

# Return to School Protocol



**CRAIGHOUSE**  
SCHOOL

## **COVID-19**

# **General Protocol for Face-to-Face Classes**

## INTRODUCTION

### OBJECTIVE

This protocol follows directions given by the Ministries of Health, Education, and Labour, and its objective is to define actions for the prevention and monitoring of COVID-19 infection, in order to promote well-being and the health and safety of pupils, teachers, educational support, administrative staff, auxiliary staff, groundsmen, and guards, when face-to-face classes are resumed. This protocol also includes lunch catering, cleaning, and external maintenance workers.

The Craighouse School Crisis Executive Committee prepared a series of protocols focused on the health and safety of all our pupils and staff. The campus was designated as an exclusive area for our pupils, staff and outside suppliers, so as to ensure a safe return to classes.

### GENERAL PRINCIPLES

This document appeals to personal and collective responsibility to reduce the risk of infection, given the rapid spread of the virus among the general population. It is also subject to modifications as the country's health situation evolves and will include directions from the authorities as well as internal measures implemented by Craighouse School.

### Scope

This protocol is established for pupils, teachers, educational support, administrative staff, auxiliary staff, groundsmen, and guards; parents, old girls and boys, school bus drivers, Parents' Association bus drivers, suppliers, and families who apply to the school.

### Crisis Committee

The Crisis Committee will meet at least once a week. These meetings will be led by Craighouse School's maximum authority or by his/her replacement.

This committee is made up by the following members:

1. Headmaster
2. Deputy Headmaster
3. Members of the Senior Leadership Team (SLT)
4. Nurse
5. Representative of the Joint Committee on Health and Security
6. General Services and Dining Hall Officer
7. Security Officer

During the meetings the following issues will be discussed:

1. Compliance with this protocol.
2. Effectiveness of this protocol.
3. Application of corrective measures, if necessary.

## People in charge

The person in charge of enforcing the indications included in this protocol will be the Headmaster. If he is absent, the person responsible will be the Deputy Headmaster or his replacement.

Additionally, the following people will be responsible for constantly supervising compliance with the measures described in this document:

- Members of the Senior Leadership Team.
- Headmaster: managing and facilitating the correct compliance with this protocol.
- Deputy Headmaster: supporting the Headmaster and ensuring compliance with the protocol by teachers and pupils.
- Heads of Section: ensuring compliance with these measures in his/her section by the section's staff and pupils.
- Business Manager: managing and approving necessary resources for a correct implementation of this protocol.
- Director of Human Resources: establishing measures to effectively protect the life and health of the staff, informing them of any possible risks, and ensuring appropriate health and safety conditions to prevent spreading the virus in the workplace.
- *Convivencia Escolar* Officer: playing an essential role in setting standards prior to the opening of the school, when guidelines and actions are being developed. Therefore, he/she must foresee certain situations and always keep one step ahead.
- Head Nurse: ensuring compliance with this protocol, and permanently advising the Crisis Committee about the evolution of COVID-19 in the school facilities.
- General Services Officer: ensuring that all necessary resources are in place and ensuring compliance with this protocol in terms of the school's security and operation.
- Security Officer: permanently advising the school and ensuring legal compliance with this protocol and its application.
- Dining Hall Officer: ensuring the correct operation of the staff facilities and the dining hall, as per ministerial and school protocols.
- Cleaning Officer: ensuring compliance with regulations and the correct operation of this plan, as per ministerial and school protocols.
- Members of staff: fully complying with this protocol.

## 1. HEALTH

### 1.1 Definitions

#### 1.1.1. What is the coronavirus?

The novel coronavirus, COVID-19, is a strain of the coronavirus family that had not been previously identified in humans. It is the official name given by the WHO. Coronaviruses are known to cause illness ranging from the common cold to more severe diseases such as severe acute respiratory syndrome.

Source:

[https://www.gob.cl/coronavirus/?qclid=Cj0KCQjw7Nj5BRCZARIsABwxDKLhAuprh0LifvR2RDw95OxkUrxvOKCOUjUBZsFmgxNh94itmENNfkaAogoEALw\\_wcB#preguntasfrecuentes](https://www.gob.cl/coronavirus/?qclid=Cj0KCQjw7Nj5BRCZARIsABwxDKLhAuprh0LifvR2RDw95OxkUrxvOKCOUjUBZsFmgxNh94itmENNfkaAogoEALw_wcB#preguntasfrecuentes)

#### 1.1.2. How is it transmitted?

The virus is transmitted from person to person after close contact with an infected patient, either symptomatic or asymptomatic.

A person can catch COVID-19 when in contact with another person who has been infected by the virus. This disease is mainly spread from person to person by respiratory droplets that come out of the nose or mouth of an infected person when they cough, sneeze, or talk. These droplets are relatively heavy, they don't travel very far and quickly fall to the ground. A person can catch COVID-19 by inhaling droplets coming from someone who is infected. Therefore, it is important to stay at least one metre away from others. Droplets can also fall on objects and surfaces around an infected person, such as tables, doorknobs, and handrails. Other people may become infected by touching these contaminated surfaces, then touching their eyes, noses, or mouths. That is why you should wash your hands frequently with soap and water or clean them with an alcohol-based sanitiser.

Source:

[https://www.gob.cl/coronavirus/?qclid=Cj0KCQjw7Nj5BRCZARIsABwxDKLhAuprh0LifvR2RDw95OxkUrxvOKCOUjUBZsFmgxNh94itmENNfkaAogoEALw\\_wcB#preguntasfrecuentes](https://www.gob.cl/coronavirus/?qclid=Cj0KCQjw7Nj5BRCZARIsABwxDKLhAuprh0LifvR2RDw95OxkUrxvOKCOUjUBZsFmgxNh94itmENNfkaAogoEALw_wcB#preguntasfrecuentes)  
<https://www.who.int/es/emergencies/diseases/novel-coronavirus-2019/advice-for-public/q-a-coronaviruses>

As with other respiratory diseases, older people and people of all ages with pre-existing medical conditions (such as obesity, high blood pressure, respiratory illnesses, heart disease or immune problems) require active monitoring as they may become more seriously ill with this virus.

Isolation is a measure that can drastically reduce contact among people and hence the number of infections; therefore, self-care is fundamental.

There is currently no vaccine to prevent COVID-19. The best way to avoid getting this disease is practicing self-care and not exposing yourself to the virus. Therefore, physical distance (1.8 metres between people in closed spaces and 1 metre between people in open spaces), washing your hands, and wearing a face mask, are key for protecting yourself from this virus.

### 1.1.3 Definition of cases

According to the Ministry of Health, this is the definition of cases:

#### **Suspect case:**

- Patient with an acute case with at least two symptoms compatible with COVID-19: fever (axillary temperature higher than 37.8°C), cough, difficulty breathing, chest pain, sore throat, muscle pain, chills, headache, diarrhoea.
- Patient with a sudden loss of the sense of smell or taste.
- Patient with a serious acute respiratory infection requiring hospitalisation.

#### **Confirmed case**

- Suspect case whose RT-PCR test results for SARS-CoV-2 are positive.

#### **Asymptomatic confirmed case**

- Asymptomatic patient identified through an active search strategy whose RT-PCR test results for SARS-CoV-2 are positive.

#### **Probable case with lab results**

- Patient who fits the definition of suspect case whose PCR test results are inconclusive or whose antigen test results for SARS-CoV-2 are positive.

#### **Probable case due to epidemiological link**

- Patient who has been in close contact with a confirmed case, and who has developed a fever (axillary temperature of 37.8°C or higher) or at least two symptoms compatible with COVID-19 during the first fourteen days after contact. A probable case due to epidemiological link is not required to take an RT-PCR test for SARS-CoV-2. If, for any reason, a probable case has a confirmatory test done and the results are positive, then it will be considered a confirmed case. If the results are negative or inconclusive, it will continue to be considered a probable case.

