



Contingency Plan - COVID 19

The following measures have been implemented:

I – General Organisation:

A – Preventive Measures

- Emergency contacts belonging to students' parents have been revised;
- National school trips have been cancelled;
- All meetings with parents have been cancelled;
- Parties and events with parents inside the school have been temporarily cancelled;
- All areas that are unnecessary for lessons to take place have been closed.

B – Access and permanence in the school area

- In the access to the school area measures were taken to guarantee that everyone wears the mask, at all times, from the entrance to the school premises, as well as the cleansing of the hands using antiseptic alcohol (SABA) at the entrance and upon leaving;
- Teachers, staff as well as students must respect the safety rules as well as the social distancing rules of 2 metres;
- Break times will take place outside, as long as it doesn't rain, with guidelines that ensure students maintain the physical distance of 2 metres throughout the break;
- Well ventilated spaces will be ensured;
- Ensure the compulsory washing of hands at the beginning of every lesson and after the breaks;
- Classroom plans have been defined to ensure the tables are well spread. In order to guarantee the maximum space between students and teachers, guaranteeing a physical distance of 1.5 to 2 metres, arranging the tables as closely as possible to the walls and windows according to the layout of each room;

- Tables should be turned towards the same direction, thus avoiding students faced towards each other;
- Each classroom must be, as much as possible, used by the same group of students, according to the dimension and characteristics of the schools;
- Teachers and staff, as well as the students, must respect the safety rules as well as the 2 metres social distancing rules;
- Different entry and leaving routes have been defined accessing the different areas of the buildings, as well as each classroom so as to avoid crowds at specific entrances;
- LS students and parents will enter through the bottom gate; students are to walk into the canteen and parents must not leave the car and continue driving towards the upper gate.
- US students and parents enter the bottom gate and leave the students by the upper gate near to the entry to pass the card.
- Infant department will only begin at 9am, so we ask for parents not to bring the students before this time. Parents are to enter through the bottom gate and leave the students at the entrance, not leaving the car. If you are unable to drop off your children at 9am please inform the school as soon as possible.
- Rotas were determined, for the disinfection, every half an hour, of all bathrooms, as well as door knobs and hand rails;
- Limit to all the physical greetings and physical contact with others, and only one visitor a day is allowed, after 5pm;
- We have defined as the isolation room the nursing room, as an isolated bathroom area is required. This has been duly identified and communicated to the whole school, having as its purpose to restrict direct contact with those who present the symptoms reinforced by the public health entities.
- The use of all air conditioning devices have been forbidden, and all respective remotes have been closed in the management office.

C – Procedures in the face of a suspected case

- Both Teachers and staff have been informed about the internal Contingency Plan, as well as the procedures upon identification of a suspected case of COVID-19.
- Upon identification of a suspected case (if detected inside the school premises), he/ she must make way to the isolation area previously defined through the routes defined by the contingency plan.
- The suspect will make way to the isolation room through the closest path.

- Contact should be made with the SNS24 help line (808 242424) or other help lines created for this purpose, and proceed according to the guidelines provided.
- The local health authorities must be immediately informed about the suspected case by the school Principal, or by whom the Principal designates, and the data (name, date of birth, phone numbers) of the people who belong to their respective group(s) /students, staff, teachers), in order to apply the necessary health measures to the high risk contacts.
- Reinforce cleaning and disinfection of the surfaces most used by the suspected case, as well as of the isolation room.
- The residues produced by the suspected case must be kept in a double plastic bag, very resistant.
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In the event of a confirmed case:

The School will:

- Ensure the isolated area has been duly cleaned and disinfected (decontaminated);
- Reinforce cleaning and disinfection, especially on the surfaces frequently used by the patient with the confirmed case, which have a higher probability of being infected;
- Give special attention to cleaning and disinfection of the place where the patient confirmed was found, (including materials and equipment used by this patient);
- Store the residues of the confirmed case in a plastic bag (with a thickness of 50 to 70 micron) that, after closure, must be segregated and shipped to an operator licensed for the management of hospital residues carrying biological risk

D – Hygiene Plan

CLIB has a hygiene plan in place based on the information obtained by the “Direção-Geral dos Estabelecimentos Escolares”, based on DGS guidelines, about “cleaning and disinfecting surfaces in the school environment, in the context of the COVID-19 pandemic”, which states:

- a) What must be disinfected/ cleaned (zones, surfaces, structures);
- b) How this should be cleaned/ disinfected (equipment and instructions for procedure);
- c) With which products should it be cleaned/ disinfected (detergents/ disinfectant used);
- d) When this should be cleaned/ disinfected (how often should cleaning take place);
- e) Who should clean/ disinfect (responsible for the execution of the operation).

The hygiene plan was made available to all professionals involved.

All elements of this contingency plan will be constantly updated and all stakeholders of the school will be informed both of the plan and its updates.

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