**CONTINGENCY PLAN AND CONTINUITY TOWARDS A NEW NORMALITY IN THE COVID-19 HEALTH CRISIS.**

**The English School**

**PREVENTION, HYGIENE AND HEALTH PROMOTION MEASURES**

**SCHOOL YEAR 2020-2021.**

**ARTICLE 1: REGULATION AND LEGAL FRAMEWORK:**

The private school The English School of Mutxamel, with the objective of preventing the spread of the pandemic caused by the COVID-19, and ensuring the protection of the health of its students, the working staff and other persons who come to the centre or have a face-to-face relationship with it.- hereinafter PCC- has drawn up the following "Contingency Plan and Continuity towards a New Normality Course 2020-2021", strictly following the regulations established of health and safety measures on the basis of the contingency plan drawn up by the Ministry of Education, Culture and Sport, of the Technical Guide for the elaboration of the contingency plan and continuity of work during the Covid-19 and of the measures and recommendations elaborated by the Valencian Institute of Safety and Health at work (INVASSAT)

**ARTICLE 2: THE ENGLISH SCHOOL CONTIGENCY AND CONTINUITY PLAN OBJECTIVES:**

The PCC of The English School aims to establish the bases for the year 2020-2021 to begin with the greatest guarantees of sanitary hygiene seeking the balance between the health of the people who make up our Educational Community, the proper management of the pandemic and the right of all our students to enjoy a quality education.

In a vital situation that has never been seen before, it is possible to have an educational centre where you can work, learn and study with the maximum possible normality. Therefore, we must conceive of our school as a place where we can work with all the possible sanitary hygiene guarantees to give continuity to the learning process as we would carry out by applying protective measures.

The main objectives of our CCP are:

1. Ensure equal access to the right to education for all our students.

2. To ensure the continuity of the learning processes of our students within the maximum normality following the sanitary instructions that guarantee the social function that develops in our centre.

3. Take the minimum risk in a safe environment for our students.

4. Contribute to the control of the pandemic through the proposed measures to detect and identify in a fast and safe way any case of symptomatology of COVID-19 that occurs in our centre.

**ARTICLE 3: BASIC PRINCIPLES FOR THE OPERATION OF THE CONTINGENCY AND CONTINUITY PLAN:**

1. Health Security: with the safety measures proposed in this PCC and the indispensable collaboration of all the members of our Educational Community, the school must continue to be a space where educational activity can be developed in a safe and comfortable way.

2. Health and Hygiene: the health of our students, their families, the working staff of the centre and those who could have face-to-face contact with the educational institution is a priority for the management team. All health protection measures taken are aimed at minimising the risk of transmission and possible transmission of the virus.

3. Validity: all proposed health and safety measures will be in force during the school year 2020-2021 in accordance with the case history of our centre and its surroundings. The proposed body of regulations must be adaptable in view of possible changes in the evolution of the pandemic.

1. All those who attend the school, whether family members/guardians of the students, suppliers or third parties who have or could have contact with the school, for the performance of administrative procedures, must guarantee the absence of symptoms of the COVID-19 to be present at the facilities of this educational entity.

2. In the event that a person has any symptoms, - cough, fever (>37.2º), sore throat or difficulty breathing -, which could be associated with this type of virus, should refrain from going to the educational centre under any circumstances. This prevention measure will last until it is confirmed that there is no risk of infection.

3. Any person who has been in close contact with another person(s) affected by COVID-19 at a distance of less than 2 metres for a time of at least 15 minutes or has shared space without keeping the interpersonal security distance, shall refrain from attending the centre, even in the absence of symptoms, for a period of at least 14 days.

4. Persons most vulnerable due to old age, pregnancy or medical conditions classified as risk groups (hypertension, cardiovascular disease, diabetes, chronic lung or kidney disease, cancer or immunodepression), they must avoid going to the centre without taking the preventive measures required by the health authorities and, in any case, endeavour to carry out the administrative procedures with this educational centre in a telematic manner.

5. In order to avoid the progressive attendance of family members of students in the educational centre, the communication between mothers and fathers with the administration and the teaching staff shall continue to be carried out by telematics under the same conditions used during the suspension of classes due to the period of confinement. Families will only enter the centre when their presence is strictly necessary at the request of the administration, pedagogical management, teaching staff.

