



# **Response and Contingency Plan COVID-19**

**(Last update 02-03-2020)**

## **1 — INTRODUCTION**

Following the recommendations of the Portuguese Health Authorities, Direção-Geral de Saúde (DGS), and in order to protect the community, CLIC has approved a Contingency Plan as regards the Coronavirus SARS CoV-2, causal-agent of the COVID-19 infection. This plan will be reviewed and updated as new recommendations and guidelines are issued by the World Health Organisation, the Portuguese Health Authority and DGEstE (educational authority), as well as any new orders issued by said authorities.

This plan establishes the contingency measures and procedures in case of a COVID-19 infection, following the guidelines from the Portuguese Health Authority (directive no. 006/2020) emitted on the 26 February 2020.

## **2 — COVID-19 LEADERSHIP TEAM**

The overall coordination of the contingency plan is led by the Head Teacher, Delilah Miguel, who will be assisted by the Leadership Team made up of the following people:

Lower School Coordinator - Miss Yvonne McKie;  
Middle and Upper School Coordinator - Mrs Manuela Vieira;  
Exams Officer – Mr. Ricardo Leite  
Cleaning Supervisor – Mrs Guida Abreu

## **3 — SYMPTOMS AND TRANSMISSION OF COVID-19**

COVID-19 is a disease caused by infection by the new Coronavirus (SARS-CoV-2). The disease is predominantly manifested by respiratory symptoms, namely fever, cough and difficulty breathing, and there may also be other symptoms, including odynophagia (sore throat) and generalized muscle pain. Based on current scientific evidence, this virus is transmitted primarily through:

- Direct contact: dissemination of respiratory droplets, produced when an infected person coughs, sneezes or speaks, which can be inhaled or land on the mouth, nose or eyes of people who are nearby.
- Indirect contact: contact of the hands with a surface or object contaminated with SARS-CoV-2 and then with the mouth, nose or eyes.

## 4 – PREVENTATIVE COMMUNITY MEASURES

### 4.1 General community measures

- Any member of the school community who has a temperature of more than 38°C, a cough or difficulty breathing must remain at home and inform the Leadership Team.
- Mandatory use of mask, within school grounds, for all students from Form 5 upwards and all staff members;
- Recommended use of mask, in the classroom, for students between Form 1 and Form 4.
- Disinfection of the soles of shoes using the disinfectant floor mat on entrance and exit from the building;
- Respect social distancing, according to the updated guidelines issued by the health authorities (DGS);
- Avoid greetings involving physical contact;
- Frequent and correct hand washing using liquid soap and water, scrubbing the hands rigorously for at least 20 seconds.
- Reinforce hand washing before and after contact with food, after the use of toilets, and after contact with surfaces in public places (door handles, etc.);
- Alternatively, use an alcohol based sanitizer for hand washing;
- Use paper tissues (single-use);
- Place used tissues in a dustbin and wash your hands afterwards;
- Cough or sneeze into a tissue (single-use) or into the sleeve, and not into hands;
- Avoid touching eyes, nose and mouth;
- Use the different entrance and exit points to the building as indicated for different groups of students and staff;
- Follow the differentiated schedules and flow plans to minimise the crossing of large groups of people, including:
  - a. Staggered times to enter and exit the school building;
  - b. Staggered times as well as flow plans to enter and exit the classrooms.
  - c. Staggered breaks and lunches.

## **4.2 Use of masks**

- Place a poster with the correct procedures for mask use in each classroom;
- Avoid touching the eyes, nose and mouth;
- Avoid touching the front of the mask;
- Change the mask whenever it is damp;
- Wash hands before and after removing the mask;
- Remove the mask using the ties/elastics;
- Discard in a waste container without touching the front;
- Drink water outside the classroom as removing masks in the classroom is not permitted;
- Remove the mask only for the time strictly necessary for lunch, folding it with the inner part to the inside. Then place it in a case/bag only for that purpose.

## **5 – ACCESS TO CLIC**

Until otherwise indicated, only staff and students may enter the school building. In order to ensure physical distancing and minimize the risk of contamination, anyone who is not essential to the operation of CLIC will not be able to enter the building.

Where strictly necessary, an authorization may be given. In these cases, the following are mandatory: the use of a mask; disinfection of the soles of the shoes, using the floor mat provided, when entering and leaving the building and the use of hand sanitizer. Temperature will be measured upon arrival, entry will not be permitted when the visitor has a temperature equal to or greater than 38°C, or displays any other possible symptom of COVID-19. All visitors are required to complete a visitor register.

