

4.- CONTINGENCY PLAN OF XABIA INTERNATIONAL COLLEGE

4.1.- ADMINISTRATIVE UNIT / WORK CENTER

Ministry of Education, Culture and Sports					
Workplace:	XABIA INTERNATIONAL COLLEGE				
Center code:	03927571	Denomination:	International School		
Address:	C/ Cantallops			Postal code:	03730
Location:	JÁVEA	Province:	ALICANTE		
Telephone:	966471785	Email:	Secondary@xabiainternationalcollege.com		

4.2.- RESPONSIBLE FOR DRAFTING AND APPLICATION OF THE PLAN

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Plan preparation date :	29.08.20				

The management of the center may designate persons responsible for specific tasks of implementation of the Plan.

4.3.- IDENTIFICATION OF THE PERSONS RESPONSIBLE FOR THE MONITORING AND CONTROL OF THE IMPLEMENTATION OF THE CONTINGENCY AND CONTINUITY PLAN IN THE TERRITORIAL DIRECTIONS

Surname, Name (Inspector or Inspector of the Center):	Mills Mike and Jarman Steve
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Territorial Directorate of:	29.08.20

This function will be carried out by maintaining continuous coordination with the management of the center.

4.4.- INVASSAT TECHNICAL STAFF ASSIGNED TO PROVIDE SPRL SUPPORT TO YOUR PLAN

Technical staff assigned by the Territorial Centers to advise the teaching centers of the Ministry of Education, Culture and Sports.

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4.5.- PERSONNEL RESPONSIBLE FOR THE DIFFERENT AREAS FOR THE PREPARATION AND MONITORING OF THE PLAN IN THE CENTRAL SERVICES OF THE CONSELLERIA AND CONTACT PERSONNEL

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4.6.- DESCRIPTION OF THE MAIN SERVICES / ESSENTIAL ACTIVITIES DEVELOPED THAT ARE AFFECTED

In this section the activities planned for the New Normal will be described based on the instructions issued for the organization and operation of the educational centers for the 2020-2021 academic year.

- Resolutions of the regional secretary of Education and Professional Training, by which the instructions for the organization and operation of the centers that teach each of the stages and teachings of the educational system are approved during the 2020-2021 academic year.

4.7.- IDENTIFICATION OF SCENARIOS AND ESTABLISHMENT OF CONTINGENCY MEASURES

The Procedure for action for occupational risk prevention services in the face of exposure to COVID-19, (https://www.mscbs.gob.es/profesionales/saludPublica/ccays/alertsActual/nCov-China/documents/PrevencionRRL_COVID-19.pdf), points out in the second paragraph of its first section, that “it is up to companies to assess the risk of exposure in which workers may find themselves in each of the differentiated tasks they perform and follow the recommendations issued on the matter by the prevention service, following the guidelines and recommendations made by the health authorities ”.

The preventive and protective measures to be adopted in the workplace to protect its working personnel follow all the instructions and recommendations provided by the health authority at all times and are additional and complementary to the rest of the preventive measures already implemented in the workplace. on the occasion of compliance with the regulations on the prevention of occupational risks.

For the development of the face-to-face activity in the educational centers of the teaching and non-teaching personnel of the Generalitat administration, the following exposure scenarios have been identified, in which the necessary measures have been planned to eliminate or minimize in all potential exposure to COVID-19 is possible, as established by health authorities. You have to consider that not all centers have all professional figures, so for example, some centers due to the needs and characteristics of their students, among the professionals who develop their work in the center twelve nte staff educator, Physiotherapist o Sign language interpreter..., while others do not.

Workers can be placed in any of the 3 scenarios defined by the SPRL. What is established in the aforementioned procedure must be adapted to the educational environment , not permanently and generally, but always depending on the nature of the activities and evaluation of the risk of exposure.

In the work centers we consider the following scenarios:

Figure 1. Criteria for the identification of possible risk scenarios.

Scenario 1	Scenario 2	Scenario 3
RISK EXPOSURE	LOW RISK EXP OSITION	LOW PROBABILITY OF EXPOSURE
	Special Education Educator Staff Physiotherapist Staff Early Childhood Education Educator Staff	Public employees in administrative tasks and customer service Management team staff Staff Junior staff Cleaning staff (Own or co ncurrent company CAE) Maintenance personnel (Own or concurrent company CAE) Personnel from other concurrent companies (CAE) Personal Sign Language Interpreter

REQUIREMENTS	REQUIREMENTS	REQUIREMENTS
	<p>S E REQUIRE CONTACT WITH ANY MEASURE FOR TYPE SPRL EPI It will be necessary to apply specific hygiene measures for individual protection</p>	<p>CONTACT THE SPRL for any clarification or query. The use of individual protection is not necessary, although at the present time the use of masks has been prescribed, in accordance with the indications of the resolution of July 17 of the Conselleria de Sanidad Universal y Salud Pública.</p>

4.8 .- GENERAL MEASURES

The preventive and protective measures that are finally adopted in the workplace to protect its working personnel must follow all the instructions and recommendations provided by the health authority at all times . In particular, the Guidelines for good practices in the workplace.

