



CONTINGENCY

PLAN

VERSION 4

ADAPTABILITY & RESILIENCE

CLIP'S INTERNAL PROTOCOL FOR COVID-19

REFERENCE CONTACTS

HEALTH & COVID-19 RELATED QUESTIONS
REPORTING OF CASES OF INFECTION BY SARS-COV-2

FOCAL CONTACT POINT

NURSE@CLIP.PT • 00351 933033094

WEEKDAYS 07:30 - 20:00, WEEKEND 19:00 - 20:00

SNS24

808 24 24 24

LOCAL HEALTH AUTHORITIES — ACES PORTO ORIENTAL

00351 226 167 515

IN CASE OF EMERGENCY, CALL

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INTRODUCTION

CLIP's Senior Leadership Team (SLT) has put into place a series of measures and procedures to ensure the health and safety of its community throughout the academic year 2021-2022.

COORDINATION OF ACTIONS AND PROCEDURES

The coordination of this plan is under the responsibility of the SLT, led by Mrs. Isabel Morgado (Head of CLIP). SLT is in charge of articulating with the relevant authorities (DGS & DGEstE) and with the parental community.

COORDINATION — FOCAL POINT
ISABEL MORGADO • HEAD OF SCHOOL
ANA XAVIER • NURSE
CLÁUDIA TRINDADE • NURSE

EMAIL
nurse@clip.pt

HEALTH/COVID-19 RELATED QUESTIONS / REPORTING OF CASES
00351 933033094

WEEKDAYS 07:30 - 20:00 • WEEKEND 19:00 - 20:00

FOR ANY OTHER ISSUES OR QUERIES, PLEASE CONTACT
bina.rego@clip.pt • carla.cunha@clip.pt

KEY GOALS FOR 2021/2022

1. In person learning throughout the year;
2. Limit the risk of exposure to COVID-19 to all students and staff.

1 • SANITARY CODE OF CONDUCT

On return to CLIP school and for the collective protection of our whole CLIP community from the Coronavirus (SARS CoV-2), **all individual community members are expected to conduct themselves with social and civil responsibility.**

For the safeguard of our community, individuals with any symptoms should stay at home.

Specific guidance is outlined below for students, staff, parents and visitors.

1. Individuals with a temperature of 38C or above, or who experience any of the symptoms below must not come to school. If on school site, the nurse will be contacted immediately and the individual will be taken to the isolation room.
 1. Dry cough;
 2. Difficulty breathing or shortness of breath;
 3. Sore throat;
 4. Nausea, vomiting or diarrhea;
 5. Headache or muscular aches;
 6. Loss of taste or smell.
2. Face masks are required indoors & outdoors for students (F4 and above), staff while on school premises.
3. All must continue to follow hygiene procedures inclusive of
 1. Frequent and correct washing of hands using soap and water, scrubbing them together for at least 20 seconds.
 2. Coughing or sneezing into one's sleeve.
 3. Avoid touching of eyes, nose and mouth.
 4. Using the alcohol-based sanitizers when entering and exiting the building and the rooms within the building.
 5. Using single use paper tissues followed by immediate disposal in a bin.

4. Comply with timetable defined by the school and move according to indications marked at the entrance, exit and within the school building, respecting the defined flows.
5. Comply with physical distancing regulations defined by the school.
6. Items, including food, school materials and devices, can't be shared; non-essential personal items should not be brought in.

2 • ACCESS TO CAMPUS

1. CLIP will operate a closed campus whereby only staff members and students are permitted entry into the school building.
2. Exceptional authorization can be given to parents to access CLIP Administrative Services only when strictly needed. In this situation, parents are expected to wear face masks while they are on the school premises.
3. Some exceptional cases may be considered where a visitor may need to be on-site and decisions to allow access will be made on a case-by-case basis. In these cases, visitors must comply with the set rules.