#### **Probable case due to imaging**

- Suspect case whose RT-PCR test results for SARS-CoV-2 are negative but who has had a chest CT scan showing COVID-19 characteristics according to the radiology report.

#### **Probable case due to symptoms**

- Patient with a sudden, complete loss of the sense of smell (anosmia) or taste (ageusia) without a cause that may account for it.

Note: For all purposes, probable causes must be dealt with as confirmed cases:

- 11 days of isolation from the date of the onset of symptoms.
- Identification and quarantine of close contacts.
- Medical leave, if appropriate.

[https://doc-00-0s-apps-viewer.googleusercontent.com/viewer/secure/pdf/pp4eglvord3thr4s6etrsaaekdc6g3i6/77q6fri6ddpdi6t0pif3rnt0n7qp6g1r/1602597000000/gmail/06706700977612294855/ACFrOgCvznhvXywarJJQcQjSm4nTct6Rn2cR2P37zGxc9e3gCBS68yyHAEk0QuU6zo2cFYShpeUBplGJ4DOLEyROHlojD1N4OCtGkr646rw\\_i\\_ETXTPbof-Vx4oNIw=?print=true&nonce=5vj2fi9s8esgg&user=06706700977612294855&hash=h9s0scvme2uk0hrf78klfv7c4scap4n](https://doc-00-0s-apps-viewer.googleusercontent.com/viewer/secure/pdf/pp4eglvord3thr4s6etrsaaekdc6g3i6/77q6fri6ddpdi6t0pif3rnt0n7qp6g1r/1602597000000/gmail/06706700977612294855/ACFrOgCvznhvXywarJJQcQjSm4nTct6Rn2cR2P37zGxc9e3gCBS68yyHAEk0QuU6zo2cFYShpeUBplGJ4DOLEyROHlojD1N4OCtGkr646rw_i_ETXTPbof-Vx4oNIw=?print=true&nonce=5vj2fi9s8esgg&user=06706700977612294855&hash=h9s0scvme2uk0hrf78klfv7c4scap4n)

A close contact\* is a person who has been in contact with a confirmed case two days before and fourteen days after the onset of symptoms of the infected person, having spent more than fifteen minutes of face-to-face contact at a distance of less than a metre, or having been in the same closed space for two hours or more, living or staying overnight in the same home, or having travelled in a closed means of transport at a distance of less than a metre with an infected person, without having worn a face mask.

An active case, i.e. a person who can infect others, is someone whose RT-PCR test results for SARS-CoV-2 are positive, or a probable case, or a person without symptoms whose RT-PCR test results for SARS-CoV-2 are positive.

### **Criteria for quarantine**

#### **1. Patient diagnosed with COVID-19 by PCR**

- If the patient shows symptoms, isolation quarantine should last eleven days from the onset of symptoms.
- If the patient does not show symptoms, isolation quarantine should last eleven days from the PCR diagnosis.

Notwithstanding the above, the duration of a patient's isolation quarantine may have to be extended if he/she has not fully recovered from the disease.

#### **2. Patient waiting for PCR results**

- The patient should be kept in isolation quarantine until he/she receives the test results.

#### **3. Close contact with a person diagnosed with COVID-19**

- The patient must be kept in isolation quarantine for fourteen days even if his/her PCR results for SARS-CoV-2 are negative.
- Isolation should last fourteen days from the date of contact with the infected person.

#### **4. Chileans and foreigners living in Chile who travel abroad and return to our country**

- They will have to remain in preventive quarantine for 14 days.

#### **Can they be exempted from this quarantine?**

- Yes, if they have a PCR test done during that period and the results come back negative. The results must be sent to the infirmary, with copy to the section. The infirmary will email the person, indicating the date on which she/he may return to the school.
- Or by presenting a negative PCR test from the country from which they are travelling, taken no more than 72 hours prior to boarding the plane back to Chile. Health authorities will provide a supporting document from the Ministry of Health, which must be sent to

the infirmary, with copy to the section. The infirmary will email the person, indicating the date on which he/she may return to the school.

In the case of families in which a member chooses to go into quarantine for 14 days without a PCR test, the Craighouse School protocol establishes that the whole family group will have to respect the same preventive quarantine.

<https://www.gob.cl/noticias/covid-19-extranjeros-provenientes-de-paises-de-alto-riesgo-deberan-realizar-cuarentena-obligatoria-al-ingresar-al-pais/>

*Published in Diario Oficial on May 30<sup>th</sup>, exempt resolution no. 403. Santiago, May 28<sup>th</sup> 2020.*

## 1.2 Infirmary

### 1.2.1 Infirmary attention organisation

In order to take all necessary measures to prevent a possible case of COVID-19 in the school, we have installed an additional infirmary with all the basic requirements for the attention of pupils, staff, and community in general. Our infirmaries will provide differentiated attention, and we have increased the number of professionals for as long as necessary, to four nurses and two paramedics.

**Infirmary 1:** Located in the Darling Hall by the reception playground, this infirmary will be used to treat anyone with respiratory symptoms:

- Fever / chills
- Cough
- Sore throat
- Runny nose
- General malaise / muscle pain associated to flu
- Headache
- Breathing difficulty (shortness of breath, polypnea, stridor, cyanosis, low saturation, breathlessness)
- Chest pain
- Abdominal problems, diarrhoea and vomiting
- Asthma attack
- Allergy with airway constriction

**Infirmary 2:** Located just before the Primary Section by the nursery, this infirmary will be used to treat trauma and abdominal problems:

- Concussions
- Injuries or erosions
- Presence of foreign objects
- Nosebleeds
- Muscle pain, strains (with recent history of trauma)
- Insect bites
- Mouth ulcers

- Allergy with local reaction
- Teeth problems

**Infirmary 3:** Located in the sports fields, below the *quincho*, this infirmary is used to treat trauma. For respiratory problems pupils will have to visit the correct infirmary, accompanied by an adult, respecting physical distance at all times, except for respiratory emergencies.

#### **1.2.2. Pupils visiting infirmary no. 1 (respiratory)**

- The permanent use of face masks will be mandatory for staff and pupils.
- Temperature will be measured from a distance when entering the infirmary.
- They will be required to apply hand sanitiser from a dispenser when entering the infirmary.
- In order to control the flow of people in the infirmary the door will be kept closed. Visitors will have to knock before they enter.
- In order to prevent crowding, which can lead to infections, there will never be more than thirteen people in the infirmary at any given time, including attending staff. Inspectors will contact the infirmary by phone or radio to inquire about the number of people at the time before they send a pupil. If there is no capacity, the pupil will have to stay at the inspectors' office until the infirmary authorises him/her to come in.
- This rule will be flexible in cases of emergency, when patients will not be required to wait and may visit the infirmary after an adult has advised the nurse.
- While a pupil is waiting at the inspectors' office the room will be aired, physical distance will be respected, and the pupil will remain under the care of an adult.
- The nurse will quickly inquire about the situation in order to determine whether the pupil should be attended in the respiratory or the traumatic infirmary.
- Once the pupil has been evaluated in the infirmary he/she may be sent back to class. The nurse will inform the inspectors' office via phone or radio that the pupil will be sent back.
- The pupil will be required to wash his/her hands or apply sanitiser before going back to his/her classroom.

#### **1.2.3. Personal protective equipment (PPE)**

Infirmery staff will always have to wear the following personal protective equipment while attending at the infirmary: disposable gloves, face mask (N95, disposable), shirt, goggles or face shield, and overshoes.

#### **1.2.4. Permanent cleaning staff**

All infirmaries will have cleaning staff available at all times. Cleaning will be required each time someone uses the bathroom: surfaces, handles, and handrails will be cleaned using appropriate supplies, rubbish will be constantly disposed of, etc.

Stretchers will be cleaned once a patient no longer needs them and the area will be cleaned using disinfecting wipes or quaternary ammonium.

At the end of each day all areas and furniture of the infirmary must be disinfected. The person who performs this task must wear the same personal protective equipment as the infirmary staff.

