

1. Students

Classes will be face-to-face for all students from September 2020.

Schools are obliged to ensure that all students across early Years, Primary and Secondary can safely attend classes at school, unless an order for partial or total lockdown is issued by the health authorities

2. Setting up of FIXED groups/social units (no mingling)

Primary and Early Years students may be organised in fixed groups with one teacher. Physical distancing will not be necessary in these groups nor will masks need to be worn. However, desks will be positioned one metre apart.

In situations where this cannot happen, then the use of masks and physical distancing of 1.5 metres must be enforced.

In Secondary the fixed group must attempt to stay together during the greater part of the school day, **occupying the same space while inside the building**. In cases where the same classroom is to be used by different groups, then after each use the space must be adequately cleaned and disinfected before the arrival of the next group.

3. Individual Protective Measures

- **Safe distance** of 1,5 metres, and when this is not possible, use of a mask.
- **Hand hygiene:**

For students

1. On entering and exiting the school site
2. Before meals
3. Before and after using the toilet
4. Before and after a change of activity, such as going to the playground

For staff

1. On arrival at the school site and before coming into contact with students
2. Before and after coming into contact with food
3. Before and after accompanying a student to the toilet
4. Before and after using the toilet
5. Before and after wiping a child's nose (disposable tissues only)
6. At least once every two hours

Handwashing may be promoted and encouraged among Young children through videos, songs and posters which explain good hand hygiene.

- Using a mask:

- From 3 to 6 years (Nursery - Y1): Non- obligatory
- From Y2 to Y13: Non-obligatory when in the same group and within the classroom. Required when the safe distance of 1,5 metres cannot be maintained. TYPE OF MASK: Hygienic type which complies with UNE standard.
- **Staff:** RECOMMENDED in fixed groups. OBLIGATORY for staff who teach different groups or when the safe distance of 1,5m cannot be maintained in a fixed group.

Requirements to access the school site:

- Absence of COVID-19 symptoms (Cough, fever, difficulty breathing, feeling unwell, diarrhoea...)
- No close contact or shared dwelling with anyone who has been confirmed positive or has had COVID symptoms in the 14 days prior

Vulnerable students:

Students with a chronic illness posing a potentially serious health risk if infected with SARS-CoV2, will be evaluated by family/ teachers and their healthcare professionals.

These include:

- Serious respiratory diseases
- Serious coronary conditions
- Auto-immune diseases
- Unsupervised diabetes
- Neuromuscular illness or moderate to serious encephalitis.

Vulnerable staff:

The school's Risk Prevention authority (Giropreven) will assess if those who suffer who are at particular risk from coronavirus should be in contact with students

This would include:

- Hypertension
- Diabetes
- Coronary or lung issues
- Immunodeficiencies
- Obesity
- Pregnancy (will merit special attention)

Control of symptoms

Parents or guardians of those under 18 must assume responsibility for their children's health and will sign a declaration at the beginning of the school year affirming the following:

- That they are aware of the existence of the pandemic and will adhere to the measures required
- That children displaying COVID-19 symptoms during the 14 days prior will not be brought to school and that the school will be informed immediately of these, in order to take the necessary precautions.

Families will be provided with a list of symptoms (Annexe I)

Cleaning, disinfecting and airing

- Airing

This is one of the principal means of preventing transmission of infection indoors.

Indoor facilities should be aired for at least 10 minutes:

- Before entering school
- 3 times during the school day
- At the end of the school day

Whenever possible, windows will be left open during lessons.

- Cleaning and disinfection

This will be carried out daily according to the established regulations.

Frequent disinfection of surfaces subject to common use is guaranteed (door handles, banisters etc. Doors should be left open to avoid frequent contact with doorhandles....

- Waste management

Tissues should be quickly disposed of in the pedal bins provided in the bathrooms of each building.

Masks, gloves and other items for personal protection may only be disposed of in the containers provided expressly for this purpose at the entrance to the school site.

Welfare and emotional support

Activities which help students to adapt to the new norms are suggested for the early weeks of the school year.

By the same token, the pandemic offers opportunities to consolidate some essential habits:

- Protect oneself as the well as those around us
- Act/Behave responsibly to protect the most vulnerable
- Wash hands frequently and systematically

Managing cases

The school director is responsible for the management of COVID-related protocols within the school.

In the following instances students or staff should not come to school:

- When displaying COVID-19 symptoms
- If they have been diagnosed and asked to isolate as a result of COVID-19
- If they are in a period of quarantine as a result of close contact with a COVID infected person.

When at school someone begins to display symptoms which are compatible with COVID-19:

1. She or he will be taken to an isolated space.
2. A surgical mask must be put on (both the person with symptoms as well as the person taking charge)
3. The family will be contacted to come and collect the person
4. If serious symptoms are displayed 061 will be called.
5. The local Education authority will be informed so that they in turn can notify the Public Health authority.

