



#Alboránseguro Protocol

Action against COVID-19

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1. Introduction

Given the current situation of pandemic caused by the SARS-COV-2 virus, the Alboran School has drafted a protocol that designs the lines of action to be followed to create a safe school environment and minimize the risks, being the main goal the safety of students, families, and all school staff.

Pending of the different meetings of Educational Authorities and Government taking place on the following days, (which could change some of these points), we want to move forward with the measures we have taken in relation to the crisis caused by the pandemic. In this respect, and based on the measures provided by the Junta de Andalucía, we have developed our own Covid-19 Protocol adapted to our uniqueness, which should serve as a guide and reference while this exceptional situation remains. Being Alboran a school of a single class per academic year and with extensive natural spaces, the guarantee of monitoring and safety distance in these spaces helps us in a significant way.

In general, the protocol will be aimed to maintain the three "**Ms**": meters - **Metros** (distance), hands – **Manos** (washing or hydrogels), and approved masks – **Mascarillas**, except in the groups of coexistence or bubble, which are those classes that will not mix with the rest of the students and in which it will not be mandatory, although it is advisable, the use of masks. These will also be used in the buses, common spaces, and at the entrance and exit of the school grounds. Of course, we want to transmit to you that we count on the responsibility of all the families to minimize the risk in the entire educational community. To achieve this, it will be proposed to carry out a mass detection tests of antibodies (ELISA) and PCR in case of symptomatic, before the start of the school year and after a survey.

Without further ado, we proceed to share the protocol with you.

2. Protocol and Courses of Action

2.1 New reality

2.1.1 Prevention at home

There is no other way in this fight against the spread of this disease than shared responsibility, so, home preventive measures should be rigorous and you should pay special attention to:

- Take the temperature of the student before leaving home. In case of fever, the student must stay at home and you will inform our COVID Coordinator, whose phone number will be provided in due course.
- It should be emphasized from home hand washing and the use of hydroalcoholic gels, preferably in early stages such as Infant and first cycle of EPO.
- Students must bring their own custom water bottle (no glass) with the name on it, to avoid confusion.
- There will be no sale of snacks nor will the students have the fruit dispensers, as the School has been providing at recess in previous years. They must bring what they want to have for breakfast from home.
- Parents and legal guardians must take back home their student/s if fever or symptoms are detected when they enter the school.
- A mask, and spare one kept in a personalized case, per student must be brought to school from home. This measure of prevention must comply with the legal requirements (legally approved mask).
- Tutorias will be in online format.
- In the same way, there will not be the yearly opening meeting. The traditional explanatory meeting with each class teacher will be also held online.
- Payments will not be allowed in person at the school premises. Instead, all payments will take place by either bank transfer or direct debit.
- All dealings with Administration or Secretaria will be done by appointment. They will no longer take place at entry or dismissal times.

2.1.2 Bus

- All students must wear the mask when entering, all throughout the route, and exiting the bus.
- Hydroalcoholic gel will be provided as they enter the bus.
- Students will not be allowed to share items with their peers.
- The bus will be disinfected with ozone at the beginning and end of each day.

2.1.3 Morning Care

Due to the diversity of ages, all students attending morning care must:

- Wear a mask at all times.
- Maintain safety distance.
- Wash their hands.
- No sharing of items brought from home.

2.1.4 Access to school

To minimize the risk of contagion, the following measures must be taken:

- Families will not be allowed to access the interior of the school premises.
- Those in charge of bringing the students to school will remain as little as possible on the school grounds, always maintaining the safety distance and wearing a mask at all times.
- Students' access to School will depend on how they get to school:
 - 1) If using the bus service:
 - 1.1) Bachillerato students will enter via the small gate besides secretaria.
 - 1.2) The rest of students using bus service will enter via the stairs at the big gate.
 - 2) If you use your own vehicle to bring students to school, you will have clear visibly marked accesses:
 - 2.1) **Gate 1:** New door enabled on the outside wall of the school, for 1st and 2nd of Primary Education
 - 2.2) **Gate 2:** Corridor next to Secretaria for Infantile students.
 - 2.3) **Gate 3:** Small gate besides Secretaria for students of 3rd, 4th, 5th and 6th of Primary Education.
 - 2.4) **Gate 4:** Big Gate accessing the stairs to the main entrance of the School premises for students of ESO.

