

**Craighouse School
action protocol
for cases of
COVID_19**



CRAIGHOUSE
SCHOOL



CRAIGHOUSE SCHOOL ACTION PROTOCOL FOR CASES OF COVID-19

Craighouse School has drawn up an internal action protocol on what to do in face of the different scenarios that might occur, which has been developed based on the cases that we have had in the school since we resumed face-to-face lessons and to the new indications of the Early Alert Plan. This protocol may be subject to reevaluations and modifications depending on the situation at the school, and it is based on the guidelines presented by the Ministries of Health and Education.

It will be applied to pupils, staff members, and their families. Its aim is to provide information on what the school will do when faced with cases of COVID-19.

It is important to point out that with the aim of safeguarding and protecting the health of the entire Craighouse School community (pupils, staff, and families), the school has defined rigorous action protocols on how to act when faced with cases of COVID-19.

For purposes of this protocol only, each of the three sections will be considered as a separate school in terms of entries, exits, breaks, classrooms, activities, etc.

1. Positive/Probable cases of COVID-19:

Definition:

Positive: A person who has been confirmed as COVID-19 (+) by means of a PCR test for SARS-CoV-2 (symptomatic or asymptomatic) or by medical confirmation.

Probable: A person who has been in close contact with a confirmed case and who develops one cardinal symptom or at least two of the remaining signs or symptoms compatible with COVID-19, within fourteen days from the date of the last contact.

Measures to be followed:

- The parent or staff member should inform the section by email with copy to enfermeria@craighouse.cl, sending the PCR test result, indicating the date when the symptoms first appeared or the date of the positive PCR test results, names of siblings in the school, classes, and family members, who will immediately become close contacts, as per the Ministry of Health.
- She/he must remain in quarantine for 11 days as from the appearance of the first symptoms, or the date of the positive PCR test results (asymptomatic cases), and must follow the measures indicated by the doctor who is treating the case.
- When the quarantine has been completed, the parent or staff member should present a medical certificate authorising her/his return without any risk of infecting her/his co-workers, pupils or teachers.

- The parent or staff member should inform by email the section with copy to infirmary, if any other family member should show symptoms of the illness or test positive with a PCR.
- The section will contact the family or the staff member to authorise a return date to face-to-face classes, after the parent or staff member presents a medical certificate.
- Siblings and/or family members who live under the same roof with a COVID-19 positive case may not return to face-to-face classes as they become close contacts, and will be required to stay home for 11 days as from the appearance of the first symptoms of the infected person, or as from the date of taking the PCR test (asymptomatic cases). The section will have to be informed so that classes can continue online.
- Notwithstanding the above, the isolation quarantine time may be extended if the person has not fully recovered from the disease.

Following recommendations from the Ministry of Education

- a. If a pupil in a class group tests positive for COVID-19
 - The whole class is closed for 11 days (pupils).
 - Members of staff will have to work online from home, while waiting to determine through the Declaration Form, confirmation with a PCR test taken on the fifth day after the last contact with the infected person and the recommendations of the educational health authority of the Seremi de Salud, whether or not they are considered close contacts.
 - Finally, the infirmary will contact the staff members involved to decide whether they will return to school or continue in quarantine.
- b. If there are two or more positive cases in different class groups of the same level, the whole level is closed for 11 days.
- c. If there are two or more positive cases in two different levels of the same section, the affected levels are closed for 11 days.
- d. If there are three or more positive cases in three different levels of the same section, the whole section is closed for 11 days.
- e. In cases of staff members who test positive for COVID-19, each case will be analysed separately to determine whether to close class groups, levels or sections.
- f. If there are positive cases affecting members of four families or more, regardless of their sections, the school may be closed to assess the situation and reach a decision regarding the continuity of face-to-face lessons in the affected levels.
- g. Any decision to suspend or not classes when there is more than one positive COVID_19 case, will be taken considering the traceability of the cases.

2. Close contact:

- a. Any person who has been exposed to a confirmed or probable case, 2 days before and up to 11 days after the onset of the symptoms of the case.

- b. Person who has been in contact with a confirmed asymptomatic case, between 2 days before and 11 days after taking the sample of the PCR test.

In both cases, one of the criteria must have been breached: use of a mask, physical distancing or time.

If there is a confirmed case in a class and following what is stipulated by the MINSAL and MINEDUC. “Everyone who is part of the class must comply with the quarantine for 11 days as from the date of the last contact with the infected person”.

Measures to be followed

- The pupil or staff member who was in contact with a COVID-19 positive case must remain in quarantine for 11 days (preventive quarantine) no matter what the result of the PCR test is, and will continue with online classes.
- The parent or staff member must inform by email the section with copy to enfermeria@craighouse.cl with the date of the contact with the COVID-19 positive case, her/his contacts (siblings and/or family members living under the same roof, use of school transport or a shift system).
- The school will suggest that the pupil or staff member wait five days after the last contact with the contagious person and have a PCR test to discard any possible infection of his/her contacts (family members).
- If the pupil or staff member shows symptoms related to the illness during the 11 days of preventive quarantine, she/he must rule out a possible infection with a doctor or a PCR test and inform the section and the infirmary. If the infection is confirmed, she/he will have to follow all measures of a positive COVID-19 case as established by the Ministry of Health.
- It is the responsibility of the close contact to self-monitor their temperature twice a day, daily control of symptoms and maintain self-care measures and epidemiological health monitoring, until completing 14 days from the last contact with the infected person.

