

COVID-19: A THREAT TO SCHOOL ADMINISTRATIVE PROCESSES

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ABSTRACT

This paper investigated the impact of COVID-19 on educational administrative processes in Nigeria. This study was guided by the following objectives to examine the threat COVID-19 virus can pose to Nigerian Educational System as well as the educational administrative process and to also determine the relationship between COVID-19 and educational administration in Nigeria. To establish the rate of awareness of COVID-19 virus among students in Nigeria and to evaluate the after effect of the COVID-19 Pandemic on educational system in Nigeria. This paper described the threat the COVID-19 pandemic possess to the administrative processes of the school system. Though, a recent report shows that WHO maintains there are only two types of transmission to worry about, inhaling droplets from an infected person or touching contaminated surfaces. Scientist say WHO has underplayed the Threat that Corona Virus hangs in the air.

Keywords: Covid-19, Threat, School, Administrative, Processes.

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INTRODUCTION

The COVID-19 pandemic came into the country and took the educational sector by surprise. The pandemic which started in china and then European countries, it seems like it will remain in the white man's land or it should have been called a Whiteman disease. That was short lived as the corona virus hits Nigeria on 27th February, 2020 with an index case in Lagos.

COVID-19 is a virus that is linked to the family of severe Acute Respiratory Syndrome (SARS) and common cold. It was initially called the 2019 novel coronavirus or 2019-NCov? 'Co' stands for Corona, VI for Virus and D stands for disease and 19 is the year 2019 the virus started. The disease corona virus disease 19 (COVID-19) is a highly infectious disease. The World Health Organization rates the COVID -19 as a global pandemic.

Due to the infectious nature of this disease on 19th of March 2020, the federal Ministry of Education instructed that all schools closed as response to the pandemic. The question is for how long will this pandemic last. No one seems to have an answer, and so it became imperative to introduce the E-learning.

The school administrators at this point are left to make big decision. The pandemic revolutionized digital and online education globally but what will be of the kids in the rural area, there are area, which are not equipped to adapt to the new method of learning which is the E-learning.

The School administrators at this point are left to make big decision. The Pandemic revolutionized digital and online education globally but what will be the fate of the kids in the rural area, where they are not equipped technological to adapt to the method of learning which is E-learning.

If the administrators are not able to make decision that will contain blended learning and make decision which can curb the spread of the virus, it becomes a threat. How then is it a threat? The covid-19 can be global economic lockdown, individuals were asked to work at home, and others were out rightly sack. There was generally economic activities drop, businesses were greatly affected as a result of boarder closures, and families that depend on daily income became stranded. At this point, finances are in the zero levels, administrators are stranded, for instance private school owners in Nigeria. Some teachers are asked to stop working and if the administrator does not bring anything to the table, that becomes disastrous as well.

Access to radio and television is generally low especially in the rural areas and it is unequal between the rich and the poor. Access to mobile phone is more widespread but with gap between the rich and the poor. Parents from poor background will not have time and resources to support home base learning.

The school administrative process is left to handle the disrupted educational period, manage the emergencies with the closure of school resulting from the pandemic. As school administrators and educators plan remote learning activities, they need to find ways that the mediate response activities and can lay the foundation for reaching long term goals. The administrator will consider unintended consequences and find ways to mitigate them.

CONCEPTUALIZATION

COVID-19 is a corona virus disease a highly contagious disease cause by recently discovered coronavirus. Most people infected with covid-19 will experience respiratory illnesses; people with other underlining illnesses like cardiovascular disease diabetics, hypertension, and cancer are most likely to develop the covid-19 illness seriously. The COVID-19 virus spreads through droplets of saliva and discharge from the nose where an infected person sneezes or coughs.

The best way to stop and slow down the transmission or infection of this disease is by regular hand washing, social distancing, wearing a nose mask, use of decontaminated and also staying safe at home. Staying safe at home has led to the lockdown of boundaries and closure of school, market places, recreational centers, sports facilities all in the bit to curbing the spread of the virus.

COVID-19 as a threat means a statement of possible damage which COVID-19 is likely to cause. Low- and middle-income earners have limited the effect of the virus on the economy. The school administrative process will not be absented as administrators are left to make decision on how to make a shift to ensure that the educational sector stays in place.

The administrative process of a school is to lay down formal goals and objective set up by an organization that will govern the decision-making process of the school management. The administrative procedures ensure that management decisions are fair and consistent.

Administrative process refers to the methods and procedures, which is applied by an educational body to show the rights and interest of parties (Dragos, 2016). School administration is a process of systematically arranging and co-coordinating the human and material resources available to the organization. Human here are teachers and children, while organization in question is the school system and educational objectives.

According to Okumbe (1999), educational administration is a process of acquiring and allocating resources for the achievement of predetermined educational goals. Educational administration is the operation and management of learning institutions such as public schools, childcare centers, colleges and universities.

The pandemic poses as a threat to the educational administrative procedures which have the following task areas:

- Curriculum;
- School plant;
- Personnel;
- Finance and business;
- School community relationship.

The Curriculum

The most important aspect of school administration is the teaching and learning process. At this time of the pandemic is disruption in the curriculum and it may take a long time if administrators don't swing into action.

The administrator is left with the decision to create avenue for distance learning strategies to keep learners abreast with the curriculum while at home. Administrator may have to develop learning methods to make people adapt to the challenges, administrators will generate learning opportunities for students while schools are closed.

