



MINISTRY OF EDUCATION AND TRAINING COVID-19 Contingency Plan 2020

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Contents

Foreword	3
Geographical context	4
Purpose	4
Communication & Logistics Strategy	4
Health & Hygiene Strategy	5
Home-schooling Strategy	5
International Students Repatriation Strategy	6
Budget Summary	7
Emergency Operation Centre Structure (EOC)	8
EOC Structure Diagram	9
MoET Central Office – Activities	10
Provincial Education Office - Activities	21
Schools - Activities	25
Reporting	28
Review	28
Annex 1: MoET Technical Working Group Logistics	29
Annex 2: Communications Budget	29
Annex 3: National Health & Hygiene Cost for All Schools	30
Annex 4: Shefa Health & Hygiene Cost for All School Levels	30
Annex 5: Sanma Health & Hygiene Cost for All School Levels	30
Annex 6: Tafea Health & Hygiene Cost for All School Levels	31
Annex 7: Malampa Health & Hygiene Cost for All School Levels	31
Annex 8: Penama Health & Hygiene Cost for All School Levels	32
Annex 9: Torba Health & Hygiene Cost for All School Levels	32
Annex 10: Home-schooling Package Costing Summary	33
Annex 11: Supporting Guidelines for Developing Home-school Package	33
Annex 12: Summary of VANGOV Students Estimated Repatriation Cost	35
Annex 13: MoET Central Officer Reporting Template	36
Annex 14: Provincial Education Office Reporting Template	39
Annex 15: Schools Reporting Template	41
Annex 16: Digital Capacity Assessment	44

Foreword

Since the outbreak of the COVID-19, usually called Coronavirus, now threatening our nation, the Ministry of Education and Training (MOET), through the establishment of a Technical Working Group, has come to develop this plan.

It is aligned to the National Contingency Plan which will safeguard the educational continuity for all children in Vanuatu during this emergency period. The document is intended to be utilized by the MOET to strengthen the quality of the national and provincial education response to the COVID-19 outbreak. By doing so, schools across the country will be better supported for children to return to learning as soon as possible in safe and protective environments.

The document explicitly defines how the Ministry's resources, including key staff and specific responsibilities, communication channels, and logistics will be utilized prior, during, and after the emergency. National staff from the MOET¹ participated with representatives ranging from the Director General's Office through to the deferent divisions.

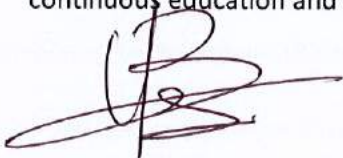
The MoET COVID-19 Technical Working Group has developed a response plan in collaboration with the MOET Senior Management Team and Education Cluster Members Team. The response plan indicated three main priority activities that are to be immediately executed in preparedness towards COVID-19. These include:

- Home Schooling package that would be made available on line and on Hard copy mode so that students can work in isolation.
- Health and Hygiene kits to be distributed to all individual schools. That includes key messages to schools on proper Hand washing techniques, key messages on What to know and What to do about COVID 19, key messages on disinfecting schools and key messages on best sneezing and coughing practices, and
- Communications and logistics of the MoET response plan.

The overall expected expenditure for Education Operation during this crisis is calculated for National, Provincial and school levels.

Furthermore, this Contingency Plan supports the Education in Emergency (EiE) Policy (2013-2017) under Goal 3 of the NSDP²: *Management to improve and strengthen the disaster risk management if the education system in Vanuatu and to being better prepared for, and to respond and recover after an emergency.*

Going forward, I am confident the contingency plan will play a leading role in ensuring quality, continuous education and lifelong learning for the children of Vanuatu.



Bergmans IATI
Director General
Ministry of Education and Training



¹ Emergency Operation Centre Structure

² National Sustainable Development Plan

Geographical context

Since the COVID-19 outbreak, Infection Prevention and Control (IPC) has been a major factor in preventive and mitigation measures. To ensure evidence-based quality guidance and prompt response to our local demand, the MoET convened a COVID-19 Technical Working Group to ensure proper planning of response is developed for prior, during and after phases.

Around 92,000 students and 4,000 teachers will be considered nationwide. The Vanuatu Government has therefore taken immediate precautionary measures in order to guarantee the safety of all its citizens.

Purpose

Appropriate in the circumstances, this plan states all recommended activities to be undertaken from the Central level down to the School level.

Thus, the main reason for having this plan is to give recommendations and directions that will be considered during all phases of implementation and will advise on how to proceed in such task.

Furthermore, the MoET aims to have a sense of coordination through the COVID-19 Technical Working Group in the whole process of implementation across all directorates and education levels.

The MoET's priority strategies to address the COVID-19 are:

- Communication & Logistics Strategy;
- Health & Hygiene Strategy;
- Home-schooling Strategy; and
- International Student Repatriation Strategy.

Communication & Logistics Strategy

There will be 3 phases in the communications & logistics over 4 months:

- ✓ Prevention,
- ✓ Outbreak,
- ✓ Post outbreak.

The key communications & logistics objectives are:

- ✓ Encourage staff, schools and school communities to protect themselves and others against COVID-19;
- ✓ Inform staff, schools and school communities on the MoET precautionary measures; and
- ✓ Update staff, schools and school communities on situational progress on COVID-19.

With the recent growth of mobile users and data users, this emergency communications & logistic strategy will encourage the use of digital communications to:

- ✓ Maximise the reach of staff, schools and school communities;
- ✓ Minimise the costs of dissemination of information to staff, schools and school communities; and
- ✓ Provide timely information to the staff, schools and school communities.

Health & Hygiene Strategy

The Health and Hygiene strategy aims to promote precautionary measures to reduce the risk of being infected by COVID-19. The Health & Hygiene kit comprises the following:

Hygiene kit:

- 6 buckets per school to be installed at strategic points such as close to toilets, on the playground and at food kiosks or dining halls to ensure proper and consistent hand washing takes place in schools where running water is a challenge.
- A ratio of ½ dozen soap per students in case the crisis lasts beyond a month and beyond the crisis period so the behavior triggered by the crisis is continued in normal times.
- During the lock down period, it is assumed that girls might run out of menstrual pads thus having them resorting to using other alternatives putting their health at risk therefore a pack for each girl in menstrual age has been taken into consideration.
- As disinfecting the learning area is going to be compulsory during the COVID-19 crisis, the cheapest disinfecting solution would be 1 cup bleach + 4litres Water.

IEC material:

- So far WASH in Schools has only covered the PENAMA province hence the need to supply posters to other schools in other provinces.
- During the period of confinement, there is risk children may run out of safe drinking water therefore helping teachers and parents understand the importance of SODIS is crucial.
- 3-star monitoring would be the best way to collect current WASH situation practice and knowledge data and be able to best address needs after the crisis.

Logistics:

- The kits will need to be shipped and explained to educators in all the provinces. There needs to be a deployment of people in the provinces to help people have access to the information and kits.

Home-schooling Strategy

A learning and teaching technical working group is established to ensure the continuity of teaching and learning for all children in Vanuatu is not infringed during the preparedness period resulting in the closure of schools in Shefa, Sanma and Tafea. This will be extended to other provinces if the state of emergency is declared. A [Home School Package supporting guidelines](#) was developed by Vanuatu Institute Teachers Education (VITE) lecturers, Senior Curriculum Education Officers and Senior Education and Assessment officers. The guideline provides key teaching procedures and generic advice addressing the Home-school concept which is a new experience for most teachers in Vanuatu.

Some of the key supporting guidelines for developing Home-school Package guide teachers to provide some simple and clear instructions to students and a clear communication strategy with details such as mobile number and Facebook account name to their students. Teachers are advice to create a forum or group chat on social media for their students to access information and have discussion. Home based life skills activities must be integrated in their lessons and all activities and resources taken online must be contextualise. Teachers to plan activities considering to lessen the hours of learning. Home School Guidelines for Parents & Guardians are provided to encourage Parents or guardians need to speak to their children every day about hygiene, social distancing or walking about

and mingling with peers and respecting instructions from authorities. Parents or guardians should support their children's learning by providing or ensuring these are available:

- Space to study or do school work at home:
 - Table
 - Chair or mat
- Internet Access
- Tablet
- Laptop
- Radio/TV/Newspaper
- Solar Lamps

The [Home-school package budget](#) reflects some of the key strategic steps the team have to put in place although given the very short timeframe to respond to the COVID-19 preparedness preventive measures. The Home-school package budget includes estimated costs for projected activities such as;

- The E-learning platform covers appropriate devices and e-services for junior and senior level students. Specially, the 2020 Exam classes and candidates. And we are moving to implement greater social distancing, there is an ever-stronger case to promote the use of ICTs to minimize disruptions. A Rapid Digital Assessment form was sent to all provincial Education Officers form to collect information collected that will be used to build an estimate of the Ministry's digital capability
- The lesson plan cost covers lessons for students prepared by teachers for 3 months. It is based on the Ministry of Education and Training (MOET) Timetabling Policy and cost using a rate of **1 Hour** lesson is equivalent of **1 page**. The cost covers printing cost of all hardcopies of lessons for students from Year 1 to Year 13/14.
- The distribution cost covers all the transportation cost of printing materials distributed to schools from the provincial education offices.
- The monitoring cost covers the monitoring exercises by all six provinces during the development and the implementation of the Home-schooling package managed and supervised by each provincial education office and schools to ensure learning continues at all levels of Education.

International Students Repatriation Strategy

There will be 2 phases in the International Students repatriation over 14 days:

- Air Lift from the different institutions abroad back to Vanuatu;
- Quarantine for 14 days in Port-Vila where accommodation and meals will be provided.

The Key objectives are:

- To provide an update on the Vanuatu Government Sponsored Students who are at risk of being affected by COVID-19 in host institutions abroad.
- To advice the students on precautionary measures to minimize the risk of being infected.
- To continue dialogue with host institutions abroad on the safety of the students.

The Ministry of Foreign Affairs will continue to consult with Vanuatu High Commissions for all other nationals living abroad and will be responsible for repatriation of any nationals should they need arise.

Budget Summary

This budget includes estimated costs for projected activities for the period including administration, operational and logistics office operations for 4 months. A technical working group was established to ensure the good coordination through the crisis. The budget also includes estimated costs for projected activities for the period including use of social media, posters, radio, newspaper, SMS broadcasts as well as emergency communications and office operations for 4 months.

