



# **Response and Contingency Plan COVID-19**

**(Last update 07-01-2022)**

## **1 — INTRODUCTION**

Following the recommendations of the Portuguese Health Authorities, Direção-Geral de Saúde (DGS), and in order to protect the community, CLIC has approved a Contingency Plan as regards the Coronavirus SARS CoV-2, causal-agent of the COVID-19 infection. This plan will be reviewed and updated as new recommendations and guidelines are issued by the World Health Organisation, the Portuguese Health Authority and DGEstE (educational authority), as well as any new orders issued by said authorities.

This plan establishes the contingency measures and procedures in case of a COVID-19 infection, following the guidelines from the Portuguese Health Authority (directive no. 006/2020) emitted on the 26 February 2020, and the DGS guidelines for schools regarding the academic year 2021-2022.

## **2 — COVID-19 LEADERSHIP TEAM**

The overall coordination of the contingency plan is led by the Head Teacher, Delilah Miguel and by the designated Focal Point (Miss McKie), who will be assisted by the Leadership Team made up of the following people:

Middle and Upper School Coordinator - Mrs Manuela Vieira;  
Exams Officer – Mr. Ricardo Leite  
Cleaning Supervisor – Mrs Guida Abreu

## **3 — SYMPTOMS AND TRANSMISSION OF COVID-19**

COVID-19 is caused by Coronavirus infection (SARS-CoV-2) and predominantly results in respiratory symptoms such as a cough and difficulty breathing, as well as fever, and may also lead to other symptoms, including sore throat, generalized muscle pain, transient loss of taste or smell, diarrhoea, vomiting, chest pain and headache, among others. The infected person may not show signs or symptoms, and is asymptomatic.

If there is still no group immunity or specific treatment for COVID-19 and in the face of the new variants of SARS-CoV-2 it is essential to optimize the application of transmission prevention measures, including scrupulous compliance with the measures of physical distancing between people, ventilation of rooms, the proper use of masks and the cleaning and disinfection of hands and surfaces.

Based on current scientific evidence, this virus is mainly transmitted through:

1. **Direct contact:** dissemination of respiratory droplets, produced when an infected person coughs, sneezes or speaks, which may come into contact with the mouth, nose or eyes of people who are nearby.
2. **Indirect contact: contact of the hands with a surface or** object contaminated with SARS-CoV-2 and then with the mouth, nose, eyes or through inhalation of aerosols containing the virus.

There are studies that suggest the accumulation of potentially infected aerosols in enclosed spaces.

## **4 – PREVENTATIVE COMMUNITY MEASURES**

### **4.1 General community measures**

- Any member of the school community who has a temperature of more than 38°C, a cough, difficulty breathing, partial, complete loss or alteration of their sense of taste or smell must remain at home and inform the Leadership Team.
- Mandatory use of mask upon and after entering the school building for all students from Form 5 upwards, staff members and visitors;
- The use of a mask is highly recommended for students between Form 1 and Form 4, upon and after entering the school building
- Disinfection of the soles of shoes using the disinfectant floor mat on entrance and exit from the building;
- Respect social distancing, according to the updated guidelines issued by the health authorities (DGS);
- Avoid greetings involving physical contact;
- Frequent and correct hand washing using liquid soap and water, scrubbing the hands rigorously for at least 20 seconds.
- Reinforce hand washing before and after contact with food, after the use of toilets, and after contact with surfaces in public places (door handles, etc.);
- Alternatively, use an alcohol based sanitizer for hand washing;
- Use paper tissues (single-use);

- Place used tissues in a dustbin and wash your hands afterwards;
- Cough or sneeze into a tissue (single-use) or into the sleeve, and not into hands;
- Avoid touching eyes, nose and mouth;
- Use the different entrance and exit points to the building as indicated for different groups of students and staff;
- Follow the differentiated schedules and flow plans to minimise the crossing of large groups of people, including:
  - a. Staggered times to enter and exit the school building;
  - b. Staggered times as well as flow plans to enter and exit the classrooms.
  - c. Staggered breaks and lunches.

#### **4.2 Use of masks**

- Place a poster with the correct procedures for mask use in each classroom;
- Avoid touching the eyes, nose and mouth;
- Avoid touching the front of the mask;
- Change the mask whenever it is damp;
- Wash hands before and after removing the mask;
- Remove the mask using the ties/elastics;
- Discard in a waste container without touching the front;
- Drink water outside the classroom as removing masks in the classroom is not permitted;
- Remove the mask only for the time strictly necessary for lunch, folding it with the inner part to the inside. Then place it in a case/bag only for that purpose.

