

# On-campus classes Protocol



**CRAIGHOUSE**  
SCHOOL

# **COVID-19**

## **On-campus classes 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 return to on-campus classes, preventing and monitoring the spread of COVID-19 infection, in order to promote well-being and ensure the health and safety of pupils, teachers, educational support, administrative staff, auxiliary staff, groundsmen, and guards. This protocol also includes lunch catering, cleaning, and external maintenance workers.

The Ministry of Education has decided that in 2023 classes and other activities will be held face-to-face in all stages.

### **GENERAL PRINCIPLES**

This document appeals to personal and collective responsibility to reduce the risk of infection, and it is 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 every three months, unless there is a need to meet before that.

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. Risk Prevention and Safety 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.

## Communication

This protocol is available on our school website, and it is also shared with the staff through the sections and the different areas of the school.

## 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 his replacement. He is also in charge of managing and facilitating the correct compliance with this plan.

The members of the Senior Leadership Team will be responsible for constantly supervising compliance with the measures described in this document:

- Heads of Section: ensuring compliance with these measures in their 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 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.
- Head Nurse: ensuring compliance with this protocol, permanently advising the Crisis Committee about the evolution of COVID-19 in the school facilities. She is also in charge of conducting contact tracing in cases of infection on the part of pupils and staff, and of contacting the Ministry of Health's *Referente Educacional*.
- 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.
- Risk Prevention and Safety 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.
- Cleaning Officer: ensuring compliance with regulations and the correct operation of this plan, as per ministerial guidelines and school protocols.
- Members of staff: fully complying with this protocol.

## 1. HEALTH

### 1.1 Definition of cases

#### 1.1.1. Definition and measures to follow:

According to the Epidemiological Surveillance Protocol for Schools in the Context of the COVID-19 Pandemic, of March 2023, by the Ministry of Education and Ministry of Health, the definitions for our school are those mentioned below:

Please note that before making any decisions regarding the measures to be followed, the infirmary will inform the Headmaster or his replacement.

#### 1. Confirmed cases of COVID-19:

- a. A person with a positive PCR test for SARS-CoV-2.
- b. A person with a certified positive 3-step antigen test for SARS-CoV-2.

If a person tests positive with a home antigen test taken outside the network of labs authorised by the *Seremi de Salud* (drugstore), they must confirm the infection through a PCR or a certified 3-step antigen test (Viva Diag Pro brand, the only antigen test valid for the Ministry of Health), so that infirmary can notify the positive case and the exposed population to the *Referente Educacional de Salud*.

#### Measures to be followed by pupils (preventive measures):

- The parent should inform the section by email with copy to [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl), sending the PCR test result, the result of a certified 3-step antigen test, detailing the symptoms and indicating the date when they first appeared (for symptomatic cases) or the date of the positive PCR or certified antigen test results (for asymptomatic cases). The patient's family and any other person who lives under the same roof will now be considered exposed population (*población expuesta*).
- If the exam was a 3-step antigen test, a photograph of the results and of the folio number printed on the box will have to be attached. In these cases, please remember to complete the **self-report** (by scanning the QR code printed on the box).
- The parents should inform all external people who qualify as exposed population about their child's condition. If a person considered exposed population is a member of our school community, they will have to inform the infirmary by email, with copy to the relevant section, indicating the names of the affected people.
- The infected person must remain in isolation for 5 days as from the appearance of the first symptoms. Asymptomatic patients should finish their isolation period 5 days after having taken a PCR or certified antigen test. If symptoms do not subside after 5 days, the patient must be assessed by a doctor through a telemedicine appointment to determine whether or not the isolation period should be extended.
- Siblings and/or family members who are members of the Craighouse School community and who live under the same roof with a COVID-19 positive case, therefore considered exposed population, may return to face-to-face classes or work. However, we recommend that they do not take part in social activities.

#### Measures to be followed by staff members (preventive measures):

- The staff member should inform the section by email with copy to [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl), sending the result of a certified 3-step antigen test, detailing the symptoms and indicating the date when they first appeared (for symptomatic cases) or the date of the positive antigen test results (for asymptomatic cases).

cases). The patient's family and any other person who lives under the same roof will now be considered exposed population.

