowed	- Regularly scheduled events and gatherings allowed for students, parents, faculty/staff only	- All field trips and athletics travel suspended	- All bus routes run as usual	- Normal working conditions  - Faculty and staff report to work (unless with symptoms)	- Updates as necessary in conjunction with the official agencies  - Use of Managebac notification, when necessary, to refer families, faculty and staff to important updates
<b>Level 3</b> <b>Medium risk</b>	- Students must be kept at home if flu symptoms occur or if they have had contact with someone with flu symptoms  - Campus visitors on case by case basis	- Regular school programme in parallel with implementation of distance learning protocol	- All regularly scheduled activities allowed	- All events and community gatherings cancelled	- All field trips and athletics travel suspended	- All bus routes run as usual	- No full faculty/staff gatherings	- Updates as necessary in conjunction with the official agencies  - Continued use of Managebac to refer families, faculty and staff to important updates  - In-servicing of parents via email on use of online learning programme

								- School will respond to health authority directions
<b>Level 4 High risk</b>	- School facility closed for an indeterminate period of time  - Boarding will close	- Full implementation of distance learning protocol (separate document)	- Not applicable; school facility closed	- Not applicable; school facility closed	- Not applicable; school facility closed	- Not applicable; school facility closed	- Not applicable; school facility closed	- All faculty and staff to remain at home, facilitating distance learning  - Daily updates to the community  - Further communication on distance learning

### Risk Level Indicators

Risk Level Indicators suggest broad scenarios in the evolution of a coronavirus event. The recommendation to move from one level to another is made by the Leadership Team. The decision to move to Level 4 is made with the approval of the leadership team. At any stage these suggested actions may be overruled by mandated action by local or national authorities. **These are guidelines and the lines between levels may be difficult to distinguish at times. We will always err on the side of caution and safety.**

<p><b>Risk Level 0 (Very Low Risk):</b></p> <p><b>No cases of coronavirus in Belgium</b></p> <ul style="list-style-type: none"> <li>- Some European countries report cases of coronavirus</li> <li>- WHO declare public health emergency</li> <li>- Travel restrictions to some regions announced</li> </ul>	<p><b>Risk Level 3 (Medium Risk):</b></p> <p><b>Few coronavirus cases within BIS community</b></p> <ul style="list-style-type: none"> <li>- Increased community spread of coronavirus in Brussels area</li> <li>- Average student attendance below 80 – 90%</li> <li>- Increasing evidence of potential restrictions on airline travel / other forms of international public transportation</li> <li>- Coronavirus disease behavior / contagiousness changes to higher risk level</li> </ul>
<p><b>Risk Level 1 (Low Risk):</b></p> <p><b>No cases of coronavirus in Brussels</b></p> <ul style="list-style-type: none"> <li>- Very few reported cases of coronavirus in Belgium</li> <li>- Some countries declare public health emergency</li> <li>- Airports implement informal screening mechanisms</li> </ul>	<p><b>Risk Level 4 (High Risk):</b></p> <p><b>Spread of coronavirus within the BIS community rapidly increasing</b></p> <ul style="list-style-type: none"> <li>- Coronavirus cases quickly increasing in Brussels area</li> <li>- Government directs that schools be closed</li> <li>- Evidence that hospitals are unable to manage or meet healthcare needs related to coronavirus</li> <li>- Evidence of restricted airline travel or major travel restrictions</li> <li>- Staffing and attendance issues at BIS</li> </ul>
<p><b>Risk Level 2 (Moderate Risk):</b></p> <p><b>Limited number of coronavirus cases in Brussels (no BIS cases)</b></p> <ul style="list-style-type: none"> <li>- Travel advisories recommended by WHO, CDC, government authorities</li> <li>- No BIS students, families, faculty or staff identified with coronavirus/flu</li> <li>- Average student attendance remains high, 90-100%</li> <li>- Coronavirus behavior / contagiousness remains unchanged</li> <li>- No advisories against non-essential travel to Brussels</li> <li>- WHO and regional health authorities declare pandemic</li> </ul>	<p><b>Crisis Management Team</b></p> <p>Leadership Team</p>