### **5 – ACCESS TO CLIC**

Until otherwise indicated, only staff and students may enter the school building. In order to ensure physical distancing and minimize the risk of contamination, anyone who is not essential to the operation of CLIC will not be able to enter the building.

Where strictly necessary, an authorization may be given. In these cases, the following are mandatory: the use of a mask; disinfection of the soles of the shoes, using the floor mat provided, when entering and leaving the building and the use of hand sanitizer. Temperature will be measured upon arrival, entry will not be permitted when the visitor has a temperature equal to or greater than

38°C, or displays any other possible symptom of COVID-19. All visitors are required to complete a visitor register.

## **6- PREVENTATIVE MEASURES AT CLIC**

### **6.1 – General Measures**

- Keep community members informed using the materials made available by the health authorities (DGS);
- Cleaning procedures will take place in accordance with health authority (DGS) Guideline 014/2020;
- Preschool and Reception students should be dropped off at the side door, by their guardian (use of mask recommended), or by a person designated by them, and handed over to a member of the Auxiliary Staff;
- The remaining pupils should go to their designated door on their own, in a safe manner;
- If students are brought to school by car, the person bringing them MUST remain in their car during drop-off. Students should collect their own bag (it is strongly recommended that children have their bags and coats next to them in the car, rather than in the boot, to facilitate independence) and go into school by themselves, returning by themselves to the car at the end of the school day. In view of this, drivers should be particularly vigilant and drive slowly while on the school grounds.
- Temperatures will be measured upon arrival, and entry will not be permitted when a temperature is equal to or greater than 38°C, or if another possible symptom of COVID-19 is detected;
- Members of the school community should enter their classroom as quickly as possible, respecting the rules of physical distancing.
- The classroom doors will remain open to increase ventilation. Where possible, the windows will also be opened to further increase ventilation;
- Rooms that are not in use will remain closed;
- Classes will be organized so that each group has a fixed room, whenever possible;
- Each student will have a fixed place within the room whenever possible;
- The number of students per class will ensure minimum distance following the most recent health authority (DGS) guidelines;
- Several places and times of entry/exit, intervals and meals will be established in order to minimize the crossover between groups;
- Signs to indicate flow of foot traffic will also be placed near entrances/exits and along corridors with the same purpose;

- There will be distance markers to queue in order to ensure social distancing;
- Student use of the bathrooms will be controlled to avoid the possibility of overcrowding;
- Each student must bring their own school supplies as sharing will not be allowed;
- It will not be possible to bring toys or balls from home;
- Students may not remain at CLIC beyond the established time;
- The Isolation Room will be reorganized and equipped with all recommended items;
- Testing for SARS-CoV-2 will take place following the guidelines in the National Testing Strategy and according to DGS Standard 19/2020.

### **6.2- Cleaning and hygiene (DGS Guideline 014/2020)**

- All rooms and communal areas will have hand sanitizer;
- The cleaning team will manage the waste on a daily basis in accordance with health authority (DGS) guidelines;
- The rooms will be disinfected when there is a change of group or every two hours;
- The teacher's desk, including the computer keyboard, will be cleaned between lessons;
- Toilet facilities will be cleaned after each break and at the end of the day;
- Communal areas and surfaces will be disinfected 6 times a day;
- Rooms used for meals will be disinfected immediately after use;
- Toys in preschool will be used in rotation and will be disinfected after use;
- The areas used by staff only will be disinfected after each break and at the end of the day.

### **6.3 - Transport of children**

- Availability of alcohol-based solution (70% concentration) at the entrance and exit of the vehicle;
- The vehicle will be decontaminated after each trip, according to the health authority guidance (DGS) (Guidance 014/2020 March 21st);
- Each student will have a fixed seat in the bus;

Measures shall be taken by all users when using public or private passenger public transportation in accordance with existing legislation and DGS Guideline 027/2020:

1. Use of certified community mask or surgical mask;
2. Respect the flow of movement signs and the recommended measures in each means of transport;
3. Maintain maximum distance between users, ensuring the recommended physical distancing between people, during the waiting period and use of transport;
4. Adequately ventilate the means of transport used;
5. Comply with respiratory etiquette;
6. Disinfect or wash your hands after touching surfaces or objects;
7. Refrain from using public transport whenever you have any symptoms.

