



REPUBLIC OF KENYA

MINISTRY OF EDUCATION

STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING

COVID-19

**GENERAL GUIDELINES AND PROTOCOLS FOR THE RE-OPENING OF TVET
COLLEGES**

JUNE, 2020

FOREWORD

The Government of Kenya is dedicated to implementing its commitments to ensure that all learners access quality basic education. The Constitution of Kenya (2010), Article 43 (1) (f), 53 (1) (b), Article 54 (1) (b) and 55 (a) of Chapter 4 obligates both the state and the parents to facilitate quality basic education for all children in Kenya. Education Sector Disaster Management Policy (MoE, 2017) states that education and training systems and settings should be organized in a way that ensures all children regardless of where they are based have access to education. Disasters should not deny any child the right to quality education as is guaranteed in the Constitution.

In this regard, the Government of Kenya is doing everything possible to provide education opportunities for all school age children despite the interruptions occasioned by the COVID-19 pandemic. The Government announced the closure of all learning institutions on 15th March 2020 to curb the spread of the virus in learning institutions where over 15 million Kenyan learners and trainees were sent home. These closures were not accompanied with guidelines on how to access any form of learning, a threat to the attainment of Sustainable Development Goal No.4 on access to quality, equitable and inclusive education. To address the COVID- 19 pandemic challenge, the Ministry of Education developed a COVID -19 response and recovery plan whose aim was to guide provision of access to quality, equitable and inclusive education to learners during and after the pandemic and to facilitate production of online teaching and learning materials and to expand existing remote learning programmes.

World over, countries are planning for reopening of schools in order to ensure continued learning. With schools reopening, learners, trainees and staff are expected to implement public health measures in order to prevent and control COVID-19 spread. These protocols have been developed to guide basic education sub sector implement measures required. It is anticipated that the learners will begin their Term 2 of the school calendar as provided in the education COVID-19 response education committee report. This will ensure there is no learning loss. The guidelines has provided measures to be put in place before re-opening, part of reopening process and after reopening. I call upon all heads of institutions to ensure full compliance and implementation of the measures.

The Ministry reiterates its commitment to providing quality education to all children including those with special needs, in the primary and secondary education as well as those in the TVET and teacher training colleges.

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ABBREVIATIONS AND ACRONYMS

BOG	Board of Governors
COVID-19	Corona Virus Diseases of 2019
ICT	Information Communication Technology
IEC	Information Education Communication
MOE	Ministry of Education
MOH	Ministry of Health
NESSP	National Education Sector Strategic Plan
PPEs	Personal Protective Equipment
TSC	Public Service Commission
VI	Visually impaired
WASH	Water Sanitation and Hygiene

ADMITTING LEARNERS WHEN SCHOOLS RE-OPEN

Re-opening of schools within the context of COVID-19 requires adequate preparations by the education sector, line ministries, school managers and administrators, teachers, parents who work in close collaboration with the Ministry of Health and the school communities. The education sector provides a platform for promoting health and safety and can encourage learners to become advocates for disease prevention and control at home, in school, and in their community's' by talking to others about how to prevent the spread of the COVID-19. 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 trainees when the schools re-open will look like. The guidelines will assist college management and communities to prepare for readmission of learners 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.

Process of School Re-Opening at a glance

Prior to Re-opening	Prepare critical policies, procedures and financing plans needed to improve college, with a focus on safe operations, including strengthening blended learning , communication to stakeholders and building capacity of relevant teams
Part of Re-opening process	Adopt proactive approaches to readmit trainees and to reintegrate most vulnerable children in order to pick up quickly in education system. Invest in infrastructure, water, sanitation and hygiene to mitigate risks, and focus on remedial education to compensate for lost instructional time.
With school's Re-opened	Actively monitor health indicators, expanding focus on health, safety and wellbeing of trainee, trainers and non-teaching staff. 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 their children in learning.

