



REPUBLIC OF KENYA

MINISTRY OF EDUCATION

**State Department of  
Early Learning and Basic Education**

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**GUIDELINES ON HEALTH AND  
SAFETY PROTOCOLS FOR  
REOPENING OF BASIC  
EDUCATION INSTITUTIONS  
AMID COVID-19 PANDEMIC**

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## **FOREWORD**

The Government of Kenya is committed to provision of quality and equitable education and training to its citizens. Article 43 (1) (f) of the Constitution of Kenya (2010), provides the right to education for all persons, Article 54 (1) (b) and 55 (a) of Chapter 4 obligates both the state and the parents to facilitate quality education and training to all Kenyans. As such the Ministry of Education will continue to provide quality education amidst COVID-19 pandemic while at the same time safeguarding every child's right to education, health and safety as set out in Article 53(2) of the Kenya Constitution 2010.

In this regard, the Government of Kenya has put in place interventions to ensure that learning continues for all Kenyans despite the interruptions occasioned by the COVID-19 pandemic. The Government closed all learning institutions from 15<sup>th</sup> March 2020 to curb the spread of the virus. The pandemic has disrupted learning for over 18 million learners and trainees in Kenya posing a threat to the attainment of Sustainable Development Goal No.4 on access to quality, equitable and inclusive education and training. To address the COVID- 19 pandemic, the Ministry of Education developed a COVID -19 response and recovery plan whose aim is to guide on modalities of provision of accessible quality, equitable and inclusive education and training to all Kenyans during and after the pandemic. It is also aimed at facilitating production of online teaching and learning materials and to expand existing remote learning programs, to ensure access to learning opportunities provided.

World over, countries are planning for re-opening of educational institutions in order to ensure continued learning. Learners, trainees and staff are expected to implement public health measures in order to prevent and control COVID-19 spread. This document provides guidelines and protocols to guide the basic education sub sector implement measures required by the Public Health to ensure safe school/ college operations. It is anticipated that the learners and trainees will begin their remaining learning time of the respective education level calendar as recommended in the COVID-19 response education committee report. The guidelines have provided measures to be put in place before re-opening, during and after institution re-opening.

All basic educational institutions are called upon to ensure full compliance and implementation of the guidelines and health measures. The Ministry reiterates its commitment to providing quality basic education to all children including those with special needs.



Dr. Belio R. Kipsang, CBS  
Principal Secretary  
**Ministry of Education**

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## **ABBREVIATIONS AND ACRONYMS**

<b>BOM</b>	Board of Management
<b>BOG</b>	Board of Governors
<b>COVID-19</b>	Corona Virus Diseases of 2019
<b>DICECE</b>	District Center for Early Childhood Education
<b>ICT</b>	Information Communication Technology
<b>IEC</b>	Information Education Communication
<b>MOE</b>	Ministry of Education
<b>MOH</b>	Ministry of Health
<b>NESSP</b>	National Education Sector Strategic Plan
<b>PPEs</b>	Personal Protective Equipment
<b>TSC</b>	Teachers Service Commission
<b>TVET</b>	Technical Vocational Education and Training
<b>VI</b>	Visually Impaired
<b>WASH</b>	Water Sanitation and Hygiene

## **DEFINITION OF TERMS**

**COVID-19:** refers to a communicable respiratory disease caused by a new strain of coronavirus that causes illness to humans. The disease spreads from person to person through infected air droplets that are projected during sneezing or coughing. It can also be transmitted when humans have contact with hands or surfaces that contain the virus and touch their eyes, nose or mouth with the contaminated hands.

**Food handler:** refers to anyone who may handle food or surfaces that are likely to be in contact with food such as cutlery, plates and bowls.

**Health Protocols:** Guidelines to mitigate the spread of the diseases and to manage COVID-19 such as handwashing, social distancing, wearing of masks.

**Psychosocial:** refers to the dynamic relationship between a person's mental health and his or her social and cultural environment. The mental health component includes internal, emotional and thought processes, feelings and reactions, while the social and cultural environment includes relationships, family and community network, social values and cultural practices.

**Psychosocial support:** refers to preventive and curative actions that address both psychological and social needs of individuals, families and communities.

**Respiratory Hygiene:** refers to infection prevention measures designed to limit the transmission of respiratory pathogens spread by droplet or airborne routes.

**Social Distancing:** Refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community. At the education institution setting a social distance of at least 1 meter shall be maintained.

**Thermal gun:** A non- contact thermometer for measuring human temperature for purposes of screening.

## 1.0 INTRODUCTION

Kenya confirmed its first case of Corona Virus Disease of 2019 (COVID -19) on 13th March, 2020 and the cases have continued to steadily rise and spread across the country. COVID-19 is a disease caused by a new strain of coronavirus which is linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold. To curb the spread of the virus in learning institutions, the Government of the Republic of Kenya closed all learning institutions between 16<sup>th</sup> March and 20<sup>th</sup> March, 2020. To ensure continuity of learning during the COVID-19 containment period, the Government instituted several remote learning interventions. These include: provision of lessons and digital content through radio, television, Zoom, Webinars and the Kenya Education Cloud.

Institutions closure coupled with restricted movements with acute challenges around space may exacerbate cases of exposure to pornographic materials, child labor, child marriages and pregnancies, drug and substance abuse, increased rape, Gender Based Violence (GBV) including defilement of children. These circumstances may contribute to drop outs. For example, during the Asian flu of 1998/1999, secondary school enrollment rates in Philippines fell by nearly 7 percent for boys and 8 percent for girls. Increases in dropout rates could also lead to social unrest and instability, if there are large cohorts of unemployed youth with poor economic and social prospects. In addition, institutions closure present an unprecedented risk to learners/trainees' education, protection and wellbeing particularly, for the most vulnerable learners/trainees who rely on learning institutions for their education, health, safety and nutrition. Missing out on teaching and learning for long is likely to widen inequality gap, in equity, poor health outcomes, reduced social cohesion, as well as access to quality education.

The health, safety and wellbeing of learners, trainees and teachers is a priority in the provision of quality education and training. The decision to reopen educational institutions is made by the Government as guided by the advice of the medical experts who are continuously monitoring the spread of the virus. His Excellency the President of the Republic of Kenya issued a directive on 6<sup>th</sup> June, 2020 on reopening of Kenya's' economy including gradual reopening of educational institutions. There is therefore need for the Ministry of Education in collaboration with Ministry of Health to start a structured and carefully thought out process of resumption of daily routines while at the same time promote and safeguard every child's right to education, health and safety as set out in the Convention on the Rights of the Child. Article 53 (2) of the Kenya Constitution 2010,) stipulates that “ **A child's best interests are of paramount importance in every matter concerning the child**”. Precautions are necessary to prevent the potential spread of COVID-19 in educational institution settings; however, care must be taken to avoid stigmatizing learners/trainees and staff who may have been exposed to the virus. Education settings will continue to be welcoming, respectful, inclusive, and supportive environments to all.



In this light, institution re-opening will be responsive to the dimension of the COVID-19 situation and in accordance with the Ministry of Health guidance on the levels of risk and protocols to be issued to the best interest of the learner.

The guidelines are clear on the following.

1. Class/cohort sizes adjusted to ensure adherence to social distancing.
2. Education institutional programs reworked to avoid learners and trainees from gathering at one place in big numbers.
3. Use of face masks by all learners and trainees, teachers/ non-teaching staff and parents/ guardians/visitors at all times within the school environment.
4. Supply of adequate clean running water, liquid soap/hand sanitizers
5. Temperature monitoring and record keeping.
6. Institution health and hygiene practices.
7. Referral systems for the provision of mental health and psychosocial support for learners / trainees and staff members.
8. Continued learning and review of schools daily routine.
9. Procedure of handling suspected COVID-19 case.

### **1.1.Purpose of the guidelines**

These guidelines provide clear and actionable guidance on measures for physical re-opening safe operations through prevention, early detection, and control of COVID-19 in educational institutions. The guidelines apply to pre-primary schools, primary, secondary, adult and continuing education centers and teacher training colleges. The intended users of these guidelines include: learners/ trainees, teachers, non-teaching staff, parents/ guardians, communities and partners. Additionally, the guidelines will be implemented in collaboration with the MoH, Ministry of Interior and Coordination of National Government, other line ministries, County Governments, community leaders, religious organizations and other key stakeholders. The recommendations herein will be reviewed from time to time with guidance from Ministry of Health to ensure they align with new information on COVID -19 and global best practices. The hygiene protocols prescribed reinforce existing legal frameworks and will continue to be implemented in education institutions.

### **1.2.Objectives of the guidelines**

1. Help school management prevent spread of COVID-19.
2. Provide guidance for the response mechanisms of a suspected case of COVID-19.
3. To enhance compliance of guidelines and health protocols to reduce the spread of COVID-19.

4. Impart knowledge and skills to prevent contracting, transmission, and control of COVID-19.
5. To guide on mechanisms of offering psychosocial support to learners and staff affected by COVID-19.

