

COVID-19 Health and Safety Procedures

7th October 2020





Objectives

- Summary of procedures
- Managing risk: roles and processes



Before we begin

- The School continues to adopt maximum precautionary measures and in January 2020 established a Crisis Committee to guide the school through every step of a potential outbreak.
- This led to several measures being implemented to carry out in person learning such as distancing, hand sanitising stations, entry/ exit procedures, one-way systems in school, curriculum adaptation etc.
- We continually revise and strengthen our procedures, working hand in hand with the competent authorities.
- This presentation will summarise the procedures that are currently in place should there be a symptomatic or positive case in school.





Student feels sick at school symptoms compatible with COVID-19



Teacher distances student from rest of class.



Teacher signals case to Office.
Doctor / First Aid
Officer contacted.

COVID Team
Member (CTM) goes
to classroom and
accompanies student
to triage tent (using
outside route where
possible). Doctor
First/Aid Officer to
confirm COVID-19
compatible
symptoms.

Student waits in tent with mask, accompanied by CTM who wears protective gear .

CTM gives COVID-19
Safety Officer (CSO) basic information (prompt sheet to be left in tent). CSO then informs ASL, Senior Leadership (SLT) and the School Office.

Symptomatic case's parents to be contacted by the School Office and informed of the procedure. After student is picked up the tent is sanitised.

Remaining students to leave the room and wait in safe area (outdoors, weather permitting). They are not to mix with other students.

Room sanitised and students can re-enter.



What happens when it reaches the ASL?

Suspected case's parents to be contacted by the school office and told of the next steps. Tent is sanitized when student leaves.

Case is reported to the ASL by CSO (Using information given by CTM) Parents to contact their GP or Pediatrician who evaluates the case.

CSO continues to liaise with the ASL, providing any additional information that will help the ASL decide the best course of action. The ASL does not have a one-size fits all approach (it varies, for example, on the age of the students).

The GP or Pediatrician can make a timely request for a diagnostic test and communicate this to the Department of Prevention (ASL). Alternatively an attestation from the GP or Pediatrician that a swab test is not required.

The Department of Prevention (ASL) is responsible for the execution of the diagnostic test.

A whole year group or 'bubble' is put into isolation. These are students who had 'close contact' with a symptomatic student.*

Appropriate communication to affected group, whole school and staff.

Students are told they can return to school.

Those in 'close contact' need to isolate. Other students can return to school.

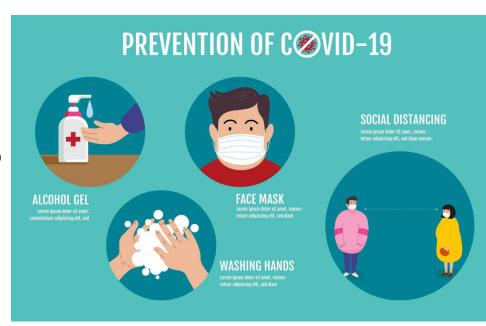


Nota Bene *

Students who have been identified as being in close contact with a symptomatic or positive case should remain at home with siblings until the student deemed as having close contact can return to school.

A "close contact" (high risk exposure) of a probable or confirmed case is defined as:

- A person living in the same household as a COVID-19 case;
- A person having had direct physical contact with a COVID-19 case (e.g. shaking hands);
- A person having unprotected direct contact with infectious secretions of a COVID-19 case (e.g. touching used paper tissues with a bare hand):
- A person having had face-to-face contact with a COVID-19 case with no social distancing and > 15 minutes;
- A person who was in a closed environment with a COVID-19 case without suitable protective equipment





When are students allowed back into School?

For symptoms compatible with COVID-19, the Family contacts their Doctor who will need to provide either an attestation that a diagnostic test is not required or a certificate of a negative diagnostic test result.

The School Office shares the documentation with the Head of School, COVID-19 Safety Officer and School Doctor.

The COVID-19 response team informs the School Office that the child can return to school.

The Office confirms the student's re-entry to the Family (or requests additional information if needed).



What happens if a staff member shows symptoms compatible with COVID-19 at School??

