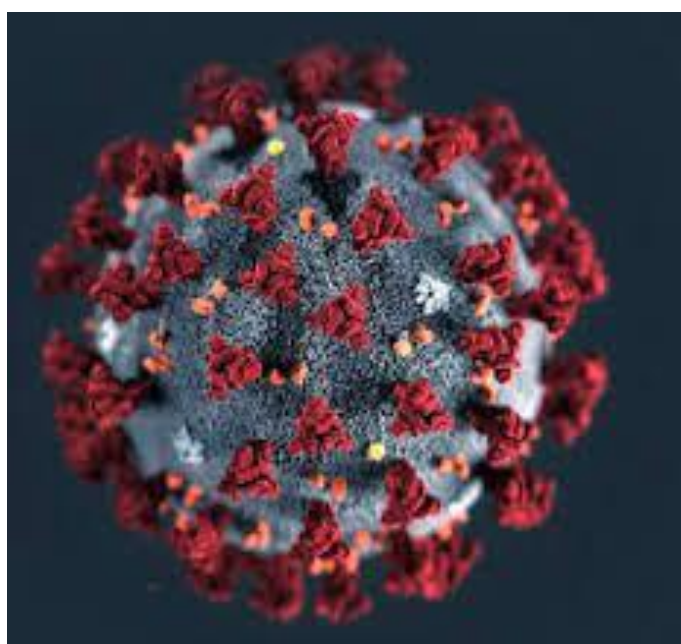


OEIRAS INTERNATIONAL SCHOOL

CONTINGENCY PLAN COVID-19

version 2.4 – 15th September 2021



This contingency plan presents a specific plan in accordance with various norms and guidelines issued by the “Direção Geral de Saúde” DGS and others responsible entities. In which, health measures are identified by the various services, as well as procedures to act in the event of a suspected or confirmed case. All members of the OIS community are invited to read this document in order to understand the main entities of the plan, the action flows and required measures. This plan has been reviewed and approved by the Principal and been updated according epidemiological situation in Portugal.

This plan has 7 components:

- (1) Coordination of the plan and actions.
- (2) Infection prevention.
- (3) Cleaning and disinfection plan.
- (4) Guidelines for the daily activities (general, administrative, and academic activities)
 - a. Office
 - b. Classrooms
 - c. Circulation zones
 - d. PE/ Sports activities
 - e. Laboratory
 - f. Library
 - g. Cafeteria/Canteen
 - h. Field trips
- (5) Instructions on how to respond in the following scenarios:
 - a. A school member is suspected of infection, during school hours (annex 1).
 - b. A member of the OIS community is suspected of infection outside school hours (annex 2).
 - c. A confirmed positive case during school hours which could put the school community at risk (annex 3).
 - d. A member of the OIS community has been in contact with a positive case, outside school hours (annex 4).
- (6) What to do in case of a 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 of even groups (bubbles) learning remotely.
 - b. Full remote learning.

1. Coordination of the plan and actions

a) The coordination of the contingency plan is the responsibility of the COVID 19 Response Team, which is composed by the Principal Steve Lewis with the support of the school Nurse Joana, and the Head of Administration and Finance (HAF), Marta Branquinho. This Team is supported by the Health Authorities.

The coordinator can be contacted at any time on:

Tel: 932 428 427

Email: steve.lewis@ois.pt

If he's unavailable, you should contact Marta Branquinho, HAF on:

Tel: 964 244 664

Email: marta.branquinho@ois.pt

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 who 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 COVID 19 Response Team.

d. HAF is also responsible for guaranteeing that all external providers 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 infection's transmission.

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. We strongly recommend FFP2/ KN95 masks to be used. Outside, and with a minimum distance of 2m, masks are not mandatory;

- b) Face masks are strongly recommended for children between 6 and 9 years old and PYP students regardless their age;
- c) After sneezing or coughing, mouth and nose should be covered with the arm;
- d) Hands must be washed thoroughly and frequently and when entering and exiting classes with the antiseptic alcohol-based solutions;
- e) Sharing objects or food is not allowed;
- f) 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 until 4.15pm unless the student is attending an organized extra-curricular activity;
- g) As a general practice, physical distancing (min 1 metre) is, when possible, mandatory;
- h) Any signs or symptoms such as fever, cough or breathing difficulty whilst inside the school, the school nurse Joana must be immediately contacted on the extension number #307, Tel: 912461902 or via email: nurse@ois.pt;
- i) 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);
- j) The school will allow parents or any external person that is not a member of the school community to enter the school facilities by showing a Vaccination Certificate or a negative test to Covid (PCR, Antigenic and rapid tests are allowed - 3 days);
- k) 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 DGS guideline, [“Limpeza e Desinfecção de Superfícies em Ambiente Escolar no Contexto da Pandemia COVID-19”](#) and the [“Referencial Escolas – Controlo da transmissão de COVID-19 em contexto escolar”](#).