## 2.0 RE-OPENING OF BASIC EDUCATION INSTITUTIONS

Re-opening of educational institutions within the context of COVID-19, requires adequate preparations by the education sector, line ministries, County Governments, institution managers and administrators, teachers, parents and religious organisations to work in close collaboration with the Ministry of Health and the entire institutions ecosystem. The basic education sub sector provides a platform for promoting health and safety and will encourage learners/ trainees and staff to become advocates of disease prevention and control at home, in institutions, and in the communities. The following principles outline how public health recommendations in the context of COVID- 19 can be made practicable, how communities and education partners can provide support, and what the path to re-admission of pupils, students, and trainees when the institutions re-open will look like. The guidelines will assist institution management and communities to prepare for reopening of learning and also ensure safe environments for effective curriculum delivery. They will need to be adapted to context- specific needs depending on local conditions and the public health situation.

### 2.1 Preparations process for Reopening of Educational Institutions at a glance

<p><b>Prior to Re-opening of educational institutions</b></p>	<ul style="list-style-type: none"> <li>-In line with MOE guidelines, institutions to develop policies and procedures suitable in their own environment to enable smooth reopening of the institution.</li> <li>-Provide budget to institute safe and protective learning environment by putting in place all health protocols required in the fight against COVID -19</li> <li>-Device appropriate flexible learning environment by using e learning and offline learning platforms to cater for those who might miss school due to illnesses and other causes.</li> <li>-Put in place most suitable communication strategies to ensure proper message on COVID -19 reaches all key stakeholders</li> <li>-Put proper mechanisms in place to prevent and</li> </ul>
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	<p>respond to COVID- 19</p> <ul style="list-style-type: none"> <li>-Build capacities of Parents, teachers, non-teaching staff and learners in preparation for reopening of the institutions</li> <li>- Revise institution budget to prioritize infrastructure to maintain social distance, provision of water, sanitation and hygiene to mitigate risks, and focus on remedial education and training to compensate for lost instructional time.</li> </ul>
<p><b>With institution's Re-opened</b></p>	<ul style="list-style-type: none"> <li>-Adopt proactive approaches to reintegrate most vulnerable learners and trainees in order to pick up quickly in learning.</li> <li>- Sustain infrastructure, water and all other hygiene protocol to mitigate risks</li> <li>-Adjust institution's timetable and learning pedagogy to ensure coverage of syllabus without straining learners</li> <li>-Embrace use of flexible and blended learning to cater for all learners including those with learning difficulties</li> <li>-Actively monitor health indicators, expanding focus on health, safety and wellbeing of learners, trainees, teachers, and non-teaching staff.</li> <li>-Strengthen pedagogy, adapt remote education for blended teaching, and learning, including knowledge on infection, prevention and control and, promote parental engagement and community involvement to support learning.</li> </ul>

## 2.2 Preparations for Reopening Educational Institutions

In preparation for reopening of educational institutions, Heads of institutions should carry out the following.

- i. Build the capacity of institutional staff, learners, Boards of management and parents on the management of COVID-19,

- ii. Ensure adequate clean running water and sanitation facilities in the institution and procure water tanks where applicable,
- iii. Develop awareness messages and build the capacity of learners, teachers, non-teaching staff, parents and entire institution community on key infection prevention and control measures in order to promote good hygiene practices,
- iv. Develop the protocols on hygiene and social distancing measures to be put in place before re-opening,
- v. Stock up the institution with key supplies including disinfectants, liquid soaps, non-touch thermometers, facemasks and first aid kits
- vi. Collaborate with institution sponsors to ensure provision of psychosocial and spiritual services,
- vii. Map an emergency health facility that is within 10 km and collaborate with County government to have some health personnel assigned to the institution for regular health monitoring and sensitizations,
- viii. Carry out risk assessment for suitability focusing on space, water, sanitation, provision of meals, transport of learners using the risk assessment matrix provided by MOE, ( Appendix 1) and develop mitigation measures,
- ix. A multi-sectoral team will conduct assessment on the feasibility and readiness of institutions to ascertain the levels of preparedness using the mapping of readiness checklist provided by MOE ( Appendix 2)
- x. Ensure compliance to guidelines for issuance of letter of compliance to the institutions,
- xi. Communicate to parents, teachers, learners, trainees on:
  - i. Health and safety measures put in place to guarantee the health and safety of learners and trainees, teachers, non-teaching staff, parents and entire community.
  - ii. Re-opening of the institution based on the calendar released by the ministry,
- xii. Sensitize parents and the entire communities on their role in ensuring health and safety of learners, trainees and staff,
- xiii. Sensitize parents, teachers non-teaching staff and community members on the importance of hygiene practices and social distancing both at homes and in institutions;
- xiv. Sensitize all learners, using age and gender appropriate Information Education Communication materials on COVID-19 prevention and control;
- xv. Constitute institutional COVID -19 response committee to coordinate response strategies comprising of five (5) members, one being a learner/ trainee, a non-teaching staff, one BOM member and teachers,
- xvi. Ensure there is a designated room within the institution premises for use as a sick bay or for temporary isolation in case presumed cases occur in institutions,
- xvii. Collaborate with Ministry of Health through the sub county education office to map quarantine centres at least one per sub-county in case of reoccurrence of the outbreak.

- xviii. Care must be taken in isolation of minors especially the girl child. Ensure students' rights are always safeguarded at all cost.

### **2.3 During and After Reopening of Institutions**

During and after reopening, the institution management will take the following steps to prevent the spread of COVID-19 in the educational institutions.

- (i) Ensure revision of institution rules and regulations and daily routine to be responsive to the changes occasioned by COVID-19 Pandemic.
- (ii) Maintain a positive demeanour on governments efforts to prevent the spread of COVID-19,
- (iii) Develop or update all institution contingency plans,
- (iv) Ensure institutions reorganize respective activities to ensure a social distance of at least 1 meter in all aspects of the institution (classrooms, lecture halls, dormitories, halls of residence, libraries, workshops, dining halls, water points etc),
- (v) Maintain updated bio data of all learners/trainees and contact numbers and home addresses of the parents/ guardians/caregivers for ease of management of emergencies,
- (vi) Ensure that information on COVID-19 related measures is accessible to all learners/trainees, including those with disabilities, through sign language interpretation, captioning, and easy to read formats, among others,
- (vii) Maintain a complete database of teachers and non-teaching staff information on contact numbers and addresses of their next of kin,
- (viii) Ensure behavioural change, health education and training sessions are offered to learners/ teachers and non-teaching staff to maintain desired behaviours on hygiene and social distancing,
- (ix) Keep parents and guardians informed of the physical and behavioural changes expected and to be implemented in the schools/colleges
- (x) Ensure consistent provision of clean running water (At least 5litres per person per day for day scholars and 20litres per person for boarders) and adequate water storage facilities. An institution will not be allowed to be in session in the absence of clean running water.
- (xi) Provide hand washing stations at proximity of users (entrances and common areas) of institutions and offices to promote regular hygiene,
- (xii) Renovate, improve, or install (as necessary) age, disability and gender appropriate hygiene facilities like washrooms, toilets, and bathrooms to ease congestion,
- (xiii) Ensure availability of liquid soap, hand washing facilities, disinfectants, thermos guns, and face masks and enforce their utilization,
- (xiv) Provide clear communication to education institutions and parents/guardians on arrangements for learners/trainees in boarding institutions,

- (xv) Develop learner/trainee's movement protocols including designating entrances and exits for different learner cohorts, sectioned off common spaces, and floor markings to direct foot-traffic flows,
- (xvi) Clean and disinfect institution buildings, including toilets using water and disinfectants and frequently touched surfaces such as desktops, door handles, switches, door frames and book covers,
- (xvii) Develop a program for cleaning and for use of institution ground/facilities to ensure hygiene and social distancing,
- (xviii) Ensure adequate security and safety measures, including provision of a fence/ barrier and guards to restrict entry to and exit from the institutional premises,
- (xix) Restrict entrance of visitors in the institution and cancel institution events such as career and motivation days until further notice,
- (xx) Equip institution's sick bays/clinics with basic supplies to cater for emergencies paying special attention to learners/trainees with disabilities and those with pre-existing conditions such as asthma,
- (xxi) Establish and operationalize an institution COVID-19 response committee of not more than 5 members including 1 learner/trainee, and a member of non-teaching staff,
- (xxii) Ensure institutions are equipped with ICT facilities and train learners/trainees and teachers on their utilization as well as strengthen the digital literacy programme,
- (xxiii) Strengthen the guidance and counselling departments as well as chaplaincy services in the institutions
- (xxiv) Establish surveillance aimed at early detection of unexplained respiratory infections, monitor learners/trainees body temperatures and maintain health record books,
- (xxv) Ensure compliance to specified health requirements on social distancing, regular hand washing, fumigation and sanitizing and disinfecting surfaces,
- (xxvi) Ensure learners/trainees, teachers and non-teaching staff wear face masks at all times.
- (xxvii) Develop criteria of identifying learners/trainees and staff who may require specialised psycho-social support and link them to certified counsellors /social workers,
- (xxviii) Ensure all learners/ trainees in the institution are free from being stigmatized about COVID-19 by any member of the institution community.
- (xxix) Revise and re-adjust the institution budgets to reflect the current priorities addressing the impact of COVID-19 such as improved hygiene management ,
- (xxx) Prepare structured and regular spiritual services for the institution community,
- (xxxi) Identify learners/trainees, teachers and other staff with pre-existing health conditions and ensure appropriate health attention
- (xxxii) Develop institutional based guidelines on improving hygiene practices for learners/trainees, teachers and non-teaching staff and enforce compliance,

- (xxxiii) Provide support to most vulnerable learners/trainees including those living with disabilities, the girls and children without access to meals and those with high risk health conditions,
- (xxxiv) Ensure enhanced and sustained feeding programmes to promote health and school attendance.
- (xxxv) Follow up on all cases of absenteeism in liaison with Ministry of Interior and Coordination of National Government to minimise drop outs,
- (xxxvi) Streamline learner/trainee transport management systems to prevent transmission of infections,
- (xxxvii) Sensitize parents/guardians and communities on health and safety measures taken by institutions to guarantee the well-being of returning learners/trainees,
- (xxxviii) Weekly progress Report on the status of institution health and safety that might compromise curriculum implementation will be submitted to Sub-County Director of Education,
- (xxxix) Communicate regularly, clearly and accurately information to learners and staff to ensure that they are kept informed of important developments.