Prevention, hygiene and health promotion measures against Covid-19 for educational centers in the 2020-2021 academic year dated June 22 from the Ministry of Health and the Ministry of Education and Professional Training, the Protection and Prevention Protocol against the transmission and contagion of SARS-CoV-2 for educational centers that teach non-university education in the 2020-21 academic year dated July 29, from the Conselleria de Sanidad Universal y Salud Pública and the Conselleria de Educación, Cultura y Sport and the measures developed by INVASSAT.

The Contingency Plan of each work center must be a practical, preventive, predictive and reactive document, with a clear and real statement of the measures and commitments that the work center assumes to avoid the risk of contagion to workers and citizens who use the Public Service .

The beginning of the 2020-2021 academic year must be carried out from a deep and rigorous planning that allows, in addition to establishing the necessary measures to prevent and control the pandemic, meet the educational and sociability objectives, which

favor the optimal development of childhood and adolescence, alleviate the educational gap generated, prevent school failure, early educational abandonment and guarantee equity.

The following **basic prevention principles** should be considered :

- A. Information about SARS-CoV-2 and COVID-19
- B. Limitation or control of interpersonal contact. The limitation of physical contact will be maintained:
 - allowing an interpersonal distance of 1.5 meters;
 - By using a hygienic or surgical mask, when the recommended distance cannot be maintained, or is mandatory.
 - and / or forming stable coexistence groups.
- C. Application of personal prevention measures. Proper hand hygiene and respiratory hygiene (sneezing and coughing into the flexure of the elbow and the use of tissues) are basic measures to prevent transmission.
- D. Cleaning and ventilation. The cleaning and disinfection of classrooms, common spaces and facilities, and the frequent ventilation of living spaces will be the object of special attention.
- E. Case management. The protocolization for an adequate and early management of a situation of suspicion or appearance of a case.

4.8.1. INCORPORATION OF PUBLIC EMPLOYED PERSONNEL

1.- Public employees who provide their services in the educational centers will join their job on September 1, 2020.

In accordance with what is indicated in the document of June 22 from the Ministry of Health and the Ministry of Education and Professional Training, which establishes the Prevention, hygiene and health promotion measures against COVID-19 for educational centers in the 2020-2021 academic year, in the Protocol for the Protection and Prevention against the transmission and contagion of SARS-CoV-2 for educational centers that teach non-university education in the 2020-21 academic year dated July 29 from the

Ministry of Health Universal and Public Health and the Department of Education, Culture and Sports, and in the Procedure of action for the services of prevention of occupational risks in the face of exposure to SARS-Cov-2, in version of July 14, 2020, the public employee personnel belonging to the groups defined by the Ministry of Health , at all times, as vulnerable groups for Covid-19 (people with cardiovascular disease, including hypertension, pulmonary, diabetes, chronic kidney failure, immunosuppression, cancer in the active treatment phase, severe chronic liver disease, morbid obesity, pregnancy and people over 60 years of age) may be incorporated as long as their clinical condition is controlled and allows, maintaining the measures protection rigorously, unless medically indicated not to incorporate rse. In case of doubt, the Occupational Risk Prevention Service will evaluate the clinical situation of these personnel, issuing the corresponding report.

In any case, it is necessary to consider what is indicated in the *action guide for the management of vulnerability and risk in non-health areas* that appears in Annex II of the Action Procedure for the services of prevention of occupational risks in the face of exposure to the Sars-CoV-2 published by the Ministry of Health (July 14, 2020) attached as an annex.

2. There may join their job people present n at home any symptoms (cough, fever - more than 37,5°C-, difficulty breathing, etc.) that may be associated with COVID-19. In this case, you should contact the COVID-19 hotline (900 300 555) and the health center (figure on the SIP card) that belongs to you. You can also request a consultation through a web appointment [<http://coronavirusautotest.san.gva.es/cita-coronavirus-registro-va.html>]. You should not go to the educational center until the reference health professional confirms the absence of risk for the person herself and the rest of the students. The center will be informed of this circumstance.

Neither will people who are in home isolation due to a diagnosis of COVID-19, or who are in home quarantine due to having had close contact with someone with symptoms or diagnosed with COVID-19, will not be able to join their job.

4.8.2 . INCORPORATION OF STUDENTS

1. After the situation of health and social crisis experienced, the reception of students will be a key aspect to take care, especially for students with situations of greater emotional and social vulnerability, and an attempt will be made to avoid situations of stigmatization in relation to with COVID-19.

2. During the 2020-2021 academic year, the centers will have to take extreme health and safety measures as a consequence of the possible scenarios that may occur in accordance with the evolution of the health situation caused by COVID-19. In this sense, the families, or the students themselves if they are of legal age, will have to fill in a responsible declaration that is attached as an Annex, to guarantee their commitment to compliance with the health and hygiene regulations for the students, in accordance with the protocols determined in their contingency plans.

3. Families will be told that students with symptoms compatible with COVID-19 or COVID-19 diagnosis cannot attend the center , or who are in a home quarantine period due to having had contact with someone with symptoms or diagnosed with COVID-19. For this, the families will monitor their health status and take temperature measurements every day before leaving home to go to the educational center.