- A photograph of the results and of the folio number printed on the box will have to be attached. In these cases, please remember to complete the **self-report** (by scanning the QR code printed on the box). This website will help you to arrange for your medical leave.
- If a person considered exposed population is a member of our school community, they will have to inform the infirmary by email, with copy to the relevant section, indicating the names of the affected people.
- The infected person must remain in isolation for 5 days as from the appearance of the first symptoms. Asymptomatic patients should finish their isolation period 5 days after having taken certified 3-step antigen test.
- If symptoms do not subside after 5 days, the patient must be assessed by a doctor through a telemedicine appointment to determine whether or not the isolation period should be extended.
- Family members who are members of the Craighouse School community and who live under the same roof with a COVID-19 positive case (i.e. people considered exposed population) may return to face-to-face classes or work. However, we recommend that they do not take part in social activities.

#### Following recommendations from the Ministry of Education

- Each time a pupil tests positive for COVID-19 the infirmary will contact the Referente Educacional de Salud. The pupil will have to remain in isolation for 5 days as from the appearance of the first symptoms or as from the date of the PCR test or certified 3-step antigen test. People will only be considered close contacts by the health authority if an outbreak is confirmed. During a period of 90 days after being considered a confirmed case, a person will not be defined as a close contact or as being under Alerta COVID.
- A COVID-19 outbreak is defined as the occurrence of 5 or more confirmed cases among pupils, preschool students or staff, with or without a common epidemiologic link, with the onset of symptoms within the last 7 days. In these cases, the Health SEREMI will assess the situation and establish the measures to be followed by the school, such as suspension of face-to-face activities for certain classes, levels, sections, or the whole school.

If a staff member tests positive for COVID-19:

- She/he will have to remain under a 5-day isolation period from the date when the symptoms begin or from the date of the certified 3-step antigen test (Viva Diag Pro).
- The infirmary will inform the situation to the *Referente Educacional de Salud*, who will verify whether or not the staff member did the self-report on the MINSAL website. If the exam was a 3-step antigen test, the medical leave will have to be requested through the MINSAL website at the moment of the self-report; however, if it was a PCR, a medical evaluation via telemedicine will be required to obtain the corresponding medical leave of absence.

- Following recommendations from the *Referente Educacional de Salud*, the infirmary is responsible for notifying by email all staff members who are considered exposed population.
- If a staff member considered exposed population to a confirmed case in the school shows symptoms within 7 days after the date of the last contact with the infected person, they will be asked to rule out a COVID-19 contagion by means of a certified 3-step antigen test.

## 2. Exposed population

People who belong to the institution and who have been exposed to one or more cases of COVID-19 during the period of contagiousness.

### Measures to be followed by pupils:

- The parent must inform the section by email with copy to the infirmary.
- They must be on the lookout for symptoms up to 7 days after the date of the last contact with the confirmed case.
- If the COVID-19 results come back positive, the parent must inform the section immediately with copy to the infirmary and follow any instructions issued by health professionals.
- As self-care measures, they should avoid taking part in social activities and visiting crowded, unventilated places.

### Measures to be followed by staff members:

- The staff member must inform the section by email with copy to the infirmary.
- They must be on the lookout for symptoms up to 7 days after the date of the last contact with the confirmed case.
- If during the 7-day observation period they experience COVID-19 symptoms, they must take a certified 3-step antigen test (Viva Diag Pro, the only antigen test valid for the Ministry of Health).
- If the COVID-19 results come back positive, the parent must inform the section immediately with copy to the infirmary and follow any instructions issued by health professionals.
- As self-care measures, they should avoid taking part in social activities and visiting crowded, unventilated places.

## 3. Suspected case

**Definition:** A person with an acute case who develops three or more of the following symptoms for more than 24 hours.

### Craighouse School protocol

1. Temperature of 37.5° or higher.

2. Sudden loss of the sense of smell.
3. Sudden loss of the sense of taste.
4. Cough.
5. Runny nose.
6. Breathlessness.
7. Rapid breathing.
8. Sore throat.
9. Muscle pain.
10. General weakness or fatigue.
11. Chest pain.
12. Chills.
13. Diarrhoea.
14. Anorexia, nausea or vomiting.
15. Headache.