- 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 (JANI KING);
- b) The cleaning and disinfecting are 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 products.

4. Guidelines for the daily activities (general, administrative, and academic activities)

a. Office

- Any requests made to the school office should preferably be solicited via email. If this is not possible, the "visits" to the office should not exceed two people at any one time;
- Hands must be disinfected, before entering any office;
- Windows and doors must be kept open, to allow air circulation;
- Staff is encouraged to use sanitiser frequently;
- The physical contact with colleagues when greeting or saying goodbye should be avoided;
- Office stationery, such as pencils, markers, rubbers etc should not be shared between colleagues;
- Online meetings must be promoted. If the meetings cannot be held on-line, participants should be restricted with 1 meter distance between each other and use outdoor spaces whenever possible.

b. Classroom

- Windows and doors must be kept open, to allow air circulation;
- Students must enter in an orderly manner and keep social distance as well as sanitise their hands before entering each classroom;
- Books and other materials should not be shared;
- Before leaving the classroom, teachers and students should clean and disinfect surfaces. The exit from the classroom is done in a calm and orderly manner, following the flow of arrows signalled on the floor.

c. Circulation zones

- There are arrows on the ground that are clearly visible to ensure one-way traffic.

d. PE/Sports activities

- Hands must be washed or sanitized before and after each lesson;
- All the equipment must be wiped down before and after use;
- Personal water bottles must be brought;
- The same equipment should be used throughout the lesson;
- Physical contact should be minimised;
- All the masks should be put back on each time the physical activity is over.

e. Laboratory

- All students and staff use their own Lab coat. All operating rules within the laboratories remain unchanged.

f. Library

- Hands must be sanitised before entering the Library. There is also sanitising gel in all working areas of the room;
- Students from different bubbles work/read in different areas of the Library;
- Returned books are cleaned before they are shelved;
- Stationary is sanitised right after use;
- Chairs and tables are sanitised after use.

g. Cafeteria/Canteen

- The Cafeteria and canteen remain open with the normal timetable.
- Each year group has a specific timetable to follow to avoid mixing bubbles. To make sure it runs smoothly, designated teachers will control and supervise, to make sure a one-way system is followed.
- Everyone must disinfect their hands, maintain social distance and masks must be kept on until seated.
- Food will be served from behind acrylic screens
- Windows and doors must be kept open, to allow air circulation
- Break times are monitored by designated staff (teaching and non-teaching)

h. Field trips

- Field trips are subject to careful and individualised assessments by the ELT, but are allowed, with all the Government guidelines met.

5. Presentation of how to act IN CASE OF ONE OF the following scenarios:

According to the *Norma 015/2020 " COVID-19: Rastreo de Contactos"* updated on 11/02/2021 it is important to mention some points for a better understanding of the annexes presented. The epidemiological tracking will be carried out by the nurse in accordance with the guidelines of the health delegate and all cases will be rigorously and individually assessed.

The identified contacts, high and low risk, should undergo a TAAN – Nucleic Acid Amplification Testes (eg. RT- PCR) until the 5th day from the date of the last exposure. If the result isn't available in 24 hours, a rapid antigen test (TRAg) should be used. High-risk contacts can be retested on the 10th day after the last contact if their first test result was negative. If the second test is also negative the isolation period is reduced from 14

days to 10 days. For low-risk contacts, it is not necessary to repeat the test if the first test result is negative and they are allowed to continue at school.

In any of following situations, we reinforce the message to keep the school informed of any incidents, always prioritizing the school as the main entity for gathering information.

For any of these scenarios, regardless of vaccination status the measures referred to are to be complied.

- a. If a school member is suspected of infection, during school hours (annex 1).
- b. If a member of the OIS community is suspected of infection outside school hours (annex 2)
- c. In case of a confirmed positive case during school hours which could put the school community at risk (annex 3).
- d. If a member of the OIS community has been in contact with a positive case, outside school hours (annex 4).