#### **1.2.5. While a patient stays at the infirmary**

He/She will have his/her temperature measured, medical history checked, and medicines administered, if necessary. Patients will not stay to rest in the infirmary.

#### **1.2.6. Criteria for sending a pupil home**

- If a pupil has a temperature of 37.5°C or higher.
  - If a pupil has respiratory symptoms such as cough, sore throat, general malaise, headache, runny nose, shortness of breath, etc., regardless of whether or not he/she has a fever.
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- ✓ In both cases, the pupil's parent or another authorised adult will have to withdraw the pupil from the green gate by the reception area. A person previously appointed by the infirmary will hand over the child.
  - ✓ When a student is sent home from infirmary no. 1 we will recommend a medical evaluation. If the parents choose to leave him/her home to rest, the pupil will have to stay at least three days in observation. If the symptoms persist or worsen he/she will have to be checked for COVID-19.
  - ✓ At the end of the day, the infirmary will email the relevant section informing that a pupil was withdrawn with COVID-19-like symptoms and will register the event in the infirmary form.
  - ✓ The pupil's parents will have to inform the infirmary as soon as possible about the pupil's diagnosis, including a medical certificate, at [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl), and copy the relevant section. It is important that the patient rests as indicated by the doctor.
  - ✓ Should the doctor consider it necessary to perform a PCR test, the parent will have to inform the school. The school, in turn, will get in touch with the pupil's direct contacts and ask that they stay home until the test results come back.
  - ✓ In order to return to school, the pupil must bring the PCR results ruling out COVID-19 and identifying the diagnosis.
  - ✓ If COVID-19 is confirmed, the infirmary will follow directions established by the Ministries of Health and Education and email the COVID-19 Crisis Committee so that the necessary measures can be implemented.
  - ✓ Finally, the Ministry of Education's Regional Secretary will put the infirmary in contact with the Ministry of Health, which will act as focal point in cases of contingency and to answer queries.
  - ✓ Should an immediate family member be notified as suspect case for COVID-19, the family must contact the infirmary immediately at [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl), and copy the relevant section. The family group will have to stay quarantined at home for fourteen days. If the infection is ruled out (suspect case), they will have to email the test results at [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl), and copy the relevant section, so that the quarantine is suspended.

In each of these cases the relevant section will contact the pupil's family and send any necessary study materials.

### **1.2.7. Pupils waiting to be sent home**

Any pupil considered a suspect case or close contact, or who needs to be sent home from infirmary no. 1 (respiratory) will have to remain in isolation while waiting to be picked up by his/her parents. A special waiting area in the nursery has been set up for this purpose.

Pupils who are not considered respiratory cases will have to wait to be picked up by their parents in a special area in the reception playground.

Pupils who have been attended for trauma issues requiring prolonged rest will be sent home for treatment, regardless of the cause.

Pupils attended at the infirmary for medical or trauma reasons will not be given an infirmary attention slip, and only cases where parents need to be informed of something important will be contacted by phone. Visits to the infirmary are registered on SchoolTrack every day, and they can be accessed via Schoolnet.

### **1.2.8. Cases among school staff members**

#### **Criteria for sending staff members to a health centre to rule out COVID-19:**

- Temperature of 37.5°C or higher, with or without other symptoms.
  - Symptoms that suggest a respiratory infection such as muscle pain, sore throat, cough, shortness of breath, chest pain, lack of energy, headache, chills, diarrhoea, acute alteration in the sense of smell or taste, etc.
  - No fever, but presence of one of the symptoms described above.
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- ✓ The infirmary will contact the relevant section by phone or email to inform them that the staff member will leave the school, either by him/herself or picked up by a relative. The section will have to acknowledge receipt of this information.
  - ✓ The journey from the school will be the staff member's responsibility, unless there has been a work-related accident. The infirmary will have to record the situation in the infirmary form to follow up later.
  - ✓ The staff member will have to inform the infirmary of his/her diagnosis and days of rest as indicated by the doctor, at [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl), and copy the relevant section.
  - ✓ If there is suspicion of a COVID-19 infection, the staff member may not come to school. Se/he will have to inform his/her section via email, copy the relevant section, and stay in quarantine while waiting for medical confirmation, including tests.
  - ✓ If there is suspicion of a COVID-19 infection in a staff member who consults during work hours in the school, the relevant section/area and the Crisis Committee will be informed to isolate the staff member and his/her close contacts. Her/His activities will be cancelled while waiting for a medical report confirming or ruling out the COVID-19 infection.

- ✓ If a Craighouse School staff member tests positive for COVID-19, the school will follow all protocols established by the Ministries of Health and Education.
- ✓ If you have a direct relative who lives under the same roof, considered as a suspicious case for presenting COVID-19 suggestive symptoms, she/he must inform the relevant section or area with a copy to [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl) and not go to your work, until the person has been discarded with a PCR result.
- ✓ If a staff member has a direct relative who has tested positive for COVID-19 (confirmed case), she/he must inform the relevant section, copy [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl), and stay in quarantine for fourteen days from the onset of symptoms of the infected relative.
- ✓ The infirmary will closely monitor (via phone or email) the condition of the staff member infected with COVID-19, and will inform the Crisis Committee if there are any complications.

In all the cases described above, the section’s assistant will have to ensure that the period of rest is complied with.

### 1.3. Craighouse School criteria for dealing with confirmed COVID-19 cases, adapted to comply with protocol of the Ministries of Health and Education

- If a pupil is considered to be a suspect case for COVID-19, he/she will have to be isolated and taken to see a doctor or have a PCR test done. If the pupil has siblings in the school, the protocol will apply to the whole family group.

| Type of risk   | Class suspension | Quarantine   |
|--|------------------|--|
| Person who lives in the same home (close contact) with a confirmed case of COVID-19, and who is a member of the Craighouse School community (pupil or staff member). | No.              | Must stay in quarantine for fourteen days from the date of the last contact, even if the PCR test results for SARS-CoV-2 are negative. These results will not exempt him/her from full quarantine. |

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| <p>Pupil who has tested positive for COVID-19 and who has been to school during the infectivity period (two days before the onset of symptoms for symptomatic cases and two days before the PCR test for asymptomatic cases).</p> | <p>School is suspended for the whole class for fourteen days.</p> | <p>The affected pupil must remain in isolation until a doctor determines that he/she may resume activities.</p> <p>All members of the class (pupils and teachers) must stay in quarantine for fourteen days from the date of the last contact.</p> <p>If the confirmed pupil uses a school bus or shift system, all students involved will be considered close contacts and will have to stay in preventive quarantine, even if their PCR test results for SARS-CoV-2 are negative.</p> <p>All people with symptoms that are compatible with COVID-19 and/or become confirmed cases must remain in isolation until a doctor determines that they may resume their activities.</p> |
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|   |  |   |
|---|--|---|
| <p>Two or more pupils who have tested positive for COVID-19 who belong to different class groups and have been to school during the infectivity period (two days before the onset of symptoms for symptomatic cases and two days before the PCR test for asymptomatic cases).</p> | <p>Two or more cases in one class group or year level: school is suspended for the whole year level for fourteen days, for everyone who comes on the same shift determined by the school.</p> <p>Two or more cases in different year levels: school is suspended for the whole section for fourteen days, for everyone who comes on the same shift determined by the school.</p> <p>Two or more cases in different sections: school is suspended for the affected sections for fourteen days, for everyone who comes on the same shift determined by the school.</p> | <p>All affected members of the educational community (pupils, teachers, close contacts in the school bus or in the shift system) will have to stay in preventive quarantine for fourteen days from the date of the last contact, even if their PCR test results for SARS-CoV-2 are negative.</p> <p>All affected people, those with symptoms COVID-19, and/or people who become confirmed cases must remain in isolation until a doctor determines that they may resume their activities.</p> |
| <p>A teacher, educational support member or SLT member who has tested positive for COVID-19.</p>  | <p>School is suspended for fourteen days for the whole section where he/she taught two days before the onset of symptoms for symptomatic cases and two days before the PCR test for asymptomatic cases.</p>  | <p>All affected members of the educational community (class groups, staff) will have to stay in preventive quarantine for duration of the suspension of school, even if their PCR test results for SARS-CoV-2 are negative.</p> <p>All affected people, those with symptoms COVID-19, and/or people who become confirmed cases must remain in isolation until a doctor determines that they may resume their activities.</p>  |

## 2. RETURN TO FACE-TO-FACE CLASSES - Access to the campus

### SAFETY

#### 2.1 Staff

##### 2.1.1 Entry

Every day before leaving their homes and heading to school, members of staff will be required to check their temperature and respiratory symptoms.

