
Return to School Protocol



COVID-19

Return to School General Protocol

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 wellbeing and ensure 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 Ministry of Education has defined as a priority for 2021 ensuring pupils' access to face-to-face classes. Therefore, this will also be one of our own priorities, as long as the health measures established by the Ministry of Health allow it.

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. Members of the Senior Leadership Team (SLT)
3. Nurse
4. Representative of the Joint Committee on Health and Security
5. General Services and Dining Hall Officer
6. 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 designated Head of Section.

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.
- 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, she/he must foresee certain situations and always keep one step ahead before the school opens.
- 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

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.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.

The best way to avoid getting this disease is practicing self-care and not exposing yourself to the virus. Therefore, physical distance (1.5 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 Early Alert Plan of the Ministry of Education and Ministry of Health, the definitions will be those established in the Craighouse School Action Protocol for cases of COVID_19.

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-1
 - 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 under preventive 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 her/his 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 COVID-19 has been ruled out as a diagnosis for the suspected case.

- 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 members in the school, 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, she/he will have to be seen by a doctor to rule out a possible infection.
 - b. If she/he shows one cardinal symptom, she/he 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, she/he 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 they are 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*.

Chileans and foreigners who enter our country (25-03-2021)

For travelers from any place of origin

- All travellers must comply with a mandatory 10-day quarantine, without the possibility of exempting themselves
- To return to school, they must present a negative PCR taken on the 5th day.

For further information please contact: <https://saludresponde.minsal.cl/preguntas-frecuentes-viajeros-extranjero>

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 one paramedic.

Infirmary 1: Located in the Darling Hall by the reception playground, this infirmary will be used to treat anyone with respiratory or COVID-19 suggestive symptoms:

- Fever / chills
- Cough
- Sore throat
- Runny nose
- General weakness or fatigue
- Muscle pain
- 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:

- 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
- Dental 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 ring the bell before they enter.
- In order to prevent crowding, which can lead to infections, there will never be more than ten 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 her/him 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 immediately, 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, she/he will 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 her/his hands or apply sanitiser before going back to her/his classroom.

1.2.3. Personal protective equipment (PPE)

Infirmary staff will always have to wear the following personal protective equipment while attending at the infirmary: disposable gloves, disposable face mask, 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

She/he will have her/his 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 or health centre

- If a pupil shows respiratory symptoms but has no fever, her/his parents will be asked to keep her/him at home in observation and to assess her/his evolution. If the symptoms do not subside or if they increase, a medical evaluation will be required.
- If the pupil presents one of the cardinal symptoms (temperature of 37.5°C or high, anosmia or ageusia)
- If the pupil shows one or more respiratory symptoms related to COVID_19, mentioned before under the suspected cases.

When infirmary no. 1 decides to send a pupil home or for medical evaluation, her/his 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.

If the pupil shows COVID-19-like symptoms, his/her parents will have to confirm or rule out the infection with a PCR test or with a medical certificate.

If COVID-19 is ruled out, the pupil's parents will be required to email the PCR results or the medical certificate to prove that there is no infection to the relevant section, and copy enfermeria@craighouse.cl.

If COVID-19 is confirmed, the pupil's parents will have to email the relevant section and copy enfermeria@craighouse.cl, while following all directions given by the Ministry of Health for these cases. The school will also implement the Craighouse School Action Protocol for cases of COVID-19, which describes the steps that the pupil's family should follow as close contacts of a COVID-19 positive case.

The infirmary will inform the inspectors' office via email, phone or radio each time a pupil is sent home.

If a pupil is withdrawn from the school with COVID-19-like symptoms the infirmary will email the relevant section and register the event in the infirmary form to follow up later.

Should a pupil's immediate family member show COVID-19-like symptoms her/his parents may not send her/him to school until the infection is confirmed or ruled out and will be required to follow the instructions detailed above.

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 her/his 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:

- If the staff member shows one of the cardinal symptoms (temperature of 37.5°C or high, *anosmia or ageusia*)
- If the staff member shows one or more respiratory symptoms related to COVID_19, mentioned before under the suspected cases.
- The infirmary will contact the relevant section by phone or email to inform them that the staff member will leave the school, either by her/himself 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, and copy the relevant section.
- If there is suspicion of a COVID-19 infection, the staff member may not come to school. She/He will have to inform her/his section via email, copy enfermeria@craighouse.cl and stay home while waiting for medical confirmation, including a PCR test.
- 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 her/his close contacts. Her/His activities will be cancelled while waiting for the PCR results.