### **3.0 HEALTH AND SAFETY PROTOCOLS FOR BASIC EDUCATIONAL INSTITUTIONS**

The institution management will be required to ensure the following guidelines on health and safety of learners/trainees, teachers and non-teaching staff are implemented to curb the spread of COVID-19 once institutions reopen.

#### **3.1 Social Distancing Protocols**

Social distancing are measures put in place to restrict where and when people can gather in order to stop or slow the spread of the infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their environments. In education settings, social distancing of at least 1 meter will be required to be maintained in the commonly shared areas that include:

##### **3.1.1 Classrooms/lecture halls/ /tutorial rooms/laboratories**

The institutional management will ensure the following:

- (i) As much as possible, institution activities, playing, teaching/training and learning will take place outside the classrooms/lecture halls /tutorial rooms,
- (ii) Where learners/trainees will be in class/lecture halls, institution management will create physical distance between learners/trainees and place desks/working tables at least one

meter apart from one another, and one meter apart from all doors to avoid any physical contact or air contamination,

- (iii) Desks/working tables shall be arranged in rows with the desks facing forward to minimize learners/trainees being in face to face contact with each other,
- (iv) Desks/working tables and lockers will be cleaned and disinfected daily and will not be shared
- (v) Ensure cleaning and disinfection of institution buildings including classrooms/lecture halls is effective and regular including cleaning twice daily of frequently touched surfaces such as tables, doors/door handle, windows, knobs, rails, floors, walls as per the protocols.
- (vi) Provide proper ventilations to ensure circulation of clean air (windows, doors, vents and any other form of aeration) by keeping the windows and doors open during the learning/training period as far as possible,
- (vii) Portable equipment such as laptops, projectors, chalk boxes, Braille machines and recorders for the Visually Impaired, among others should be cleaned and disinfected after use.
- (viii) Every classroom/lecture hall should have pedal-operated waste collection bins with liners.

### **3.1.2 Boarding facilities guidelines**

The following measures will be implemented to ensure safety in dormitories and other boarding facilities.

- (i) Dormitories/halls of residence shall be adapted to ensure there is no congestion and maintain a distance of at least 1 meter between beds from either side and where possible, boarding will be optional.
- (ii) Use of double decker beds must meet social distancing of at least one meter between each occupant,
- (iii) Learners/ trainees will not be allowed to share personal items such as slippers, shoes, clothes, towels, toothbrush, soap, shoe brushes, beds etc.
- (iv) All surfaces and equipment (light switches, door and window, stair rails etc) in the dormitory should be cleaned and disinfected daily,
- (v) Bed linens and towels should be washed weekly and dried under direct sunlight.
- (vi) Areas surrounding dormitories premises must be clean and free from waste, rubble, and stagnant water to avoid contamination,
- (vii) Learners/trainees with disabilities will be provided with appropriate health and hygiene boarding facilities/requirements to ensure they are protected from COVID 19 disease,
- (viii) The dormitories including all its facilities and sections, should have good ventilation to ensure circulation of clean air to avoid dampness,



- (ix) The dormitories floor must be of appropriate material to enable smooth cleaning and disinfecting and have a good drainage,
- (x) Safe waste collection bins should be adequately provided in the dormitories and must be emptied frequently to keep the environment clean and safe,
- (xi) Adequate clean water should be provided in the dormitories for purposes of drinking, bathing, laundry and frequent washing of hands,
- (xii) Liquid soap and clean running water should be made available to learners/trainees at all times,
- (xiii) Institution management should ensure dormitories environment is free from rodents, insects and other vermin.

### **3.1.3 Toilets/Latrines / Washrooms**

All educational institutions should have adequate toilets which are properly maintained to prevent spread of diseases. Provision of clean and healthier environment for learners/trainees, teachers and non-teaching staff will prevent the spread of COVID 19. The following guidelines should be adhered to:

- (i) All learning institutions should have adequate, clean and well maintained toilets at a ratio of 1 door to 25 girls and 1 door to 30 boys with a urinal.
- (ii) Toilets should be disinfected three times a day.
- (iii) Ensure availability of cleaning and disinfection supplies (chlorine, detergents, mop, buckets)
- (iv) Door knobs and other frequently touched equipment should be cleaned daily with alcohol based detergents.
- (v) Cleaning the toilets should be done by responsible adults who should be equipped with basic PPEs (boots, gloves, and masks) and trained on safe toilets disinfection practices.
- (vi) Provide adequate running water adjacent to all toilets. Liquid soap should be made available to learners/trainees at all times.
- (vii) Sanitary disposal bins for female trainees and learners should be provided in the toilets. They should have proper cover and pedal to avoid touching by the learners/trainees
- (viii) Break times shall be staggered to limit the number of learners visiting the toilet at any time,
- (ix) All institutions should have age and gender appropriate; and disability friendly toilets for learners/trainees and staff.

### **3.1.4 Laboratories**

- (i) Learners/trainees using laboratory at any given time should always observe social distancing of at least 1 meter.

- (ii) Laboratory floors, frequently touched items and other surfaces should be frequently cleaned and disinfected.
- (iii) Learners/trainees should not share Personal Protective Equipment (lab coats, footwear, gloves, safety goggles and glasses, face shields)
- (iv) Laboratory equipment should not be used by unauthorized persons.
- (v) Reagents and chemicals used frequently should be kept under lock and key and their utilization controlled by the teacher or authorized staff.

### **3.1.5 Administrative offices and Staffrooms**

- (i) Offices and staffrooms should not be congested and the staff must maintain social distance of at least 1 meter.
- (ii) Furniture should be cleaned and disinfected daily.
- (iii) Clean running water and liquid soap/sanitizer should be provided in all offices and anyone entering or leaving should sanitize or wash hands
- (iv) Break times shall be staggered to limit the number of teachers in the staffroom/offices at any time,
- (v) Staff meetings shall adhere to social distancing measures .Where possible, staff shall explore other ways of communicating such as memos, mobile chats, text messages and emails.

### **3.1.6 Library**

- (i) Learners/trainees should keep social distance of at least 1 meter.
- (ii) Furniture/ shelves should be cleaned and disinfected daily.
- (iii) Hand washing facilities should be provided in the library.

### **3.1.7 Kitchen/ Dining Hall**

- (i) Institutional food handlers and cleaners will be required to have personal protective equipment (gloves, apron and facemasks) to promote basic health and hygiene,
- (ii) Learners/trainees should wash their hands thoroughly with clean water and liquid soap before and after eating.
- (iii) Tables and chairs shall be spaced at a distance of at least 1 meter apart,
- (iv) Staggered eating shifts by classes/ cohorts will be considered where population is high to avoid crowding in the dining hall.. Where possible, lunches and afternoon snacks will take place within each class,
- (v) There shall no sharing of food and utensils
- (vi) Utensils and cutlery shall be kept clean before use by cooks and learners/trainees,
- (vii) Cloth, liquid soap and water for cleaning/ disinfecting kitchen surfaces shall be provided.

- (viii) The institution shall consider storing each learners/trainee's food container and utensil separately if possible, so that each learner/trainee uses the same items daily.
- (ix) Food stores must be kept clean by disinfecting surfaces daily.
- (x) Windows shall be opened at all times where possible to allow aeration.

### **3.1.8 Learner/Trainee Transport Protocols**

- (i) Learners/trainee should maintain at least 1 m distance from others while waiting to board vehicles; the ground should be clearly marked.
- (ii) Staggered pick –up and drop off times will be considered to limit the number of people at the institution during these times,
- (iii) While on board, learners/trainees shall wear facemasks and sit at least 1 meter distance from each other in accordance with Public Health guidelines.
- (iv) Learners/trainees shall buckle up the safety belts at all times of travel,
- (v) Records of learners/trainees using institutional transport shall be well maintained and where learners/trainees are picked, the institution will maintain updated information on who is authorized to collect learners/trainees from the institution,
- (vi) Institutions should ensure learner/trainee transport comply with the Legal Notice No. 50 of 6th April, 2020 which licenses vehicles to carry not more than 50% of the capacity or as may be advised by relevant authorities from time to time,
- (vii) The class teacher shall meet learners who are below 9 years at the institution gate at the start of the day and escort them to the exit at pick up times to limit public entering the institutions.
- (viii) Learners/trainees and staff should wash their hands before and after they have been on public transport, use non-contact greetings and cough into a tissue or elbow.
- (ix) Learners/trainees and staff must not travel if they are feeling unwell with symptoms of COVID-19, even if these symptoms are mild.
- (x) Provide hand washing facilities at transport hubs with liquid soap and water (e.g. bucket with tap/tippy tap) and/or an alcohol-based hand rub.
- (xi) Encourage learners/trainees and staff to use alternate transport that allows for appropriate social distancing measures (e.g. walking, riding a bicycle) where possible.
- (xii) Clean and disinfect frequently touched surfaces between each journey using detergent followed by household disinfectant (0.05% sodium hypochlorite) or disinfectant wipes. Frequently touched surfaces include: door handles (internal and external), hand rails, seats, seatbelts, head rests, window controls, trunk/ boot lid, steering wheel, dashboard, control buttons, motorcycle/ tricycle handle bars.
- (xiii) Use posters and announcements to remind travelers and staff to wash their hands often, follow general hygiene advice and not travel or work if they are unwell.