### **Measures to be followed**

#### **1. If a pupil's symptoms appear at home:**

- a) If they show three or more symptoms, they must go to the nearest health centre to rule out a possible COVID-19 infection with a PCR test or a certified 3-step antigen test (Viva Diag Pro, the only antigen test valid for the Ministry of Health).
  - The parent must email the section copying the infirmary, informing them of the situation. If there are siblings, they are authorised to come to school for face-to-face activities.
  - If the results come back positive, the Craighouse School Protocol for cases of COVID-19 will be activated.
  - If the results come back negative, they must be emailed to the section, with a copy to the infirmary. The infirmary will inform the family when they can return to school.

#### **2. If a staff member's symptoms appear at home:**

- a) If they show three or more symptoms, they must rule out a possible COVID-19 infection with a certified 3-step antigen test (Viva Diag Pro, the only antigen test valid for the Ministry of Health).
  - The staff member must email the section copying the infirmary, informing them of the situation. If there are close relatives at school, they are authorised to come for face-to-face activities.
  - If the results come back positive, the Craighouse School Protocol for cases of COVID-19 will be activated.
  - If the results come back negative, they must be emailed to the section, with a copy to the infirmary. The infirmary will inform the staff member when they can return to school.



### **3. If a pupil's symptoms appear at school:**

- The pupil should visit the infirmary for an evaluation.
- The infirmary will contact the pupil's parents:
  - a) If the pupil shows three or more symptoms, she/he will have to be taken to the nearest health centre to rule out a possible infection with a PCR test or a certified 3-step antigen test (Viva Diag Pro, the only antigen test valid for the Ministry of Health).
- If the results come back positive, parents must inform by email to the section with copy to [enfermeria@craighouse.cl](mailto: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 when they can return to school.

### **4. If a staff member's symptoms appear at school:**

- a) If she/he shows three or more symptoms, she/he will have to rule out a possible infection with a certified 3-step antigen test (Viva Diag Pro, the only antigen test valid for the Ministry of Health).
- If the results come back positive, the staff member must inform by email to the section with copy to [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl). The Craighouse School Protocol for cases of COVID-19 will be activated.
  - If the results come back negative, she/he will have to email the section, with a copy of the results to the infirmary. The infirmary will inform the staff member when they can return to school.

## **Vaccination**

As a preventive measure, we recommend completing your vaccination schedule.

## **1.2 Infirmary**

### **1.2.1 Infirmary attention organisation**

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

**Infirmary 1:** Located in the Darling Hall by the reception playground, this infirmary will be used to treat anyone with respiratory 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 in the Middle Section, 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.
- Dental problems.
- Emotional disorders.

**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, except for respiratory emergencies.

### 1.2.2.

#### **Pupils visiting infirmary no. 1 (trauma)**

- The use of face masks will not be mandatory.
- People will be required to apply hand sanitiser from a dispenser when entering the infirmary.
- In order to prevent crowding, which can lead to infections, there will never be more than eight 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 sending a pupil. If there is no capacity, the pupil will have to stay in the classroom 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.
- Once the pupil has been assessed, and based on the evaluation, the infirmary will inform the inspectors' office via phone or radio whether the pupil will be sent back to the classroom or sent home.

### **Pupils visiting infirmary no. 2 (respiratory)**

- The permanent use of face masks will be mandatory for staff and pupils.
- Temperature will be measured when entering the infirmary.
- People will be required to apply hand sanitiser from a dispenser when entering the infirmary.
- In order to prevent crowding, which can lead to infections, there will never be more than five 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 in the classroom 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.
- 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 assessed and based on the evaluation, the infirmary will inform the inspectors' office via phone or radio whether the pupil will be sent back to the classroom or sent home.

### **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, and goggles or face shield.

We recommend that staff working in the trauma infirmary wear a face mask.

### **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 a face mask and gloves.

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

As required, the nurse will quickly inquire about the situation, take the pupils' vital signs, and conduct a physical examination. Patients will not stay to rest in the infirmary for more than 15 minutes.