Requirements for College Re-Opening

In preparation for college reopening and readmission of trainees, the government will:

1. Provide critical policies, procedures and financing plans, needed to improve college, with a focus on health and safety operations, including strengthening blended learning and communication to stakeholders.
2. Clear national guidance on college reopening which may need to be gradual, based upon rates of transmission and the guidance from the Ministry of Health.
3. Provide clear guidance for national examinations , learning assessments of institutions and transition decision making as well as colleges reopening and readmission procedures,
4. Clear and easy-to-understand protocols on physical distancing measures including prohibiting activities that require large gatherings, staggering the start and close of the college day, safe transport , staggering feeding times, moving classes to temporary spaces or outdoors, and having college in shifts to reduce class size.
5. Develop detailed protocols on hygiene measures, including hand washing, respiratory etiquette, use of protective equipment, cleaning procedures for facilities and safe food handling practices.
6. Review personnel and attendance policies to accommodate health-related absences among trainers and non –teaching staff and support remote and blended teaching.
7. Develop policies on use of college facilities and those that protect learners at high risk and continue remote education to support trainees unable to attend college, accommodating individual circumstances to the extent possible.
8. Identify response and recovery financing for immediate investments in college infrastructure, water, sanitation and hygiene as well as COVID-19 essential supplies.
9. Increase provision of mental health and psychosocial support services that address stigmatization/discrimination and support children and their families in coping with the continued stress and uncertainties of the pandemic.

In preparation of college reopening, the Ministry of Education will carry out the following measures:

1. Build the capacity of college management (heads of institutions and chairpersons BOM) on the management of COVID-19,
2. Improve college infrastructure (classrooms, dormitories, toilets, laboratories, and dining halls) to reduce the trainee sizes in the commonly shared accommodation areas.
3. Refurbish unused classrooms if any and identify spaces from both public and private colleges not operating up to capacity to ensure schools maintain a distance of 1 meter between trainees.
4. Ensure adequate running water and sanitation facilities in all colleges and procure water tanks in colleges without reliable water supply,
5. Develop messages and build the capacity of learners, trainers, non –teaching staff, parents and entire college community on key infection prevention and control measures in order to promote good hygiene practices,
6. Develop detailed protocols on hygiene and social distancing measures to be put in place before reopening,

7. Stock up all learning institutions with key supplies including disinfectants, soaps, non-touch thermometers, facemasks and first aid kits
8. Collaborate with churches to develop chaplaincy guidelines and ensure provision of psychosocial and spiritual services to colleges,
9. Map emergency facilities and attach all learning institutions to a health facility that is within 10 km and have some health personnel assigned to the various colleges for regular health monitoring and sensitizations,
10. Design a strategy to ensure trainees in informal settlements, urban slums, disaster prone counties and most vulnerable are not left at home when colleges reopen.
11. College authorities will carry out risk assessment for suitability and readiness to re-open focusing on space, water, sanitation, provision of meals, transport of trainees to and from college among others as part of preparations and readiness to reopening to ensure safety and health of learners, teachers and non-teaching staff using the risk assessment checklist provided by MOE (See Appendix 1),
12. Conduct assessments on the feasibility and readiness of colleges to ascertain the levels of preparedness using the mapping of readiness checklist provided by MOE (See Appendix 2)
13. Coordinate a cluster of 10 colleges at sub county level to promote community of practice and peer review constituted of BOM member, Principal and head of response committee,
14. Collaborate with Ministry of Health to map quarantine centres at least one per sub-county in case of reoccurrence of the outbreak.
15. Liaise with the, Ministry of Interior and Coordination of National Governments Ministry of Health and County Governments to establish the Sub-County COVID-19 Response Team.

Education Communication Messages

Communication is vital as it promotes understanding among interested parties. Within the context of COVID-19, the Ministry of Education in collaboration with the Ministry of Health and other agencies will:

- (i) Communicate to the public including communities, parents, teachers, learners and religious institutions using various channels of communication that include print, electronic and social media on:
 - a. Health and safety measures put in place to guarantee the health and safety of trainees, trainers, non-teaching staff, parents and entire community.
 - b. Re-opening and national examination dates
- (ii) Avail booklets for prevention and control of COVID-19 for basic education in all formats to learners, teachers and non-teaching staff,

- (iii) Sensitize parents and the entire communities on their role in ensuring health and safety of trainees and staff,
- (iv) Sensitize religious sponsors, college's chaplains and other community opinion leaders on their role in controlling spread of COVID-19 in colleges and providing spiritual and psychosocial support.

