



## CONTINGENCY PLAN IN THE CONTEXT OF INFECTION WITH THE NEW CORONAVIRUS

*version 2.3, 30<sup>th</sup> August 2021*

This Contingency Plan was developed in the context of infection with the new Coronavirus SARS-CoV-2, the causal agent of COVID-19, and the need to protect the entire school community; taking into consideration the latest published Portuguese Government legislation( [Orientações - COVID-19 \(min-saude.pt\)](#)) and DGEstE guidelines for the reopening of schools for 2020/2021, [https://www.dgeste.mec.pt/index.php/destaque\\_1/lancamento-do-ano-letivo-20202021/](https://www.dgeste.mec.pt/index.php/destaque_1/lancamento-do-ano-letivo-20202021/)

This plan contains seven components: **(i)** coordination of the plan and actions, **(ii)** infection prevention, **(iii)** measures to reduce the risk of infection **(iv)** sanitation plan, **(v)** Response in case of a suspected infection and isolation, **(vi)** action in case of preventive isolation of any member of the educational community and **(vii)** OBS preparation for different education and operational scenarios.

This plan will be reviewed and updated as new recommendations and guidelines are issued by the World Health Organisation, the Portuguese Health Authority (<http://www.dgs.pt>) and the Portuguese Educational Authorities ([www.dgeste.mec.pt](http://www.dgeste.mec.pt)).

### **(i) Coordination of the plan and actions**

1. The coordination of the contingency plan is the responsibility of **Nick Sellers**, Headmaster, who can be contacted at any time at mobile 938284094/ [headmaster@obs.edu.pt](mailto:headmaster@obs.edu.pt) (substitute Coordinator: Jonathan Bridges - mobile 938284096 / [Jonathan.bridges@obs.edu.pt](mailto:Jonathan.bridges@obs.edu.pt))
2. Any action within the scope of the plan must be promptly communicated to the coordinator, who will make the necessary articulation with the authorities (health services, Directorate-General for Health, National Health Department and Social Security) and with the parents.
3. Any doubts regarding the contingency plan by any member of the educational community should be clarified with the coordinator.
4. The coordinator is supported in his duties by the Senior Leadership Team: Chris Payne and Stacey Howard , Heads of Section, for teaching staff and student-related issues and Marta Luiz, Business Manager, for non-teaching staff. The coordinator is also supported by the Health and Safety Advisory Company: VivaMais – Segurança e Saúde do Trabalho, S.A., Patricio Palinhas, Head of Operations, and Raquel Nunes, Health and Safety Officer.
5. Each intermediate leader (administrative services, canteen, cleaning services) is responsible for ensuring that the people on their team comply with the hygiene and other measures defined in the plan.



6. All employees of the Oporto British School (OBS) and collaborators have the responsibility to:
- Know the OBS Contingency Plan for COVID-19.
  - Know the symptoms of COVID-19 infection.
  - Know the procedures defined in case of a suspected case.
  - Comply with all measures defined by the school to minimize the risk of infection.
  - Know the hierarchy to which they must report.
  - Promote, both inside and outside of school, safe behaviours that minimize the risk of infection with the Coronavirus.
  - Know the DGS Guidelines on the topic.

## (ii) Infection prevention

To better understand the measures in this plan, we reproduce the information from the DGS on the transmission of this virus:

- COVID-19 is transmitted person-to-person by close contact with people infected with SARS-CoV-2 (direct transmission), or through contact with contaminated surfaces and objects (indirect transmission).
- Transmission by close contact occurs mainly through droplets that contain viral particles that are released by the nose or mouth of infected people, when they cough or sneeze, and that can directly reach the mouth, nose and eyes of those close to them.
- Droplets can settle on objects or surfaces that surround the infected person and thus infect other people when they touch these objects or surfaces with their hands and then touching their eyes, nose or mouth.

Consequently, it is mandatory for all members of the educational community and school visitors to adhere to the following:

1. Face masks must be worn by everyone when entering and inside the school grounds except for students in Form 4 and below. Children should bring at least 2 clean masks to school per day. Masks may be disposable (certified Type II R or higher) or reusable (certified N3 or higher). Masks should be replaced when wet, a wet mask may make it difficult to breathe.
2. Hand hygiene at the entrance and exit of the school grounds, with alcohol-based antiseptic solution (SABA).
3. Do not enter the school campus if you have any symptoms consistent with COVID-19 infection.
4. Comply with the entry and exit times defined by the School, to avoid the crossing between different groups.
5. Only enter the school premises at the time set for your teaching activities and leave immediately after they have finished; when inside the school, use the entry and exit circuits laid out with signage across campus and, if not present, walk on the right-hand side as a general rule.



