

EIS / EILL EMPLOYEES 2020-21

BIOSECURITY CONSIDERATIONS COVID-19

*Better today than yesterday,
Everyday*



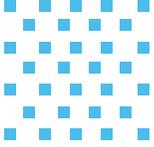
Escuela
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Biosafety Considerations

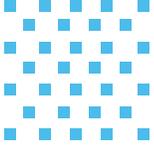
This document provides guidance for EIS and EILL employees on the guidelines to follow during the workday around COVID-19.





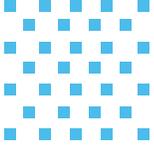
General Considerations

- Employees must follow the social distancing guidelines on campus: 2 meters or 6 feet minimum distance between each person.
- Masks must be used correctly all the time, everywhere and by all community members or visitors over 2 years of age. In addition, the use of protective masks (faceshield) or goggles is recommended.
- Employees should wash hands frequently and correctly for 20 seconds.
- Employees must disinfect all objects they bring from home (purses, briefcases, lunch boxes).
- The school will provide supplies to thoroughly clean and sanitize all buildings, desks, buses, equipment, and other surfaces before and after staff return using SINAGER and CDC guidelines.
- All employees must attend training on COVID-19 symptoms, prevention techniques, and school procedures. Employees are obliged to abide by all prevention measures determined by the institution and the corresponding health authorities.
- The employee arriving to the school by taxi or VIP vehicle must notify the school security office in writing and provide information such as the driver's name, license plate, type and color of vehicle in order to authorize entry. Maximum two people per car except if they are from the same family.



Spaces and Food

- Staying in the teachers' lounge and using closed spaces or common areas will be restricted.
- Do not share workspaces: tables, desks, etc ... without a mask and without keeping social distancing.
- Avoid two-way traffic in corridors, all people should walk on the right side, following established signage.
- Employees must clean their computer, iPad , mouse, etc. several times a day (before and after use).
- When working in the same room, adhere to the 2-meter spacing guidelines and wash or sanitize your hands before entering the classroom and after leaving the classroom.
- Employees must consume their food individually and not in shared spaces.
- Employees must bring food from home.
- If using the microwave, refrigerator, oasis, or stove, they must be disinfected before and after use. Also wash your hands before and after use.
- All meetings with parents, students or colleagues must be virtual.



Medical Aspects

- The costs of medical tests (with prescription) and treatment of Covid-19 are covered through Ficohsa Seguros for local employees and through PSM / IMG for foreign teachers, according to the conditions stipulated in the policy .
- Seniors (60 years old) will automatically work from home virtually. People with pre-existing/high risk diseases will work virtually from home with prior authorization from the Human Resources Department.
- Any illness requiring more than three days away from work with an excuse from a private doctor must be endorsed by social security within the following 5 days. If your illness is due to covid-19, the IHSS will extend the disability for 14 days.
- Employees who demonstrates that they have had contact or that lives with a family member infected by Covid-19 or another infected person within the same house, must notify the Human Resources Department and immediately report to the IHSS, who will provide the corresponding excuse and will give you the preventive covid treatment.
- If an employee is suspected of Covid-19, the space, office or classroom where the infected person was will be isolated and appropriately disinfected 24 hours after they have left.
- If the administrative staff becomes ill, they will be temporarily replaced under this **Chain of Command**.
- Routine evaluations:
 - Daily temperature control at the entrance.
 - Anyone who has 37.5C will not be able to enter our campus. Security will inform Human Resources and the principal of the corresponding division.
 - If the employee presents symptoms with suspicion of respiratory disease during the workday, they must be evaluated by the school doctor.
- The Psychology department will support employees with signs of stress or anxiety by providing them with best practices to address social and emotional well-being.

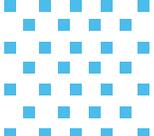


Appendix A

EIS-EILL Health Protocol

It is essential that the school community work together to prevent the introduction and spread of COVID-19 in the school environment while providing a quality educational program.





Quick Access Guide:

What should I always do?

- Wear your mask correctly at all times.
- Remove the mask carefully only when eating food.
- Keep a distance of two meters from people in teachers' rooms, classrooms or offices , all the time and in all places.
- Wash your hands frequently and correctly for 20 seconds.
- Avoid talking face to face, do it side to side.
- Follow signs on the floor or on the walls.
- Do not enter school if you have symptoms.
- Bring food from home.
- Remain in the workplace (classroom).
- Do not share work materials .
- Use hand sanitizer.

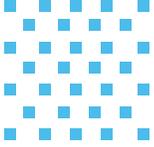
It is also suggested:

- Wear an extra mask every day.
- Move carefully on school grounds.
- Encourage others to practice physical distancing.
- Cough and sneeze into your elbow even with a mask on.
- Avoid touching your face or mask.
- Do not wear gloves.

How can teachers who take their children to school contribute?