2.1.5 Classrooms Access

- There will be diving lines and distance markers in hallways and classrooms entrances.
- All students will enter the classrooms wearing the mask.
- Classroom entry according to Class Year:
 - a) Infantile, 1st y 2nd of EPO: directly through the designated routes.
 - b) From 3rd of EPO through 4th of ESO, in rows arranged in the patio, entering the building and classrooms in stages and keeping the safety distance.
 - c) Bachillerato: directly to their classrooms from the bus or drop off at 8:30 h. and keeping the safety distance.

2.1.6 Recess

- At all times, it will be prevented the mixing of students from different coexistence groups, and it will be ensured the 2 meters safety distance required.
- In the case of Infantil, 1st, and 2nd of EPO, students will be allowed to use the play island on alternate days and prior disinfection.
- On rainy days, students will stay in the classroom.
- **Recess in the infantile patio** will take place in a sequence manner and with a designated area for each group:
 - a) De 10:30-11:00 h infantil.
 - b) De 11:00-11:30 h 1st & 2nd of EPO
- **Recess in the upper main patio:**
 - a) From 11:00-11:30 h for 3rd, 4th, 5th and 6th of EPO in designated areas for each class.
 - b) From 11:30-12:00 for ESO and Bachillerato also in designated areas.

2.1.7 Lunch Room

- Coexisting groups (Infantil, 1st and 2nd of EPO) will have lunch in their own classrooms, with trays and cutlery and bread wrapped up in paper.
- The rest of classes will enter the lunchroom following these procedures:
 - a) They will enter in stages, wearing masks, and keeping the safety distance.
 - b) The lunchroom will be limited to 60 seats instead to 140, with specific allocated seats and being previously disinfected.
 - c) Screens have been installed in the buffet and office areas to prevent food contamination.
 - d) Cutlery will be grouped and wrapped in protected packs.
 - e) Bread will also be protected.
 - f) Students may use the water fountains provided in the lunchroom which have been designed not to be manually manipulated.

2.1.8 Hallways

- Time spent in common areas and hallways must be minimized. Traffic through these areas will be delimited and marked on the ground.
- Use of masks is mandatory when circulating through common areas.
- There will staff arranged at strategic points to control traffic and to guarantee safety.

2.1.9 Bathrooms

- Bathrooms must be accessed wearing masks at all times.
- Hands must be washed with soap before and after using the facilities.
- Cleaning crew will be reinforced to guarantee the constant disinfection of the bathrooms.
- Coexisting groups will have designated bathroom previously disinfected.
- Students will not be allowed to be in the bathrooms longer than necessary.
- Bathrooms will be used rationally: in stages and in an orderly manner.
- Every second boys wall toilet will be voided
- Visible posters will be displayed with all bathroom rules of use.

2.1.10 Physical Education/Sports

- At Physical Education sessions, all required safety measures will be reinforced, prevailing those activities that do not require grouping and that guarantee safety distance.
- Due to the difficulty of performing physical activity with a mask on, all P.E. activities will take place outdoors.
- The swimming pool will not be in use this year.
- Competitions with other schools will not take place this year.
- Since some of the sports activities involve a higher risk of contagion, activities that involve physical contact will not take place this year.
- Low-risk sports activities will be allowed at recess. If students wish to play padel, they will have to bring to school their own padel racquet, as they will not be allowed to share it, and bring balls from home.
- It is considered low-risk sports those practiced outdoors, keeping the safety distance, in small groups, with little physical contact, etc.