6. Do not share objects or food.
7. Keep the physical distance of about 1 metre as general practice.
8. Only use the spaces/areas attributed to you.
9. Wash your hands frequently with soap and water while in school.
10. When inside the school, use the entry and exit circuits of the classroom and circuits that have been defined for each group of people and which will be explained to each one on the first day of face-to-face lessons.
11. Do not use school spaces that are closed because they are not necessary for teaching.
12. Within the classroom, respect the minimum physical distance of 1meter, when possible.
13. Access to the rooms is limited to professionals working in those rooms.
14. Children will not be allowed to bring toys or other unnecessary objects from home to school.
15. In order for the school to maintain physical distancing and to minimize risk, parents and guardians will not be allowed in school. Exceptional authorization can be given to parents only when strictly needed. Email and telephone will be the main communication channels.

**Anyone (member of the educational community or other) who shows symptoms consistent with COVID-19 infection will not be allowed to enter the school. If the person with symptoms is under-age and alone he/she will be directed to the isolation room and the procedure on step (V) of this Contingency Plan will be followed.**

**Anyone (member of the educational community or other) who is not wearing a mask (except Form 4 students and below) will not be allowed to enter the school premises.**

### **(iii) Measures to reduce the risk of infection**

#### **General actions**

As the new Coronavirus (SARS-CoV-2) can be primarily transmitted by direct or indirect contact through respiratory droplets, which may remain on surfaces for at least 48 hours, it is imperative for the school to comply with physical distancing and hygiene rules as defined by the DGS and DGESTE. Public health measures are critical to slow the spread of illnesses. Everyday preventive actions consist of:

- staying home when displaying symptoms consistent with COVID-19 infection.
- respiratory etiquette: covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately.
- washing hands often with soap and water.
- cleaning frequently touched surfaces and objects.



## OBS actions

1. All spaces will be cleaned and sanitised, in line with the Orientação 014/2020 from DGS, <https://www.dgs.pt/directrizes-da-dgs/orientacoes-e-circulares-informativas/orientacao-n-0142020-de-21032020-pdf.aspx>
2. Temperature checks at the school gates. If the temperature is above 37.5°C, taken with two different thermometers after 10 minutes, the parents will be contacted to collect the child. Even if the temperature goes down when parents arrive the child still needs to go home as a raised temperature might be a sign of disease.
3. The number of students per classroom ensures a minimum space of 1 meter between them when seated/napping.
4. Each year group will operate in a bubble to reduce mixing of students and year group zones will be created within the school to restrict interaction between year groups. Students are organised by groups and allocated to a fixed classroom whenever possible:
  - a. Schedules and circuits are organized to avoid crossing between different groups. A one-way system will be used (when possible) around the school grounds, buildings and corridors to reduce the face-to-face contacts.
  - b. Staggered entry and exit times are defined to minimise congestion, when possible.
  - c. Different entrance and exit points to the school grounds.
5. Whenever possible, ventilation of rooms and corridors will be maintained.
6. Alcohol gel dispensers are placed in every room and throughout common areas (e.g. corridors and canteen).
7. Equipment such as air conditioning should never be switched on air recirculation mode.
8. All unused rooms and spaces will remain closed.
9. No social gatherings are permitted on the school premises.
10. Hygiene and physical distance rules must also be followed during meals, with:
  - a. Differentiated times to move into and out of the canteen for different groups.
  - b. Marked places for lining up and sitting to ensure the minimum distancing of 1 meter.
  - c. If students choose to bring packed lunch from home, it must be brought in the morning, no food deliveries will be allowed.
  - d. Microwaves in the canteen are no longer available for use.

## Primary Section control measures

See Annex I - [Annex I - Primary control measures](#)

## Secondary Section control measures

See Annex II - [Annex II - Secondary Control Measures](#)



## School trips and visits

Applications for trips and visits will be reviewed and allowed on a case by case basis. A detailed risk assessment must be carried out and submitted to SLT and trips must adhere to the rules of the national state of contingency.

### **(iv) Sanitation plan**

1. OBS has a Sanitation plan following DGS Orientação nº 014/2020, <https://www.dgs.pt/directrizes-da-dgs/orientacoes-e-circulares-informativas/orientacao-n-0142020-de-21032020-pdf.aspx>
2. The sanitation plan is posted in a visible place and is known to all professionals involved.
3. Cleaning professionals are familiar with the products to be used (detergents and disinfectants), the precautions to be taken when handling, diluting and applying them in safe conditions, how to protect yourself while carrying out your work and how to ensure good ventilation spaces during cleaning and disinfection.

