

## OEIRAS INTERNATIONAL SCHOOL CONTINGENCY PLAN - COVID-19

version 2.2 - 15<sup>th</sup> September 2020

Following the recommendations of the Director-General for Health and considering the need to protect the entire educational community, the Board approved this updated contingency plan relating to the new Coronavirus SARS-CoV-2, the causal agent of COVID-19.

### This plan has 7 components:

- (1) Coordination of the plan and actions;
- (2) Infection prevention;
- (3) Cleaning and disinfection plan;
- (4) What to do in case of suspected infection and isolation at school;
- (5) What to do in case of suspected infection and isolation outside school hours;
- (6) What to do in case of preventive isolation of any member of the educational community;
- (7) Transition between teaching models /absence of teachers or staff:
  - a. Face to face teaching at school and simultaneously having a few students or even groups (bubbles) learning remotely;
  - b. Full remote learning.

The plan will be revised and updated whenever necessary in light of new recommendations or impositions by the competent authorities.

### 1. Coordination of the plan and actions

a) The coordination of the contingency plan is the responsibility of the Principal Steve Lewis with the support of the school nurse and Workcare (our safety and health subcontracted company).

The coordinator can be contacted at any time on:

Tel: 932 428 427

Email: [steve.lewis@oeirasinternationalschool.com](mailto:steve.lewis@oeirasinternationalschool.com)

If he is unavailable you should contact Amanda Murphy

[Amanda.murphy@oeirasinternationalschool.com](mailto:Amanda.murphy@oeirasinternationalschool.com)

b) Any action within the scope of the plan must be promptly communicated to the Principal, who will make the necessary arrangements with the school nurse and will consequently contact the relevant authorities (Health Services, Directorate-General for Health, Directorate-General for School Establishments);

c. Any doubts by a member of the educational community regarding this contingency plan should be clarified with the Principal;

d. The Principal is supported in his duties by the school nurse (Joana Nobre), Vice Principal (Amanda Murphy) regarding the teaching staff and the Head of Finance and Administration (HFA) (Marta Branquinho) regarding the non-teaching staff;

f. HFA is also responsible for guaranteeing that all the subcontractors know the cleaning and disinfecting rules / measures that have been defined (administrative services, canteen, cleaning services, transport).

## 2. Infection prevention

To help to understand the measures in this plan we reproduce the information from the DGS on the transmission of this virus (guidance 006/2020 of 26/02/2020 and [DGS COVID-19 Transmission](#)):

It is considered that COVID-19 can be transmitted:

- By respiratory droplets (particles larger than 5 microns);
- By direct contact with infectious secretions;
- By aerosols in therapeutic procedures that produce them (less than 1 micron).

Person-to-person transmission has been confirmed and is believed to occur during close exposure to a person with COVID-19, through the spread of droplets produced when an infected person coughs, sneezes or speaks, which can be inhaled or land in the mouth, nose or eyes of people in close proximity. The contact of hands with a surface or object with the new coronavirus, and then contact with the oral, nasal or ocular mucous membranes (mouth, nose or eyes), can lead to the transmission of the infection.

Consequently, it is mandatory for all members of the educational community and school visitors to follow these procedures:

- a) Face masks must be worn (mandatory) by everyone from 10 years old and above inside the school buildings. Outside, and with a minimum distance of 2m masks are not mandated but are permitted;
- b) When you sneeze or cough, cover your mouth and nose with your arm;
- c) Wash your hands thoroughly and frequently and when entering and exiting classes with the antiseptic alcohol-based solutions;
- d) Do not share objects or food;
- e) Staying in the school space is allowed only during class hours. The exit from the campus is defined and scheduled according to the information sent via email by the Principal at 4pm;
- f) As a general practice, physical distancing (min 1 metre) is, when possible, mandatory;
- g) If you have a fever, cough or breathing difficulty whilst inside the school, immediately contact nurse Joana on extension number #307, tel: 912461902 or via email: [nurse@oeirasinternationalschool.com](mailto:nurse@oeirasinternationalschool.com)
- h) When inside school circuits are established for entering and exiting classrooms and for the movements within school spaces (signage available and visible across all the campus and classrooms);

- i) The school will not allow parents or any external person that is not a member of the school community to enter the school facilities (unless there is an emergency). Essential deliveries will be scheduled to avoid coinciding with students being out of lessons.

Anyone (staff or student) who manifests symptoms of fever, cough or difficulty breathing will not be allowed to enter the school.

### 3. Cleaning and disinfection plan

The school has a cleaning and disinfection procedure, that has been reinforced, according with the DGD guideline and the [Referencial Escolas de setembro de 2020](#).

- a) All common areas (high frequency contacted surfaces, door handles, banisters, faucets) are disinfected 6 (six) times/day; Five of them by internal staff and at the end of the day by our cleaning company (PAMS);
- b) The cleaning and disinfecting is carried out using adequate cleaning products (detergent and disinfectant) specially approved and produced against COVID 19;
- c) All those involved in the disinfection of the school have been adequately informed of the correct and safe usage of the products and are aware of the ventilation and proper PPE required when handling the product.