3 • PREVENTION MEASURES

1. All spaces will be regularly be cleaned and sanitised.
2. Temperatures may be measured on entry to school. A person will be denied entry to the school premises if there are symptoms consistent with COVID-19 infection.
3. The number of students per classroom ensures the necessary physical distancing.
4. Students and staff are organised by groups and allocated to a fixed classroom, whenever possible
5. Classrooms and hallways will be aired to ensure good ventilation.
6. No social gatherings are permitted on the school premises.
7. Differentiated schedules and flow plans must be

followed to minimise the crossing of large groups of people, including:

1. Staggered times to enter and exit the school building;
 2. Staggered and defined flow plans to enter and exit the classrooms;
 3. Different entrance and exit points to the building for different groups of students and staff (parents are not allowed in the building);
 4. Refer to the "Access to Campus" Leaflet for detailed information.
8. Hygiene and physical distance rules must also be followed during meals:
 1. Differentiated times to move into and out of the canteen for different groups;
 2. Marked places for lining up and sitting to ensure the minimum distancing.
 3. If students (Forms 5 to 12) and staff opt for a packed lunch from home, it must be brought in the morning by each individual. Microwaves are no longer available for use;
 4. Students are allowed to leave to have lunch at home, however they need to exit the premises on foot.

3.1 • HYGIENE PLAN

All cleaning staff will be using appropriate cleaning products and undergone appropriate training.

EQUIPMENT

1. Alcohol gel dispensers are placed in every room and throughout common areas (e.g. corridors and canteens);
2. All restrooms will have soap dispensers and single-use paper towels;
3. Daily waste management is undertaken by the cleaning staff, following the safety procedures;
4. Protection gear, such as masks, will be given to all staff.

FREQUENCY OF CLEANING AND SANITATION

1. Classrooms – whenever there is a change of group occupying the room or every 2 hours;
2. Restrooms and common areas and objects (corridors, railings and door knobs) – at least twice in the morning and twice in the afternoon;
3. Canteens – immediately after a group leaves;
4. Staff room and offices – at least twice a day.

4 • CONTAINMENT PROCEDURES

Guardians & the school must be closely monitoring and paying particular attention to symptoms that are compatible with COVID-19.

If there is suspicion of infection (on self or other member of the same household), it must be immediately communicated to the school's nurse.

If the suspect case is a on-site and is a student, their guardian must be immediately informed and asked to collect their child immediately. Parents are responsible to directly contact SNS24 (808 24 24 24) and inform the school, as soon as possible, on the outcome (nurse@clip.pt or 933 033 094)

In the event of a positive case, a risk assessment analysis will be done by the Health Authorities — see below, in green.

A risk assessment analysis will be done in each case by the local Health Authorities who are responsible to guide the school on the specific measures to be adopted.

Students who are quarentined will receive online assignments and materials via the school's platforms.

If necessary or mandated, CLIP might start operating under a partial or total closure, moving to a remote Home Learning environment.

It is the school's responsibility to keep the community informed of any relevant developments.

5 • BRING YOUR OWN TECHNOLOGY (BYOT)

1. In line with BYOT school policy, ref. CLIP Policy Manual 2.4.2., students must bring a device to support their learning.
2. Students in EYFS, Reception and Form 1 will have access to school devices to support learning when needed. Students in these year groups are not expected to bring their own technology.
3. All students in Form 2 and above must bring their own device to school on a daily basis according to school policy. Advice on which device to bring will be given if requested by parents.
4. All students across the school will continue to leverage the digital skills and acquired experience in using Microsoft Teams and other approved software/applications.

6 • ADMINISTRATIVE & FINANCIAL REGULATIONS AMMENDEMENTS

To meet any possible scenarios and decisions taken by the Portuguese government and the Health Authorities, amendments related to the duration of teaching periods and teaching tools were adopted by CLIP, as follows.

1. In a case where, after enrolment, public authorities impose periods of suspension of face-to-face activities, reduction of the curriculum or others that change the time, duration or the way in which schools provide educational services, parents/guardians do not have the right to ask for a reduction in fees;
2. Without prejudice of the previous number, CLIP may decide to reduce fees or grant other benefits to families, depending on the impact of the constraints referred;
3. In the case of optional services (e.g. CLIP Clubs, Supervised Aftercare, lunch for students in Form 5 to Form 12), when the school is prevented from providing them due to the situations referred above, these will not be charged for the duration of that period, except in cases where the interruption occurs for a very short time or the rules for charging

those services and the conditions for its provision and operation expressly indicate otherwise.

4. When optional services have been paid for in advance, that amount will be imputed to the annual fee instalments which are due or falling due.
5. Please also note that the agreement made with CLIP at the time of the annual registration also indicates the parents/guardians accept to abide by CLIP's rules and policies, at any time.

**SPECIFIC DETAILS
ON EACH SCHOOL'S
GUIDELINES WILL
BE SENT DIRECTLY
TO PARENTS BY THE
RELEVANT DIRECTOR.**