- (xiv) As much as possible, windows must remain open and the bus surfaces and equipment shall be cleaned and disinfected daily.
- (xv) Where possible, elderly parents/caregivers of above 58 years should not pick up or drop off learners/trainees at education institutions because they would be at increased risk of contracting COVID-19.
- (xvi) All drivers' shall observe all hygiene protocols.

### **3.1.9 Co-Curricular Activities Protocols**

- (i) Fields shall be appropriately marked to ensure learners/trainees play different games that avoid touching or holding,
- (ii) Swimming should be halted in all educational institutions until the COVID-19 risk is at lowest level as shall be guided by the Ministry of Health.
- (iii) Assemblies, inter institution competitions including games, drama, music, sports and other events that create crowded conditions shall be suspended for the time being. Institutions will hold class mini-assemblies to pray, pass health messages and make announcements,
- (iv) Activities that involve physical contact will be substituted by other activities that allow for safe physical distancing,
- (v) There shall be no gymnastics at all institutions level for the time being until advised by MoH.
- (vi) Where learners/trainees will be engaged in games within the institutions compound, teachers should ensure that the learners/trainees;
  - a) Always keep a distance of at least 1 meter between themselves as they play,
  - b) Wash hands thoroughly well with running water before and after games,
  - c) Clean thoroughly all sports equipment and sanitize them,
  - d) Always wear a mask every time they are playing outside with others,
  - e) Avoid touching eyes, face, nose, ears and mouth using hands,
  - f) Are guided to cough or sneeze into their elbows,
  - g) Don't hug or 'high five' during games,
  - h) Don't share food or water bottles in the field,
  - i) Don't play if feeling sick,
  - j) Eat and drink healthy.

### **3.1.10 Institution dispensary/Sanatorium/Sickbay**

The institution management will be required to ensure the following:

- (i) Institutions shall ensure there is a qualified nurse in charge or have arrangements with local health centers to manage learners'/trainees' health related issues.

- (ii) Institutions sanatoriums/clinics are equipped with emergency medical supplies to assist learners/trainees and staff in the event of COVID- 19 outbreaks.
- (iii) Observe social distancing of at least 1 meter while at the sick bay.
- (iv) Conduct preliminary temperature checks on the learners/trainees visiting the facilities.
- (v) Provide hand washing facilities for learners/trainees before accessing the facilities.
- (vi) Provide proper waste disposal facilities and dispose waste frequently.
- (vii) Clean and disinfect equipment and items after use.
- (viii) Disinfect and keep clean surfaces, rails, furniture, knobs and other places three times a day.
- (ix) Ensure adequate lighting and ventilation
- (x) Maintain proper records of patients
- (xi) The institution medical personnel to be trained on how to handle the patients with COVID-19.

### **3.1.11 Institutional grounds**

- (i) The institution compound shall be fenced with a manned gate clearly indicating the entry and the exit,
- (ii) The institution shall develop learner/trainee movement protocol including designating entrances and exits for different student cohorts, sectioned off common spaces, and floor markings to direct foot-traffic flows to ensure learners/trainee maintain social distances,
- (iii) The institution compound shall be clean and well maintained at all times.
- (iv) Enhance signage in all areas of the institution compound to enhance movement and social distancing.

### **3.1.12 Safety and security**

- (i) All learners/trainees should take caution of their surroundings when going to, during and from the institution
- (ii) Learners/trainees should wear masks correctly at all times.
- (iii) There should be no gatherings e.g. games, sports, Co-curricular activities, parents' meetings, assembly, clubs and societies etc.
- (iv) The student council should encourage other learners/trainees to stick to the institution guidelines on safety and health to avoid COVID-19 infection
- (v) Hygiene messages should be displayed in strategic places like walls, in the classroom/ workshops/laboratories, notice boards and at the gate.
- (vi) Thermal Monitoring/screening should be done to all learners/trainees/ teachers support staff every morning.

### **3.1.13 Institution Community Relations Protocols**

- (i) No unauthorized visitor will be allowed in the institution.
- (ii) Institutional events including career and motivation days are suspended until further notice.
- (iii) Ensure essential service providers visiting the institution are recorded during entry and exit at the institution gate,
- (iv) A record (name and contact details) of all persons visiting the institution shall be maintained at the institution gate. The temperature of all visitors shall be taken and recorded.

### **3.1.14 Pre –Primary Education**

Where applicable, the specified protocols in this guideline will also be applied for Pre-primary Education. In addition, the School Management will ensure that;

- (i) ECDE children will be required to maintain a distance of at least 1 meter within their groups of 3-4 in the classrooms,
- (ii) Teachers will ensure adequate spaces between group-work stations to allow free movement of the learners and the teachers,
- (iii) Children will be split into smaller groups of not more than 4 during playtime and breaks where applicable,
- (iv) Teachers will implement targeted health education that integrate disease prevention and control during daily activities,
- (v) Children will be allowed to socialize with as few children as possible and interaction should be limited to the same group throughout when in school.
- (vi) Children will be provided with play materials at school and will be cleaned or sanitized daily. Toys from home will not be allowed.
- (vii) The school shall have graphic posters of COVID-19 preventive measures in classrooms for children and staff to see and be reminded,
- (viii) Children shall not share materials like markers, scissors, crayons, and pencils,
- (ix) Children shall be released to go home immediately after completing the day's lessons.
- (x) There shall be no sleeping and provision of mattresses at school.
- (xi) Children play equipment shall be kept clean and well maintained.
- (xii) Children will take snacks inside the classroom where possible.
- (xiii) Handwashing points will be placed at strategic places with clean running water and liquid soap.
- (xiv) Children should be accompanied by a teacher/ caregiver when going to the toilet and back.
- (xv) Children should not interact with strangers while at school,
- (xvi) Children should be dropped off and picked by known adults.

- (xvii) Ensure that the ECDE learners have separate toilets/latrines.
- (xviii) Management of Pre-primary shall also be guided by the National Pre-Primary Education Policy Standard Guidelines provided by the Ministry of Education.

### **3.1.15 Adult and Continuing Education**

Where applicable, the specified protocols in this guideline will also be applied for Adult and Continuing Education Centres. In addition, the Adult Centre Management will ensure:

- (i) Establishment of handwashing facilities in the adult centers and multipurpose centers.
- (ii) Adult learners maintain social distance of at least 1m apart,
- (iii) Multipurpose centers to identify a sickbay/room for temporary isolation of adult learners who may fall sick,
- (iv) Develop and implement center contingency plan,
- (v) Each adult /multipurpose center will be attached to the nearest health facility for emergency
- (vi) Provide psychosocial support to adult learners to deal with post COVID-19 trauma and stress,
- (vii) Carrying babies/ children to Adult and Continuing Education centers will not be allowed,
- (viii) Each adult/ multipurpose center will ensure that COVID-19 preventive guidelines are mounted at every learning venue,
- (ix) Create linkage with sub-county and county response teams
- (x) Constitute multipurpose center response committee
- (xi) Provide weekly reports to county adult education officers
- (xii) In case an adult learner shows symptoms of COVID-19 while at the center, the procedure on what to do when a person shows symptoms as illustrated below should be applied.

## **3.2 HYGIENE AND SANITATION PROTOCOLS**

### **3.2.1 Availability of Water**

Availability of water remains crucial to support personal hygiene including drinking and hand washing with soap as a key preventive measure. Water should also be available for regular cleaning, laundry and other purposes. The following guidelines shall be followed;

- (i) Safe water source shall be provided in all institutions with adequate designated water hand washing points.
- (ii) Water shall be made available through on-site taps, or reservoir at the institutions and containers regularly refilled.
- (iii) Learners/trainees, teachers and non- teaching staff shall avoid sharing cups or glasses.

- (iv) Provide adequate water points at strategic locations for drinking water and handwashing points and they should include pedal-operated taps and devices or water dispensers with sensors to minimize hand contact and reduce the risk of infection.
- (v) Where standard taps are in use, ensure taps are regularly cleaned or provide paper towels to use when opening and closing taps where possible.
- (vi) Learners/trainees, teachers and non-teaching staff should be trained on the safe management of drinking water points to avoid water contamination.

### **3.2.2 Respiratory Etiquette**

- (i) Reinforce health messages such as avoid touching eyes, nose and mouth
- (ii) Covering mouth and nose with bent elbow or tissue when coughing, sneezing, and disposing off the used tissue in lidded bin,
- (iii) All learners/trainees and staff shall wear age appropriate facemasks at all times
- (iv) Learners/trainees with hearing impairment shall wear age appropriate clear face masks for ease of communication,
- (v) Regular changing of face masks for learners with developmental disabilities.