- If a Craighouse School staff member tests positive for COVID-19, the school will follow the Craighouse School Action Protocol for cases of COVID-19 (appendix: Craighouse School Action Protocol for cases of COVID-19).
- If a staff member has a direct relative living under the same roof, considered as a suspicious case for presenting COVID-19 suggestive symptoms, she/he must inform the relevant section or area, copy enfermeria@craighouse.cl and not go to work, until the infection has been ruled out with a PCR test.
- 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, and follow directions from the Ministry of Health regarding close contacts.

In all the cases described above, there will be a designated person who 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

Type of risk	Class suspension	Quarantine
<p>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).</p>	<p>No.</p>	<p>May not come to school for eleven 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 her/him from staying away from school.</p>
<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 and for eleven days after, for both cases).</p>	<p>School is suspended for the whole class for eleven days.</p>	<p>The affected pupil must remain in isolation until a doctor determines that she/he may resume activities.</p> <p>All members of the class (pupils and teachers) must stay away from the school for eleven 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 home for eleven days, even if their PCR test results for SARS-CoV-2 are negative.</p> <p>Teachers who taught classes to the infected class must remain at home and wait until the confirmation that they are or are not considered close contact (Declaration Form, PCR result)</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>
<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, and for eleven days after, for both cases).</p>	<p>Two or more cases in different class groups and the same year level: school is suspended for the whole year level for eleven days, for everyone who comes on the same shift determined by the school.</p> <p>Two or more cases in different year levels of the section: school is suspended for the affected year levels for eleven days, for everyone who comes on the same shift determined by the school.</p> <p>Three or more cases in three different year levels of the section: school is suspended for the whole sections for eleven days.</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 away from school for eleven days from the date of the last contact, even if their PCR test results for SARS-CoV-2 are negative.</p> <p>Teachers who taught classes to the infected class must remain at home and wait until the confirmation that they are or are not considered close contact (Declaration Form, PCR result)</p> <p>All affected people, those with COVID-19 symptoms, 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>The case is analysed and school is suspended for fourteen days for the class, year level or section, as appropriate.</p>	<p>All affected members of the educational community (class groups, staff) will have to stay away from school for eleven days from the date of the last contact, even if their PCR test results for SARS-CoV-2 are negative.</p> <p>Teachers who taught classes to the infected class must remain at home and wait until the confirmation that they are or are not considered close contact (Declaration Form, PCR result)</p> <p>All affected people, those with COVID-19 symptoms, and/or people who become confirmed cases must remain in isolation until a doctor determines that they may resume their activities.</p>
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If there are COVID-19 positive cases among members of four families or more, regardless of the affected sections, the school may close to assess the situation and make a decision regarding the continuation of face-to-face classes in the affected year levels.

2. 2021 SCHOOL YEAR - access to the campus

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, she/he 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 her/his 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 her/him to the health centre, the school will arrange and pay for a taxi. She/He will have to return to the school where her/his 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. 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.
3. Staff members who enter the school as from 10.01 a.m. will have to do so through the main access gate (barrier).
4. If a staff member needs to leave the school, she/he 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.

2.1.3 First day of activities for staff

1. All staff members will return to school before pupils, in order to carry out the following activities:

- Induction - Health and Safety Protocol
 - Teleworking regulations
 - Security
 - Promotion of emotional wellbeing and support
 - Class planning and organisation
 - Section, Department, and Academic Council meetings
2. All staff members will have to wear a face mask.
 3. Staff members who are in contact with pupils will be required to wear their face masks at all times during the school day, as well as their face shields when in closed spaces.
 4. Staff members who check people's temperature will have to wear a face mask, a face shield, and gloves.
 5. Staff members with a medical condition that prevents them from working at the school will have to bring a medical certificate within the timeframe established by law.
 6. This situation will have to be informed to their direct superior. Additionally, they will be required to inform Human Resources so that they can check that the medical certificate has been received by email. This should be done 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.
9. People will be required to keep one metre of physical distance in all common areas.
10. The fingerprint reader will not be available.

