



HEALTH & SAFETY GUIDELINES FOR SCHOOL OPENING

School Year 2020-2021

Revised September 14, 2020

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OVERVIEW AND EXPECTATIONS FOR OUR COMMUNITY

Our top priority for the 2020-2021 school year is to welcome our students, faculty, and staff safely to our new campus.

The following guidelines address many details and considerations surrounding the operation of classes, with the underlying goal of proactively addressing the many variables we may encounter.

This may mean our guidelines evolve or adjust based on a variety of factors, including updated government guidelines.

As a school community, we must remain nimble in the face of the unexpected and flexible as we adjust to many new safety protocols and precautions. Most importantly, we must remember we are a team working together to support our students, and we play a key role by abiding by these established protocols, procedures, and guidelines. Everyone's cooperation and support are crucial to keep our community safe.

With our students at the center of all we do and with our mission, vision, and values to guide us, we introduce the following **Community Health & Safety Expectations**.



COMMUNITY HEALTH & SAFETY EXPECTATIONS

TASIS Portugal Will:

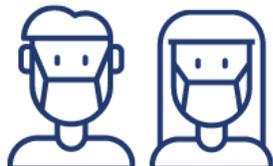
- Make every effort to foster a safe and secure environment for all members of our community as we open.
- Support all students in reaching curricular goals for the academic year, both in skills and content.
- Communicate all related policies and procedures clearly and as often as necessary.
- Enforce these policies and procedures for the safety and well-being of all.

Parent/Guardian Principles

- Be flexible if the School's plan must change to comply with changing local government regulations.
- Model and promote adherence to all guidance related to physical distancing and personal protective equipment, as well as identification, tracing, and monitoring of possible infection.
- Closely monitor the health of your children and other members of your household through daily temperature checks and attention to symptoms.
- Inform the nurse promptly of a positive test or suspected exposure of COVID-19.

Student Principles

- Closely follow all newly-established routines, policies, and procedures.
- Communicate any health concerns to the School's nurse or a family member.
- Follow all directives regarding physical distancing, hand washing, and face coverings.
- Become familiar with and follow all related rules and regulations included in the school handbook regarding identifying, tracing, and monitoring possible infection.



SCHOOL OPENING CONSIDERATIONS

Guidelines & Safety

The following plan and guidelines are in place for September school start. However, this will be an active document that may evolve based on new medical guidelines and developments, input from the entire school community and advisory group, and our experiences during the teaching and learning process. Despite the proactive protocols established within this plan to support safe onsite learning, changes may be required depending on circumstances beyond our control.

Although the aim of TASIS Portugal is to exceed the government recommendations, there is no such thing as a 100% safe collective environment. Parents/guardians and the school understand that weighing the positive and negative factors of keeping children isolated or bringing them to school and continuing their development implies an agreement of compromise among all participants in the school community, accepting some degree of risk and employing substantial efforts to limit or mitigate that risk as a joint action plan.

Vulnerability Assessment

- Significantly fewer children get infected than adults (about only 1/3)
- Most of those who do have the virus display mild symptoms, if any
- Research indicates that children may not spread coronavirus as much as adults - London School of Hygiene and Tropical Medicine
- Nevertheless, children can act as unseen carriers, and are important links in community transmissions chains
- The evidence indicates adults are the most susceptible to the severe symptoms of the COVID-19 virus.

Please follow the Safety Guidelines we present in this document and review them with your child.



SCHOOL COMMUNITY AND FAMILY ACTIONS

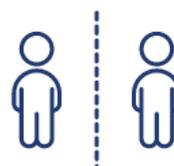
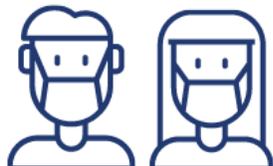
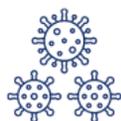
Coming to School: Self-Assessment

Before campus is opened, and periodically during the year, we ask that each family and school employee complete a Self-Assessment Form that relays any known health and/or exposure issues that may affect the ability of each child to return safely to the classroom and school setting.