#### **6.4 - Organization of the Isolation Room**

The isolation rooms are properly identified and equipped with a telephone and with the following items:

- chair or stretcher;
- water and some non-perishable food;
- rubbish bin (with foot pedal and bin bag);
- hand sanitizer;
- paper towels;
- surgical masks;
- disposable gloves;
- thermometer;
- disposable aprons;

#### **7- CONTAINMENT PROCEDURES**

If infection is suspected and the student/staff member is not in the school, it is up to the guardian/staff member to inform the Leadership Team.

##### **7.1- Activation of Contingency Plan**

- If infection is suspected while at CLIC, you should go (be directed in the case of a student) to the isolation area and inform the Leadership Team;

- When heading to the isolation room, you must follow the indicated route, and should not touch any surfaces or interact with third parties;
- When arriving at the isolation room you should immediately sanitize your hands;
- If there is an adult member of staff, they should sanitize their hands and put on a disposable apron and gloves;
- A temperature reading should be taken and the thermometer disinfected;
- While in use, access to the isolation room is prohibited, unless the person in isolation is a minor, in which case he/she will be accompanied by an adult who must be properly equipped;
- Wait at least 20 minutes after the sick person, or person suspected of being sick leaves the isolation/quarantine area and, only then, start cleaning procedures safely;
- After use the isolation room must be cleaned and disinfected by cleaning staff wearing PPE;
- Cleaning and disinfection will be reinforced, especially on surfaces which may have been handled or items which were used by the suspected case, and therefore most likely to be contaminated; Particular attention will be paid to cleaning and disinfecting the area previously being used by the suspected case;
- Any rubbish produced by the suspected case should be double-sealed in two strong plastic bags, secured with two tight knots and preferably with an adhesive or tie-closure, then disposed of in a rubbish bin after 24 hours (never in recycling bins);
- If the infection is confirmed, CLIC will follow any hygiene and disinfection measures defined by the health authorities (DGS);
- If the infection is confirmed, CLIC will inform the school community of the procedures to be taken in accordance with the health authority, and implement all necessary measures.

## **7.2 – Procedures for suspected COVID-19 case**

### **Case Management**

In view of the identification of a possible or probable case at CLIC, in accordance with the definitions set out in DGS Standard 020/2020, the following steps should be taken under DGS Standards No 004 and 015/2020:

1. Follow all the procedures contained in the Contingency Plan and contact the leadership team;

2. Head to the isolation area, using the predefined circuits. In the case of a minor, they should be accompanied by an adult.
- Contact the parent or guardian of the child to inform them of the situation and enquire about possible contact with any confirmed or probable case of COVID-19. The parent/guardian must then go to CLIC, preferably in their own vehicle.
  - Contact the appropriate Health Authority, whose telephone contacts and email address must be up-to-date and easily visible in the isolation area, as well as being saved on the mobile phone of the leadership team and the Director of the school.
  - In the isolation room, the parent /guardian, or the adult themselves, should contact **SNS 24 (808 24 24 24)** or other lines created for this purpose and follow the instructions given to them. The Director/Leadership Team may make telephone call if he/she has prior authorization from the parent.

#### Following telephone screening:

**If the case is not validated as being a possible or probable case of COVID-19** (SNS 24 or other lines), the person follows the normal procedure of the school for other health issues. The procedures contained in the Contingency Plan for COVID-19 end and the "Flowchart of action before a possible or probable case of COVID-19 in the school" no longer applies.

**If the case is considered validated as a possible or probable case of COVID-19** (SNS 24 or other lines) it will be dealt with according to its severity;

**The relevant Health Authority shall be informed of the situation by CLIC, regardless of whether or not the parent has contacted SNS 24 or other lines set up for this purpose.**

The SNS 24 or the relevant Health Authority:

- prescribes the test for SARS-CoV-2;
- clarifies the care to be taken pending laboratory confirmation and on the following procedures (as applicable to DGS Guideline No 010/2020).

The trip home, to the health services or to the place of testing must be made, if possible, in the adult's own vehicle or that of the parent. If this is not possible, a private vehicle should be used and public transport should not be used.

- Carries out risk assessment, and informs which procedures are to be adopted.