Most countries in the nations of the earth are facing the threat which came with the spread of COVID-19, and Nigeria is not an exception (Hannah, 2020). The administrator as the change management agent is to make sure that it is directed to the requirement of examination bodies at this moment of the pandemic to let them know the alternatives available, examination body such as primary six placement exam, junior secondary certificate examination (JSCE), West African Examination Council (WAEC), National Examination Council and Joint Admission and Matriculation Board.

An administrator is left with the option to manage the possible threat on the curriculum and engage teacher and students for effective interaction while out of school during this pandemic. The school administrative procedures will also have the students who are from very poor homes to worry about. The lack of involvement in the e-learning interaction between teachers and student may be raising the illiteracy level in the near future. According to Amadi (2018), posited that school administrator will change the curriculum when necessary to serve the needs and reflect the aspirations of the society, the school administration remains the instructional supervisor and manager. School plant planning recognizes that curriculum is the most important aspect of school plant planning (Ololube, 2019; Bender, 2020).

School Plant

School plant is defined as all material provision such as classrooms, hostel, offices, field, auditorium recreational facilities, desk, white and black boards and services that help to facilitate the teaching and learning processes in an educational system (Agabi, 2014).

Nwankwoala (2018) stated that school plant are those material provisions that are seen in school which aids the teaching and learning process, these material provisions include school library, laboratories, school canteen.

At this time of the pandemic, some of the school plant provisions may suffer damages, such damages could be from environmental, considering how hurriedly the closure of school was announced, some windows may not have been closed so rain and other weather elements can damage the desk, chairs, teachers station etc. termites and invasion of pests. The administrator may have the challenges of dealing with the consequences. There are also school plants that are naturally exposed to criminal elements, such school plants may suffer looting and other communities' vices ranging from serving as a criminal den to community abuse. All these are the possible threat which is supposed to tamper with the school administrative processes. During the absolute lockdown no one was allowed to step out of their houses and the school security personnel are not exempted and so the school plant becomes porous to any kind of misuse.

Personnel

The heartbeat of every educational system is the teachers. To Ololube (2019), teachers are the most significant human resources element in the educational systems, he pinpoints that an effective management of teachers as resources will lead to greater responsibilities, quality and efficient performance.

The personnel (teachers) could also be a form of threat to the administrative process, if the school administrator is in charge of disbursement of salary to teachers and the school at this point is not making money, what becomes of these teachers? The school administrator may be forced to manage a problem which is more than what is envisaged. The above stated case applies to mostly teachers. If teachers are not involved in the online studies that are imperative at their time of the pandemic, they could be undeniable failure in the systems. The absence of salary and other form of wages can result to lack of motivation which is due to non-involvement in remote teaching and online teaching. Teachers may not be duly involved because of non-payment salaries and job insecurities. If some teachers' lose their job, some learners will never return to classroom probably because their favorite teachers and confidant are not going to be there.

It is the place of the administrator to worry about the teacher's quality and relevance in order to secure their jobs and equipping them to face the educational system in the face of the pandemic. School administrator will make provision that will support teachers with digital literacy trainings and recourses. Provide increase access to online/remote learning resources for teachers/students. Inevitably, the digital divide will exacerbate learning disparities among children and also it will require the improvement of the teacher's private education sector (SEED, 2020). UNICEF (2020) is urging schools whether open or helping student through remote learning to provide students with holistic support, these cannot be done without a resourceful and equipped teacher. School administrators are to provide school children with vital information in hand washing and other measures, such as compulsory use of nose mask especially in public places, use of hand sanitizer where a wash station is not available and adequate social distancing measures, this can be put in place through personnel in the school as a measure to protect the teachers as well as the children and their families, facilitate mental health support; and help to prevent stigma and discrimination by encouraging students to be kind to each other and avoid stereotyping when talking about the virus.

Finance

The school financial survival is slim due to the loss of revenue from the payment of school fees and other levies. The covid-19 pandemic is revolutionizing digital and online education globally, but kids in the rural and under developed communities in Nigeria are mostly likely to be left behind as they are not equipped to adapt to the transition to the new trend of learning. On the 19th March 2020, the Federal Ministry of Education announcement of school closure as a response to the pandemic states in the Federation contextualized this by bringing up ideas for scheduled TV and Radio lessons for students in public schools (Amorighoye, 2020).

UNICEF (2020) establish the fact that prior to covid-19, to ensure young children stay in school and have access to proper education, Nigeria contributes approximately 20% of the total out of school population globally. According to a 2019 executive summary on poverty and inequality by the national Bureau of statistics, 40.1% of the population of Nigeria, Africa's most populated nation and the biggest oil producing nation in Africa, is classified as poor. Stating categorically that five of 10 Nigerian has per capital expenditure of less than 40 dollars.

A UNICEF (2020) report state that 10.5 million of the country's children aged 15-14 years are not in school, identifying that they may be available to their parents helping to make end meet. Only 61% of 6-11 years old children regularly attend primary schools. Some states in the North East and North West of the country have more than half of the girls not enrolled in schools as marginalize which deprive the girls from basic education.

According to Amorighoye (2020), children in rural and under developed communities in Nigeria are being left behind as they are not equipped to adapt or transit to new method of learning.

Critically examining all these situations, the administrators of various schools will have a lot to worry about. The school Administrator may have to establish relationship with financial institution to support their online literacy education. Many administrators especially in public school are not used to cash flow management concept, which is supposed to be a critical strategy for survival during crisis as this global pandemic, called COVID -19

At this point, administrators through the help of financial institution will develop and maintain increase which may be possible access to finance and credit facilities opportunities for their various schools whether public or private.