11. 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.).
12. There will be no face-to-face briefings for the section. This will be done online.
13. In Primary, teachers will have to be in their classrooms at 8.30 a.m. ready to receive their pupils. In Middle and Senior they will have to be there at 8.30 a.m.
14. 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.
15. Physical distance between pupils inside classrooms and other closed spaces will be 1.5 metres. This distance will be marked on the floor. Teachers will have to supervise and constantly remind pupils about this. (Considering the requirement of physical distance of 1 metre in the early alert plan, our school will go beyond this minimum by 25%. This means that physical distance in closed spaces will be 1.25 m and 1.5 m whenever possible.)
16. 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.
17. Teachers will supervise pupils as they apply hand sanitiser.
18. 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.
19. There will be no face-to-face assemblies.
20. Teachers will make sure that all pupils have their own school supplies and sit at their own desks.
21. 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.
22. Teachers will authorise pupils to go to the toilet if they ask to.
23. 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, she/he 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 informed by radio or phone that the pupil is being sent back to the classroom.
24. 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.
25. At the end of the day, teachers will remind pupils to take home all their school supplies.
26. 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.
27. Staff members will not be allowed into the campus after the school day is over.
28. All requests and communications with the Head of Section must be sent by email.
29. All meetings with people from outside the school (parents, tutors, suppliers, educational needs specialists, etc.) will be telematic.

30. 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.
31. Teachers may not share personal or desk items (such as pens, rulers, punchers, etc.) in their offices or in the classrooms.
32. The use of electronic devices, computers, phones, etc. will be strictly personal.
33. The use of school iPads and Chromebooks will have to follow the ICT protocol.
34. Lunch: pupils and staff members who spend the whole school day at Craighouse will have lunch at school.
35. Emergencies and DEYSE operations: the protocol will be followed while maintaining physical distance (1.5 m. in closed areas and 1 m. in open-air zones. Considering the requirement of physical distance of 1 metre in the early alert plan, our school will go beyond this minimum by 25%. This means that physical distance in closed spaces will be 1.25 m and 1.5 m whenever possible).
36. At the end of the school day teachers will go the exit doors/gates while maintaining 1 metre of physical distance.
37. Once they leave the campus, teachers may not return until the following day.
38. Inquiry centre: it will be used following the inquiry centre protocol.
39. Photocopies: they will be used following the protocol (no pupils, and everything coordinated via email).
40. Tardy pupils will not be allowed in after 8.30 a.m., and no early exits will be authorised, except in cases of emergency/illness while inside the school.
41. 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 inspectors will open the Preschool and volleyball court doors at 7.40 a.m. to allow pupils inside.
3. Toilet Ladies and the section Assistant will be in their work areas at 7.40 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 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/Senior Sections - Specific actions for the sections

1. **Middle** teachers and staff members will enter the school through the second door in volume no. 3 of the section. **Senior** teachers and staff members will enter the school through the access to the Middle/Senior dining hall.
2. At the end of the school day, staff members will leave in their vehicles through the main access.

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

In order to ensure the wellbeing, health and safety of our Craighouse School community, the return of all our pupils to a full school day, which includes having lunch at school, has been carefully planned according to the pupils' ages. The safe return to school will be a gradual process during the first two weeks of the 2021 academic year, starting on March 3rd.

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, she/he may not come to school and the parents will have to monitor her/his condition at home.

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.

Access to the school will be as follows:

- Preschool (Playgroup to Kinder): main door, Primary Section.
 - Primary (Years 1 to 4): door at the side of the volleyball court, Primary Section.
 - Middle (Years 5 to 8): upper door across from volume 3 of the Middle Section.
 - Senior (Years 9 to 12): main door of the school.
 - School buses: access door to the school bus parking area.
1. In each access there will be three lines, a shoe sanitising mat, and hand sanitiser.
 2. 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, she/he will be sent to infirmary no. 1 to be registered, and then the parents will be notified so they can come and pick her/him up.
 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. Lockers will remain closed.

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.

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 7.40 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. (Considering the requirement of physical distance of 1 metre in the early alert plan, our school will go beyond this minimum by 25%. This means that physical distance in closed spaces will be 1.25 m and 1.5 m whenever possible).
8. Pupils must wash their hands frequently.

Others

1. Late entries and early exits for pupils: tardy pupils will not be allowed in after 8.30 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 pupils will come to school wearing their official sports uniform. In Middle and 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: Middle and Senior pupils will wear their Sports uniform on Physical Education and Sports days.