#### **ACTION TO BE TAKEN WHEN CONFRONTED WITH A POSSIBLE OR LIKELY CASE OF COVID-19**

**Where the relevant Health Authority deems it necessary, via the local Health Care Units (USF/UCSP) and following the guidelines in Standard 004/2020, it may implement proactive prevention measures such as those below, pending laboratory confirmation:**

- i. Determine prophylactic isolation and screening of direct contacts according to Standard 015/2020;
- ii. determine the monitoring of the signs and symptoms of the case in prophylactic isolation, assessing and recording body temperature 2 times a day (morning and night) and being aware of the appearance of new symptoms, or worsening thereof, compatible with SARS-CoV-2 infection, in accordance with Standard No. 004/2020 of the DGS; if symptoms worsen or others arise, you should contact SNS 24.

## **ACTION TO BE TAKEN WHEN CONFRONTED WITH A CONFIRMED CASE OF COVID-19**

If the laboratory result indicates that a case has been confirmed, the relevant Health Authority will act accordingly, via its local Health Care Unit by carrying out:

Screening of high and low risk contacts;

The people considered to be high risk contacts are those who:

**Live with the confirmed case**, except those who are fully vaccinated and have received their booster, according to Standard 002/2021, or those who have been infected with SARS-CoV-2/COVID-19 in the 180 days preceding the end of the isolation period;

The people considered to be low risk contacts are those who are in any other situation.

The relevant Health Authority, in accordance with the risk evaluation they have carried out, will inform the school, the positive case(s) and their contacts of the **individual and collective measures which should be put in place:**

- i. Isolation, exclusively for those identified as high risk;
- ii. Clinical monitoring;
- iii. Cleaning and disinfection of surfaces and the ventilation of rooms most used by the possible, likely or confirmed case, as well as of the isolation room (Guideline 014/2020);
- iv. Rubbish produced by the possible, likely or confirmed case should be double-sealed in two strong plastic bags, secured with two tight knots and preferably with an adhesive or tie-closure, then disposed of in a rubbish bin after 24 hours (never in recycling bins);
- v. Without prejudice to the preceding paragraphs, by determination of the relevant Health Authority, it may be necessary to apply exceptional measures to contain outbreaks, in conjunction with the Regional Health Authorities.



**When a case is confirmed, the procedure is as follows:**

- Remain in isolation at home:
  - a. **If you have no symptoms or very light symptoms**, remain in isolation for 7 days, with self-monitoring of symptoms. On the 7<sup>th</sup> day you will be released without the need for a test. If there is a change in your health, you should contact SNS 24.
  - b. **If you have moderate or serious symptoms**, remain in isolation for 10 days and you will be released without the need for a test.

If you have a temperature for longer than 48h or a temperature higher than 40°; shortness of breath/difficulty in getting your breath; lose consciousness; have a cough with purulent sputum; persistent vomiting or diarrhoea, amongst other symptoms, contact SNS24 808 24 24 or 112.

If the confirmed case has been identified outside the educational establishment and the case has attended the same establishment, all steps in the Contingency Plan, including immediate contact with the Focal Point, must be followed.



## 7.2 Contact Tracing

The rapid identification of people who have been in contact with a confirmed case of COVID-19, ensuring the identification of possible secondary cases, with a view to stopping the transmission of the disease.

- epidemiological survey and contact screening (pupils, teaching and non-teaching staff; cohabitants and persons in other contexts that may be relevant) should be begun in the 24 hours following the knowledge of the existence of the case, in accordance with DGS Standard No. 015/2020, regardless of how this information was obtained.

The risk of getting SARS-CoV-2 infection is dependent on the degree of exposure and the vaccine status of the contact. Contacts are classified as high risk or low risk according to the aforementioned parameters. **This risk stratification is carried out by the relevant Health Authority during the epidemiological survey in accordance with DGS Standard 015/2020.**

The relevant Local Health Authority, after identifying and classifying the level of risk for the contacts of a positive case of COVID-19, will implement a number of **individual and collective measures** (DGS Standard 015/2020), including, the completion of a mandatory model for the registering of outbreaks, which will be shared, periodically with school's Leadership Team.

By determination of the relevant Health Authority, it may be necessary to apply exceptional measures to contain outbreaks, in conjunction with the Regional Health Authority.

### **Individual Measures to Be Applied to Contacts**

In accordance with Standard 15/2020, the measures below do not apply to high-risk contacts who have had SARS-CoV-2 less than 180 days previous to the end of the isolation period, nor to those who are fully vaccinated and have had their booster.