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 HAF.

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:

- a) Face to face teaching at school and simultaneously having groups of students (bubbles) learning remotely;
- b) 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.

If you have any questions regarding the procedures mentioned above on how to proceed, please consult the Nurse. She will clarify any questions based on the guidelines from the school health delegate and the Principal.

In order to systematise the information described, a table was made with the most important information.

(Box.1).

SNS Number 24: 808 24 24 24

Nurse (Joana Nobre) – 912 461 902 or nurse@ois.pt

Principal (Steve Lewis) – 932 428 427 or steve.lewis@ois.pt

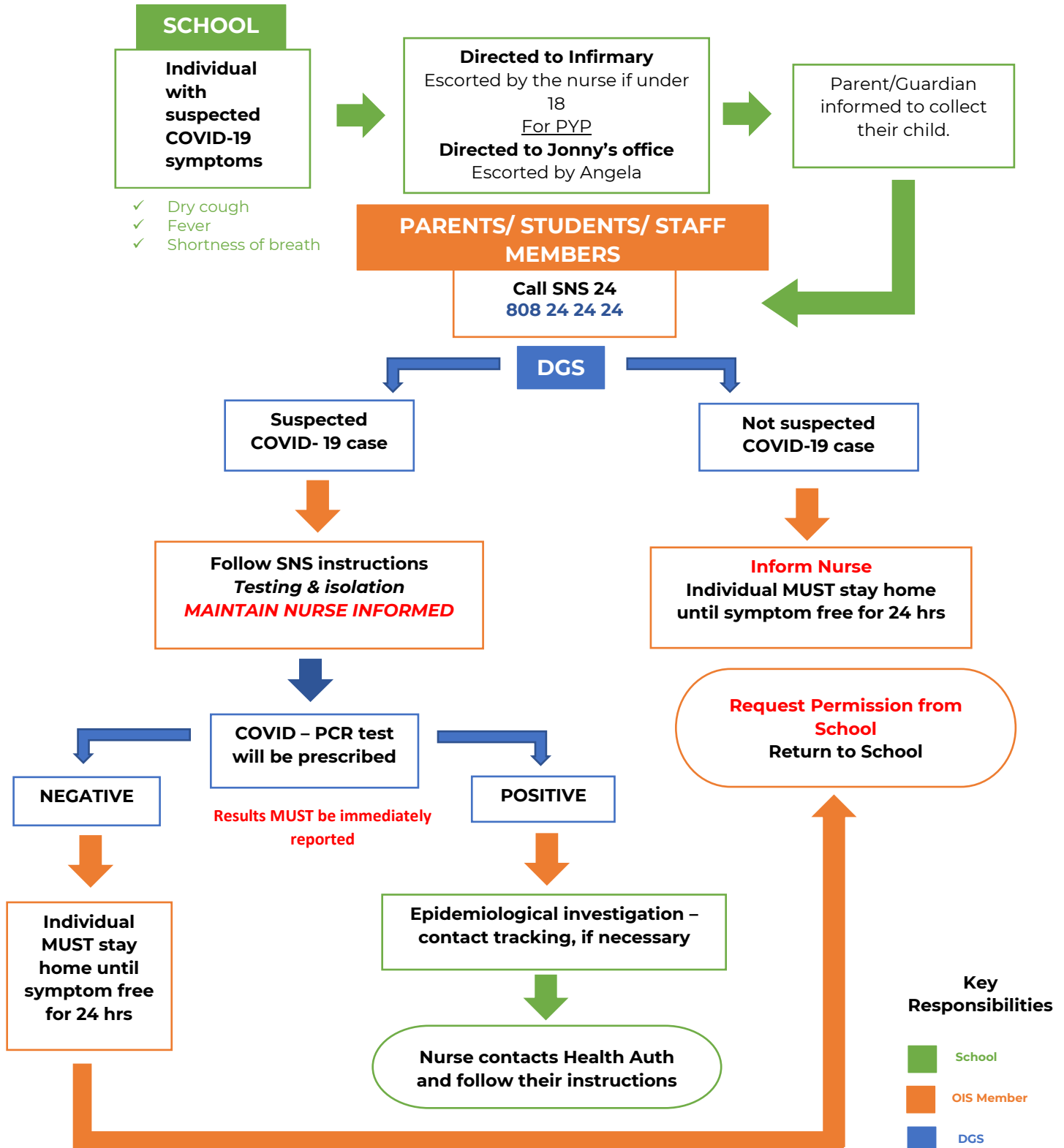
Head of Finance & Administration (Marta Branquinho) – 964 244 664 or marta.branquinho@ois.pt