If in school, a facemask must be worn. Senior Management and COVID-19 Safety Officer informed. A request is made to go home and contact the GP.

The GP can request a diagnostic test and this is communicated to the ASL.

The ASL is responsible for carrying out the diagnostic test. Staff may return to work when authorised to do so by the ASL.



Managing risk: 3 keywords



Isolation







Information

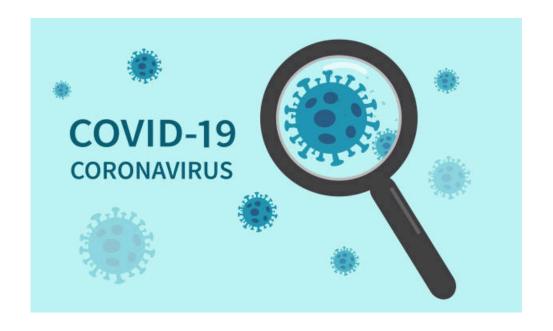


Testing for students

- ★ Current Italian law privacy prevents the requirement of testing however the school has a **special agreement** with **SYNLAB ROMA** and parents can make use of their services if they would like to have their children tested at any time during the year.
- ★ This could be especially useful if a student is required to self-isolate for close contact with a symptomatic or positive case. The ASL testing would involve the student but not siblings.



Questions?





Thank you for attending.



COVID-19 Response Team

- Isolate the pupil from others, reassuring him/her and making him/her wear a face- mask immediately; generally, try as far as possible to create a bubble of isolation between the pupil and the rest of the students / staff
- If it is impossible to use a face-mask, make the pupil respect the respiratory etiquette (cough and sneeze directly on a disposable tissue or in the crease of the elbow).
- 3. Promptly notify the school COVID-19 Safety Officer, using all the means necessary.
- 4. If the conditions of the classroom do not allow the isolation of the pupil and / or if the symptoms manifested allow it, the school operator will invite the student to go out into the corridor, remaining near the open door and in a position where he/she is always in sight.
- 5. The other school operators will carry out **an evacuation** until further notice
- Check the use of a face- mask and the maintenance of social distancing by the symptomatic pupil until the arrival of the accompanying staff

First Aid Officer or COVID-19 Response team

- Always wear a mask and refrain from touching and holding the pupil by the hand (it is expected to hold him/her by the hand only in the case of pupils aged 0 to 6)
- Check that the pupil always wears a mask
- If it is impossible to use a face- mask, ensure the pupil respects the respiratory etiquette (cough and sneeze directly on a disposable tissue or in the crease of the elbow).
- Reassure the pupil and accompany him/her to the outdoor area or other area already set up for the reception of symptomatic cases, always maintaining a safety distance of 1 m and checking that the pupil does not touch objects, equipment and surfaces along the way..
- Prevent any other person from approaching the pupil within 1 m.
- Promptly notify and keep in touch with the school's COVID-19 Safety Officer, to provide updates on the situation and coordinate on the arrival of the pupil's parents / legal guardian.
- Take the necessary precautions to minimize risks and inconveniences on the way to the external area (use of umbrellas in case of rain, remove any people present, etc.)
- Stay with the pupil, always wearing a mask and, depending on the pupil's symptoms, also disposable overalls, until the pupil leaves school with the parents / legal guardian. If you stay with the pupil inside the COVID area, the protective suit must be worn.



The COVID Safety Officer

- The School will immediately call the parents / legal guardian, asking for the pupil to be picked up as soon as possible.
- Parents / legal guardian invited to contact their doctor ASAP for the clinical evaluation (telephone triage) of the
 case.
- Make sure that the pupil has been accompanied to the specially dedicated external structure.
- Make sure, if the pupil is a minor, that he/she is **supervised by an adult until the parents** / **legal guardian(s) arrive**.
- Make sure that anyone who comes into contact with the suspected case, including parents or legal guardians who go to school to bring the student home, wear a face-mask.
- Apply the procedures received from the COVID-19 representative of the Prevention Department on how to report suspected positive cases to COVID-19.
- Request cleaning and disinfection of the surfaces of the isolation area and any other surfaces with which the pupil has had contact, after the symptomatic pupil has returned home.