Communication & Logistics Budget Summary

	TOTAL (VUV)
Logistics including Remote Internet Package	4,452,000
Communications	11,597,000
TOTAL (VUV)	16,049,000

Health & Hygiene Budget Summary

	TORBA	SANMA	PENAMA	MALAMPA	SHEFA	TAFEA	TOTAL (VUV)
Health & Hygiene Kits	12,552,750	13,763,750	17,582,350	22,583,950	23,674,750	14,248,050	104,405,600
TOTAL (VUV)	12,552,750	13,763,750	17,582,350	22,583,950	23,674,750	14,248,050	104,405,600

Home-schooling Budget Summary

	TORBA	SANMA	PENAMA	MALAMPA	SHEFA	TAFEA	TOTAL (VUV)
E- Learning Platform	852,600	24,203,400	5,202,600	4,819,800	37,879,800	7,482,000	80,440,200
Lesson Plan Costing	24,718,880	145,745,920	66,089,120	94,123,600	189,806,240	111,915,800	632,399,560
Distribution	5,856,500	3,076,500	2,649,000	2,651,000	3,037,500	3,517,500	20,788,000
Monitoring	31,320,000	-	-	-	-	-	31,320,000
TOTAL (VUV)	62,747,980	173,025,820	73,940,720	101,594,400	230,723,540	122,915,300	764,947,760

International Students Repatriation Budget Summary

	TOTAL (VUV)
Repatriation of International Students	123,829,400
TOTAL (VUV)	123,829,400

**TOTAL MoET RESPONSE TO COVID-19
BUDGET (VUV)**

1,008,343,760

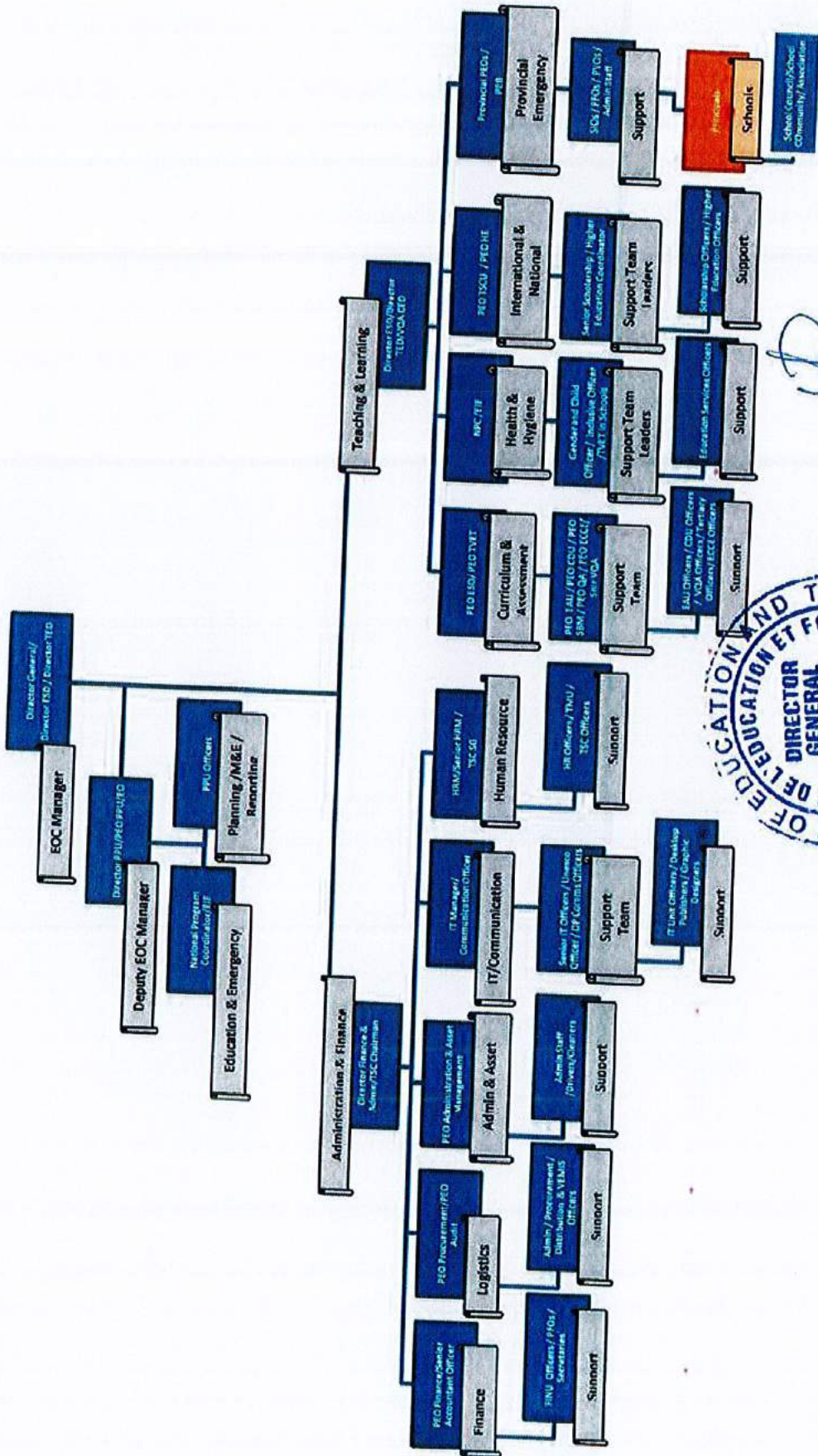
Emergency Operation Centre Structure (EOC)

In the event that a State of Emergency (SoE) is declared by the State Office, upon advice from the National Disaster Management Office (NDMO), the MoET will activate its Emergency Operation Centre (EOC).

Currently, the MoET has pre-activated a COVID-19 Technical Working Group to develop this Contingency Plan in response to mitigate the risk of staff, schools, and school communities from being infected by the virus.

The approved EOC structure is presented in the following diagram:

EOC Structure Diagram



MoET Central Office – Activities

The MoET COVID-19 Technical Working Group has developed a 60 days Contingency Plan that will assist to minimize the risk of COVID-19 from spreading amongst our staff, schools and school communities.

The Plan addresses all levels of Education from kindergarten, primary, secondary, to training providers and the implementation of the activities are allocated respectively at the central, provincial and school levels.

The 4 strategies (*Communication & Logistics, Health & Hygiene Strategy, Home-schooling Strategy, and International Student Repatriation Strategy*) of the plan will be addressed in the activity matrix below:

#	Activities	Key Performance Indicators	Group	By whom	For Whom	Where	How	Priority	When					
									15 Days	30 Days	45 Days	60 Days +		
BEFORE														
1	Education cluster meets at least once a week	# of Education cluster meeting conducted	AFI	Director ESD	Ed-Cluster	MoET Conference Room	In the absence of Director ESD, the Director TED will chair the meet	High						
2	Update and inform all MoET staff on EOC structure and roles, from central to provincial to school / training provider level	Advice note disseminated to all employees; All employees familiarized with EOC structure and roles	AFI	Director ESD	All MoET Staff	MoET Conference Room	PEO National Education Programs will be responsible to oversee this task and ensure that all staff is informed	High						
3	TSC to instruct all TSC employees to cease international travel overseas until further notice	Restriction note disseminated to all teachers	AFI	TSC	Teachers/Principals	Office of the Teaching Service Commission	TSC to prepare formal note to all employees	High						
4	Employees will be responsible to self-isolate themselves after travelling overseas, and will be taken off their annual leave	# of employees concerned	AFI	DG	All MoET Staff	All locations	ODG to prepare formal note to inform all employees	High						
5	TSC to cease approval of new study awards or short term courses / training / workshops for all employees	Restriction note disseminated to all employees	AFI	TSC	Teachers/Principals	Office of the Teaching Service Commission	TSC to prepare formal note to all employees	High						
6	PSC to cease approval of new study awards or short term courses / training / workshops for all employees	Restriction note disseminated to all employees	AFI	PSC	All MoET Staff	Office of the Public Service Commission	PSC to prepare formal note to all employees	High						
7	Instruction will be issued to all offices and schools to cease to organize all public conferences, meetings, workshop or any other official or social events	Restriction note disseminated to all institutions concerned	AFI	DG	All Schools	Office of the Director General	This will include school fundraising, end of term events	High						
8	Inform immediate supervisor when/if spouse/children is travelling / has travelled	Formal appropriate note of restriction disseminated to all employees	AFI	DG	MoET/TSC Staff	All locations	ODG to prepare formal note to inform all employees	High						

9	Once spouse returns from overseas travel, then staff will need to self-isolate themselves for 14 days and seek medical treatment (this will be taken from annual leave)	Restriction note disseminated to all employees	AFI	DG	MoET/TSC Staff	All locations	ODG to prepare formal note to inform all employees	High
10	Avoid short term TAs, volunteers, NGOs or other international consultants from abroad, to the Ministry, provinces, schools or training institutions	Restriction note disseminated to all relevant development partners	AFI	DG	Development partners	Office of the Director General	ODG to prepare formal note to inform all development partners. Or can MoET consider that individuals are quarantined in country of origin prior to arriving in country?	High
11	All expatriates travelling into country for education & training purposes will need to self-isolate themselves for 2 weeks (14 days) at their own cost, as per other countries health quarantine measures	Restriction note disseminated to all relevant development partners	AFI	DG	Development partners	Office of the Director General	ODG to prepare formal note to inform all development partners	High
12	Restrict flow of volunteers, NGOs, yachts and any individuals, from abroad, to visit offices, schools or training providers	Restriction note disseminated to all relevant development partners	AFI	DG	Development partners	Office of the Director General	ODG to prepare formal note to inform all development partners	High
13	Main reception area to be secured to minimize customers entering the premises to meet with officials or to attend meetings	Advisory note disseminated to all employees	AFI	DG	All MoET Staff	Office of the Director General	HRO will prepare memo to advise all staff of this arrangement	High
14	Initial survey of school boarding facilities for compliance with health codes due to sensitivity of COVID-19	Survey update provided	AFI	Dir F&A	PEO Facilities	Office of the Director of Finance & Administration	PEO Facilities to provide updated information on survey undertaken and survey yet to done	High
15	Stock up on first aid kit / materials / other resources e.g. toilet paper	Advisory note disseminated to all employees	HH	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	High
16	All staff to have sanitizers, face mask and other materials that staff will need to minimize being infected by the virus	Advisory note disseminated to all employees	HH	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	High
17	Encourage drinking of water	Advisory note disseminated to all employees	HH	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	High
18	Encourage staff to minimize eating at public outlets and to avoid buying cooked food from market, road market	Advisory note disseminated to all employees	AFI	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	High
19	Encourage staff to eat healthy – 3 kinds of food each day to build up immune system and to increase the intake of vitamin C food	Advisory note disseminated to all employees	AFI	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	High
20	For kava drinkers, take your own kava bowl to the nakamals, or avoid going to the nakamals	Advisory note disseminated to all employees	AFI	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	High

