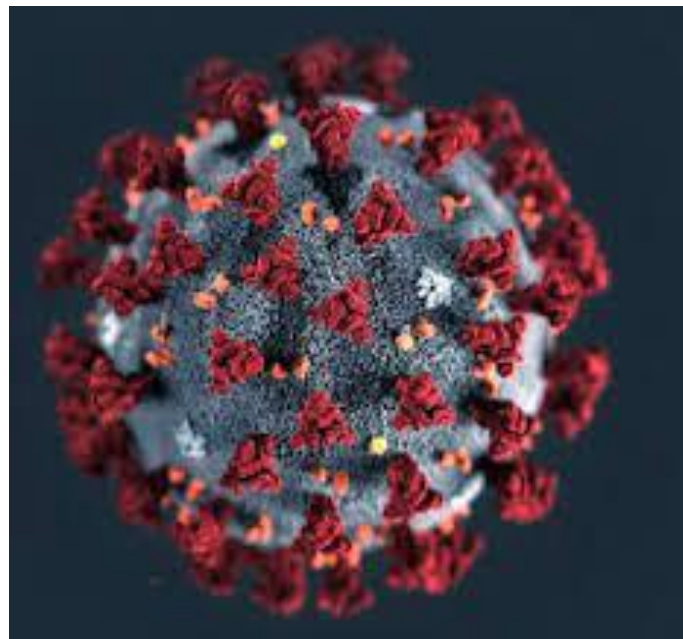


OEIRAS INTERNATIONAL SCHOOL

CONTINGENCY PLAN COVID-19

version 2.6 – 9th January 2022



This contingency plan presents a specific plan in accordance with various standards (NORMAS) and guidelines issued by the “Direção Geral de Saúde” DGS and other 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 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 updated according the epidemiological situation in Portugal.

This plan has 7 (seven) components:

- (1) Plan Coordination 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. Action to be taken in the event of a suspected infection during school hours (annex 1).
 - b. Action to be taken in the event of a suspected infection outside school hours (annex 2)
 - c. Action to be taken in the event of the confirmation of a positive case during school hours (annex 3)

- d. Action to be taken in case a member of the OIS community was 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. Plan Coordination and actions

a) The coordination of the contingency plan is the responsibility of the COVID 19 Response Team (CV19RT), which is composed by the Principal Robert Tomalin 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:

Email: robert.tomalin@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. Should any doubts subsist regarding this Contingency Plan, they should be clarified with the COVID 19 Response Team (CV19RP).

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, transportation).

2. Infection prevention

To help understanding the measures in this plan, we reproduce the information from the DGS on the transmission of this virus according to the the DGS on the transmission of this virus according to the [Norma 006/2020 " COVID-19: Procedimentos de prevenção, controlo e vigilância em empresas" updated on 29/04/2021](#) 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) irrespective of age, inside the school buildings. We strongly recommend FFP2/ KN95 masks to be used. Outside, masks are only mandatory when in close proximity with others (closer than 2 metres).
- b) After sneezing or coughing, mouth and nose should be covered with the arm.

- c) Hands must be washed thoroughly and frequently and when entering and exiting classes with the antiseptic alcohol-based solutions.
- d) Sharing objects or food is not allowed.
- 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 until 4.15pm unless the student is attending an organized extra-curricular activity.
- f) As a general practice, physical distancing (min 1 metre) is, when possible, mandatory.
- g) 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.
- 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 allow access to the school sites all the prospective parents or any external visitors who don't belong to the OIS community. But they are obliged to show evidence of a negative COVID test (PCR, Antigenic, rapid self-tests* are accepted);
- j) Members of the OIS community are allowed access to the school sites by invitation only. Access will be granted if they are able to show evidence of being fully vaccinated or that they have proof of recovery that is older than 10 days and less than 180 days. If these conditions cannot be met, a negative test* will need to be presented before entry.
- k) Anyone (staff or student who manifests symptoms of fever, cough or difficulty breathing, should not come to school.

* PCR test - 72h before; Antigenic Rapid Test - 48h before and Antigenic Rapid Self-tests on site (moment)

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 3 (three) times/day; Two 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 are 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 disinfect their hands. 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: Rastreio de Contactos" updated on 05/01/2021](#) 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 priority on this guideline is the identification of high-risk contacts of confirmed cases of SARS-CoV-2 infection / COVID-19. According to the updated document, individuals who tested positive and the ones who cohabit with the confirmed case (unless they have completed primary vaccination scheme with booster shot, or, had a history of SARS-CoV-2 / COVID-19 infection within 180 days of the end of isolation*), are considered a high contact risk.

