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Agrupamento de Escolas  
de Vila Verde

## CONTINGENCY PLAN - COVID-19

### 1. Definition

- **What is Corona Virus/COVID19**

Coronavirus belongs to a group of viruses that can cause infection and COVID-19 is one of them. Usually these infections are associated to problems in the respiratory system, similar to the flu (Influenza) that can evolve to a more serious disease, such as pneumonia.

- **Symptoms**

The symptoms are similar to the flu, for example:

- Fever
- Cough
- Short breath (respiratory difficulties)
- Tiredness

- **Incubation period**

The incubation period (until the first symptoms appear) is between 1-12 days, according to the latest information shared by the Health Authorities. As a precaution measure, active vigilance of the contact among people should be during the next 14 days after the contact with a confirmed case.

- Preventive measures under COVID 19 take into account direct transmission routes (air and contact) and indirect transmission routes (contaminated surfaces/objects)

#### **COVID-19 can be transmitted:**

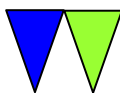
- By respiratory drops (particles bigger than 5 micron);
- Direct contact with infectious secretions;
- By aerosols in medical treatments (less than 1 micron)

### 2. Contingency plan

#### 2.1. Measures to be taken with a suspect carrier of the disease / High Risk Measures

#### 2.2. Identification of the effects and infected worker can cause to the service/organization - Measures to be taken with a suspect carrier of the disease / High Risk Measures

- The infection of a staff member with High Risk of Exposure leads to social isolation of the subject, of the students and all people he had contact with, people who shared common spaces up to a distance of 2 meters, for a period of, at least, of 14 days;



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- For students from the 5<sup>th</sup> grade to the 9<sup>th</sup> grade learning activities should take place in social isolation, when possible, maintained and monitored through email and other available learning platforms together with their teachers;
- The infection of a staff member implies their social isolation and of those who had contact and belong to the High Risk of Exposure group;
- Office staff (Technical Assistants), while in social isolation, will do home-based work according to the coordinator orientations/guidelines.

### “High Risk of Exposure”

- Those who have shared the same spaces (classroom, office, section, up till a distance of 2 meters) with a confirmed case;
- Those who have been face to face with the confirmed case or in a closed space with them;
- Those who have shared plates, glasses, towels or other objects / equipment that may have been contaminated with their human fluids.

### 2.3. Daily Prevention Measures

- Frequently wash hands, with soap and water, cleaning them thoroughly for at least 20 seconds;
- Repeat/reinforce hand wash before and after meals, after using the toilet and whenever they are dirty;
- Use paper tissues to blow the nose (single use);
- Immediately dispose of the used tissues in the appropriate places and wash the hands afterwards;
- Cough or sneeze into your forearm with a bended elbow, not into the hands;
- Avoid touching your eyes, nose or mouth with your hands or when they are contaminated by respiratory secretions;
- When queuing for the school canteen, school bar or during school breaks avoid crowds/gatherings and maintain a safe distance from others;
- Avoid social greetings and physical contact (handshakes or kissing);
- Do not share any objects or food.

### 2.4. Other Information

- There will be hand disinfectant available for the Staff member to use after dealing with any suspect case of infection;

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• If you feel fever, headaches, tiredness or respiratory difficulties do not come to school or any



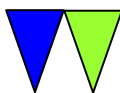
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other place with a big concentration of people. Immediately contact the National Health Service (NHS) Line 24 (808 24 24 24) that will give you instructions on what to do next.

- It is forbidden, until the 27<sup>th</sup> of March, all seminars, talks, group activities with students of Agrupamento de Escolas de Vila Verde, such as field trips in Portugal and abroad. This ban can be extended after this date if necessary.
  - The placement of a community member in isolation aims to stop others from being infected. The objective is to avoid the spreading of a contagious disease. The isolation area in a school is to avoid direct contact of the sick person (person that has signs or symptoms and epidemiologic link to a confirmed case) with other school members, allowing their social distance.
  - The isolation area will be equipped with a chair/bed (so that the person can rest while waiting for the emergency services); container to dispose of residues (with non-manual opening and plastic bag); basic antiseptic alcoholic solution -(available inside and at the entrance of this area); paper towels, surgical masks, disposable gloves and thermometer.
  - In the transportation of the person with symptoms places with a large number of people should be avoided.