21	Staff members showing signs of flu: coughing, sneezing, fever, shortness of breath MUST seek immediate medical attention	Advisory note disseminated to all employees	AFI	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	High
22	MoET to negotiate with MoH/medical institutions to secure a medical service agreement to check staff	Advisory note disseminated to all employees	AFI	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	High
23	Communication Officer to be appointed immediately	Communication Officer recruited	AFI	DG	Communication Officer	MoET Central Office	HRO to facilitate immediate recruitment of Communication Officer	High
24	Communicate on Health Advisory messages and preventative measures	Communication initiatives are coordinated by ESD	AFI	DG	All MoET Staff	All locations	In the absence of Communication Officer, ESD will assist to develop this in collaboration with Ministry of Health	High
25	Communications office to develop materials, supplementing communications from Health, to distribute to all schools	Communication initiatives are coordinated by ESD in collaboration with Ministry of Health	AFI	DG	All schools & Institutions	All locations	In the absence of Communications Officer, ESD will assist to develop this in collaboration with Ministry of Health	High
26	Coordinate communication of media to all provinces, schools and school community	Communication initiatives are coordinated by ESD in collaboration with Ministry of Health	AFI	DG	All MoET Staff; All schools & institutions; School Community & External	All locations	In the absence of Communications Officer, ESD will assist to develop this in collaboration with Ministry of Health	High
27	Negotiate with donor partners and NGOs to implement Health Promoting schools program nationwide	Communication initiatives are coordinated by ESD in collaboration with Ministry of Health and relevant donor partners	HH	Director ESD	All schools & Institutions	All locations	In the absence of Communications Officer, ESD will assist to develop this in collaboration with Ministry of Health and donor partners	High
28	Provinces and schools will be instructed to comply with the instructions / advises regarding COVID-19.	Communication initiatives are coordinated by ESD in collaboration with Ministry of Health	AFI	Director ESD	All provinces; All schools & Institutions	All locations	In the absence of Communications Officer, ESD will assist to develop this in collaboration with Ministry of Health	High
29	Distribution of hygiene kits to schools	# of Hygiene kits distributed	HH	Director ESD	All provinces; All schools & Institutions	All locations		High
30	Allocate notice board that will have information relating to this COVID-19, for everyone to be informed about it	Advisory note disseminated to all schools; All schools have allocated notice board for COVID-19	AFI	Director ESD	All provinces; All schools & Institutions	All locations	ESD to prepare formal note to schools	High
31	MoET budget will be realigned to meet emerging needs that arise	Formal note disseminated to all Directors/Managers; All emerging needs prioritized and addressed	AFI	DG and Dir F&A	All Directors/Managers	All locations	FinU to prepare formal note to inform all Directors/Managers of this arrangement	High
32	All expenses to be incurred will be shared between all divisions/units within the MoET	Formal note disseminated to all Directors/Managers; Sum of expenses	AFI	DG and Dir F&A	All Directors/Managers	All locations	FinU to prepare formal note to inform all	High

shared between all divisions/units within the MoET		Directors/Managers of this arrangement					
33	Request emergency budget for each student to support home-schooling package	AFI	DG	All Students	All locations	ODG to prepare formal note to NDMO to implement this activity	High
34	Request VNPF/Agriculture Development Bank to provide accessibility to emergency fund for employees	AFI	DG	All MoET Staff	All locations	ODG to prepare formal note to request access to emergency fund with VNPF/Agriculture Development Bank	High
35	Have prayer hour from 7.45am to 8.00am and from 4.45pm to 5.00pm each day [Read: Isaiah 46: 9, 10 – God is in control; Matthew 24: 6, 7 – Prophecies on pestilences (pandemics)]	AFI	DG	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	High
36	Develop school community guideline for COVID-19	HH	Director ESD	School Community	Nationwide	Media/Formal Correspondence	High
37	Release of emergency fund to identified schools for COVID-19 operations	AFI	Director ESD/ND MO	Identified schools	Nationwide	Formal Correspondence	High
38	Create calling circle for EOC and relevant taskforce established during SoE	AFI	Director F&A	All MoET Staff	All locations	ODG to prepare formal note to inform all employees	Medium
39	Liaise with NDMO on source of power during emergency e.g. generator & fuel	AFI	DG	All locations	All locations	ODG to prepare formal note to NDMO on provision of power source in case of shortage	Medium
40	MoET To request VNPF to activate MED/SAVE account for all members	AFI	DG	All MoET Staff	All locations	ODG to prepare formal note to inform all employees	Medium
41	Secretaries or individual staff will be required to receive customers only at the reception	AFI	DG	All MoET Staff	Office of the Director General	HRO will prepare memo to advise all staff of this arrangement	Medium
42	All staff will need to avoid contacts with other staff e.g. no more shaking of hands	AFI	DG	All MoET Staff	Office of the Director General	HRO will prepare memo to advise all staff of this arrangement	Medium
43	All staff will need to reduce face to face meetings; Minimize socializing with others during “breaks”, lunches, or after-work meets	AFI	DG	All MoET Staff	Office of the Director General	HRO will prepare memo to advise all staff of this arrangement	Medium
44	Staff are encouraged to minimize the use of air conditions in their rooms	AFI	DG	All MoET Staff	Office of the Director General	HRO will prepare memo to advise all staff of this arrangement	Medium
45	Staff will be responsible to sanitize own work station at the end of each day, including vehicles, and prior to using the clock in/out machines	AFI	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	Medium
46	Avoid using or sharing other staff equipment e.g. phones, computers, tables	AFI	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	Medium

47	Bring your own hand towel / handkerchief (MoET to consider having hand-dryer machine for all offices)	Advisory note disseminated to all employees	AFI	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	Medium	
48	Wash your own utensils (plates, forks, spoons, cups) or use disposable utensils	Advisory note disseminated to all employees	AFI	DG & Directors	All MoET Staff	All locations	HRO will prepare memo to advise all staff of this arrangement	Medium	
49	MoET to negotiate with MFEM on advancing salary to prepare for COVID-19	Salary advance negotiated between MoET and MFEM	AFI	DG	All MoET/TSC Staff	All locations	ODG to prepare formal note to MFEM	Medium	
50	MoET to request access to funds for medical treatment for staff (GoV), in response to the COVID-19 being detected in Vanuatu	Formal appropriate note of request disseminated to PSC	AFI	DG	All MoET/TSC Staff	All locations	ODG to prepare formal note to PSC	Medium	
51	MoET to upload information regarding COVID-19 to the MoET website, Facebook page and any other media sources.	Update on COVID-19 uploaded via all social media platforms	AFI	Director ESD	All MoET/TSC schools & Institutions	All locations	In the absence of Communications Officer, ESD will assist to develop this in collaboration with Ministry of Health	Medium	
52	Awareness on PSSMH	# of Awareness on PSSMH conducted	HH	Director ESD	MoET Central Staff	MoET Central	Face to Face	Medium	
53	Education Operations Centre (EOC) will be activated once State of Emergency (SoE) is declared	EOC activated upon declaration of SoE	AFI	DG		All locations	ODG to prepare formal note to inform all employees	Low	
54	Defer National Exams by at least 2 Months	Formal correspondence addressed to all schools, parents and students; National Exams deferred	AFI	Director ESD	National Providers/ Candidates/ Parents/ Guardians/ Sponsors	Nationwide	Formal Correspondence	Low	
DURING									
1	Identify staff/teachers that are sickly to voluntarily retire on medical grounds	# of staff/teachers voluntarily retired on medical grounds	HH	DG & Directors	All MoET/TSC Staff	All locations	Immediate supervisors, managers and Management team will be required to monitor all staff regularly	Medium	
2	If a staff is identified to have contracted the virus, the staff will be immediately quarantined & office will also be closed and disinfected	# of staff quarantined	HH	DG & Directors	All MoET/TSC Staff	All locations	Immediate supervisors, managers and Management team will be required to monitor all staff regularly	Medium	
3	MoET to consider negotiating with medical institutions to secure a medical service agreement to check staff	Medical service agreement negotiated and implemented	HH	DG & Directors	All MoET/TSC Staff	All locations	Immediate supervisors, managers and Management team will be required to monitor all staff regularly	Medium	
4	Staff will be referred only to Vila Central Hospital and private medical institutions that will have full medical facilities to be able to fully examine the staff	Appropriate precautionary measures implemented	HH	DG & Directors	All MoET/TSC Staff	All locations	Immediate supervisors, managers and Management team will be required to monitor all staff regularly	Medium	
5	Avoid using or sharing other staff equipment e.g. phones, computers, tables	Appropriate precautionary measures implemented	AFI	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to monitor all staff regularly	Medium	

							team will be required to remind all staff regularly	
6	Stock up on first aid kit / materials / other resources e.g. toilet paper	# of relevant resources made available	HH	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to remind all staff regularly	Medium
7	All staff to have sanitizers, face mask and other materials that staff will need to minimize being infected by the virus	Risk of spread of infection minimized	HH	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to remind all staff regularly	Medium
8	Bring your own hand towel / handkerchief (MoET to consider having hand-dryer machine for all offices)	Risk of spread of infection minimized	AFI	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to remind all staff regularly	Medium
9	Wash your own utensils (plates, forks, spoons, cups) or use disposable utensils	Risk of spread of infection minimized	AFI	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to remind all staff regularly	Medium
10	Encourage drinking of water	Appropriate precautionary measures implemented	HH	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to remind all staff regularly	Medium
11	Encourage staff to minimize eating at public outlets and to avoid buying cooked food from market, road market	Appropriate precautionary measures implemented	AFI	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to remind all staff regularly	Medium
12	Encourage staff to eat healthy – 3 kinds of food each day to build up immune system and to increase the intake of vitamin C food	Appropriate precautionary measures implemented	HH	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to remind all staff regularly	Medium
13	For kava drinkers, take your own kava bowl to the nakamals, or avoid going to the nakamals	Appropriate precautionary measures implemented	AFI	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to remind all staff regularly	Medium
14	Any staff that is showing signs of flu, coughing, sneezing, fever, asthma, and headache – will seek immediate medical attention and will need to stay away from work but will work remotely	Appropriate precautionary measures implemented	HH	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to monitor all staff regularly	Medium
15	MoET to be closed to public	Appropriate precautionary measures implemented	AFI	DG	All MoET Central Staff	All locations	Management team and managers will be required to monitor and report on any issues that may arise	Medium
16	Secretaries or individual staff will be required to receive customers only at the reception	Appropriate precautionary measures implemented	AFI	DG	All MoET Central Staff	All locations	Management team and managers will be required to monitor and report on any issues that may arise	Medium

17	All staff will need to avoid contacts with other staff e.g. no more shaking of hands	Appropriate precautionary measures implemented	AFI	DG	All MoET Central Staff	All locations	Management team and managers will be required to monitor and report on any issues that may arise	Medium
18	All staff will need to reduce face to face meetings; Minimize socializing with others during "breaks", lunches, or after-work meets	Appropriate precautionary measures implemented	AFI	DG	All MoET Central Staff	All locations	Management team and managers will be required to monitor and report on any issues that may arise	Medium
19	Staff are encouraged to minimize the use of air conditions in their rooms	Appropriate precautionary measures implemented	AFI	DG	All MoET Central Staff	All locations	Management team and managers will be required to monitor and report on any issues that may arise	Medium
20	If a staff is infected, or suspected to be infected, offices will need to be disinfected prior to staff entering the premises	Risk of spread of infection minimized	AFI	DG & Directors	All MoET Central Staff	All locations	Management team and managers will be required to monitor and report on any issues that may arise	Medium
21	If a staff is infected, or suspected to be infected, at the central level, the EOC will need to consider working from another location to coordinate ongoing communications with other provinces	Risk of spread of infection minimized	AFI	DG & Directors	All MoET Central Staff	All locations	Management team and managers will be required to monitor and report on any issues that may arise.	Medium
22	Recommendation of school boarding facilities for compliance with health codes	Appropriate precautionary measures implemented	AFI	Dir F&A	All schools & Institutions	Office of the Director of Finance & Administration	PEO Facilities to provide recommended schools that have appropriate boarding facilities to accommodate students	Medium
23	Staff will be responsible to sanitize own work station at the end of each day, including vehicles, and prior to using the clock in/out machines	Appropriate precautionary measures implemented	AFI	DG & Directors	All MoET Central Staff	All locations	Immediate supervisors, managers and Management team will be required to remind all staff regularly	Medium
24	All expatriates travelling into country for education & training purposes will need to self-isolate themselves for 2 weeks (14 days) at their own cost, as per other countries health quarantine measures	Appropriate precautionary measures implemented	AFI	DG	Concerned Individuals	All locations		Medium
25	Restrict flow of volunteers, NGOs, yachts and any individuals, from abroad, to visit offices, schools or training providers	Appropriate precautionary measures implemented	AFI	DG	Concerned Individuals	All locations		Medium
26	Revert to Ministry of Health on office closure if a staff is suspected to have contracted the virus	Appropriate precautionary measures implemented	AFI	DG		All locations	Management team and managers will be required to monitor and report on any issues that may arise	Medium
27	Employees will be responsible to self-isolate themselves after travelling overseas, and will be taken off their annual leave	Appropriate precautionary measures implemented	AFI	DG	All MoET Central Staff	All locations		Medium
28	Inform immediate supervisor when/if spouse/children is travelling / has travelled	Appropriate precautionary measures implemented	AFI	DG	All MoET/JSC Staff	All locations		Medium