6. Generally speaking, access and stay of family members and third parties in the facilities of the centre is not permitted for reasons of health security throughout the school year 2020-2021.

7. The Secretary of the Centre shall only take administrative action by appointment. This appointment will be arranged by calling 965 951017 or sending an email with the request to info@theenglishschool.es (Secondary) or secretary@theenglishschool.es (Early Years and Primary). In both cases it will be necessary to specify the type of procedure to be dealt with in order to advance the management of it by the administrative staff.

8. Access to and exit from the main door shall be staggered and orderly, the safety distance of 1,5 metres per person must be maintained and the signs established for internal mobility in the premises must be observed at all times, as well as the indications of the staff employed at the centre.

9. Persons interested in attending the centre must be provided with a protective sanitary mask in order to be properly treated. (Order SND/422/2020 of 19 May, regulating the conditions for the mandatory use of masks during the health crisis caused by the COVID-19).

10. The centre shall make available to visitors hydroalcoholic gel for the protection and personal disinfection to be carried out at the entrance and exit of the educational establishment.

11. In order to access the School Office/Reception of the centre, the person must wait for his/her turn in the main entrance corridor and keep the physical security distance until he/she is called by the administrative staff to be attended. Only one person will be attended at a time at the School Office´s desk.

12. The above-mentioned persons who provide documentation must show it to the administrative staff, the latter and the above-mentioned persons must disinfect their hands before and after the completion of the transaction.

13. During their stay within the School Office/Reception, the above-mentioned persons shall take the necessary health and safety measures and shall at all times observe the signs and follow the instructions of the administrative staff, maintenance and cleaning in order to ensure the safety and security of the educational institution’s working staff.

***B.- Students, Teaching Staff and Administration and Services Staff (PAS) of the educational center:***

1. Families with children enrolled in the centre shall provide the centre with a Responsible Statement stating:

a) That they are aware of the current situation of the COVID-19 pandemic with the risk that this entails, and, therefore, commit themselves to comply with the health security measures proposed in the PCC of the centre.

b. They agree not to bring or send their children to the school if they have symptoms compatible with COVID-19, or if they have presented the same in the last 14 days.

2. The families of the students enrolled in the centre during the school year 2020-2021 must carry out the daily measurement of the body temperature of their children before going to the centre to guarantee the absence of symptoms of COVID-19.

3. The body temperature should be less than 37.2º C. Students with a body temperature equal or higher than 37.2º C should stay at home and refrain from going to the centre. The families concerned must notify the Secretary of the centre by calling 965951017 or send an email to info@theenglishschool.es o secretary@theenglishschool.es

4. In the event that a student has a highly complex chronic disease that may pose a high risk of severity in the event of the spread of COVID-19, the management of the centre shall assess jointly with the family and the family doctor, the circumstances to be taken into account when entering the educational activity in person.

5. The faculty and PAS of the centre will be responsible for the adoption of self-protection measures that guarantee the absence of the most common symptoms associated with COVID-19, (temperature =>37.2º C, dry cough, respiratory difficulty), before starting work during the school year 2020-2021.

6. The entrances and exits will be made in a staggered manner through the doors assigned and according to the school’s teaching schedule in order to avoid the concurrence and crowds of the students, teaching staff and PAS in the facilities.

7. The use of sanitary masks is mandatory to access the centre by the enrolled students, the students must use it on a compulsory basis throughout the school day and within all the facilities and buildings of the centre.

8. Teaching staff and PAS must have access to the school with the medical mask and use it for the entire period of stay in the facilities and buildings of the school. (Order SND/422/2020 of 19 May, regulating the conditions for the mandatory use of masks during the health crisis situation caused by the COVID-19).

9. Handwashing with hydroalcoholic gel is generally mandatory before entering the centre. Water-alcohol gel dispensers will be distributed to all entrance entrances for use by students, teachers and PAS.

10. Students must go to the school with the least amount of school supplies, unnecessary accessories and toys in the case of Early Childhood Education students. Families should try to limit as much as possible the transfer of objects between homes and the educational centre to avoid contagion.

**ARTICLE 5: PREVENTIVE MEASURES OF A HEALTH NATURE DURING THE STAY IN THE STUDENT CENTRE, TEACHING STAFF AND TEACHERS:**

1. Persons staying in the centre must, as far as possible, maintain the interpersonal security distance of approximately 1.5 metres, provided that the layout and size of the centre’s facilities so permit.