7. Emergencies and DEYSE operations: the protocol will be followed while maintaining physical distance (1.5 m. in closed areas and 1m in open-air zones. Considering the requirement of physical distance of 1 metre in the early alert plan, our school will go beyond this minimum by 25%. This means that physical distance in closed spaces will be 1.25 m and 1.5 m whenever possible).

Timetable

All dates and timings given below depend on continued progress within our comuna that allow us to proceed as planned. Nevertheless, with the health and safety of our staff and pupils as our paramount concern, the phased return laid out below may be paused and or reversed at short notice if it is necessary to protect our staff and pupils.

Primary Section - Preschool

Week 1

March 1st

- Online meeting with Playgroup and Prekinder parents to share the induction process for our new pupils and families (including the Formative Area).
- An email is sent to Kinder parents to remind them of the entrance and exit procedures.

March 3rd

- First day of school for Kinder pupils.

As we have approximately 20 pupils in each PK class, the groups will be divided into three groups of approximately six pupils.

During week 1, Thursday 4th and Friday 5th, all Playgroup and PK children will attend school accompanied by one of their parents.

The groups will be scheduled as follows:

Thursday, 4th March

- Group 1 from 8.45 to 10.30 a.m.
10.30 to 11.00 classrooms are sanitised
- Group 2 from 11.00 to 12.45

Friday, 5th March

- Group 3 from 8.45 to 10.30 a.m.

The main objective of this first contact is for parents and children to meet their teachers in person and for the teachers to explain the everyday routines, reinforce procedures such as snack

times, play time, toilet procedures, etc. Pupils will also have some time to do a few activities, play a little and sing songs.

By having this first introduction to school, we would like the parents to be confident that their children will be well looked after and that we expect them to come to school on their own the following weeks.

Week 2

Monday, 8th March

All pupils in Playgroup and PK come to school every day from 8.45 to 12.00.

Primary Section - Years 1, 2, 3, 4

Week 1

Wednesday 3rd, Thursday 4th, Friday 5th March

- Year 4: All pupils come to school from 8.30 a.m. to 3 p.m.
- Year 3: All pupils come to school from 8.30 a.m. to 1 p.m.
- Year 2: All pupils come to school from 8.30 a.m. to 1 p.m.
- Year 1: All pupils come to school from 8.30 a.m. to 1 p.m.
- Kinder: All pupils come to school from 8.30 a.m. to 12 p.m.

Week 2

Monday 8th, Tuesday 9th, Wednesday 10th

- Year 3 and Year 4: All pupils come to school from 8.30 a.m. to 3 p.m.
- Year 1 and Year 2: All pupils come to school from 8.30 a.m. to 1 p.m.
- Kinder: All pupils come to school from 8.30 a.m. to 12 p.m.
- Prekinder & Playgroup: All pupils come to school from 8.45 a.m. to 12 p.m.

Thursday, 11th and Friday 12th March

- Year 2, 3 and 4: All pupils come to school from 8.30 a.m. to 3 p.m.
- Year 1: All pupils come to school from 8.30 a.m. to 1 p.m.
- Kinder: All pupils come to school from 8.30 a.m. to 12 p.m.
- Prekinder & Playgroup: All pupils come to school from 8.45 a.m. to 12 p.m.

Week 3

As of Monday, 15th March all pupils in Years 1, 2, 3 and 4 will come to school every day from 8.30 a.m. to 3 p.m.

All pupils in Playgroup, Prekinder and Kinder will come to school from 8.30 a.m. to 12.35 p.m.

Sports lessons

- Playgroup, Prekinder and Kinder pupils will have Neuromotor lessons with specialist teachers three times a week.
- Teachers in charge of each group of pupils will take them from their classes to a designated area in the Primary section, following all the health and safety protocols.
- Once the lesson is over, the specialist teachers will take the pupils back to their classrooms where they will be met by their tutor.
- Years 1 and 2 pupils will have three periods of PE a week.
- PE teachers in charge of each group of pupils will take them from their classes to a designated outdoor area in the school for the lesson.
- Years 3 and 4 pupils will have four periods of Sports and PE a week.
- Sports and PE teachers will follow the same procedure as mentioned above.