These guidelines will continue to evolve based on new information and recommendations from the medical community, our parent advisory committee, and our school community.

Health Screening Inventory Questions

- Are you or any of your children/family members ill?
- If you had a fever, have you been fever-free for at least three days without taking medication to reduce a fever?
- Have you or a family member experienced any of the following symptoms?
 - Fever (38 C° or over)
 - Cough or shortness of breath
 - Sore throat
 - Chills
 - Muscle aches
 - Headache
 - Loss of taste or smell
 - Abdominal pain, nausea, vomiting, or diarrhea
- Have you or any of your family members been exposed to COVID-19?
- Have you or a house member traveled for work or pleasure outside Portugal in the last 14 days?
- Has anyone diagnosed with COVID-19 been cleared by a physician?



HOME-SCHOOL SAFETY GUIDELINES

All students must have a temperature check at home prior to arriving at TESIS Portugal each day. If your child displays any symptoms, do not bring them to school and immediately inform the school nurse and health services.

- TESIS Portugal families must inform the school nurse should someone in the family display typical symptoms and/or a temperature of 38° C or higher
 - Should these be present, the child must stay home.
 - If the child displays symptoms while at school, he or she will be isolated and sent home.
 - If you believe your child's symptoms are unrelated (ex: allergies), contact the school nurse for further guidance.
- TESIS Portugal families must immediately inform the school nurse should anyone in their family or other close contacts test positive for COVID-19.
- Individuals who show COVID-19 symptoms identified in the box below unrelated to known health issues (ex: allergies) must stay home. They must be symptom-free for at least 48 hours before returning to school.
- Individuals who test positive for COVID-19 must be symptom-free before returning to school and have a negative COVID-19 test.
- Individuals who have been in unprotected contact with infected persons must stay home for at least 14 days and must be free of symptoms for at least 48 hours before returning to school.
- If your child displays symptoms, **do not bring him or her to school and inform the school nurse.**

Symptoms	Action Taken
Temperature of 38° C or higher	Stay home
Any of the following: persistent cough; breathing difficulties; muscular aches; sudden loss of taste and smell; diarrhea; vomiting; headache; conjunctivitis; and runny nose	Stay home

CONTINGENCY PROTOCOL

At the school entrance, or at any moment while at the school, if someone is found with confirmed high temperature (38° C or higher) and/or several COVID-19 symptoms, the following contingency protocol will be initiated as a precautionary measure:

1. The individual will be immediately separated from the rest of the population and the school nurse will conduct the individual to the isolation room on the first floor of the school through a designated contact avoidance route.
2. Guardians or family will be notified immediately by email and phone using the contact details in the individual's school file (please ensure they are current).
3. The National Health Service as well as the local health authority [SNS 24 – 808242424](tel:808242424) will be notified by the parent or the school nurse. The health service will prescribe the SARS-CoV-2 test and provide further directions.
4. All displacements should be made using the person's own vehicle or that of the child's guardian.
5. Any individuals in immediate proximity to the suspected case will be separated from the rest of the school population and preemptively isolated.
6. The school nurse will inform the family or caretaker of any isolated individuals of the "need to isolate," using the contact details in the individual's school file (please ensure they are current).
7. A contact tracing interview will be performed within the first hour of notification to identify additional potential close contacts including students, teachers, etc.
8. The maintenance team will engage in rapid and effective decontamination of all facilities and equipment used by or near the suspected case and will take special precautions with potential garbage or residues produced by enclosing them in double bags that will be discharged in a container after a 24hr period.
9. If the suspected case is confirmed negative, all isolated individuals may resume normal activities.
10. If the suspected case is confirmed positive, all the isolated individuals must take the SARS-CoV-2 test and initiate a quarantine period of 14 days under close surveillance for worsening symptoms.
11. Anyone who tests positive may only resume their normal activities after the 14-day quarantine period and must have a negative test result with medical clearance.
12. Until suspected cases are cleared safe (have tested negative for SARS-CoV-2) the local health authority will manage all supplementary measures.

