



COVID-19 RESPONSE & CONTINGENCY PLAN

**COMMITTED
TO THE
WELLBEING
OF OUR
COMMUNITY**

REFERENCE CONTACTS

INFORMATION LINE

08H00 — 18H00

00351 932 164 662

EXCLUSIVE CONTACT NUMBER FOR REPORTING CONFIRMATION OF INFECTED CASES

18H00 — 08H00

00351 939 444 552

EMAIL

COVID19@CLIP.PT

SNS24

808 24 24 24

IN CASE OF EMERGENCY, CALL

112

1 — INTRODUCTION

Following the recommendations of the Portuguese Health Authorities, Direção-Geral de Saúde (DGS), and in order to protect the CLIP community, the Senior Leadership Team has approved a Response and Contingency Plan to face the spread of the Coronavirus SARS CoV-22, causal-agent of the the COVID-19 infection.

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 DGEstE (educational authorities <http://www.dgeste.mec.pt>).

This plan establishes the contingency measures and procedures in case of a COVID-19 infection, following the guidelines from the Portuguese Health Authority (directive no. 006/2020) emitted on the 26 February 2020.

2 — COVID-19 TASK FORCE

CLIP's central contact point for the communication of any aspect related to the community's health/ COVID-19 virus is the COVID-19 Task Force.

It is the Task Force's duty to provide the CLIP community with specific, clear information about COVID-19, namely prevention measures to be applied and procedures to be followed in the case of a suspected infection case.

The Task Force consists of the SLT (Senior Leadership Team) led by Mrs. Isabel Morgado, the nurses, Mrs. Ana Xavier and Ms. Joana Rodrigues, the Senior Administrative Assistant Ms. Eduarda Soromenho, CLIP Communication Services, Mr. João Carvalho. We also count with, as an external advisor, Dr^a Maria Teresa Monteiro Saraiva from the Local Health Authority (ACeS do Porto Ocidental).

The Task Force can be contacted using the following channels:

EMAIL

COVID19@CLIP.PT

INFORMATION LINE

00351 932 164 662

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00351 939 444 552

3 — SYMPTOMS AND TRANSMISSION OF COVID-19

COVID-19 is believed to be primarily transmitted by:

- Respiratory droplets (particles greater than 5 microns).
- Direct contact with infectious secretions.
- Aerosol-generated procedures/therapies that produce secretions (particles inferior to 1 micron).

Symptoms may include

- Fever
- Cough
- Respiratory Difficulties

In diagnosing infection, recent travels to areas where community transmission of the COVID-19 is active (<https://www.dgs.pt/pagina-de-entrada3/corona-virus/organizacoes-internacionais.aspx>) and contact/probable contact with confirmed cases are taken into consideration.

Risk assessment is continuously being updated according to the development of the outbreak.

4 — ACTIONS IN PROGRESS

- Posting notices and other information from the Local Health Authority, World Health Organisation and others.
- Reinforced internal and external communication in Portuguese, English and Mandarin using existing communication channels and the creation of an information section on the CLIP website <https://www.clip.pt/pt/comunidade/covid19> .

- Reinforcement of hygiene measures, with special emphasis on the importance of frequently and correctly washing hands using soap and water; following respiratory etiquette; not sharing objects or food and not coming to school if there are symptoms such as fever, a cough or breathing difficulty.
- Reinforcement of cleaning procedures.
- Provision of an isolation room.
- Any person presenting symptoms such as fever, a cough or breathing difficulty will be denied entry to the building.

5 — ISOLATION ROOM

In order to prevent and minimise direct contact of a person presenting symptoms of COVID-19 with other members of the community, the isolation room was reopened. This area is equipped with a phone, a chair and bed, mask, gloves a kit with water and non-perishable food, a disposal container, paper towels and a thermometer.

6 — PROCEDURES

6.1 — ASYMPTOMATIC INDIVIDUALS

- Frequently and correctly washing hands using soap and water, scrubbing them together for at least 20 seconds.
- Reinforce handwashing before and after eating, after using the bathroom and whenever they are dirty; if not possible, use an alcohol-based sanitizer.
- Use paper tissues (single use); dispose of them immediately in a bin and wash hands.
- Cough or sneeze into your sleeve, and not into your hands.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Avoid unnecessary travelling.
- Allow for 2 metre distance when talking to people.

- Avoid greetings that involve physical contact.
- Avoid face to face meetings.

6.2 — ASYMPTOMATIC INDIVIDUALS WHO HAVE TRAVELLED TO POTENTIALLY AFFECTED AREAS

Telephone the national health line Linha SNS24 (808 24 24 24) upon return to Portugal, follow their recommendations and immediately inform the Task Force. For the next 14 days you must:

- Be attentive to symptoms such as fever, a cough or breathing difficulty.
- Measure body temperature twice a day and record this information.
- Monitor if any person with whom you regularly contact and interact with develops symptoms (fever, a cough, breathing difficulties).
- Avoid visiting and/or remaining in busy and closed areas.

6.3 — ASYMPTOMATIC INDIVIDUALS WHO HAVE BEEN IN CONTACT WITH CONFIRMED CASES

Telephone the national health line Linha SNS24 (808 24 24 24), follow their recommendations and immediately inform the Task Force. For the next 14 days you must:

- Be attentive to symptoms such as fever, a cough or breathing difficulty.
- Measure body temperature twice a day and record this information.
- Monitor if any person with whom you regularly contact and interact with develops symptoms (fever, a cough, breathing difficulties).

- Avoid visiting and/or remaining in busy and closed areas.

If under recommended health authority preventative isolation, inform CLIP Task Force.

6.4 — INDIVIDUALS PRESENTING COVID-19 SYMPTOMS

- In case of suspected infection, members of the educational community have the duty to immediately contact the Task Force.

- When going to the isolation room, the suspected infected person should not touch any surfaces or interact with others.

- It is the Task Force's responsibility to communicate the case immediately to the Health Authorities (Linha SNS24 or emergency services – INEM 112) and to follow their instructions.

- The parents/guardians of the student will immediately be informed.

- When in use, the isolation room is out of bounds to all other people, with the exception of when the patient is underage, in which case the child will be accompanied by a protected and trained adult.

- If procedures for isolation are activated and a case is confirmed the educational community will be informed.

- If a case is confirmed the school will follow the cleaning and disinfection measures defined by the Health Authorities and will endeavor to track the interactions and extent of contact within the school of the infected person. In addition, a period of active vigilance of close recent contacts will be initiated. According to the Portuguese Health Authority (directive no. 006/2020 of 26/02 /2020) the estimated incubation period for COVID-19 is 2-14 days. As a precaution, active vigilance of close contacts should take place during the 14 days after the last exposure to a confirmed case.

7 — CONTENTION MEASURES

Taking into account the high level of transmission of the COVID-19, activities judged unsafe have been cancelled or postponed until safe conditions are possible, as already announced to the CLIP community.

If conditions are not deemed met, or in the event of a decision from the Portuguese Health Authority, the Task Force will determine the closure of the school.

In this case, the SLT (Senior Leadership Team) will continue to inform the community regularly about the expected duration of the closure and other measures to be taken.

The SLT will define ways in which to accompany the students to minimise the impact of the closure.

8 — UPDATING INFORMATION IN THIS PLAN

All alterations made to the information in this plan will be communicated to the community via the webpage

[HTTPS://WWW.CLIP.PT/EN/COMMUNITY/COVID19](https://www.clip.pt/en/community/covid19)

Situations not covered by this plan will be analysed case by case.

