

# ISB Crisis Management Matrix: Coronavirus

Updated: 2 March 2020 (ISB Coronavirus site: [www.isb.be/coronavirus](http://www.isb.be/coronavirus))

Risk Level	Campus Access	Educational Delivery	Co-curricular Programme	Family Association Events	Field trips / travel	School transportation	All staff	Communications
<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 school's SMS emergency contact system, 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 school's SMS emergency contact system to refer families, faculty and staff to

								<p>important updates</p> <ul style="list-style-type: none"> <li>- In-servicing of parents via email on use of online learning programme</li> <li>- School will respond to health authority directions</li> </ul>
<p><b>Level 4</b> <b>High risk</b></p>	- School facility closed for an indeterminate period of time	- 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	- All faculty and staff to remain at home, facilitating distance learning	<ul style="list-style-type: none"> <li>- Daily updates to the community</li> <li>- Further communication on distance learning</li> </ul>

## 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 Crisis Management Team. The Leadership Team and Board Chair is informed. Movement between levels is communicated via email to all parents, faculty and staff. The decision to move to Level 4 is made with the approval of the Board Chair. 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 ISB 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 ISB 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 ISB</li> </ul>
<p><b>Risk Level 2 (Moderate Risk):</b></p> <p><b>Limited number of coronavirus cases in Brussels (no ISB cases)</b></p>	<p><b>Crisis Management Team</b></p> <p>(Interim) Director</p>

- Travel advisories recommended by WHO, CDC, government authorities
- No ISB students, families, faculty or staff identified with coronavirus/flu
- Average student attendance remains high, 90-100%
- Coronavirus behavior / contagiousness remains unchanged
- No advisories against non-essential travel to Brussels
- WHO and regional health authorities declare pandemic

Director of Advancement  
Finance Director  
Athletics Director  
Director of Support Services  
Senior Nurse  
Safety & Security Manager