Capacity development

Building the capacity of staff is essential within the context of COVID-19 in order to support recovery of the education system from the pandemic shocks. In addition, there will be need to support teachers' resilience, instructionally and technologically to ensure their effectiveness. The government will:

- (i) Recruit additional trainers to reduce trainer-trainee ratio and counsellors to support education system where possible;
- (ii) Build the capacities of Principals/ Directors, BOG, field education officials, trainers and non-teaching staff on COVID-19 management;
- (iii) Build capacity of trainers on alternative modes of curriculum delivery and psychosocial support mechanisms within the context of COVID-19 pandemic;
- (iv) Sensitize parents, trainers, non-teaching staff and community members on the importance of hygiene practices and social distancing both at homes and in schools;
- (v) Sensitize all learners, using age and gender appropriate IEC materials on COVID-19 prevention and control;
- (vi) Train teachers on guidance and counselling to be able to support learners and other staff on psychosocial needs;
- (vii) Conduct back to College campaigns to ensure no one is left behind when schools reopen.

Leadership and Management

Effective leadership plays a pivotal role in actualization of educational goals through management of the physical infrastructure and establishing mechanisms to address the emotional needs of learners and staff. Prior to readmission of trainees, there will be need to ensure space in infrastructural facilities that include: classrooms, dormitories, toilets, laboratories, administrative offices, library, college grounds, water, kitchen/dining hall, college transport, waste management, swimming pools and college dispensary/sanatorium as well as assistive devices and equipment for learners with disabilities. In readiness for college reopening, the college leadership will be required

to adapt new strategies to ensure safe and healthy environments for trainees, teachers and other non-teaching staff. The college management will:

- Ensure revision of college rules and regulations to be responsive to the changes occasioned by COVID-19 Pandemic.
- Conduct risk assessment and develop mitigation measures using the risk analysis matrix provided by MOE (See Annex 1)
- Maintain a positive demeanour on governments efforts to prevent the spread of COVID-19,
- Develop or update college contingency plans,
- Ensure college reorganize respective activities to ensure a social distance of at least 1 meter in all aspects of the college (classrooms, dormitories, libraries, dining halls, water points etc),
- 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,
- Ensure that information on Covid-19 related measures is accessible to all learners, including those with disabilities, through sign language interpretation, captioning, and easy to read formats, among others
- Maintain a complete database of teachers and non-teaching staff information on contact numbers and addresses of their next of kin,
- Ensure behavioural change, health education and training sessions are offered to trainees, teachers and non-teaching staff to maintain desired behaviours on hygiene and social distancing,
- Keep parents informed of the physical and behavioural changes expected and to be implemented in the college,
- Ensure consistent provision of clean running water and adequate water storage facilities. A school will not be allowed to be in session in the absence of continuous flow of water.
- Provide hand washing stations at strategic locations to be placed at entrances and common areas of colleges and offices to promote regular hygiene .
- Renovate, improve, or install (as necessary) age and gender appropriate hygiene facilities like washrooms, toilets, and bathrooms including classrooms to ease congestion;
- Ensure availability of essential supplies; soap, hand washing facilities, disinfectants, thermometers, and face masks and enforce their utilization.
- Provide clear communication to colleges and parents on arrangements for students in boarding institutions.
- Develop learner movement protocols including designating entrances and exits for different trainees cohorts, sectioned off common spaces, and floor markings to direct foot-traffic flows,