29	TSC to cease approval of new study awards or short term courses / training / workshops for all employees Once spouse returns from overseas travel, then staff will need to self-isolate themselves for 14 days and seek medical treatment (this will be taken from annual leave)	Appropriate precautionary measures implemented	AFI	TSC	All MoET/TSC Staff	All locations	Medium
30		Appropriate precautionary measures implemented	AFI	DG	All MoET/TSC Staff	All locations	Medium
31	PSC to cease approval of new study awards or short term courses / training / workshops for all employees	Appropriate precautionary measures implemented	AFI	PSC	All MoET/TSC Staff	All locations	Medium
32	Avoid short term TAs, volunteers, NGOs or other international consultants from abroad, to the Ministry, provinces, schools or training institutions Instruction will be issued to all offices and schools to cease to organize all public conferences, meetings, workshop or any other official or social events	Appropriate precautionary measures implemented	AFI	DG		All locations	Medium
33		Appropriate precautionary measures implemented	AFI	DG	All MoET/TSC Staff	All locations	Medium
34	Instruction to be sent to all staff to minimize staff travels locally around and between islands	Appropriate precautionary measures implemented	AFI	DG	All MoET/TSC Staff	All locations	Medium
35	Instruction to isolate staff and transport staff to and from meetings using only MoET vehicles	Appropriate precautionary measures implemented	AFI	DG	All MoET/TSC Staff	All locations	Medium
36	Education Operations Centre (EOC) will be activated once State of Emergency (SoE) is declared	EOC activated upon declaration of SoE	AFI	DG	All MoET/TSC Staff	All locations	Medium
37	Update and inform all MoET staff on EOC structure and roles, from central to provincial to school / training provider level	All employees familiarized with EOC structure and roles	AFI	Director ESD	All MoET/TSC Staff	All locations	Medium
38	Maintain calling circle for EOC and relevant taskforce established during SoE	Calling circle maintained	AFI	Director F&A		All locations	Medium
39	TSC to instruct all TSC employees to cease international travel overseas until further notice.	Appropriate precautionary measures implemented	AFI	TSC	All MoET/TSC Staff	All locations	Medium
40	Seek confirmation with NDMO on source of power during epidemic e.g. generator & fuel	Appropriate precautionary measures implemented	AFI	DG		All locations	Medium
41	MoET To request VNPf to activate MEDISAVE account for all members	MEDISAVE accounts activated	AFI	DG	All MoET/TSC Staff	All locations	Medium
42	Education cluster meets at least once a week	# of Education cluster meeting conducted	AFI	Director ESD		MoET Conference Room	Medium

43	MoET to liaise with MFEM on whether staff will be able to advance salary to prepare themselves and their families once corona virus reaches the country MoET to request access to funds for medical treatment for staff (Gov), in response to the virus being detected in Vanuatu	Salary advances implemented	AFI	DG	All locations	MoET to ensure facility is available to all staff, if approval given by MFEM	Medium
44	Appropriate funds made available	AFI	DG	All MoET/TSC Staff	All locations	MoET to ensure facility is available to all staff, if approval given by PSC / MoCC	Medium
45	Appropriate precautionary measures implemented	AFI	DG & Directors	All MoET/TSC Staff	All locations		Medium
46	Appropriate precautionary measures implemented	AFI	DG & Directors	All MoET/TSC Staff	All locations		Medium
47	Communication Officer to work on communication materials for epidemic	Communication materials developed and disseminated	AFI	DG	MoET Central Office	HRO to continue to produce communication materials on epidemic	Medium
48	Communicate on Health Advisory messages and preventative measures	Communication materials developed and disseminated	AFI	DG	All locations		Medium
49	Communications office to develop materials, supplementing communications from Health, to distribute to all schools	Communication materials developed and disseminated	AFI	DG	All locations		Medium
50	Coordinate communication of media to all provinces, schools and school community	Communication materials developed and disseminated	AFI	DG	All locations		Medium
51	Negotiate with donor partners and NGOs to prepare, develop materials and awareness on health promoting in schools	Health promoting in schools awareness are implemented	AFI	Director ESD	All locations		Medium
52	Provinces and schools will be instructed to comply with the instructions / advises	Compliance instructions/advises implemented	AFI	Director ESD	All locations		Medium
53	Distribution of hygiene kits to schools	# of schools equipped with hygiene kits	AFI	Director ESD	All locations		Medium
54	Have a general notice board that will have information relating to this virus, for everyone to be informed about it	All schools have allocated notice board for COVID-19	AFI	Director ESD	All locations		Medium
55	MoET to upload information onto the public website, management website, Facebook and any other media sources	Relevant information uploaded	AFI	Director ESD	All locations		Medium
56	MoET budget will be realigned to meet emerging needs that arise	All emerging needs prioritized and addressed	AFI	DG and Dir F&A	All locations		Medium
57	All expenses to be incurred will be shared between all divisions/units within the MoET	Sum of expenses shared between all divisions/units within the MoET	AFI	DG and Dir F&A	All locations		Medium
58	Communications budget (internet/phone) will need to be allocated in case staff is suspected to have contracted the virus and will be working remotely from home	Communication budget made available	AFI	DG and Dir F&A	All MoET/TSC Staff	All locations	Medium

59	Request emergency budget for each student to support home-schooling package	Emergency budget made available	AFI	DG	Teachers/Students	All locations	Seek confirmation from CoM / DoFT on availability of budget	Medium
60	Request VNPF/Agriculture Development Bank to provide accessibility to emergency fund for employees Have prayer hour from 7.45am to 8.00am and from 4.45pm to 5.00pm each day [Read: Isaiah 46: 9, 10 – God is in control; Matthew 24: 6, 7 – Prophecies on pestilences (pandemics)]	Emergency fund for employees made available	AFI	DG		All locations	Staff are informed of accessibility to emergency fund	Medium
61	Daily prayers from 7.45am to 8.00am and from 4.45pm to 5.00pm each day [Read: Isaiah 46: 9, 10 – God is in control; Matthew 24: 6, 7 – Prophecies on pestilences (pandemics)]		AFI	DG		All locations	HRO will prepare memo to advise all staff of this arrangement.	Medium
AFTER								
1	Education cluster meets at least once a week	# of Education cluster meeting conducted	AFI	Director ESD	Ed-Cluster	MoET Conference Room	In the absence of Director ESD, the Director TED will chair the meet	LOW
2	Education Operations Centre (EOC) will be closed once State of Emergency (SoE) no longer exists	EOC closed upon SoE's clearance	AFI	DG	Ed-Cluster	All locations		LOW
3	Cancel calling circle for EOC and relevant taskforce established during SoE	Calling circle ceased	AFI	Director F&A	All MoET/TSC Staff	All locations	Dir F&A to inform TVL or Digital to cancel calling circle	LOW
4	Liaise with NDMO on source of power during epidemic e.g. generator & fuel	Appropriate measures implemented	AFI	DG	NDMO	All locations	ODG to acknowledge NDMO on provision of power source in case of shortage	LOW
5	MoET To request VNPF to activate MEDISAVE account for all members	MEDISAVE accounts activated	AFI	DG	All MoET/TSC Staff	All locations	MoET to ensure facility is available to all staff after SoE so staff can seek other psychosocial support	LOW
6	TSC to allow all TSC employees to resume international travel overseas Employees will resume normal travelling overseas, without being subject to quarantine	Appropriate measures implemented	AFI	TSC	All TSC Staff	All locations		LOW
7	TSC to resume approval of new study awards or short term courses / training / workshops for all employees	Appropriate measures implemented	AFI	DG	All MoET Central Staff	All locations		LOW
8	PSC to resume approval of new study awards or short term courses / training / workshops for all employees	Appropriate measures implemented	AFI	TSC	All TSC Staff	All locations		LOW
9	PSC to resume approval of new study awards or short term courses / training / workshops for all employees Instruction will be issued to all offices and schools to resume public conferences, meetings, workshop or any other official or social events	Appropriate measures implemented	AFI	PSC	All MoET Central Staff	All locations		LOW
10	Staff to resume travels locally around and between islands	Appropriate measures implemented	AFI	DG	All MoET/TSC Staff	All locations		LOW
11	Normal office operations will be resumed	Appropriate measures implemented	AFI	DG	All MoET/TSC Staff	All locations		LOW
12	Normal consideration for spouse/partner travelling, thus no need for quarantine	Appropriate measures implemented	AFI	DG	All MoET/TSC Staff	All locations		LOW
13	Normal consideration for spouse/partner travelling, thus no need for quarantine	Appropriate measures implemented	AFI	DG	All MoET/TSC Staff	All locations		LOW

14	Resume exchange of short term TAs, volunteers, NGOs or other international consultants from abroad, to the Ministry, provinces, schools or training institutions	Appropriate measures implemented	AFI	DG	All MoET/TSC Staff	All locations	LOW
15	No quarantine measures will be imposed on expatriates traveling for education & training purposes	Appropriate measures implemented	AFI	DG	All MoET/TSC Staff	All locations	LOW
16	Resume flow of volunteers, NGOs, yachts and any individuals, from abroad, to visit offices, schools or training providers	Appropriate measures implemented	AFI	DG	All MoET/TSC Staff	All locations	LOW
17	All offices will be required to be disinfected	Appropriate measures implemented	AFI	DG	All MoET/TSC Staff	All locations	LOW
18	All offices will resume duties as normal	Appropriate measures implemented	AFI	DG	All MoET/TSC Staff	All locations	LOW
19	Surveying of school boarding facilities for compliance with health codes	Survey update provided	AFI	Dir F&A	All MoET/TSC Staff	Office of the Director of Finance & Administration	PEO Facilities to continue to provide information on survey undertaken and survey yet to done
20	Staff will be responsible to ensure work station and office is sanitized and clean	Appropriate measures implemented	AFI	DG & Directors	All MoET/TSC Staff	All locations	LOW
21	Staff will be encouraged to continue to practise healthy eating and safe hygiene at the work place	Appropriate measures implemented	AFI	DG & Directors	All MoET/TSC Staff	All locations	LOW
22	MoET to consider negotiating with medical institutions to secure a medical service agreement to check staff	Medical service for staff is provided	AFI	DG & Directors	All MoET/TSC Staff	All locations	LOW
23	Identify staff/teachers that are sickly to voluntarily retire on medical grounds	# of staff/teachers voluntarily retired on medical grounds	AFI	DG & Directors	All MoET/TSC Staff	All locations	LOW
24	Psychosocial support will be provided to staff that may need this	# of staff psychosocially supported	AFI	DG & Directors	All MoET/TSC Staff	All locations	LOW
25	Staff will be encouraged to take leave to recover from epidemic	Appropriate measures implemented	AFI	DG & Directors	All MoET/TSC Staff	All locations	LOW
26	Monitoring and evaluation will be undertaken on impact on staff	Impact of staff monitored and evaluated	AFI	DG & Directors	All MoET/TSC Staff	All locations	LOW
27	Communication Officer to be appointed immediately	Communication Officer recruited	AFI	DG	All MoET/TSC Staff	MoET Central Office	Communications Officer to continue to work on MoET communications materials for implementation of annual work plan
28	Communicate on Health Advisory messages and preventative measures	Appropriate communication implemented	AFI	DG	All MoET/TSC Staff	All locations	LOW
29	MoET to continue to upload information onto the public website, management website, Facebook and any other media sources, on any major issues affecting education & training	Relevant information uploaded	AFI	DG	All MoET/TSC Staff	All locations	LOW