The symptomatic person should contact their customary doctor/health centre (CAP) so that the necessary steps can be taken.

If the relevant professionals decide that a PCR test for SARS-CoV-2 must be carried out, the child and those with whom he/she co-habits must self-isolate at home until the results are known.

Should the result be positive, the public health authority (Salut Pública) will be charged with isolation and follow-up of the close family members

In this case, the health authorities will decide if the school should close either partially or in full, in which instance classes will continue remotely.

Shared areas

Groups should be rotated as little as possible through common areas in any given day and each turnover will necessitate cleaning and disinfection of the space and materials used.

Students using areas which are shared with others who are not from their regular group (IT, Science labs, art room etc) should contribute to the cleaning of the surfaces and shared equipment before their departure.

Dining room

From September, the dining room will once again be in use as follows:

The dining room will be used as always according to the group

Bearing in mind that this is a space shared by several fixed groups, the following procedures will be in place:

- Fixed groups must sit TOGETHER at the same table or tables.
- Group tables will be separated
- Where this is not possible, at least one chair space will be left vacant.
- Students will eat in several turns to avoid conglomeration
- Between turns all surfaces will be cleaned and disinfected.
- Hand hygiene before and after meals will be monitored.
- Water will be served by dining room monitors
- Students will have a place, with their names, permanently assigned to them on the table with their group.
- Those students who use the school catering service will find their food already served at their place.
- Students bringing a packed lunch from home will sit in their place and ask a monitor to heat their food for them, if so required.
- Only dining room monitors will be permitted to heat student food.
- Once students have finished eating they must once again put on their masks until it is time to go to the playground.
- All staff, both teaching and support, are obliged to wear a mask at all times in the dining room.

Staff should preferably eat in the staff room, but if eating in the dining room they must do so in a specially designated area maintaining a safe distance of at least 1,5m from students.

The school gym

P.E lessons should be delivered in the open air wherever possible, in which case the use of masks is not necessary.

Changing rooms can only be used when adequate cleaning and disinfecting between sessions can be guaranteed.

Playgrounds

Playgrounds must be used by turns and groups will be assigned particular areas whenever more than one fixed group are there at a time.

When two or more groups are on the playground at the same time and the minimum safe distance of 1,5m cannot be guaranteed, then masks must be worn by all.

Staff meeting and work spaces

Measures will be taken to ensure the safe distance of 1,5m, otherwise masks must be worn.

Moving around the school

To avoid a conglomeration of persons at any one particular point, 'routes' for moving around the school will be established to be used at peak times.

Entering and leaving the school

This will be 'staggered' according to the number of persons, fixed groups and entry and exit points available. (SEE ANNEXE III)

Entry and exit points will be established with clear indicators as to which groups can enter or exit where and when.

Groups will enter at 10 minute intervals and must line up outside keeping a safe distance of 1,5m from each other.

Students will enter one by one, passing through the established protocol of temperature control, use of mask, hand sanitiser and disinfection of the soles of the shoes.

Parents or carers should not enter the school site. When this might be necessary and when staff have previously been informed, they must comply with the aforementioned protocol.

The number of adults accompanying the child should be at a minimum and these should comply rigorously with the safe distance measures, the use of a mask and spend as little time as possible at the entrance to the school.

The school will inform the local authority of our entrance and exit times in order for the local police to assist accordingly with mobility.

Moving around the school

Every effort will be made to avoid fixed groups coinciding in corridors or toilet areas. When this is not possible the safe distance must be maintained and masks worn.

Elevators

These will be exclusively reserved for occasional use by those with mobility issues and their carers.

School transport

The regulations as established by the local authority for COVID-19 will be applied.

All passengers must be seated. While all the seats may be used, passengers should seat themselves as far apart as possible, numbers permitting.

Masks should be worn by all and at all times, except when specific ailments prevent this.

At the stopping points it is important that families maintain the safe distance between themselves and other families and that masks are worn.

Early-morning care (from 7.30 to 8.00)

The school will assign an area where the safe distance of 1,5m can be effected. When this is not possible, masks should be worn by both students and monitors.

On entering the school, the same protocol (temperature check, hand sanitiser, shoe disinfection, wearing of mask) will apply as for all other students.

Excursions and residential trips

Schools may go on trips as planned according to the school calendar. In all cases the regulations as established by the health authorities must apply.

A safe distance of 1,5m must be kept – if not, then masks must be worn.

After-school activities

Schools may run after-school activities as usual.

In all cases the regulations as established by the health authorities must apply.

A safe distance of 1,5m must be kept – if not, then masks must be worn.