- 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 ,
- Develop a program for cleaning and for use of college ground/facilities to ensure hygiene and social distancing,
- Ensure adequate security and safety measures, including provision of a fence/ barrier and guards to restrict entry to and exit from the institutional premises,
- Restrict entrance of visitors in the institution and cancel college events such as career and motivation days until further notice,
- Ensure there is a designated room within the school premises for use as a sick bay or for temporary isolation in case presumed cases occur in colleges,
- Equip colleges sick bays with basic supplies to cater for emergencies paying special attention to students/ pupils with disabilities and those with pre-existing conditions,
- 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 ,
- Ensure colleges are equipped with ICT facilities and train students/pupils and teachers on their utilization as well as strengthen the digital literacy programme,
- Strengthen the guidance and counselling departments as well as chaplaincy services in the institutions
- Establish surveillance aimed at early detection of unexplained respiratory infections, monitor learner’s body temperatures and maintain health record books,
- Ensure compliance to specified health requirements on social distancing, regular hand washing, fumigation and sanitizing and disinfecting surfaces,
- Ensure trainee, teachers and non –teaching staff wear face masks at all times when in public places,
- Develop criteria of identifying learners and staff who may require specialised psycho-social support and link them to certified counsellors /social workers,
- Ensure all learners/ trainees in the institution are free from being stigmatized about COVID-19 by any member of the institution community.
- Revise and re-adjust the institution budgets to reflect the current priorities addressing the impact of COVID-19 such as priority on improved hygiene management ,
- Prepare for systematic and regular spiritual services for the college community,
- Identify learners, teachers and other staff with pre-existing health conditions and ensure appropriate health attention
- Develop institutional based guidelines on improving hygiene practices for students, teachers and non-teaching staff and enforce compliance,
- Provide support to most vulnerable trainees including those living with disabilities, the girls and trainees without access to meals and those with high risk health conditions,
- Ensure enhanced feeding programmes to promote health and attendance.
- Follow up on all cases of absenteeism to minimise drop outs,
- Streamline learner transport management systems to prevent transmission of infections

- Sensitize parents and communities on health and safety measures taken by colleges to guarantee the well-being of returning trainees
- Provide weekly progress Report to the sub -county director of education on the status of college health and safety that might compromise curriculum implementation.

Coordination mechanism

For effective coordination in response to the spread of COVID-19 before and after college reopen, response teams will be established with clear linkages to the County multiagency response team.

- (i) The Education Department to actively engage the County Multi-Agency Team on response strategies.
- (ii) Establish clear linkages between the County Education Department and the County Department of Health to enhance the Public Health response,
- (iii)Constitute the County and sub county education response teams,
- (iv)Establish cluster of colleges constituting of 10 head teachers where possible, to monitor compliance to COVID-19 set standards, address emerging issues and support professional development of teachers through peer to peer support.
- (v) Constitute college response committees to coordinate response strategies at the institutional level.

HEALTH AND SAFETY PROTOCOLS

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

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 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:

I. Classrooms

The college management will ensure the following:

- As much as possible, college activity, playing, teaching and learning will take place outside the classrooms,
- Where learners will be in class, college management will create physical distance between learners and place desks at least one meter apart from one another, and one meter apart from all doors to avoid any physical contact or air contamination,
- Desks shall be arranged in rows with the desks facing forwards to minimize learners being in face to face contact with each other,
- Desks and lockers will be cleaned and disinfected daily and will not be shared
- Ensure cleaning and disinfection of school buildings including classrooms 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.
- 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 period as far as possible,
- Portable equipment such as laptops, projectors, chalk boxes, Braille machines and recorders for the VI, among others should be cleaned and disinfected after use.
- Every classroom should have pedal-operated waste collection bins with liners.

II. Boarding facilities guidelines

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

- Dormitories 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.

- Use of double decker beds must meet social distancing of at least one meter between each occupant
- Learners/ trainees will not be allowed to share personal items such as slippers, shoes, clothes, towels, toothbrush, soap, shoe brushes, beds etc.
- All surfaces and equipment (light switches, door and window, stair rails etc.) in the dormitory should be cleaned and disinfected daily,
- Bed linens and towels should be washed weekly and dried under direct sunlight.
- Areas surrounding dormitories' premises must be clean and free from waste, rubble, and stagnant water to avoid contamination,
- Learners with disabilities will be provided with appropriate health and hygiene boarding facilities/requirements to ensure they are protected from COVID 19 disease,
- The dormitory, including all its facilities and sections, should have good ventilation to ensure circulation of clean air to avoid dampness,
- The dormitory floor must be of appropriate material to enable smooth cleaning and disinfecting and have a good drainage,
- Safe waste collection bins should be adequately provided in the dormitories and must be emptied frequently to keep the environment clean and safe,
- Adequate clean and safe water should be provided in the dormitories for purposes of drinking, bathing, laundry and frequent washing of hands,
- Soap and clean water should be made available to learners at all times,
- College management should ensure dormitories environment is free from rodents, insects and other vermin.