Middle Section

Wednesday, 3rd March

Year 8 (50% - group 1 and group 2):	8.30 a.m. to 4.25 p.m.
Year 7 (50% - group 1 and group 2):	8.30 a.m. to 4.25 p.m.
Year 6 (complete level):	8.30 a.m. to 1.25 p.m.
Year 5 (complete level):	8.30 a.m. to 1.25 p.m.

Monday, 8th March

Year 8 (50% - group 1 and group 2):	8.30 a.m. to 4.25 p.m.
Year 7 (50% - group 1 and group 2):	8.30 a.m. to 4.25 p.m.
Year 6 (complete level):	8.30 a.m. to 4.25 p.m.
Year 5 (complete level):	8.30 a.m. to 1.25 p.m.

Wednesday, 10th March

Year 8 (50% - group 1 and group 2):	8.30 a.m. to 4.25 p.m.
Year 7 (50% - group 1 and group 2):	8.30 a.m. to 4.25 p.m.
Year 6 (complete level):	8.30 a.m. to 4.25 p.m.
Year 5 (complete level):	8.30 a.m. to 4.25 p.m.

Monday, 15th March

Year 8 (complete level):	8.30 a.m. to 4.25 p.m.
Year 7 (50% - group 1 and group 2):	8.30 a.m. to 4.25 p.m.
Year 6 (complete level):	8.30 a.m. to 4.25 p.m.
Year 5 (complete level):	8.30 a.m. to 4.25 p.m.

Wednesday, 17th March

Year 8 (complete level):	8.30 a.m. to 4.25 p.m.
Year 7 (complete level):	8.30 a.m. to 4.25 p.m.
Year 6 (complete level):	8.30 a.m. to 4.25 p.m.
Year 5 (complete level):	8.30 a.m. to 4.25 p.m.

- Lesson blocks will be 40 or 45 minutes in length.
- There will be nine class hours in a day.
- Lunch to be provided for those levels on full school days.
- All pupils will have two hours of Sports classes per week by year group.
- All pupils will have two hours of PE per week by year group.
- Sports teachers are responsible for following all the health and safety protocols of the school during the PE and Sports lessons.

Senior Section

Wednesday, 3rd March

Year 12 (complete level):	8.30 a.m. to 4.25 p.m.
Year 11 (complete level):	8.30 a.m. to 1.25 p.m.
Year 10 (50% - group 1 and group 2):	8.30 a.m. to 1.25 p.m.
Year 9 (50% - group 1 and group 2):	8.30 a.m. to 1.25 p.m.

Monday, 8th March

Year 12 (complete level):	8.30 a.m. to 4.25 p.m.
Year 11 (complete level):	8.30 a.m. to 4.25 p.m.
Year 10 (50% - group 1 and group 2):	8.30 a.m. to 1.25 p.m.
Year 9 (50% - group 1 and group 2):	8.30 a.m. to 1.25 p.m.

Wednesday, 10th March

Year 12 (complete level):	8.30 a.m. to 4.25 p.m.
Year 11 (complete level):	8.30 a.m. to 4.25 p.m.
Year 10 (50% - group 1 and group 2):	8.30 a.m. to 4.25 p.m.
Year 9 (50% - group 1 and group 2):	8.30 a.m. to 4.25 p.m.

Monday, 15th March

Year 12 (complete level):	8.30 a.m. to 4.25 p.m.
Year 11 (complete level):	8.30 a.m. to 4.25 p.m.
Year 10 (complete level):	8.30 a.m. to 4.25 p.m.
Year 9 (50% - group 1 and group 2):	8.30 a.m. to 4.25 p.m.

Wednesday, 17th March

Year 12 (complete level):	8.30 a.m. to 4.25 p.m.
Year 11 (complete level):	8.30 a.m. to 4.25 p.m.
Year 10 (complete level):	8.30 a.m. to 4.25 p.m.
Year 9 (complete level):	8.30 a.m. to 4.25 p.m.

- Lesson blocks will be 40 or 45 minutes in length.
- There will be nine class hours in a day.
- Lunch to be provided for those levels in full school days.

- All pupils will have four hours of sports classes per week (two afternoons for Years 9 & 10 and two afternoons for Years 11 & 12).
- Sports teachers are responsible for following all the health and safety protocols of the school during the PE and Sports lessons.