If any symptoms occur at home (cough, fever -more than 37.5°C-, difficulty breathing, etc.) that could be associated with COVID-19. In this case, you should contact the COVID-19 hotline (900 300 555) and the health center (listed on the SIP card) that belongs to you. You can also request a consultation through a web appointment [<http://coronavirusautotest.san.gva.es/cita-coronavirus-registro-va.html>]. The center will be informed of this circumstance.

4. Students who have health conditions that make them more vulnerable to COVID-19 (such as, for example , cardiovascular diseases, diabetes, chronic lung diseases, cancer, immunosuppression or high blood pressure), may go to the center, provided that their clinical condition is controlled and allows it, and maintaining rigorous protective measures , unless medical indication not to attend.

5. For the purposes of the protocol for the prevention and control of school absenteeism and the maximum number of absences allowed, absences derived from the application of the above measures will always be considered justified.

4.8.3. INSTRUCTIONS AND COORDINATION CHANNELS

1. The management of the center will establish the communication channels to the educational center so that **any public employee and student staff who present symptoms** (cough, fever, difficulty breathing, etc.) that could be associated with

COVID-19 and those who have been in **close contact** without keeping the safety distance of 1.5 meters for a time of at least 15 minutes, please report it.

2. A **procedure will be ensured to separate students or workers** with symptoms in the educational center and an information procedure for parents. A **temporary isolation unit or premises, "COVID-19 space", will be set up** in each educational center, equipped with the necessary material resources.

- When a student initiates symptoms or these are detected by center staff during the school day, they will be taken to a separate space. A surgical mask will be provided for students aged 6 and over and another for the adult who cares for them until their parents or guardians arrive and, in case the student cannot put on a surgical mask, FFP2 protection masks will be available no valve, face shields and disposable gowns . All protection material must be kept in a sealed box. You will be taken to a room for individual use, previously chosen, next to a toilet, which has adequate ventilation and a pedal bin with a bag, where you can throw away the mask and disposable tissues. It will be ensured that in this space there is as little material as possible and that all objects that may later hinder a good cleaning have been removed. The family will be notified that they must contact their health center or the **reference telephone number 900300555** , so that their case can be evaluated.

- Workers who start symptoms will retire to a separate space and put on a surgical mask. They will contact their health center or the Occupational Risk Prevention Service or the reference telephone number 900300555 and follow their instructions .

- In the case of perceiving that the person who initiates symptoms is in a serious situation or has difficulty breathing, call 112.

- The center will make itself available to healthcare and public health services, to provide the information required to organize the proper management of possible cases and the study and follow-up of contacts.

3. **Information and training** must be provided **to students and staff of the center** on the measures contemplated in the Plan.

Training for students is also essential to prevent the virus. For this reason, a communication channel for prior information will be guaranteed on the measures to be taken:

- It is recommended to carry out a reminder at the beginning of the morning on the basic measures until the new routines are assumed by the school community.

- At the entrance and exit of the center, the indications will also be remembered about: entrance hours, accompaniment of parents at the entrance, adequate means of respiratory protection to be in the center, hand disinfection at the entrance, among others.

- It will be informed through various means about: personal hygiene measures, frequency of hand washing in the center, respiratory etiquette measures, the need to avoid sharing objects (school supplies) or establish cleaning after the use of tools and / or tools, and safety distance to be maintained.

4.8.4. GENERAL INSTRUCTIONS THAT MUST BE GUARANTEED FOR THE PREVENTION OF COVID-19

A) DISPLACEMENTS

The following instructions, orders and / or indications must be developed:

a) When traveling to / from the educational center:

- As a **general rule, an interpersonal distance of at least 1.5 meters will be maintained** in interactions between people in the school community throughout the school campus.
- In order to limit contacts, active transport (movement on foot or by bicycle) to the educational center will be promoted , for this purpose , safe routes will be promoted in collaboration with city councils and bicycle parking facilities will be provided.
- The measures to be followed for the complementary service of **collective school transport** are:

Use of masks. The use of the mask is mandatory for people over 6 years old and recommended for people over 3 years old, during the journey to the educational center or stop. It is recommended that the transport service, with the coordination of the educational center, have masks to provide the students if necessary (forgetfulness, deterioration, fall to the ground, etc.).

It will not be mandatory in the following cases:

- a) People who have some type of respiratory difficulty that may be aggravated by the use of a mask

- b) People in whom the use of a mask is contraindicated for duly justified health reasons, or who, due to their disability or dependency, present behavioral alterations that make its use unfeasible
- c) Cause of force majeure or situation of need

In these cases, the first rows of the vehicle can be enabled for said users or maintain the safety distance between seats, or facilitate any other mechanism that is viable (partitions and others).

Assignment of seats. The distribution of students within the transport will be assigned and organized, limiting physical interactions, paying special attention to the provision of spaces for people with disabilities. The allocation of seats will be set at the beginning of the course and will be reflected in a document by the person accompanying the service and will be maintained throughout the academic year. The students who use transport will wait at the stops, keeping their physical distance and in order to access the vehicle in line and through the front door. The start of the queue will be reserved for people occupying the seats behind. The descent will be done in order, without crowds and avoiding contacts.