2. It is compulsory for all persons staying at the centre during the school day to observe the marking of the routes of internal mobility.

3. The wearing of masks is compulsory for all pupils while they are in school.

4. Teaching staff and PAS must use the mask during the entire period of stay in the facilities and buildings of the centre. (Order SND/422/2020 of 19 May, regulating the conditions for the mandatory use of masks during the health crisis situation caused by the COVID-19).

5. It is generally recommended to cover your nose and mouth with a disposable tissue when coughing and sneezing, and then discard it in a waste bin. If handkerchiefs are not available, the inside of the elbow can be used to avoid contaminating the hands. You should avoid touching your eyes, nose, or mouth.

6. The litter bins where handkerchiefs are disposed of and any personal hygiene waste will be marked and located in the common areas.

7. The centre will provide all working staff with textile and washable sanitary masks for their personal and non-transferable use once they are at work at the beginning of the school year.

8. The School Secretary will hand over the sanitary mask to students who do not have it in an exceptional manner, provided that there is sufficient stock.

9. It is recommended as a basic health prevention measure to avoid any type of greeting that involves physical contact between people, especially shaking hands.

10. As a more effective measure to preserve the health of the students and the staff working at the centre, frequent hand washing with a hydroalcoholic solution or with soap and water is compulsory, observing the following routine.

a. Immediately before entering the school prior to contact with the student body.

b. Before and after contacting your students and any school supplies you may bring from home.

c. Before and after entering and leaving the toilets assigned to these personnel.

d. Before and after entering and leaving the school canteen.

e. As a general rule of prevention, handwashing should be carried out at least every 2 hours during the stay in the centre.

11. The centre shall ensure the existence of various strategic hand cleaning points with hydroalcoholic gel dispensers and the teachers will be responsible for ensuring compliance with the rule that requires handwashing with water and soap or hydroalcoholic gel of their students in the classroom observing at all times the following hygienic security measures:

***a. Early childhood education:***

i. Upon arrival and departure of students to the classroom.

ii. Accompanying the students to the classroom toilet.

iii. Before and after the school canteen and playground.

iv. A repeated and sustained hand-washing routine shall be established until the end of the session in accordance with identified needs.

***b. Primary Education:***

i. Before entering, during and out of the classroom.

ii. Before and after going to the toilet and school canteen.

iii. In the event of the transfer of any type of educational object or material, the students concerned shall wash their hands.

iv. A repeated and sustained hand-washing routine shall be established until the end of the session in accordance with identified needs.

* 1. ***ESO and Baccalaureate:***

i. Before entering, during and out of the classroom.

ii. Before and after going to the toilet and school canteen.

iii. In the event of the transfer of any type of educational object or material, the students concerned shall wash their hands.

iv. A repeated and sustained hand-washing routine shall be established until the end of the session in accordance with identified needs.

12. The entrances and exits of the classroom will be carried out in an orderly and staggered manner to avoid tumults and crowds in the corridors and common areas, and respecting the signposted itineraries. The teaching team will be responsible for ensuring compliance with these performance routines.

13. The use of equipment, devices or teaching materials from other pupils or teachers should be avoided as far as possible and, if necessary, disinfected before and after use without touching the face, mouth and eyes.

**ARTICLE 6: PLAN OF ACTION FOR PERSONS WITH SYMPTOMS OF COVID-19 AT THE CENTRE:**

Common symptoms consistent with COVID-19 include fever, cough, and shortness of breath. In some cases, there may also be decreased smell and taste, chills, sore throat, muscle aches, headache, general weakness, diarrhea, or vomiting.

In the event that any person remaining in the centre exhibits symptoms of the disease, the following action plan shall be implemented:

1. In the case of a student of the school, they will be isolated in a designated restricted area of individual use that has natural ventilation and waste bins to dispose of material that is or has been in contact with the student body.

2. Students with symptoms will at all times be under the watchful eye and control of a member of the teaching team or PAS of the centre who will ensure compliance with safety and hygiene measures to avoid possible contagion of the virus.