Note: Timetable for the following weeks of the three sections will be informed by email directly to the parents.

In the classroom

1. Desks will be set apart by 1.5 metre. There will be tape on the floor to mark the space. (Considering the requirement of physical distance of 1 metre in the early alert plan, our school will go beyond this minimum by 25%. This means that physical distance in closed spaces will be 1.25 m and 1.5 m whenever possible.)
2. There will be no rugs, toys, reading corners, circles on the floor, etc.
3. 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.
4. In Primary and Middle, students will always sit at the same desk. Each desk will have their name on it.
5. Pupils may not share personal or desk items (such as pens, rulers, punchers, etc.).
6. At the end of each class, the pupils will leave the classroom in a line, respecting one metre of physical distance, and supervised by the teacher.

Toilets

Primary

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.

Middle & Senior

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

Primary

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.

Playgrounds

- 09.45 to 10.00 D and A will play in separate areas of the playground.
- 10.00 to 10.15 R and L will play in separate areas of the playground.
- 10.15 to 10.30 I and N will play in separate areas of the playground.
- 10.15 to 10.30 G will play in the 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.

After break and before heading to their desks, all pupils will be required to wash their hands with soap and water in the classroom.

Middle & Senior

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.

Lunch

- **Physical organisation and distribution of the space destined for lunch**

The lunch service will be provided following ministerial regulations, as well as any rules defined by the school in order to protect the health and safety of all members of the community.

There are two dining halls in the school: one for Years 1 to 4, and another one for Years 5 to 12, where lunch is served to pupils and staff members. This procedure will be gradual, depending on pupils' timetables.

The organisation and distribution of the lunch service will consider a minimum physical distance of 1 metre. However, Colegio Craighouse S.A. has decided to implement a physical distance of 1.5 metre between people. (Considering the requirement of physical distance of 1 metre in the early alert plan, our school will go beyond this minimum by 25%. This means that physical distance in closed spaces will be 1.25 m and 1.5 m whenever possible).

Considerations:

- Physical distance must be respected, as established by the school.
- Overcrowding areas will be controlled and measures will be taken to avoid them (spacing, marking of entrances and exits, differentiated attention hours, etc.).
- Lunch service provider staff will wear face masks, gloves, face shields and aprons during service.
- Hand sanitiser will be available at the dining hall entrance and exit.
- Entrances and exits will be separated and marked with clear signs.
- Face masks will be mandatory for everyone entering the dining hall.
- Pupils will be asked to put their face masks in Ziploc bags and to avoid placing them on the table or in contact with common surfaces.

- **Lunch service characteristics**

- All people who enter the dining hall will be required to wear a face mask at all times, particularly when walking around the dining area, the service line and the disposal area. They may only remove their face masks to eat while sitting down.
- Self-service will not be available; everything will be done in the service line, including handing out main dishes, side dishes, salads, desserts, sauces, dressings, beverages, cutlery, and napkins.
- Menu alternatives will be reduced to optimise and decrease pupils' circulation and waiting times. This will be done as follows:
 - There will be a two-person service line to hand out a tray to each pupil.
 - The service will begin by handing out a tray with cutlery, dressings and napkin in a bag, beverage, dessert, and portioned salad.

- At the end of the line, the pupil or a staff member will take the main dish and head to the eating area.
- Estimated lunch hours will be from 11.45 a.m. to 2.30 p.m.
- **Surface cleaning and disinfecting**

Surfaces will be cleaned frequently, between each use, following these steps:

- Permanent cleaning and disinfection of tables, chairs, counters, handrails, and/or any used surface or accessory.
- Before disinfection, surfaces will be cleaned by removing organic and inorganic matter, usually by means of friction, using detergent, and then they will be rinsed with water to wash off dirt.
- Once cleaned, surfaces will be disinfected using products with sprays, paper towels, etc. Products will be left on the surfaces for the recommended time to obtain the desired result.
- For cleaning and disinfection, disposable utensils and supplies will be preferred. If they are reusable, they must be disinfected after each use and kept in a clean place where they cannot be contaminated.

- **Physical Education classes for Primary, Middle, and Senior**

Physical Education classes will be held outdoors in the sports fields located within school premises. Physical distance in open spaces will be one metre.

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.

2.2.4 End of the school day

Leaving the campus after a school day

Primary Section

1. For pupils who leave by school bus, 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. Staff members will wait with the pupils until they have all left the school.
4. 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.
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 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.