All staff members who enter the school in a vehicle must do so through the sports fields, where school guards will check their temperature, and external guards will be in charge of access control implementing a sanitary barrier in the south street (*quincho* parking roundabout). Vehicles will be allowed to enter between 7 and 10 a.m., and these procedures will be followed:

1. Body temperature check: If a person's temperature is 37.5°C or higher, he/she will have to park in the *quincho* parking area where infirmary staff will recheck temperature using a mercury thermometer. If the reading is the same or higher, a record sheet will be filled in with the person's personal information and names of possible close contacts. The relevant section or area will be informed via radio that this person will be leaving the campus for a medical evaluation to rule out SARS-CoV-2. The section or area will have to acknowledge receipt of this information and coordinate any necessary replacements.
2. The person suspected of infection will have to leave the school by his/her own means and seek medical evaluation to determine whether or not a PCR test is necessary, the results of which will have to be informed to the school.
3. Staff members who are suspected of having had close contact with a confirmed COVID-19 case (whether a pupil or staff member) while working at the school will be sent to the ACHS for an evaluation and to receive treatment, if necessary. If traceability cannot be determined to lead back to their job, they will have to seek medical evaluation by their own means.
4. In an exceptional case in which a staff member sent to the ACHS does not have a vehicle and there is no one to take him/her to the health centre, the Risk Prevention Officer will take him/her in his/her own vehicle. When he/she returns to the school his/her temperature will be checked by the guard and the vehicle will be disinfected.
5. Personal protective equipment (PPE): All staff members are responsible for wearing a face mask when they enter the school and keep it on permanently during working hours, except at lunch time. Face shields will only be mandatory for teachers or staff members who are working in a classroom or when in contact with pupils.
6. The school will provide PPE for the staff. The equipment includes two reusable face masks which must be washed daily and have a shelf life of approximately two months, and a face shield. Staff members who need a replacement will have to talk to their area or section.
7. All staff members whose children are pupils at Craighouse School may enter the school through the sports fields with their children and proceed to their temperature checks. Then they will park their vehicles and wait there together with their children until 7.55 a.m., when they will walk to their section through the corresponding access door.

8. Identification: All staff members must enter the school with their ID in sight.

### **2.1.2 Parking**

1. All staff members must park their vehicles in the staff parking zone (at the higher area of the campus) and on the south street in general, except on the zone where people with reduced mobility usually park.
2. The gate between the SLT parking and volume 3 of the Middle Section will remain closed; therefore, vehicles will not be able to enter the school through the main access gate where the barrier is located until 10.30 a.m.
3. Staff members who enter the school as from 10.30 a.m. will have to do so through the main access gate (barrier).
4. If a staff member needs to leave the school, he/she will have to inform security, who will open the gate between the SLT parking area and volume 3.
5. People with reduced mobility will park their vehicles on the south street by the Senior dining hall. To access this parking area they will have to bring their medical certificate to Human Resources. HR will have to update the list.

### **2.1.3 First day of activities for staff**

1. Before the return to school, the Human Resources Department will coordinate PCR tests for all members of staff with the Health Department of the Lo Barnechea municipality.
2. All staff members will return to school before pupils, in order to attend workshops on the following topics:
  - Health (prevention measures and disease control)
  - Safety
  - Well-being
3. Return to school will be gradual.
4. Staff members will have to wear a face mask at all times during school hours.
5. Staff members who are part of the high-risk group are:
  - People older than 65.
  - Pregnant women.
  - People with chronic illnesses, such as:
    - a. Lung disease or asthma.
    - b. Severe heart conditions.
    - c. Immunosuppression.
    - d. Kidney disease or others requiring dialysis.
    - e. High blood pressure.

Staff members with any of these illnesses or conditions will have to bring a medical certificate that proves it, issued by a specialist of the relevant area, stating that face-to-face work at the school poses a risk to their health.

This situation will have to be informed to their direct superior. Additionally, they will be required to present the medical certificate to Human Resources at least seven business days before the official date of return to Craighouse School.

## 2.1.4 During the general school day

### General information for Primary, Middle, and Senior

The following measures will be mandatory during the school day:

1. Teachers and other staff members may only enter the school through the sports fields between 7 and 10 a.m., and they will be required to park their vehicles in the area designated for that purpose.
2. When they arrive they will have their temperature checked; if it is 37.5°C or higher they will not be allowed to enter the school.
3. Teachers and other staff members will be required to wash their hands with soap and water when they come in.
4. The school will provide face masks which will have to be worn permanently, and a face shield to be used in the classrooms.
5. When disposing of used or damaged face masks, the elastics have to be cut off and the masks will be deposited in special bins.
6. Handshakes and cheek kisses will be forbidden. There will be no physical contact between people.
7. There will be shoe sanitising mats and hand sanitiser dispensers at every entrance. Once inside the school, teachers and staff members will have to follow all directions marked on the hallways and head to their section, department, or classroom.
8. People will have to stay on the right side when walking up or down stairs or through hallways, following directions on the floor and signs, while respecting one metre of physical distance in all common areas.
9. The fingerprint reader will not be available.
10. Due to the contingency, each teacher or staff member will have to fulfil their designated role to contribute to the functioning of the school and the health and safety of everyone (supervising playgrounds, toilets, etc.).
11. There will be no face-to-face briefings for the section. This will be done online.
12. In Primary, teachers will have to be in their classrooms at 8.05 a.m. ready to receive their pupils. In Middle and Senior they will have to be there at 8.20 a.m.
13. Teachers will be required to supervise their pupils as they come into the classrooms, asking them to stand in line outside while keeping one metre of physical distance and then enter in order to their designated spaces.
14. Physical distance between pupils inside classrooms and other closed spaces will be 1.8 metres. This distance will be marked on the floor. Teachers will have to supervise and constantly remind pupils about this.
15. Teachers and other staff members will be required to supervise that pupils play without physical contact and respecting their designated areas during break and at the beginning and end of the school day, according to the agreed schedule.
16. Teachers will supervise pupils as they apply hand sanitiser.