SCHOOL SAFETY GUIDELINES

Mask Use

In accordance with the last update of DGS –General Direction of Health, the use of face masks/respirators covering both nose and mouth is mandatory for students in 5th Grade (10 years old) and older.

The only exceptions to this mandate are physical education activities (where physical distancing will be observed), seated meals, and time spent in outdoor areas.

Cleaning & Disinfection

- Prior to each school day, every classroom and building that will be used and all air conditioning ventilation systems will be thoroughly sanitized.
- Frequency of cleaning and disinfecting high contact surfaces both during the day and after school hours will be increased:
 - Tables, desks, chairs, reusable materials, door handles, elevator/lift buttons, stair railings, coffee machines, and other high-touch objects and surfaces will be cleaned and disinfected regularly. Surfaces like light switches, ramps, door handles, and bathrooms will be cleaned numerous times throughout the day.
 - If a classroom is used by the same students all day, the classroom will be sanitized at the end of each academic day.
- If a classroom is used by multiple groups of students, all touching surfaces (door handles, light switches, table tops, etc.) will be sanitized before the next group enters.
- A new air conditioning and ventilation system has been installed, ensuring full room air renewal every 12 minutes.
- Staff has completed training on cleaning protocols and best practices.
- Investment in research-proven cleaning products necessary for campus disinfection.
- Additional hand washing stations have been installed in every room.
- Classrooms are equipped with hand sanitizer/soap and disinfectant products to wipe down high-contact surfaces during the day.
- Cleaning frequency and locations are documented.
- Water taps are equipped with proximity sensors for contactless operation.

SCHOOL SAFETY GUIDELINES

Physical Distancing

- Strict enforcement of 1 meter of space between individuals on campus and in classrooms.
- Staggered drop-off and pick-up schedule.
- Wide hallways for efficient and spaced traffic flow.
- Students grouped into “bubbles” for recess and fewer groups scheduled per recess period.
- Classroom set-up will depend on physical distancing guidelines according to the size of the room.
- Elementary students will stay in only one classroom throughout the morning whenever possible.

Temperature & Symptoms Screening

- All students and faculty will have their temperature taken upon entering campus.
- Teachers will refer to a symptoms checklist as needed.
- Parents will take their child’s temperature prior to coming to campus.
- Students showing symptoms of illness will be referred to the school nurse for evaluation.

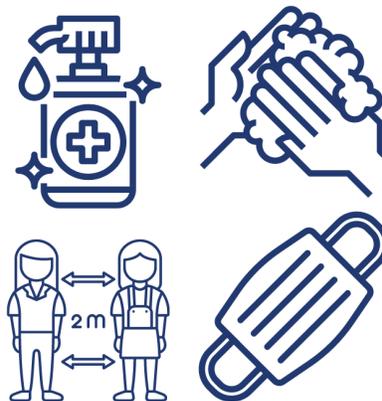
Personal Hygiene

- Everyone’s hands will be sanitized with alcohol-based solution upon school entry and washed with soap-based liquid after each recess and during classroom transitions.
- Personal learning materials will be issued to each student.
- Students will have assigned mats for rest time (PK-K).
- Mat covers/blankets will be sent home Wednesdays & Fridays for washing (PK-K).
- Mat covers/blankets will be kept in sealed bags on Mondays, Tuesdays, and Thursdays (PK-K).
- We will schedule regular surface cleanings during the day.
- Materials/toys will be cleaned and disinfected daily.
- We encourage safety during the developmentally-important social interactions/play time.
- TESIS Portugal has acquired enough tableware and trays so that any items used are removed from the dining hall and fully washed and disinfected before being used again the next day.
- Clothing changes in the Early Learning Center will be performed with the utmost sanitization procedures (gloves, mask, special disposable bag, disinfectant baby wipes, in a separate area)

