



COVID-19 Threat Matrix

**LGU/IATF Executive Orders are to be followed regardless of the CIS-designated threat level*

Latest update: Feb 26, 2021

Threat Level (Level 1: Low Risk)	Access Control	Curricular Program	CIS Personnel	School Operations	Clinic Activities	School Communication
➤ Presence of coronavirus in the Asia region but not in Cebu City <i>Notes:</i> > Due to frequently changing conditions, threat levels may fluctuate up and down as conditions change. > Due to this, some conditions in higher threat levels may be kept in place for lower threat levels if deemed necessary to maintain constant risk mitigation steps	➤ Access to campus as per regular CIS procedures (all visitors to register for screening) ➤ All persons traveling from infected regions not permitted on campus until cleared (screening conditions will depend on prevailing practice and CDC recommendations) ➤ Students who get sick with the coronavirus symptoms must stay home until cleared for return by doctor and/or clinic	➤ All activities carry on as scheduled within the campus ➤ Field trips permitted (depending on comprehensive risk assessment evaluation) ➤ Faculty preparation for possible need for online learning	➤ CIS personnel to monitor the health status of all community members, and especially those who travel outside of Cebu using a monitoring sheet sent out by clinic. Any sign of illness to be reported to clinic ➤ Faculty/staff are to report any travel outside of Cebu to the clinic ➤ Managers for subcontractors (canteen, cleaning, coaches/extra-curricular personnel, guards, maintenance crews) to update their personnel regarding the current situation	➤ Cleaning routines maintained with additional measures: - Disinfect with Lysol every day on floors and fixtures. - UV lamp sanitation scheduled in classrooms and offices ➤ Respective Managers to reinforce supervision of in-school cleaning procedures	➤ Distribute information about current situation to administration ➤ Distribute information about current situation to managers of sub-contractors ➤ Distribute monitoring sheet to CIS personnel and monitor faculty/staff travel ➤ Monitor info provided (particularly regarding the viral spread) and maintain regular communication with DOH/WHO/CDCC ➤ Distribute posters and initiate a health campaign on hygiene required to combat the virus ➤ Provide health updates (email and Newsflash) for the CIS community	➤ Regular Newsflash updates, and/or Infobrief from Superintendent to all stakeholders ➤ AMT to keep CIS personnel updated ➤ CIS community members asked to report any travel to infected areas/countries to the clinic ➤ Announcements on social media for all visitors to register for screening prior to entering campus

Level 2: Moderate Risk	Access Control	Curricular Program	CIS Personnel	School Operations	Clinic Activities	School Communications
➤ First cases in Cebu City <i>Note: Suspected cases will be considered to be positive until subsequent testing proves otherwise</i>	Same procedures as prior threat level +: ➤ Family members of affected persons not permitted on campus until cleared by authorities as applicable (depending on prevailing practice and CDC recommendations)	Same procedures as prior threat level +: ➤ Online learning prepared for the case of potential escalation ➤ Field-trips to high-risk areas not permitted (any threats to be identified on Risk Assessment Form and trip viability considered)	Same procedures as prior threat level +: ➤ All personnel will receive regular health updates and information ➤ Crisis Management Team to meet regularly to consider situation development and prepare for worst-case scenarios ➤ Health & Safety Committee to meet regularly to consider situation development and information dissemination	Same procedures as prior threat level +: ➤ Extended school-wide cleaning routines to minimize potential viral spread ➤ No admittance on campus for any person who has traveled to [designated hot-spots] until after incubation period [14 days] ➤ All community members who have traveled outside of PH required to report itinerary to clinic; student travelers to be kept under close observation for any sign of virus - immediate quarantine if any signs of virus detected within incubation period. ➤ Enforced vigilance in ensuring stringent hygiene practices at school (handwashing, use of hand sanitizer, etc)	Same procedures as prior threat level +: ➤ Health campaign in classrooms and to stakeholders ➤ Collaborate with teachers to have general info given to students to avoid myths and avoid causing panic ➤ Meet with homeroom classes so students can express their thoughts and process info ➤ Refer community members to doctors for consultations as needed ➤ Monitor family members of any affected person(s)	Same procedures as prior threat level +: ➤ Health warnings through Newsflash, email, text blast and website ➤ Advise community to limit movements in their own areas ➤ Communicate information during HR, assemblies, faculty meetings, parent meetings