III. Toilets

Appropriate toilets and proper use prevent the spread of many diseases. Provision of clean and healthier environment for trainees, teachers and non- teaching staff will prevent the spread of COVID 19. The following guidelines should be adhered:

- All learning institutions should have adequate, clean and well maintained toilets
- Toilets should be disinfected daily.
- Sanitation staff must be equipped with basic PPEs (boots, gloves, and masks) and trained on safe toilets disinfection practices.
- Ensure availability of cleaning and disinfection supplies (chlorine, detergents, mop, buckets)

- Door knobs and other frequently touched equipment should be cleaned daily with alcohol based detergents.
- 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.
- Provide adequate supply of cleaning and disinfection (chlorine, detergents, mop, and buckets).
- Provide adequate running water adjacent to all toilets. Soap should be made available to learners at all time.
- Sanitary disposal bins for girls should be provided in the toilets. They should have proper cover and pedal to avoid touching by the learners.
- All schools should have age appropriate and disability friendly toilets for learners and staff.

IV. Laboratories

- Learners using laboratory at any given time should always observe social distancing of at least 1 meter.
- Laboratory floors, frequently touched items and other surfaces should be frequently cleaned and disinfected.
- Learners should avoid sharing Personal Protective Equipment (lab coats, footwear, gloves, safety goggles and glasses, face shields)
- Laboratory equipment should not be used by unauthorized persons for safety.
- Reagents and chemicals used frequently should be kept under lock and key and their utilization controlled by the teacher.

V. Administrative offices

- Offices and staffrooms should not be congested and the staff must maintain social distance of at least 1 meter.
- Furniture should be cleaned and disinfected daily.
- Clean running water and soap/sanitizer should be provided in all offices and anyone entering or leaving should sanitize or wash hands
- Break times to be staggered to limit the number of teachers in the staffroom at any time,
- Staff meetings shall be kept to a minimum and only key staff members should be present at the meetings. Staff shall explore other ways of communicating such as memos, mobile charts, text messages and emails.

VI. Library

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

VII. Kitchen/ Dining Hall

- College food handlers and cleaners will be required to have personal protective equipment (gloves, apron and facemasks) to promote basic health and hygiene
- Learners shall wash their hands thoroughly with clean water and soap before and after eating.
- Tables and chairs shall be spaced at a distance of at least 1 meter apart,
- Staggered eating shifts by classes “will be considered where population is high to avoid crowding in the dining hall and there will be no food sharing. Where possible, lunches and afternoon snacks will take place within each class,
- Utensils and cutlery shall be kept clean before use by cooks and learners
- Cloth, soap and water for cleaning/ disinfecting kitchen surfaces shall be provided.
- The college shall consider storing each learner’s food container and utensil separately if possible, so that each learner uses the same items daily.
- Food stores must be kept clean by disinfecting surfaces daily.
- Windows shall be opened at all times to allow aeration.

VIII. Learner Transport Protocols

- Learners should maintain at least 1 m distance from others while waiting to board college buses; the ground should be clearly marked.
- Staggered pick –up and drop off times will be considered to limit the number of people at the college during these times,
- While on board, learners shall wear facemasks and sit at least 1 meter distance from each other in accordance with Public Health guidelines.
- Learners shall buckle up the safety belts at all times of travel.
- Records of learners using college transport shall be well maintained and where learners are picked, the college will maintain updated information on who is authorized to collect learners from college,

- Colleges should ensure trainees 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,
- 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.
- Trainees and staff should not travel if they are feeling unwell with symptoms of COVID-19, even if these symptoms are mild
- Provide hand washing facilities at transport hubs with soap and water (e.g. bucket with tap/tippy tap) and/or an alcohol-based hand rub.
- Encourage students and staff to use alternate transportation that allows for appropriate social distancing measures to be maintained (e.g. walking, riding a bicycle) where possible
- 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.
- 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.
- As much as possible, Windows must remain open and the bus surfaces and equipment shall be cleaned and disinfected daily.
- Where possible, elderly parents/caregivers of above 58 years will not pick up or drop off learners at college because they would be at increased risk for contracting severe disease.
- All drivers' shall observe all hygiene protocols.

