

OEIRAS INTERNATIONAL SCHOOL CONTINGENCY PLAN - COVID-19

version 2.3 – 15th March 2021

Following the recommendations of the Director-General for Health and considering the need to protect the entire educational community, the Board approved this updated contingency plan relating to the new Coronavirus SARS-CoV-2, the causal agent of COVID-19.

This plan has 6 components:

- (1) Coordination of the plan and actions.
- (2) Infection prevention.
- (3) Cleaning and disinfection plan.
- (4) 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).
- (5) What to do in case of a preventive isolation of any member of the educational community.
- (6) 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.

The plan will be revised and updated whenever necessary following new recommendations or impositions by the competent authorities.

1. Coordination of the plan and actions

a) The coordination of the contingency plan is the responsibility of the Principal Steve Lewis with the support of the school nurse and Workcare (our safety and health subcontracted company).

The coordinator can be contacted at any time on:

Tel: 932 428 427

Email: steve.lewis@oeirasinternationalschool.com

If he is unavailable you should contact Amanda Murphy
Amanda.murphy@oeirasinternationalschool.com

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 and 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 Principal.

d. The Principal is supported in his duties by the school nurse (Joana Nobre), Vice Principal (Amanda Murphy) regarding the teaching staff and the Head of Finance and Administration (HFA) (Marta Branquinho) regarding the non-teaching staff.

f. HFA is also responsible for guaranteeing that all the subcontractors 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 transmission of the infection.

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 recommended to be used FFP2/ KN95 masks. Outside, and with a minimum distance of 2m masks are not mandated but are permitted.
- b) When you sneeze or cough, cover your mouth and nose with your arm.
- c) Wash your hands thoroughly and frequently and when entering and exiting classes with the antiseptic alcohol-based solutions.
- d) Do not share objects or food.
- 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 4pm 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) If you have a fever, cough or breathing difficulty whilst inside the school, immediately contact nurse Joana on extension number #307, Tel: 912461902 or via email: nurse@oeirasinternationalschool.com.
- 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 not allow parents or any external person that is not a member of the school community to enter the school facilities (unless there is an emergency). Essential deliveries will be scheduled to avoid coinciding with students being out of lessons.

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 DGD guideline and the [Referencial Escolas de Setembro de 2020](#).

- 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 (PAMS).
- 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 product.

4. 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 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 test after the 5th day from the date of the last exposure. 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 return to 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.

- 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).

5. 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 HFA.

6. 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.

SNS Number 24: 808 24 24 24

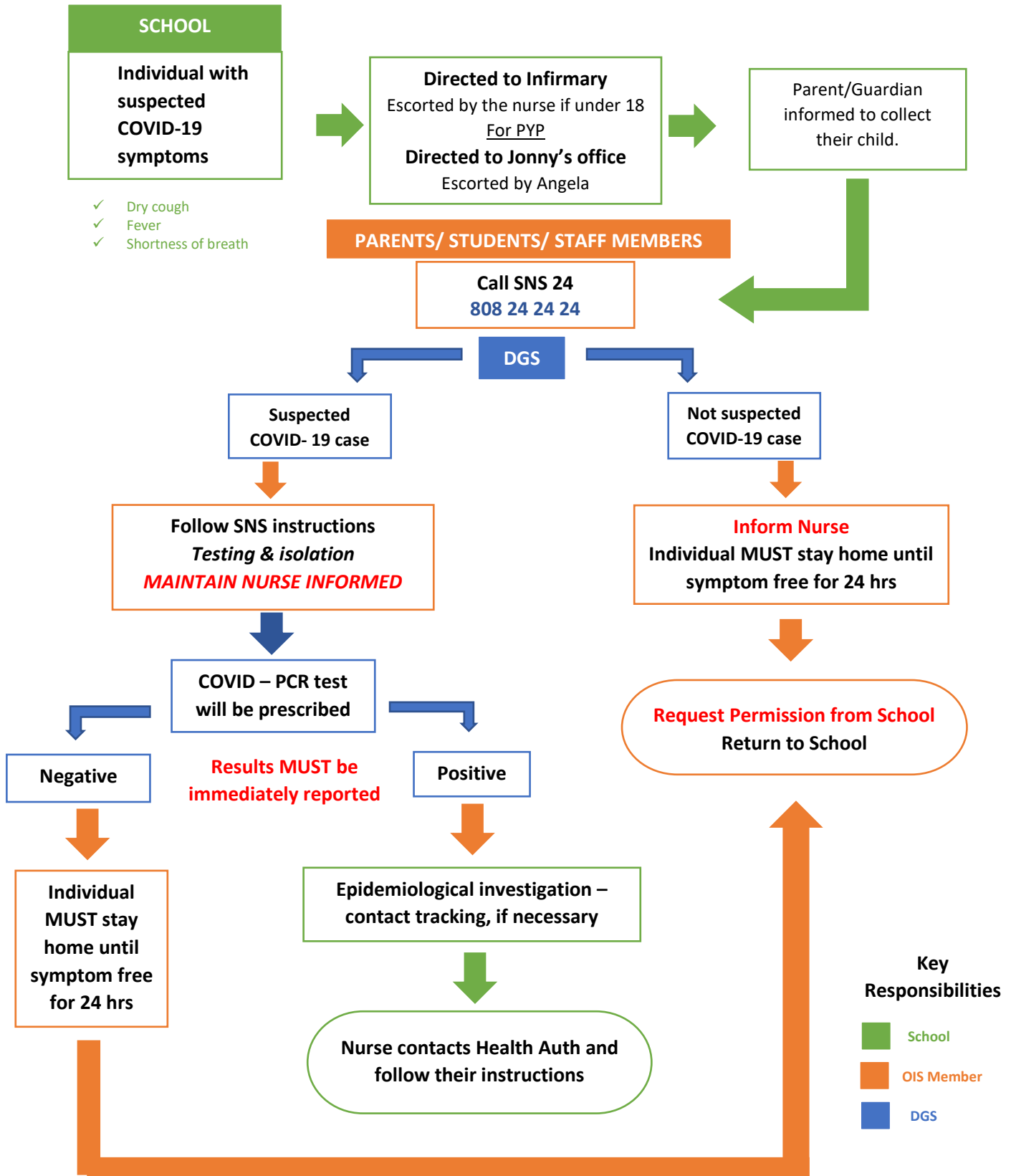
Nurse (Joana Nobre) – 912 461 902 or nurse@oeirasinternationalschool.com

