



Contingency Plan COVID-19

10-03-2020

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-22, causal-agent of the 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 lead 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 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 believed to be primarily transmitted by:

- Respiratory droplets.
- Direct contact with infectious secretions.
- Aerosol-generated procedures/therapies that produce secretions.

Symptoms may include

- Fever
- Cough
- Respiratory Difficulties
- Tiredness

4 — GENERAL MEASURES

- Frequent hand washing,
- Cancellation of all school events involving large numbers of people,
- Regular briefings for school community on appropriate measures,
- Posting notices from authorities relating to COVID-19,
- Reinforcement of cleaning procedures.
- Provision of an isolation room.

5 — PROCEDURES FOR THOSE WHO ARE ASYMPTOMATIC

Those who are asymptomatic must follow the guidelines below:

- Frequent and correct hand washing using soap and water, scrubbing the hands rigorously for at least 20 seconds.
- Reinforce hand washing before and after contact with food, after using the bathroom and upon contact with surfaces such as door handles, elevator buttons, public transport etc.
- For an alternative to above use an antiseptic alcohol-based sanitizer.
- Use paper tissues (single use), dispose of them immediately in a bin and wash hands.
- Cough or sneeze into your sleeve, and not into your hands.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Promote social distancing, namely by not staying in mass gatherings in contained spaces (except for teaching or professional activities).
- Avoid greetings that involve physical contact.
- Clean contact surfaces frequently (keyboard, desk, mobile phone).
- Avoid unnecessary travel.
- If any symptoms occur, such as a cough, fever or difficulty breathing, reduce social contact and do not go to hospital or health centre; call the SNS24 hotline on 808 24 24 24.

Those who are asymptomatic and have travelled to potentially infected areas should:

- Comply with basic procedures as regards personal hygiene.
- Be attentive to symptoms such as fever, a cough or breathing difficulty.
- Measure body temperature twice a day and record this information.
- Monitor if any person with whom you regularly contact and interact with develops symptoms (fever, a cough, breathing difficulties).
- Avoid visiting and/or remaining in busy and closed areas.

Those who are asymptomatic and have been in contact with confirmed cases should:

- Comply with basic procedures as regards personal hygiene.
- Measure body temperature twice a day and record this information.
- Remain in self isolation for 14 days, certified by the Health Authority, and inform the COVID-19 leadership team.
- Call the SNS 24 Hotline and inform of contact with confirmed case; only go to the hospital under the advice of the SNS 24 hotline team.

6 — PROCEDURES FOR SUSPECTED COVID-19 INFECTION

- Proceed to the isolation room and inform the Leadership Team.
- Students will be accompanied to the isolation room.
- On the way to the isolation room, avoid touching any surfaces or having contact with others.
- It is Leadership Team's responsibility to communicate the case immediately to the Health Authorities (SNS24 or emergency services – INEM 112) and to follow their instructions.
- The parents/guardians of the student will immediately be informed.
- When in use, the isolation room is out of bounds to all other people, with the exception of when the patient is underage, in which case the child will be accompanied by a protected and trained adult.
- If procedures for isolation are activated and a case is confirmed the educational community will be informed.

- If a case is confirmed the school will follow the cleaning and disinfection measures defined by the Health Authorities and will endeavor to track the interactions and extent of contact within the school of the infected person. In addition, a period of active vigilance of close recent contacts will be initiated. According to the Portuguese Health Authority (directive no. 006/2020 of 26/02 /2020) the estimated incubation period for COVID-19 is 2-14 days. As a precaution, active vigilance of close contacts should take place during the 14 days after the last exposure to a confirmed case.

7 — CONTAINMENT MEASURES

Taking into account the high level of transmission of COVID-19, CLIC will make a priority all efforts to: maintain levels of hygiene, safety and health within the school community; allow external exams to go ahead; allow the teaching of the curriculum.

All events which involve large numbers of people have been cancelled or postponed until further notice.

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.

The Leadership Team will define ways in which to accompany the students to minimise the impact of closure.

8 — Emergency Contacts

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

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

Miss McKie: 965 854 892

SNS24: 808 24 24 24

Emergency Services: 112

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