There is need for turning insight into action, there should be connections between each administrative process SWOT (Strength, Weakness, Opportunities and Threat) analysis, to highlight opportunities for key stakeholders which include the state governments in the country. The needs for finance to undertake a community partnership with low cost private schools and public schools for the free online (T&C), apply radio and television school option which is available to the school system at this point. As the corona virus pandemic COVID-19 increases, educational sector has tried their best to respond the way they can. Though most schools have closed and decided to experiment online study. The decision is a one good to so many, but taking a critical look at the choice, it shows that there is need for financial stability.

Parents and caregivers may not be able to afford the cost of an online study, reason being that the states of the nations were not really prepared for what is happening at the moment. Most school, especially the private schools may clearly face a financial crunch that may cause such school inability to recover in near future or a total collapse. It will be necessary for school administrators who are basically in charge of the administrative process of a school procedure to look at the damage done, have a look ahead and anticipate ways in which the threat from the virus can be handled efficiently and effectively. The coronavirus pandemic has exposed the financial weakness of various schools.

It is important at this point for school administrators to thoroughly make a flexible financial planning that foresee what is happening and take charge of the financial stands of the

schools in future, considering the unplanned events like coronavirus pandemic that took the globe in a huge surprise.

There is a very possible threat if there is a perceived implication of the pandemic moving educational institutions to bottom-line finances. Good financial planning will keep the institution in a sustainable track. School administrators will have to create opportunity sustainability of online learning incase the schools are not reopening soon. Parents and guardians should be given assurance that what is provided is capable to maintain. The online study will be readily available and without any form of excuse or incapacibilities. To Brian (2020), students and their parents need assurance that critical services affected by coronavirus (COVID-19) pandemic will be provided. All services must be seamless, readily available and meet the needs of those that are challenged by the COVID-19 virus.

This period of the corona virus pandemic is a total disruption in the school system. Individual schools at this time are to strengthen their finances and gather the finances on how it can be used to maintain a sustainable future and greater way of adapting to economic changes in the educational system and the society at large. There could be some benefits from this corona virus pandemic if school administrators can see it, financial weaknesses are discovered and effort should be made to stabilize finances.

School Community Relationship

The Corona Virus Pandemic as a new virus is still difficult for people to adapt to it. School administrator are to understand that children can also be infected by this virus. The virus can be serious though, it is said that older people with pre-existing condition are most vulnerable to the virus, school children should be protected.

School administrators are expected to understand and disseminate basic information about covid-19 including its sign and symptoms to the host communities. It is important to stay abreast with all information concerning covid-19, the host communities should be able to trust the school administrators on the information they get from them. Information from UNICEF, WHO and NCDC should be gotten directly by the school administrator to avoid fake news and wrong social media myth.

Communities should be educated on the symptoms of corona virus in a child and also an adult. According to the NCDC the basic signs and symptoms of COVID-19 Pandemic are:

- Coughing;
- Fever;
- Sneezing;
- Loss of sense of taste;
- Loss of sense of smell. and
- Shortness of breath.

Administrators should be ready to prove beyond reasonable doubt that the kids are safe if the schools are resumed. Direct and clear instructions should be given and proper adherence monitored. The community members should be able to trust the school administrator with their children. If a child is sick, no matter the illness, that child should stay home. Community members should be able to explain in simple terms the dangers of corona virus disease to their children in very simple terms and there should be assurance of safety. The following steps are very mandatory in combating the corona virus disease:

- Only sick children should stay out of school. Children should be taught good respiratory and hand washing habits. Kids should be taught to sneeze into bent elbow or tissue and dispose the tissue into a closed bin.
- Hand washing station is one of basic requirement an administrator will provide to gain the trust of the host communities. Regular hand washing before and after eating, after blowing your nose, coughing or sneezing; going to the bathroom/toilet/latrines and whenever their hands are visibly dirty. In the absence of soap, an alcohol base hand sanitizer.
- There is an intentional guide and a clear explanation of what COVID-19 is all about, advise should be given to protect themselves and the possible consequences of recklessness in the mist of the pandemic.
- The administrator, according to UNICEF guideline, should have a suitable checklist to guide the administrator's laid down procedures. The school administrative procedure must follow the UNICEF/WHO/IFRC checklist as stated below

Checklist as should be provided to community members:

- Host community members are advised to keep the children safe by keeping them at home when they are sick;
- Every child must be taught good hygiene and should become a model of good hygiene whenever they are seen;
- Regular hand washing with soap and safe water, in the absence of soap and running water, it is advised to use 60% alcohol-based hand sanitizer. If dirty are noticeable it is important to use soap and running water;
- Drink a lot of clean water regularly;
- It is advised that regular eating of fruits can boost your immune system which can also keep you safe from contracting the corona virus disease (COVID-19);
- School administrator should be able to provide safe drinking water and safe sanitary conditions in form of toilets and latrines which are regularly disinfected and as much as possible kept clean;
- There should be a waste disposal basket/bin;
- From time to time children and parents and other community members should be able to sneeze into a bent elbow or a tissue that will be disposed immediately into a closed bin;
- Avoid the touch of the face, nose and eye at all times;
- Children should be encouraged to ask questions and express their feelings with their parents and teachers;
- Parents/guardian and other community members are advised to be patient with the children as each child may have different ways of reacting to stress;
- Communities are to cooperate with the administrators and other school officials to receive information and derive a means of supporting the safety of children at schools.

