

GENERAL INFORMATION ON THE GUIDELINES DUE TO COVID-19

GVS is working in accordance with the guidelines provided by the educational authorities to implement 3 possible courses of action for 3 possible scenarios.

DESCRIPTION OF THE MOST RELEVANT POINTS FOR ALL 3 POSSIBLE SCENARIOS:

Scenario A

- Educational centres can open following the given sanitary health measures.
- Classes will be divided in subgroups whilst the pandemic lasts with the aim that the students maintain greater distance among themselves within the classroom.
- In this scenario, the subgroups will be allowed to share common areas at the same time such as the garden, the dining room, etc.
- There will be different timetables to start and end the day for students. Students should enter school, as far as possible, unaccompanied by their parents.
- Students will enter with face masks and they will use them in shared areas with other groups or when they walk through the corridors and other common areas. Before the start of the school year, families have received an explanatory video.
- Parents should not gather nor enter the building; we must all be very vigilant especially during the start of day and end of day timings.
- Parents who need to enter the building should ask for a meeting by email and the school office will confirm the meeting. In this case, parents should enter with a face mask too.
- Everyone should follow the given health measures.

Scenario B

- Educational centres can open following more restrictive sanitary measures than in Scenario A.
- Classes will be subdivided, and the students will maintain the necessary distance whilst sitting in the classroom.
- In this scenario, the subgroups will NOT be allowed to share common areas at the same time such as the garden, dining room, etc.
- There will be different timetables to start and end the day for the students.
- Students will enter the school with face masks and must use them at all times except in the cases stipulated by the article 6.2 of the 'Royal Decree Law' 21/2020 of 9th June where it states that exceptions are: when individual sport activities are being practised, when playing a wind instrument, when dining and certain medical exceptions such as any respiratory illness/difficulty or if it alters a person's conduct negatively.
- Students will enter the building unaccompanied by their parents.
- Parents should not gather nor enter the building during the start and end of day timings; we must all be especially vigilant during these key times.
- Parents who need to enter the building should ask for a meeting by email and the school office will confirm the meeting. They should wear their face mask when coming to the meeting.
- Everyone should follow the given health measures.

Scenario C

Students will have distance online classes due to the lockdown until they allow us to open.

IMPLEMENTATIONS CARRIED OUT AT GVS FOR THE SCENARIOS:

1. Some areas have been re-structured temporarily to create more classrooms so that each group can be subdivided in two smaller groups and that students can maintain the safety distance within the classroom.
2. Different areas have been designated in the Primary and Secondary playgrounds for each group.

3. The dining room service will be carried out in the outdoor tables that have been purchased and there will be a shaded area outside. In case of rain or any other need, lunch may be served in the classroom.
4. Apart from the air recycling system which had already been installed and that will be operative all day, air purifiers have also been purchased for each room in the building, in order to breathe purified air at all times in the classrooms.
5. Wash basins have been placed in the Primary and Secondary playgrounds.
6. There will be hydroalcoholic gel dispensers available at the entrance and the corridors, as well as in the classrooms and in other common areas.
7. Sunshades have been purchased for the outdoor tables.
8. Disinfectant carpets have been purchased for all the entrances to the building.
9. Microphones have been purchased so that teachers can give class and the subgroup can follow the class and to connect different subgroups in real time. Additionally, this will provide those students who, due to personal reasons, may have to follow the online distance classes.
10. Screens have been purchased for all the classrooms that have been temporarily adapted.
11. Different timetables have been designed for all three possible scenarios with a teacher designated to be with each subgroup.
12. More outdoor areas have been set up to teach outdoors as well.
13. Special thermometers have been purchased to measure both students and staff members' temperature on a daily basis.

OVERVIEW OF THE PLAN TO FOLLOW FROM SEPTEMBER 2020 (Scenario B):

1.- Start and End of Day Timings

1. The start and end of day timings for each year group will be respected and followed, which are staggered accordingly.
2. Parents should not enter the school premises unless they have a scheduled meeting (these measures have been taken as per indications received from the educational authorities).