### **(v) Response in case of a suspected infection and isolation**

1. **Measures to be taken outside the school's premises**
  - When working/traveling abroad, if you have signs or symptoms and an epidemiological link compatible with a case of Coronavirus (COVID-19), you should immediately contact the National Health Line / SNS24 - 808 24 24 24.
  - If symptoms appear while at home, the employee or student must contact the National Health Line 24 (808 24 24 24) or the Local Health Authority. If the advice is to stay at home, you should notify the school by phone or e-mail.
  - If the school receives communication that there is a confirmed Case of COVID in a student or staff member that has been at school, the Contingency plan must be activated. The Coordinator will contact the Local Health Authority, seeking advice and will implement the SNS recommendations.
  - As soon as possible, employees must complete the Absence Form and send it to Human Resources via e-mail, together with proof of sick leave.
  - Following a contact with National Health Line 24 (808 24 24 24) or the Local Health Authority parents must contact the school and submit the appropriate medical documentation.



## 2. Measures to be taken at OBS

When the employee is at the school's physical facilities, he/she must comply with the measures in place.

- a) In case of suspected infection by the individual or by a third party (student), all members of the educational community have a duty to immediately contact the Headmaster, **Nick Sellers** at mobile 938284094/ headmaster@obs.edu.pt
- b) When the coordinator, together with the first aid team, verifies the relevance of the suspicion, (Fever  $\geq 38^{\circ}\text{C}$  is an indication to initiate the contingency plan), the person will be directed or escorted by Jonathan Bridges (substitute- Joana Saraiva) to the isolation room - **Former ICT room next to the Primary Huts**. If required, suspected case to use the toilets by the science labs. These will then need to be closed and disinfected. **The suspected case will leave or be picked up from school using the back gate at Rua do Paraíso da Foz nº 209.**
- c) Personal Protective Equipment for use in suspected and accompanying adult is kept in the First Aid Room:
  - 1) Surgical masks for use by the suspected case
  - 2) Surgical mask and disposable gloves for use by the person accompanying the case
  - 3) Basic alcohol antiseptic solution (SABA)
- d) When going (or being directed, in the case of a student) to the isolation room, the person must not touch any surfaces or interact with others.
- e) If the suspected case is a student, the parents are immediately informed of their child's health condition and need come to school to collect them (Back Gate). The guardian, or the suspected adult himself contacts the SNS 24 (808 242424) and follow the indications given. The coordinator of the contingency plan can make the telephone contact if he has prior authorization from the guardian. Information (name, date of birth, telephone contact) of the people belonging to the group(s) to which the person with suspected infection belongs, may be provided in order to facilitate the application of public health measures to high-risk contacts by Dina Lourenço/Michelle Silvéria (school academic secretaries).
  - If the case is not considered suspect by the SNS (or other related lines) the normal school procedure is followed and the contingency plan procedures finish.
  - If the case is considered suspect by the SNS (or other related lines) it will be directed in one of the following ways:
    - Home isolation
    - Clinic evaluation at COVID dedicated Primary Health care centres
    - Clinic evaluation at the emergency services.

Note: If the parents do not contact the SNS24 (or other related lines) the Local Health Authority must be immediately contacted by the Coordinator of this Plan.



- f) If there is a suspected case validated by the SNS 24 (or other related lines) the Local Health Authority should be contacted by the Coordinator.
- g) The Local Health Authority will prescribe the SARS\_CoV-2 test and inform the adult or parents on the measures to follow while waiting for the result.
- h) The local Health Authority, in this first contact will do a quick risk evaluation and determine the measures to be applied.
- i) The cleaning and disinfection of the surfaces mostly used by the person with a suspected infection is reinforced, as well as that of the isolation room.
- j) The waste produced by the suspected case is packed in a double, plastic and resistant bag.
- k) While in use, access to the isolation room is forbidden to all other persons unless the person in isolation is a minor student, in which case he will be accompanied by a specially protected and trained adult, Jonathan Bridges (substitute- Joana Saraiva).
- l) To ensure the serenity of the educational community, if the suspicion mechanism is activated, the Coordinator will inform if the case was confirmed or not after receiving this information from the health authorities.