2.1.11 Dismissal

- As stated for entering the school, dismissal will be done in an orderly manner, wearing masks, respecting safety distance and exiting throughout the ways and gates specified for entrance.
- In the case of siblings in different coexisting groups or school years, pick up will be all siblings at one time.
- In September, dismissal will be in the following manner:
 - **If you pick up with your own vehicle:**
 - a) Infantile from 14:30h.
 - b) 1st & 2nd of EPO at 15:00 h.
 - c) The rest at 15:10h.
 - **Students going on bus:**
 - a) At 15:30 h, with separation between groups for each route and wearing the mandatory mask and keeping the safety distance at all times.

2.1.12 Extracurricular Activities

In relation to extracurricular activities you will receive the specific information during the month of September.

2.1.13 Cleaning

- Cleaning staff will be reinforced.
- Disinfection of surfaces will be carried out on an ongoing basis, paying special attention to all shared areas (bathrooms, lunchroom, railings, doors, doorknobs, etc.).
- Ozone devices will be available at the end of each day in those areas and at times determined by professional technicians.
- The Covid designed area for suspected cases of infection will be disinfected after each time is used.
- Bins with lids will be provided all around the school grounds to avoid contagious sources.
- Playground areas for infantile will be disinfected on a daily basis.

2.2 Partial attendance of students

Although, up to today, there is no alternative other than full time physical attendance to school, semi-presence might come from a decision made not by us but by the Educational Authorities, which is the responsible to make such decision. In the event of this happening, these are the possibilities that might arise:

2.2.1 Some academic years will have online classes.

2.2.2 Attendance on alternate days

For each of these scenarios we have pedagogical strategies designed and that, come the time, we will share with you. Our intention, and that of the Educational Authorities, is that the academic years with restricted autonomy to work because of age, which coincide with those that do not use digital devices to work in 1:1 format, will attend school physically full time, maintaining the coexisting groups and minimizing all contagion risks.

2.3 Confinement / Closing of the School

In case of having to close the school by decree of the Authorities, we would go back to the format "Alboran online" which was already put into practice the third term of last school year and that was a great success with excellent results based on the surveys we carried out.

To summarized, we would proceed as follows:

- a) We would use the Google Classroom platform and Apps, like Google Meet, among other tools we will enable, as well as digital books to share matters and information.
- b) Digital attendance and punctuality are essential and part of the grades. Unjustified non-attendance would be considered absenteeism.
- c) As an evaluation tool, we will continue programming activities such as: written tests, multiple-choice exams, projects which the students will have to prepare on their own and expose, research projects, etc.
- d) We will maintain the official school schedule, (same as for physical attendance), except for Infantile, but we would make small modifications to optimize after lunch classes.
- e) We would follow the curriculum as programmed for each term.
- f) We would modify the grading criteria, as we already did the last term of last school year, weighing the various instruments in a proportionate and consistent manner.

3. Individual and collective actions in the event of exposures, possible contagions or positives

- The school will have and provide with:
- Guaranteed minimum safety distance of 1.5 meters in the classroom and 2 meters in common areas.
- COVID-19 Coordinator whose phone number we will provide in due course.
- Preventive aisolation zone.
- Hydroalcoholic gel dispersers distributed all throughout the school.
- Thermometers at the entrance of the school and during the rest of the day.
- Ozone devices
- Distance signalling marks.
- Informative posters.
- Bins with lids.
- Outdoor classrooms.
- Two extended classrooms to guarantee safety distance for larger groups where the safety distance couldn't be guaranteed before.
- Alternative entry for suppliers.
- Newly built classroom.
- Refurbishment of the indoor patio, gymnasium and library to help as new possible classrooms.
- During this school year, trips, excursions and small visits out of the school are cancelled,
- We will avoid the use of air conditioning devices as possible virus propagators, instead we will prioritize the ventilation of areas.