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

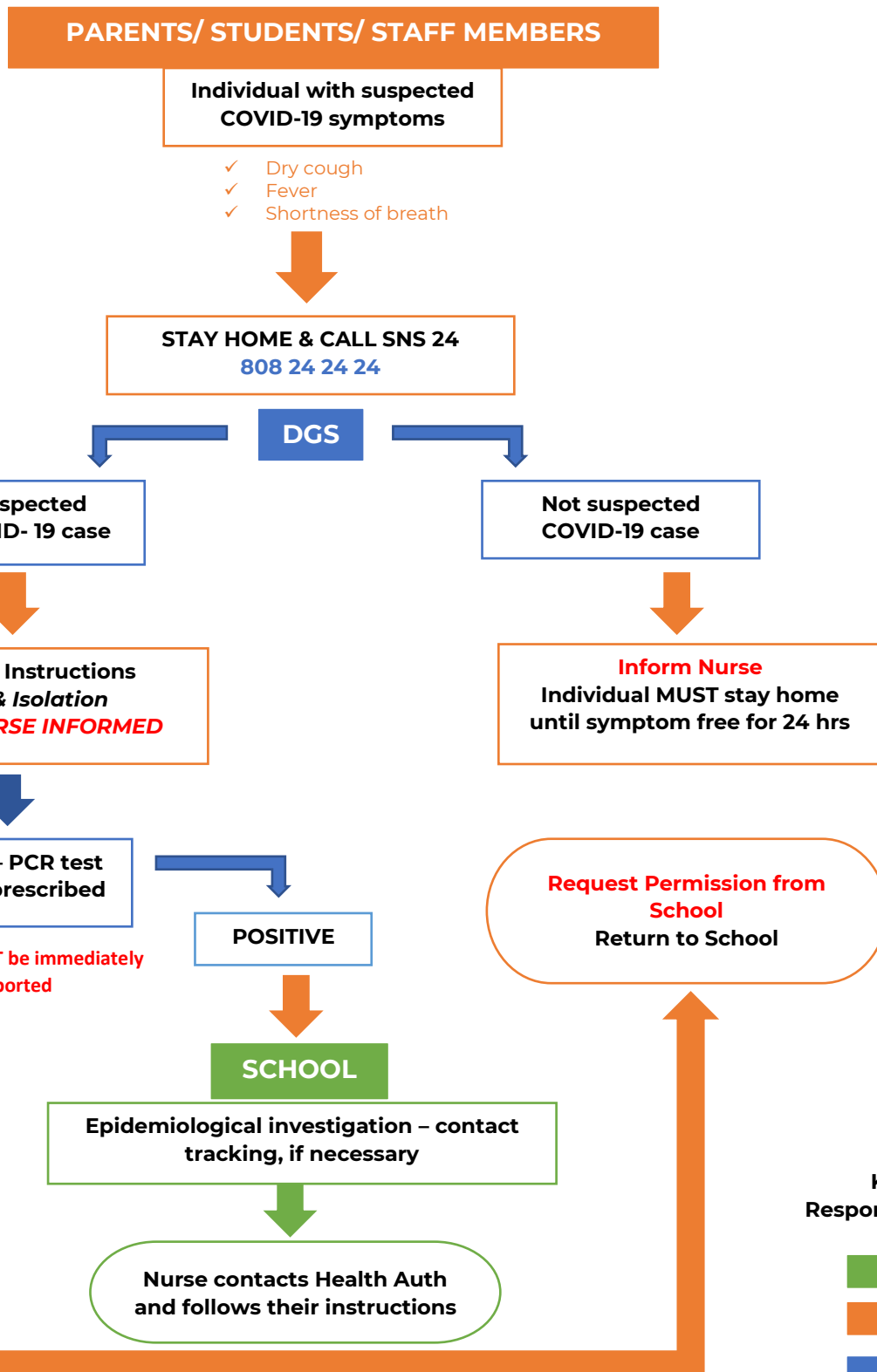
Elaborated by MB & JN, reviewed by SL and BH 6th September 2021