When infirmary no. 2 decides to send a pupil home or for medical evaluation, her/his parent or another authorised adult will have to wait for the pupil in his/her vehicle in front of the school's main entrance. The nurse or another person previously appointed by the infirmary will hand over the child.

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 case follow-up form to monitor later.

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

Any pupil considered a suspected case or who needs to be sent home from infirmary no. 2 (respiratory) will have to remain in isolation while waiting to be picked up by her/his parents. A special waiting area has been set up for this purpose.

Pupils with trauma issues requiring prolonged rest will be sent home for treatment, regardless of the cause.

Infirmary slips will only be given to pupils from Little Darlings Playgroup to Year 4 who visit the trauma infirmary. No infirmary slip will be given to pupils from Years 5 to 12 for medical or trauma reasons and only cases where parents need to be informed will be contacted by phone.

Visits to the infirmary are registered in Alexia every day.

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

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

- If the staff member shows three or more respiratory symptoms related to COVID-19, as mentioned above under 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.
- 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 or area via email, copy [enfermeria@craighouse.cl](mailto:enfermeria@craighouse.cl) and stay home while waiting for medical confirmation with a certified 3-step antigen test (Viva Diag Pro, the only antigen test valid for the Ministry of Health).
- If there is suspicion of a COVID-19 infection in a staff member present during work hours in the school, the relevant section/area will be informed to isolate him/her. Her/His activities will be cancelled while waiting for the results of a certified 3-step antigen test (Viva Diag Pro, the only antigen test valid for the Ministry of Health).
- If a Craighouse School staff member tests positive for COVID-19, the school will follow the action protocol for cases of COVID-19.
- If a staff member has a direct relative who has tested positive for COVID-19, she/he will be considered exposed population and must therefore follow the instructions detailed above.

## **2. 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.

The school will be governed by the specific indications for educational institutions issued by the Ministries of Health and Education.

All staff members who enter the school in a vehicle must do so through the sports fields. Vehicles will be allowed to enter between 7 and 10.30 a.m.

General considerations:

1. 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 in the blue zone where people with reduced mobility usually park. To access this parking area you must bring a medical certificate to Human Resources.
2. Staff members who enter the school as from 10.31 a.m. will have to do so through the main access gate (barrier).

### **2.1.3 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 10.30 a.m., and they will be required to park their vehicles in the area designated for that purpose.
2. Teachers and other staff members will be required to wash their hands with soap and water. The use of face masks is optional.
3. There will be hand sanitiser dispensers at every entrance. Attendance will be recorded in each area/section by signing the book.
4. In Primary, teachers will have to be in their classrooms at 8.05 a.m. ready to receive their pupils. In Middle and Senior they will have to be there at 8.20 a.m.
5. In those year levels where 80% of the children have completed their vaccination schedule, there will be no more *aforo* restrictions inside the school, although distancing will be encouraged during everyday activities, whenever possible.
6. Teachers and other staff members will be required to supervise pupils during breaks and at the beginning and end of the school day, according to the agreed schedule.
7. At the beginning of the day, teachers will remind their pupils of the importance of washing their hands with soap and water.

8. Tardy pupils with no previous authorisation will only be allowed in until 10 a.m. They must approach the reception desk accompanied by their parents and wait for the receptionist to contact the relevant section assistant, except during the pandemic.
9. The Middle Section doors will close at 8.20 a.m.
10. All early exits, i.e. before the end of the school day, must be informed to the relevant section 24 hours in advance for authorisation. All early exits must also be registered at reception.  
Please note that only in cases of emergencies that occur inside the school premises, may pupils be authorised to leave the school before the end of the academic day, after handing in a special pass issued by the infirmary or by the Deputy Head or Head of Section.
11. All classrooms and offices remain with the windows and doors open to allow adequate ventilation.

### **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**

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 and Year 12 pupils who have a valid car license, prior authorisation of the Head of Section, will be able to enter the school through the sports fields using their passes.