IX. CO-CURRICULAR ACTIVITIES PROTOCOLS

- Fields shall be appropriately marked to ensure learners play different games that avoid touching or holding,
- Swimming should be halted in all colleges until the COVID-19 risk is at lowest level as shall be guided by the Ministry of Health.
- Assemblies, inter college competitions including games and sports and other events that create crowded conditions will be suspended for the time being. Colleges will hold class mini-assemblies to pray, pass health messages and announcements,
- Activities that include physical contact, such as sports, will be substituted by other activities that allow for safe physical distancing (i.e. running)

- There shall be no gymnastics at the college level for the time being.

Where children will be engaged in games within the college compound, teachers should ensure that the children;

- Always keep a distance of at least 1 meter between themselves as they play,
- Wash hands thoroughly well with running water before and after games,
- Clean all sports equipment and sanitize them,
- Always wear a mask every time they are playing outside with others,
- Avoid touching eyes, face, nose, ears and mouth using hands,
- Are guided to cough or sneeze into their elbows,
- Don't hug during games,
- Don't share food or water bottles in the field,
- Don't play if feeling sick,
- Eat and drink healthy.

X. College dispensary/Sanatorium/Sickbay

The college management will be required to ensure the following:

- College shall ensure there is a qualified nurse in charge or have arrangements with local health centers to manage learners' health related issues.
- College sanatoriums/clinics are equipped with emergency medical supplies to assist children and staff in the event of COVID- 19 outbreaks.
- Observe social distancing of at least 1 meter while at the sick bay.
- Conduct preliminary temperature checks on the learners visiting the facilities.
- Provide hand washing facilities for learners before accessing the facilities.
- Provide proper waste disposal facilities and dispose waste frequently.
- Clean and disinfect equipment and items after use.
- Disinfect and keep clean surfaces, rails, furniture, knobs and other places three times a day.
- Ensure adequate lighting and ventilation
- Maintain proper records of patients
- The college Nurses to be trained on how to handle the patients with COVID-19 virus.

XI. College grounds

- The college compound shall be fenced with a manned gate clearly indicating the entry and the exit,
- The college shall develop learner 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 maintain social distances,
- The college compound shall be clean and well maintained at all times.
- Enhance signage in all areas of the college compound to enhance movement and social distancing.

XII. Safety and security

- All learners/trainees should take caution of their surroundings when going to, during and from college
- Trainees should wear masks correctly when in college at all times.
- There should be no gatherings e.g. games, sports, Co-curricular activities, parents' meetings, assembly, clubs and societies etc.
- The trainee leadership should encourage other trainees to stick to the college guidelines on safety and health to avoid Covid-19 infection
- Hygiene messages should be displayed in strategic places like walls, in the classroom, notice boards and at the gate.
- Thermal Monitoring/screening should be done to all Pupils/ students/ teachers/support staff every morning when getting to the college.

XIII. College Community Relations Protocols

- No visitor will be allowed in the institution and or career and motivation days are suspended until further notice,
- Ensure service providers visiting the college are recorded during entry and exit at the school gate,
- A record (name and contact details) of all persons visiting the school shall be maintained at the college gate. The temperature of all visitors shall be taken and recorded.

HYGIENE AND SANITATION PROTOCOLS

1. 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;

- Safe water source shall be ensured in all schools with adequate designated water hand washing points.

- Water shall be made available through on-site taps, or reservoir at the schools and containers filled regularly.
- Trainee, teachers and non- teaching staff shall avoid sharing cups or glasses.
- 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.
- Where standard taps are in use, ensure taps are regularly cleaned or provide paper towels to use when opening and closing taps where possible.
- Trainee, teachers and non- teaching staff should be trained on the safe management of drinking water points to avoid water contamination.
- Ensure water safety with safe storage of treated water in regularly cleaned and covered containers in colleges.

2. Respiratory Etiquette

- Reinforce health messages such as avoid touching eyes, nose and mouth
- Covering mouth and nose with bent elbow or tissue when coughing, sneezing, and disposing off the used tissue in a bin with a lid,
- All learners and staff shall wear facemasks at all times
- Learners with hearing impairment shall wear clear face masks for ease of communication.

3. Hand Hygiene

- Every classroom must have access to hand washing facility with running water and soap,
- Ensure each person entering or leaving the classroom or college must wash hands with water and soap or sanitize
- Ensure learners 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.
- If soap and water are not available, use an alcohol-based hand sanitizer.