3. The School Secretary of the centre will inform the families of the fact so that they come to pick up the student, and in any case, will contact immediately the corresponding COVID-19 health service of the Valencian Community on 900 300 555.

4. The working staff of the centre, family members or third persons who present symptoms of COVID-19, must vacate the centre immediately.

5. The Secretary of the centre must be informed of the situation to proceed to communicate it to the corresponding health service or call the COVID-19 health service of the Valencian Community 900 300 555.

6. In the event that the person presenting symptoms is in a serious situation or has difficulty breathing, 112 shall be notified.

7. All material which may have come into contact with the person presenting COVID-19 symptoms must be stored in a plastic bag which in turn must be placed in another sealed plastic bag. This action plan for persons suspected of symptoms of COVID-19 will conclude with communication to the Territorial Directorate of the Ministry of Education, Alicante Culture and Sport on the health security measures adopted by the centre on a case-by-case basis.

**ARTICLE 7: ORGANISATION OF SCHOOL PUPILS:**

**PROTOCOL *THE ENGLISH SCHOOL* 2020-2021**

Classes will begin during the week commencing 7th September, as follows:

Monday 7th September: Nursery, Reception, Year 1, Year 2

Tuesday 8th September: Year 3, Year 4, Year 5, Year 6

Wednesday 9th September: LOCAL HOLIDAY – SCHOOL CLOSED

Thursday 10th September: Secondary (Years 7 to 11)

Friday 11ht September: Year 12 and Year 13.

The usual timetable will be observed:

8:40 to 15:45 for Primary.

8:30 to 15:45 for Secondary

Adaptation period for Nursey

For the first few days of term, *Nursery* will follow a timetable in accordance with the agreed adaptation period. The details of this will be given to parents in the meeting to be held on Friday 4th September.

**ENTERING AND LEAVING SCHOOL:**

***Early Years* (*Nursery* and *Reception*):** Pupils should enter the School via the entrance of *La Escuelita*, situated in Calle Pintor Aparicio. Parents should leave children at the gate, where they will be received by a teacher who will escort them in small groups to their classrooms.

Pupils will leave school via the same gate. *Early Years* pupils will leave at 3:40pm. Please respect the timetable in order to avoid overcrowding at the gate.

**PRIMARY**: **YEAR 1 AND YEAR 2:** Year 1 and Year 2 pupils will also enter the school via *La Escuelita*. Parents should leave children at the gate, where they will be received by a teacher who will escort them in small groups to their classrooms.

They will leave school via the main entrance, at the corner of c/ Pintor Aparicio y c/Pintor Peyret, at the sliding gate, at 3:40pm. Please respect the timetable in order to avoid overcrowding at the gate.

**PRIMARY**: **YEAR 3, YEAR 4, YEAR 5, YEAR 6:** Primary pupils in Year 3 to 6 will enter via the main gate situated at the corner of c/ Pintor Aparicio y c/Pintor Peyret. Parents should leave children at the gate, where they will be received by a teacher. The gate will be open from 8:20 to 8:40. After this time, pupils should enter via the same entrance but they should wait at the gate until a teacher collects them.

Pupils will leave school via the same gate, at 3:45pm.

**SECONDARY:** Secondary pupils will enter via the usual gate situated at c/Pintor Peyret, which will remain open from 8:20 to 8:30 a.m. They will go directly to their classrooms via the usual staircase. If they arrive after this time, they must enter the building via the main school gate situated at the corner of c/ Pintor Aparicio and c/Pintor Peyret and, after passing through Reception, they should go to their classrooms via the stairs at the opposite end of the building, designated for use by Secondary pupils.

**Year 12 and Year 13:** Year 12 and Year 13 will enter and leave the School via the usual situated in c/Pintor Aparicio. The entrance will be open from 8:20 to 8:30. Outside of this time, they must access the building via the visitors’ entrance.

**TEACHER:** Teachers will arrive at school no later than 8:15 a.m., ready to meet pupils.

Before entering the classrooms, pupils and teachers must have their temperature taken and disinfect their hands using the sanitizer provided.

Two teachers will supervise the main gate situated at the corner of c/ Pintor Aparicio and c/Pintor Peyret.

Secondary and Year 12/13 teachers and tutors will receive pupils in their classrooms.

**NECESSARY ITEMS**

All children should bring a mask to school, and another spare mask in their schoolbag. They should also bring every day a small bottle of hand sanitizer with them, for their own individual use.