As much as possible, stigmatization of an infected child should be discouraged. The presence of COVID-19 gives the school administrator a new form of strategizing to achieve set goals and objective. Host community depends on the schools and administrators to pull them through this pandemic, there is bound to be a trusting relationship between the school and the host communities/parents. UNICEF also provided guidelines/checklist for school administrators, teachers and other support staff, which are:

- Promoting and demonstrating regular hand washing and positive hygiene behaviours and ensure adequate clean and separate toilets for boys and girls. If an administrator does not put this in place, the virus becomes easy for children to contact and teachers are also vulnerable to the disease thereby it becomes a threat to the school as a whole if not properly managed
- There should be encouragement for teachers, staff and pupils/students to wash their hands regularly at least 30seconds under clean running water with soap.
- Provision of free hand sanitizers weekly to teachers, school, caregivers and other staff. Also, hand sanitizer should be placed in toilets, halls, reception and exits.
- Administrators are expected to disinfect school plant provisions such as classrooms, water and sanitation facilities at least once in a week, all regularly used surfaces should be sanitize regularly such as the tables, stair rails, sports equipment's, door handles, windows handlers, toys, teaching aids learning aids and computers etc.

School administrators will have to worry about the use of sodium hypochlorite at 0.5% (Equivalent 5000pm) for disinfecting surfaces and 70% ethyl alcohol for disinfectant of small items and encourage appropriate equipment for cleaners/janitors:

- Provision for adequate ventilation is necessary open windows, use air conditioners and fans where available if not available especially in some under developed public schools; government is expected to make provisions.
- There should be sign that encourage the use of nose mask as a priority to get into the school compound/facilities. There should also be sign for regular hand washing at every entrance and exit point in the school premises.
- All bins and trash collectors must be properly disposed each day and safely

Providing some laid down principles can help keep students, teachers and community members safe at school and help stop the spread of the disease. School administrators will ensure and monitor social distancing as one of the ways to slow down the spread of the corona virus disease. The COVID-19 virus is said to be a highly contagious disease. Limiting large groups of people will help in reducing the contracting of the deadly virus, which is now seen as a threat to school administrative procedure.

The school administrators are expected to partner with the host community to discuss on how to slow down or stop the threat the corona virus disease is posing to the educational system. If the host communities are not properly informed, it becomes a bigger threat to the school. The school involves members of the community in its administrative process but it become difficult when the school administrator refuses to initiate a method that should incorporate members of the community who are predominantly the parents and guardian of the students (Ololube, 2019).

Analyzing the Administrative Procedures during the Covid-19 Pandemic

The school administrative procedure has to follow the new surge of technological integration to translate enhanced student/pupils' improvement during and after the corona-virus disease pandemic. This 21st century global pandemic has to bow to the 21st century technological advancement, which implies that videos, chat, social media will be used to combat educational threat. The school administrator will ensure to provide a future ready classroom and an enriched learning structure to keep students activities on track and enhance students/pupil's development. At this point, administrators are faced with difficult and complicated issues to sort out the already existing educational problems and the additional problems created by the presence of

coronavirus disease pandemic, the administrators brain storming has to develop successful strategies that will sustain the educational system at this point of the crisis.

The school administrators have to redefine their administrative procedural challenges to suit the global corona virus pandemic as follows:

- Decision-making: from Wikipedia, the free encyclopedia, decision making is the mental process that leads to the selection of an action among several alternatives. Every decision-making process produces a final choice. The output can be an action or an opinion. Here, the administrator has to make 2 types of decisions which are business decision which is in the best interest of the school and also consumer decision which is on the parents and students. It is important that the critical decision and strategic decision which the school administrator makes at this point will either mare or improve the school sustainability in the face of the pandemic, and also help the improvement of student's performance.
- In order to maintain or exceed parents as well as community expectation, school administrators will release timely reports considering the activities the school has put in place to adapt to the changes created by the corona virus (Covid-19) pandemic. Administrators should be able to identify the changes and make decision for adaptability and result oriented educational system. Insightful reports concerning the spread of the disease, ways of combating the disease and procedures put in place to manage the disease at resumption of school activities.

Paper Work

This means work done on paper or it can also be called things made of paper. The paper work is one of the challenges the school administrator has to deal with, as most of the school activities are done on paper. Paperwork in the school system includes the assignments books, continuous assessment book, register, attendance register, minutes books, etc.

Another way said to reduce the spread of virus is minimal use of touched or handled surfaces. It is the place of the school administrator to reduce the paperwork around the school system, there should be the use of more online facilities to sustain the school administrative process and school system in general.

Scheduling

Scheduling is the process of arranging controlling and optimizing work and workloads in the production process or manufacturing process. In education is the process of pre-task and post task planning.

The school administrator is to adapt cognitive reframing with automated timetable system that will enable instructor to make judicious use of the online classroom. Innovative classrooms can help alleviate problems in face to face classroom and substitute for teachers and instructors' online instructions for learners in order to maintain continuity of instructions. Creatrix campus (2020) school administrators usually receive complaints on scheduling from classroom teachers, students and other staff. Creating instructions in innovative ways helps the modern-day teacher/instructor stay on top of their game. Constant evaluation and review using the online platform makes for outstanding teaching benchmark and teaching effectiveness. Based on evaluation feedback score, training and improvement action plan for the benefits of out of chalk teaching performance during and after the covid-19 pandemic.