2.- Students

1. All students above six years of age must enter the school premises with a face mask which they should bring from home.
2. When entering the building, they will go to a designated area for their class where their class teacher will take their temperature and mark their attendance.
3. Face masks must be used at all times except when practising sports activities, playing a wind instrument, while eating or drinking water, and always maintaining the social distance of at least 2 metres and never face-to-face directly.
4. In case a common object is to be shared, for example: a table, chair, microwave, etc. hands must be washed or the hydroalcoholic gel used BEFORE. After its use, it is important that they disinfect and clean their hands once again.
5. When going to the bathroom, they should enter with their face masks and not remove them in any moment. They should use the hydroalcoholic gel before entering the bathroom. It is important to wash their hands with water and soap and to dry their hands as indicated in the posters placed in the bathrooms.
6. While walking in the common areas, the direction indicated by the arrows must be followed, face masks must be used, and a safety distance of 1.5 m should be kept with other people.
7. Secondary students should bring the material they need to school and not share it (e.g. pencils, rulers, calculators, etc.) GVS will provide Primary students with all the material they need, and it will be labelled and be of exclusive individual use.

3.- Students and Staff Members

1. Will use the hydroalcoholic gel or will wash their hands before entering the class and after every break.
2. Will clean their shoes passing by the special disinfectant carpets before entering the building.
3. After each lesson, the teacher will clean the chairs and tables with a disinfectant spray that is available in every classroom and teaching space.
4. If they need to sneeze or cough, this should be done with a tissue paper or covering themselves with their arm. The tissue paper should be thrown in the bin directly and hydroalcoholic gel must be used or hands washed immediately.

5. Hands should be washed:

- at the start of the day
- before and after using the bathroom
- after sneezing or coughing, or blowing their nose
- before and after breaktimes and at lunch time
- before and after touching the face mask
- before and after passing through a common area

4.- In Case Symptoms such as Fever and Cough are Detected

In the case of observing symptoms such as fever, cough, difficulty in breathing, headache, loss of smell, vomiting, muscular pain, shivering, weakness or throat ache, the student should not come to school. They must go to the doctor to verify if they have Covid-19 and inform the school by writing to: office@edu.greenvalleyschool.es In case the student is finding it difficult to breathe, please call 061.

In case the school detects symptoms such as the ones described above, the school office will call the parents to ask them to pick their child up as soon as possible. Parents should inform the school about the diagnosis given by the doctor.

In case a Covid-19 case is confirmed, the student must be quarantined at home (being able to follow the online distance learning classes). Once the quarantine is over, the student will be able to go back to school. The student's year group, a given part of the school or the whole school may have to start a quarantine as well according to the current sanitary measures established by the health and educational authorities in that present moment.

DETECTED AT HOME:

Parents must write to and inform the school office at office@edu.greenvalleyschool.es about the reason for any absence of a student to school, providing the necessary justification.

DETECTED AT SCHOOL:

1. In case possible Covid-19 symptoms are detected, the student will go to the school office and will be in an isolated area.
2. The office will call the parents so that they pick their child up from school as soon as possible and will be asked to carry out a Covid-19 test on their child.
3. Parents should inform the school of the result.

Parents should:

1. Take their child's temperature every morning before coming to school to make sure they do not have fever.
2. On the first day of school, to send a package of face masks with their child's name in case we need to change it during the day at school.
3. Respect the given health and safety measures; parents should also not enter the school unless they have a scheduled meeting which should be at another time that is not the start and end of day of the students. The meeting should be coordinated and confirmed by the school office. Parents should also use their face masks during any meeting at school.
4. In case a family member or student comes to school from a risky area, or in case they have been in contact with someone who has had Covid-19 or suspected to have it:
 - a. They should inform the school via email at: office@edu.greenvalleyschool.es
 - b. The student should stay at home, isolate themselves and follow the online classes before undergoing a test to confirm that they do not have Covid-19, or if not should stay at home and be quarantined for 15 days.

GVS will continue informing the whole community about any other possible adaptations that we may have to implement as we go through these unique circumstances we are facing. Parents will also be informed about any change that may occur as per the guidelines received by the educational authorities.

Parents must read this document carefully and sign the family commitments document as a requisite stated by the educational authorities.