The schedules of the routes and schools should be coordinated , to optimize the time in the entrances and exits of the center.

Cleaning, disinfection and ventilation in vehicles. Before getting in and out of the vehicle, students will have to disinfect their hands with hydroalcoholic gel . The company will have to dispose of hydroalcoholic gel, in coordination with the educational center, and will be in charge of carrying out the security measures, cleaning, ventilation and disinfection of the vehicle, between shifts or routes, following current regulations on how much the use of products authorized by health authorities.

In the event that a case of COVID-19 has been reported in a person using the service, the company will have to apply disinfection measures , according to current regulations.

b) Entrances and exits to the educational center .

- Whenever possible, differentiated entry and exit areas will be established for the educational campus. In addition, staggered entrances and exits must be programmed to avoid crowds.
- For minors accompanied by family members, it may be of practical interest to indicate a distance 2 or more meters from the access to the enclosure, from where they can leave the children so that they can access the center independently. If necessary, queues will be organized with signs of the recommended distance.

c) Travel around the educational center .

- The movement of groups of students through the center will be reduced to a minimum, making it possible for the teaching staff to go to the reference classroom or carry out their sessions electronically in the case of stable coexistence groups.
- The transit of students through the interior of the building and stairs will be done in an orderly manner and maintaining a safe distance. It is recommended to mark separation lines in the center of the corridors and indicate the convenience of always circulating in the area indicated for each direction ("right lane or path"). Proceed in the same way on the stairs and the recommendation will be indicated , if possible, not to touch the handrails or handrails. On the stairs it can be recommended to leave a distance of four steps between people going up or down.
- Orderly access to the classrooms will be sought, which will be open, maintaining a safety distance (1.5 meters) between the student body. It is recommended to prioritize, whenever possible, the **use of outdoor spaces** for educational and leisure activities.

B) IN THE EDUCATIONAL CENTER

1. Administrative management tasks and essential meetings with personnel outside the center that must be carried out in the educational center.

The necessary telematic means must be established in order to avoid the concurrence of fathers and mothers in the educational center .

In the event that face-to-face care is necessary, a prior appointment system will be established, indicating the day and time of care.

They will have the obligation to enter the center with a respiratory mask.

You will be provided with instructions with recommendations for personal hand hygiene before entering the center, indications that you must follow and that will have been established by the center.

The movements of outside personnel should be restricted as much as possible, and the general public should stay outside the building, keeping a safe distance.

As far as possible, an attempt will be made to generate routes for the buildings, such as: marking directions of travel in corridors (going / back), use of stairs (only going up / only going down), entrances (in differentiated entrance doors and exits), doors (staff or users), and the like, to prevent people from crossing. An instruction will be drawn up in which the regulation of the movement of people through the center will be established.

2. General instructions on individual protection and hygiene measures in the educational center .

- **Regarding the use of masks, the provisions of section 1.3 of the RESOLUTION of July 17, 2020, of the Consellería de Sanidad Universal y Salud Pública, of modification and adoption of additional and complementary measures of the Agreement of June 19 , of the Consell, on prevention measures against Covid-19 (DOGV 07/18/2020).** The obligation of use refers to masks, preferably hygienic and surgical, as well as their proper use, that is, they must cover from the part of the nasal septum to the chin included. The use of a mask with an exhalation valve is not allowed, except in the professional field in which case this type of mask may be recommended.

According to the different educational stages, different considerations must be taken into account:

Student body:

- *Early childhood education* : the mask is not compulsory.
- *Primary Education* : mask is now compulsory for all children above 6 years old.

- From *Secondary Education* : mandatory use of a mask when it is not possible to maintain an interpersonal distance of at least 1.5 meters. It will not be necessary when they are seated at their desks at a distance of at least 1.5 m.
- In *collective school transport* its use is recommended for those over 3 years of age and mandatory from 6 years of age.

Teachers :

- *Early Childhood and Primary Education* : in general, for the tutor, use of mask is compulsory with the **stable coexistence group** , and outside the group
- From *Secondary Education* onwards: compulsory and maintaining an interpersonal distance of at least 1.5 meters.
- The *rest of the professionals* will require mandatory use of a mask.

• **The center will have surgical masks to use in the event that someone starts symptoms, while their isolation and application of the case management protocol is activated .**

• **It will also have hygienic masks for all center staff and, if necessary, it will have hygienic / surgical masks for the students (forgetfulness, deterioration or other contingencies)**

• **In general, its use will not be recommended in: children under 3 years of age (contraindicated in children under 2 years of age due to the risk of suffocation), people with respiratory distress that may be aggravated by the use of a mask, people with disabilities or dependence situations that prevents them from being autonomous to remove the mask, people who present behavioral alterations that make their use unfeasible, when activities are carried out that hinder or prevent the use of masks and when people are alone.**

- Personnel from outside the work center, staff attending the work center, students and all working personnel of the center must wear a respiratory protection mask, with the exceptions indicated above. Its proper use is a complementary measure and should not be a replacement for established preventive measures, for example, physical distancing, respiratory etiquette , hand hygiene and avoiding touching the face, nose, eyes and mouth, as that misuse can lead to a higher risk of transmission.

