



CONTINGENCY PLAN VERSION 3.4

**COMMITTED
TO THE
WELLBEING
OF OUR
COMMUNITY.
STAY AT HOME
IF UNWELL.**

CLIP'S INTERNAL PROTOCOL FOR COVID-19

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REFERENCE CONTACTS

HEALTH & COVID-19 RELATED QUESTIONS
REPORTING OF CASES OF INFECTION BY SARS-CoV-2
FOCAL CONTACT POINT

NURSE@CLIP.PT
00351 939 444 552
07:30 - 21:30

SNS24
808 24 24 24

LOCAL HEALTH AUTHORITIES — ACES PORTO ORIENTAL
00351 226 167 515

IN CASE OF EMERGENCY, CALL
112

1 — INTRODUCTION

Taking into consideration the recommendations and major guidelines of Direção-Geral de Saúde (DGS) & Direção Geral de Estabelecimentos Escolares (DGEstE), 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 2020-2021.

COORDINATION OF ACTIONS AND PROCEDURES

The coordination of this reopening 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

MRS. ISABEL MORGADO • HEAD OF SCHOOL

MRS. ANA XAVIER • NURSE

MRS. CLÁUDIA TRINDADE • NURSE

SLT is supported by the school's nurses, by the Deputies and the senior administrative assistant. Each leader is also responsible to ensure that everyone in their team or department comply with all the measures and procedures defined by this plan.

The Nurses & the SLT are CLIP's main contact for the communication of any aspect related to the community's health/COVID-19 virus.

The team can be contacted using the following channels:

EMAIL

nurse@clip.pt

HEALTH/COVID-19 RELATED QUESTIONS /

REPORTING OF CASES

00351 939 444 552

FROM 07:30 TO 21:30

FOR ANY OTHER ISSUES OR QUERIES, PLEASE CONTACT

bina.rego@clip.pt • carla.albuquerque@clip.pt

This plan will be reviewed and updated as new recommendations

and guidelines are issued by the World Health Organisation and the Portuguese Health Authority (<http://www.dgs.pt>) and the Portuguese Educational Authorities (www.dgeste.mec.pt).

2 — INDIVIDUAL RESPONSIBILITY MEASURES (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.

2.1 — STUDENTS

BEFORE COMING TO SCHOOL

1. Students with a temperature of 38° C or above, experience a cough or difficulty in breathing must not come to school.
2. Students should only take to school essential items for their school day and not non-essential personal items from home including toys and balls.
3. Students may only be on school premises for curricular and/or extra-curricular activities.

WHILE AT SCHOOL

1. Students in Form 4 and above must wear face masks while on school premises. Students from Pre-K to Form 3 are not required to wear a face mask, but they may if parents so decide. Students must bring from home, per day, at least 2 face masks.

2. Students must continue to follow hygiene procedures inclusive of:
 - a. Frequent and correct washing of hands using soap and water, scrubbing them together for at least 20 seconds.
 - b. Coughing or sneezing into one's sleeve.
 - c. Avoid touching of eyes, nose and mouth.
 - d. Using the alcohol-based sanitizers when entering and exiting the building and the rooms within the building.
 - e. Using single use paper tissues followed by immediate disposal in a bin.
3. Students must disinfect the soles of their shoes using the disinfectant floor mat when entering the school building.
4. Students must comply with timetable defined by the school and move according to indications marked at the entrance, exit and within the school building (reference student flow plan) in order to minimize student contact and cross over between different groups.
5. Students must comply with space allocations defined by the school by remaining within the allocated classroom when possible to minimize movement around the school building.
6. Students must comply with physical distancing regulations defined by the school. In classrooms students must maintain a minimum distance of 1.5 metres between each other. In order to ensure this is possible, student group numbers will be adjusted accordingly.
7. Students must not share items including food, school materials and devices.
8. In the case a student presents a temperature of 38°C, a cough or difficulty in breathing on school site, the nurse will be contacted immediately, the student will be taken to the isolation room and parents will be called to collect their son or daughter immediately.

