



**COVID-19**

**PROCEDURES &  
CONTINGENCY PLAN  
FOR AFTER CARE**

**V 1.0**

**COMMITTED  
TO THE  
WELLBEING  
OF OUR  
COMMUNITY**

# CLIP CLUBS, TEAMS & MUSIC INTERNAL PROTOCOL

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# REFERENCE CONTACTS

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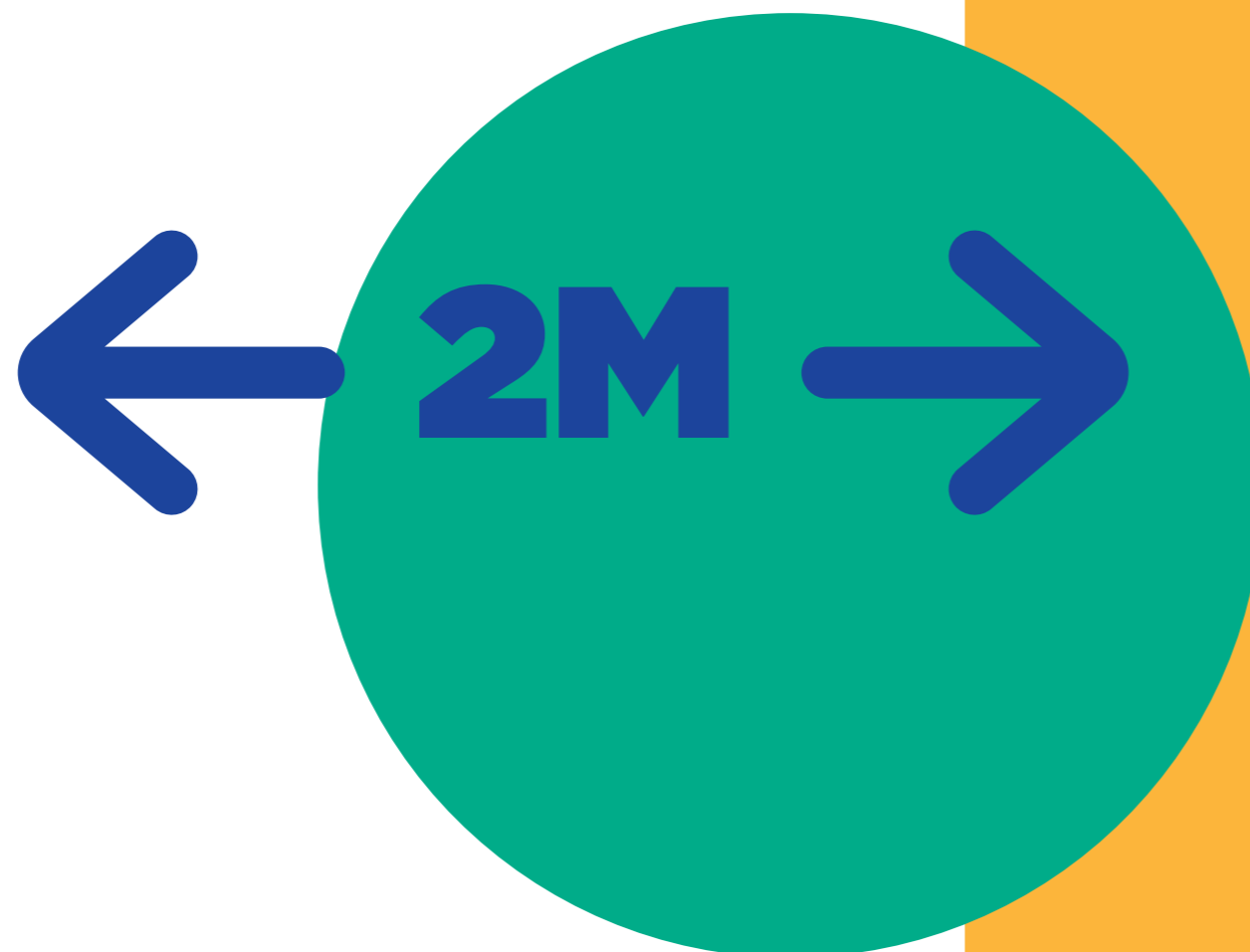
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## IN CASE OF EMERGENCY

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## 1 — GENERAL GUIDELINES

Following CLIP's General Contingency Plan, CLIP Clubs has put into place a series of measures and procedures for students to ensure the health and safety of its community throughout the reopening of the extra-curriculum activities:

1. Each student while in CLIP facilities may not mix with students from different year groups.
2. The timetables for the different CLIP Clubs activities have been organized to ensure the separation of year groups. Therefore, we will have a different schedule for each year group.
3. Each student not having any extracurricular activity should be collected (up to Form 7) or go home (Form 8 upwards) in a window of a maximum of 10 minutes after the end of the lessons.
4. If a student has extracurricular activities he/she should go home within 10 minutes after the end of the activities.
5. If students are not collected during the designated time, they will be directed to the respective waiting room. There will be a charge of 5 euros/hour.
6. CLIP Clubs will have monitors at the entrance gate and in the car park from 15:30 to 19:00 in order to facilitate the dismissal of the students and to direct them to their cars.
7. All students remaining on school premises between the end of their lessons until 19:00 will be under the responsibility of CLIP Clubs.

## 2 — CLIPCLUBS ROUTINES

### 2.1 — LOWER SCHOOL

#### 15:30 – CLIP CLUBS START

Students who are still in school will be divided into 3 classrooms for their respective year group under the responsibility of a CLIP Clubs staff member:

1. Two rooms will be used for changing clothes, one for boys and one for girls. A snack will be provided and students will wait for the teachers/coaches responsible for each activity to come and pick them up.
2. A third room will be used as a waiting room/Study Hall as appropriate.
3. **Exception:** The students who have swimming will go under supervision of a staff member to the swimming pool changing rooms, maintaining the social distancing imposed by the School's Contingency plan.

#### END OF ACTIVITIES

After the activity the same teacher/coach brings the students to the waiting room where there is a CLIP Clubs staff member responsible for the dismissal.

#### PUPILS WITH SIBLINGS

1. Students waiting for Middle School siblings may stay in the waiting room until the end of lessons (16:15) without any charge.
2. The school highly recommends that students waiting for Upper School siblings do an activity during the waiting time (3:15pm to 5:15pm).

## 2.2 — MIDDLE SCHOOL

16:15 TO 16:30

The CLIP Clubs will ensure the presence of 3 CLIP Clubs staff members in each year group corridor to guide them to the respective CLIP Clubs waiting rooms. The students will be divided into 3 classrooms for the respective year group under the responsibility of a CLIP Clubs staff member:

1. Two rooms will be used for changing clothes, one for boys and one for girls. A snack will be provided and students will wait for the teachers/coaches responsible for each activity to come and pick them up.
2. A third room will be used as a waiting room/Study Hall as appropriate.
3. Exception: The students who have swimming will go under supervision of a staff member to the swimming pool changing rooms, maintaining the social distancing imposed by the School's Contingency plan.

### END OF ACTIVITIES

After the activity the same teacher/coach brings the students to the waiting room where there is a CLIP Clubs staff member responsible for the dismissal.

## 2.3 — UPPER SCHOOL

All Upper school students needing to stay in school while waiting for their activities, must stay in their supervised room allocated per year group:

1. Two rooms will be allocated, one room for Form 9 and one room for Form 10.
2. Forms 11 and 12 will be allocated in different areas of the MRC.

## 3 — CLIP TEAMS & MUSIC

AFTER 19:00

- All students that are not in school must arrive 10 minutes before the start of the practice;
- All students must arrive already equipped for the practice (only carrying the specific equipment for each sport in a backpack);
- All students must enter the school through the main entrance;
- All students must pass the access card through the turnstile found in the entrance hall;
- Students are only allowed to go through the defined route for the practice;
- CLIP Teams/Music Centre routes according to sport/activity:
  - **BASKETBALL** - after passing the turnstile, students must turn right and wait at the meeting point (right entrance door of the Pavilion);
  - **FOOTBALL** - after passing the turnstile, turn left and go downstairs to the Ground Floor and wait at the meeting point (exit door leading to outside East side);
  - **SWIMMING** - after passing the turnstile, turn left and go downstairs to Ground Floor, pass through the east side canteen and wait at the meeting point (covered outdoor area in front of the Swimming Pool);
  - **MUSIC CENTRE** - after passing the turnstile, turn left and go downstairs to Ground Floor and wait at the meeting point, outside the Auditorium.

- All students must take all their belongings to the practice site, where a storage space will be available during that period;
- Students may not circulate inside the building or remain in the premises before and after the end of practice;
- When the practice finishes, all students, will be guided by a member of staff to the turnstile;
- All students should leave the premises immediately after the practice.





