



St. James'
| Primary School |



SJS & SGS



SINCE 1960

ST. GEORGE'S
SCHOOL®



- **CONTINGENCY PLAN: COVID-19**
- Version 2.1
- 09/03/2020

OBJECTIVE

Following the recommendations of the DGS (General Health Administration) and considering the need to protect the entire educational community, the school administration approved this Contingency Plan (PC) in the context of infection by the new Coronavirus SARS-CoV-22, causal agent of COVID-19.

COORDINATION OF PLAN AND ACTIONS

- Plan Coordinator – Mrs. Sofia Moniz (Director)
 - 214864754/5 or 914006368
 - schooldirector@stjamessschool.pt
- Any action must be communicated to the coordinator that concerns:
 - Health Services
 - DGS (General Health Administration),
 - DGES (Directorate General for Higher Education)
 - E.E. (Parents/Guardians)

INFECTION PREVENTION

- COVID-19 can be transmitted:
 - By respiratory droplets (particles larger than 5 microns);
 - By direct contact with infectious secretions;
 - By aerosols in therapeutic procedures that produce them (less than 1 micron).

IT IS MANDATORY FOR THE WHOLE EDUCATIONAL COMMUNITY

- When you sneeze or cough, cover your mouth and nose with your arm;
- Wash your hands thoroughly and often with liquid soap with alcohol-based disinfectant (available in all dispensers);
- Do not share objects or food;
- Do not enter the school premises if you have a fever, cough or difficulty breathing;
- Visits by parents or others are prohibited;
- Spray tables with disinfectant and ask students to clean their work area with absorbent paper 3 x day, during classes;
- Cleaning with alcohol-based disinfectant detergents, at the end of each day, throughout the school premises;

(CONTINUATION)

- Constant ventilation with the help of doors and windows;
- The use of A/C is prohibited;
- Frequent breaks during class to air out the rooms;
- Promotion of classes outside;
- Supervise the proper washing of students' hands;
- Cleaning the bathrooms hourly with alcohol-based disinfectant;
- Meal preparation - use of gloves and mask is mandatory;
- Student whose parent/guardian has traveled from an affected area, must remain at home for 14 days;
- Student who has traveled from an affected area, must remain at home for 14 days;

(CONTINUATION)

- Anyone with any illness will be prohibited entry to school.
- In the case of other illnesses, returning to school can only occur with a doctors note that proves the absence of a contagious disease;
- In case of contact with someone suspected of infection, you should remain in preventive isolation until the suspicion is investigated and cleared;
- Ensure that your children are properly dressed for the cold weather, in order to prevent catching any illness;
- Any activities outside our school premises will be suspended (fieldtrips);
- Extra curricular activities outside the school premises will be suspended;

REACTION IN CASE OF SUSPECTED COVID-19 INFECTION

- Contact the School Management immediately (Mrs. Sofia Moniz: 214864754/5 or 914006368);
- In the case of a substantial suspicion – referral to the Isolation room (Library);
- In the Library there are gloves, disinfectant and a small snack;
- School Administration communicates to health authorities;
- Immediate communication to parents/guardians;
- While in use, the Library will be off limits, with exclusive monitoring by the Director;
- If the suspicion is confirmed, the administration will formally inform all parents/guardians;
- If the infection is confirmed to be COVID-19, the entire community will go into preventive isolation;
- Immediate start of supplementary hygiene and disinfection measures of the area.

IN CASE OF PREVENTIVE ISOLATION

- Teacher – Monitoring of students decided by the Pedagogical Director.
- Student – Teachers will send tasks and homework via email;
- Remaining Staff – Reorganization of his work, carried out remotely by electronic means or by replacement.
- Parents/Guardians – Students will not be able to attend school.

IN CASE OF A SIGNIFICANT NUMBER OF ABSENT EMPLOYEES

- In the absence of a large number of teachers or other staff, the minimum conditions for both schools to remain in operation are as follows:
 - *There must be at least one teacher to ensure each class;*
 - *There are at least 6 Assistants;*
 - *There is at least 1 person who runs the Office;*
 - *There are at least 2 people who provide cleaning;*
 - *There must be at least 1 person to ensure the preparation of lunches.*

(CONTINUATION)

- Should there be a lower number of staff than the above-mentioned minimums, or should the health authorities decide, the school will be closed.
- If the School has to close, the Administration will send regular emails to the School Community about the closing and what measures are being taken.

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