SCHOOL SAFETY GUIDELINES

Individual Safety Suggestions

- Bring a personal reusable water bottle for exclusive individual use.
- Pack a personal pack of tissues.
- **TASIS Portugal families** of students in fifth grade and higher (age 10 and up) **must supply** their children with **two (2) face masks per day**.
 - Consider a smaller size for children.
 - Students should keep the second face covering in a sealed plastic bag inside their backpacks.
 - Maintain hygiene of reusable face masks. Wash frequently.
- Always wash or sanitize hands before putting on a face covering.
- Remove the face covering from the back of the head and wash or sanitize hands immediately.
- Do not touch other students under any circumstances.
- Keep your hands away from your face.
- Always wash your hands at the start of class, before putting on a mask, after a sneeze, after breaks, and after using the bathroom.
- Do not share any school materials (computers, books, paper, pens, scissors, etc.) or personal belongings.
- Teachers will wear masks and/or full-face visors.
- Teachers will be trained in COVID-19 safety protocols.



SCHOOL SAFETY GUIDELINES

Visitors

- **Parents** are ONLY allowed on campus for emergencies and must be accompanied by the school nurse.
- **Visitors** are discouraged and only admitted when necessary. They must have prior approval from the department they are visiting and follow all health and hygiene guidelines.
- **Parents of sick children** will be contacted by the school nurse.
- **Suppliers** must schedule deliveries with TESIS Portugal's office.
- **Construction workers** are not allowed inside the campus during school hours.
- **Prospective families** will visit the **Admissions Office**, located outside of the school.

Health Center

- TESIS Portugal has a full-time nurse.
- If a student must be isolated or sent home, he or she will be provided with a face mask and will be isolated until picked up by a parent.
- A student does not need to display every symptom to be sent home.
- The school nurse will inform the local health authorities when appropriate and will always escort parents during their emergency presence on campus.

Potential Symptoms of COVID-19	Action Taken
Temperature of 38° C or higher	Stay home
Any of: Sore throat, persistent cough, breathing difficulties, muscular aches, sudden loss of taste and smell, diarrhea, vomiting, headache, conjunctivitis, runny nose	Stay home

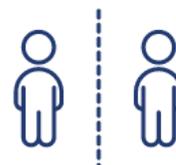
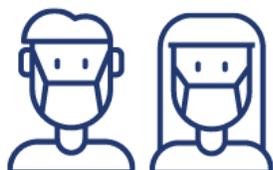
ARRIVAL ON CAMPUS

New Routine

Until the COVID pandemic is under control, our procedure is for students to report to first period after temperature check, not to homeroom.

Entry to the School

- Follow mask guidelines listed earlier.
- Students and teachers must enter and exit the building maintaining 2 meters distance from each other.
- Once students enter the school, they must go directly to their first assigned class.
- Mandatory temperature checks and hand sanitizing will take place at all designated campus entrances, and the following guidelines must be adhered to:
 - Students must only enter or exit campus at designated times and locations per the published schedule.
 - Students must respect staggered entry and exit times and locations.
- Supervision is in place during arrival/entry and dismissal/exit times to ensure smooth entry and exit to/from campus and movement within campus.
- The meal preparation & serving team (7 PAX) will follow the same strict building entry and permanence protocol as school staff.



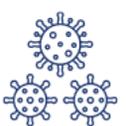
DROP-OFF & PICK-UP

- Drop-off and pick-up will occur by grade group: Preschool, Kindergarten, and 1st through 7th Grades.
- Student drop-off: A yellow strip painted on the road indicates the only suitable area for drop-off, **from the right side of the vehicle only**. Drivers should only exit their vehicle to assist younger children (no entry to the school premises permitted).
- After drop-off, the vehicle driver must return to the normal black road area and depart. Any circulating in the yellow strip area is forbidden.
- When parking, use the underground parking (Level –1) at the south entrance of the school (near the cinema). After parking, take the elevator or stairs to access the drop-off location. *Reminder: you may not enter the school premises or stand at the school entrance.*
- Supervision and support is present upon arrival and departure to ensure the smooth and welcoming flow of student arrival and departure.
- Administrators, school staff, and school nurse conduct temperature checks.

