

COVID-19 PROTOCOL

INTERNATIONAL MONTESSORI SCHOOL CARACOLIRIS (IMSC)

We are ready to carry out a series of prevention measures in accordance with instructions issued by Andalusia Regional Government's Deputy Education and Sports Department on organising school year 2020/2021 during the COVID-19 health crisis, which will be duly updated in accordance with any measures adopted by the competent health board and administration.

We have set up a team in charge of following up and evaluating our action protocol. This team consists of:

- Ana M.^a Tur: COVID-19 Team Coordinator. CONTACT: covidimsc@gmail.com
- Belén Fernández: Nurse and mother of current pupil.
- Beatriz Ramírez and Marina Osorio: Principal and Head of Studies.
- ANP: Occupational Safety Service.

Our COVID-19 protocol will be explained at the start of school year meeting, to be held by videoconference via Microsoft Teams (link to be sent in advance):

- CHILDREN'S COMMUNITY: Monday 7th September - 4.30 p.m.
- CHILDREN'S HOUSE: Monday 7th September - 5.30 p.m.
- WORKSHOP I: Tuesday 8th September - 4.30 p.m.
- WORKSHOP II: Tuesday 8th September - 5.30 p.m.
- WORKSHOP III "COVID": Tuesday 8th September - 6.30 p.m.

The main topics to be addressed in each environment will be as follows:

- Present the teaching team.
- COVID-19 protocol.
- Start of school year, adaptation period, routine and school material.
- General programme for school year, and specific plan for term 1.
- Online teaching plan.
- Tutor sessions.
- Questions and suggestions.

Individual tutorials at the start of the school year and, in general, communication between the family and the school, will preferably be carried out online.

IMSC has established a cleaning and disinfection plan for classrooms, communal areas and outside facilities that will be carried out before, during, and after class. Furthermore, there will be signage throughout the school indicating the different areas for each group and reminding pupils about basic hygiene and health measures.

BUBBLES:

IMSC has set up a bubble system in order to prevent the spread of the virus should a pupil become infected.

Each bubble consists of pupils from the same environment who interrelate with each other. Pupils in the same bubble will be allowed to socialise and play with one another without guaranteeing social distancing. Wearing a face covering will be compulsory for pupils aged 6 and over, except while working at their desk or doing physical activity outdoors. These groups are created to reduce interactions with other groups in the school by always using the same classroom.

Wherever possible, all pedagogical reinforcement and support from the Multidisciplinary Development Team (EDM) will take place within the environment or in their classroom.

The number of teachers dealing with these pupils will be as low as possible, always striving for Primary tutors to teach the largest number of areas possible. Hygiene, safety and distancing measures will be taken whenever a teacher has to move through the school to teach a subject in another group. This is the case of Spanish Language and Literature in the Primary Education stage, which will be given by the same guide in Workshop I, II and III.

Exceptionally, in order to lower the ratio in each environment, IMSC has organised new age groups with a view to ensuring school activities will continue to promote pupils' development and well-being.

IMSC bubbles are divided as follows:

- Children's Community
- Children's House:
 - o Caracol Group (ages 3 and 4)
 - o Iris Group (ages 4 and 5)
- Workshop I (Primary Years 1 and 2)
- Workshop II (Primary Years 3 and 4)
- Workshop II "COVID" (Primary Years 5 and 6)

Programmed activities will take place outdoors, wherever possible.

Each environment will be assigned a preferential outdoor area, in order to avoid coinciding with other bubbles.

SPECIFIC RULES:

We trust that every family and the educational community as a whole will comply with the prevention measures and ensure IMSC is a safe school environment.