- Respiratory protection equipment must be guaranteed for the working personnel of the educational center .

- The use of gloves is not recommended in general, but it is recommended in the cases of handling paper, machinery, food, changing diapers and cleaning tasks.
- The availability of soap, disposable paper and hydroalcoholic gels must be guaranteed.
- The instructions to follow for proper hand washing and the location of the hydroalcoholic gels will also be indicated (entrance to the center, bathrooms, entrance to classrooms or interior doors to the patio or gym, entrances to the kitchen, inside of meeting rooms or teachers, etc.).
- Avoid touching the nose, eyes and mouth, as the hands facilitate transmission. Avoid shaking hands.
- When coughing or sneezing, cover the mouth and nose with the cod or flexed. Use disposable tissues to eliminate respiratory secretions and throw them away after use.
- Waste management and the necessary material resources will also be established (garbage cans, when possible with lid and pedal).
- All the necessary posters will be available, essential to offer the maximum of general information and the areas and dependencies of the educational centers will be established, which allows all the working personnel of the center, students and personnel outside the center, to follow the measures prevention of COVID-19 infections established. Maintain an interpersonal distance of 1.5 meters.

3. General instructions on collective protection measures

- Interactions with people outside the organization of the educational center .

- The number of interactions with personnel outside the organization and visits to the center by other professionals will be reduced, except for what is strictly essential. If necessary, it will be facilitated that the action can be carried out electronically. Gestures of affection or social courtesy with users that involve physical contact, including shaking hands, will be avoided .
- During the period of progressive incorporation in the center of the new Early Childhood Education students, the participation and collaboration of the parents within the classroom will not be allowed.

- If certain students of the center with a specific need for educational support have a personal assistant recognized by the Department of Equality and Inclusive Policies, or receive collaboration from personnel from the ONCE Foundation or another Foundation or Association outside the center, this person Onal, they will only have direct contact with the students they attend, they will use a hygienic mask, and they must maintain the minimum interpersonal distance of 1.5 meters with the rest of the students.

- Communication with the families and legal guardians of the student body or of these with the teaching staff or management team will be carried out preferably by telephone, email, messages or ordinary mail and it will be facilitated that the maximum of procedures can be carried out electronically.

- **Reorganization of the educational spaces and groups of the center .**
- The situation generated by the health crisis derived from Covid-19 makes it necessary to establish an extraordinary organization for the preparation of groups of students as a consequence of the need to adapt it to prevention, hygiene and health promotion measures against Covid- 19. These measures include the possibility of establishing **stable coexistence groups (GCE)** for younger students, since it is the option that can best guarantee the traceability and management of cases of contagion that may occur and, at the same time, it allows girls and boys of these ages to socialize and play with each other, since it is impossible, as well as counterproductive, that at these ages they try to be in the center while maintaining the social distance of 1 all the time, 5m.
- In classrooms that **are not a GCE stable coexistence group**, the distance between school posts will be calculated and the spaces will be reorganized so that the students have a separation of at least 1.5 meters between people. In any case, the disposition of the students will avoid, as far as possible, the confrontation of the schoolchildren.
- In Early Childhood Education and up to the second year of Primary Education, the centers will compulsorily adopt their organization into **stable coexistence groups (GCE)** of the students.
- For Early Childhood Education, the **GCEs** will have a maximum of 20 schoolchildren and may be configured with students of up to three educational levels.

- From 1st to 2nd year of Primary Education these groups will have a maximum of 20 schoolchildren and may be configured with students from two consecutive educational levels.
- The courses 3rd, 4th, 5th and 6th of primary education, schools may adopt their organization by **groups of stable coexistence (GCE)** of students or by groups that must comply with the minimum interpersonal safety distance of 1, 5 meters.
- The organization of the courses configured as GCE will have a maximum of 20 schoolchildren and may be configured with students from two consecutive educational levels.
- The organization of courses not configured as GCE will conform to respecting the minimum interpersonal distance of 1.5 m. The centers will use the larger classrooms / spaces to locate these groups and Adj Taran the maximum number of students that fits in each group. In this case, the capacity (number of people that can be in a room) will be determined by dividing the surface of the classroom (m²) by 2.25.
- Members of stable coexistence groups will be able to socialize and play with each other, without having to maintain strict interpersonal distance or wear a mask. These GCEs will have to avoid interaction with other groups in the educational center, limiting the number of contacts as much as possible. The personal teaching and non - teaching not forming part of the group of stable coexistence and interact with it must take hygienic mask and maintain interpersonal distance.
- In those centers that do not have the necessary spaces to locate all the groups of students that have to be configured or when the center considers that it is the best option for the operation of the center and for the adequate attention to its students, it will be possible to make flexible The maximum of 20 students of the GCE can reach, exceptionally, up to 25.
- The educational staff of Special Education, the physiotherapist staff and the Sign Language Interpreter staff may serve more than one student from different groups in the center with the protection measures that are determined for each circumstance . In general, it is recommended to wear clothes / gowns that can be washed daily at a temperature of 60 ° and the hygienic measures of hand washing after diaper change, cleaning of secretions, etc. will be extreme.
- The capacity (number of people that can be in a room) will be determined by dividing the surface of the classroom (m²) by 2.25.

