

CENTRE ORGANISATION PLAN

COURSE 20-21 for COVID-19









FAMILY MGIS



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1. PRESENTATION.

Dear families,

The Department of Education of the Generalitat de Catalunya, together with the Department of Health, has introduced a series of guidelines to schools to ensure a safe return to classrooms from September 2020. Other instructions may follow, depending on the evolution of the pandemic.

Based on these guidelines, we have developed the **MGIS Organisation Plan**, a security protocol in which the main actions are grouped into these values:

• Security, so schools are places where educational activities can take place safely and comfortably.

• Health, of students and workers to reduce transmission and improve traceability.

· Safety, to encourage the presence of all students and reduce risk.

• Validity of these precautions, for the entire academic year 2020-2021, coherent with the school's current situation, and following the Administration instructions.

The general organisation is as follows:

• The school year begins on 14th September.

Student class groups will be fixed and unchangeable.

• The dining service will function as normal (some groups may have to eat lunch in their classroom).

There will also be a morning reception service and extracurricular activities.

• Students will enter and exit from different parts of the school. It is essential that these schedules and access points are respected.

• It is mandatory for children over the age of 3 to wear a mask at all entrances, exits and when a safe distance cannot be guaranteed among groups.

In order to be able to carry out all the guidelines proposed it is essential that:

A. All families are aware of the MGIS Organisation Plan.

B. A signed declaration is provided by each family (please find this document attached with the corresponding age group).



2. ORGANISATION OF CLASS GROUPS.

Class groups have been formed following the	Classes have been organised into stable groups to help the traceability of possible cases of COVID-19 and to maximize the students' attendance.
established levels from Infants Preschool 0 to	Being an inclusive school, heterogeneity and inclusion are already incorporated into our class groups.
Baccalaureate 2.	The measures that will be taken into account with these students will be: staff support, small groups, split groups, etc.

If people from outside the school have contact with these groups (teachers and other educational support professionals) or in the case different groups have contact with each other, individual protection measures must be strictly applied, for example keeping physical distance of safety of 1.5 meters and, when not possible, a mask must be worn.

3. ENTRANCE AND EXIT STRATEGY.

MGIS has 3 different buildings, so the entrances and exits of the students will be made by the different accesses from the building of each stage. To maintain the safety distance, students will respect the marks indicated on the ground.

COURSE-LEVEL-GROUP	ENTRY AND EXIT ACCESS	Entrance time	Exit time
ALL STUDENTS WHO TAKE	Playground entrance	8:45 - 9:00	16:45 - 17:00
SCHOOL TRANSPORT (wear masks	INFANTS: side door entrance.		
from 3 years old onwards)	PRIMARY: primary playground door.		
	SECONDARY: gym door		
INFANTS (wear masks from 3 years	Main door of the Infants building	8:45 - 9:10	16:45 - 18:00
old onwards)	Ũ		
PRIMARY (wear masks)	Primary entrance	8:45 - 9:00	16:45 - 17:00
	•		
1st - 2nd ESO and Baccalaureate	Gym entrance	8:45 - 9:00	16:45 - 17:00
(wear masks)			
3rd - 4th ESO (wear mask)	Main entrance of ESO	8:45 - 9:00	16:45 - 17:00

OBSERVATIONS:

• At each of the entrances there will be a person from the teaching staff to control access to the building to make sure that students disinfect their shoes on mats with disinfectant products, their hands with hydro alcoholic gel or soap and water, and control, from the age of 3, that they are wearing a mask.

• Students and parents cannot stay at the entrances of the buildings or socialise in the playground. This area must be free to facilitate the mobility of people.

• Anyone who accesses the school grounds must wear a mask (both inside the buildings and in the playground). The use of a mask is mandatory when moving / walking around the school and in the playground.



• Parents of students may not enter the school unless they have an **appointment**. In this case, the entrance point will be agreed upon beforehand.