### **3.2.3 Hand Hygiene**

- a) Every classroom/lecture hall must have access to hand washing facility with adequate clean running water and liquid soap,
- b) Ensure each person entering or leaving the classroom/lecture hall or institutions wash hands with water and liquid soap or sanitize
- c) Ensure learners/trainees wash their hands thoroughly with clean water and soap for at least 20 seconds :
  - ✓ Before eating;
  - ✓ After sneezing, coughing, or nose blowing;
  - ✓ After using the restroom;
  - ✓ Before handling food;
  - ✓ After touching or cleaning surfaces that may be contaminated; and
  - ✓ After using shared equipment like computer keyboards and mouse.
- d) If liquid soap and water are not available, use an alcohol-based hand sanitizer.
- e) Learners should not use alcohol-based hand sanitizers and where used should always be supervised by adults
- f) Parents/guardians can inform the institution in case they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the institution.

### **3.2.4 Guidance for Institution Food Programs**

Ensure safe food handling and preparation in institutions feeding programs, including:



- (i) Enforcing frequent handwashing for all cooks;
- (ii) Ensuring that any cookware, plates, cups and cutlery are washed and sanitized,
- (iii) Planning for food distribution that minimizes handling;
- (iv) Staggering meal times for learners/trainees to reduce crowding;
- (v) Allowing time for cleaning and disinfecting between shifts.

### **3.2.4 Food Handlers in Institutions**

A food handler in an educational institutional setting is anyone who may handle food or surfaces that are likely to be in contact with food such as cutlery, plates and bowls. This includes those; cooking, preparing, serving, packing, and storing food. The term can therefore apply to managers, cleaners, maintenance contractors, delivery workers, and food inspectors.

- (i) All the food handlers should have the requisite food handling certificates and in addition be screened for COVID- 19 symptoms before being allowed to handle food.
- (ii) All food handlers shall undergo a symptomatic screening for COVID -19 on a daily basis; those with symptoms of COVID -19 (fever, cough, shortness of breath, breathing difficulties, fatigue) should be allowed to seek medical attention.
- (iii) Food handlers should observe strict respiratory hygiene (cover mouth and nose when coughing or sneezing; dispose of tissues and wash hands)
- (iv) Institutions should reinforce personal hygiene measures and provide refresher training on food hygiene principles to eliminate or reduce the risk of food surfaces and food packaging materials becoming contaminated with the virus from those handling food.
- (v) Personal protective equipment (PPE), such as face masks, hair nets, gloves, clean overalls, and slip reduction work shoes or gumboots for staff, can be effective in reducing the spread of viruses and disease while handling food.
- (vi) Wearing of PPE should be routine in all institution kitchens and dining areas
- (vii) Physical distancing and stringent hygiene and sanitation measures should be observed while handling food.
- (viii) Food handlers should promote frequent and effective handwashing (with liquid soap and water for at least 20 seconds) and sanitizing at each stage of food handling.
- (ix) Workstations should be spaced out and food workers should avoid facing one another.
- (x) The number of staff working in a food preparation area at any one time should be limited to reduce physical interactions.
- (xi) Food handlers should avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

### **3.2.6 Cleaning, Disinfection and Sanitation**

- (i) Utensils must be cleaned and disinfected daily

- (ii) Classrooms/ dormitories/ ablution blocks, laboratories/workshops, toilets, libraries and other institution buildings must be cleaned and disinfected daily,
- (iii) Daily cleaning and disinfection of surfaces that are frequently touched by many people (railings, walls, desks, door and window handles, teaching and learning materials, etc) at least once a day (as a minimum requirement)
- (iv) Ensuring proper waste management facilities and following environmental cleaning and decontamination procedures,
- (v) There will be no sharing of utilities or any item including, rulers, clothes, food, face masks, utensils, pencils by learners/trainees and staff.

### **3.2.7 Cleaning Dishes and Cutlery**

- (i) Dishes and cutlery are to be cleaned manually or using a commercial or domestic dishwasher using appropriate dishwasher detergents. Reusable dishes and cutlery must be cleaned using hot water and appropriate soap.
- (ii) Care should be taken to ensure all items are thoroughly cleaned first with soap and hot water. Disinfect the items by soaking in hot water at 90°C for two minutes or immerse in 0.1% chlorine solution for a minute then rinse thoroughly with clean water before air-drying.
- (iii) Dishes and cutlery should be stored clean and dry in a cupboard or covered to prevent potential contamination from sneezes or coughs.
- (iv) Staff handling dishes and cutlery should ensure that they have performed effective hand washing using soap and running water for 40-60 seconds before handling dishes.
- (v) The person cleaning dishes, and cutlery should wear PPE (facial protective gear, waterproof gown and apron, utility gloves, and boots).

### **3.2.7 Managing Learner/Trainees at the Canteen**

- (i) Regulate the number of learners/trainees who enter the canteen to avoid overcrowding;
- (ii) Place signs at entry points to stop them from entering the canteen if they are unwell or have COVID-19 symptoms;
- (iii) Manage queues in line with social distancing procedures.
- (iv) Provide hand washing point with water and soap or hand sanitizers and disposable paper towels at the entry to the canteen
- (v) Mark the floor inside the canteen to facilitate compliance with the physical distancing, particularly in the most crowded areas, such as serving counters and tills.

### **3.2.8 Waste management**

Proper collection, storage, transfer or elimination of waste in institutions located in affected areas is important, particularly collecting and elimination of tissues utilized for cough and sneezing,

menstrual hygiene materials, used cleaning materials among others. The management should ensure:

- (i) Proper collection, storage, transfer or elimination of waste in institution particularly collection and elimination of waste that could be contaminated.
- (ii) Avail waste collection bins with liners at point of use within all the institution buildings. Where possible, it should be pedal-operated,
- (iii) Waste burning shall be done in the absence of incinerators, with safety measures taken,
- (iv) Waste and tissue used for cough/sneeze should be properly disposed of in bins located in learners/trainees and staff toilets, collected and eliminated safely on-site or transported in adequate landfill.

### **3.2.9 Temperature monitoring and record keeping**

- (i) Learners, trainees and non-teaching staff temperatures shall be taken every day and records maintained,
- (ii) All authorized visitors to the institution will have their temperatures taken and recorded. These records will include full names, telephone numbers and place of residence. Confidentiality will be maintained for the details provided. However, the institution may share the information with Ministry of Health for purpose of contact tracing if need arises.
- (iii) Any person with temperature reading 37.5 °C and above will not be allowed to enter the institution.

### **3.2.10. What to do When a Learner/Trainee or Staff Member is suspected of being COVID-19 positive**

When a learner/trainee or staff member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever of 37.5 °C, chills, muscle ache, headache, sore throat, loss of taste or smell) in an institution or child care setting:

- (i) Inform the County Rapid Response team and the parents/ guardians for further action.
- (ii) Isolate the person in the designated room while they wait to be picked up by the Rapid Response Team.
- (iii) Institutional nurse/matron to administer first aid and keep a clear record of the nature of first aid and the time administered.
- (iv) Ensure that they have hygiene supplies available, including a face mask, facial tissues, and alcohol-based hand rub.
- (v) Remind staff who is monitoring the learner/trainee or staff member with symptoms to practice social distancing where possible.
- (vi) Cordon off the space used for isolation after the ill person leaves. Open it after proper cleaning and disinfecting.

- (vii) Clean and disinfect high-touch surfaces, focusing on areas where the person is known to have been and items they have touched (e.g., individual desk, bed, recently used toys, shared equipment).
- (viii) Wear gloves when cleaning, and wash hands after removing gloves.

### **3.2.11 Self-Screening for Staff before Reporting to Work**

- (i) Are you feeling sick? If your answer is **YES**, stay home and notify your supervisor. Seek medical attention immediately.
- (ii) Have you experienced symptoms consistent with COVID-19 (new onset or worsening cough OR shortness of breath OR **at least two** of the following symptoms: fever of 37.5°C or above; chills; muscle ache; headache; sore throat; loss of taste or smell) **since your last day at work?**
- (iii) If you can say **YES** to any of the above, then you should stay home.

### **3.2.12: What to do in case of closure of educational institution due to another outbreak of COVID -19**

The Ministry of Health has indicated coronavirus will stay longer unless a cure or vaccine is found and that the country must take containment measures to mitigate the spread. There is therefore need for education sector to plan for the potential of having interruptions in educational institutions. In the event a COVID -19 case is detected, this information should be communicated immediately via established communication structure and there should be an immediate closure of the institution based on Ministry of Health advice to curb further spread of the virus. In such a case, the school management should ensure learners /trainees from the affected institution access quality and inclusive education through various flexible learning environments such as:

- (i) Use of online/e-learning strategies ,
- (ii) Enhance access of offline learning materials for learners without internet connectivity,
- (iii) Provision of study materials for learners while at home,
- (iv) Organized way of supervising learning for learners/ trainees at home,
- (v) Establishment of feedback mechanisms of how learning is taking place away from the institution,
- (vi) Enhancement of internet connectivity and affordability to benefit all learners including those in disadvantaged environments,
- (vii) Ensuring access to Information Technology gadgets such tablets, computers etc. to learners to enable e- learning,
- (viii) Strengthen blended learning ,
- (ix) Engage parents and guardians in supporting learning, assessment and reporting on how learning is taking place at home,

- (x) Boards of management and institution's leadership should devise most appropriate strategies in their own environment to ensure learning is taking place at home.
- (xi) Empower parents and communities to support homeschooling of learners/trainees.