*Under these circumstances, they will only be subject to passive surveillance for a period of 14 days from the date of the last exposure.

Despite these orientations, our Health Delegate can decide, exceptionally, to identify more people as high-risk contacts and, therefore, send more people home to isolate.

All high-risk contacts should undergo two molecular laboratory tests (TAAN, eg. RT-PCR) or Rapid Antigen Tests for professional use (TRAg):

1st Test – as soon as possible, until the 3rd day from the date of the last exposure.

2nd Test- on the 7th day from the date of the last exposure.

The remain contacts, should undergo to one test until the 3rd day from the date of the last exposure.

The high-risk contacts identified, must complete seven days isolation period, if they are asymptomatic or having mild symptoms, even if the 1st Test result is negative. This isolation period finishes after a negative test done on the 7th day.

For the remain contacts, it´s not necessary to isolate and they are allowed to come to school, as normal.

As a school, our objective is to make sure that OIS is as safe as possible so that we never have to close our doors and so that face to face learning can take place every day. This can only happen if we work collectively to reduce the possibility of transmitting the virus. As a minimum, we will always follow exactly what the government regulations are, but when we have access to additional information, we reserve the right to err on the side of caution, in the interest of the whole community. **(The best way to reduce the chances of additional risk is to always wear a mask, and to wash and disinfect our hands regularly).**

When a school member is a confirmed case of SARS-CoV-2 infection / COVID-19, a thorough tracing investigation will be conducted, and any additional contacts who are identified as being at high risk of exposure will be sent home for three days. On the third day after the last exposure with a confirmed case, a Rapid Antigen Test with a negative result must be done to return to school.

In any of the scenarios below, we ask that you inform the school immediately. Please check the following flowcharts representing the different actions to be taken in all possible scenarios.

- a. Action to be taken in the event of a suspected infection during school hours (annex 1).
- b. Action to be taken in the event of a suspected infection outside school hours (annex 2)
- c. Action to be taken in the event of the confirmation of a positive case during school hours (annex 3)
- d. Action to be taken in case a member of the OIS community was 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 a teacher's preventive isolation, the educational support of their students will be determined by the Principal.
- b) In case of a student's preventive isolation, 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 a non-teaching staff's preventive isolation, 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 benefits for the school to remain open, will have to be guaranteed.
- b) The decision for full closure will be made by the Principal and the Board of Directors, according to our Health Delegate.

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 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 (Please see Box.1).

SNS Number 24: 808 24 24 24

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

Principal (Robert Tomalin)- robert.tomalin@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