<p style="text-align: center;">OIS General Practices 2021/2022 - According to the present epidemiological situation. September 2021</p>			
OIS Access for Staff and Students	OIS Access for Parents and Visitors (other external individuals)	Academical/Educational Programme.	Communications.
<p>If any staff member or student has been abroad, the government regulations and guidelines must have been met. Any questions or concerns regarding returning to OIS should be checked with the Nurse</p> <p>If any member of staff or student starts to develop any COVID-19 symptoms, must stay at home. The Nurse should be informed and her recommendations must be followed.</p> <p>Every student with 10 years old and above, must wear a face mask (OIS strongly recommends FFP2). From 6yo to 3yo the use of a mask is strongly recommended too. Hands must be washed and a distance of 1m should be kept inside of the classroom.</p> <p>Students should stay in their bubbles as much as possible (playground, canteen, etc.)</p> <p>Administration staff will be 100% on campus</p> <p>Normal working conditions with full timetables applies to all staff.</p> <p>The departure and lunch times will continue to be staggered to avoid contacts between defined bubbles.</p>	<p>Everyone coming to OIS for a meeting, visiting or other, for a period longer than 15 min, has to show a vaccine certificate or a negative test from the last 3 days. This also applies to admission processes (tours to the campus are allowed, on the same conditions).</p> <p>The use of masks is mandatory to everyone (10 years old and above).</p> <p>OIS recommends the use of outdoor spaces as preferred for these visits/meetings and others.</p> <p>All community events will be evaluated and authorized by COVID-19 Response Team (Principal, Nurse and HAF).</p>	<p>If a student is unable to attend to face-to-face classes due to COVID-19 or proflactio isolation, and he/she is feeling well to continue his/her educational programme, ManageEac is the platform to use and will have all the contents developed in the classroom. Teachers are also available to be contacted by e-mail/ Teams.</p> <p>If a student is unable to come to OIS due to COVID-19 or proflactio isolation, and he/she wants to contact the Nurse regarding any type of doubt or health concern, she will be available by e-mail.</p>	<p>Use of email, whatsapp and website to any enquiries</p> <p>Ongoing communication with health authorities</p> <p>Systematic briefings to staff and students regarding all the protocols and hygiene procedures.</p>
		After School Activities	Emergency Care.
		<p>OIS is not able to offer extra-curricular activities at the moment due to covid bubble security. The only ASA allowed are year group-specific sports (defined Bubbles)</p> <p>The one-to-one music lessons could restart soon, with all the sanitary requirements (mask, 1m distance, proper disinfection and ventilation). (more news coming soon)</p>	<p>COVID-19 response Team (Principal, Nurse and HAF) meet on a needs basis to monitor OIS epidemiologic situation.</p>
		OIS Transportation	
	<p>All buses work on a full capacity.</p> <p>The buses stay at a specific point in the campus to drop and pick students.</p> <p>Our bus partners will ensure disinfection of buses between trips and appropriate distancing whilst on buses. Drivers are shielded. Masks must be worn on buses and hands sanitized on entry.</p> <p>There will be no late bus so everyone must leave when school ends.</p>	OIS Services	
		<p>Cafeteria and canteen services continue. Adaptations of schedule for bubbles and sanitary measures recommended such as disinfection of the surface, protective acrylic and proper ventilation.</p> <p>The cleaning company is allowed on site, once all classes are over. All the recommended sanitary measures are in place.</p>	<p>The Covid 19 Response Team will inquire parents regularly (google forms).</p> <p>OIS will maintain all cleaning and disinfection practices, displacement circuit, alcohol gel and isolation room in its premises.</p>
Fieldtrips.			<p>See Full Contingency Plan on the website</p>
<p>Fieldtrips are allowed, with all the government guidelines met.</p>		<p>External providers working outside on OIS facilities are allowed on Campus, because they have no contact with either children or staff.</p>	