If it is strictly necessary for you to take your children with you to work, you must adhere to the following guidelines:

- Talk with children about expectations for physical distancing at school.
- Make sure children wear clean masks at all times.
- Wash your child's hands often and properly.
- Teacher's children must remain in their parents' classroom at all times and under their supervision.
- If your child has symptoms of respiratory illness, see a medical professional and monitor children's symptoms at home.
- The school will not provide masks for the teacher's children.
- Be prepared for someone to pick up children from school if necessary.



Personal Protective Equipment (PPE)

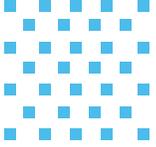
The use of masks and other Personal Protective Equipment (PPE) must be used while on campus.

Disinfection and Cleaning

- The school is equipped with hand sanitizer, cleaning supplies, personal protective equipment (masks and face shields).
- The daily cleaning processes will begin after the teachers have left the school at 2:30 p.m.
- Periodic deep cleaning will be done of all spaces used by teachers, children and staff.
- As soon as the school becomes aware of an employee who has been exposed to or diagnosed with COVID-19, it will inform the cleaning staff so that the building, furnishings and equipment are fully disinfected. If possible, the cleaning staff will wait 24 hours or as long as possible before disinfection.

Medical Consultations:

- If an employee reports ill with symptoms of respiratory disease, they will have to go to Social Security, who will do the quick test and extend the excuse for illness.
- If an employee exhibits symptoms while at school, they will be evaluated by the school physician and sent home; staying in the isolation room until leaving school.
- Although tests show that most children infected with COVID-19 have mild symptoms, some children will develop a serious illness, especially children at risk due to pre-existing health problems. The teacher should check with his or her doctor if it is appropriate for your child to accompany them to school.



Preventive Measures

The main priority to prevent the spread of disease in the school setting is to insist that sick employees stay home.

- Some people may be infected with COVID-19, but show no signs of illness even though they can infect and transmit the disease to others. In these situations, the three most important mitigation strategies are: Social distancing, frequent hand washing and the use of appropriate PPE (Personal Protective Equipment).
- It is important to wash your hands and avoid touching your face, eyes, nose, or mouth to avoid getting sick or spreading germs to others. Employees will wash their hands often with soap and water and, if unavailable, use hand sanitizer that contains at least 70 percent alcohol.

Employees should wash their hands:

- At the beginning of the school day and after school
- Before and after eating
- After using the bathroom
- After blowing your nose, coughing, or sneezing
- After using shared equipment (computers, microwave, refrigerator)

Return to school after sick leave.

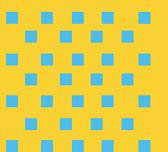
Once the doctor's diagnosis allows him to return to his work.



Appendix B

Social Distancing in the School Environment

To reduce the risk of infection, staff are required to:



To reduce the risk of infection, staff are required to:

- Restrict movement between buildings and hallways.
- Eliminate classroom visits.
- Avoid exchanging high-contact materials as much as possible.
- Avoid sharing electronic devices unnecessarily.
- Maintain the recommended social distancing of 6 feet or two meters minimum.
- Remain in assigned classroom or office (including your children)
- Circulate within the campus following the established routes, which will be marked in each of the corridors and stairs, always walking on the right side.

Access restrictions for people in the building other than employees:

- Providers' access to the school is restricted when employees are present, unless authorized by corresponding personnel.
- Visitors and deliveries are restricted unless authorized by the corresponding administration.



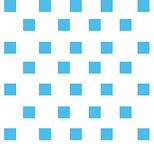
Appendix C

Employee Transportation

The employee should pay particular attention to the protocols used in transportation to minimize the spread of COVID-19.

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Employee Transportation

- Buses and transportation vehicles will be inspected for cleanliness and safety.
- Buses will be frequently and thoroughly disinfected before and after the routes. Products recommended by risk management professionals will be used.
- Employees (and their children) should sanitize their hands before and after the ride.
- Employees (and their children) must wear masks throughout the journey. It is recommended to avoid talking during the journey.
- The use of masks or glasses is recommended.
- Windows should be left open for the duration of the trip.
- Social distancing will be respected. One person per seat, except those who are accompanied by their children.
- Drivers and maintenance / cleaning personnel will be properly trained in biosecurity measures.
- Wait 3 hours before cleaning and disinfecting a shuttle bus that was carrying a passenger or had a driver who is suspected of COVID-19 or exhibited symptoms of COVID-19. If 3 hours is not feasible, wait as long as possible. The affected buses can be used immediately after cleaning and disinfection.
- Consideration will be given to adding additional bus stops and routes.



References

This document was created through a combination of original resources from the state of Indiana and blueprints created by other states. Furthermore, the development relied heavily on materials developed from the following documents:



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[Conversation with Dr. Shanna and the EIS leadership team](#)

[BACK TO SCHOOL HONDURAS, PPT.](#)



COVID-19

An Unprecedented Crisis!

We Will Overcome it Together!



**BULLDOGS
TOGETHER**