#### **4.0 PSYCHOSOCIAL SUPPORT TO LEARNERS / TRAINEES AND STAFF**

##### **4.1 Psychosocial Support and Wellbeing of Learners/Trainees**

The MoE in collaboration with Ministry of Health, TSC, BOM and county governments will:

- (i) Undertake a rapid assessment to determine the different levels of trauma to inform the design and provision of appropriate psycho-social support to learners/trainees, teachers and education officials including care givers to manage the impact of COVID -19 and deal with future crisis,
- (ii) Ensure guidance and counselling departments are active to deal with stress related disorders arising from effects of COVID-19 such as stigmatization and to provide mental and psychological support to learners/trainees, as well as teachers and non-teaching staff,
- (iii) Develop and disseminate child friendly psychosocial messages to address challenges affecting learners/trainees including effect of COVID -19 through development of pamphlets, posters and fliers,
- (iv) Set up a communication channel for learners/trainees and staff to report and record complaints
- (v) Provide psychosocial support to all learners/trainees who may have suffered stigma due to COVID-19; whose institutions were used as quarantine centres and those whose parents/relatives may have been affected by the virus immediately after resuming classes.
- (vi) Upgrade facilities for learners/trainees with special educational needs and disabilities (desks, toilets),
- (vii) Establish referral mechanisms to protect learners/trainees from violence and sexual abuse in place and intact, including during institution closure

##### **4.2 Safety and Wellbeing of Teachers and Non-Staffing Staff**

Teachers play a critical role in learning and therefore there is need to support teachers resilience, instructionally and technologically to ensure their effectiveness. The MoE in collaboration with Ministry of Health, TSC, BOM and county governments will:

- (i) Conduct a risk assessment for teachers/ and non-teaching staff (considering age, chronic conditions and other risk factors),
- (ii) Ensure continuous monitoring the health of teachers/ and support staff and take their temperature every morning,
- (iii) Sensitize teachers and non-teaching staff on health and hygiene practices including prevention of COVID -19,

- (iv) All non-teaching staff will be tested for COVID-19 intermittently,
- (v) Provide facemasks for teachers and non-teaching staff where possible
- (vi) In case of suspected infection among teachers and non-teaching staff, the institution management will inform the County Rapid Response team for further action and advise any staff member that is sick to stay home and follow the prescribed guidelines.

#### **4.3 Support to teachers to adequately prepare for institutions re-opening and recovery**

The COVID 19 pandemic has disrupted the traditional way of curriculum delivery that focuses on close interaction, grouping of learners/trainees, and use of curriculum support materials. In order for curriculum delivery to be effective during the pandemic, the following key areas of support shall be addressed:

- (i) Conduct teacher/ orientation on protocols and procedures that will ensure teacher and learners/trainee safety.
- (ii) Induction and capacity building of teacher on prevention and management of COVID-19. The training approach will include creation of Communities of Practice to support teacher in management of COVID-19 and establishment of Institution COVID-19 Response Committees.
- (iii) Build capacity of teacher on blended learning approaches.
- (iv) Build capacity of teacher on parental/guardian engagement on issues related to COVID - 19 infection prevention protocols and procedures.
- (v) Identify teachers and non-teaching staff with underlying conditions and those of 58 years and above in order to assign duties appropriately.
- (vi) Assess the increased workload occasioned by the COVID-19 adjustments and institute necessary measures.
- (vii) Encourage volunteer teachers to support teaching and learning as appropriate.
- (viii) Engage intern teacher to support teaching and learning as appropriate.

#### **4.4 Class management**

- (i) Teachers and ALL learners/trainees shall use face masks while in classrooms or in other learning facilities
- (ii) Teachers shall ensure that ALL learners/trainees observe hygiene through hand washing using soap and water before entering classrooms and other tuition facilities
- (iii) Teachers and other staff members shall regularly wash their hands using soap and water or use hand-sanitizers before entering classrooms/lecture hall or tuition areas.
- (iv) Learners/trainees shall use the available learning materials such as text books individually. Sharing shall be avoided at all times
- (v) Spacing between learners/trainees while in the classrooms/ shall not be less than one meter in all directions.

- (vi) Teachers shall avoid individual physical contact with learners/trainees and they shall ensure the one meter rule is observed at all times.
- (vii) During Games and Physical Health Education, individualized activities shall be implemented to ensure physical distancing is observed.
- (viii) Teachers shall demarcate by marking positions for the learners' desks' positions to ensure one meter distance is observed in the classrooms.

#### **4.5 Psychological and Professional Support for Teachers and Non-Teaching Staff**

The MoE in collaboration with Ministry of Health, TSC, BOM and county governments will support teachers and other education personnel in own health, well-being and stress management. They will:

- (i) Strengthen teacher's peer-to-peer support groups and provide online professional development and coaching sessions to support teachers' wellbeing.
- (ii) Build the capacity of teachers in life skills, guidance and counselling to effectively respond to changes in social behaviour and in turn support distressed children,
- (iii) Provide appropriate psycho-social support to teachers and education officials including care givers to manage the impact of COVID -19 and deal with future crisis,
- (iv) Develop programs for professional development of teachers and institution personnel on issues that include: post COVID 19 instructional strategies, General and mental health, safety and communication, tracing and mapping of learners who have been abused and ICT teaching skills
- (v) Build the capacity of teachers on ICT to promote interactive learning and support learning recovery through online professional development, coaching and use of
- (vi) Build the capacity of teachers to monitor learner/trainee and identify those experiencing particular difficulties when they are back in the institution,
- (vii) Provide psycho-social support by engaging teachers and non-teaching staff to talk about their experiences and more time for active engagement including team building.
- (viii) Build the capacity of education officials and teachers in assessments, monitoring and evaluation of learning,
- (ix) Provide support in form of inspections/follow up on institutional contingency plans development and implementation,
- (x) Train Heads of institutions and teachers on coordinated community response and approaches on post COVID -19 traumatic stress disorder.

#### **4.6 Health and Safety Measures for Parents and the Entire Institutional Community**

There is need for institution authorities to guarantee health and safety of parents/guardians and communities since they play an important role in an effective institution management system. In an institution environment, the institution community comprises of parents/guardians,

neighbours, sponsors, alumni and interested stakeholders. To ensure health and safety of the parents/guardians and the entire community, the institution management will:

- (i) Provide continuous guidance and counselling for teachers/learners/trainees and their families and establish community-based rehabilitation support systems,
- (ii) Design and disseminate key messages on COVID-19 to parents and institutional communities,
- (iii) Build capacity and establish strong links with the parents/guardians and teachers through online platforms to enhance monitoring of learners/trainees during and post COVID -19,
- (iv) Provide to the parents/guardians messages on homecare and play materials to support learners/trainees to ensure continued learning,
- (v) Leverage on technology to improve home-based play and provide adequate but low cost infrastructure or use of locally available resources to make learning materials,
- (vi) Establish linkages with communities in making own face masks and training learners/trainees how to make cloth facemasks,
- (vii) Strengthen communication and coordination mechanisms that promote local dialogue and engagement with communities, parents/guardians, caregivers and learners/trainees on education matters.
- (viii) Promote learner/trainee participation in the development and dissemination of key health and wellbeing messages, including debunking stigmatization, and involving parent-teacher associations and institution management committees in delivering these messages to the whole institution community.
- (ix) Keep parents/guardians and caregivers informed about institutions re-opening conditions and monitoring learner/trainee's health, and procedures in case of infection of their children or other learners/trainees,
- (x) Establish accessible accountability and feedback mechanisms and ensure different mechanisms for the whole institution community including persons with disabilities or limited literacy.
- (xi) Provide COVID-19 specific health and sanitation information to the institution communities.
- (xii) Sensitize the institution community on their roles and responsibilities in controlling COVID-19,,
- (xiii) Parents/ guardians should spend adequate time with their children and instil positive values and attitudes
- (xiv) Parents/ guardians should provide healthy and nutritious diet to their children ,
- (xv) Parents/ guardians should provide guidance and counselling sessions to their children and support them in their class work as well as help them build self-esteem,



- (xvi) Parents/guardians should monitor the health of their children and communicate to institutions or take immediate measures such as staying at home or taking the children to hospitals where applicable,
- (xvii) Institutions should make plans for regular and systematic spiritual support and services to their communities in compliance with the COVID-19 health protocols,
- (xviii) Institutions should provide updated communication on their progress, COVID-19 and any emerging issues to create continuous awareness in the institutions community.
- (xix) Parents/ guardians and communities should ensure that all learners and trainees return to school / colleges after re-opening to safeguard against drop-out,
- (xx) Institutions and their communities should conduct back to school/college campaign to ensure that no child is left behind as schools reopen.