Communication Collaborations

School administrators, teachers and staff spend less energy in building online relationship during online class sections. There are outstanding and powerful online tools that can be designed to make studies effective and efficient during the online based classroom and later blended learning process which will involve board activities as well as online activities. Discussion forum such as chat, messaging and social media will have a positive impact within the institute community and promote collaborative learning.

Online Attendance Discipline

Certain social media and online platform can establish the attendance during an ongoing class. It takes discipline for students to attend classes without the watch of the student. Platforms that indicate attendance such as zoom, Skype etc. are advisable online tools. School administrators may device a means to handle perceived absenteeism among students. Teachers and staff are advised to report student's absenteeism to the school authority/administrator. Students are advised to attend classes and follow the timetable schedule. Sophisticated online tracker can identify compliance of students to instructions.

Students Performance

School administrator will endeavor to work out procedures that to enhance student performances and outcome. Administrators can create personalized learning plans with goals of and tasks linked to online lessons to meet specific condition expected students which can improve learning outcomes and educational performances and the enhancement of success. The use of online methods and mobile devices, teachers and instructors adequately measure students' progress.

It is important to mention that the substantial component that project regularly is student's attainment. Results can be shared to students, parents and guardian through social media, text messages and email addresses.

Parental Involvement

Institutions face major obstacle of deprived parental involvement in the educational system. This is usually a frustration to the school administrator as parents are expect to get involved in the grades of their children and also in the improvement of students. Parents have joint responsibility for the poor grade of students.

During the totally online studies, parental involvements are encouraged. Parents are usually expected to put the students through as there is no teacher's physical involvement during the stay home and stay safe period of the pandemic, the administrator contact parents still on online basis and encourage them to support students.

SWOT Analysis and Improve Administrative Procedure

School administrators are expected to do SWOT analysis. SWOT is a guideline, which understands the strength, weaknesses, opportunities and threats (SWOT) SWOT analysis is a process used in integrating data and analysis impact on educational outcome and administration especially in this time of global threatened education era. The SWOT Analysis may include:

- What is the strongest point the school has on parents and host communities?

- What areas are thriving as regards to students
- Which area needs improvement in the school system
- What are very stagnant
- Which area may likely totally disintegrate the entire system?

This could help administrators recognize the greater value and reduce instability and ensure that their competitive advantage over shadow their problem areas.

Strength

Administrators will look at strength of the school administrative system and acknowledge the strongest point of the schools such as:

- Computer and online compliant instructors and teachers;
- Highly trained and experienced instructors and teachers;
- Outstanding digital materials as teaching goals;
- Financial strength and investment;
- Accessible loans;
- Good school and parents' relationship.

Weakness

What are the possible issues the school faces? Weaknesses are one very important area an administrator should not ignore. In order for the administrator to build an outstanding school system, it is very imperative at this time to critically identify and establish the weakness of the school. If the school administrator establishes the weakness, it is then possible to say that knowing the weakness is some steps closer to plan that will make the school system succeed.

The following are the weakness that an administrator should tackle in and out of the COVID-19 virus:

- Very poor internal communication system;
- Insufficient and extra-curricular activities;
- Lack of funding from individuals and the community;
- Lack of well trained and qualified teachers;
- Lack of proper training to meet the 21st century technological demands;
- Over populated classroom and skill centers;
- Inadequate space to practice sufficient social distances in the event of resumption of school;
- In availability personal protective equipment for janitors/cleaners and sickbay staff;
- Inappropriate use of internet systems by computer staff and some students;
- Discouraging online reviews;
- Low continuous assessment scores;
- Noncompliance to online standards;
- Almost absence of blended learning in the school;
- Absence of parental involvement.

Considering the above-mentioned weaknesses, measures can be put in place by the school administration to tackle these weaknesses to achieve satisfactory goals and objectives set out by the school. Parent's involvement can positively affect their children grades and general

academic performance. Teachers who are not qualified should be allowed to go for an in-service training to get qualified at a stipulated time. All teachers and staff should be trained to be compliant of the 21st century technological demand for educational system. The blended learning system should be adopted to enable students and children adapt easily to change of either online or classroom based, teachers and students should be versatile in the use of online facilities as well as board-based classroom.

Opportunities

What should be the positive change expected from your school? The use of SWOT analysis enables you to identify opportunities that will benefit the school in the present and the future. There could be opportunities for weaknesses to turn to strength. Let us look at how weakness can become strength:

Low: Inappropriate use of internet and computers by teachers, computer operator and students.

Opportunities: Professionally address these problems by putting some restrictions by installing some software that could discourage the use of the school time to do inappropriate things on the internet and computer room.

This shows that the school administrator is affected by the problems facing the school. Being insensitive to this challenge may drag the name of this school and the school administrator to the mud. In creating opportunities in the weakness of inappropriate use of the computer rooms and internet by teachers. The following parts can also be considered:

- Install a monitoring software on every computer in the computer room;
- Endeavor to request for feedback from staff and students at the close of school activities each day;
- Request for feedback from parents and establish a program development involving the parents.

Examining how opportunities are coming are also necessary thus:

- Understand how you can use opportunities to increase the school's strength from a list created;
- Spell out how to use opportunities to play down the weakness;
- Identify how opportunities can be vividly created;
- Blocking the space where the weaknesses creep in from.

Low: Insufficient spaces to practice social distances in the event of school resumption:

Opportunities: Setting the standard classroom to accommodate more students, while practicing effective social distancing.