3.1 Students

We will proceed as follows:

- Alboran School considers of great importance to start the new school year with the best possible guarantees for our student's health. In that regard, in a solidary way and for the general wellbeing, we propose to do a mass diagnostic test for all students, testing for antibodies (IgG-IgM) or PCR in case of symptoms. We will do a survey to know your opinion in this matter. In fact, all members of the school staff will have this testing done. To perform this mass testing, and for the convenience of those who might decide to do it, we will provide a clinical infrastructure at the school carried out by healthcare professionals. We will send you detailed information about this.
- All students will have their temperature taken when entering the school building and, for the rest of the day, temperature will be taken randomly among the students. This doesn't take away your responsibility for taking the temperature of your student/s before they leave your home.
- If the student has fever at home, you mustn't bring him or her to school and you must inform the COVID-19 Coordinator of the school who will inform you on how to proceed.
- In case of a positive test result, the COVID Coordinator will be in charge of informing the rest of the school families of the positive student's class, on how to proceed correctly.
- If the student is diagnosed as positive outside school hours, you must notify the Coordinator so that he/she can contact the families of that student class so that they avoid coming to school.
- All students of a class with a positive student will spend a quarantine period at home.
- In case of fever at the school entry or at any time during the day, the student will be moved to the preventive isolation area where he/she will be confined waiting to be picked up.
- All vulnerable students (diabetics, hypertensive, immunocompromised, with respiratory issues, etc.) will be able to return to school when their health is under control and respecting all protective measures.

4. Impact on Fees

- Fees will be charged in full from the beginning of the school year.
- Starting off the fact that the amount of the fees is calculated on the annual cost and prorated in ten months, if a confinement is officially decreed, the adjustment on the fees would be calculated and applied accordingly on the last invoice of the academic year.
- For absences less than three weeks in a row, the full month fee will be charged, including services (bus, lunch, etc.)
- In the event of a mandatory confinement decreed, fees adjustments will be performed according to the circumstances at that time (viability, need, etc.)

which might not be necessarily the same applied in the previous confinement and of which you would be promptly informed.

- If families decide to voluntarily take the test at the school, the amount of the test will be charged on the first invoice (September).

5. Teachers' Protocol

- A diagnostic test will be performed on all teachers two days prior to the start of the school year. Tests will be done on a regular basis.
- Its mandatory for all teachers to wear constantly approved mask, the maintenance of the safety distance, cleaning of hands with soap or hydroalcoholic gel regularly.
- We will do COVID education with the students: reminding the importance of keeping the safety distance, the use of the mask, washing hands frequently or using hydroalcoholic gel, highlighting the importance of not touching eyes, nose, or mouth, covering the mouth with the bent elbow when sneezing, etc. Also, we will insist on avoiding contact (shaking hands, kisses, hugs, etc.) and, of course, not to share drinks, food, toys, devices, pens, or any school or sports equipment. We just want to make them aware of the importance of being responsible individuals in this pandemic and the role that we play to stop spreading the virus. In addition, our goal is to transmit a reflection on the importance of Science in our society and in the field of health.
- On the teachers' desks there will be disinfectant sprays and paper towels to clean everything touched during class before they leave the classroom, something than the next teacher entering the classroom should make sure it was properly done.
- Teachers will receive a prevention training course before the start of the school year.
- Periodic SARS-CoV-2 virus testing will be performed.
- Teachers will be at school at 9:00h. to help and collaborate with the organization of the entry to school. Time for parents and students to arrive will be from 9:15 h.
- In shared classrooms, teachers are responsible for the furniture disinfection.
- All school material shared by the students will be disinfected.
- Teachers will not be allowed to use the lunchroom for breakfast.
- Its responsibility of all teachers to constantly monitor the correct compliance with the COVID standards.
- They will prioritize sessions in the outdoor classrooms available.
- They will ensure the availability and supply of disinfectant in the classroom.
- Teacher will be in charge of ventilating the classrooms frequently, especially when the students are not in class (practices, recess, lunchroom, etc.).
- Teachers with a vulnerable profile (and who can prove conditions such as diabetes, hypertension, immunocompromised, respiratory problems, etc.) may

return to school once their health is under control and respecting all protective measures.

- Teachers responsible the coexisting groups “bubble groups” will not mix or interact with the rest of the staff.
- Contacts should be avoided, such as shaking hands, hugs, kisses, etc.

Respectfully,
The Directive Team



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Action against COVID-19