4. SYMPTOM CONTROL.

• It is the responsibility of the students' families and students over 18 years old to carry out a selfassessment of their health status. In this sense, they agree not to bring their child to school if he/she presents any symptoms compatible with COVID-19 or had any of the symptoms, or contact with somebody who has, in the last 14 days. If this is the case please communicate immediately with the school in order to be able to act appropriately.

• Please sign the attached responsible declaration.

• Send the updated vaccination card to the school.

• Families / tutors must check their child's health status before school. They must also check that the child does not have a temperature that exceeds 37.5° C or the new appearance of any other symptom from the following table:

TABLE OF SYMPTOMS COMPATIBLE WITH COVID-19			
≤14 years	>14 years		
✓ Fever or slight fever	✓ Fever or slight fever		
✓ Cough	✓ Cough		
✓ Difficulty breathing	✓ Difficulty breathing		
✓ Sore throat	✓ Sore throat		
✓ Nasal congestion	✓ Alteration of taste or smell		
✓ Stomachache	✓ Vomiting and / or diarrhea		
✓ Vomiting and / or diarrhea	✓ Headache		
✓ Headache	✓ Discomfort		
✓ Discomfort	✓ Chills		
✓ Muscle pain	✓ Muscle pain		



• The student cannot go to school if he/she finds themself in any of the following situations:

o In isolation because he/she has tested positive with COVID-19.

- o Is awaiting results of a PCR or other molecular diagnostic test.
- o Lives with a person diagnosed with COVID-19.
- o Is in a period of home quarantine because he/she has been identified as a close contact of someone diagnosed with COVID-19.
- In the case that the student has a chronic illness of high complexity that may increase the risk of SARS-CoV-2 infection, their presencial school activity will be discussed and decided upon with the family / tutor and the pediatrician.
- The following illnesses are considered high risk due to complications with COVID-19 (although evidence is scarce):
 - o Serious heart disease.
 - o Respiratory diseases that require medication or respiratory support devices.
 - o Diseases that affect the immune system (children and young people who require immunosuppressant treatment) or poorly controlled diabetes.
 - o Neuromuscular diseases or, moderate or severe encephalopathies.

5. PROTOCOL WHEN DETECTING A POSSIBLE CASE OF COVID-19.

In a school environment, one of the most relevant measures to maintain a secure environment and meet our educational objectives is the early detection of cases and the isolation of a child who may be sick, as well as those who he/she may have been in close contact with.

If a person at the school shows symptoms compatible with COVID-19:

- 1. He/she must be isolated in a well-ventilated room.
- 2. A mask must be worn by both the person presenting symptoms (if older than 2 years old), unless there is an exemption from doing so due to a known medical condition. In the case of a minor or person unable to be left unattended, he/she will be accompanied by a member of staff, who must also wear a mask.
- 3. If the person has severe symptoms (difficulty breathing, general condition affected by very frequent vomiting or diarrhea, intense abdominal pain, confusion, tendency to fall asleep ...) call 061.



- 4. The **director** of the school must then carry out the following actions:
 - In the case of a student, establish immediate contact with the family to come and collect their child.
 - Recommend to the person or family (in the case of a minor) that they return home and, from there, contact their primary care centre by phone. It is recommended that this is the CAP of reference of the person, of the public system of health, in order to facilitate the traceability of contagion and epidemiological follow-up.

If symptoms present themselves outside school hours or on non-school days, the family or the person with symptoms should contact their reference CAP or, outside the CAP hours, at the CUAP (Primary Care Emergency Center), to assess the situation and take the necessary actions.