- Trainee use of alcohol-based hand sanitizers should always be supervised by adults
- Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the college.

4. Food Handlers in College

A food handler in college settings 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.

- All the food handlers should have the requisite food handling certificates and in addition have a certificate of COVID 19 testing before being allowed to handle food.
- All food handlers are encouraged to have 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.
- Food handlers should observe strict respiratory hygiene (cover mouth and nose when coughing or sneezing; dispose of tissues and wash hands)
- Schools 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.
- 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.
- Wearing of PPE should be routine in all school kitchens, and dining areas
- Physical distancing and stringent hygiene and sanitation measures should be observed while handling food.
- Food handlers should promote frequent and effective handwashing (with soap and water for at least 20 seconds) and sanitation at each stage of food handling.
- Workstations should be spaced out and food workers should avoid facing one another.
- The number of staff working in a food preparation area at any one time should be limited to reduce physical interactions.
- Food handlers should avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing'

5. Cleaning, Disinfection and Sanitation

- Utensils must be cleaned and disinfected daily
- Classrooms, dormitories, ablution blocks, laboratories, toilets, libraries and other school buildings must be cleaned and disinfected daily,
- Daily disinfection and cleaning of colleges buildings, classrooms, and water and sanitation facilities at least once a day (as a minimum requirement)

- Daily cleaning and disinfection of surfaces that are 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)
- Ensuring proper waste management facilities and following environmental cleaning and decontamination procedures,
- There will be no sharing of utilities or any item including, rulers, clothes, food, face masks, utensils, pencils by trainees and staff.

6. Cleaning Dishes and Cutlery

- Dishes and cutlery are to be cleaned in a 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.
- 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.
- Dishes and cutlery should be stored clean and dry in a cupboard or covered to prevent potential contamination from sneezes or coughs.
- Staff handling dishes and cutlery should ensure they have performed effective hand washing using soap and running water for 40-60 seconds before handling dishes.
- The person cleaning dishes, and cutlery should wear PPE (facial protective gear, waterproof gown and apron, utility gloves, and boots).

7. Managing Trainees at the Canteen

- Regulate the number of trainees who enter the canteen to avoid overcrowding;
- Place signs at entry points to request them not to enter the canteen if they are unwell or have COVID-19 symptoms;
- Manage queues in line with physical distancing procedures.
- Provide hand washing point with water and soap or hand sanitizers and disposable paper towels at the entry to the canteen
- 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.

8. Waste management

Proper collection, storage, transfer or elimination of waste in college 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:

- Proper collection, storage, transfer or elimination of waste in schools particularly collecting and elimination of waste that could be contaminated.
- Avail pedal-operated waste collection bins with liners at point of use within all the school buildings
- Waste burning shall be opted in the absence of incinerators, with safety measures taken,
- Waste and tissue used for cough/sneeze should be properly disposed of in bins located in girls, boys and teachers toilets, collected and eliminated safely on-site or transported in adequate landfill.

WHAT TO DO WHEN A TRAINEE OR STAFF MEMBER IS SUSPECTED OF COVID-19

When a 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 a school or child care setting:

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

SELF-SCREENING BEFORE REPORTING TO WORK

1. Are you feeling sick? If your answer is **YES**, stay home and notify your supervisor
2. 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?**

3. If you can say **YES** to any of the above, then you should stay home.

PSYCHOSOCIAL SUPPORT AND WELLBEING OF STUDENTS/ PUPILS

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

- Undertake a rapid assessment to determine the different levels of trauma to inform the design and provision of appropriate psycho-social support to learners, teachers and education officials including care givers to manage the impact of COVID -19 and deal with future crisis,
- 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 needs of students/ pupils, as well as provide support to teachers and non-teaching staff,
- Develop and disseminate child friendly psychosocial messages to address challenges affecting learners including effect from COVID -19 through developments of pamphlets, posters and fliers,
- Set up toll free centres for trainee and staff to report and record complaints
- Provide psychosocial support to all trainee who may have suffered stigma due to COVID-19; whose colleges were used as quarantine centres and those whose parents/relatives may have been affected by virus immediately after resuming classes.
- Upgrade facilities for trainees with special educational needs and disabilities (desks, toilets, staff),
- Establish referral mechanisms to protect children and youth from violence and sexual abuse in place and intact, including during college closures.