### 3. Procedure with a confirmed case of COVID 19

- The isolation area in the headquarters' school (EBVV) is the Handicapped toilet in the ground floor; in EBMEA it will be in the Parents' Association room;
- Any member of the school community identified with symptoms compatible with the disease should be taken to the isolation area;
- In the event of a person that shows signs of virus contamination, what was stated previously should be followed, the potential "sick" person should be taken to the isolation area by the Staff Member that is working in that section, using the shortest way to get there;
- Besides the Staff Member on duty in that section no other person should have contact with the sick person.
- The Staff Member on duty, before starting giving any assistance, should wear a surgical mask and disposable gloves, as well as following all basic safety measures to infection control, immediately wash the hands after the contact with the sick person (suspect of COVID-19)



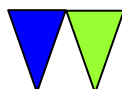
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- In the isolation area the Health Line 24 should be contacted (808 24 24 24). In this case, the Staff member accompanying the sick suspect should maintain a safety distance (more than 1 meter)
- The sick suspect should wear a surgical mask if his health condition allows. The mask should be put by himself and be properly adjusted to the face, covering mouth and nose and the cheeks. Whenever the mask is damp, it should be replaced for another; disposing properly of the used one.  
The Health care line will question the sick suspect about what signs and symptoms they show and inquire about the epidemiologic link compatible with COVID-19
- **After evaluation the SNS 24 will give further information:**

If it is a suspect case of COVID-19, the SNS 24 will contact the Medical Support Line, from the DGS (Health National Office), to validate the suspect. The result could be:

- **Non-Validated Case** -the case is closed for COVID-19. The SNS 24 will define the following measures depending on their assessment. The School Headmaster must be informed of the result.
  - **Validated case** - The National Health Office (DGS) activates the INEM (Medical Emergency) and the epidemiologic investigation starts, managing all contacts. The school headmaster, sick person, parents or other indicated member of the family will be informed of the positive case. The sick person shall remain in the isolation area (wearing a surgical mask if the health condition allows), until the arrival of the Emergency Services / Ambulance, activated by DGS, which will be responsible for the transportation to the reference hospital, where biological samples will be collected to be tested in the lab. After this, the access to the isolation area will be forbidden (except to the Staff Member indicated to give assistance);
  - The validated case is not allowed to move anywhere else in the school premises;
  - The Headmaster will inform the other members of the community of the existence of a validated case waiting for the lab results.
4. **Identification of the Health Care Professionals and contacts**
  5. **NHS Line (National Health Service) 24 - 808 24 24 24**



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## 6. Responsibilities

- **Teachers or Other** - Identifies the suspect case, without any physical contact and maintaining a safe distance and calls the Staff Member of that section;
- **Staff Member responsible for the Classrooms (school mobile phone 932094226)** - accompanies the sick person, with a safe distance, gives him a surgical mask and a thermometer, as well as the phone with the dialed number to 808 24 24 24. Immediately informs the headmaster and disinfects the hands.
- **Headmaster** - Informs the parents /tutors or other member of the family legally indicated.

### Headmaster (contact: 932 094 223/4)

- Immediately informs the North Regional Education Office (DREN) and the Health Local Authority about the existence of a suspect case of COVID-19;
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- Immediately informs the North Regional Education Office (DREN) and the Health Local Authority about a validated case of COVID-19;
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- It is the Headmaster's job, after consulting a Governmental member, to close down the school if necessary

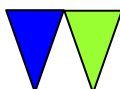
## 7. Procedure with a validated case

6.1. The DGS (National Health Office) will inform the Reginal Health Authority of the lab results, who in turn will inform the Headmaster of the results

- If the case is negative, it is closed for COVID-19, and all normal action returns to school, including cleaning and disinfection of the school. In this case the Contingency Plan measures end;
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- If the case is positive (confirmed), the "isolation" area should be closed until the decontamination (cleaning and disinfection) is validated by the Local Health Authority. This ban can only be lifted by the Health Authority.

### 6.2. In the event of a confirmed positive case

- The school takes all necessary cleaning measures (decontamination) of the isolation area;
- Reinforce cleaning and disinfection of frequently handled and most used surfaces by the confirmed patient, with a higher probability of being contaminated.



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- Store all residues of the Confirmed case in a plastic bag (50-70 micron thick) and, after being closed with a tie wrap, it should be separated and sent to an official agency to manage biohazard residues.
- - The Local Health Authority will give further information on the implemented measures in school and about the clinical situation of the confirmed case to the family.

#### 8. Vigilance procedure of close contacts

- Individuals who have been in 'close contact' with a confirmed case, identified by the DGS, should monitor their health within 14 days by measuring body temperature twice a day, recording values and be aware of coughing or breathing difficulties.
- **All the people, or their tutors when they are underage, in the previous situation must communicate immediately to the NHS24 line any health changes, who will analyze the risk and give the appropriate orientation.**

#### NOTES:

- This document does not replace the reading of COVID-19 Number 006 - Direção Geral da Saúde - “6/02/2020
- “Sick”- suspect case/person with symptoms

Agrupamento de Escolas de Vila Verde, March 4th/ 2020

Headmaster



António Alberto Rodrigues