Middle and Senior Section

1. From Monday to Thursday the school day will finish at 4.25 p.m. and on Friday at 3 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 8.30 a.m. the following day.

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 above, 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.

2.3 Parents

2.3.1. Entrance

1. Parents who bring their children to school will only be able to enter as from 7.40 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. In Playgroup and Prekinder, on the first days of schools one parent may exceptionally enter the school as part of the induction process during the designated times informed by the section.
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. Exceptionally, 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. For cases described above, 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 Protection measures for people with exceptional authorisation to enter the school buildings

1. They will have to respect 1.5 metre of physical distance in closed spaces and 1 metre in open areas. (Considering the requirement of physical distance of 1 metre in the early alert plan, our school will go beyond this minimum by 25%. This means that physical distance in closed spaces will be 1.25 m and 1.5 m whenever possible.)
2. They will always have to wear a face mask and carry a spare one.
3. Handshakes and cheek kisses will be forbidden.
4. They will have to wash their hands frequently.
5. They will have to apply hand sanitiser.
6. The use of desk items (such as pens, etc.) will be strictly personal.
7. The use of electronic devices, computers, etc. will be strictly personal.
8. They may not share eating utensils (coffee mugs, cups, plates, water bottles, juice boxes or bottles, etc.).

2.3.3 Leaving the campus

1. Parents entering the school for emergencies will have to leave through the Reception area once their meeting is over and head to their vehicles. They will have to wear PPE at all times.
2. They will leave the school through the school's main gate.

2.4 Guards

2.4.1. Entering the school

The van and other private vehicles will enter the school through the sports fields at 7 a.m., where external guards will be checking temperature. If the temperature of a person in the van is 37.5°C or higher, she/he will have to park in the *quincho* parking area. The guard will contact the Security Officer via radio, who in turn will inform the infirmary of the situation and wait for instructions.

As well as checking the use of personal protective equipment, all members of staff will be responsible for entering the school wearing a face mask and face shield, and for washing them daily.

2.4.2 Parking

1. Everyone must park their vehicles in the staff parking zone (at the higher area of the campus) and on the south street in general.
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 10.01 a.m.
3. If a member of this area needs to leave the school, she/he will have to inform her/his direct superior, who will ask for the gate between the SLT parking area and volume 3 to be opened.
4. People with reduced mobility will park their vehicles on the south street by the Middle/Senior dining hall. To access this parking area they will have to bring their medical certificate to Human Resources.

2.4.3 During the school day

1. School guards: they will verify compliance with the cleaning and disinfecting programme. They must wear their personal protective equipment at all times.
2. External guards: they will be stationed in all vehicle accesses and in the school's Reception area.

2.4.4 Leaving the campus after a school day

1. School guards: their workday finishes at 4.30 p.m. Those in a vehicle must leave through the main access.
2. External guards: the shift change is at 7 p.m. and they will leave through the main access.

2.5 Lunch catering staff (As per Aliservice protocol)

2.5.1 Entering the school

Vehicles will enter the school through the sports fields between 7 and 7.30 a.m. External guards will check people's temperature. If a person's temperature is 37.5°C or higher, the van will have to be parked in the *quincho* parking area. The infirmary will begin procedures following instructions.

As well as checking the use of personal protective equipment, all members of staff will be responsible for entering the school wearing a face mask and face shield, and for washing them daily.

2.5.2 Entry of suppliers

Goods vehicles will enter the school through the sports fields. Access to the school will follow the Purchase Department protocol (except on Saturdays) at the following times:

- a) Monday to Friday from 10.30 a.m. to 12 p.m.
- b) Monday to Friday from 5 to 8 p.m.
- c) Saturday from 9 a.m. to 1 p.m.

External guards will check people's temperature. If a person's temperature is 37.5°C or higher, they will not be allowed to enter the school and will have to inform the lunch service coordinator. The school will also check that they are wearing personal protective equipment (face mask and face shield).

2.5.3 Parking

Everyone must park their vehicles in the staff parking zone (at the higher area of the campus) and on the south street in general.

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.