Level 3: Moderate/High	Access Control	Curricular Program	CIS Personnel	School Operations	Clinic Activities	School Communications
➤ First cases in the immediate CIS community <i>Note: the school will stay at Level 3 and 4 for at least the incubation period of the last known positive case before we consider</i>	Same procedures as prior threat level +: ➤ Non-essential visits and visitors not permitted on campus; thorough screening of essential visits ➤ Students in direct contact with infected persons to stay home for quarantine period	Same procedures as prior threat level +: ➤ Online learning activities activated for compromised class members ➤ All field-trips canceled	Same procedures as prior threat level +: ➤ Crisis Management Team and Health & Safety Committee on high alert with daily monitoring of the situation	Same procedures as prior threat level +: ➤ Deep cleaning and/or quarantine of all facilities exposed to infected community member	Same procedures as prior threat level +: ➤ Counselling provided to homeroom classes so students can express their thoughts and process info ➤ Monitor family members of any affected person(s) and any individual who may have come into contact with the infected person	Same procedures as prior threat level +: ➤ Regular health updates through Newsflash, email, text blast, website, and student & parent meetings.

Level 4 High Risk:	Access Control	Curricular Program	CIS Personnel	School Operations	Clinic Activities	School Communication
➤ Widespread outbreak in CIS or the school vicinity	Same procedures as prior threat level +: ➤ Campus visitor lockdown if necessary ➤ Possible school closure based on the advice of the authorities (closure to be determined by Admin in consultation with the Board Executive Committee)	Same procedures as prior threat level +: ➤ Outdoor activities assessed and restricted as needed Upon closure: ➤ Online learning activities/work sent home	Same procedures as prior threat level ➤ Enhanced vigilance for symptoms within student body	Same procedures as prior threat level +: ➤ Clubs and after school activities assessed and restricted as needed	Same procedures as prior threat level +: ➤ Regular walkthrough of classrooms, offices and campus to monitor community and possible unreported symptoms	Same procedures as prior threat level +: ➤ Info release by admin as required ➤ Website update ➤ Daily updates to all personnel

Fact Sheets/Information:

- [*2019-nCoV acute respiratory disease \(novel coronavirus\) Health Brief \(CIS basic summary\)*](#)
- [*https://www.cdc.gov/coronavirus/2019-ncov/index.html*](https://www.cdc.gov/coronavirus/2019-ncov/index.html)
- [*https://www.who.int/emergencies/diseases/novel-coronavirus-2019*](https://www.who.int/emergencies/diseases/novel-coronavirus-2019)
- [*Wuhan Viral Pneumonia Wellness Tickler January 2020 Special Edition*](#)

Health advice:

- [*Flutrackers.com*](#) ***To prevent pneumonia and respiratory tract infection, members of the public should maintain good personal and environmental hygiene. They are advised to:***
 - ❑ *perform hand hygiene frequently, especially before touching the mouth, nose or eyes; after touching public installations such as handrails or doorknobs; or when hands are contaminated by respiratory secretion after coughing or sneezing;*
 - ❑ *wash hands with liquid soap and water, and rub for at least 20 seconds. Then rinse with water and dry with a disposable paper towel or hand dryer. If hand washing facilities are not available, or when hands are not visibly soiled, hand hygiene with 70 to 80 percent alcohol-based hand rub is an effective alternative;*
 - ❑ *cover mouth and nose with tissue paper when sneezing or coughing. Dispose of soiled tissues into a lidded rubbish bin, then wash hands thoroughly; and*
 - ❑ *when having respiratory symptoms, wear a surgical mask, refrain from work or attending class at school, avoid going to crowded places and seek medical advice promptly.*