2.2 — STAFF

- 1.** Staff members who present a temperature of 38° C or above, have a cough or have difficulty in breathing must not come to school and should follow procedures for advising line managers.
- 2.** All staff must wear face masks while they are on the school premises.
- 3.** Staff members are expected to continue to follow hygiene procedures inclusive of:
 - a.** Frequent and correct washing of hands using soap and water, scrubbing them together for at least 20 seconds;
 - b.** Coughing or sneezing into their sleeve.
 - c.** Avoid touching of eyes, nose and mouth.
 - d.** Using the alcohol-based sanitizers when entering and exiting the building and the rooms within the building.
 - e.** Using single use paper tissues followed by immediately disposing of it in a bin.
- 4.** Staff must disinfect the soles of their shoes using the disinfectant floor mat when entering the school building.
- 5.** Staff members must maintain physical distancing following up-to-date WHO and DGS guidance and support the physical distancing of students as appropriate and advised by each school section.
- 6.** Staff members should only access areas essential for the functioning of their job.
- 7.** In the case a staff member presents a temperature of 38°C, a cough or difficulty in breathing on school site, the nurse will be contacted immediately, the staff member will be taken to the isolation room.

2.3 — PARENTS

During the staggered reopening of CLIP's premises and until further notice, CLIP will operate a closed campus whereby only staff members and students are permitted entry into the school building.

In order for the school to maintain physical distancing and to minimize risk of contamination, any person that is not essential to the learning, teaching and operations of CLIP will not be permitted to enter the school building, including parents and guardians.

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. In these cases, parents must disinfect the soles of their shoes using the disinfectant floor mat when entering the school building.

In order for parents and staff to work as a community to protect our students, their wellbeing and maintain a positive learning culture, CLIP asks parents to communicate the expectations (see section 2.1 above) with their children prior to their return to CLIP's premises.

Parents should also be aware of CLIP's Internal Policies and Procedures (see Community Handbook), current Contingency Plan and possible future updates, and the contractual terms by which they must abide when registering the child.

2.4 — VISITORS

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 wear a face mask, sanitize their hands using the alcohol-based sanitizer available at the entrance, and must disinfect the soles of their shoes using the disinfectant floor mat when entering the school building.

3 — PREVENTION MEASURES

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.

3.1 — ORGANISATION

1. All spaces will be cleaned and sanitised, in line with the Orientação 014/2020 from DGS.
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 a minimum space of 1.5 metres between them.
4. Students and staff are organised by groups and allocated to a fixed classroom whenever possible, in order to minimise the contact between people from different groups.
5. Whenever possible, classrooms and hallways will be aired and windows and doors will be kept open to ensure good ventilation. Air conditioning equipment may not be used for the purpose of air circulation.
6. All unused rooms and spaces will remain closed.
7. No social gatherings are permitted on the school premises.
8. Differentiated schedules and flow plans must be followed to minimise the crossing of large groups of people, including:
 - a. Staggered times to enter and exit the school building;
 - b. Staggered and defined flow plans to enter and exit the classrooms;

EQUIPMENT

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

FREQUENCY OF CLEANING AND SANITATION

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

4 — CONTAINMENT PROCEDURES

The school and staff will be closely monitoring and paying particular attention to symptoms that are compatible with COVID-19.

1. If there is suspicion of infection (on self or other), it must be immediately communicated to the school's nurse.
2. Once symptoms are confirmed by the school's nurse, the person must be directed to the isolation room, ensuring that no surfaces are touched and that there is no interaction with others.
3. All the spaces and surfaces usually used by the suspected case must be cleaned and sanitised, as well as the isolation room afterwards.

4. All residuals produced by the person must be stored in double resistant and plastic bags.
5. While in the isolation room, the person must not have any contact with others. In the case of a minor, he/she must be accompanied by a trained adult.
6. If the suspect case is a student, their guardian must be immediately informed. Parents will be called to collect their son or daughter 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 939 444 552)
7. In case of confirmation, 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. Therefore, following their advice and decision, CLIP will start - or not - operating under a partial or total closure, at any moment, moving to a remote Home Learning environment, with adjusted learning processes and routines changing accordingly.

The school may proactively decide to move to a remote Home Learning environment any year groups/form/teaching set which could be considered direct and/or indirect contacts, for a period of 14 days.