Grade	Location	Drop-Off Time Window	Pick-Up Times
PK 1 & 2	Front of School	Beginning @ 8:20 am, must arrive by 9:00 am	3:10 pm Clubs until 4:00 pm Extended Care until 5:00 pm
Kindergarten	Front of School	Any time after 8:20 am, but before 9:00 am	3:50 pm Clubs until 5:00 pm Extended Care until 6:00 pm
Grades 1-7	Front of School	8:00 am – 8:30 am	3:50 pm Clubs until 5:00 pm Extended Care until 6:00 pm

APPENDIX:

Glossary and COVID-19 Information



GLOSSARY OF KEY TERMS

Case Investigation & Contact Tracing

Fundamental activities that involve working with a patient who has been diagnosed with an infectious disease to identify and provide support to people (contacts) who may have been infected through exposure to the patient. This process prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not.

Close Contact

Someone who was within 6 feet of an infected person for at least 15 minutes, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

Confirmed COVID-19 Case

Report of person with COVID-19 confirmed by laboratory evidence.

Incubation Period

Period of time between exposure to an infection and onset of symptoms, that may vary from 1 to 14 days from original infection.

Isolation

Keeps someone who is sick or tested positive for COVID-19 (with or without symptoms) away from others, even in their own home.

Quarantine

Keeps a person who was in close contact with someone who has COVID-19 away from others.

Suspected COVID-19 Case

Report of person with several COVID-19 symptoms.



CORONAVÍRUS (COVID 19)

ESSENTIAL PROTECTION MEASURES!



WHEN SNEEZING OR
COUGHING, COVER NOSE
AND MOUTH WITH
FOREARM!



WASH HANDS THOROUGHLY
AND FREQUENTLY

PLEASE CHECK WITH YOUR TEACHER
IF YOU'RE NOT SURE HOW.



DO NOT SHARE ANY
OBJECTS OR FOOD!

IN CASE OF ANY DOUBT
PLEASE ASK YOUR TEACHER

MASK USE



HOW TO PUT ON

- 1º **WASH HANDS THOROUGHLY** 
- 2º **VERIFY CORRECT POSITION** 
- 3º **HOLD AND PUT MASK ON BY THE ATTACHEMENT POINTS** 
- 4º **ADJUST PROPERLY TO FACE**
Over the nose and below your chin 
- 5º **DONT LEAVE NOSE AND CHIN UNCOVERED** 

DURING USE

- 1º **CHANGE WHEN WET OR SOILED** 
- 2º **DONT REMOVE FOR SNEEZING OR COUGHING** 
- 3º **DONT TOUCH EYES, FACE OR MASK**
If so wash hands immediately 

PROPER REMOVAL

- 1º **WASH HANDS BEFORE REMOVING** 
- 2º **REMOVE BY THE RUBBER BANDS** 
- 3º **DISCARD PROPERLY IN A BIN WITHOUT TOUCHING THE MASK FRONT** 
- 4º **WASH HANDS WELL** 

TRANSPORT & CLEANING OF REUSABLE MASKS

1. Transport mask in breathable bag or container, keeping them clean & dry.
2. If using a community mask always verify that it is certified.
3. Wash and dry well after each use , following manufacturers instructions.
4. Verify maximum reuse according to manufacturer instructions.

COVID-19

HAND WASH (70% Alcohol based solution)



Minimum Washing Time: 20 Seconds

Wash your hands for the amount of time it takes to sing "Happy Birthday" twice!



01 Apply enough liquid to cover your hands



02 Rub your hands together



03 Rub the back of each hand and clean in between the fingers



04 Rub your hands together and clean in between your fingers



05 Rub your thumbs using the opposite hand



06 Rub the tips of your fingers on the palm of each hand

When should you wash your hands?

- After using the toilet
- Before eating or handling food
- After blowing your nose, sneezing or coughing

COVID-19

HAND WASH (water and soap based solution)



Minimum Washing Time: 20 Seconds

Wash your hands for the amount of time it takes to sing "Happy Birthday" twice!