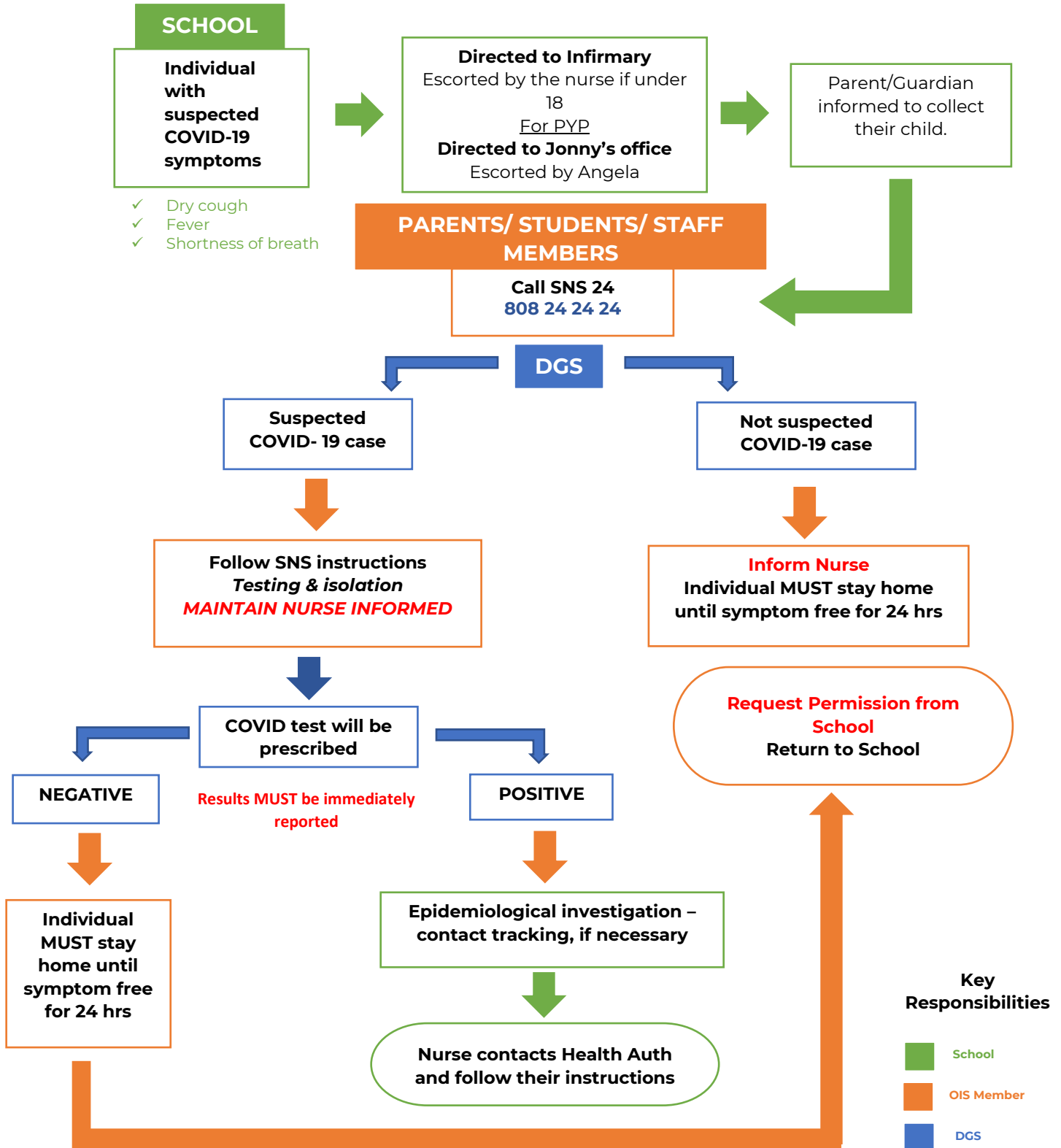
Elaborated by MB & JN, reviewed by RT 9th January 2022