## **6- PREVENTATIVE MEASURES AT CLIC**

### **6.1 – General Measures**

- Keep community members informed using the materials made available by the health authorities (DGS);

- Cleaning procedures will take place in accordance with health authority (DGS) Guideline 014/2020;
- Preschool and Reception students should be dropped off at the side door, by their guardian (mandatory use of mask), or by a person designated by them, and handed over to a member of the Auxiliary Staff;
- The remaining pupils should go to their designated door on their own, in a safe manner;
- If students are brought to school by car, the person bringing them MUST remain in their car during drop-off. Students should collect their own bag (it is strongly recommended that children have their bags and coats next to them in the car, rather than in the boot, to facilitate independence) and go into school by themselves, returning by themselves to the car at the end of the school day. In view of this, drivers should be particularly vigilant and drive slowly while on the school grounds.
- Temperatures will be measured upon arrival, and entry will not be permitted when a temperature is equal to or greater than 38°C, or if another possible symptom of COVID-19 is detected;
- Members of the school community should enter their classroom as quickly as possible, respecting the rules of physical distancing.
- The classroom doors will remain open to increase ventilation. Where possible, the windows will also be opened to further increase ventilation;
- Rooms that are not in use will remain closed;
- Classes will be organized so that each group has a fixed room, whenever possible;
- Each student will have a fixed place within the room whenever possible;
- The number of students per class will ensure minimum distance following the most recent health authority (DGS) guidelines;
- Several places and times of entry/exit, intervals and meals will be established in order to minimize the crossover between groups;
- Signs to indicate flow of foot traffic will also be placed near entrances/exits and along corridors with the same purpose;
- There will be distance markers to queue in order to ensure social distancing;
- Student use of the bathrooms will be controlled to avoid the possibility of overcrowding;
- Each student must bring their own school supplies as sharing will not be allowed;
- It will not be possible to bring toys or balls from home;
- Students may not remain at CLIC beyond the established time;
- The Isolation Room will be reorganized and equipped with all recommended items;
- Events of a social nature will not be allowed within CLIC;

- Study visits and trips are suspended in the meantime;

## **6.2- Cleaning and hygiene (DGS Guideline 014/2020)**

- All rooms and communal areas will have hand sanitizer;
- The cleaning team will manage the waste on a daily basis in accordance with health authority (DGS) guidelines;
- The rooms will be disinfected when there is a change of group or every two hours;
- The teacher's desk, including the computer keyboard, will be cleaned between lessons;
- Toilet facilities will be cleaned after each break and at the end of the day;
- Communal areas and surfaces will be disinfected 6 times a day;
- Rooms used for meals will be disinfected immediately after use;
- Toys in preschool will be used in rotation and will be disinfected after use;
- The areas used by staff only will be disinfected after each break and at the end of the day.

## **6.3 - Transport of children**

- A safe distance between passengers (e.g. one per seat) will be ensured;
- Each student will have a fixed seat in the bus;
- The maximum capacity will be reduced by one third according to current legislation (Decree no. 20/2020 May 1st);
- Availability of alcohol-based solution (70% concentration) at the entrance and exit of the vehicle;
- The vehicle will be decontaminated after each trip, according to the health authority guidance (DGS) (Guidance 014/2020 March 21st);

## **6.4 - Organization of the Isolation Room**

The isolation rooms are properly identified and equipped with a telephone and with the following items:

- chair or stretcher;
- water and some non-perishable food;
- rubbish bin (with foot pedal and bin bag);
- hand sanitizer;
- paper towels;
- surgical masks;
- disposable gloves;
- thermometer;
- disposable aprons;

## **7- CONTAINMENT PROCEDURES**

If infection is suspected and the student/staff member is not in the school, it is up to the guardian/staff member to inform the Leadership Team.

### **7.1- Activation of Contingency Plan**

- If infection is suspected while at CLIC, you should go (be directed in the case of a student) to the isolation area and inform the Leadership Team;
- When heading to the isolation room, you must follow the indicated route, and should not touch any surfaces or interact with third parties;
- When arriving at the isolation room you should immediately sanitize your hands;
- If there is an adult member of staff, they should sanitize their hands and put on a disposable apron and gloves;
- A temperature reading should be taken and the thermometer disinfected;
- In the case of a student, the parent/guardian will be contacted immediately to inform them of the student's state of health. The parente/guardian should come to the school, preferably in their own vehicle;
- The student's parent/guardian, or the adult themselves, is responsible for contacting SNS24 or another telephone line set up for this purpose and following the instructions given. It is also their responsibility to inform the school, as soon as possible, of the outcome.