### **High-Risk Contacts**

Contacts classified as being **high-risk** are subject to the following procedures:

Isolation;

- If they have no symptoms they will remain in isolation for 7 days with self-monitoring of symptoms.
- They will do a first test for SARS-CoV-2, as soon as possible, ideally, by the 3<sup>rd</sup> day after the last contact with the confirmed case.
- They will do a second test on the 7<sup>th</sup> day after the last contact with the confirmed case. If this test is negative, they may leave isolation.
- They will receive a Declaration of Isolation, to justify their absence from work/school, (teachers, other staff and students).
- If there is any change in their medical condition, they should contact SNS 24 or 112.

If the result of the test above is positive, then it should be considered a confirmed case and the procedure for confirmed cases should be followed.

## **Low-Risk Contacts**

Contacts classified as being **low-risk** are subject to the following procedures:

- Low-risk contacts do not need to isolate.
- Under these circumstances they need to monitor for possible symptoms (in the case of symptoms occurring which might indicate COVID-19 they should contact their doctor or SNS 24).
- By the 3<sup>rd</sup> day after their last contact with the confirmed case they should do a molecular laboratory test (TAAN) or a rapid antigen test (TRAg) done by a health care professional for the detection of SARS-CoV-2.

**In cluster or outbreak situations all contacts (high and low risk) should do a rapid antigen test (TRAg) for SARS-CoV-2 for the rapid implementation of public health measures in accordance with DGS Standard 015/2020.**

## **Collective Measures to Be Adopted by the Educational Establishment**

**The relevant Health Authority may determine in conjunction with the Regional Health Authority, and with the knowledge of the Leadership Team, other collective measures to be applied by the educational and/or educational establishment:**

- i. Intervention in the school environment to prevent cases and outbreaks should be done gradually in order to reinforce preventive measures;
- ii. The measures should be adopted in a phased manner in accordance with the risk analysis carried out by the territorially competent Health Authority;
- iii. Measures, in particular those involving suspension of face-to-face school activity, shall be taken for the period strictly necessary for the investigation and/or isolation of high-risk cases and contacts;

**After receiving confirmation from the relevant Health Authority, the CLIC Director will inform all parents and the rest of the school community of the existence of a cluster or outbreak, of the measures that have been taken and of those yet to be taken.**

- CLIC will communicate to its school community which procedures are to be adopted in accordance with the health authority, and implement all necessary measures;
- Where a student has to remain in social isolation, teachers should allow for the possibility of providing materials through digital platforms that enable the development of learning;
- In the case of a teacher who has to remain in social isolation, they must provide students with online learning which, in the case of the Upper School, can be completed independently and monitored by the teacher.
- If a class or specific sector of CLIC has to close, the school will inform parents;
- The school may determine proactively that direct and/or indirect contacts should move to Home Learning without waiting for official contact by the Health Authorities;
- If the school has to close, the parents will be informed and all measures will be taken to ensure that conditions return to normal as quickly as is possible. CLIC will endeavor to maintain cleaning, disinfection and administrative services;
- In the case of school closure, the Home Learning system used previously will be reactivated;

### **Return of the Confirmed Case to school**

All persons who have recovered from COVID-19, and who have met the determined end-of-isolation criteria, shall maintain compliance with infection prevention and control measures in accordance with the recommendations of the Health Authority.

Those subject to isolation according to DGS Standard 004/2020 will isolate as follows:

- a. Asymptomatic – 7 days, without the need for a test to end isolation.
- b. Symptomatic:
  - Light – 7 days, without the need for a test to end isolation;
  - Serious or mild – 10 or more days according to clinical evolution, without the need for a test to end isolation.