Access to the school for pupils will be as follows:

- Little Darlings Playgroup: door assigned to them.
- Prekinder, Kinder, and Year 1: main door, Primary Section.
- Years 2 to 4: door at the side of the volleyball court, Primary Section.
- Middle (Years 5 to 8) and Senior (Years 9 to 12): main door of the school.
- School buses: access door to the school bus parking area.

Families of children in Preschool and Primary may leave them at the main door of the Primary Section.

Middle and Senior pupils whose parents park in the parking area at the side of the volleyball courts at the end of the school day must access this area through Craigway.

Pupils of each section will leave the school as follows:

- Little Darlings Playgroup: door assigned to them.
- Prekinder and Year 1: main door, Primary Section. Only on Fridays pupils in Year 1 will leave the school through the door at the side of the volleyball courts.
- Kinder & Years 2, 3, & 4: door at the side of the volleyball courts, Primary Section.
- Middle (Years 5 to 8) and Senior (Years 9 to 12): upper door across from volume 3 of the Middle Section, and main door of the school.
- School buses: access door to the school bus parking area.

### **2.2.2 Parking**

Prefects, Year 12 pupils or other pupils who are 18 or older and who arrive at the school in a vehicle will be able to enter the school through the sports fields using their passes and may park in the staff parking zone at the higher area of the campus.

### **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 have to stay home and inform their section and the infirmary.
2. Pupils may **only** enter the school as from 7.20 a.m., when the barrier will be opened.
3. Face masks will be optional.
4. There will be special bins to dispose of used face masks.

#### **Others**

1. Late entries and early exits for pupils will follow the Entrance and Exit Protocol.
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. Pupils of Prekinder to Year 3 will come to school wearing their official sports uniform.
6. Pupils from Years 4 to 12 will wear the official uniform.
7. Emergencies and DEYSE operations: the protocol will be followed while maintaining physical distance. In those year levels where 80% of the children have completed their vaccination schedule, it will no longer be mandatory to maintain 1 metre of social distancing, although distancing will be encouraged during everyday activities, whenever possible.

#### **Timetable**

### **Primary Section**

- **Little Darlings Playgroup:** Monday to Friday from 8.20 a.m. to 12.35 p.m.
- **Prekinder and Kinder:** Monday to Friday from 8.20 a.m. to 12.35 p.m.
- **Years 1 to 4:** Monday to Friday from 8.20 a.m. to 3 p.m.

### **Middle Section**

- Monday to Thursday from 8.20 a.m. to 4.25 p.m.
- Friday from 8.20 to 3 p.m.

### **Senior Section**

- Monday to Thursday from 8.20 a.m. to 4.25 p.m.
- Friday from 8.20 to 3 p.m.

### **In the classroom**

1. There will be tape on the floor to mark the space. In those year levels where 80% of the children have completed their vaccination schedule, it will no longer be mandatory to maintain 1 metre of social distancing, although distancing will be encouraged during everyday activities, whenever possible.
2. At the end of each class, the pupils will leave the classroom.

### **Toilets**

#### **Primary Section**

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.
3. Toilet Ladies will supervise pupils as they enter and exit, and as they wash their hands with soap and water.

### **Lunch**

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

#### **Primary Section**

- Year 1: from 12:00 p.m. to 12:15 p.m.
- Year 2: from 12:25 p.m. to 12:40 p.m.
- Year 3: from 12:45 p.m. to 1:10 p.m.
- Year 4: from 1:15 p.m. to 1:30 p.m.

#### **Middle & Senior Sections**

- Middle: from 12.30 p.m. to 1.15 p.m.
- Senior: from 1.25 p.m. to 2.10 p.m.

#### **Staff**



From 12 to 3 p.m.

- **Surface cleaning and disinfecting**

Between *bloques horario*.

General cleaning as from 3 p.m. in Primary and as from 5 p.m. for Middle & Senior.

Process:

- 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.

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

Physical Education classes will be held outdoors in the sports fields located within school premises and will be in accordance with the Physical Education and Sports protocol.

### **2.2.4 End of the school day**

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

##### **Primary Section**

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

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.
3. Staff members will wait with the pupils until they have all left the school.