It also establishes the fact that the school administrator is sensitive to the plight of the school at this time of the pandemic. Turning blind eyes to the international issue could lead to the closure of school.

In creating opportunities, the school administration may put certain measures in place in order to turn the weakness of insufficient spaces to practice social distances in the event of school resumption during or after the COVID-19 pandemic thus:

- Building more classroom blocks, through access to fund by the bank or other well-meaning and supportive individual;
- Decontamination of classroom and the entire school environment;
- Installation of temperature check on every entrance and exit point in the school;
- Body decontaminating machine in front of every classroom and offices;
- Ensuring the rearrangement of sitting position in classroom;
- Writing and posting warnings on strategic areas in the school “**NO NOSE MASK NO ENTRY**” in block letters;
- Regular workshop and form hall meetings concerning the corona virus disease and its spread and effect on human beings.

Weakness

Noncompliance of online standards opportunity school administrators introduces a new program designs to help students, during the lockdown periods and school closures. Also, address previous methods used and previous concerns. The new program will check students’ online activities to understand an online friendly curriculum and introduce it to the students as well as the teachers. The students will adapt to technological development and get the standard they deserve, parents and students will be impressed and also standout.

Creating the opportunities inside the weakness, the following should be put into consideration:

- Introducing students and teachers to online friendly software that will arouse their interest;
- Creating space for parents to also be compliant with an intended online standard;
- School administrator must supervise and make sure their adverts showcase the need for preventive measures to corona virus (COVID-19).

Threat

What are the actual weaknesses in the face of the pandemic and before? Threats in an educational system are those things that can cause damage to the administrative process and the school system at large. In this context, COVID-19 is a threat that is ravaging the global hemisphere. Threat in any organization is usually negative. Threats are usually negative and external and they do not benefit organizations and educational system. School administrative will critically study the threat and create ways to stop the threat from affecting the school further.

School administrative processes acknowledge these threats and strategize a plan. If a plan is not put in place and the threat not familiar there is the likelihood that they will be more damaging than expected. The following are possible threats to the school system in the era of global pandemic called corona virus disease:

- Parental Compliant: Parents and guardian begin to worry of the school capabilities in the face of the pandemic.
- Insufficient funding: There is likely to be insufficient fund as finance is not coming from anywhere to the school. The school will need fund to run the online school.
- Poor curriculum and activities planning: There could be visible poor curriculum and substandard activities planning which could lead the school to closure/loss of students.

- Deficient organizational climate: Teachers behavior may show unsatisfactory work conditions.
- Lack of internal communication: School administrators may not delegate duties to subordinate with reasons best known to them, which is nowadays caption obvious reasons and so dissemination of information becomes rather erratic.

You are always to expect threat at your range especially when there is a global pandemic. An administrative process should create a plan to take control of the threat as they can make sure the threats are kept at an arm's length.

Administrator should make the school system favorable to the teachers as the asset of educational system. Teachers are human resources in schools and are often the schools' most significant resources (Ololube, 2019).

REASON FOR SWOT ANALYSIS AT THIS TIME OF COVID-19 PANDEMIC

SWOT analysis bring out the feature, focal point and enlarge strengths, it reduces or even totally erase weaknesses. It allows the creation of viable opportunities; SWOT analysis identifies the covid-19 pandemic on school administrative procedures/processes. The school administrative process must conduct a threat assessment and threat management, establishing their integration and interdependency William and Morisa (2004) stated that an individual management and monitoring plan should be developed for students, host community and teachers as well as other essential staff.

Looking at the threats posed by the corona virus pandemic, the school administrative system is affected by surrounding variables which are the teachers, parents, student and host community as shown in the figure 1 below.