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

Principal (Steve Lewis) – 932 428 427 or steve.lewis@oeirasinternationalschool.com

*Isolation Area=Isolation room (Infirmary) plus WC and corridor Elaborated by MB & SL, reviewed by BH and JN 16th March 2021

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**

PARENTS/ STUDENTS/ STAFF MEMBERS

Individual with suspected COVID-19 symptoms

- ✓ Dry cough
- ✓ Fever
- ✓ Shortness of breath

STAY HOME & CALL SNS 24
808 24 24 24

DGS

Suspected COVID-19 case

Not Suspected COVID-19 case

Follow SNS Instructions
Testing & Isolation
MANTAIN NURSE INFORMED

Inform Nurse
Individual **MUST** stay home until symptom free for 24 hrs

COVID – PCR test will be prescribed

NEGATIVE

Results MUST be reported immediately

POSITIVE

Request Permission from School
Return to School

Individual **MUST** stay home until symptom free for 24hrs

SCHOOL

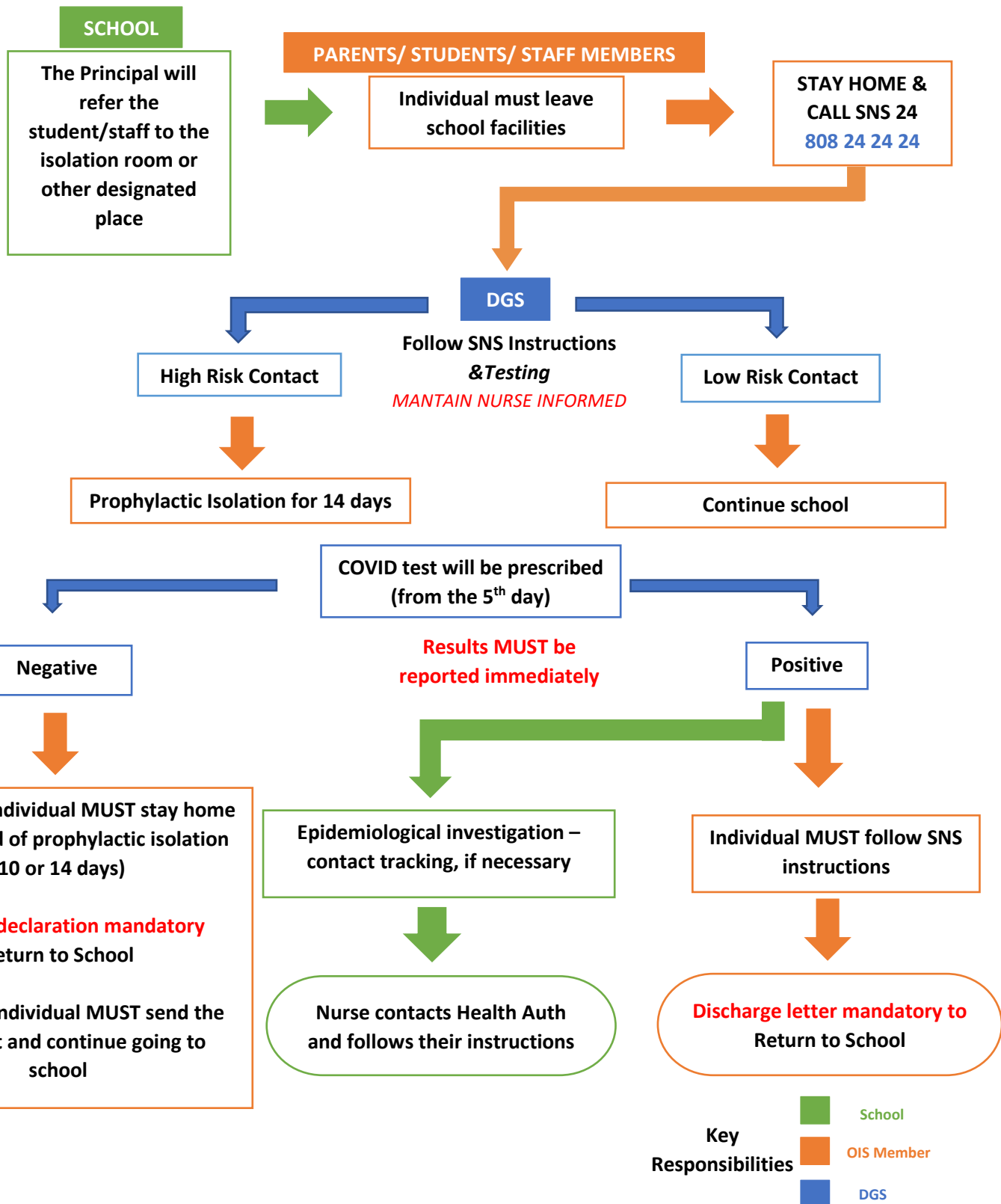
Epidemiological investigation – contact tracking, if necessary

Nurse contacts Health Auth and follows their instructions

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**