30	MoET budget will be used to implement activities within the annual work plan	Annual workplan activities implemented	AFI	DG & Directors	All MoET/TSC Staff	All locations		LOW
31	Request emergency budget for each student to support home-schooling package	Emergency budget made available	AFI	DG	Teachers/Students	All locations	DG to request schools are required to report back on emergency fund	LOW
32	Request VNPf/Agriculture Development Bank to provide accessibility to emergency fund for employees	Emergency fund for employees made available	AFI	DG	All MoET/TSC Staff	All locations	ODG to acknowledge VNPf/Agriculture Development Bank on provision of emergency fund for employees	LOW
33	Resume devotion services on Monday and Friday mornings, 7.45am to 8.00am	Regular devotion service hours reinstated	AFI	DG & Directors	All MoET/TSC Staff	All locations		LOW

Key Colour:



BEFORE: Preparatory tasks before COVID-19 case declared prior to State of Emergency



DURING: Tasks to be undertaken once COVID-19 case declared and State of Emergency is declared



AFTER: Tasks to be undertaken once State of Emergency is lifted

Provincial Education Office - Activities

#	Activities	Key Performance Measures	Group	By whom	For Whom	Where	How	Priority	When					
									15 Days	30 Days	45 Days	60 Days +		
BEFORE														
1	Reactivate provincial HPS committee	Provincial HPS activated		PEO/ Provincial Health Manager	Provincial staff, Stakeholders	Provincial Education Office	Formal notice Meetings	High						
2	Use established MoET - EOC channel of communication	Appropriate channel of communication implemented		PEO	Provincial Staff/EOC	Provincial Education Office	Circular/Email/ Meetings	High						
3	Provincial staff to prioritise activities in response to COVID-19	COVID-19 response activities prioritized	HH	PEO	Provincial Staff/EOC	Provincial Education Office	Circular/Email/ Meetings	High						
4	Communicate COVID-19 key messages	COVID-19 key messages disseminated via all communication platforms	HH	EOC (PEO)	SIOs/Principals	Provincial Office staff/Schools/School Communities/ Stakeholder existing network	Formal Advice/Posters/ Text messages	High						

5	Ensure Sanitation equipment are in place and enforce best hygiene practises are in place for staff, teachers and students	Appropriate precautionary measures implemented	HH	EOC (PEO)	Provincial Staff/Principals/SIOs	Provincial Office/Schools	Formal Advice	High
6	Distribution of hygiene kits to schools upon instruction of the MoET	# of schools equipped with hygiene kits	HH	EOC (PEO)	Provincial Staff/Principals/SIOs	Provincial Office/Schools	Formal Advice	High
7	Issue travelling restrictions circular	Restriction note disseminated to all relevant stakeholders	AFI	PEO	Provincial Staff/Principals/Teachers/Volunteers/Students	Provincial Office/Schools/School Community	Formal Advice	High
8	Obtain advice from the Health Department on the identified isolation centres for affected persons	Isolation centres identified	HH	PHM/PEO	Provincial Staff/Principals/Teachers/Students	Provincial Office/Health Office/Schools	Formal Advice	High
9	Establish a referral process for COVID-19 cases for staff, teachers, and students	Referral process for COVID-19 cases established	HH	PHM/PEO	Provincial Staff/Principals/Teachers/Students	Provincial Office/Health Office/Schools	Formal Advice	High
10	Awareness to key school personnel in hygiene, sanitation skills and counselling	Awareness conducted to key school personnel	HH	PHM/PEO	Principals/Teachers/Students	Provincial Schools Office/Health Office/Schools	Awareness	High
11	Comply with instructions for strict hygiene/sanitation standards to all staff and schools	Appropriate precautionary measures implemented	HH	PHM/PEO	Provincial Staff/Principals/Teachers/Students	Provincial Office/Schools	Formal instruction	High
DURING								
1	Issue notice for school closure on the affected island	Appropriate precautionary measures implemented	AFI	EOC (PEO)	Principals/Stakeholders	Provincial Office/Schools	Formal Instruction/Text Messages/Media	Low
2	Issue notice for school continuation on other non-affected islands and be on alert	Appropriate precautionary measures implemented	AFI	EOC (PEO)	Principals/Stakeholders	Provincial Office/Schools	Formal Instruction/Text Messages/Media	Low
3	Issue notice of all school closure to all schools in the province if there be two affected islands	Appropriate precautionary measures implemented	AFI	EOC (PEO)	Principals/Stakeholders	Provincial Office/Schools	Formal Instruction/Text Messages/Media	Low

4	Communicate preparedness key messages and updates to provincial staff, schools, school communities and other school existing network (CDCCCs)	Key messages disseminated via all communication platforms	AFI	EOC (PEO)	SIOs/Principals	Provincial Office staff/School Communities/Stakeholders/existing Networks	Formal Communication /Text Messages/Media	LOW	
5	Issue cancellation/postponing notice of events and activities that require the gathering of people in one place	Appropriate precautionary measures implemented	AFI	EOC (PEO)	Provincial Staff/Principals/Stakeholders	Provincial Office staff/School Communities/Stakeholders/existing Networks	Formal Instruction	LOW	
6	Issue travelling ban to all PEO staff, teachers, students and volunteers	Appropriate precautionary measures implemented	AFI	PEO	Provincial Staff/Principals/Stakeholders	Provincial Office/Schools	Formal Instruction	LOW	
7	Issue advice for all staff/students with medical conditions to refrain from coming to school(s)/work	Appropriate precautionary measures implemented	AFI	EOC (PEO)	Principals/Teachers/Students	Provincial Office/Schools	Formal Communication /Text Messages/Media	LOW	
8	Ensure compliance of instructions for all staff and schools for strict hygiene/sanitation standards	Appropriate precautionary measures implemented	AFI	PEO/SIOs/Principals	Provincial Staff/Principals/Teachers/Students	Provincial Office/Schools	Appropriate type of delivery: All	LOW	
AFTER									
1	Restrictions and bans to be uplifted upon instruction from central office	Regular operations reinstated	AFI	PEB/PrEO	Provincial Staff/Principals/Stakeholders	Provincial Office/Schools	Formal Communication /Text Messages/Media	LOW	
2	Ensure Schools provide Psychosocial Support to affected school personnel	# of staff psychosocially supported	TL	PEB/PrEO/SIOs/Principals	Principals/Teachers/Students	Provincial Office/Schools	Appropriate type of delivery: All	LOW	
3	Communicate continuous preparedness key messages and updates to schools, school communities/PEO staff / other school existing network (CDCCCs)	Appropriate communication implemented	AFI	PEB/PrEO/SIOs/Principals	Provincial Staff/Principals/Stakeholders	Provincial Office staff/schools/School Communities/Stakeholder existing network	Formal Communication /Text Messages/Media	LOW	

4	Advice - uplift all restrictions upon instructions from the MoET	Regular operations reinstated	AFI	EOC (PEO)/SIOs/Principals	Provincial Staff/Principals/Stakeholders	Provincial Office staff/schools/School Communities/Stakeholder existing network	Formal Communication /Text Messages/Media	LOW
5	School personnel to be continually trained in updated hygiene and sanitation skills	Appropriate training undertaken	TL	Health Department/SIOs/Identified Focal Person	Principals/Teachers/Students	Schools	Appropriate type of delivery: All	LOW
6	Ensure continuation of compliance of instructions for all schools to establish strict hygiene/sanitation standards	Appropriate measures implemented	AFI	EOC (PEO)/SIOs/Principals	Principals/Teachers/Students	Provincial Office/schools	Appropriate type of delivery: All	LOW
7	Monitoring and Evaluation for school return	Regular operations reinstated	AFI	EOC (PEO)/VEMIS Officer/SIOs/Principals	SIOs/Principals	Provincial Office staff/schools/School Communities/Stakeholder existing network	Appropriate type of delivery: All	LOW

Key Colour:



BEFORE: Preparatory tasks before COVID-19 case declared prior to State of Emergency



DURING: Tasks to be undertaken once COVID-19 case declared and State of Emergency is declared



AFTER: Tasks to be undertaken once State of Emergency is lifted

Schools - Activities

#	Activities	Sub activities	Key Performance Measures	Group	By whom	For Whom	Where	How	Priority	When			
										15 Days	30 Days	45 Days	60 Days +
BEFORE													
1	Awareness on COVID - 19 to Principals, School Council, SCA and Education Authorities	Inform schools to only take advice from MoH/WHO/ MOET/ Provincial COVID-19 Working Group	Advisory note disseminated	HH	DG/Directors	Principals, School Council, SCA and Education Authorities	Nationwide	Media/Formal Correspondence	High				
2		Inform the schools on the MoET's Response Plan for COVID-19	Advisory note disseminated						High				
3		Provide schools with list of focal persons in their respective zones/provinces	Appropriate information provided						High				
4	Preparation of Home-schooling Package for 1 to 2 months		Home-schooling Package made available	TL	Principals/ Teachers/ SIOs	Students/Parents/ Guardians	Nationwide	Media/Formal Correspondence	High				ESD/TED
5	All WASH in schools training must be conducted and implementation be strictly supervised		Appropriate precautionary measures implemented	HH	School WASH Committee/ ECCE Teachers/ MEOs	Teachers and Students	Nationwide	Media/Formal Correspondence	High				
6	100% verification of all student information and provide personal and emergency contacts' email/phone contact		100% student information verified	AFI	Principals/ PEOs/SIOs/ MOEs/OV/ TMU/PPU	MoET Central/EOC	Nationwide	Media/Formal Correspondence	High				Susie Homu
7	100% verification of all teacher information and provide personal and emergency contacts'		100% teacher information verified	AFI	Principals/ PEOs/SIOs/ MOEs/OV/ TMU/PPU	MoET Central/EOC	Nationwide	Media/Formal Correspondence	High				Susie Homu

	email/phone contact								
8	Partner Universities liaison for online learning	Online learning made available	AFI	Director Tertiary	Vanuatu/Overseas Students	All Schools & Institutions	Formal Correspondence	PEO TED	Flight
9	All national programs and school/social gathering cancelled until COVID19 declared clear	Appropriate precautionary measures implemented	AFI	DG/Directors	All Institutions	Nationwide	Media/Formal Correspondence		Flight
10	Curriculum, materials, reading books, prescriptions uploaded on internet asap for individual students - beginning with Santo/Efate and offshore schools (CDU/EAU)	All relevant materials uploaded	TL	Director ESD	Students/Parents/Guardians	Nationwide	ICT	CDU/EAU /TED	Flight
11	Community awareness on measures taken by MoET/MoH	Community awareness conducted	HH	DG/Directors	All Institutions	Nationwide	Media/Formal Correspondence	David Coulon	Flight
12	Provide communication package	Communication package provided	AFI	DG/Director Finance and Admin	PEO/PSIC	Nationwide	Formal Correspondence	ICT/Communication Officer	Flight
13	Maximize use of school Land for food security	Appropriate precautionary measures implemented	AFI	School Agriculture Department	School Community & External	School Community & External	Farming	PEO Shefa	Flight
14	Liaise with Foreign Affairs and International Institutions on their emergency plans for Vanuatu students studying in their institutions	Emergency plans acquired	INS	Director Tertiary	Bilateral Scholarships/Van Gov Scholarship/Private sponsored Ni-Vanuatu Students studying abroad	International Institutions	Formal Correspondence	PEO TED	Flight
15	Provide details of all Ni-Vanuatu sponsored students studying abroad.	Overseas student data provided	INS	Director Tertiary	MOET Central/EOC	International Institutions	Formal Correspondence	PEO TED	Flight