## **5.0. NON COMPLIANCE WITH THE GUIDELINES AND SPECIFIED PROTOCOLS**

Any institution that does not implement these guidelines on social distancing and hygiene protocols as outlined to ensure safety and health of learners, trainees and staff will not be allowed to provide education services until when the necessary plans are put in place. In all aspects, the Public Health Act and other existing legal frameworks shall apply.

## **6.0. CONTACTS**

Any learner/trainee, teacher, non- teaching staff or parent in need of mental health, psychosocial support or any other educational need may reach out for assistance from the nearest education office or by emailing [info@education.go.ke](mailto:info@education.go.ke) , [info@tsc.go.ke](mailto:info@tsc.go.ke).

## **7.0. MORE INFORMATION ON COVID-19**

More information on COVID-19 can be got from:

1. Ministry of Education Website
2. Teachers' Service Commission Website
3. Ministry of Health Website
4. World Health Organization Website
5. The Kenya Medical Research Institute (KEMRI) Website

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## APPENDIX 1: RISK ASSESSMENT MATRIX FOR REOPENING OF EDUCATIONAL INSTITUTIONS

The Ministry of Education is planning for re-opening of educational institutions in order to ensure continued learning. With institutions re-opening, learners, trainees and staff are expected to implement public health measures in order to prevent and control COVID-19 spread. To ensure individual schools implement appropriate measures, there is a need to carry out a risk assessment and suggest mitigation measures. The purpose of this tool is to assess the risk level of each school and suggest mitigation measures as a step towards preparedness for reopening of educational and training institutions.

The tool is divided into areas of focus with respective standards of implementation expected of each school. Please conduct a risk assessment of your institution using the table below. Tick and/or fill in information in the section in the sections provided below as appropriate.

<b>Date of Assessment</b> .....	
<b>County:</b> ..... <b>Sub-County</b> .....	
<b>Institution Name:</b> .....	
<b>Category:</b> <b>Public</b> <input type="checkbox"/>	<b>Private</b> <input type="checkbox"/>
<b>NEMIS Code:</b>	
<b>Institution Address</b> .....	
<b>Institution Email</b> .....	
<b>Type Of Institution</b>	
<b>Day</b> <input type="checkbox"/>	<b>Boarding</b> <input type="checkbox"/> <b>Day/Boarding</b> <input type="checkbox"/>
<b>Special</b> <input type="checkbox"/>	<b>Integrated</b> <input type="checkbox"/> <b>Regular</b> <input type="checkbox"/>
<b>Category Of Learners With Disabilities:</b> PH <input type="checkbox"/> HI <input type="checkbox"/> VI <input type="checkbox"/>	
MH <input type="checkbox"/> AT <input type="checkbox"/> CP <input type="checkbox"/> DB <input type="checkbox"/>	
<b>Others (Specify)</b> .....	

**Educational Level**

Pre- Primary  Primary  Secondary  ACE   
TTCs  TVET  University

**Enrolment (Learners)**

Male ..... Female..... Total.....  
**Learners with Disabilities**

Male ..... Female..... Total.....

**Staff Establishment**

**Teaching Staff**

Male ..... Female..... Total.....

**Teaching Staff With Disabilities**

Male ..... Female..... Total.....

Categories Of Disabilities: .....

**Non-Teaching Staff**

Male ..... Female..... Total.....

Categories Of Disabilities: .....

**Non- Teaching Staff With Disabilities**

Male ..... Female..... Total.....

Categories Of Disabilities: .....

**Number of classrooms in school: .....**

**Particulars of the Head of the Institution.**

**Name .....**

Phone No. ....

Email address.....

AREA OF FOCUS	STANDARD REQUIREMENTS	RISK	MITIGATION MEASURE	ACTION BY
SPACE	Classrooms	FOR EXAMPL E: Congested Classrooms	-Use of tents -Use of prefabricated rooms -Use of multi-shift system	BOM
	Dormitories			
	Dining room			
	Staff-rooms			
	Laboratories			
	Playgrounds			
WATER	The school has running water			
	Water in the school is clean (treated)			
	Water in the school is adequate (5 litres per child per day in day school & 20 litres per day in boarding school)			
SANITATION	Adequacy of hand washing points & at strategic locations			
	Adequacy of age-appropriate toilets & bathrooms.			
	Adequacy of disposal bins			
	Adequate supply of cleaning and disinfection materials			
MEALS	<b>The diet for learners is balanced</b>			
	Food handlers are certified.			
	Food storage is appropriate.			

SCHOOL TRANSPORT	Learners maintain 1 meter apart from each other when waiting or on board buses			
	Records of learners taking school transport is well maintained for contact tracing			
HEALTH AND SAFETY	<b>Provision of face masks.</b>			
	Availability of referral mechanisms.			
	Availability of isolation and treatment room.			
	Availability of a functional G & C department			
	Availability of a school nurse			
	Availability of pastoral and spiritual care			
	Ability to provide protective equipment e.g. thermometer gun, <b>PPE</b>			
	Sensitization of parents and community on COVID 19 prevention, control & reporting.			
	Secure fencing and Manned school gate			

Signature of Head teacher: .....Date & stamp: .....

## APPENDIX 2: EDUCATION AND TRAINING INSTITUTIONS REOPENING PREPAREDNESS ASSESSMENT TOOL

### Introduction

The purpose of this checklist is to assess the level of preparedness for reopening of educational and training institutions after closure due to COVID-19 pandemic. The checklist will be used by MoE in collaboration with Ministry of Health and other stakeholders to carry out assessment for Institution preparedness for re-opening in order to minimize the risk of COVID-19 infection and spread.

The checklist is divided into various dimensions of quality education and training: leadership and management, physical infrastructure, Continued learning, learners and trainees and staff' welfare and parental and community involvement. The Heads of institutions and the BoM are required to provide accurate and timely information for improvement of preparedness and compliance. **Where an Institution does not meet the basic requirements on health and safety measures as provided for by the Ministry of Health and Ministry of Education Protocols, the Institution should not reopen until such a time the requirements are in place.**

Upon meeting the requirements after the assessment, every institution will be issued with a letter of compliance by the Sub County Director of Education (SCDE). You will be required to submit the completed assessment tool two weeks before reopening the school to The Sub County Director of Education.

<b>DATE OF ASSESSMENT</b> .....	
<b>COUNTY:</b> .....	<b>SUB-COUNTY</b> .....
<b>INSTITUTION NAME:</b> .....	
<b>CATEGORY: PUBLIC</b> <input type="checkbox"/>	<b>PRIVATE</b> <input type="checkbox"/>
<b>INTERNATIONAL</b> <input type="checkbox"/>	
<b>INSTITUTION ADDRESS</b> .....	

<b>INSTITUTION EMAIL</b> .....				
<b>TYPE OF INSTITUTION</b>				
DAY <input type="checkbox"/> BOARDING <input type="checkbox"/> DAY/BOARDING <input type="checkbox"/>				
<b>ENROLLMENT</b>				
MALE ..... FEMALE..... TOTAL.....				
<b>EDUCATIONAL LEVEL</b>				
Pre- Primary <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> ACE <input type="checkbox"/>				
TTCs <input type="checkbox"/> TVET <input type="checkbox"/> University <input type="checkbox"/>				
<b>Particulars of the Head of the Institution.</b>				
Name .....				
Phone No. ....				
Email address.....				
<b>Each item has a score of 1%. Please tick as appropriate</b>				
<b>LEADERSHIP AND MANAGEMENT</b>				
S/ No.	ITEM	YES	NO	COMMENT
1.	The management has established a communication and coordination mechanism to identify COVID-19 cases to the County Response teams			
2.	The management has established a system to monitor the health of learners/trainees and staff (Temperatures and symptoms) on COVID-19			
3.	The institution has a copy of institutional re-opening guidelines (Verify the availability)			
4.	Institution has qualified health personnel or has identified and made arrangements with a local health facility to			



	manage learner/trainee and staff health related issues.			
5.	The management has provided a room for temporary isolation of affected learners/trainee/teachers/other staff.			
6.	The Institution has effective communication strategy for relevant preventive and control messages on COVID- 19.			
7.	The management has put measures in place to ensure fumigation and sanitization of the Institution.			
8.	The management has a functional Guidance and Counselling department.			
9.	The management has put measures in place/ plans for systematic and continuous spiritual nourishment.			
10.	The management has developed a procedure for communicating information on evolving health status to parents			
11.	The management has developed modalities of holding Institution assemblies, prayers in respect to COVID-19			
12.	The management has a mechanism to identify learners/trainees infected and or affected by COVID-19			
13.	The management has a mechanism to identify staff infected and or affected by COVID-19			
14.	The management has put in place measures to provide support to learners and trainees infected and or affected by COVID-19			
15.	The management has a COVID-19 Institutional response committee in place			
16.	The management has the telephone numbers of the nearest health facility, ambulance and rapid response team.			
	<b>RESOURCE PROVISION</b>			
17.	The management has provided adequate hand washing points at strategic locations			
18.	The management has provided sufficient supply of clean running water (At least 5 liters and 20 per person for day schools and boarding schools respectively)			
19.	The management has provided adequate <i>liquid</i> soap at all handwashing points			
20.	Where water is not available, the management has provided adequate sanitizers at all strategic points			