- Additional measures Special Education

- The Special Education Centers will be organized by tutorials and will also have to create "nuclei of coexistence" in stages or according to the criteria established by the management of each center. The students of the same nucleus of coexistence will be able to share: group activities, patio, dining room, etc. The total number of students per "nucleus of coexistence" will be approximately 20 students.
 - The centers that have more than one or one physiotherapist will assign each professional students to the same "nucleus of coexistence". The centers that have a single physiotherapist will attend to all the designated students. The educational personnel of special education shared with several groups will carry out their functions in a fixed manner in the groupings to be determined, of the same «nucleus of coexistence».
 - The supportive Therapeutic Pedagogy teachers and the Hearing and Language teachers will always carry out their intervention with the students from the same «nucleus of coexistence».
 - The specific units of Special Education in ordinary centers will be configured as a group of stable coexistence and will be attended by the specific personnel who are assigned to the mentioned units. If the educational team considers it appropriate, it will be able to determine if the students of these units are part of the stable group of the specific unit or, if it is the case, of the stable group of the ordinary classroom, taking into account the personal resources available to them. In the case of specific units located in IES, the students will be able to interact with the reference group as long as the minimum interpersonal distance of 1.5 meters is respected.
- Limitation dand contactors
 - The entry and exit will be organized so that a member of the staff will accompany each student to their reference classroom, if they are not autonomous to go alone.
 - One toilet will be assigned for every 1-2 groups, if possible. If not, cleaning and disinfection will be intensified .
 - When there are going to be trips around the educational center, there will be a schedule and organization that make it possible for the groups not to coincide at the same time when traveling.

- Personal prevention measures
 - It is recommended to intensify hand hygiene (with soap and water) ensuring the following times: when arriving at the educational center, after sneezing or blowing the nose, when changing space or activity, before and after eating, after going to the bathroom and whenever there is dirt visible.
 - It is recommended to avoid the use of hydroalcoholic gel in children who put their hands frequently in their mouth. Take care not to leave it accessible without supervision.
 - It is important to comfort children and the need to hold them or have a close interaction with them may be frequent for their proper care. When they are picked up or close interaction is necessary, the caregiver may wear a hygienic mask.
 - The use of a mask is not recommended in the educational center or for children under three years of age (contraindicated in children under 2 years of age due to the risk of suffocation) or for people with disabilities or with a dependency situation that prevents them from being autonomous to remove the mask or people who present behavioral alterations that make its use unviable and its proper use.
 - In the case of workers, it is recommended to wear their hair up and avoid the use of rings, bracelets and pendants.
 - If possible, use work clothes that are washed daily at high temperatures.

- Center ventilation
 - Given that ventilation is one of the most effective measures to minimize transmission, and that frequent ventilation is recommended, special precautions will be taken in these groups of students to avoid accidents.

- Additional measures Educatocion Infant of First Cycleor

- Apply the measures contemplated in Special Education, and also:

- All groups of First Cycle Early Childhood Education students will be compulsorily configured as stable coexistence groups.
 - For naps, it is recommended to place the mats, interspersing the direction in which the students are positioned (head and feet in different directions). There will be a daily change of sheets or pillows or each one will use their own, changing them at least weekly and whenever they are dirty.
 - After changing the diaper, the changing table will be disinfected between students, or a personal changing table will be used for each of them.
 - During the period of progressive incorporation in the center of the new Early Childhood Education students, the participation and collaboration of parents within the classroom will not be allowed.
- **- Protocol for the school canteen service.**
 - Before proceeding to the meal, **proper hand washing with soap and water** should be performed . This maneuver must be repeated at the end of it . During it, dispensers of hydroalcoholic or disinfectant gel with virucidal activity authorized and registered by the Ministry of Health must be made available to students .
 - The dining room staff should remember and reinforce the message of **not sharing food, utensils, or drinks** .
 - In the cafeteria there will be **information boards** on **rules** pa ra users and reminders of **personal hygiene** (respiratory etiquette, hand washing, wearing masks and distance).

Mealtime presents different challenges, since masks cannot be used while eating and the dining rooms in many centers are often very crowded.

For this, it is proposed:

- **Use of the classrooms themselves to eat** , maintaining the structure of stable coexistence groups in *Early Childhood and Primary Education*. To this end, the hygienic conditions of the classrooms that provide adequate food safety will be guaranteed . Hot food will be served by using hot trolleys with trays or serving as soon as possible before consumption.

- For this, each class, if possible, should have its own cart with all the utensils: plates, jugs and trays to serve food.
- School lunch time can be an educational opportunity included in the training of the students, being able to involve the students in the preparation of the space to eat, the assumption of hygiene standards (use of aprons, masks and hat, washing of hands and use of disinfectant gel) for the preparation of the food service, the eating act and the subsequent collection and subsequent hygienic measures.