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

1. Pupils who leave with their parents or with other parents in a carpooling system will be taken by staff members to the designated area.
2. Pupils who have left the school may not return until their next in-person class.

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

### **Primary Section**

1. These pupils will be waiting to be picked up in the playground by Reception. They will be supervised by the inspector of the level and an additional staff member.
2. They will have to wait sitting down in the roofed playground until their parents arrive.
3. Once the parent arrives, the inspector will open the door and let the child out.
4. Pupils who take part in extracurricular activities will have to be picked up at 4.10 p.m. by their parents at the main Primary gate.

### **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 will head to the place where they will be picked up (by parents or a school bus). In those year levels where 80% of the children have completed their vaccination schedule, it will no longer be mandatory to maintain 1 metre of social distancing, although distancing will be encouraged during everyday activities, whenever possible.
2. Pupils who take part in extracurricular activities and extra training will be picked up in the designated area.

### **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. This service is part of a private agreement between parents and bus drivers, and as such the school holds no responsibility.
2. Pupils will walk to the school bus parking area.
3. The Parents' Association will provide *buses de acercamiento* at 4.25 p.m. (leaving time for pupils in Middle and Senior). The buses will be parked on the north street of the main exit. Students who take these buses will have to respect all safety measures. They will abide by the protocols established between the Parents' Association and the bus company, while the school holds no responsibility.

### **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 physical distance. In those year levels where 80% of the children have completed their vaccination schedule, it will no longer be mandatory to maintain 1 metre of social distancing, although distancing will be encouraged during everyday activities, whenever possible.
2. Parents will have had to coordinate the pickup location with their children in advance, in order to prevent crowding.

## **2.3 Parents, former pupils, visitors**

### **2.3.1. Entrance**

1. Parents who bring their children to school will only be able to enter as of 7.20 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 during class hours, except when taking part in a special activity, such as parents' meetings or student presentations, with prior invitation.
3. In the Little Darlings Playgroup and Prekinder, on the first two days of school and after receiving an invitation, parents may exceptionally enter the school as part of the induction process during the designated times informed by the section.
4. Those parents who wish to contact their children's teachers will have to do so by email.
5. 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.
6. Access may only be 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.

### **2.3.2 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 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.

### **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, except in the blue zones which are exclusively for people with reduced mobility. There will also be some spaces available for the Nursery on the north street.
2. The gate between the SLT parking and volume 3 of the Middle Section will remain open only for vehicles that leave the school, but not for those that enter the campus.
3. 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**

External guards will be stationed in all vehicle accesses and in the school's Reception area, except when they have their lunch at the dining hall.

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

1. School guards:

**Monday to Friday**

Morning shift: 7.30 a.m. to 5 p.m.

Afternoon shift: 2 to 10 p.m.

**Saturday**

7.30 a.m. to 1.30 p.m.

2. External guards: the shift change is at 7 p.m. and they will leave through the main access.

Note: From Monday to Friday as from 4 p.m. traffic on the south street will go from east to west.

#### **2.5 Lunch catering staff (As per Aliservice protocol)**

##### **2.5.1 Entering the school**

Vehicles will enter the school through the sports fields as from 7 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.

##### **2.5.2 Parking**

Everyone must park their vehicles in the staff parking zone (in the higher area of the campus) and on the south street in general, except in the blue zones which are exclusively for people with reduced mobility. The gate between the SLT parking and volume 3 of the Middle Section will remain open only for vehicles that leave the school, but not for those that enter the campus.

If there is someone with reduced mobility, they may park their vehicle on the south street by the Middle/Senior dining hall. To access this benefit, they will need to present a medical certificate at the Operations Department via the Craighouse School Lunch Service Coordinator.

##### **2.5.3 Suppliers that provide services to Aliservice**

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).

##### **2.5.4 Unloading zone**

- a) Primary dining hall: there is an exclusive unloading zone at the side of volume 11.
- b) Middle/Senior dining hall: there is an exclusive unloading zone by the terrace at the side of the Middle/Senior dining hall.

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

The driver who carries lunch service staff, as well as workers who come in their own vehicles, must leave the school using the main gate. From Monday to Friday after 3 p.m. they may not go down the south street towards the sports fields. On Saturday they must enter and leave the campus through the main gate.