At the Primary Care Center:

- The pediatrician or family doctor will assess the case within the first 24 hours of the start of symptoms and will decide whether to perform a PCR test.
- In the event that a PCR has been performed to rule out the SARS-CoV-2 infection, the person being cared for, as well as of their cohabitants, will be required to self-isolate at home, at least until the test results.
- In the event that the diagnosis of a suspicious case is established, the family and / or the person with a suspected case will be interviewed by the COVID manager of the CAP.
- The COVID manager of the Territorial Epidemiological Surveillance Service will call the school the next business morning in order to collect data from close contacts within the school. In the case of a nonteaching period of at least 48 hours, a contact will be given for the Territorial Service of the Department of Education.

However, the data collection of close contacts is not currently a possibility in the case of using private medical care. It will be the responsibility of the health professional who has attended the case to alert the Territorial Epidemiological Surveillance Service of reference at the moment a positive result is found from clinical laboratories approved for PCR performance for SARS_CoV-2.

When the **PCR is positive**, the alert will be received from the Territorial Epidemiological Surveillance Service through the "COVID Contacts" program and this will inform the Territorial Education Service. The management of the school will then be informed on the first steps to be taken so that it's possible to carry out a case study in the school.

Close coordination will also be established between the Territorial Epidemiological Surveillance Service and the Territorial Education Service which will allow the center to receive the results quickly in the case that the **PCR is negative**.

The communication between the Territorial Services of Education and Public Health will guarantee the coordination between the school and the Epidemiological Surveillance Service in charge of the outbreak control strategy which may include, in certain cases, the total or partial closure of the school. **The**



decision to close the school and cease face-to-face teaching, will be based on assessment by the health authority together with the education authority.

Al Centre d'Atenció Primària:

6. TIMETABLES.

We will follow the normal timetable however, in order to ensure safety and hygiene measures and the correct movement of students around the school, different areas to exit and enter the playground in the mornings and afternoons will be introduced.

Teachers who have classes at these hours will have to manage the security and hygiene measures established with the class group. Therefore, school hours in these bands will be greatly affected.

Each class group is assigned:

- A circuit to follow from the entrance to the school or from the bus to the classroom.
- A divided area in the playground.
- Toilets

INFANTS SCHOOL

COURSE	ACTIVITY	TIMETABL	GENERAL TIMETABLE
All classes	Hand and shoe hygiene and entrance to the classroom	8:45 - 9:10	8:45 - 9:10
All classes	CLASS - Hygiene protocol	9:10 - 9:50	9:10 - 9:50
All classes	CLASS - Hygiene protocol	9:50 - 10:40	9:50 - 10:40
0-3 years old	Play time	10:40 - 11:00	10:40 - 11:00
P3, P4 and P5	FRUIT - Cleaning PLAY TIME- Hygiene protocol		
All classes	CLASS - Hygiene protocol	11:00 - 11: 50	11:00 - 11: 50
P3, P4 and P5	Hygiene protocol - Cleaning	11:50 - 12:40	11:50 - 12:40
0-3 years old	LUNCH - Hygiene protocol	11:50 - 13:00	Tutor
P3, P4 and P5	LUNCH / PLAY TIME - REST - Hygiene protocol	15:00 – 15:30 15:30 - 16:45	15:00 – 15:30 15:30 - 16:45
0-3 years old	Hygiene protocol and entrance to the classroom - AFTERNOON SNACK	15:00 – 15:30 15:30- 16:45	15:00 – 15:30 15:30- 16:45
P3, P4 and P5	CLASS - Hygiene protocol	15: 00 - 15:45	15: 00 - 15:45
P3, P4 and P5	CLASS - Hygiene protocol	15: 45- 16:30	15: 45- 16:30
P3, P4 and P5	AFTERNOON SNACK - Hygiene protocol	16: 30 - 16:45	16: 30 - 16:45
All classes	SCHOOL TRANSPORT / EXIT Cleaning toys	16: 45 -18: 00	16: 45 -18: 00