### 4. What to do in case of suspected infection and isolation at school (see Fig.1)

(Please see the flowchart [annex 1](#))

- a) In case of suspicion of infection by the individual, all members of the educational community must immediately call the [School Nurse on extension #307 or on 912461902](#);
- b) If an individual shows any symptoms of infection by COVID -19 they will be escorted by the nurse to the Infirmary (isolation room) in order to evaluate the relevance of the suspicion;
- c) When going to the Infirmary, they should opt for the nearest route using the outdoor paths whenever possible. The individual must avoid touching any surfaces or interacting with others;
- d) While in use, the access to the isolation area\* will be unavailable to other people;
- e) In order to avoid any concerns within the educational community, if the suspicion mechanism is activated, the Principal will inform them only if the case is confirmed as being positive after receiving this information from the health authorities.

Figure 1:

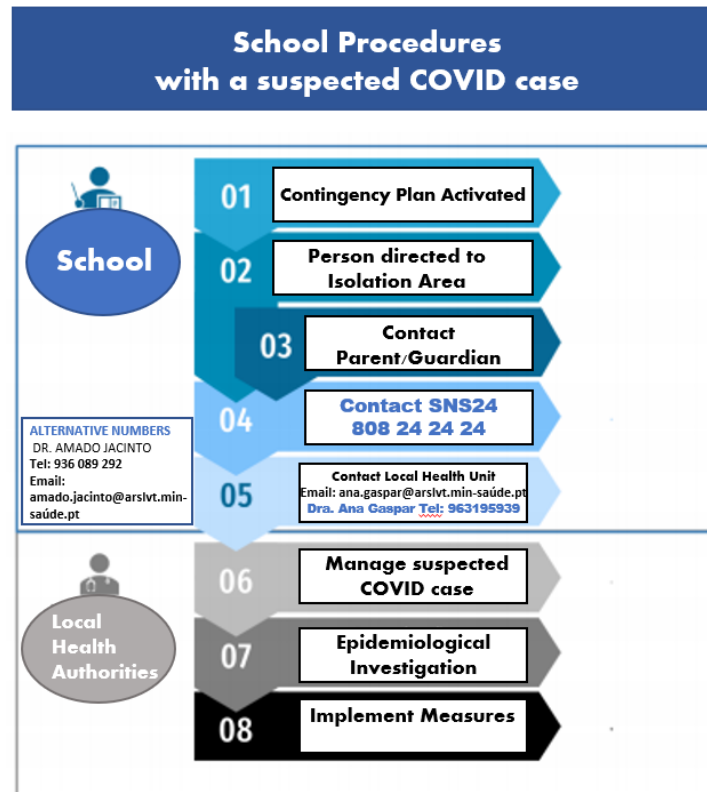


Figure 1: Flowchart School Procedures with a suspected COVID-19 case during School

## 5. What to do in case of suspected infection and isolation outside school hours

(Please see the flowchart [annex 2](#))

If a student or a member of staff (teacher or non-teacher) develop symptoms consistent with COVID 19 outside of school hours the following procedures should be followed:

- The student or the member of staff must stay at home and, contact SNS 24 (808242424);
- Whether SNS 24 requests testing or not, please inform the school;
- Even if the individual has not been considered a suspected case, they must stay at home until they have been symptom free for 24 hours. Following this period, permission to return to school must be requested;
- If the individual has been tested:
  - Test Result Negative: see point c)
  - Test Result Positive: inform the school immediately so that the local authorities can be contacted.

## 6. What to do in case of preventive isolation of any member of the educational community

- a) In case of preventive isolation of a teacher, the educational support of their students will be determined by the Principal;
- b) In case of preventive isolation of a student, it is the responsibility of the Principal to oversee allocation of work to the student in order to reduce the educational impact;
- c) In case of preventive isolation of a non-teaching staff, the reorganization of their tasks, when it cannot be done remotely, will be determined by the HFA.

## 7. Transition between teaching models /absence of teachers or staff

- a) If a large number of teachers or other staff are absent, the minimum conditions of health, safety and educational benefit for the school to remain open have to be guaranteed;
- b) The decision for full closure will be made by the Principal and the Board of Directors;

A transition between teaching models could happen at any time this academic year. We could be facing 2 (two) scenarios:

1. Face to face teaching at school and simultaneously having groups of students (bubbles) learning remotely;
2. Full remote learning.

The Principal will continue to send regular information about the evolution of these and other issues to the entire educational community. This communication will be made electronically (email).

The Principal and the programme coordinators will implement the learning plan to minimise the impact of a potential school closure on the students' development.

We will seek to try to protect the identity of individuals who may be covid positive if requested so long as this is not detrimental to contact tracing or in breach GDPR, DGS or local health authority guidelines.

**SNS Number 24:** 808 24 24 24

**Nurse (Joana Nobre) –** 912 461 902

**Outside school hours contact – Email:** [steve.lewis@oeirasinternationalschool.com](mailto:steve.lewis@oeirasinternationalschool.com)

\*Isolation Area=Isolation room (Infirmary) plus WC and corridor

Elaborated by MB & SL, reviewed by BH and JN 14<sup>th</sup> September 2020