- Families should, on a daily basis, take the pupil's body temperature and check for any symptoms before leaving home. They must agree not to come to school if they have fever, general malaise, a COVID diagnosis, or are undergoing quarantine. In such cases, families should contact their local health centre or one of the helplines set up for this purpose.
- It is recommended that only one adult should accompany the pupil to the school entrance, and even refrain from getting out of the car whenever possible.
- Families should only remain at the school entrance for the time strictly necessary, and should not hang about in the communal areas once their child has entered. Wearing a face covering and maintaining social distancing of 1.5 metres are compulsory.
- Families are not allowed to enter the school or accompany their children to the classroom unless required by teachers. Any meetings will always be by appointment.
- Pupils should not wear watches, bracelets or rings. Pupils should attend school with short, clean, unpainted fingernails, with long hair gathered in, and wearing clean clothes.
- Bringing toys, bicycles and scooters to school is forbidden, as is sharing school material among pupils.
- Temperature control will be carried out upon entry, and hydroalcoholic gel will be provided to disinfect hands and shoes.
- We recommend wearing a uniform, although it is not compulsory.
- Pupils should enter and leave school as quickly as possible, without dawdling and always avoiding any agglomerations.
- Please remember that all pupils who remain in the school's outdoor areas or in the tennis club outside of school hours will remain under the care and responsibility of their families.
- The school should be informed at the earliest opportunity whenever a pupil or an immediate family member is confirmed as a positive COVID-19 case.
- Any pupils presenting a doctor's note showing an illness or breathing problem that may be aggravated by use of a mask shall be exempt from having to wear a face covering, in which case using compensatory measures is recommended.
- Pupils with health conditions that make them vulnerable to COVID-19 (cardiovascular disease, diabetes, chronic lung disease, cancer under active treatment, immunosuppression or high blood pressure, chronic renal failure, chronic liver disease or morbid obesity) may attend school whenever their clinical condition is under control and so permits, duly complying with rigorous protective measures in all such cases.

It is also important to follow school rules and the new exceptions brought about by COVID-19.

It is essential that the informed consent is signed and sent to the Coordinator.

TIMETABLES

Timetables will be as usual, i.e. from 9 a.m. to 2 p.m. for all environments, early morning classroom from 7.30 a.m., canteen from 2 to 3.30 p.m., late pick-up until 5 p.m., and from 3.30 to 5 p.m. for groups with afternoon sessions.

Entry for CHILDREN'S COMMUNITY will be from 9 to 9.15 a.m., preferably at 9.15 a.m. in order to avoid coinciding with the other groups.

For safety reasons, and in accordance with the school's COVID-19 protocol, pupils should remain in the school until the end of the day and may not leave early. In the event of unforeseen circumstances, this exit will be coordinated by the COVID-19 Coordinator at the school. Any pupils who need to leave early for justified reasons should report this fact to the COVID-19 Coordinator and send in the authorisation by e-mail. The pick-up point for pupils will be the Senior Management office, near the multipurpose room.

Likewise, anybody arriving late should first report to the COVID Coordinator, who will receive the pupil and accompany him or her to the environment once the routine disinfection protocol has been completed. This measure is envisaged for exceptional cases, always striving for it to be a rare occurrence.

ENTRY

IMSC has designated a series of entrances in order to avoid agglomerations when entering and leaving school. Whenever more numerous family groups form, people should stand in single file, always following social distancing rules, or, better still, wait in the car park area.

- CHILDREN'S COMMUNITY: Entry and access via the class door. Please wait at the door to be attended to.
- CHILDREN'S HOUSE: Entry and access via the schoolyard, but without entering it.
- WORKSHOP I: Entry and exit via the school's main door.
- WORKSHOP II: Entry and exit via the school's main door.
- WORKSHOP III "COVID": Entry and exit via the multipurpose room door.

SCHOOL ROUTINE:

Bubbles will be separate from each other, and will avoid contact by staying in clearly separated areas. Pupils' movements around the school's communal areas will be kept to a minimum, setting out areas to be used exclusively for each environment.

The procedure when the pupil arrives at school will be:

1. Read temperature. Pupils with temperatures above 37°C may not remain in the group and must be picked up.
2. Apply sanitising gel.
3. Disinfect shoes and put on footwear for inside the school.
4. Wash hands with soap and water.
5. Enter the environment.

The day-to-day routine at school will be similar to previous years, although with certain modifications caused by the peculiarities of COVID-19, with the aim always being to return to school normality as soon as possible:

- Excursions and visits by specialists will not be allowed during at least term one, and will only be resumed when it is safe to do so. We will try to replace excursions with occasional outings and walks in our gardens and surrounding areas. Activities, museums or places to attend as a family outside school hours can be recommended, in accordance with the envisaged programme.
- Each pupil will be assigned his or her own seat within the environment, which can be moved from place to place in the environment if needed. Shared furniture will be disinfected before and after use.
- Breakfast will be outside whenever possible.
- As shared breakfasts will not be possible, IMSC will offer pupils a more limited variety of fruit and vegetables for individual consumption. Any food prepared for breakfast or for the practical living activity will be for individual consumption only, with each pupil using different utensils.
- Priority will be given to washable fabrics, especially in the practical living area, with different consumables which will be replaced after first use. Furthermore, in certain activities we will provide disposable materials with a kit for immediate cleaning and disinfection.
- Cleaning material after using it will be incorporated as part of pupils' routines, regardless of any disinfection by cleaning staff. The teacher will ensure the hygiene protocol is followed: ventilate the classroom, disinfect used material, hand hygiene.