- **Use of the school cafeteria** . In general, the dining room space and schedules will be organized in such a way that it is possible to comply with the interpersonal distance of 1.5 m. Should be used by stable coexistence groups will not be necessary to maintain between school of the same interpersonal distance but with others outside the group.

- As far as possible, entry and exit circuits and waiting places will be marked and / or marked prior to service. It will be mandatory to wear a mask in the entrance and exit circuits of the dining room or in the places where you eat.
- In the school cafeteria, covered trays can be kept that will be collected by diners under the supervision of a monitor. If not covered, the trays will be dispensed and picked up by a single person.
- In any case , the trays that are destined for diners with allergies and food intolerance must be clearly differentiated . These must be clearly labeled indicating the content of the substances that cause allergies or intolerances and to whom they are intended.
- If the food preparation and / or service is in charge of a company outside the center, such as a catering service or a kitchen in a bar or restaurant, the specifications of the new contracts will have to refer to They have to take the prevention measures established in the document "General preventive measures in relation to the alert for COVID-19 (SARS CoV-2) by establishments and activities of preparation and service of food and beverages."

- **Cleaning and ventilation in the school cafeteria**

- The general cleaning and ventilation rules of the center will be followed, paying special attention to the most frequent contact surfaces.
- Cleaning and disinfection must be done after each meal shift.

As for ventilation, it will be done in the same way as other spaces in the center, before, after each shift and at the end. If the weather permits, the windows will remain open as long as possible.

- Protocol for extracurricular and complementary activities (morning school and activities in the center and outside the center) .

In general, the following prevention, hygiene and protection measures will be maintained:

- The annual program of complementary and extracurricular activities for the 2020-2021 academic year will be adjusted to the evolution of the Covid-19 pandemic, and complementary activities that take place outside the educational center will be especially promoted .
- Schools may organize these activities as long as the minimum interpersonal distance of 1.5 meters can be guaranteed, and that, in addition, there is a record with the relationship of the student to the assistant, so that, in the case of detecting a contagion, traceability can be done on the people who should be isolated.

- Common areas .

- **Prioritize** , as far as possible, **the use of outdoor spaces** for educational and leisure activities
- In order to maintain the **distancing measures in the playground or recreation, the following will** be sought:
 - stagger rest times
 - recommend the use of protective mask measures
 - ensure that the safety distance is respected when leaving and returning to the classroom
 - indicate the distribution of students by sectors.
 - reinforce surveillance at the time of the playground to guarantee adequate attention to students.
 - The use of the patio by the groups with stable coexistence must be limited to these groups, ensuring that there is sufficient distance between each one of them to avoid contact between different groups.
 - If the weather conditions do not allow access to the outdoor patio and the center does not have alternative spaces, the students will preferably remain in their classroom under the supervision of the last teacher with whom they have been. In this case, try to keep the classroom ventilated during recess.

- Verify that the safety distance is guaranteed in all common areas (classrooms, dining room, toilets, changing rooms, etc.) either by reducing the capacity or by temporary escalation. Likewise, in libraries, computer rooms, rest rooms, meeting rooms, meetings, workshops and reception, this measure should also be considered.
- The directions of movement of the corridors must be defined, especially if they are less than 1.5 meters. **Establishing an order of leaving** and entering the classrooms to avoid crowds in the corridors.
- Separate entrance and exit doors should be established, when possible, to avoid crossings and provide common areas with reduced use.
- The use of the stairs will also be regulated with a physical distance of 1.5 meters between each person, and without touching the railings, and if this is not possible in only one direction.
- The use of lifts for people with reduced mobility will be prioritized. The maximum occupancy will be one person in the case of adults and two people in the case of minors and a companion.
- The need to place structural elements (barriers, partitions, etc.) must be studied in each work center to guarantee the safety distance, especially in the public service posts of the educational center.
- The necessary information posters will be placed and the training that all the center's staff and students must receive will be planned.
- The necessary meetings will be held respecting the maximum safety distance.

- Organization of the hygiene of the educational center.

The management of the center will coordinate with those responsible for the company or with the corresponding public employee personnel, the cleaning and disinfection, mainly of the surfaces or areas of greater contact and influx of students:

Disinfectant gel dispenser will be placed in the classrooms.

In the centers, the facilities will be cleaned and disinfected at least once a day, reinforcing it in those spaces that require it depending on the intensity of use. Special attention will be paid to common use areas and to the most frequent contact surfaces such as doorknobs, tables, furniture, handrails, floors, telephones, hangers, and other elements with similar characteristics.

In all the bathrooms of the center there will be soap and paper dispensers available for drying hands, or failing that, hydroalcoholic gel, as long as the students are of legal age, and the students must carefully wash their hands each time they use the toilet.