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

If the suspected case is put in preventive quarantine and is a:

1. Member of the teaching staff • SLT must define how cover will be managed and assured;
2. Student • some provision will be made for learning at home;
3. Member of the non-teaching staff • SLT must define how cover will be managed and assured.

5 — BRING YOUR OWN TECHNOLOGY (BYOT)

In order to reinforce safety and hygiene measures following DGS guidelines, and in line with BYOT school policy, ref. CLIP Policy Manual 2.4.2., students in accordance with school section guidelines, must bring a device to support their learning.

- 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.
 - School devices will be sanitized following hygiene protocols as highlighted in section 7.2 (7).
- 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.

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

To meet any possible scenarios and decisions taken by the Portuguese government and the Health Authorities, the following amendments were adopted in CLIP's internal administrative and financial regulations:

6.1 — ANNUAL FEE

1. The enrolment of a student at CLIP for an academic year, requires the payment of an annual fee in the amount established in the published Registration and Fees table for each level of education;
2. The annual fee may be paid in a single payment, up to the 5th

of September of the academic year to which it relates. In this situation, CLIP will offer a discount of 4%;

3. The annual fee amount can be paid in ten successive monthly instalments, the first one being due on the 5th of September of the academic year to which it relates;
4. The amount of the annual fee may also be paid on a quarterly basis, with the first one due on the 5th of September of the academic year to which it relates;
5. Student's absences, justified or not, do not grant any discount or decrease in the amount of the annual fees;
6. Withdrawal of the application process or enrolment during the academic year does not confer any entitlement to reimbursement of sums already paid nor release from the payment of due or falling due instalments, except for substantiated reasons to be analysed by SLT.

6.2 — NON-COMPLIANCE

1. When any instalment is paid past its due date, it will be considered as late payment and a 5% surcharge will be applied. This surcharge will increase by 1% for each subsequent month the payment is overdue;
2. CLIP reserves the right to cancel tuition for any student whose school fees are not paid or are chronically outstanding, thus terminating the educational services contracted;
3. In the case provided for in the preceding paragraph, the student is no longer enrolled at CLIP and the parents/guardians are obliged to immediately request the transfer of the student to another school, when the student is covered by compulsory schooling.

6.3 — CHANGES TO THE DURATION OF TEACHING PERIODS OR TEACHING TOOLS

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 in section 6.3.1.;
3. In the case of optional services (e.g. CLIP Clubs, Supervised Aftercare, lunch for students in Form 7 to Form 12), when the school is prevented from providing them due to the situations referred to in section 6.3.1, 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, under the terms of in section 6.3.3..

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.**

REFERENCES

1. CLIP Policy Manual, June 2019. Policy 2.4.2. Learning and Teaching with Technology (p.24).
2. COVID-19 microsite from Associação de Estabelecimentos de Ensino Particular e Cooperativo (AEEP): <https://drive.google.com/file/d/12LrPct28ny38zxxalDGmFkr0q72aUgmY/view>
3. COVID-19 microsite from Direção-Geral dos Estabelecimentos Escolares (DGEstE): https://www.dgeste.mec.pt/index.php/destaque_1/coronavirus-informacao-0052020-da-direcao-geral-de-saude/
4. COVID-19 microsite from Direção-Geral de Saúde (DGS): <https://www.dgs.pt/corona-virus/home.aspx>
5. Direção Geral de Saúde (DGS), Orientação 014/2020 from 21/03/2020, updated on 20/07/2020. Infecção por SARS-CoV-2 (COVID-19) - Limpeza e desinfeção de superfícies em estabelecimentos de atendimento ao público ou similares.
6. WHO, Considerations for school-related public health measures in the context of COVID-19 - <https://www.who.int/publications/i/item/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19%20%Ef%BB%BF> (May 2020)
7. UNICEF, Framework for reopening schools - <https://www.unicef.org/media/71366/file/Framework-for-reopening-schools-2020.pdf> (June 2020)
8. Direção Geral de Saúde (DGS), Referencial escolas - controlo de transmissão de COVID-19 em contexto escolar (September 2020)