17. Teachers will welcome their pupils in the classroom one by one and will ensure that they wash their hands with soap and water (or apply sanitiser if hand washing is not possible) before they sit down at their desks.
18. There will be no face-to-face assemblies.
19. Teachers will make sure that all pupils have their own school supplies and sit at their own desks.
20. At the beginning of the day, teachers will remind their pupils of the importance of respecting physical distance, of wearing their face masks at all times, of washing their hands with soap and water, and of the rules in the playground, classroom, etc.
21. Teachers will authorise pupils to go to the toilet if they ask to.
22. If a pupil needs to go to the infirmary, the teacher will contact the inspector by phone or WhatsApp. The inspector will contact the infirmary by phone or radio to check availability at that moment. If the pupil cannot be attended immediately, he/she will have to wait momentarily at the inspectors' office. This measure will not be applied in case of an emergency. If a pupil has to be sent back to the classroom, the inspector will be notified by radio or phone so that he/she can pick him/her up at the door of the infirmary.
23. Teachers will finish their class and authorise pupils to leave, one by one, in reverse order to how they came in, always keeping 1 metre of physical distance. Teachers will remind them that they must go to their designated break area.
24. At the end of the day, teachers will remind pupils to take home all their school supplies.
25. At the end of the day, teachers will say goodbye to their pupils one by one, in an orderly fashion, ensuring a one-metre physical distance between them.
26. Staff members will not be allowed into the campus after the school day is over.
27. All requests and communications with the Head of Section must be sent by email.
28. All meetings with people from outside the school (parents, tutors, suppliers, educational needs specialists, etc.) will be telematic.
29. The use of the phone in all departments, inspectors' offices, and common rooms will be determined in accordance with the department and common room protocol.
30. Teachers may not share personal or desk items (such as pens, rulers, punchers, etc.) in their offices or in the classrooms.
31. The use of electronic devices, computers, phones, etc. will be strictly personal.
32. The use of school iPads and Chromebooks will have to follow the ICT protocol.
33. Lunch: pupils will not have lunch at school.
34. Emergencies and DEYSE operations: the protocol will be followed while maintaining physical distance (1.8 m. in closed areas and 1 m. in open-air zones).
35. At the end of the school day teachers will go the exit doors/gates while maintaining 1 metre of physical distance.
36. Once they leave the campus, teachers may not return until the following day.
37. Inquiry centre: it will be used following the inquiry centre protocol.
38. Photocopies: they will be used following the protocol (no pupils, and everything coordinated via email).
39. Tardy pupils will not be allowed in after 8.25 a.m., and no early exits will be authorised, except in cases of emergency/illness while inside the school.
40. Please take note that all classrooms and offices remain with the windows open to allow adequate ventilation.

### **Primary Section - Specific actions for the section**

1. **Primary** teachers and staff members will enter the school along the side of the new changing rooms. At the end of the school day, they will leave in their vehicles through the main access.
2. The Inspector of Year 4 will open the door of the volleyball court at 8 a.m. to allow pupils inside.
3. Toilet Ladies and the section Assistant will be in their work areas at 8.05 a.m.
4. Staff members will be asked to help supervise and ensure that pupils stand in line outside the classroom doors that open on to the Year 4 playground, while respecting physical distance.
5. Pupils will be allowed to go to the toilet, one at a time, and will have to leave through the door to the playground.
6. Music and Religion Teachers will go to their pupils' classrooms. Music rooms will not be used for class.
7. Sports Teachers will pick up and take back their pupils to the classrooms, following the Sports and Physical Education Department protocol.
8. Teachers will make sure that the pupils wash their hands with soap and water or, if this is not possible, that they apply hand sanitiser before they eat their snack, after break, and before and after PE.
9. There will be no shared snacks in Primary.

### **Middle Section - Specific actions for the section**

1. **Middle** teachers and staff members will enter the school through the second door in volume no. 3 of the section. At the end of the school day, they will leave in their vehicles through the main access.
2. The labs, Music room, Art room and IT room will only be used in exceptional cases with authorisation from the Head or Deputy Head of Section. Each one of these rooms will have a timetable and seating arrangement. When each lesson finishes, the rooms will have to be sanitised before the next group of pupils comes in, as well as all elements that the pupils use. During the class, complementary elements will not be shared and their use will be personal.

### **Senior Section - Specific actions for the section**

1. **Senior** teachers and staff members will enter the school through the access to the Middle/Senior dining hall. At the end of the school day, they will leave in their vehicles through the main access.
2. The labs, Music room, Art room and IT room will only be used in exceptional cases with authorisation from the Head or Deputy Head of Section. Each one of these rooms will have a timetable and seating arrangement. When each lesson finishes, the rooms will have to be sanitised before the next group of pupils comes in, as well as all elements that the pupils

use. During the class, complementary elements will not be shared and their use will be personal.

### **2.1.5 Leaving the campus after a school day**

Staff members will leave the school in their vehicles through the gate located in the higher parking area. Once the staff has left the school, they will not be allowed to come back until the following day. This will allow our cleaning staff to carry out all the necessary cleaning and disinfection procedures before the next school day.

## **2.2 Pupils**

### **2.2.1. Entry**

Return to school will be gradual. The maximum number of people who can be present at the school at once will be determined in accordance with instructions from the Ministry of Education, in order to ensure a safe environment for our community.

1. Parents will have to check pupils' temperature and respiratory symptoms daily before they leave their homes. If a pupil's temperature is 37.5°C or higher, he/she may not come to school and the parents will have to monitor his/her condition at home.
2. During the contingency, Prefects will not be able to enter the school through the sports fields using their passes. They will only be able to do so once the situation goes back to normal.
3. Access to the school will be as follows:
  - Preschool: main door, Primary Section.
  - Primary: door at the side of the volleyball court, Primary Section.
  - Middle: upper door across from volume 3 of the Middle Section.
  - Senior: main door of the school.
  - School buses: access door to the school bus parking area.
4. In each access there will be three lines, a shoe sanitising mat, and hand sanitiser.
5. There will be staff members supervising the correct use of face masks and measuring each pupil's temperature. If a pupil's temperature is 37.5°C or higher, he/she will be sent to infirmary no. 1 to be registered, and then the parents will be notified so they can come and pick him/her up.
6. Gradual opening: the first pupils to return will be Years 12, 8, and 4. During the second stage, pupils of Years 11, 7, and 3 will join them. The remaining year levels will be incorporated gradually.
7. Pupils will be organised in such a way that 50% of a class will attend one day and the remaining 50% the next days. Students who remain in their homes will continue with the distance learning method.
8. Pupils with chronic illnesses will continue with a remote learning method.

### **2.2.2 Parking**

During the contingency, Prefects or other pupils who are 18 or older and who arrive at the school in a vehicle will have to park in the parking area at the side of the Primary Section and enter

the school through the access doors mentioned in section 2.2.1, number 3.

### 2.2.3 During the school day

#### General information for Primary, Middle, and Senior

The following measures will be considered for the school day, all of which are mandatory and therefore **must** be followed and implemented:

1. All pupils must have their temperature checked every morning before leaving their homes. If their temperature is 37.5°C or higher, they will not be allowed to enter the school.
2. Pupils may **only** enter the school as from 7.55 a.m., when the barrier will be opened.
3. Face masks must be worn at all times during the school day. Pupils will have to bring one or more additional face masks inside a Ziploc bag, marked with their name.
4. If a pupil's face mask is damaged during the school day, the school will provide a disposable mask.
5. There will be special bins to dispose of used face masks.
6. Handshakes and cheek kisses will be forbidden.
7. A physical distance of at least 1 metre will have to be respected in all common areas/spaces.
8. Pupils must wash their hands frequently.

#### Others

1. Late entries and early exits for pupils: tardy pupils will not be allowed in after 8.25 a.m., and no early exits will be authorised, except in cases of emergency/illness while inside the school. No pupil will be allowed to leave the school early without authorisation from the infirmary.
2. Physical Education: lessons will be held following the Physical Education Department protocol.
3. Inquiry centre: it will be used following the inquiry centre protocol.
4. Photocopies: they will be used following the protocol (everything will be coordinated via email).
5. Primary and Middle pupils will come to school wearing their official sports uniform. In Senior, girls will wear the summer uniform (grey skirt and official blouse, and boys will wear their grey trousers and official shirt).
6. Physical Education: pupils will wear their Sports uniform on Sports days.
7. Emergencies and DEYSE operations: the protocol will be followed while maintaining physical distance (1.8 m. in closed areas and 1m in open-air zones).

## Timetable

| Primary       | Middle/Senior |
|---------------|---------------|
| <b>Time</b>   | <b>Time</b>   |
| 8:20 - 9:45   | 8:20 - 8:55   |
| 09:45 - 10:00 | 8:55 - 9:30   |
| Break         | 9:30 - 9:45   |
| 10:00 - 11:15 | Break         |
| 11:15 - 11:30 | 9:45 - 10:15  |
| Break         | 10:15 - 10:50 |
| 11:30 - 12:15 | 10:50 - 11:05 |
|               | Break         |
|               | 11:05 - 11:35 |
|               | 11:35 - 12:10 |
|               | 12:10 - 12:25 |
|               | Break         |
|               | 12:25 - 12:55 |
|               | 12:55 - 13:30 |

### Primary Section - Specific actions

1. Pupils will return to school and will have a 10-day schedule divided into week 1 and week 2.
2. Pupils will be divided into two groups of approximately ten children: group A and group B.
3. Group A will come to school on Monday, Wednesday and Friday of week 1, and on Tuesday and Thursday of week 2.
4. Group B will come to school on Tuesday and Thursday of week 1, and on Monday, Wednesday and Friday of week 2.
5. All students will have five days of face-to-face lessons during a ten-day period.
6. The normal timetable for all pupils will begin at 8.20 a.m. and finish at 12.15 p.m.