- While in use, access to the isolation room is prohibited, unless the person in isolation is a minor, in which case he/she will be accompanied by an adult who must be properly equipped;
- Wait at least 20 minutes after the sick person, or person suspected of being sick leaves the isolation/quarantine area and, only then, start cleaning procedures safely;
- After use the isolation room must be cleaned and disinfected by cleaning staff wearing PPE;
- Cleaning and disinfection will be reinforced, especially on surfaces which may have been handled or items which were used by the suspected case, and therefore most likely to be contaminated; Particular attention will be paid to cleaning and disinfecting the area previously being used by the suspected case;
- Any rubbish produced by the suspected case should be double-sealed in two strong plastic bags, secured with two tight knots and preferably with an adhesive or tie-closure, then disposed of in a rubbish bin after 24 hours (never in recycling bins);
- If the infection is confirmed, CLIC will follow any hygiene and disinfection measures defined by the health authorities (DGS);
- If the infection is confirmed, CLIC will inform the school community of the procedures to be taken in accordance with the health authority, and implement all necessary measures.

## **7.2 – Procedures for suspected COVID-19 case**

- SNS 24 will question the patient (or accompanying adult) about signs and symptoms and any epidemiological link compatible with a suspected case of COVID-19;
- After evaluation:
  - If this is not a suspected case of COVID-19, SNS 24 defines the procedures appropriate to the clinical situation;
  - If this is a suspected case of COVID-19, SNS 24 contacts the Medical Helpline at DGS, for validation;
- The local Health Authority will be contacted by the Head Teacher or the Leadership Team.
- After validation, epidemiological investigation and identification of contacts are initiated;
- CLIC will follow all instructions from the health authorities (DGS) regarding the screening of contacts and the identification of persons who have been potentially exposed to respiratory droplets or secretions from a case of COVID-19;



- The risk of contracting SARS-COV-2 infection is dependent on the level of exposure and contacts are classified accordingly as high and low risk. This risk analysis will be carried out by the Local Health Authority in accordance with Standard 015/2020.

### 7.3 Definition of Contact

- A **contact** is a person who has been exposed to a **confirmed case** of SARS-CoV-2/COVID-19 infection within the transmissibility period, or to a biological material infected with SARS-CoV-2.
- People who have had a laboratory-confirmed **diagnosis of SARS-CoV-2/COVID-19 infection in the last 90 days** are not considered to be contacts.
- The **transmission period** for contact screening purposes includes:
  - a. In **symptomatic cases**:
    - i. **From 48 hours before the onset of symptoms** of COVID-19, **until the day on which the end of the isolation of the confirmed case is established** in accordance with DGS Norm 004/2020;
  - b. In **asymptomatic cases**:
    - i. **From 48 hours before the date of collection of the biological sample for laboratory testing** for SARS-CoV-2 **until the day on which the end of the isolation of the confirmed case is established** in accordance with DGS Norm 004/2020.
    - ii. Where an **epidemiological link** can be established: **from 48 hours after exposure to the confirmed case, until the day on which the end of case isolation is established** in accordance with DGS Norm 004/2020.
- The prevention and control measures of infection applied to people after vaccination against COVID-19 follow DGS Norm 002/2021.

## 7. 4 Implementation of Measures

### High Risk contacts

- High risk contacts are required to go into prophylactic isolation, at home or elsewhere as defined at local level, by the Health Authority.
- For the purposes of the isolation described above, a Prophylactic Isolation Statement (DIP) is issued in accordance with Norm 2836-A/2020 and/or Norm 3103-A/2020, and according to Article 3 of Decree No. 3-C/2021 of January 22, or similar legislation in place.
- **The end of prophylactic isolation corresponds to the 14th day after the date of the last high-risk exposure to the confirmed case.**
- The end of prophylactic isolation may be anticipated in accordance with this Norm.
- For the purposes of the preceding paragraph, persons who have a **positive test result** for SARS-CoV-2 are covered by DGS Norm 004/2020.
- During the period of prophylactic isolation, the contact should follow the following measures:
  - a. Remain contactable;
  - b. Comply with DGS Norm 010/2020;
  - c. Self-monitor symptoms compatible with COVID-19 on a daily basis, as well as measure and record body temperature twice a day;
  - d. Contact SNS 24 if COVID-19 related symptoms appear, and inform the Health Authority if possible.
- For the purposes of the preceding paragraph, a daily log sheet of COVID-19 symptoms designed for self-monitoring is available on the Electronic Health Register or on the COVID-19 (<https://covid-19.min-saude.pt>) portal.
- Whenever possible, active surveillance of high risk contacts may be carried out during the period of prophylactic isolation according to the risk assessment carried out by the Health Authority.