21.	The management has provided adequate disinfectants for all places where the Institution communities interacts			
22.	The management has made provision for reusable facemasks for learners/trainees and staff			
23.	The management has made provision for screening of symptoms and thermal monitoring for learners/trainees and staff.			
24.	The management has provided decontamination resources			
25.	The teaching and non-teaching staffs have received training on COVID-19 management?			
26.	The management has provided resources for Personal Protective Equipment for teachers ( Face masks)			
27.	The management has provided resources for Personal Protective Equipment for cleaners, food handlers, institutional nurse/matron and gate attendants. ( Apron, gloves, facemasks, soap, Washing detergents)			
28.	Parents/guardians have been sensitized to monitor health of their children.			
29.	The management has communicated to parents and Institution community on the strategies put in place to make the Institution safe for learners/trainees and staff.			
30.	The management has communicated the role of parents/guardians and other stake holders in ensuring health and safety of learners/trainees and staff.			
31.	The Institution has provided adequate communication using posters , signs on social distancing and hygiene measures			
32.	Information on COVID-19 is accessible to all learners/trainees, including those with disabilities, through Braille, sign language interpretation, captioning, and easy to read formats			
33.	Teachers have been sensitized or trained on preventive and protective measures related to COVID-19			
	<b>PHYSICAL INFRASTRUCTURE</b>			
34.	The management has provided adequate space for social distancing in classrooms/lecture halls, A distance of at			

	least 1 meter between learners/trainees has been observed.			
35.	The management has provided adequate space for social distancing in laboratories/workshops. A distance of at least 1 meter between learners/trainees has been observed			
36.	The management has made provisions for all relevant tuition furniture to ensure adherence to at least 1 meter social distancing.			
37.	The management has made provision for hand washing stations with liquid soap and clean running water or hand sanitizers (1 water station: 50 learners/trainees)			
38.	The management has provided adequate waste collection bins in strategic places within the compound.			
39.	The management has provided adequate space for social distancing in the hostels/dormitories/hall of residence.			
40.	The management has provided adequate space for social distancing during meals and dining places			
41.	learners/trainees with disabilities are provided with appropriate health and hygiene boarding facilities/requirements to ensure they are protected from COVID -19			
42.	The boarding area, including all its facilities and sections, has good ventilation to ensure circulation of clean air to avoid dampness.			
43.	Food handlers have the necessary health certificates			
44.	All buildings are well ventilated (classrooms/lecture halls, laboratories, dormitories/hall of residence)			
45.	Offices, staffrooms and senior common rooms are not congested and the staff keeps the required social distance.			
46.	Office Furniture is cleaned and disinfected daily.			
47.	Clean running water and liquid soap/sanitizer are provided in all offices			
	<b>TOILETS</b>			
48.	Toilets provide at the recommended ratio. (1:25 for females and 1:30 for males including a urinal for Basic Education Institutions)			
49.	The management has provided for cleaning & disinfecting of ablution facilities			

50.	There is adequate supply of cleaning and disinfection materials (chlorine bleach, detergents, mop, and buckets).			
51.	There is adequate provision of running water adjacent to all toilets.			
52.	Liquid Soap and other approved hand washing detergents are available			
53.	Sanitary disposal bins for female learners/trainees are provided in the toilets and have proper cover and pedal to avoid touching by the learners.			
54.	Toilets are age appropriate and friendly to learners/trainees and staff living with disabilities			
	<b>INSTITUTION GROUNDS</b>			
55.	The Institution compound is fenced with a manned gate.			
56.	A record of all persons entering and exiting the Institution is maintained at the gate.			
57.	The Institution compound is clean and well maintained.			
58.	Pathways are clearly marked to keep social distancing			
59.	Fields are appropriately marked to ensure social distance is maintained by learners/trainees.			
	<b>WATER</b>			
60.	Water source is safe and regularly available			
61.	There are adequate drinking water and handwashing stations at a ratio of 1:50 learners/trainees			
62.	Running water is available through on-site taps, or reservoir at the Institutions and containers filled regularly.			
63.	Learners/trainees, Teachers and non- teaching staff are not sharing cups or glasses.			
64.	There is safe storage of treated water in regularly cleaned and covered containers.			
	<b>REMOTE LEARNING</b>			
65.	The Institution programme/Master timetable is adjusted to match the new program/routine			
66.	There is a remedial (not tuition) programme for learners/trainees who may need assistance			
67.	Teachers have strategies for following up the online and distance learning programs undertaken during the			

	holidays and COVID-19 situations?			
68.	Institutions have put in place strategies for Distance Learning for learners in case of unplanned breaks			
69.	The ICT devices are properly utilized and Teachers capacity built in ICT			
	<b>HEALTH AND SAFETY OF LEARNERS AND TRAINEES</b>			
70.	Institutions that were used as isolation/quarantine centers for COVID-19 response have been fumigated by the Ministry of Health			
71.	Facemasks are being used by all in the Institution			
72.	Institution has sensitized learners/trainees on safe transport measures to and from home to avoid COVID-19 infection			
73.	Guidance and Counseling department is in place and functional headed by qualified staff to provide psychological health support to all learners.			
74.	The institution has put referral mechanisms in place for specialized needs.			
75.	The management has made plans for guidance and counselling including reintegration and protection of vulnerable children			
76.	The Institution has designated an isolation room with essential equipment			
77.	Pastoral and spiritual care program for the whole Institution's community is in place			
78.	The Institution has adequate non-contact thermometers			
	<b>SUPPORT TO TEACHERS AND OTHER STAFF</b>			
79.	The staff has received training on COVID-19 management			
80.	The management has provided Information Education and Communication materials for staff			
	<b>SUPPORT TO MOST VULNERABLE LEARNERS, TRAINEES AND STAFF</b>			
81.	The management has a mechanism to identify learners/trainees particularly those with special needs and disabilities and those from informal settlements affected by COVID-19			

82.	The management has a mechanism to identify staff affected by COVID-19			
83.	The management has put in place measures to provide support to learners/trainees and staff affected by COVID-19			
	<b>PARENTAL ENGAGEMENT AND COMMUNITY INVOLVEMENT</b>			
84.	Institution has established reporting mechanism as per the MOE guideline to parents and relevant authorities (MOH, BoM/BoG/Council and Local Administration) in case where learners/trainees develop flu like symptoms.			
85.	Parents have been informed that learners/trainees who develop flu like symptoms should stay away from Institution and seek medical attention.			
86.	Parents and communities have been sensitized on COVID-19 prevention and control			
87.	The management has put in place parental empowerment and engagement plans for all parents/guardians			
88.	The Institution has put in place a mechanism for regularly communicating with parents/guardians			
89.	The Institution management has put in place mechanism plans for back to school campaigns			
90.	The management has involved parents and communities in the plans for Institution readiness to reopen			
91.	The management has availed the modalities, plans and schedules for Institutions reopening to community and BOMs/BOG/Council			
92.	The management has put in place measures to support vulnerable learners/trainees, Teachers and non-teaching staff			
93.	<b>In your opinion, are Teachers ready for Institution reopening?</b>			
94.	<b>In your opinion, are parents and communities ready for Institution reopening?</b>			
	TOTAL			

**NOTE:**

**Rating scale for Institution readiness**

**Each item has a score of 1%.**

The following scale will guide in determining the level of Institution readiness to reopen.

There are 93 points of readiness overall

<b>Rate</b>	<b>Level</b>	<b>Descriptor</b>
60- 94	Good	The Institution is ready for opening as it has met most of the requirements and to continue improving
42-59	Fair	The Institution has met some requirements and continues to improve. A second assessment is required for it to be authorized to open
22-41	Poor	The Institution has not met most of requirements and continues to improve. A second or a third assessment is required where necessary for it to be authorized to open

**APPENDIX 3: LETTER OF COMPLIANCE /NON-COMPLIANCE**



**REPUBLIC OF KENYA**  
**MINISTRY OF EDUCATION**  
**STATE DEPARTMENT OF EARLY LEARNING & BASIC EDUCATION**

School Name .....

Sub County Name.....

School Registration Number.....

Date.....

**Ref: Compliance letter on Guidelines on Health and Safety Protocols for Schools**

The assessment carried out on (date)..... established that the school had met compliance to the minimum requirements for reopening as stipulated in the General Guidelines on Health and Safety Protocols for the reopening of Basic Educational Institutions.

The institution is expected to maintain the Health and Safety Protocols, which will be assessed from time to time. Failure to maintain compliance will lead to withdrawal of this letter and immediate closure of the institution.

**Dr. BELIO R. KIPSANG, CBS**  
**PRINCIPAL SECRETARY**





**REPUBLIC OF KENYA**

**MINISTRY OF EDUCATION**

**STATE DEPARTMENT OF EARLY LEARNING & BASIC EDUCATION**

School Name .....

Sub-County Name.....

School Registration Number.....

Date.....

**Ref: Non- Compliance letter on Guidelines on Health and Safety Protocols for Schools**

The assessment carried out in your institution established that you had not complied with the following minimum requirements for reopening as stipulated in the Guidelines on Health and Safety Protocols for the reopening of Basic Educational Institutions.

1.....

2. ....

3.....

4. ....

In order to achieve compliance to the stipulated guidelines, the institution is expected to put in place the required measures above and reapply for reassessment by the office of the Sub – County Director of Education.

**DR. BELIO R. KIPSANG, CBS  
PRINCIPAL SECRETARY**



REPUBLIC OF KENYA

**MINISTRY OF EDUCATION**

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