3. Suspected case:

Definition: A person with an acute case who develops at least one cardinal symptom or two or more of the remaining signs or symptoms for more than 24 hours.

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Cardinal symptoms:

1. Temperature of 37.5° or higher.
2. Sudden loss of the sense of smell.
3. Sudden loss of the sense of taste.

Remaining signs or symptoms:

1. Cough
2. Runny nose
3. Breathlessness
4. Rapid breathing
5. Sore throat
6. Muscle pain
7. General weakness or fatigue
8. Chest pain
9. Chills
10. Diarrhoea
11. Anorexia, nausea or vomiting
12. Headache

Measures to be followed

If symptoms appear at home:

- The pupil or staff member may not come to school.
 - a) If they show a cardinal symptom, they must go to the nearest health centre to rule out a possible COVID-19 infection with a PCR test.
 - b) If they show two or more of the remaining symptoms, they must go the nearest health centre to rule out a possible COVID-19 infection with a PCR test.

In case of having siblings, they must remain at home until the affected person's condition of COVID-19 is ruled out.

- The parent or staff member should contact the relevant section and copy infirmary as soon as possible to inform them of the situation. If there are family siblings living under the same roof, they will all have to stay home until the suspected case gets the PCR test results.
- If the suspected case tests positive, the Craighouse School Protocol for cases of COVID-19 will be activated.
- If the results come back negative, they have to be emailed to the section, with copy to the infirmary. The infirmary will inform the family or staff member when they can return to school.

If symptoms appear at school:

- The pupil or staff member should visit the infirmary for an evaluation.
- The infirmary will contact the pupil's parents and request that she/he be withdrawn from home.
 - a) If the pupil shows only one symptom, she/he will have to stay home under observation for 24 hours. If the symptom does not subside or if new symptoms appear, he/she will have to be seen by a doctor to rule out a possible infection.

- b) If he/she shows one cardinal symptom, he/she will have to be taken to the nearest health centre to rule out a possible infection with a PCR test.
- c) If she/he shows two or more of the remaining symptoms, he/she will have to be taken to the nearest health centre to rule out a possible infection with a PCR test.
- If there are siblings in the school at that moment, they will all have to be withdrawn immediately until the suspected case gets the PCR test results.
- If the suspected case tests positive, parents must inform by email to the section with copy to enfermeria@craighouse.cl. The Craighouse School Protocol for cases of COVID-19 will be activated.
- If the results come back negative, they have to email the section, with a copy to the infirmary, the result of the exam or medical certificate stating that it is not infected with COVID_19. The infirmary will inform the family or staff member when they can return to school.

As per request of the Ministry of Health, confirmed, probable or suspected cases of pupils, family members or staff, and their close contacts, the school must inform them to the *Departamento de Salud Pública y Planificación Sanitaria del Seremi de Salud Región Metropolitana*.

April 2021

Declaration Form _ Constancia / Declaración

Date_Fecha: ____/____/____

| | | | | |
|---|--------|---|----|--|
| Full Name _ Nombre completo | | | | |
| ID _ Rut | | Mobile phone_Teléfono celular | | |
| Position_ Cargo | | Department _Departamento Sports & Physical Education _ Deportes y Educación Física | | |
| Section or Area / Sección o Área | | | | |
| During the class, you: _ Durante la clase, usted: | | | | |
| How long were you with the class?_ ¿Cuánto tiempo estuvo con el curso? | | | | |
| Did you wear a mask on the way to/from the sports fields?_ ¿Usó mascarilla en el trayecto hacia y desde las canchas? | YES_SI | | NO | |
| Wore a face shield on the way to/from the sports fields? _ ¿Usó protector facial en el trayecto hacia y desde las canchas? | YES_SI | | NO | |
| Maintained physical distance during the class _ ¿Mantuvo la distancia física durante la clase? | YES_SI | | NO | |
| Shared any equipments with your pupils?_ ¿Compartió implementos con sus alumnos? | YES_SI | | NO | |
| In your opinion, was there any situation that you consider to be a risk of COVID_19 contagion? Explain it _ A su juicio, ¿existió alguna situación que considere de riesgo para contagio Covid-19? Explique | | | | |

Signature _ Firma

Declaration Form _ Constancia / Declaración

Date_Fecha: ____ / ____ / ____

| | | | | |
|---|--------------------------------------|--|----|--|
| Full Name _ Nombre completo | | | | |
| ID _ Rut | Mobile phone_Teléfono celular | | | |
| Position_ Cargo | Department _Departamento | | | |
| Section or Area / Sección o Área | | | | |
| During the class, you: _ Durante la clase, usted: | | | | |
| How long were you with the class?_ ¿Cuánto tiempo estuvo con el curso? | | | | |
| Wore a mask permanently? _ ¿Usó mascarilla de manera permanente? | YES_SI | | NO | |
| Wore a face shield permanently? ¿Usó protector facial de manera permanente? | YES_SI | | NO | |
| Was more than 1 metre away from the pupils?_ ¿Estuvo a más de 1 metro de distancia de los alumnos? | YES_SI | | NO | |
| Was the classroom properly ventilated?_ ¿La sala se encontraba correctamente ventilada? | YES_SI | | NO | |
| In your opinion, was there any situation that you consider to be a risk of COVID_19 contagion? Explain it _ A su juicio, ¿existió alguna situación que considere de riesgo para contagio Covid-19? Explique | | | | |

Signature _ Firma