- There will be no change of teachers for activities at the end of the morning, with all such activities being carried out by the group's teachers themselves, at least during the first term. The kitchen activity will no longer take place, and will be replaced with another one.
- Pupils aged 6 and over may dispense with their face covering when they are at their desks, eating breakfast or exercising outdoors. "Mask breaks" are also possible whenever there is social distancing and the environment is properly ventilated.
- Transitions for changes and adaptation to the environment will not be possible during the first term, meaning pupils will begin their school year in the group they belong to.

TOILETS

- A toilet has been designated for each bubble, equipped with soap and paper towels. These will be colour-coded, so all pupils can identify them.
- Infant education teachers will accompany pupils in their toilet routine, in order to ensure the facilities are used correctly.
- Reinforced cleaning and disinfection will be carried out over the course of the morning.

SCHOOL MATERIAL:

Use of communal materials that can be shared by the pupils, e.g. pens, brushes, pencils, etc., will be kept to a minimum, with pupils being required to keep their own school material in a pencil case.

A place will be set aside for specific Montessori material, where items can be moved to after using and disinfected before being used again.

All individual school material will remain at the school, which is why we recommend that pupils should have other material at home in order to do their homework.

Apart from the usual materials, pupils should also bring:

- Bottle of water and sandwich in a lunch box.
- Paper handkerchiefs.
- Individual bottle of hand sanitiser.
- Spare face covering and an envelope to keep it in (ages 6 and over).

All materials brought to school should be properly labelled with the pupil's name.

ONLINE TEACHING:

Teaching will be carried out online for approximately 15 days (2 school weeks) whenever a group is required to self-isolate.

Such online teaching will allow all envisaged study activities to be carried out, via both individual and group videoconference sessions. Teachers will also prepare a range of video-based lessons and upload exercises and material to do online or print out. IMSC has created an online platform (**app.imsc.es**) to provide a forum for debate and facilitate communication between families, pupils and the school.

Microsoft Teams will primarily be used for videoconferencing sessions.

Moreover, Children's Community and Children's House pupils now have a new way of accessing content without the need for daily use of screens, always striving to develop the proposed activities based on individual needs. Our hope is therefore that the educational proposal for infant schoolchildren will not be too dissimilar from the face-to-face experience.

We have tried to continue with the good practice developed during the online teaching experience implemented last year, improving any deficiencies in order to continue to evolve and provide quality education for our pupils.

SUPPLEMENTARY SERVICES

AFTER-SCHOOL ACTIVITIES

After-school activities during term one will be as follows:

- Music (small group, need to wear a face covering from age 6).
- Tennis.
- Multisport.
- Corporal expression and relaxation (to be done outdoors whenever possible).

Places for these activities are limited, so please inform School Management in advance if you are interested in enrolling. All families who enrol will be informed of the protocol for access to the facilities where the activity will take place.

After-school activities may be eliminated or introduced from term two or three onwards, based on how the health crisis evolves.

EARLY MORNING CLASSROOM

The early morning classroom will be available from 7.30 a.m. on 10th September, to be held in the multi-purpose room.

Face coverings will be compulsory from age 6 onwards, respecting all established safety, hygiene and distancing measures. No food is allowed inside the classroom.

Any families wishing to use this service should inform School Management in advance. Advance notice is required to ensure this service is available.

SCHOOL CANTEEN AND LATE PICK-UP

The canteen service will be available from 10th September in the environments themselves, divided into bubbles. Social distancing should be maintained whenever there are people from different bubbles eating.

For Children's Community pupils, this service will take place in their own environment, accompanied at all times by their guide.

A face covering will be compulsory from age 6 onwards whenever the space is shared with another bubble, although it may be removed when eating.

The monitor will be responsible for serving the food and ensuring pupils' safety, coordinated at all times with the teaching team.

All utensils and furniture will be disinfected by cleaning staff before and after meal service, once the classroom has been ventilated.

Self-service products will be removed from the tables, to be served by the canteen supervisor instead.

All pupils bringing a packed lunch should bring their food, drink and cutlery in a lunch box ready to be eaten, without the food needing to be heated up or prepared at school.