From the first day of school, children should bring their own items of stationery to school in a pencil case, in order to avoid any sharing of materials. **PLEASE LABEL ALL ITEMS WITH THE CHILD’S NAME.**

**ARTICLE 8: PREVENTIVE HEALTH MEASURES IN THE SCHOOL CANTEEN AND TOILETS:**

***A.- SCHOOL CANTEEN***

The functioning of the school canteen is governed by the body of regulations contained in the Internal Operations Regulation. In addition, there are a series of health prevention measures that must be complied with in the use of the dining room for students enrolled in the service, teaching staff, monitors, carers and kitchen staff in the context of the COVID-19 pandemic:

1. Meals served by the centre’s catering service shall be served only and exclusively in the room intended for such use.

2. The access and the exit to the school canteen will be done in an orderly and staggered manner according to the organization of the students in educational stages and stable cohabitation groups / bubbles.

3. The obligation to wash hands in and out of the dining room is mandatory for all persons entering and staying in the dining room.

4. The entrance to the dining room shall indicate the obligation to hygiene of hands, to keep safety distance, to deposit residues in the containers and to avoid touching each other.

5. The school dining room will have hydroalcoholic gel dispensers, liquid soap for washing, disinfecting and drying hands...

 6. The criteria for the distribution of the tables of the diners will respond to the health security measures to be adopted according to the size of the school canteen and the scheduled shifts according to the stable cohabitation groups of the students of the centre.

7. The members of the same stable cohabitation group will always share one or more tables that will remain separate keeping at all times the physical distance of health security with respect to other tables of groups/bubbles.

8. The student users of the school canteen who are not part of the stable cohabitation groups will occupy the dining tables always keeping the physical security distance of 1.5 metres away.

9. Individual dishes will be served to all diners, avoiding sharing bread baskets, salads and oil.

10. The water consumed in the dining room will be served only in jars by the working staff (monitors and teachers), or by students designated for this purpose.

1. All tasks of cleaning and disinfecting the contact surfaces of the school dining room (tables, chairs, railings, door knobs, etc.) be strengthened between scheduled shifts in order to ensure maximum food and health security for diners and workers.

12. The teaching staff and PAS will be able to make use of the school canteen of the centre whenever possible its location in a space clearly differentiated from that occupied by the students and maintaining at all times the safety distance of 1.5 meters between adults.

13. Teachers and PAS must use the sanitary mask during their stay in the dining room except when they are sitting at the table eating.

***B.- TOILETS:***

Hygiene measures adopted for the cleaning and disinfection of sanitary facilities include:

1. All toilets available to the centre are differentiated and marked according to the group of persons authorized to use them.

2. The access will be done in an orderly way, keeping the physical distance of security and waiting the turn to occupy the toilets in order to avoid agglomerations. To this end, the maximum number of persons who may remain within the toilets shall be indicated, depending on the size and capacity of each installation.

3. The signs and instructions for the use of toilets, as well as the health and safety measures specific to these facilities, must be observed on a mandatory basis:

1. Hand washing with soap and water before and after use of the facility.
2. Toilet entry doors with more than one cabin and capacity for more than one person shall at all times remain open to ensure constant and natural ventilation.

**ARTICLE 9: GENERAL PLAN FOR THE CLEANING AND DISINFECTION OF THE EDUCATIONAL ESTABLISHMENT:**

The school has a general plan for cleaning and disinfecting and ventilation of all the buildings and facilities of the centre carried out by a team of persons responsible for compliance with health regulations in accordance with the situation of the COVID-19 pandemic.

This plan includes the main measures to be taken to have a safe centre for our students and staff that guarantees the minimum risk of infection of the virus. To this end, the main measures proposed are:

1. Regular ventilation will be carried out on a daily basis before and after the use of the facilities by students and teaching staff with the aim of preventing infection in indoor spaces
2. The cleaning of air filters will be strengthened and the level of ventilation of air conditioning systems will be increased for the constant renewal of air throughout the school day.

3. The interior spaces used successively by students and centre workers, such as floors, classrooms, changing rooms, showers, toilets, washbasins, water fountains, shall be cleaned and disinfected in turn, patios, staff rooms and all those areas with high concentration and frequency of people passing.