HEALTH AND SAFETY MEASURES FOR TEACHERS AND NON-STAFFING STAFF

Trainers play a critical role in trainee learning and therefore there are needs to support teacher's resilience, instructionally and technologically to ensure teachers effectiveness. The government 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 temperatures 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 to wear where possible

- (vi) In case of suspected infection among teachers and non-teaching staff, the college management will inform the County Rapid Response team for further action and advise all staff that is sick to stay home and follow the prescribed guidelines.

Class management

- Teachers, staff and ALL learners shall use face masks while in classrooms or in other learning facilities
- Teachers shall ensure that ALL learners observe hygiene through hand washing using soap and water before entering classrooms and other tuition facilities
- Teachers and other staff members shall regularly wash their hands using soap and water or use hand-sanitizers before entering classrooms or tuition areas.
- Learners shall use the available learning materials such as text books individually. Sharing shall be avoided.
- Spacing between learners while in the classrooms shall not be less than one meter in all directions.
- Teachers shall avoid individual physical contact with learners and they shall ensure the one meters rule is observed at all times.
- During Games and Physical Health Education, individualized activities shall be implemented to ensure physical distancing is observed
- Teachers shall demarcate by marking positions for the learners' desks' positions to ensure one meter distance is observed in the classrooms.

PSYCHOLOGICAL AND PROFESSIONAL SUPPORT FOR TEACHERS AND NON-TEACHING STAFF

The Public Service Commission in collaboration with the Ministry of Education and college management will support teachers and other education personnel on own health, well-being and stress management. They will:

- Strengthen teacher peer-to-peer support groups and provide online professional development and coaching sessions to support teachers' wellbeing.
- 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,
- 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,
- Develop programs for professional development of teachers and college 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
- Build the capacity of teachers on ICT to promote interactive learning and support learning recovery through online professional development, coaching, use of trainers,

- Build the capacity of teachers to monitor children and identify those experiencing particular difficulties when they are back in college,
- 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.
- Build the capacity of education officials and teachers in assessments, monitoring and evaluation of learning,
- Provide support in form of inspections/follow up on college contingency plans development and implementation,
- Train Head teachers and teachers on coordinated community response and on approaches to deal with post-traumatic stress caused by COVID -19.

HEALTH AND SAFETY MEASURES FOR THE ENTIRE SCHOOL COMMUNITY

There is need for college authorities to guarantee health and safety of parents and communities since they play an important role in an effective college management system. In a college environment, the college community comprise of parents, neighbours, sponsors, alumni and interested stakeholders. To ensure health and safety of the entire community, the college management will:

- Provide continuous guidance and counselling for teachers, learners and their families and establish community based rehabilitation support systems,
- Design and disseminate key messages on COVID-19 to parents and college communities,
- Build the capacity and establish strong links with the parents and teachers through online platforms to enhance monitoring of learners during and post COVID -19,
- Provide to the parents/ guardians messaging on homecare and play support to learners to ensure continued learning,
- 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,
- Establish linkages with communities in making own facemasks and training children how to make cloth facemasks,
- Strengthen communication and coordination mechanisms that promote local dialogue and engagement with communities, parents, caregivers and children on education matters.
- Promote child participation in the development and dissemination of key health and wellbeing messages, including debunking stigmatization, and involving parent-teacher associations and college management committees in delivering these messages to the whole school community.
- Keep parents and caregivers informed about college reopening conditions and monitoring children's health, and procedures in case of infection of their children or other students,
- Establish accessible accountability and feedback mechanisms and ensure different mechanisms for the whole college community including persons with disabilities or limited literacy.
- Provide COVID-19 specific health and sanitation information to the school communities.

- Sensitize the college community on their roles and responsibilities in controlling COVID-19 within the college,
- Parents should monitor the health of their children and communicate to schools or take immediate measures such as staying at home or taking the children to hospitals where applicable,
- College should make plans for regular and systematic spiritual support and services to the college communities in compliance with the COVID-19 health protocols,
- College should provide updated communication on school progress, COVID-19 and any emerging issues to create continuous awareness in the school community.
- College community should ensure that all college age children return to school after reopening to safeguard against drop-out
- College community should conduct back to college campaign to ensure that no child is left behind in education.

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