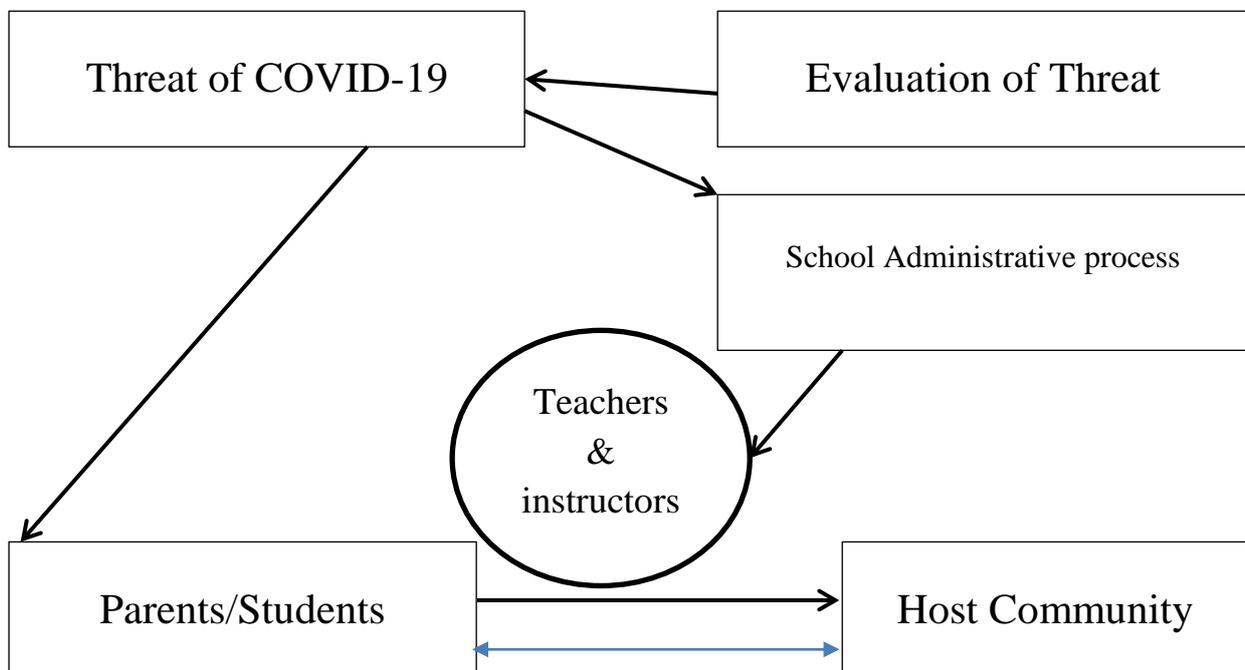


Figure 1: Link of Threat and administrative Process

In the face of the pandemic, the school administrator should address the immediate threat of the corona virus disease. As soon the disease effect seems to be under control, the administrator should be able to set up a team that will manage the long-term safety of the students, teachers

and other stakeholders of the school and the administrative procedures. The team should include the school administrator, some teachers, parents, host community and few students. The primary objective of the team will be to ensure that there is conscious effort by students, parents, teachers, and host community to ensure that the corona virus disease does not spread to the school and that the infection is control to the barest minimum. Every medium and ways of keeping students safe and secure should be employed by the team to ensure safety to students, parents and teachers.

MANAGEMENT OF COVID19 DISEASE

Successful management of a threatening situation as the global pandemic called COVID19 requires adequate time, lots of effort and dedication managing the support should be in figure 2 below.



Figure 2: Line of Threat Management

- Controlling and containing the corona virus disease and teachers, student in a way that will prevent the attack of the virus in the school;
- Protecting and preventing possible infection of students and teachers;
- Administrator provides support and any strategy that will help the students, parents and teachers to successfully overcome the virus.

The administrator should create a threat management procedure which has a short-term and long-term threat assessment procedure. Students should not be allowed to expose themselves to situation that can increase the spread of the virus around their neighborhood and friends: there should be visible changes such as:

- Hand wash station;
- Compulsory temperature check machine on every entrance and exit point in the school;
- Signs-showing No Mask No Entry;
- Preventive measure messages at district points in the school premises.

MAJOR COMPONENTS FOR CREATING A SAFE SCHOOL ENVIRONMENT

The major components and tasks for creating a safe school climate include:

- Assessment of the school's emotional climate;
- Emphasizing the importance of informing and rein forming children about the COVID-19 preventive measures;
- Adoption of a strong, but caring stance against preventive practices;
- Involvement of all members of the school community in planning, creating and sustaining a school culture of safety and hygienic practices;
- Development of trusting relationships between each student a least one adult in the school and in the neighborhood;
- Creation of mechanism for developing and sustaining safe school environments.

In an environment of environmental safety, students and teachers have a positive connection each student should be properly guided by an adult regularly as to how to use adequate preventive measure in and around the school and also when in other public places. There should be a support communication between students' teachers,' staff, guardian and other caregiver. School administrators should emphasize personal hygiene as way of life. For instance, during staff meetings and other school gathering there should be names and number of people who are to attend and it must support social distancing and use of face masks. Emphasis on these practices should be done regularly to keep the students and teachers always conscious of what carelessness could cause individuals.

School administrator as the basic authority involved in the analysis of threat assessment inquiry or investigation should gather and analyze information about the proper handling of situations during the corona virus pandemic and the mode of study during the pandemic. There should be adequate supervision of teachers who are engaged at this period of endeavor that same quality of learning during face to face classroom classes should be the same level of teaching and tutoring the students receive online. The information will permit the administrator to make reasonable judgment on how to run the school effectively when the schools finally resumes.

Recky et al (2001) stated that there are elements that are essential to the development and strategizing of school system operations for effective school administrative safety assessment program which are:

- Clear policies on authority that should be involved in carrying for students and the entire school community;
- The designation of individual teachers to group of students;
- The steps and procedures which should be followed in initiation to the conclusion of a perceived corona virus threat around the school environment.

A very important aspect in the administrative process in this time of the corona virus pandemic is the development of strategies and initiative to manage the possible outbreak of the virus in the school community.

The administrator is to develop the school administrative threat management initiative to house a safe school environment, it begins with the study of the believe thinking, planning and post corona virus expected intentional behaviors using the safe school environment initiative (Amanchukwu, 2013; Amadi, 2005, 2018). There is the generation of a better understanding of the dangers of taken the pandemic for granted e.g. some individual on social media call the COVID-19 pandemic a business disease. This example shows that there are people in the host community that may not believe in the existence of the corona virus pandemic, which makes it a more deadly threat to the school administrative process, and also to the students, caregivers and the host community as well.

This process relies heavily on the appraisal of stakeholders behavior towards the corona virus pandemic, rather than on mentioned threats or traits, as the basis for determining whether there is concerned authority such as the NCDC (national Centre for Disease Control). The administrator should be ready to adopt laydown strategies by the federal government such as:

- Building an isolation Centre in the school;
- A working sickbay for the school;
- Putting up a protocol line of report in case any child, teachers or other staff are asymptomatic;
- There should be an intentional guide headed by the school administrator to ensure that students are protected from the disease.