4. Cleaning tasks will be carried out in all the interior rooms, with special incidence on surfaces, especially those of common use of frequent contact such as windows, chairs, counters, tables of teachers/ as, doorknobs, railings and stair railings, banks, etc.

1. All the classroom furniture such as desks, chairs, tables, shelves, TV screens before and after having been used by the students and teaching staff are provided daily and exhaustively.

6. Office materials and utensils, computers, telephones, remote controls, switches, photocopiers, etc., shall be cleaned and disinfected.

7. After each cleaning, the materials used and the protective equipment used shall be disposed of in a safe manner, followed by hand-washing.

**ARTICLE 10: WASTE MANAGEMENT AT THE EDUCATION CENTRE:**

The management of the ordinary waste of the centre will continue to be carried out as usual, respecting the waste separation protocols.

All personal hygiene materials (masks, latex gloves, etc.) must be deposited in the appropriate waste container.

In the event that a student, member of the teaching team, PAS or any person who is in the centre presents symptoms of COVID-19, it will be necessary to apply the provisions of Article 6 of this PCC.

**ANNEX: PROTOCOLS AND REGULATIONS:**

1. Resolution of 17 July 2020 of the Regional Secretary for Education and Vocational Training, approving the instructions for the organisation and operation of the centres providing Early Childhood Education for the second cycle and Primary Education for the year 2020-2021.
2. Royal Decree Law of 21 June 2020 on urgent measures for prevention, containment and coordination to address the health crisis caused by the COVID-19.

3. Agreement of 19 June 2020 of the Council on preventive measures against the COVID-19 of the Presidency of the *Generalitat Valenciana. Consejería de Justicia, Interior y Administración Pública. Consejería de Salud Universal y Salud Pública.*

4. Organisation-Related FAQ Guide for the 2020-2021 Academic Year as a Consequence of the Health Crisis Caused by COVID-19. Regional Secretariat for Education and Vocational Training. (Ministry of Education, Culture and Sport of the Valencian Community).

5. Generic Planning Proposal for the Second Cycle of Infant and Primary Education. Regional Secretariat for Education and Vocational Training. (Ministry of Education, Culture and Sport of the Valencian Community).

6. Premises for the Organisation of the Academic Year 2020-2021 in Compulsory Secondary Education, Baccalaureate and Training Cycles. Regional Secretariat for Education and Vocational Training. (Ministry of Education, Culture and Sport of the Valencian Community).

7. General Instructions for the Development of the Contingency Plan in Educational Centres. Valencian Institute of Health and Safety in the Workplace. INVASSAT.

8. De-escalation Guide with Recommendations for the Reactivation of Activity in the Sector of Grant Maintained Education.

10. Preventive Measures in the face of Exposure to the Coronavirus (SARS-CoV-2) for teaching and non-teaching staff in the Management of Tasks to be carried out in Educational Centres in PHASE1 of the transition Plan. Valencian Institute of Health and Safety in the Workplace. INVASSAT.

11. Law 31/1992 of 8 November, of Risk Prevention in the Workplace.

12. Law 33/2011, of 4 November, General Public Health.

13. Hygiene Measures for the prevention of contagion of COVID-19. Ministry of Health (06/04/2020).

14. Strategic Plan for School Nurses for the Prevention of COVID-19 in Educational Centres. National and International Association of School Nursing, 12 May 2020.

15. Agreement between the Ministry of Health and the Ministry of Education and Vocational Training for the Education and Promotion of Health at School (November 2019).

16. Action Procedure for the services of risk prevention in the workplace following exposure to the SARS-COV-2. Ministry of Health (8 June 2020).

17. Prevention of risk in the workplace vs. COVID-19. National Institute of Health and Safety at Work (27/04/2020). Royal Decree 39/1997, of 17 January, whereby the Regulation of Prevention Services is approved.

18. Strategy for the diagnosis, supervision and control in the transition phase of COVID-19. 12 May 2020, Ministry of Health, Consumption and Social Wellbeing, Carlos III Institute of Health.

19. Strategic Framework for Primary and Community Attention. 10 April 2019, Ministry of Health, Consumption and Social Wellbeing.

20. Plan for the transition towards a new normality, 28 April 2020, Ministry of Health, Consumption and Social Wellbeing.