### Entering the school in the morning

1. Pupils who arrive in a school bus will have to enter the school directly to their playground, through Craigway. Those who come with their parents or on a shift system will enter the campus through the door of the volleyball court.
2. Parents will be required to drop off their children at the access door, where they will be received by staff members of the section. Primary has organised a system by which pupils will be received from their parents and taken to their classrooms safely and carefully, according to their ages.
3. From the moment they arrive, pupils will have to wear a face mask at all times. Upon arrival they will head to the corresponding access door and stand in three lines. Previously appointed staff members, equipped with their PPE (face mask and face shield), will check their temperature. Then, pupils will clean their shoes on the sanitising mat.
4. Once inside the school, students will be required to follow all directions and signs and walk to the designated area to wait for their lessons to begin.
5. It is strictly forbidden for Primary pupils to go to Middle or Senior.

6. The inspector will open the door at 8 a.m.
7. Three staff members will be checking pupils' temperature.
8. Any pupil with a temperature of 37.5°C will be sent to the infirmary, where he/she will be evaluated following the Infirmary Protocol.
9. Once the pupils have entered the campus, staff members will lead them to the door of their classroom, where they will stand in line respecting physical distance.
10. Pupils will not be allowed in the hallways. They will have to stand in line in the designated area of the playground.
11. Walking around the section: pupils will have to stay on the right side when walking up or down stairs or through hallways, following directions on the floor and signs.
12. Before entering the classroom, students will stand in line outside, always keeping one metre of physical distance. As they enter the room, the teacher will supervise as they wash their hands with soap and water or apply hand sanitiser before they sit down.

### **In the classroom**

1. There will be approximately 50% of pupils in each classroom.
2. Desks will be set apart by 1.8 metre. There will be tape on the floor to mark the space.
3. There will be no rugs, toys, reading corners, circles on the floor, etc.
4. Pupils' school supplies will be kept in individual containers such as plastic boxes or bags, and they will be kept on or under each desk. Pupils will have to bring their supplies to school and take them back home every day.
5. Students will always sit at the same desk. Each desk will have their name on it.
6. Pupils may not share personal or desk items, and they will be marked with their names.
7. The Music rooms and IT rooms will not be used.
8. At the end of each class, the pupils will leave the classroom in a line, respecting physical distance, and supervised by the teacher.

### **Toilets and hallways**

1. During class hours pupils will be allowed to go to the toilet individually in order to prevent crowding.
2. Pupils will enter the toilet by the playground door and will wait outside in line, respecting physical distance.
3. Toilet Ladies will supervise pupils as they enter and exit, and as they wash their hands with soap and water, and they will make sure that they respect physical distance and stand in line.
4. The door to each bathroom will have a sign with the maximum number of pupils, which will be determined according to the number of available sinks. Every other sink will be blocked and marked so they cannot be used and physical distance can be respected.

### Supervised breaks and distribution of playgrounds

1. During break, pupils will have to be responsible for their self-care and safety, respecting physical distance, wearing their face masks at all times, and staying in their designated areas, which will be properly marked.
2. During break, pupils may not play with any object that involves touching it or touching other children.
3. Breaks will be sequenced and playgrounds will be divided in half, clearly separated with cones. There will be responsible adults supervising each break.
  - **Playground 4**
    - 09.45 to 10.00 4 D and A will play in separate areas of the playground.
    - 10.00 to 10.15 4 R and L will play in separate areas of the playground.
    - 10.15 to 10.30 4 I and N will play in separate areas of the playground.
    - 10.15 to 10.30 4 G will play in the playground.
  - **Year 4 playground**

After break, pupils will have to stand in line in the playground, outside their classroom, respecting physical distance. The teacher will receive them at the door and make sure that they wash their hands properly with soap and water or apply hand sanitiser.
4. After break and before heading to their desks, all pupils will be required to wash their hands with soap and water in the classroom.

### Playgrounds

1. Playgrounds 3 and 4 will be divided in half.
2. Courts will be divided into three sections, and there will be a rotation of groups using each court.
3. After break, pupils will head back to the classroom through Craigway.
4. Pupils will stand in line in the playground outside their classroom door, respecting physical distance, while they wait for the teacher to welcome them back inside.
5. The teacher will receive the pupils at the classroom door and will send them in one by one, making sure that they all wash their hands with soap and water before they sit down at their desks.

## End of the school day

### 2.2.4 Leaving the campus after a school day

#### 2.2.4.1 PRIMARY SECTION

##### Leaving time

The school day will finish at 12.15 p.m. Pupils must respect a social distance of one metre and go to the reception area through Craigway, where they will wait to be picked up by their parents or by a school bus.

##### **Pupils who leave by school bus**

1. We recommend that parents consult directly with their children's bus driver to check that the journey is made in the conditions agreed between both, following the hygiene conditions established by the Ministries of Health and Transport.
2. Pupils will leave their classrooms and be taken to the reception area by a responsible adult. They will access the reception area through Craigway and wait to be picked up by the school bus drivers.
3. Pupils will have to sit down on the floor to wait, keeping distance and supervised by school staff.
4. Staff members will wait with the pupils until they have all left the school.

##### **Pupils who leave with their parents**

1. Pupils who leave with their parents or with other parents in a shift system will be taken by staff members to playground no. 4 by the volleyball court, where they will remain seated in the designated areas until they are ready to leave.
2. Parents and adults will be asked to stand in line outside the door to wait for the children, respecting physical distance.
3. Staff members will call each pupil to walk to the door.
4. The inspector in charge will close the door to the volleyball court at around 12.40 p.m.
5. Pupils who have left the school may not return until their next in-person class. This will enable us to clean and sanitise the facilities before activities begin at 8.20 a.m. the following day.

##### **Exceptions for pupils who are waiting for tardy parents**

1. These pupils will be waiting to be picked up in playground no. 4 by the door of the volleyball court.
2. They will be supervised by the inspector of the level and an additional staff member.
3. They will have to wait sitting down in the roofed playground until their parents arrive.
4. Once the parent arrives, the inspector will open the door and let the child out.

### 2.2.3 During the school day

#### **Middle Section - Specific actions for the section**

1. Pupils will return to school and will have a 10-day schedule divided into week 1 and week 2.
2. Pupils will be divided into two groups with approximately 50% of the pupils in the class: group A and group B.
3. Group A will come to school on Monday, Wednesday and Friday of week 1, and on Tuesday and Thursday of week 2.
4. Group B will come to school on Tuesday and Thursday of week 1, and on Monday, Wednesday and Friday of week 2.
5. All students will have five days of face-to-face lessons during a ten-day period.
6. The normal timetable for all pupils will begin at 8.20 a.m. and finish at 1.30 p.m.