## Low Risk Contacts

- All **low-risk contacts** are subject to **self-monitoring for 14 days from the date of last exposure**.
- Low-risk contacts should take the following measures during the self-monitoring period:
  - a. Comply with DGS Norm 010/2020
  - b. Self-monitor and record daily symptoms compatible with COVID-19, as well as measure and record body temperature twice a day
  - c. Limit contacts with other people by reducing their travel to the indispensable (e.g. work, school, home), and adopt preventive measures on a permanent basis
  - d. Contact SNS 24 if COVID-19 related symptoms appear.
- A daily log sheet of COVID-19 symptoms designed for self-monitoring is available on the Electronic Health Register or on the COVID-19 (<https://covid-19.min-saude.pt>) portal.

## Laboratory Tests

- Laboratory tests for SARS-CoV-2 at the time of identification of high-risk contacts is a strategy to reduce and control the transmission of SARS-CoV-2 infection, so **all high-risk contacts** should carry out laboratory tests for SARS-CoV-2 (molecular tests or, if not available, rapid antigen tests) at the time of contact identification, by the **5th day after the date of the last exposure** to the confirmed case within the transmission period of the case.
- High-risk contacts that obtained a negative test result performed in accordance with the previous paragraph and who remain asymptomatic throughout the prophylactic isolation period will undergo **another laboratory test for SARS-CoV-2 on the 10th day after the last high-risk exposure**.
- A negative result in accordance with the above permits the period of prophylactic isolation to end earlier. In the following situations, the possibility of ending prophylactic isolation earlier is dealt with on a case-by-case basis:
  - a. Contacts belonging to contexts considered to be at risk:
    - i. Residential Homes for the Elderly

- ii. Integrated Continued Care Units belonging to the National Network and other similar units for the elderly
- iii. Institutions for children and young people at risk

#### **iv. Educational institutions**

- v. Facilities for migrant/refugee populations

- Low-risk contacts should be tested for SARS-CoV-2 (molecular tests) at the time of contact identification.
- In cluster or outbreak situations all contacts (high and low risk) should undergo laboratory testing for SARS-CoV-2 (rapid antigen tests) as soon as possible, which may be repeated sequentially, under the coordination of the Health Authorities.
- Tests can be prescribed by health authorities/public health teams, the SNS 24 Contact Centre or the attending physicians.
- For the purposes of the preceding paragraphs, laboratory tests are carried out in accordance with DGS Norm 019/2020, in particular with regard to the type of test.

If the result is **positive**: DGS Norm 004/2020 applies.

If the result is **negative**, the contact maintains self-monitoring and all measures previously implemented by the Health Authority, in accordance with this Norm, without disregard for any possible assessment of and follow-up to the clinical situation by the physician in charge of the case.

- Once the Health Authority decides that the person infected has been cured, they may return to the school.
- CLIC will communicate to its school community which procedures are to be adopted in accordance with the health authority, and implement all necessary measures;
- Where necessary, protective measures may be implemented while awaiting the result of a laboratory test, such as:
  - Isolation of those who were seated in close contact in the classroom or canteen, or other identified close contacts.
- Where a student has to remain in social isolation, teachers should allow for the possibility of providing materials through digital platforms that enable the development of learning;
- In the case of a teacher who has to remain in social isolation, they must provide students with online learning which, in the case of the Upper School, can be completed independently and monitored by the teacher.
- If a class or specific sector of CLIC has to close, the school will inform parents;

- The school may determine proactively that direct and/or indirect contacts should move to Home Learning without waiting for official contact by the Health Authorities;
- If the school has to close, the parents will be informed and all measures will be taken to ensure that conditions return to normal as quickly as is possible. CLIC will endeavor to maintain cleaning, disinfection and administrative services;
- In the case of school closure, the Home Learning system used previously will be reactivated;
- CLIC will only reopen on instruction from the Health Authority, which will be determined by the epidemiological situation and when there is no risk to the school community.