DURING

1	Monitor teaching and learning in Samma/Shefa/Taf ea. To be expanded (TBE)	Appropriate measures implemented	AFI	Director ESD/Director TED	Students	All Schools & Institutions	Media/Formal Correspondence	Agnes David	LOW
2	Monitor risk for other provinces - especially schools in/ near Ports of entry	Appropriate precautionary measures implemented	AFI	Director ESD/Director TED	All Schools & Institutions	All Schools & Institutions	Media/Formal Correspondence	PEO Shefa	LOW
3	If COVID-19 case arises in Samma/Shefa/Tafea then all schools in country must close down.	Appropriate precautionary measures implemented	AFI	DG MoET	All Schools & Institutions	All Schools & Institutions	Media/Formal Correspondence	PEO Shefa	LOW
4	In the event of a student/staff death	Appropriate precautionary measures implemented	AFI					PEO Shefa	LOW
5	Disinfection of school	Appropriate precautionary measures implemented	HH	Principals/ Teachers/SIOs	All Schools & Institutions			Smith	LOW
6	Communicate preparedness key messages and updates to provincial staff, schools, school communities and other school existing network (CDCCs)	Key messages disseminated via all communication platforms	AFI	Director ESD	All Schools and Institutions	All Schools and Institutions	Media/Formal Correspondence	William Nasak	LOW
AFTER									
1	Counselling & PSSMH	Appropriate precautionary measures implemented	AFI		All Schools and Institutions	Nationwide		Marie, Susie, Smith and David	LOW

Key Colour:



BEFORE: Preparatory tasks before COVID-19 case declared prior to State of Emergency



DURING: Tasks to be undertaken once COVID-19 case declared and State of Emergency is declared



AFTER: Tasks to be undertaken once State of Emergency is lifted

Reporting

Reporting are to be undertaken on a weekly basis.

The reporting channel is presented as follows:



Raw information or data are to be collected by the **Provincial School Improvement Coordinator** from the schools³ through regular monitoring in order to be further complemented when communicated to the **Provincial Education Officer**. The compiled report will be then communicated to the **Director Education Services** for reception and verification. Afterwards, the report will be submitted to the **Director Policy and Planning** for in depth and more specific analysis. Finally, the report will be submitted to the **Director General** for endorsement.

The reporting templates are enclosed in Annexes 13 (for MoET Central Office), 14 (for Provincial Education Office), and 15 (for Schools).

Review

This contingency plan will be reviewed upon request.

³ ECCE Centres, Primary and Secondary Schools

Annex 1: MoET Technical Working Group Logistics

COVID-19 TWG Office	Units Costs (VUV)	Cost for 4 months (VUV)
Telephone / Internet	20,000	80,000
Stationery	20,000	80,000
Fuel for vehicles	50,000	200,000
Refreshment	100,000	400,000
Miscellaneous	20,000	80,000
Total (VUV)	210,000	840,000
Remote Internet Package for staff		
MoET Central Office	510,000	2,040,000
Provincial Education Office	153,000	612,000
Calling Circle Central Office	120,000	480,000
Calling Circle per Province	120,000	480,000
Total (VUV)	903,000	3,612,000
Total Logistics Budget (VUV)		4,452,000

Annex 2: Communications Budget

Media Costs	Unit Costs	Costs for 4 months
2 x Print 2,000 A3 Posters		VUV 544,000
27,000 A3 Teaching & Learning, Hygiene Posters - 5 different ones		VUV 3,604,000
Radio Ads	VUV 300,000	VUV 1,200,000
20 SMS Broadcasts	VUV 170,000	VUV 3,400,000
20 Newspaper Ads	VUV 50,000	VUV 1,000,000
Online Ads	VUV 22,000	VUV 88,000
SMS Survey		VUV 204,000
Distribution Costs		VUV 100,000
Radio Announcement		N/A
Press Releases		N/A
Communications Office Operations TOTAL		VUV 10,140,000
Communications Operations Office	Unit Costs	Costs for 4 months
2 Administrative Officers	VUV 160,000	VUV 640,000
Communications Manager - <i>budgeted by the MoET</i>	VUV 150,000	VUV -
3 Computers	VUV 450,000	VUV 450,000
MiFi	VUV 7,000	VUV 7,000
Internet	VUV 10,000	VUV 40,000
3 Phones	VUV 60,000	VUV 60,000
Credit for 3 Phones	VUV 30,000	VUV 120,000

Stationary	VUV 20,000	VUV 80,000
Transportation	VUV 5,000	VUV 20,000
Miscellaneous	VUV 10,000	VUV 40,000
Communications Office Operations TOTAL		VUV 1,457,000

TOTAL COMMUNICATIONS BUDGET VUV 11,597,000

Annex 3: National Health & Hygiene Cost for All Schools

OPTION 1	TORBA	SANMA	PENAMA	MALAMPA	SHEFA	TAFEA	TOTAL (VT)
Health & Hygiene Kits	12,552,750	13,763,750	17,582,350	22,583,950	23,674,750	14,248,050	104,405,600
TOTAL (VT)	12,552,750	13,763,750	17,582,350	22,583,950	23,674,750	14,248,050	104,405,600

Annex 4: Shefa Health & Hygiene Cost for All School Levels

KEY AREAS/Activity	ITEMS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	
Hygiene Kit	Hand Bucket	6 Buckets X 275 Schs X 300VT	1,650	300	495,000	
	Hygiene Kit	Packet Chinese Block Soap	1/2 Doz Bar Soap X 30,870 X 300VT	30,870.00	300	9,261,000
		Reusable Menstrual Pads	4100 FS X 2000	4,100	2,000	8,200,000
		Bleach	5 Bleach/Schools	1375	500	687,500
	Distributions	Transport	Land Transport	20,000 x 4 days x 4 areas x 4 islands	1	1,280,000
Freight			500VT X 275 Schools	275	500	137,500
Deployment		Boat/Ship (where trucks cannot reach)	10,000 x 4 days x 4 areas x 4 islands	1	640,000	640,000
		Staff DSA	5,000 VT X 20 Pax X 7 days	140	5,000	700,000
		Staff Deployment	14000 return X 20 Pax	20	14,000	280,000
Information, Education and Communication (IEC) Materials	Information, Education and Communication (IEC) Materials	Poster - Disinfection (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		Poster - COVID-19 (A3)	A3 x 250VT X 6 Pcs	1,650	250.00	412,500
		Poster - Hand washing(A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		Poster - Tippy Tap (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		3 star template WASH inventory	A4 x 4Pg x 275sch x 125VT	1,100	125	137,500
		Posters - SODIS (A4)	A4 x 125VT	1,650	125	206,250
		TOTAL				

Annex 5: Sanma Health & Hygiene Cost for All School Levels

KEY AREAS/Activity	ITEMS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	
Hygiene Kit	Hand Bucket	6 Buckets X 353 Schs X 300VT	2,118	300	635,400	
	Hygiene Kit	Packet Chinese Block Soap	1/2 Doz Bar Soap X 15,422 X 300VT	15,422.00	300	4,626,600
		Reusable Menstrual Pads	1255 FS X 2000	1,255	2,000	2,510,000
		Bleach	5 Bleach/Schools	1765	500	882,500

Distributions	Transport	Land Transport	20,000 x 4 days x 4 areas x 4 islands	1	1,280,000	1,280,000
		Freight	500VT X 353 Schools	353	500	176,500
		Boat/Ship (where trucks cannot reach)	10,000 x 4 days x 4 areas x 4 islands	1	640,000	640,000
Information , Education and Communication (IEC) Materials	Deployment	Staff DSA	5,000 VT X 20 Pax X 7 days	140	5,000	700,000
		Staff Deployment	14000 return X 20 Pax	20	14,000	280,000
	Information , Education and Communication (IEC) Materials	Poster - Disinfection (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		Poster - COVID-19 (A3)	A3 x 250VT X 6 Pcs	1,650	250.00	412,500
		Poster - Hand washing(A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		Poster - Tippy Tap (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		3 star template WASH inventory	A4 x 4Pg x 353 sch x 125VT	1,412	125	176,500
		Posters - SODIS (A4)	A4 x 125VT	1,650	125	206,250
					TOTAL	13,763,750

Annex 6: Tafea Health & Hygiene Cost for All School Levels

KEY AREAS/Activity	ITEMS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	
Hygiene Kit	Hygiene Kit	Hand Bucket	6 Buckets X 275 Schs X 300VT	1,650	300	495,000
		Packet Chinese Block Soap	1/2 Doz Bar Soap X 16,731 X 300VT	16,731.00	300	5,019,300
		Reusable Menstrual Pads	1248 FS X 2000	1,248	2,000	2,496,000
		Bleach	5 Bleach/Schools	1375	500	687,500
Distributions	Transport	Land Transport	20,000 x 4 days x 4 areas x 5 islands	1	1,600,000	1,600,000
		Freight	500VT X 275 Schools	275	500	137,500
		Boat/Ship (where trucks cannot reach)	10,000 x 4 days x 4 areas x 5 islands	1	800,000	800,000
		Staff DSA	5,000 VT X 20 Pax X 7 days	140	5,000	700,000
		Staff Deployment	14000 return X 20 Pax	20	14,000	280,000
Information , Education and Communication (IEC) Materials	Information , Education and Communication (IEC) Materials	Poster - Disinfection (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		Poster - COVID-19 (A3)	A3 x 250VT X 6 Pcs	1,650	250.00	412,500
		Poster - Hand washing(A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		Poster - Tippy Tap (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		3 star template WASH inventory	A4 x 4Pg x 353 sch x 125VT	1,412	125	176,500
		Posters - SODIS (A4)	A4 x 125VT	1,650	125	206,250
					TOTAL	14,248,050