#### **Entering the school in the morning**

1. Pupils who arrive with their parents or on a shift system will have to enter the school through the door/gate of the Middle Section (volume 3) and head to their designated area. Those who come in a school bus will go straight to their designated area using the stairs of volume 6. Once inside the school, students will be required to follow all directions and signs and walk to the designated area to wait for their lessons to begin.
2. From the moment they arrive, pupils of Year 8 will have to wear a face mask at all times. Upon arrival they will head to the corresponding access door and stand in three lines. Previously appointed staff members, equipped with their PPE (face mask, face shield, and gloves), will check their temperature. Then, pupils will clean their shoes on the sanitising mat.
3. Once inside the school, students will be required to follow all directions and signs and walk to the designated area to wait for their lessons to begin.
4. It is strictly forbidden for Middle pupils to go to Primary or Senior.
5. Any pupil with a temperature of 37.5°C will be sent to the infirmary, where he/she will be evaluated following the Infirmary Protocol.
6. Pupils will not be allowed in the hallways. They will have to stand in line in the designated area of the playground.
7. Walking around the section: pupils will have to stay on the right side when walking up or down stairs or through hallways, following directions on the floor and signs.
8. Lockers will not be used; they will remain closed. Pupils will have to bring their books and school supplies every day and keep them in their backpacks.
9. Before entering the classroom, students will stand in line outside, always keeping one metre of physical distance. As they enter the room, the teacher will supervise as they wash their hands with soap and water or apply hand sanitiser.

### **In the classroom**

1. There will be approximately 50% of pupils in each classroom.
2. Desks will be set apart by 1.8 metre. There will be tape on the floor to mark the space.
3. Students will always sit at the same desk. Each desk will have their name on it.
4. Pupils may not share personal or desk items (such as pens, rulers, punchers, etc.).
5. The use of electronic devices, computers, phones, etc. will be strictly personal.
6. The Music rooms and IT rooms will not be used.
7. Pupils will not use the school's iPads or Chromebooks.
8. At the end of each class, the pupils will leave the classroom in a line, respecting physical distance, and supervised by the teacher.

### **Toilets**

1. During class hours pupils will be allowed to go to the toilet individually and before the class finishes, in order to prevent crowding.
2. There will be permanent supervision at the toilets during break. There will be a shift system for supervising pupils as they enter and exit, and as they wash their hands with soap and water, and to ensure that they respect physical distance.
3. The door to each bathroom will have a sign with the maximum number of pupils, which will be determined according to the number of available sinks. Every other sink will be blocked and marked so they cannot be used and physical distance can be respected.

### **Supervised breaks and distribution of playgrounds**

1. During break, pupils will have to be responsible for their self-care and safety, respecting physical distance, wearing their face masks at all times, and staying in their designated areas, which will be properly marked.
2. During break, pupils may not play with any object that involves touching it or touching other children.
3. After break, all pupils will be required to wash their hands with soap and water in the bathrooms or in the sinks available in each playground. Pupils who are allergic to hand sanitiser will have to wash their hands.

## **2.2.4 Leaving the campus after a school day**

### **2.2.4.2 MIDDLE SECTION**

1. The school day will finish at 1.30 p.m. Pupils must respect a social distance of 1 metre and walk to where they will be picked up (by parents or a school bus).
2. Pupils who have left the school may not return until their next in-person class. This will enable us to clean and sanitise the facilities before activities begin at 8.20 a.m. the following day.

### **Leaving time for Middle Section**

#### **Pupils who leave by school bus**

1. We recommend that parents consult directly with their children's bus driver to check that the journey is made in the conditions agreed between both, following the hygiene conditions established by the Ministries of Health and Transport.
2. Pupils will walk to the school bus parking area respecting all safety measures and physical distance.

#### **Pupils who leave with their parents (parents may not get out of their vehicles)**

1. Pupils will leave through the same access doors mentioned in section 2.2.1, number 3, keeping one metre of physical distance.
2. Parents will have had to coordinate the pickup location with their children in advance, in order to prevent crowding.

### **2.2.3 During the school day**

#### **Senior Section - Specific actions for the section**

1. Pupils will return to school and will have a 10-day schedule divided into week 1 and week 2.
2. Pupils will be divided into two groups with approximately 50% of the pupils in the class: group A and group B.
3. Group A will come to school on Monday, Wednesday and Friday of week 1, and on Tuesday and Thursday of week 2.
4. Group B will come to school on Tuesday and Thursday of week 1, and on Monday, Wednesday and Friday of week 2.
5. All students will have five days of face-to-face lessons during a ten-day period.
6. The normal timetable for all pupils will begin at 8.20 a.m. and finish at 1.30 p.m.

### **Entering the school in the morning**

1. Pupils who arrive in a school bus will have to enter the school through the Darling Hall. Those who come with their parents or on a shift system will enter the campus through the main door. Once inside the school, students will be required to follow all directions and signs and walk to the designated area to wait for their lessons to begin.
2. From the moment they arrive, pupils will have to wear a face mask at all times. Upon arrival they will head to the corresponding access door and stand in three lines. Previously appointed staff members, equipped with their PPE (face mask, face shield, and gloves), will check their temperature. Then, pupils will clean their shoes on the sanitising mat.
3. Once inside the school, students will be required to follow all directions and signs and walk to the designated area to wait for their lessons to begin.
4. It is strictly forbidden for Senior pupils to go to Primary or Middle.
5. Any pupil with a temperature of 37.5°C will be sent to the infirmary, where he/she will be evaluated following the Infirmary Protocol.
6. Pupils will not be allowed in the hallways. They will have to stand in line in the designated area of the playground.

7. Walking around the section: pupils will have to stay on the right side when walking up or down stairs or through hallways, following directions on the floor and signs.
8. Lockers will not be used; they will remain closed. Pupils will have to bring their books and school supplies every day and keep them in their backpacks.
9. Before entering the classroom, students will stand in line outside, always keeping one metre of physical distance. As they enter the room, the teacher will supervise as they apply hand sanitiser.

### **In the classroom**

1. There will be approximately 50% of pupils in each classroom.
2. Desks will be set apart by 1.8 metre. There will be tape on the floor to mark the space.
3. Students will always sit at the same desk. Each desk will have their name on it.
4. Pupils may not share personal or desk items (such as pens, rulers, punchers, etc.).
5. The use of electronic devices, computers, phones, etc. will be strictly personal.
6. The Music rooms and IT rooms will not be used.
7. The labs, Music room, Art room and IT room will only be used in exceptional cases with authorisation from the Head or Deputy Head of Section. Each one of these rooms will have a timetable and seating arrangement. When each lesson finishes, the rooms will have to be sanitised before the next group of pupils comes in, as well as all elements that the pupils use. During the class, complementary elements will not be shared and their use will be personal.
8. Pupils will not use the school's iPads or Chromebooks.
9. At the end of each class, the pupils will leave the classroom in a line, respecting physical distance, and supervised by the teacher.

### **Toilets**

1. During class hours pupils will be allowed to go to the toilet individually and before the class finishes, in order to prevent crowding.
2. There will be permanent supervision at the toilets during break. There will be a shift system for supervising pupils as they enter and exit, and as they wash their hands with soap and water, and to ensure that they respect physical distance.

### **Breaks and distribution of playgrounds**

1. During break, pupils will have to be responsible for their self-care and safety, respecting physical distance, wearing their face masks at all times, and staying in their designated areas, which will be properly marked.
2. During break, pupils may not play with any object that involves touching it or touching other children.
3. After break, all pupils will be required to wash their hands with soap and water in the bathrooms or in the sinks available in each playground. Pupils who are allergic to hand sanitiser will have to wash their hands.

## **2.2.4. Leaving the campus after a school day**

### **2.2.4.3 SENIOR SECTION**

1. The school day will finish at 1.30 p.m. Pupils must respect a social distance of one metre and walk through the Darling Hall to where they will be picked up (by parents or a school bus).
3. Pupils who have left the school may not return until their next in-person class. This will enable us to clean and sanitise the facilities before activities begin at 8.20 a.m. the following day.

### **Leaving time for Senior Section**

#### **Pupils who leave by school bus**

1. We recommend that parents consult directly with their children's bus driver to check that the journey is made in the conditions agreed between them, following the hygiene conditions established by the Ministries of Health and Transport.

#### **Pupils who leave with their parents (parents may not get out of their vehicles)**

1. Pupils will leave through the same access doors mentioned in section 2.2.1, number 3, keeping one metre of physical distance. They will walk through the Darling Hall to the main access door, from where they will leave the school while respecting physical distance.
2. Parents will have had to coordinate the pickup location with their children in advance, in order to prevent crowding.