## **8 — EMERGENCY CONTACTS**

**SNS24: 808 24 24 24**

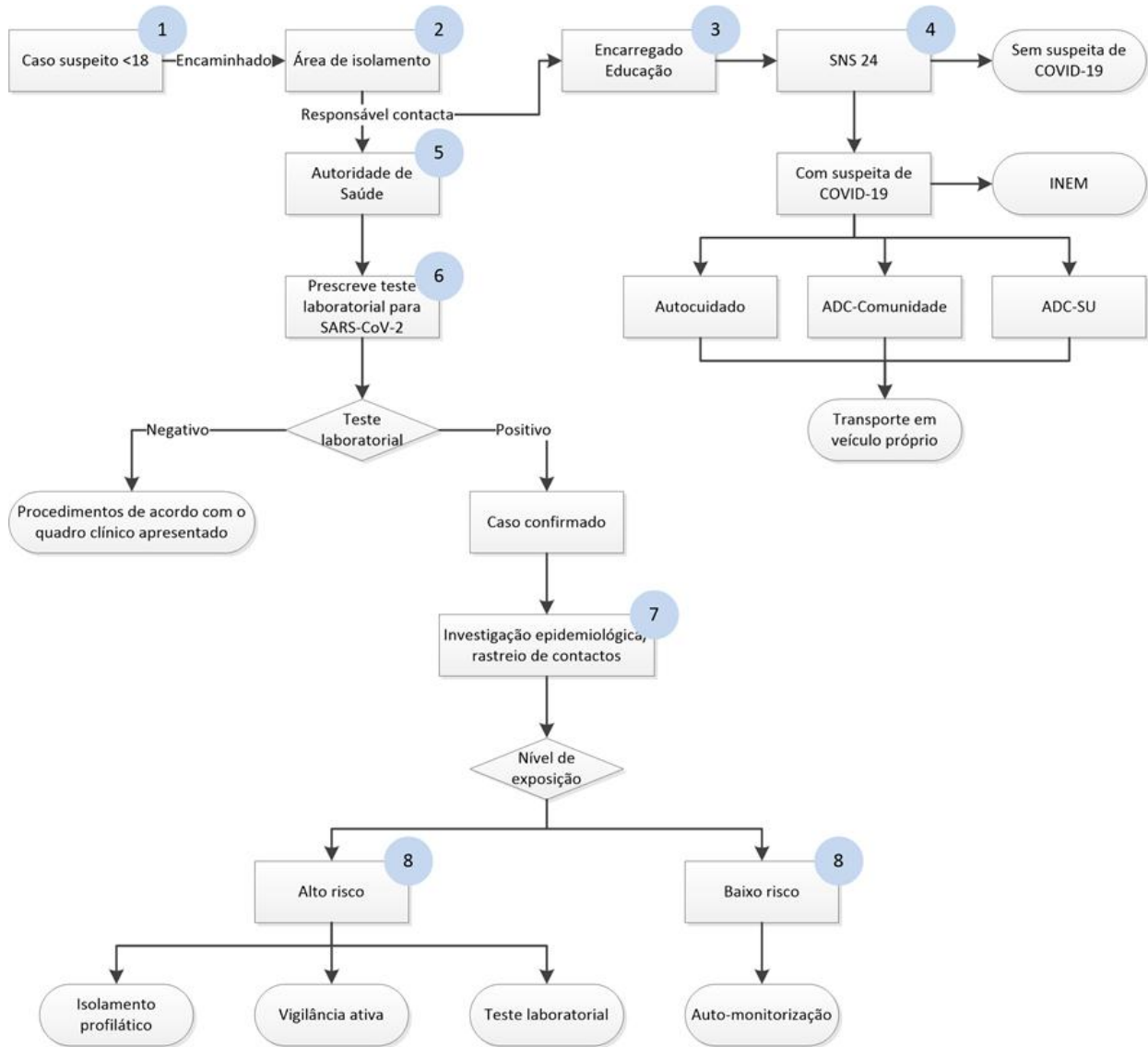
**Saúde Pública (Local health authority): 244 572 923**

**Emergency Services: 112**

**Miss Miguel: 919 656 169**

**Miss McKie: 965 854 892**

## FLOWCHART FOR RESPONSE IN THE EVENT OF A SUSPECTED CASE IN A STUDENT AT CLIC





## FLOWCHART FOR RESPONSE IN THE EVENT OF A SUSPECTED CASE IN AN ADULT AT CLIC