Annex 7: Malampa Health & Hygiene Cost for All School Levels

KEY AREAS/Activity	ITEMS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	
Hygiene Kit	Hygiene Kit	Hand Bucket	6 Buckets X 462 Schs X 300VT	2,772	300	831,600
		Packet Chinese Block Soap	1/2 Doz Bar Soap X 14,417 X 300VT	14,417.00	300	4,325,100
		Reusable Menstrual Pads	5767 FS X 2000	5,767	2,000	11,534,000
Distributions	Transport	Bleach	5 Bleach/Schools	2310	500	1,155,000
		Land Transport	20,000 x 4 days x 4 areas x 3 islands	1	960,000	960,000

KEY AREAS/Activity	ITEMS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	
Information , Education and Communication (IEC) Materials	Deployment	Freight	500VT X 462 Schools	462	500	231,000
		Boat/Ship (where trucks cannot reach)	10,000 x 4 days x 4 areas x 3 islands	1	480,000	480,000
	Deployment	Staff DSA	5,000 VT X 20 Pax X 7 days	140	5,000	700,000
		Staff Deployment	14000 return X 20 Pax	20	14,000	280,000
	Information , Education and Communication (IEC) Materials	Poster - Disinfection (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		Poster - COVID-19 (A3)	A3 x 250VT X 6 Pcs	1,650	250.00	412,500
		Poster - Hand washing(A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		Poster - Tippy Tap (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		3 star template WASH inventory	A4 x 4Pg x 462 sch x 125VT	1,848	125	231,000
		Posters - SODIS (A4)	A4 x 125VT	1,650	125	206,250
				TOTAL	22,583,950	

Annex 8: Penama Health & Hygiene Cost for All School Levels

KEY AREAS/Activity	ITEMS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	
Hygiene Kit	Hygiene Kit	Hand Bucket	6 Buckets X 458 Schs X 300VT	2,748	300	824,400
		Packet Chinese Block Soap	1/2 Doz Bar Soap X 14,417 X 300VT	9,889.00	300	2,966,700
		Reusable Menstrual Pads	3956 FS X 2000	3,956	2,000	7,912,000
		Bleach	5 Bleach/Schools	2290	500	1,145,000
Distributions	Transport	Land Transport	20,000 x 4 days x 4 areas x 3 islands	1	960,000	960,000
		Freight	500VT X 458 Schools	458	500	229,000
	Deployment	Boat/Ship (where trucks cannot reach)	10,000 x 4 days x 4 areas x 3 islands	1	480,000	480,000
		Staff DSA	5,000 VT X 20 Pax X 7 days	140	5,000	700,000
Information , Education and Communication (IEC) Materials	Deployment	Staff Deployment	14000 return X 20 Pax	20	14,000	280,000
		Poster - Disinfection (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
	Information , Education and Communication (IEC) Materials	Poster - COVID-19 (A3)	A3 x 250VT X 6 Pcs	1,650	250.00	412,500
		Poster - Hand washing(A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		Poster - Tippy Tap (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		3 star template WASH inventory	A4 x 4Pg x 458 sch x 125VT	1,832	125	229,000
Posters - SODIS (A4)	A4 x 125VT	1,650	125	206,250		
				TOTAL	17,582,350	

Annex 9: Torba Health & Hygiene Cost for All School Levels

KEY AREAS/Activity	ITEMS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL	
Hygiene Kit	Hygiene Kit	Hand Bucket	6 Buckets X 153 Schs X 300VT	918	300	275,400
		Packet Chinese Block Soap	1/2 Doz Bar Soap X 3,732 X 300VT	3,732.00	300	1,119,600
		Reusable Menstrual Pads	1493 FS X 2000	1,493	2,000	2,986,000
		Bleach	5 Bleach/Schools	765	500	382,500
Distributions	Transport	Land Transport	20,000 x 4 days x 4 areas x 10 islands	1	3,200,000	3,200,000
		Freight	500VT X 153 Schools	153	500	76,500

<i>Information, Education and Communication (IEC) Materials</i>		Boat/Ship (where trucks cannot reach)	10,000 x 4 days x 4 areas x 10 islands	1	1,600,000	1,600,000
	Deployment	Staff DSA	5,000 VT X 20 Pax X 7 days	140	5,000	700,000
		Staff Deployment	14000 return X 20 Pax	20	14,000	280,000
		Poster - Disinfection (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
	Information, Education and Communication (IEC) Materials	Poster - COVID-19 (A3)	A3 x 250VT X 6 Pcs	1,650	250.00	412,500
		Poster - Hand washing(A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		Poster - Tippy Tap (A4)	A3 x 250VT X 6 Pcs	1,650	250	412,500
		3 star template WASH inventory	A4 x 4Pg x 153 sch x 125VT	612	125	76,500
		Posters - SODIS (A4)	A4 x 125VT	1,650	125	206,250
				TOTAL	12,552,750	

Annex 10: Home-schooling Package Costing Summary

OPTION 1	TORBA	SANMA	PENAMA	MALAMPA	SHEFA	TAFEA	TOTAL (VT)
E- Learning Platform	852,600	24,203,400	5,202,600	4,819,800	37,879,800	7,482,000	80,440,200
Lesson Plan Costing	24,718,880	145,745,920	66,089,120	94,123,600	189,806,240	111,915,800	632,399,560
Distribution	5,856,500	3,076,500	2,649,000	2,651,000	3,037,500	3,517,500	20,788,000
Monitoring	31,320,000	-	-	-	-	-	31,320,000
TOTAL (VT)	62,747,980	173,025,820	73,940,720	101,594,400	230,723,540	122,915,300	764,947,760

OPTION 2	TORBA	SANMA	PENAMA	MALAMPA	SHEFA	TAFEA	TOTAL (VT)
E- Learning Platform	852,600	24,203,400	5,202,600	4,819,800	37,879,800	7,482,000	80,440,200
Lesson Plan Costing 2	20,636,960	122,014,720	54,617,120	77,532,880	160,409,120	91,425,560	526,636,360
Distribution	5,856,500	3,076,500	2,649,000	2,651,000	3,037,500	3,517,500	20,788,000
Monitoring	31,320,000	-	-	-	-	-	31,320,000
TOTAL (VT)	58,666,060	149,294,620	62,468,720	85,003,680	201,326,420	102,425,060	659,184,560

Annex 11: Supporting Guidelines for Developing Home-school Package

1. Teacher's Supporting Guidelines for Developing Home-school Package

a. General Guidelines for Teachers

- Teachers need to provide some simple and clear instructions to students.
- Teachers need to provide their contact details such as mobile number and Facebook account name to their students.
- Teachers to create group chat on social media for their students to access information and have discussion.
- Teachers need to propose home based life skills activities.
- Teachers need to contextualize activities and resources
- Teachers need to respect their scheme of work while preparing the activities.
- Teachers should not overload students with activities.

b. Specific Guidelines for Primary Level.

- Years 1-3:

- Teachers need to plan activities for 1 - 2 hours daily.
- Years 4-6
 - Teacher need to plan activities for 2-3 hours daily.

c. **Specific Guidelines for Junior and Senior Secondary Level**

- Junior Secondary Level:
 - Teachers need to provide simple activities with clear instructions.
 - Below are some items to that might help you to develop the home-school package.
 - Topic Title
 - Duration
 - Week
 - Learning Outcomes
 - Learning Activities
 - Resources
 - Assessment
 - Parent/ Guardian's Signature & date
- Senior Secondary Level
 - Senior level teachers will be focusing only on the Internal Assessment (IA) tasks.
 - Necessary resources to support the student's home schooling should be provided

2. **Home School Guidelines for Parents & Guardians**

- Parents or guardians need to speak to their children every day about hygiene, social distancing or walking about and mingling with peers and respecting instructions from authorities.
- Parents or guardians need to involve their children in other house chores and activities.
- Parents or guardians should support their children's learning by providing or ensuring these are available:
 - Space to study or do school work at home:
 - A table and chair or a mat
 - Internet Access
 - Tablet
 - Laptop
 - Radio/TV/Newspaper
 - Solar Lamps
- Parents or guardians to provide and respect the children's study schedule and encourage the children to follow.
- Parents or guardians to support and monitor their children's learning at home.
- Parents or guardians must sign a form to signify that learning is happening every day.

3. **MoET Guidelines for Homeschooling**

- MoET needs to provide access to teachers, parents, guardians and students to syllabuses and other resources in the MoET website

4. **School Guideline for Homeschooling**

- Principals need to encourage their teachers to share resources internally.
- Principals need to share resources to other schools using USB or uploading to MoET website
- Principals need to propose a homeschooling timetable for children

Annex 12: Summary of VANGOV Students Estimated Repatriation Cost

<i>Country / Institution</i>	<i>Total Awardees</i>	<i>Air Fare</i>	<i>Meal</i>	<i>Accommodation</i>	<i>Total</i>
Bilateral Scholarship					
<i>Papua New Guinea</i>	28	2,520,000	705,600	392,000	3,617,600
<i>China</i>	101	53,934,000	2,545,200	1,414,000	57,893,200
<i>France</i>	4	2,856,000	100,800	56,000	3,012,800
<i>Great Britain</i>	1	714,000	25,200	14,000	753,200
<i>Australia (Bilateral)</i>	48	2,878,080	120,960	672,000	4,759,680
<i>New Zealand (Bilateral)</i>	37	2,190,400	93,240	518,000	3,640,800
<i>Japan</i>	2	800,000	50,400	28,000	878,400
<i>Thailand</i>	1	200,000	25,200	14,000	239,200
<i>Georgia</i>	6	4,284,000	151,200	84,000	4,519,200
<i>Israel</i>	10	7,140,000	252,000	140,000	7,532,000
<i>Serbia</i>	3	2,142,000	75,600	42,000	2,259,600
Total	241	79,658,480	6,073,200	3,374,000	89,105,680
Vanuatu Government Sponsor					
<i>MONASH UNIVERSITY</i>	1	59,960	25,200	14,000	99,160
<i>NELSON AVIATION COLLEGE</i>	2	118,400	50,400	28,000	196,800
<i>PACIFIC ADVENTIST UNIVERSITY (PAU)</i>	2	180,000	50,400	28,000	258,400
<i>SOLOMON ISLAND NATIONAL UNIVERSITY</i>	1	98,000	25,200	14,000	137,200
<i>THE UNIVERSITY OF FIJI – LAUTOKA</i>	27	1,124,280	680,400	378,000	2,182,680
<i>UNIVERSITE DE LA NOUVELLE CALEDONIE (UNC)</i>	41	2,267,300	103,320	574,000	3,874,500
<i>University of Tasmania</i>	1	29,000	25,200	14,000	68,200
<i>UNIVERSITY OF THE SOUTH PACIFIC – ALAFUA</i>	10	669,200	252,000	140,000	1,061,200
<i>UNIVERSITY OF THE SOUTH PACIFIC – LAUCALA</i>	150	6,246,000	378,000	2,100,000	12,126,000
Total	235	10,792,140	5,922,000	3,290,000	20,004,140
Member Education Support Scheme (MESS)					
<i>University of the South Pacific - Laucala</i>	176	7,328,640	443,520	246,400	14,227,840
<i>University of the South Pacific - Alafua</i>	30	2,007,600	75,600	42,000	3,183,600
<i>Université de la Nouvelle-Calédonie</i>	6	331,800	151,200	84,000	567,000
<i>University of Tasmania</i>	2	118,400	50,400	28,000	196,800
<i>Fiji National University</i>	41	2,267,300	103,320	574,000	3,874,500
<i>Solomon Islands National University</i>	1	98,000	25,200	14,000	137,200
<i>Fulton Adventist University</i>	8	333,120	201,600	112,000	646,720
<i>University of Fiji</i>	8	333,120	201,600	112,000	646,720
<i>Pacific Adventist University</i>	2	180,000	50,400	28,000	258,400
<i>Holy Trinity (PNG)</i>	1	90,000	25,200	14,000	129,200
<i>ESGI France</i>	1	714,000	25,200	14,000	753,200
<i>Admore Flying School</i>	1	59,200	25,200	14,000	98,400
Total	277	13,861,180	6,980,400	3,878,000	24,719,580
Grand Total	753	104,311,800	18,975,600	10,542,000	133,829,400