Annex 1: ACTION TO BE TAKEN IN THE EVENT OF A SUSPECTED INFECTION DURING SCHOOL HOURS



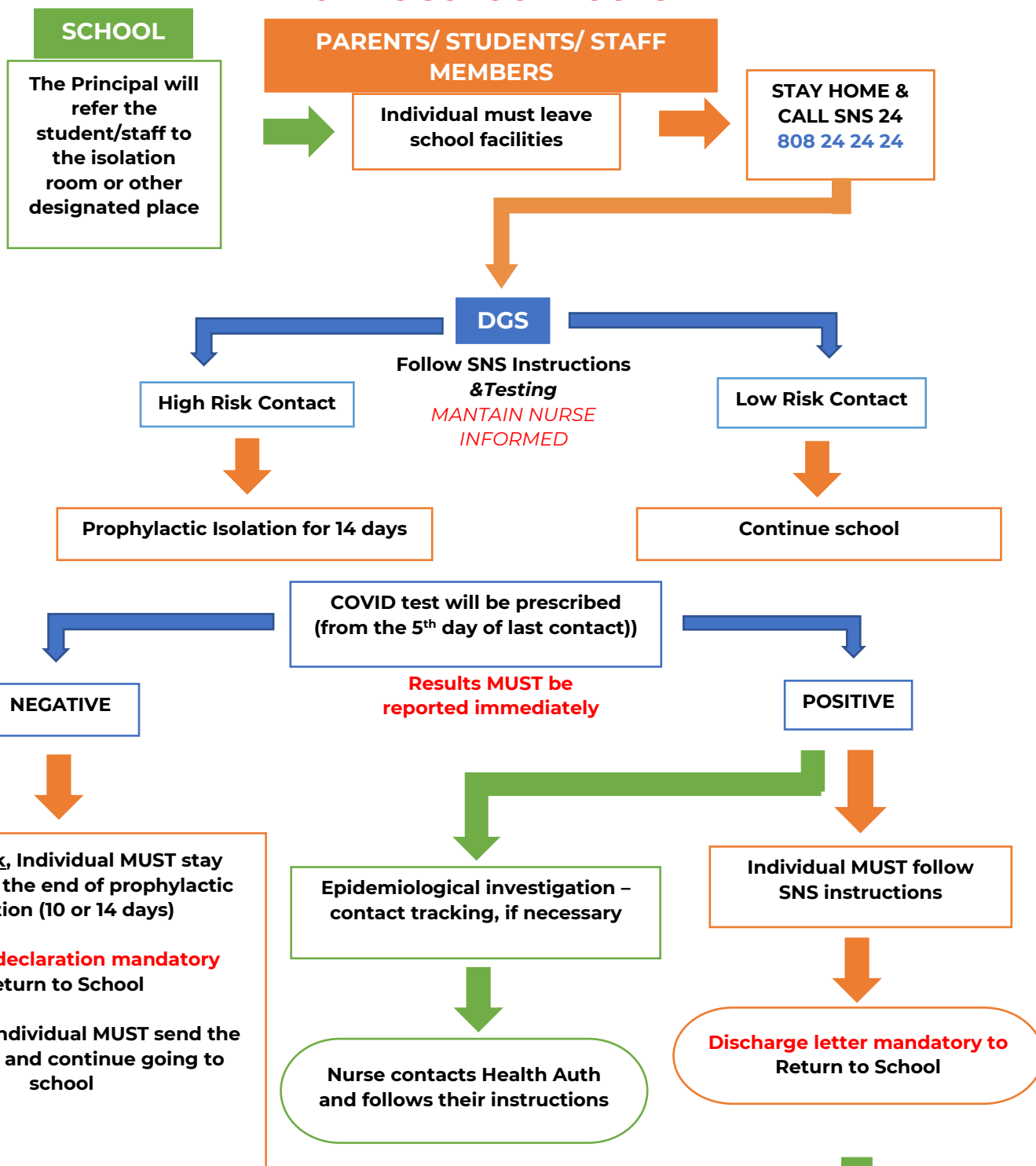
Annex 2: ACTION TO BE TAKEN IN THE EVENT OF A SUSPECTED INFECTION OUTSIDE SCHOOL HOURS



Key Responsibilities

- School
- OIS Member
- DGS

Annex 3: ACTION TO BE TAKEN IN THE EVENT OF THE CONFIRMATION OF A POSITIVE CASE DURING SCHOOL HOURS



Annex 4: ACTION TO BE TAKEN IN CASE A MEMBER OF THE OIS COMMUNITY WAS IN CONTACT WITH A POSITIVE CASE **OUTSIDE SCHOOL HOURS**

