

Policy No.: TIADPolicy\_H&S\_2020/01

Policy created in September 2020

Policy to be reviewed in September 2021

**Important Note:** The school has adopted Distance Learning Programme (DLP) and Blended Learning Programme (BLP) for the Academic Year 2020-21. This policy is designed for a regular school set-up and will also be integrated during the DLP/BLP.

## Business Continuity Policy

### Overview

In order to ensure the continuity of work in the school campus and the regularity of school operations, especially during the prevailing pandemic, multiple qualitative, quantitative, prevention and maintenance procedures has been introduced. This document clarifies in the case of spread of the epidemic, how to take precautionary and preventive measures in a way that guarantees the general safety of everyone attached with the school activities and explains ways to address all sorts of risks.

This guide has been prepared on the basis of the Guideline on Preparedness for Business Continuity in the case of novel Corona Virus (COVID-19) AE/SCNS/NCEMA 7002:2020, issued by the National Emergency, Crisis & Disaster Management Authority.

The school has prepared procedures by assessing risks, threats, weaknesses and consequences thereof. Scenarios, assumptions and considerations are developed in an integrated manner to guide the process of planning at all levels, as related to points of improvement and the potential impact of risks and threats. A proper business impact analysis is necessary to quantify the capabilities in terms of quantity and efficiency to perform the tasks.

### Concepts

- **Business Continuity Plan** – A set of procedures in a documented form which directs the organization to react, recover, restore and restart the pre-determined level of operations after the interruption.
- **Sick person** – A person who is affected by the sickening factor, its toxic products or secretions, regardless of the of the potential signs and symptoms of the disease.
- **Quarantine** – Restricting the activity of affected healthy people who are exposed to any sickening factor during the disease spread, for a period equivalent to the longest incubator period.
- **Sanitary Isolation** – Separating the suspected or confirmed sick person from other healthy individuals, voluntarily for the duration of the infection, to prevent propagation of the disease.
- **Remote working / Distance learning** – A work/learning system through which the affected category can continue with their activities from the safety of their respective homes.
- **Precautionary Measures** – A set of measures and procedures that the establishments and employees must follow to ensure business continuity, and to ensure the safety and protection of the

work environment.

- **Corrective actions** – Steps or procedures to eliminate deficiencies in the work continuity management system.

## **Purpose**

The purpose of this document is to demonstrate precautionary and preventive measures, aiming to sustain business continuity for the entire operational walks of the school through the following considerations.

- Protecting and safeguarding the students, parents, school staff and the society from the risk of prevailing and possible epidemics.
- Take necessary steps to limit the spread of epidemics within and beyond the school campus.
- Determining the critical functions for business continuity measures, taking into account the potential impact of the interrupting agent.
- How to activate business continuity plans in the event of losing individuals due to an outbreak in the school.
- Spread awareness about tackling the adverse scenarios and ensuring its impact.
- To ensure the uninterrupted supply of all necessary paraphernalia.

## **Assumptions & Considerations**

Preparedness of the school to ensure a safe and healthy environment.

Identifying a sick person or tracing contacts with a sick person.

Difficulty in controlling the spread of the epidemic in the school.

Proper systems to ensure un interrupted distance learning

Intense presence of individuals in the schol campus

Curb the spread of rumors, reputational impact and panic among allo associated members.

## **Setting Priorities / Considerations**

The school has prioritized the following activities to ensure uninterrupted flow of operations, enhance the safety of the campus and people involved.

- Temperature check will be conducted at the school entrance by the security and an automatic temperature logging thermal device has been installed to ensure a two-point checkpoint.
- Distance learning protocols have been implemented to ensure that the students receive proper attention and supervision from the concerned teacher.
- The school has identified and deployed an isolation room with an adequate monitoring (view mode only) camera for continuous monitoring.
- The students who have opted for in-campus learning are mandated to bring drinking water and packaged food for consumption.
- The service schedule has been accelerated with the government recommended cleaning agents and relevant MSDS has been maintained.
- Numerous educational posters regarding the pandemic have been deployed at every corner of the campus to ensure continuous awareness.
- A defogging machine using the government recommended fogging agent has been adapted and the sanitization of the campus is upkept using the same.
- The school has adopted a new “Stay at home if unwell” process that anyone with a symptomatic trigger remains home until remission.
- A proper stock of all medicines, masks, gloves, cleaning agents and stationary is maintained at any given time and addressed well in advance to negate stock depletion.
- The open play area, student lockers and water dispensers have been sealed off/ removed to prevent activity hotspots.
- Multiple hand sanitizers are deployed all throughout the campus to ensure proper personal sanitization.
- All classrooms have been properly grid marked to ensure a safe distance is maintained between students.
- The school canteen has been closed off till the prevailing risk is negated.
- Directional signs are drawn on all corridors and “Walk to the right” awareness has been strengthened.
- Ensure the continuous availability of all required PPE.
- Proper training and orientation has been provided to the service crew to ensure a high standard of sterilization and cleaning process.
- Preventing gathering and stopping all activities in and out of the campus.
- The laundry management protocols have been revised and implemented by the school to negate any mishaps in the process.
- The staffing plan has been properly revised and implemented to cater to any increased requirement.
- Parents are encouraged to make contact-less payments at the school accounts department.
- The school under continuous supervision by the Principal, has ensured that all teachers supporting the distance learning procedure, has adequate teaching aids at home to comply with prevailing standards.

- A proper readiness plan has been prepared, undated and submitted by the school to ensure compliance.


Prepared by:

Date: 08.09.2020

(Sgd.)  
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Signed by:

Date: 09.09.2020

  
**Ms. Susan Rubin Varghese**  
**Principal**