Annex 13: MoET Central Officer Reporting Template

Table 1: Communication & Logistics Strategy

Sub-Activity	Key Performance Measurement (KPM)	Progress of the Sub-Activity to date / Key Achievements	% of Progress	Main Issues/Challenges Affecting the Implementation of the Sub-Activity	Way forward
1. Education cluster meets at least once a week	<ul style="list-style-type: none"> # of Education cluster meeting conducted 	Completed			
		In Progress			
		Not yet Started			
2. Instructions/Formal notes sent to all staff, schools and school communities	<ul style="list-style-type: none"> Instruction/Formal note disseminated 100% intended recipients are well aware 	Completed			
		In Progress			
		Not yet Started			
3. Negotiate with MFEM/VNPF on salary advance/loan for staff	<ul style="list-style-type: none"> Negotiation undertaken Binding document in place 	Completed			
		In Progress			
		Not yet Started			
4. Awareness on Psycho Social Support for Mental Health	<ul style="list-style-type: none"> # of participant present and intended to be reached 	Completed			
		In Progress			
		Not yet Started			

Table 2: Health & Hygiene Strategy

Sub-Activity	Key Performance Measurement (KPM)	Progress of the Sub-Activity to date / Key Achievements	% of Progress	Main Issues/Challenges Affecting the Implementation of the Sub-Activity	Way forward
5. All staff to have sanitizers, face mask and other materials to mitigate risk of infection and spread	<ul style="list-style-type: none"> All Central Office staff equipped with relevant hygiene kit 	Completed			
		In Progress			
		Not yet Started			
6. All face to face meetings are to be limited;	<ul style="list-style-type: none"> Instruction/Formal note disseminated 100% intended recipients are well aware 	Completed			
		In Progress			
		Not yet Started			
7. Social gatherings are to be reduced		Completed			
		In Progress			
		Not yet Started			
8. Psychosocial support to be provided for staff if necessary	<ul style="list-style-type: none"> # of staff covered in psychosocial support 	Completed			
		In Progress			
		Not yet Started			

Table 3: Home-schooling Strategy

Sub-Activity	Key Performance Measurement (KPM)	Progress of the Sub-Activity to date / Key Achievements	% of Progress	Main Issues/Challenges Affecting the Implementation of the Sub-Activity	Way forward
9. All schools are to be closed if the outbreak worsen	<ul style="list-style-type: none"> Relevant precautionary measures undertaken 	Completed			
		In Progress			
		Not yet Started			

10. Teachers must prepare home-schooling packages for students	<ul style="list-style-type: none"> Teachers are trained 100% of students equipped with home-schooling packages 	Completed		
		In Progress		
		Not yet Started		

Table 4: International Students Repatriation Strategy

Sub-Activity	Key Performance Measurement (KPM)	Progress of the Sub-Activity to date / Key Achievements	% of Progress	Main Issues/Challenges Affecting the Implementation of the Sub-Activity	Way forward
11. Overview update on status of International students abroad	<ul style="list-style-type: none"> Update provided upon request 	Completed			
		In Progress			
		Not yet Started			
12. All students, both VanGov sponsored and self-sponsored, are to be repatriated	<ul style="list-style-type: none"> Instruction/Formal note disseminated 100% of students repatriated safely 	Completed			
		In Progress			
		Not yet Started			
13. Quarantine for 14 days in Port-Vila	<ul style="list-style-type: none"> Appropriate precautionary measures undertaken 	Completed			
		In Progress			
		Not yet Started			

Annex 14: Provincial Education Office Reporting Template

Table 2: Communication & Logistics Strategy

Sub-Activity	Key Performance Measurement (KPM)	Progress of the Sub-Activity to date / Key Achievements	% of Progress	Main Issues/Challenges Affecting the Implementation of the Sub-Activity	Way forward
14. Reactivate provincial Health Promoting School (HPS) committee	<ul style="list-style-type: none"> # of Provincial HPS committee meeting conducted 	Completed			
		In Progress			
		Not yet Started			
15. Provincial staff to prioritize activities in response to COVID-19	<ul style="list-style-type: none"> Instruction/Formal note disseminated COVID-19 response activities prioritized 	Completed			
		In Progress			
		Not yet Started			
16. Communicate COVID-19 Key messages	<ul style="list-style-type: none"> COVID-19 key messages disseminated via available means of communication 	Completed			
		In Progress			
		Not yet Started			
17. Awareness on Psycho Social Support for Mental Health	<ul style="list-style-type: none"> # of participant present and intended to be reached 	Completed			
		In Progress			
		Not yet Started			

Table 2: Health & Hygiene Strategy

Sub-Activity	Key Performance Measurement (KPM)	Progress of the Sub-Activity to date / Key Achievements	% of Progress	Main Issues/Challenges Affecting the Implementation of the Sub-Activity	Way forward
18. All staff (including teachers) to have sanitizers, face mask and other materials to mitigate risk of infection and spread	<ul style="list-style-type: none"> All staff equipped with relevant hygiene kit 	Completed			
		In Progress			
		Not yet Started			
19. All face to face meetings are to be limited;	<ul style="list-style-type: none"> Instruction/Formal note disseminated 100% intended recipients are well aware 	Completed			
		In Progress			
20. Social gatherings are to be reduced		Completed			
		In Progress			
		Not yet Started			
21. Psychosocial support to be provided for staff if necessary	<ul style="list-style-type: none"> # of staff covered in psychosocial support 	Completed			
		In Progress			
		Not yet Started			

Table 3: Home-schooling Strategy

Sub-Activity	Key Performance Measurement (KPM)	Progress of the Sub-Activity to date / Key Achievements	% of Progress	Main Issues/Challenges Affecting the Implementation of the Sub-Activity	Way forward
22. All schools are to be closed if the outbreak worsen	<ul style="list-style-type: none"> Relevant precautionary measures undertaken within province 	Completed			
		In Progress			
		Not yet Started			

23. Teachers must prepare home-schooling packages for students	<ul style="list-style-type: none"> Teachers are trained 100% of students equipped with home-schooling packages # of home-schooling package distributed 		Completed		
			In Progress		
			Not yet Started		

Annex 15: Schools Reporting Template

Table 3: Communication & Logistics Strategy

Sub-Activity	Key Performance Measurement (KPM)	Progress of the Sub-Activity to date / Key Achievements	% of Progress	Main issues/Challenges Affecting the Implementation of the Sub-Activity	Way forward
24. Awareness on COVID-19 to Principals, School Councils, School Community Association and Education Authorities	<ul style="list-style-type: none"> Advisory noted disseminated # of participant present during the awareness conducted 	Completed			
		In Progress			
		Not yet Started			
25. All teachers and students information and contacts collected	<ul style="list-style-type: none"> 100% students' information collected and verified 100% teachers' information collected and verified 	Completed			
		In Progress			
		Not yet Started			

26. Relay COVID-19 Key messages provided by the MoET Central Office and Provincial Education Office	<ul style="list-style-type: none"> COVID-19 key messages disseminated via available means of communication 		Completed		
			In Progress		
			Not yet Started		
27. Awareness on Psycho Social Support for Mental Health	<ul style="list-style-type: none"> # of participant present and intended to be reached 		Completed		
			In Progress		
			Not yet Started		

Table 2: Health & Hygiene Strategy

Sub-Activity	Key Performance Measurement (KPM)	Progress of the Sub-Activity to date / Key Achievements	% of Progress	Main Issues/Challenges Affecting the Implementation of the Sub-Activity	Way forward
28. All staff to have sanitizers, face mask and other materials to mitigate risk of infection and spread	<ul style="list-style-type: none"> All staff equipped with relevant hygiene kit 		Completed		
			In Progress		
			Not yet Started		
29. All face to face meetings are to be limited;	<ul style="list-style-type: none"> Instruction/Formal note disseminated 100% intended recipients are well aware 		Completed		
			In Progress		
			Not yet Started		
30. Social gatherings are to be reduced	<ul style="list-style-type: none"> # of staff covered in psychosocial support 		Completed		
			In Progress		
			Not yet Started		

provided for staff if necessary		Not yet Started	
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Table 3: Home-schooling Strategy

Sub-Activity	Key Performance Measurement (KPM)	Progress of the Sub-Activity to date / Key Achievements	% of Progress	Main Issues/Challenges Affecting the Implementation of the Sub-Activity	Way forward
32. All schools are to be closed if the outbreak worsen	<ul style="list-style-type: none"> Relevant precautionary measures undertaken within province 	Completed			
		In Progress			
		Not yet Started			
33. Teachers must prepare home-schooling packages for students	<ul style="list-style-type: none"> Teachers are trained 100% of students equipped with home-schooling packages # of home-schooling package distributed 	Completed			
		In Progress			
		Not yet Started			

Annex 16: Digital Capacity Assessment

As we all move to implement greater social distancing, there is an ever-stronger case to promote the use of ICTs to minimize disruptions. This document proposes a process to assess the digital readiness of our immediate colleagues in the Ministry, provinces and also for schools and parents. You can use the same form for anyone.

Here you will assess your counterpart ability to work remotely. If you have more than one counterpart, assess each one separately.

Laptop

1. Does he/she have access to a lap-top?

Yes		No	
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2. Can he/she take it home?

Yes		No	
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3. Does she/he has an institutional email address? *(make sure you both share your email addresses)*

Yes		No	
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4. What productivity applications they have in the laptops? *(make sure you share your Skype ids)*

MS Office		Skype		Other	
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Phone

5. Does she/he have a smartphone? *(make sure you share each other's numbers.)*

Yes		No	
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6. What productivity applications they have in their phones? *(make sure you share each other's Skype's and WhatsApp's number)*

Skype		WhatsApp		Other	
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7. Is his/her phone configured to receive and send emails?

From work and personal		Only work		Only personal		Not configured	
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Network

8. Can he/she access phone coverage in his/her home?

Yes		No	
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9. Can she/he access internet coverage in his/her home?

Yes		No	
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10. What's the quality of the internet coverage in his/her home? *(guide him/her to install Ookla speed tester and to share the test results with you. Upload & download speeds are: 0Mbps-2Mbps poor; 2,01-4Mbps average; 4,01Mbps upwards good)*

Poor		Average		Good	
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11. What's the quality of the internet coverage in his/her home? (*guide him/her to install Ookla speed tester and to share the test results with you. Upload & download speeds are: 0Mbps-2Mbps poor; 2,01-4Mbps average; 4,01Mbps upwards good*)

Poor	<input type="checkbox"/>	Average	<input type="checkbox"/>	Good	<input type="checkbox"/>
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Knowledge and skills

12. Can she/he use Skype?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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13. Can she/he use email?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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