2.5.4 During the school day

Workers may not have any contact with pupils and they will be required to keep physical distance of 1.5 metres with other members of staff in closed spaces and 1 metre in open spaces. (Considering the requirement of physical distance of 1 metre in the early alert plan, our school will go beyond this minimum by 25%. This means that physical distance in closed spaces will be 1.25 m and 1.5 m whenever possible). Their field of action will be limited to the work areas (dining hall).

2.5.5 Leaving the campus after a school day

Staff members will leave the school as from 5 p.m. through the north street / main access to the school.

2.6 Lunch catering staff (As per Grupo Norte's protocol)

2.6.1 Entering the school

Vehicles will enter the school through the sports fields:

1. Shift A: 7 a.m.
2. Shift B: 11 a.m.

External guards will check people's temperature. If a person's temperature is 37.5°C or higher, the van will have to be parked in the *quincho* parking area. The guard will contact the Security Officer via radio, who in turn will inform the infirmary and the General Services Officer of the situation and wait for instructions.

As well as checking the use of personal protection elements, all members of staff will be responsible for entering the school wearing a face mask and face shield, and for washing them daily.

2.6.2 Entry of suppliers

Goods vehicles will enter the school through the sports fields (except on Saturdays) at the following times:

- a) Monday to Friday from 10.30 a.m. to 12 p.m.
- b) Monday to Friday from 5 to 8 p.m.
- c) Saturday from 9 a.m. to 1 p.m.

External guards will check people's temperature. If a person's temperature is 37.5°C or higher, they will not be allowed to enter the school and will have to inform the cleaning supervisor in charge. The school will also check that they are wearing personal protective equipment (face mask and face shield).

2.6.3 Parking

Everyone must park their vehicles in the staff parking zone (at the higher area of the campus) and on the south street in general.

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.

2.6.4 During the school day

Workers will be required to keep physical distance of 1 metres with other members of staff in open spaces. Considering the requirement of physical distance of 1 metre in the early alert plan, our school will go beyond this minimum by 25%. This means that physical distance in closed spaces will be 1.25 m and 1.5 m whenever possible. Their field of action will be limited to the work areas.

2.6.5 Leaving the campus after a school day

Staff will leave in two shifts:

1. Shift A: as from 4 p.m. through the north street / main access to the school.
2. Shift B: as from 8 p.m.

3. CLEANING AND PREVENTION IN OUR CAMPUS

3.1 Pest control

A company registered with the Ministry of Health keep a monthly disinfection programme (first Friday of each month) for the whole campus.

3.2 Rubbish collection

The school has hired a recycling service that comes twice a week to pick up our recycling from the recycling room. There are also special rubbish bins in each office, classroom, and hallway, to dispose of face masks, gloves, coveralls, etc. A member of the ancillary staff will take out the rubbish during the day and put it in a special, duly marked trolley. The trolley will be then taken to a rubbish room named “Hazardous waste”, which has been separated from the recycling collection room. The waste will finally be picked up by the municipality’s collection service twice a week.

3.3 Airing of classrooms and common indoor areas

Classrooms and offices have windows that allow for constant airing. At the end of each day the cleaning company will check that all offices and classrooms have been left their windows open until the following day. During class hours, teachers will be responsible for airing the rooms, and cleaning staff will take on that task during break.

3.4 Risk prevention

All staff members who work at the school will do a specific training session with regards to the Craighouse School protocols, where they will learn about all prevention measures that have been taken, risks associated to their job, and the importance of wearing personal protective equipment (PPE). Additionally, this area will identify risks and assess hazards for staff members.

Each section and area will have to ensure compliance with physical distancing among pupils and staff members (1.5 m. in closed areas and 1 m. in open-air zones. Considering the requirement of physical distance of 1 metre in the early alert plan, our school will go beyond this minimum by 25%. This means that physical distance in closed spaces will be 1.25 m and 1.5 m whenever possible). Additionally, there cannot be more than fifty people in one place at the same time.

The Emergency Evacuation Plan has been updated in order to comply will all procedures.

3.5 COVID-19 protocol control for suppliers

This area will be responsible for demanding and verifying the existence of corporative protocols in each contractor that performs permanent services at Craighouse School. They will be previously approved by the General Service Officer.

3.6 Verifying compliance

Effectiveness of this protocol will be verified at least once a week using the checklist stated in this document from the Ministry of Health.

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PREPARED BY: Executive Crisis Committee

REVISED BY: Senior Leadership Team

Note:

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



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