## **8 — EMERGENCY CONTACTS**

**SNS24: 808 24 24 24**

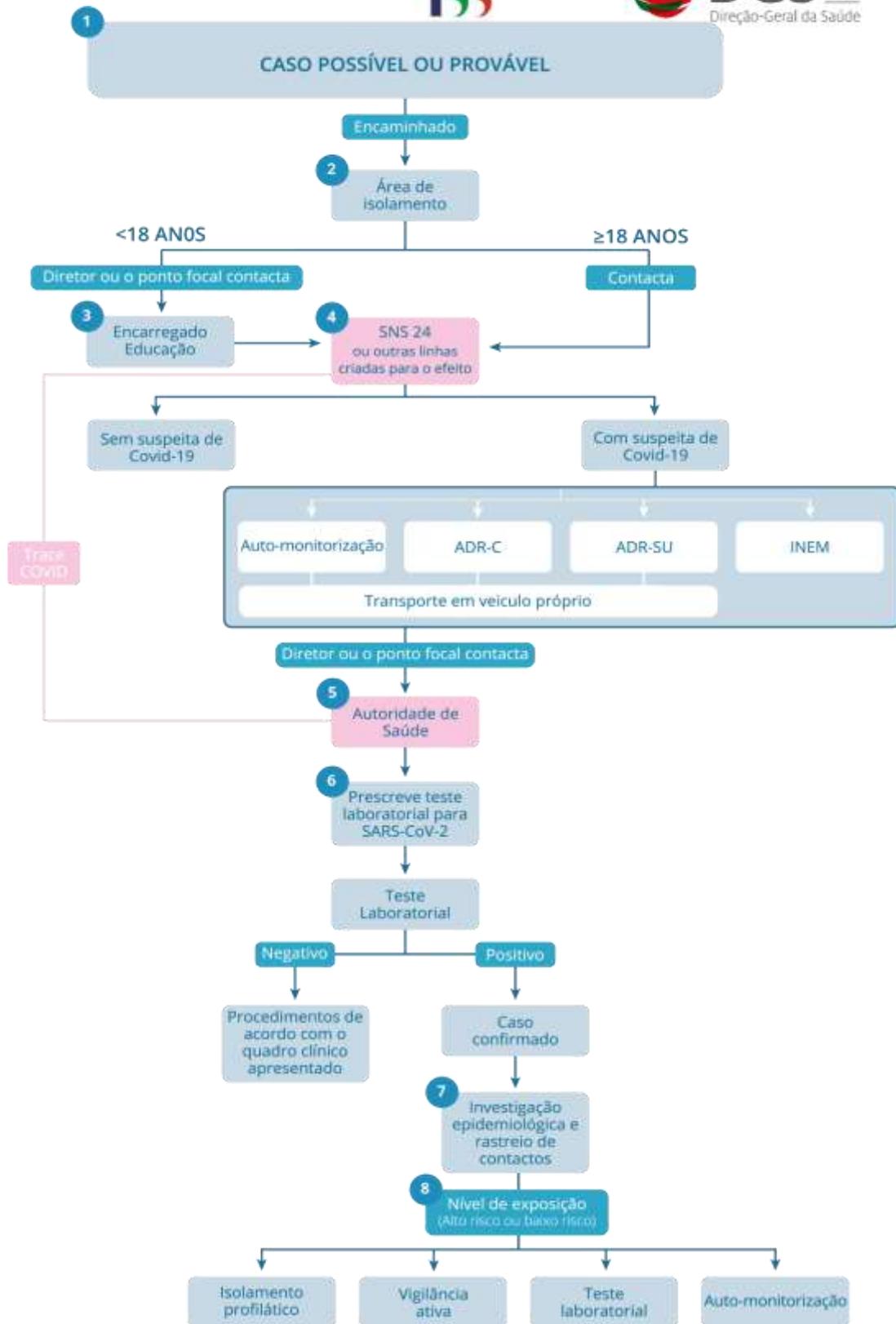
**Saúde Pública (Local health authority): 244 572 923**

**Emergency Services: 112**

**Miss Miguel: 919 656 169**

**Miss McKie: 965 854 892**

**FLOW CHART FOR POSSIBLE/PROBABLE CASE OF COVID-19**



**INFORMED CONSENT**

*For SARS-CoV-2 testing on minors in educational establishments*

Name of school: \_\_\_\_\_.

Name of student:  
\_\_\_\_\_.

Health Service Number: \_\_\_\_\_.

School Year: \_\_\_\_\_.

Name of Parent/Guardian: \_\_\_\_\_.

Relationship of above to child: \_\_\_\_\_.

ID card or Passport no.: \_\_\_\_\_.

Address: \_\_\_\_\_;

Council area: \_\_\_\_\_; District:  
\_\_\_\_\_.

Mobile no.: \_\_\_\_\_; Email: \_\_\_\_\_.

My child had Covid-19 less than 90 days ago [*should not be tested*]

I give permission

I do not give permission

**(Place na X in the appropriate box)**

**that my child, who is a minor, be tested for SARS-CoV-2.**

I declare that I was previously provided with the necessary information relating to the above tests, as well as a guarantee that the data above would not be used for any other purposes. Furthermore, that the results of the aforementioned tests would only be used by the health authorities, in conjunction with Social Security and the Education Board to inform of any positive test results, with the guarantee that all personal data, belonging to myself and my child, would be protected by the Data Protection Act and all other applicable legislation.

\_\_\_\_\_, \_\_\_\_/\_\_\_\_/2021.

Parent/Guardian:  
\_\_\_\_\_