**If the case is confirmed, the school will execute the measures defined by the Health Authorities. The person's close contacts, if not placed into isolation, will be closely monitored by the school during the 14 days following the last exposure (according to DGS).**

**Confirmed cases must follow the isolation recommendations until meeting the healing criteria according to DGS norm nº004/2020 updated on 14/10/2020: The end of the isolation measures is determined without the need to perform a new test to COVID-19 and according to:**

**1- Symptomatic patients with COVID-19 with:**

- **mild or moderate disease: 10 days since the onset of symptoms, provided that you do not have a fever and that your symptoms improve for 3 consecutive days**
- **severe or critical illness: 20 days from the onset of symptoms, provided that you do not have a fever and that your symptoms have improved for 3 consecutive days**
- **situations of severe immunodepression, regardless of the severity of the disease: 20 days since the onset of symptoms, provided that you do not have a fever and that your symptoms improve for 3 consecutive days**

**2- Asymptomatic patients with COVID-19 the end of isolation is determined 10 days after the test that established the diagnosis of COVID-19**

**After being considered cured and with indication of the Health authorities, the person may return to school.**





The isolation room must have:

- natural ventilation, or mechanical ventilation system.
- smooth and washable coverings (eg no rugs, carpets or curtains).
- phone or cell phone (if you don't have yours).
- chair or couch.
- water and some non-perishable foods.
- waste container (with non-manual opening and plastic bag).
- Basic antiseptic solution alcoholic SABA (available inside and at the entrance).
- paper wipes.
- surgical masks.
- disposable gloves.
- thermometer.

### 3. What must Heads of Department do if a staff member has Coronavirus (COVID-19)

- Ensure compliance with the appropriate prevention and safety rules.
- Immediately inform SLT by phone or email.
- Contact the Human Resources Department and inform them that the employee will be absent due to illness, for an indefinite period.
- Promote the immediate replacement of the sick Employee, if he is assigned, to some core area of the school.
- If necessary and possible, start the process so that the sick employee can work remotely.

#### (vi) Action in case of preventive isolation of any member of the educational community

1. In case of preventive isolation of a teacher, the support of the students will be determined by the SLT.
2. In case of preventive isolation of a student, it is the responsibility of the form/subject teacher and the parent, to ensure that the student can access curriculum material, submit assignments and take part in lesson activities in order to reduce the impact of isolation on their learning development.
3. The school will support a remote learning programme where needed to ensure that the learning for medically vulnerable students can continue.
4. In the event of preventive isolation of a non-teaching employee, the reorganization of their roles, when it cannot be done remotely by electronic means, will be determined by their line manager.





## (vii) OBS preparation for different education and operational scenarios

Following recently published Portuguese guidelines (Orientações by DGEstE and Orientações by DGEstE-DGE-DGS), [https://www.dgeste.mec.pt/index.php/destaque\\_1/lancamento-do-ano-letivo-20202021/](https://www.dgeste.mec.pt/index.php/destaque_1/lancamento-do-ano-letivo-20202021/), all educational and teaching establishments should consider the face-to-face regime as a rule regime and mixed and non-face-to-face regime as an exception. The mixed and non-face-to-face regimes apply when necessary, and preferably, to students attending Form 7 and upwards, and may extend exceptionally to the remaining year groups, due to the worsening of epidemiological situation of COVID-19.

1. The transition from a face-to-face regime to a mixed or remote teaching needs to be requested to DGEstE (which decides after hearing the competent health authority).
2. In this event, the School will send regular electronic communication about the closing period and the surveillance measures to be adopted by the entire educational community.
3. The Headmaster and SLT together with the teachers, will apply OBS Remote Learning Plan to define work plans for the students to reduce the impact of the closure on their school progress.

## REVIEW

The Contingency Plan may be amended/revised whenever new updates from DGS or WHO warrant. The Contingency Plan can be revised in the face of omitted situations or those situations considered not appropriate to the current scenario.

Revision No.	version	Reason	Date	Approved by the SLT- date	Distribution
0	V 1.0	Elaboration of the Contingency Plan	07.07.2020	08.07.2020	n/a
1	V2.0	Updates based on Government's new guidelines	24.08.2020	28.08.2020	28.08.2020
2	V2.1	Updates based on Government's document Referencial Escolas -controlo da transmissão de COVID-19 em contexto escolar	28.09.2020	12.10.2020	15.10.2020
3	V2.2	Updates related to the healing criteria	05.11.2020	06.11.2020	06.11.2020
4	V2.3	Updates to the coordination of this Plan	25.08.2021	30/08/2021	30/08/2021

**SNS 24 (National Health Service telephone line): 808 24 24 24**

**USP Porto Ocidental(Local Public Health Unit)**

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