Social distancing between different bubbles will be maintained after leaving the canteen, avoiding indoor spaces whenever possible.

Any families wishing to use these services should apply to School Management beforehand, in order to organise them.

ACTIONS AND PROCEDURES

IN THE EVENT OF A SUSPECTED CASE

According to instructions issued by Andalusia Regional Government on 29th June 2020, any person with a clinical picture of sudden acute respiratory infection of any severity that causes, among others, fever, cough or shortness of breath shall be considered suspicious of SARS-CoV-2 infection. Other less common symptoms include sore throat when swallowing, loss of smell or taste, muscle aches, diarrhoea, chest pain or headaches, among others.

Any pupils beginning to show symptoms, or with symptoms identified by school staff during the school day, will be taken to the Principal's office accompanied by the Principal, Head of Studies or COVID Coordinator, always acting normally and taking care not to stigmatise them. Surgical masks will be provided for the pupil and the adult looking after him/her. All appropriate hygiene measures will be taken until his/her relatives or guardians arrive.

This room has been chosen as it is for individual use, and because it has adequate ventilation and a pedal bin with a bag. The family will be advised to contact their health centre or call one of the helplines (900400061 - 955545060) to evaluate the case.

The emergency services (112 or 061) will be informed whenever a person showing initial symptoms becomes seriously ill or has difficulty breathing.

IN THE EVENT OF A CONFIRMED CASE

The task of identifying close contacts will start as soon as a CONFIRMED case is detected. The period to be considered will be from 2 days before the onset of symptoms of the confirmed case, up until the moment the case is isolated.

The school will act as follows whenever it becomes aware of any CONFIRMED CASE among pupils or staff (teaching or non-teaching):

- 1.- The person in question should remain at home and not come to school under any circumstance.
- 2.- School Management will contact the Regional Health Department and the epidemiology service, and will follow all epidemiology instructions given by the associated Health Management District/Area.
- 3.- A list of teachers and pupils (with telephone numbers) who have come into contact with pupils in this classroom, as well as the form of contact (teaching, outdoor activity, etc.), will be kept. This list may also include the early morning classroom and the canteen.

4.- Whenever the confirmed case is a pupil and the communication is received by the school during school hours, it will contact the families of all pupils in the same class, thus allowing them to pick up their children as normal but in a staggered manner, always maintaining the protective measures in place (face covering and social distancing). Families will be informed that they should undertake a period of self-isolation, and they will also be contacted by the Primary Health Authority.

5.- Whenever the confirmed case is a pupil and the communication is received by the school outside of school hours, it will contact the families of all pupils in the same class, asking them not to come to school the next day and to start self-isolating whenever necessary; in such cases, these families will also be contacted by Primary Health Care services.

IN THE EVENT OF A FAMILY MEMBER WITH CONFIRMED DIAGNOSIS

Whenever a pupil has an immediate family member suspected of having the virus, he or she should remain at home until the diagnosis is confirmed.

Pupils may attend school as normal if the diagnosis is negative.

If the diagnosis for the family member is positive and confirmed as a COVID-19 case, the pupil will have to carry out a quarantine period at home in order to prevent the spread of the infection.

General quarantine in the environment will not be necessary if the infected person is not a direct contact of the group.

FOLLOW-UP ACTIONS

All classrooms where a positive case is confirmed (along with all areas the person in question, whether a pupil, teacher or member of non-teaching staff, may have been) will be cleaned and disinfected in accordance with the procedure, including suitable reinforced ventilation.

In such cases, ensuring good communication with families and the rest of the educational community is recommended in order to avoid any misinformation or stigmatisation.

IN THE EVENT OF PROLONGED ABSENCES BY PUPILS

The school will contact pupils who do not attend classes regularly in order to rule out any cases of quarantining or suspected or unreported confirmations, always acting according to the regulations in force.

IN THE EVENT OF CHILDREN FROM THE SAME HOUSEHOLD

Whenever a pupil is confirmed as a positive case and has been in contact with other classmates in the environment, the whole bubble must undergo the established quarantine period.

This quarantine should be carried out by everybody in the affected person's household, meaning any siblings in another environment should also remain at home.

Whenever a pupil must undergo quarantine due to a classmate testing positive, he or she must remain at home for the time envisaged, without it being necessary to isolate from other people in the household. Siblings of a pupil undergoing quarantine without a COVID-19 diagnosis will therefore be able to attend class normally.