In cleaning and hygiene, the following guidelines will be followed:

- Disinfectants such as freshly prepared bleach solutions (1:50) or any of the disinfectants with virucidal activity that are on the market and that have been authorized and registered by the Ministry of Health will be used. In the use of these products, the indications on the label will always be respected.
- After each cleaning, the materials used and the protective equipment used will be disposed of safely, followed by hand washing.
- Likewise, workstations will be cleaned and disinfected at each shift change with special attention to furniture and other elements susceptible to manipulation, especially those used by more than one worker.
- Cleaning measures will also be extended, where appropriate, to workers' private areas, such as changing rooms, lockers, toilets, kitchens and rest areas.
- Periodic ventilation tasks of the facilities will be carried out, at least 5 minutes, on a daily basis and it can be several times a day. The cleaning of the air filters will be reinforced and the ventilation level of the air conditioning systems will be increased, where appropriate, to achieve a greater renewal of the air, improving its quality.
- Cleaning of wastebaskets and the availability of soap, hand drying paper and hydroalcoholic gel must be monitored.
- As far as possible, the tables will be kept free of papers or other objects to facilitate daily cleaning.
- The use of shared material will be avoided, and if it cannot be avoided, it will be cleaned and disinfected after each use.
- Disposable tissues that staff and students use to dry their hands or to comply with the "respiratory label" will be disposed of in bins with bags or containers protected with a lid and, if possible, operated by a pedal, they will also be deposited personal hygiene material (masks, latex gloves, etc.). These bins should be cleaned frequently.
- In case of wearing specific clothes for the activities in the educational center (bibs, gowns and others) it is recommended to clean them daily. Once used, it should be handled as little as possible, gently rolled up and taken directly to the washing machine or placed in a bag for transfer to the washing place. It must be washed at a temperature of at least 60 ° C for 30 minutes or with any other method that guarantees proper sanitation.

4. Coordination with competing companies

The corresponding business activities coordination activities will be carried out when the companies that provide services in the educational centers do so under the direction of bodies of the Department of Education, Culture and Sports. The coordination of business activities refers to the exchange of preventive information between the Department of Education, Culture and Sports and the contracted companies that provide their services in the facilities managed by the same department.

In order to comply with the provisions of article 24 of Law 31/1995 on the prevention of occupational risks , and of Royal Decree 171/2004, the Department of Education, Culture and Sports, through the appropriate communication channels , will provide third-party contracted companies with information on the risks that may affect the activities carried out in them, the measures relating to the prevention of these risks and the emergency measures that they have to apply.

In the special case that concerns us, obviously, special emphasis will be placed on measures related to protection against COVID-19.

The companies involved in the center will provide their staff with training and mandatory preventive measures, which are indicated by health regulations, to protect them individually .

As a means of coordination, the exchange of information and communications will be proposed, for this the procedure for the coordination of business activities drawn up by the Person's Occupational Risk Prevention Service will be followed . SPRL_PPRL_01. Procedure for the coordination of business activities.

The General Director of Teaching Staff
The Undersecretary of the Ministry of Education, Culture and Sports

ANNEX II. ACTION GUIDE FOR THE MANAGEMENT OF VULNERABILITY AND RISK IN NON-SANITARY OR SOCIAL-SANITARY FIELDS

Vulnerable groups	Controlled pathology				Decompensated pathology				Comorbidity ≥ 2 aspects			
	NR1	NR2	NR3	NR4	NR1	NR2	NR3	NR4	NR1	NR2	NR3	NR4
Labor exposure	NR1	NR2	NR3	NR4	NR1	NR2	NR3	NR4	NR1	NR2	NR3	NR4
Cardiovascular disease / HT	one	one	two	two	one	3	3	3	one	3	3	3
Diabetes	one	one	two	two	one	3	3	3	one	3	3	3

Chronic lung disease	one	one	two	two	one	3	3	3	one	3	3	3
Severe chronic liver disease	one	one	two	two	one	3	3	3	one	3	3	3
Chronic renal insufficiency	one	one	two	two	one	3	3	3	one	3	3	3
Immunodeficiency	one	3	3	3	one	4	4	4	one	4	4	4
Cancer in active treatment	one	4	4	4	one	4	4	4	one	4	4	4
Over 60 years	No pathology				Controlled pathology				Decompensated pathology			
	one	one	two	two	one	3	3	3	one	4	4	4
Morbid obesity (BMI> 40)	No added pathology				Controlled added pathology				Decompensated added pathology			
	one	one	two	two	one	3	3	3	one	4	4	4
Pregnancy	No complications or comorbidities				With complications or comorbidities							
	one	3	3	3	one	4	4	4				

NR1 (Risk level 1) : Similar to community risk, work without contact with symptomatic people.

NR2 (Risk level 2) : Work with the possibility of contact with symptomatic people, maintaining a safe distance and without direct action on them.

NR3 (Risk level 3) : Assistance or direct intervention on symptomatic people, with suitable PPE and without maintaining a safety distance.

NR4 (Risk level 4) : Non-health professionals who must carry out maneuvers generating aerosols to COVID + people, such as CPR.

one	It does not require adaptation or change of position, it remains in its usual work activity.
two	Continue work activity. Can perform tasks with exposure to symptomatic individuals with suitable EPIs.
3	You can continue work activity without contact with symptomatic people . If impossible, process PREL or IT as a Specially Sensitive Worker.
4	It requires a Job Change and, if this is not possible, process PREL or IT as a Specially Sensitive Worker.

IT: temporary disability. PREL: pregnancy and lactation risk benefit .

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