**OIS General Practices 2021/2022 -
According to the present epidemiological situation. January 2022**

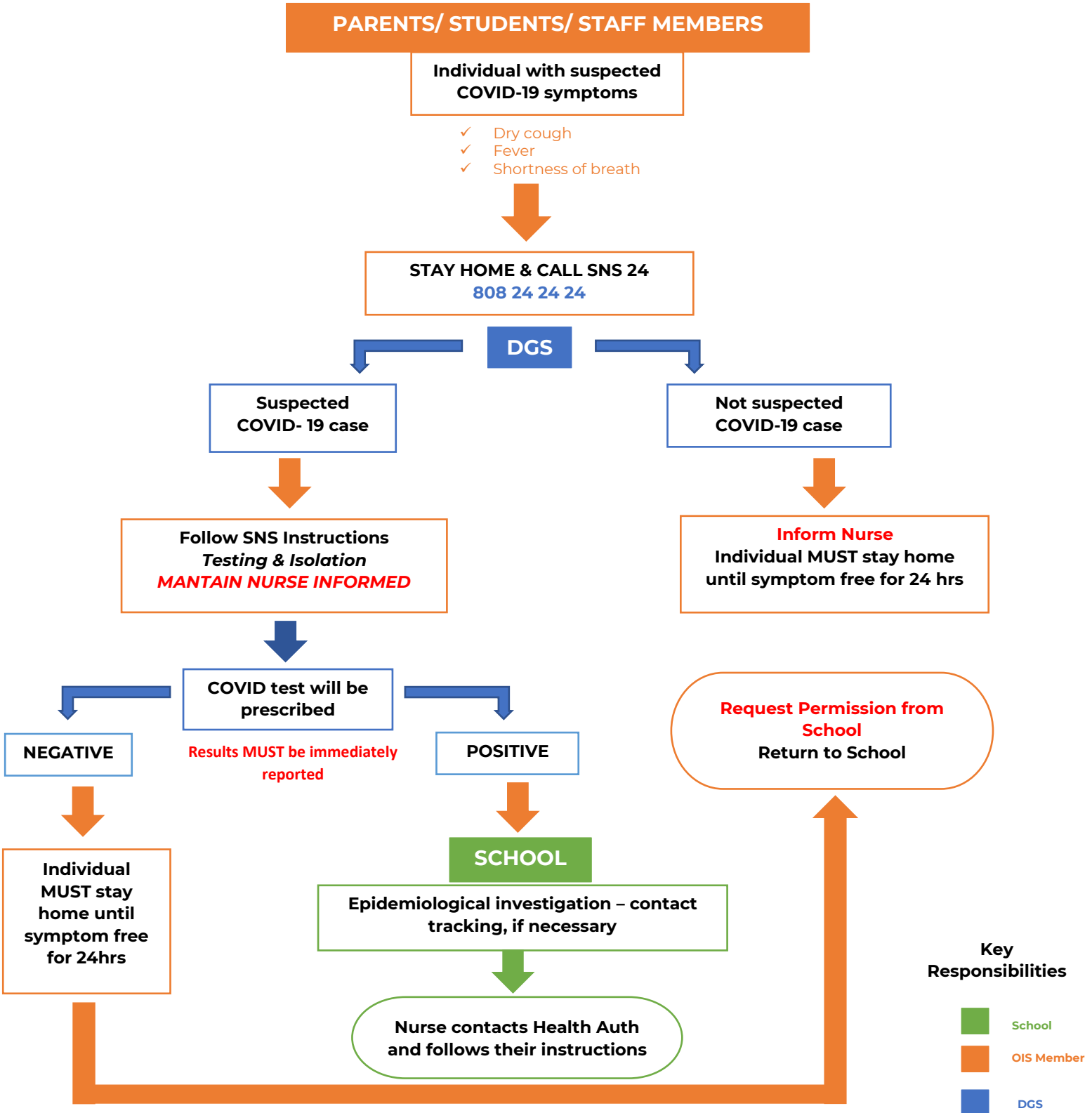
OIS Access for Staff and Students	OIS Access for Parents and Visitors (other external individuals)	Academic/Educational Programme	Communications
If any staff member or student has been abroad, the government regulations and guidelines must have been met. Any questions or concerns regarding returning to OIS should be checked with the Nurse	Members of the OIS community are allowed to access to the school sites by invitation only. Access will be granted if they are able to show evidence of being fully vaccinated or that they have proof of recovery that is less than 180 days. If these conditions cannot be met, a negative COVID-19 test* will need to be presented before entry.	If a student is unable to attend to face-to-face classes due to COVID-19 or proflactac isolation, and he/she is feeling well to continue his/her educational programme, ManageBac 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.	Use of email, whatsapp and website to any enquiries
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.	The school will allow prospective parents or any external people who are not a member of the school community to enter the school facilities by showing evidence of a negative COVID-19 test*, unless a recovery certificate that is less than 180 days is showed.	If a student is unable to come to OIS due to COVID-19 or proflactac isolation, and he/she wants to contact the Nurse regarding any type of doubt or health concern, she will be available by e-mail.	Ongoing communication with health authorities
Face masks must be worn (mandatory) irrespective of age, inside the school buildings. We strongly recommend FFP2/KN95 masks to be used. Outside, masks are only mandatory when in close proximity with others (closer than 2 metres), unless you can't respect the 2 metres distance.	Face masks must be worn (mandatory) irrespective of age, inside the school buildings. We strongly recommend FFP2/KN95 masks to be used. Outside, masks are only mandatory when in close proximity with others (closer than 2 metres), unless you can't respect the 2 metres distance.		Systematic briefings to staff and students regarding all the protocols and hygiene procedures
Students should stay in their bubbles as much as possible (playground, canteen, etc.)	OIS recommends the use of outdoor spaces as preferred for these visits/meetings and others.	After School Activities	
Administration staff will be 100% on campus	All community events will be evaluated and authorized by COVID-19 Response Team (Principal, Nurse and HAF).		Emergency Care COVID-19 response Team (Principal, Nurse and HAF) meet on a needs basis to monitor OIS epidemiologic situation.
Normal working conditions with full timetables applies to all staff.	OIS Transportation All buses work on a full capacity.	OIS Services	The Covid 19 Response Team will inquire parents regularly (google forms).
The departure and lunch times will continue to be staggered to avoid contacts between defined bubbles.	The buses stay at a specific point in the campus to drop and pick students.	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.	OIS will maintain all cleaning and disinfection practices, displacement circuits, alcohol gel and isolation room in its premises.
Fieldtrips	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.	The cleaning company is allowed on site, once all classes are over. All the recommended sanitary measures are in place.	See Full Contingency Plan on the website
Fieldtrips are allowed, with all the government guidelines met.	There will be no late bus so everyone must leave when school ends.	External providers working outside on OIS facilities are allowed on Campus, because they have no contact with either children or staff.	