Water the hands



Apply enough soap to cover all hands surfaces



Rub the palms on each other



Cross fingers Palm with palm



Rub each thumb at a time with the other hand palm



Rub the fingers in other hand palm alternately



Rub the wrist with opposing hand and alternate



Rinse hands thoroughly



Dry hands with disposable paper towels

NEW CORONAVIRUS | COVID-19

HOW TO SELF-ISOLATE



STAY AT HOME

Do not go to work, school or public places, and do not use public transports.



SEPARATE YOURSELF FROM OTHERS

You must stay in a separate room and avoid shared or communal areas.



DO NOT SHARE ITEMS

Do not share plates, drinking glasses, kitchen utensils, towels, bed linen or other house items.



DO NOT HAVE VISITORS

Do not invite or allow visitors to enter your home. If you want to speak to someone outside your household, use the phone or other means of contact.



CALL THE DOCTOR FIRST

Avoid unnecessary travel to health services by seeking advice first by phone.



WASH YOUR HANDS

Wash your hands often and thoroughly with soap and water for at least 20 seconds, or use a hand sanitiser.



MASK, ONLY IF NECESSARY

If recommended, you should wear a mask when you are with other people.



COUGHING AND SNEEZING

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues into a lined rubbish bin, and immediately wash your hands.



MONITOR SYMPTOMS

Measure your temperature daily and inform if symptoms have worsened.



TAKE CARE WITH WASTE

All waste that you have been in contact with should be put in a separate plastic rubbish bag and disposed of separately.

PERIOD OF ISOLATION

If the Health Authority issues a prophylactic isolation order, **you must stay at home with social restrictions and will be contacted daily by your Local Health Authority.**

1 – STAY AT HOME

Do not go to work, school or public places and do not use public transports or taxis until the isolation period is over. If you need groceries, purchases or medicines, ask for help or place orders over the phone – *deliveries must be placed on the doorstep with no contact from the courier.*

2 – SEPARATE YOURSELF FROM OTHERS AT HOME

If you **live with others**, you must distance yourself from them. Stay in a separate well-ventilated bedroom with the door shut. If possible, have a bathroom just for yourself. If you have to share a bathroom, then use it after everyone else and do not share personal items such as towels and toiletries. Only leave your bedroom if absolutely necessary and wear a mask. Avoid shared or communal areas, including during meals.

3 – CONTACT THE HEALTH AUTHORITY

If you develop symptoms, or if for reasons of force majeure, you need to leave the house, always call the health professional who accompanies you first and follow the instructions given.

4 – USE A MASK

Wear a mask when you are with other people, the others must wear one.

NEW CORONAVIRUS | COVID-19

PERIOD OF ISOLATION

5 – WASH YOUR HANDS REGULARLY

Wash your hands **often and thoroughly with soap and water for at least 20 seconds** and help the person you are caring for to wash their hands too. **Avoid touching your eyes, nose and mouth.**

6 – PROTECT THOSE AROUND YOU

When coughing or sneezing, **cover your mouth and nose with a disposable tissue. If you don't have a tissue**, cough or sneeze into your upper sleeve, not your hands. Throw used tissues into a closed waste bin and immediately wash your hands with soap and water for at least 20 seconds.

7 – AVOID SHARING HOUSEHOLD ITEMS

Do not share plates, drinking glasses, kitchen utensils, towels, bed linen or other household items with people you live with. After using these items, **wash them with soap and water or in the dishwasher** at high temperatures (70-90°C).

8 – MONITOR YOUR SYMPTOMS

Take your temperature with a thermometer two times a day. If you develop symptoms, call the **health authority**.

9 – DO NOT HAVE VISITORS

Only those who live with you should be in your home. **Do not invite or allow visitors to enter your home during the period of isolation.** If you need to speak to someone outside your household, use the phone or other means of contact.

10 – BE AN AGENT FOR PUBLIC

Adhesion to the recommended measures by the whole community can help reduce the risk of transmission from COVID-19. It is important that **everyone** adheres and promotes these measures.