The administrator and teachers should contribute to achieving the broader goal of creating safe, secure and sanitize school environments by helping school administrator and teachers respond responsibly prudently and effectively to possible outbreak and other negligence of preventive measures that can raise concern about potential rise in the virus. It is believed psychological that effective threat assessment can only occur in a large context of school safe environment. Nevertheless, corona virus disease should not be treated less than a serious threat by the school authority student's playground should be guided and fully monitored to avoid infections.

Consequently, every threat should receive prompt attention remember in this paper that corona virus disease (COVID-19) is discussed as a threat to school administrative process. All suspected cases should be directed to NCDC officials around the state or even local government. Teachers, students and other staff should report every threat and it should receive prompt attention by the school authority and administrator, it means that information should be properly communicated to relevant authorities in charge of handling the treatment of the disease. All hands must be on deck concerning the most effective form to address the corona virus pandemic from affecting the school administrative process in its totality.

CONCLUSION

Although, most people in the country believe that the school environment maybe unsafe at this time of continuous rise in the corona virus pandemic it is important to note that if adequate preventive measures are put in place that the school re-opening can thrive. The preventive measures subsequently become a way of life of every individual including the children. A school of thought may ask, can children handle the preventive measure considering their playful nature? How easily can the students contact the virus? The children are very playful and may not be able to handle and properly adhere to the rules, but there could be close monitoring of the students, children can be infected with the virus according to WHO but they cannot be fatal as to the adult who have underlining issues since the students or children immune systems are still very active.

Anything other than safe and positive environments that support the learning experience, it is incumbent upon the school administrator to defend the administrative process in the face of this pandemic, by taking positions of responsibility to take a step to stand against the pandemic and sustain the school environment. This perspective can be gained by systematically surveying existing students, students online and prospective students, also surveying school plant and school plant provisions such as desk, classrooms, etc. and other important stakeholders, such as the parents, guardian, entire parent teachers association (PTA) and host community and their representatives and interact with them on the impending danger of COVID-19, explaining that, the virus may stay with human for some time, noting that our entire life must not be shut down as individual that must be measures put emplace to live with virus until it phases out completely.

As with any kind of threat assessment inquiry by the school administrator and other stakeholders is very critical that an evaluation documents and records of information that will help in tackling the pandemic can be created. Well documented records of student existing and intending students should be kept, these records provide baseline information about each student, family and believe concerning the virus (pandemic). The information obtained can be useful in tracking a student and teachers contact in case of possible contracting of the corona virus disease in the school, it can quickly alert the school administration and make it easy for responds. Should there be an outbreak or infections the record will determine the kind of evaluation pattern used and demonstrating how well it helped to tract a positive patient.

A corona virus threat team (CVTT) will determine the action to be taken. It will take decision to ascertain if possible, closure of units in school could solve the problem at hand all invite the authorities in charge (which is off course the Administrator).

Individuals, community members, teachers, parents, caregivers and other staff who are not in the team of investigation about the corona virus disease should report all threatening situations such as non-adherence to preventive measure set out for the school. other recklessness which can endanger the lives of the students, teachers, and other staff. Sometimes recklessness towards the COVID-19 could be taken too far, or among information given, the school administrator should endeavor to scrutinize all information about the disease and where necessary contact the relevant authorities concerning raised suspicions ideally. There should be credible verification of all essential facts and information about possible or potential infections, statements and concerns should be corroborated whenever possible and quick action taken. Proactive planning is a critical element in the implementation of a school potential disease threat.

School administrator should publicize the name of designated point of contact to the school administrator, school COVID-19 contact team, other staff, teachers, parents and students should be instructed and encourage to bring forward information about activities that could foster infections, such as travelling information, etc.

The mechanism for developing and sustaining safe school climates should serve as a vehicle for planning and monitoring the environment and system of the school. The COVID-19 virus may be with us longer that we think, administrative procedure may also be altered in away, but if stringent measures are taken as explained in this paper, the COVID-19 may become just like malaria to us.

All school administrators should adapt the online learning and blended learning to indicate readiness to sustain the educational system in face of crisis. There should be adherence to government approved procedures that will stand the test of time such as Automated handwashing station at every inlet and outlet of the school. There is need for sustainability of the preventive measure of the corona virus pandemic and making it a way of life in other to keep the educational system afloat.

Recommendations

The following are the proposed recommendations that could guide the administrative process against intended threat by the corona virus pandemic:

- While maintaining social distancing teachers should be trained and retrained on the use of online platform as an alternative to classroom learning.
- Teacher remuneration should be given to them as at when due to avoid negligence of duty of the online studies.
- There should be regular monitoring of the online teachers and regular appraisal and reinforcement given
- On the event of resumption all preventive measures should be taken such as;
 - The use of face mask by all students and staff;
 - Regular hand washing and use of alcohol, based hand sanitizer;
 - Sneezing into a bent elbow.
- Regularly teaching the students of the needs to observe all preventive measures;
- Building of an isolation centre in school and a working sickbay;
- Practicing of personal hygiene at all times;
- School administrators should educate the host community guardian and parents about the COVID-19 pandemic;

- School administrator should keep in touch with parents and guardians. And send their love to those infected by the virus;
- If the school can afford palliatives to the vulnerable children amongst them that will be very important;
- The online class should be consisted and dedicated teacher should be used;
- Teachers, students and staff who are sick should stay away from work as a matter of importance;
- Every information about the COVID-19 disease should be taken seriously and disseminated properly.
- Rumor should be discouraged.

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