* PCR test - 72h before; Antigenic Rapid Test - 48h before and Antigenic Rapid Self-Test at the time.

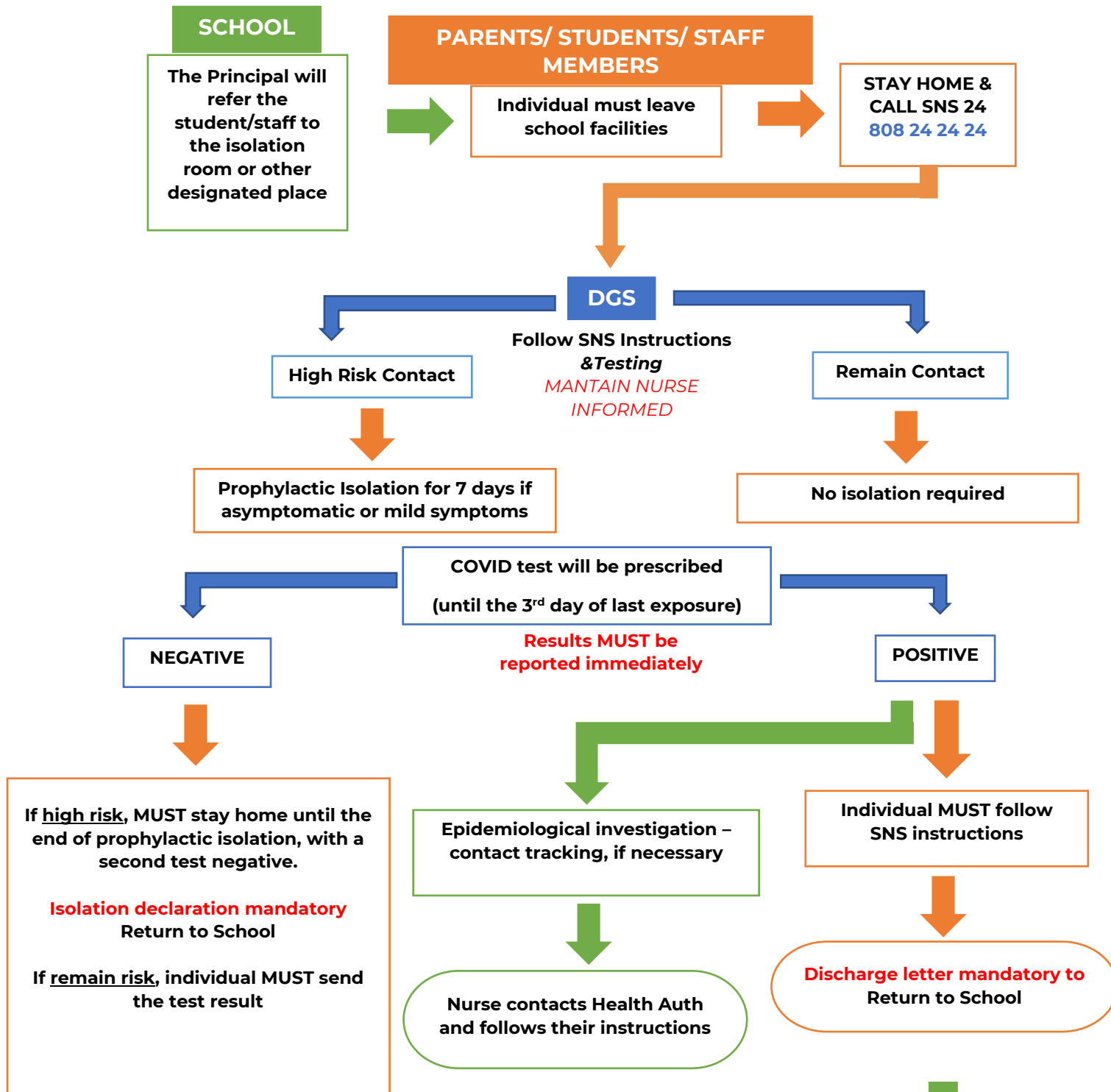
Annex 1: ACTION TO BE TAKEN IN THE EVENT OF A SUSPECTED INFECTION DURING SCHOOL HOURS



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



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**

