



Response and Contingency Plan COVID-19

Last update 15-09-2020

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;
- 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;
- 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;
- Close contacts may be of high risk:
 - Sharing of the same enclosed space (room, office) as the confirmed case;

- Face-to-face presence with the confirmed case or in an enclosed space with them;
- Sharing of equipment with the confirmed case;

Close contacts classified as high risk exposure will be subject to the following procedures:

- Preventive quarantine at home or in another location determined by the Health Authority, until the end of active vigilance. (Despachos n.º 2836-A/2020 e/ou n.º 3103-A/2020);
- Laboratory test to detect the presence of SARS-CoV-2;
- **Active vigilance** for 14 days, from the date of the last exposure to infection.

In the case of a negative test result, the preventive quarantine and active vigilance of 14 days from the date of last exposure to infection must still be carried out.

- Close contacts may be of low risk:
 - Momentary contact with the confirmed case;
 - Provision of assistance with PPE and appropriate prevention measures;
- As a precautionary measure, active surveillance of close contacts runs for 14 days from the date of the last confirmed exposure;
- In the case of a positive laboratory test (Rrt-PCR) for COVID-19, the infected person must remain in isolation until they have met the criteria for being considered cured. (Norma n.º 004/2020 da DGS).
- Patients with COVID-19 are considered cured when:
 - They have a normal temperature (without use of medication) and significant improvement in symptoms for three consecutive days, and
 - They have a negative laboratory test (Rrt-PCR) carried out at least 14 days after the start of symptoms (if there has not been any hospital stay) or two negative test results, carried out at least 24 hours apart and at least 14 days after the start of symptoms (in the case of hospitalisation).
- 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;
- 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

School Office: 244 503 710 (8.45am – 6.30pm)

SNS24: 808 24 24 24

Saúde Pública (Local health authority): 244 572 923

Emergency Services: 112

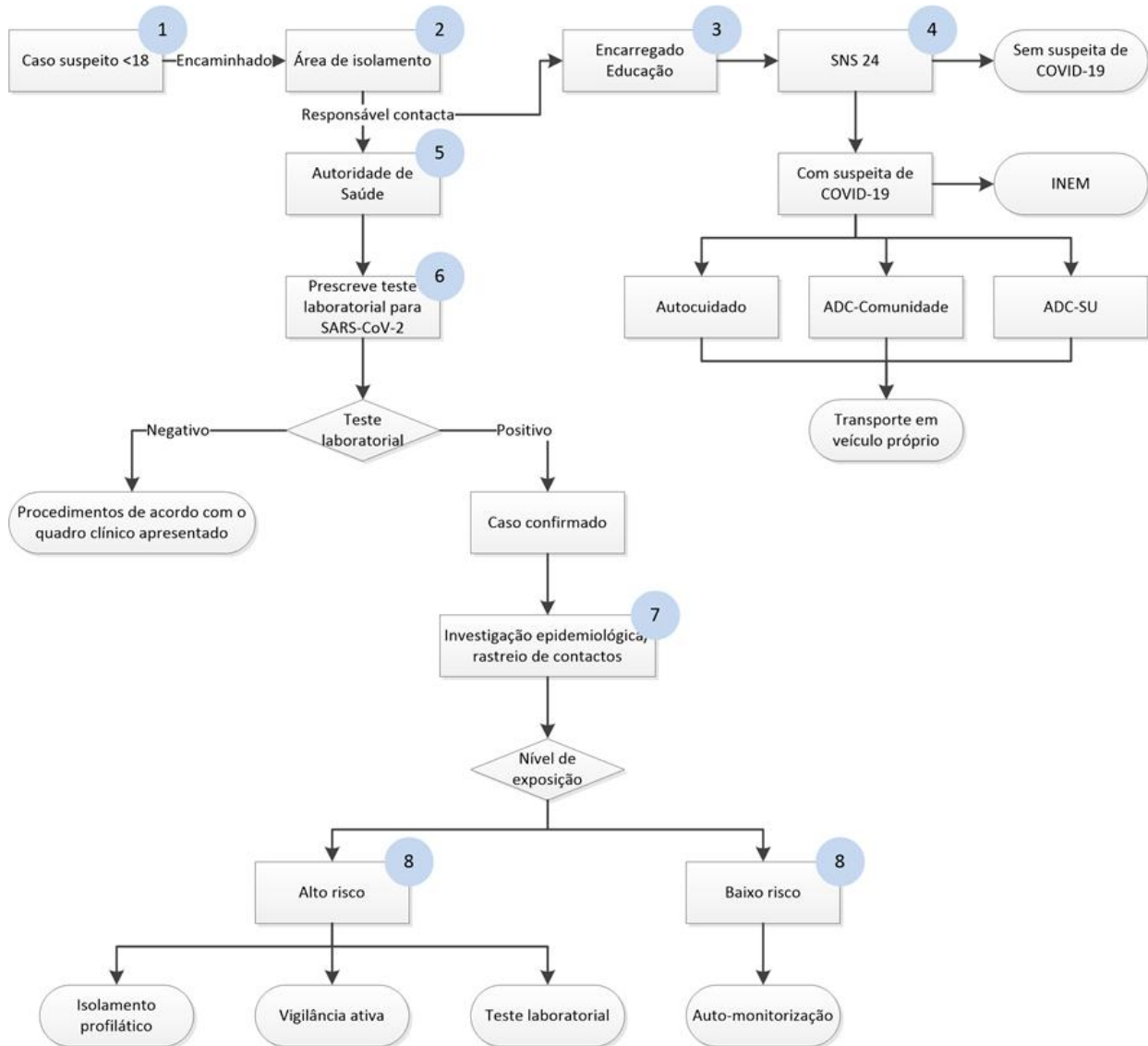
The numbers below should only be used if there is a confirmed case of COVID-19 (6.30pm – 8.45am).

Miss Miguel: 919 656 169

Mrs Vieira: 919 409 266

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