### **Physical Education classes and timetable for Primary, Middle, and Senior**

Physical Education classes will be held outdoors in the sports fields located within school premises. As mentioned in the general back-to-school protocol, physical distance in open spaces will be one metre.

## Timetable

| Period | Time          | Monday | Tuesday   | Wednesday | Thursday  | Friday |
|--------|---------------|--------|-----------|-----------|-----------|--------|
| P1     | 8.20 - 8.55   |        |           |           |           |        |
| P2     | 8.55 - 9.30   |        |           |           |           |        |
| Break  | 9.30 - 9.40   |        |           |           |           |        |
| P3     | 9.40 - 10.15  |        |           |           |           |        |
| P4     | 10.15 - 10.50 |        | Year 4    |           | Year 4    |        |
|        |               |        | (Year 3)  |           | (Year 3)  |        |
| Break  | 10.50 - 11.00 |        |           |           |           |        |
| P5     | 11.00 - 11.35 |        |           |           |           |        |
| P6-7   | 11.35 - 12.10 | Year 8 | (Year 7)  | Year 8    | (Year 7)  |        |
| Break  | 12.10 - 12.20 |        |           |           |           |        |
| P9     | 12.20 - 12.55 |        | Year 12   |           | Year 12   |        |
|        |               |        | (Year 11) |           | (Year 11) |        |
| P10    | 12.55 - 13.30 |        | Year 12   |           | Year 12   |        |
|        |               |        | (Year 11) |           | (Year 11) |        |

### Before the class / Beginning of the class

- Staff checks and organises the teaching area so it is ready to go.
- Pitches are marked with lines for individual working spaces. Cones are used as a backup option if the activity area changes slightly.
- Pupils will be in Sports uniform for the whole day when they have Sports.
- Teachers collect Primary pupils from the outside door to each classroom and lead them to the pitch.
- Middle and Senior Section pupils walk following all safety measures to the meeting point (Darling Hall esplanade), which will be clearly marked, outside the PE office.
- Primary and Middle Section students will not have any bags with them, as they have more classes after Sports. However, they will need to put sun cream on in their classrooms, and bring a water bottle and their hats (when necessary).
- Senior Section pupils have PE at the end of the day; therefore, they will bring their bags with them. When they have PE classes in other periods they will leave their bags in the classroom.
- Pupils will have to wear their face masks at all times, while walking to the fields until the class begins. They will only take them off when the teacher authorises them to do so. Everyone will wear their face masks when they return.

### During the class

- It is very important to understand and follow all requirements issued by the Ministry of Sports and the Federations of the sports played at the school.
- Pupils will remove their face masks when asked to do so and place them on the ground in their individual space, inside a Ziploc bag, along with their own water bottle.

- During class hours pupils will be allowed to go to the toilet individually and before the class finishes, in order to prevent crowding.
- There will be permanent supervision at the toilets as pupils wash their hands with soap and water, and to ensure that they respect physical distance.
- The door to each bathroom will have a sign with the maximum number of pupils, which will be determined according to the number of available sinks. Every other sink will be blocked and marked so they cannot be used and physical distance can be respected.
- Pupils who do not participate in the class due to an injury will sit in a safe, individual space and will be asked to observe and write notes on the class.

### After the class

- Hand sanitiser will be applied to all pupils.
- The return to the classroom will be supervised for Primary pupils, and the return to the meeting point will be supervised for Middle and Senior.
- If any equipment is used, it will be disinfected at the end of each class.

## 2.3 Parents

### 2.3.1. Entrance

1. Parents who bring their children to school will only be able to enter as from 7.55 a.m., at which time the main barrier of the school will be opened, allowing vehicles to enter and drop pupils off.
2. Parents will not be authorised to enter the school buildings.
3. During the health contingency, no parents, visitors, nor old girls and boys will be authorised to enter the school. Those parents who wish to contact their children's teachers will have to do so by email.
4. Parents who require an **urgent** face-to-face meeting with a school authority or with a head or deputy head of section must submit a request via email to the Assistant of the relevant section. The Head of Section will authorise those meetings. For these meetings to take place we have arranged the use of the rooms in the Headmaster's area. They will have to be booked in advance with the Headmaster's Assistant and will have protection measures available to ensure physical distance.
5. Before coming to school, parents are required to check their body temperature.
6. All authorised entries will have to be informed in advance by the Section's Assistant to Reception and to the Security Officer, who in turn will inform the guard at the barrier to allow access to the school.
7. Parents may only enter through the Reception area, where a record will be kept. Therefore, we will ask for the name, RUT, phone number and email of everyone who attends the meeting. We will keep this information for at least one month.
8. People entering the school for emergencies will have their temperature checked by a guard at the main barrier and at reception. If their temperature is 37.5°C or higher, they will not

be allowed in. Everyone will be required to wear a face mask at all times as well as all protection elements required by the authorities, in order to protect their safety and that of everyone who is in the school at the time.

### **2.3.2 Parking**

1. When pupils come in, parents will have the drop-off zone available, as well as the Primary Section parking area.
2. When pupils leave the school, parents may use the parking area at the side of the Primary Section, as well as the space around the plaza.
3. Parents will be required to stay inside their vehicles in order to avoid contact between people.
4. Parents will have had to coordinate the pickup location with their children in advance, in order to prevent crowding.

### **2.3.3 Protection measures for people with exceptional authorisation to enter the school buildings**

- They will have to respect 1.8 metre of physical distance in closed spaces and 1 metre in open areas.
- They will always have to wear a face mask and carry a spare one.
- Handshakes and cheek kisses will be forbidden.
- They will have to wash their hands frequently.
- They will have to apply hand sanitiser.
- The use of desk items (such as pens, etc.) will be strictly personal.
- The use of electronic devices, computers, etc. will be strictly personal.
- They may not share eating utensils (coffee mugs, cups, plates, water bottles, juice boxes or bottles, etc.).

## **3. HYGIENE, CLEANING AND DESINFECTION**

What follows is a description of the cleaning and disinfection measures as well as the routines for different moments of the school day. These measures are in accordance with **Protocol no. 3: Cleaning and disinfecting educational establishments.**

The school has hired the services of an external cleaning company that specialises in disinfection.

In order to ensure that the school is properly cleaned, we have developed a work programme by which all activities between 7 a.m. and 8 p.m. from Monday to Friday, and Saturday from 8 a.m. to 1 p.m., will be monitored. These activities include cleaning, disinfecting surfaces such as floors, desks, and handrails, etc. During this process products recommended by the Ministry of Health will be used.

Additionally, all areas that are used every day by pupils and staff will be aired once they are emptied (classrooms, offices, toilets, etc.).

The staff from the cleaning company will be wearing PPE (gloves, plastic shirts, face shields, and face masks). Some of their tasks include replacing paper towels, toilet paper, soap, sanitiser, and 70° alcohol. These products will be available in dispensers located in toilets, classrooms, offices, school accesses, and common areas. Throughout the school there will be exclusive, double-lined bins to throw away face masks, gloves, plastic shirts, etc. They will be placed in a specially designated rubbish room. Waste will be collected twice a week by a rubbish truck from the municipality. As from 2 p.m., a group of ancillary workers will begin to disinfect all common areas and outside furniture for the following day.

The cleaning company has its own protocol with details on how to handle the service, how they will manage their staff, and a COVID-19 contingency plan.

The daily cleaning and disinfecting of the school will be carried out by the company hired by the school, which is part of our back-to-school general protocol. The school community will be informed through workshops prepared by the Infirmary, General Services, and Security Departments. The purpose of these workshops is to inform the community of the safety and self-care measures in order to help clean personal items.

The School will have a sanitary kit available consisting of reusable face masks, hand sanitiser, face shield, liquid soap, thermometer, and cleaning set.

**Note:**

This policy may be subject to change or revision due to national contingencies beyond the control of the school.

Prepared by: Executive Crisis Committee

Revised by: All the school areas and shared with our community.

Santiago, November 2020