## **2.6 Cleaning staff (As per Servicios P & C protocol)**

### **2.6.1 Entering the school**

Vehicles will enter the school through the sports fields:

1. Shift A: Monday to Friday 7 a.m.
2. Shift B: Monday to Friday 11 a.m.
3. Shift C: Saturday 8 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 Head of Maintenance of the situation and wait for instructions.

### **2.6.2 Parking**

Everyone must park their vehicles in the parking zone for suppliers (by the terrace at the side of the Middle/Section dining hall). The gate between the SLT parking and volume 3 of the Middle Section will remain open only for vehicles that leave the school, but not for those that enter the campus.

If there is someone with reduced mobility, they may park their vehicle on the south street by the Middle/Senior dining hall. To access this benefit, they will need to present a medical certificate at the Operations Department via the Craighouse School Head of Maintenance.

### **2.6.3 Unloading zone**

There is an exclusive unloading zone by the terrace at the side of the Middle/Senior dining hall.

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

Drivers must leave the school using the main gate. From Monday to Friday after 3 p.m. they may not go down the south street towards the sports fields. On Saturday they must enter and leave the campus through the main gate.

## **2.7 Occasional suppliers (as per Purchase Dept. protocol)**

### **2.7.1 Entering the school**

Vehicles will enter the school through the sports fields as per the Purchase Department protocols, at the following times:

- a) Monday to Friday between 7.30 a.m. and 3 p.m.
- b) Saturday (through main barrier) between 9 a.m. and 1 p.m.

External guards will check people's temperature. If a person's temperature is 37.5°C or higher, workers will not be allowed in the school and the Purchase Department will have to be notified so that they can contact the person who made the purchase.

### **2.7.2 Unloading zone**

There is an exclusive unloading zone by the terrace at the side of the Middle/Senior dining hall.

### **2.7.3 Leaving the campus**

They must leave the campus using the main access. From Monday to Saturday after 3 p.m. they may not go down the south street towards the sports fields. On Saturday they must enter and leave the campus through the main gate.

### **2.7.4 During the school day for all suppliers (Aliservice, PyC & occasional suppliers)**

Staff members may not have contact with pupils. Their field of action is limited to their working areas.

## **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 then be 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 recycling company.

### **3.3 Cross-ventilation in classrooms and common indoor areas**

Schools are required to maintain cross-ventilation and favour air quality, as a necessary preventive measure in the context of the COVID-19 pandemic. In winter, measures should also be taken to ensure an adequate temperature. Classrooms and offices have windows that allow for constant airing. At the end of each day the cleaning company will check that smaller offices and classrooms have 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 with their job, and the importance of wearing personal protective equipment (PPE). Additionally, this area will identify risks and assess hazards for staff members.

#### **3.4.1 Psychosocial risk factors at work for better mental health**

The employing entity is committed to the health of its staff and understands that the fear of contagion of COVID-19 is normal given the situation we are currently experiencing. Therefore, it has taken all the preventive measures recommended and instructed by the competent authorities.

At the same time, the staff is informed of the measures implemented and their modifications.

Also, in order that the staff is able to express their doubt and make suggestions in relation to preventive measures, they can contact their representatives of the *Comité Paritario*.

#### **3.4.2 Update of Internal Hygiene and Safety regulations**

The Internal Hygiene and Safety Regulation will be reviewed and updated and will contain all the prevention measures in order to avoid the spread of COVID-19.

### **3.5 COVID-19 protocol control for suppliers**

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

## **4. REFERENCES**

- [https://www.mineduc.cl/wp-content/uploads/sites/19/2023/03/Protocolo\\_medidas\\_sanitarias\\_vigencia\\_epidemiologica\\_marzo2023.pdf](https://www.mineduc.cl/wp-content/uploads/sites/19/2023/03/Protocolo_medidas_sanitarias_vigencia_epidemiologica_marzo2023.pdf)
- <https://www.bcn.cl/leychile/navegar?idNorma=1190518&idParte=10416788>

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.

Created: September 2020  
Revised: April & November 2022  
Updated: April 2023