PRIMARY SCHOOL

COURSE	ACTIVITY	TIMETABLE	GENERAL TIMETABLE	
All classes	Hand and shoe hygiene and entrance to the classroom	8:45 - 9:00	8:45 - 9:00	
All classes	CLASS	9:00 - 9:50	9:00 - 9:50	
All classes	CLASS	9:50 - 10:40	9:50 - 10:40	
1st and 2nd Grade	Cleaning (chair and table). Mask and cleaning	10:40 - 11:00	10:40 - 11:00	
3rd and 4th Grade	hands / PLAY TIME	10:45 - 11:05		
5th and 6th Grade		10:40 - 11:00		
1st and 2nd Grade	Hand hygiene and entry in the classroom / CLASS	11:00 - 12:00	11:00 - 12:00	
3rd and 4th Grade		11:05 - 12:00		
5th and 6th Grade		11:10 - 12:00		
All classes	CLASS	12: 00 - 12:50	12: 00 <mark>- 12:</mark> 50	
1st and 2nd Grade	AGENDA	-		
3rd and 4th Grade		12:50 - 13:00	Tutors	
5th and 6th Grade		12:50 - 13:10	Tutors + invigilating teachers	
1st and 2nd Grade	Mask and hand cleaning. LUNCH AND PLAY TIME	12:50 - 14:45	Monitors + invigilating teachers	
3rd and 4th Grade		13:00-14:55	Monitors + invigilating teachers	
5th and 6th Grade		13:10 - 15:05	Monitors + invigilating teachers + tutors	
All classes	Hand cleaning and entry in the classroom CLASS	15:00 - 15:50	15:00 - 15:50	
1st and 2nd Grade	CLASS	15: 50 - 16: 30	15: 50 - 16: 40 * 10 minutes with the teacher SNACK.	
3rd, 4th, 5th and 6th Grade		15: 50 - 16: 40	15: 50 - 16: 40	
All classes	Cleaning (chair and table). Mask and hand cleaning. SCHOOL TRANSPORT / DEPARTURE HOME	16: 40 - 16:50 SCHOOL TRANSPORT	16: 40 - 17: 00 DEPARTURE HOME	



SECONDARY SCHOOL

COURSE	ACTIVITY	TIMETABLE	GENERAL TIMETABLE
All classes	Hand and shoe cleaning and entrance to the classroom	8:45 - 9:00	8:45- 9:00
All classes	CLASS	9:00 - 9:50	9:00 - 9:50
All classes	CLASS	9:50 - 10:40	9:50 - 10:40
ESO 1 and 2	CLASS	10:40 - 11:30	10:40 - 11:30
ESO 3 and 4		10:40 - 11:50	
BATX.		10:40 - 11:30	
ESO 1 and 2	Cleaning (chair and table). Mask and hand cleaning PLAY TIME	11:30 - 11:50	11:30 - 12:00 (Tutors)
ESO 3 and 4		11:40 - 12:00	
BATX.		11:30 - 11:50	
ESO 1 and 2	Hand cleaning and entry to the classroom CLASS	11:50 - 12:50	12:00 - 12:50
ESO 3 and 4		12:00 - 12:50	
BATX.		11:50 - 12:50	
All classes	CLASS	12 <mark>: 50-</mark> 13:40	12: 50- 13:40
ESO 1 and 2	STUDY	13:40 - 14:00	Tutors
ESO 3 and 4		13:40 - 14:10	Tutors + invigilating teachers
BATX.		13:40 - 14:00	Tutors
ESO 1 and 2	Mask and hand cleaning LUNCH AND PLAY TIME	14:00 -15:00	Monitors / invigilating teachers
ESO 3 and 4		14:10 -15:10	Monitors / invigilating teachers + teachers
BATX.		14:00 -15:00	Monitors / invigilating teachers
ESO 1 and 2	Entrance to the classroom and hand cleaning	15:00 - 15:50	15:00 - 15:50 Entrance to the classroom and
ESO 3 and 4		15:10 - 15:50	hand hygiene
BATX.		15:00 - 15:50	
All classes	CLASS	15:50 - 16:40	15:50 - 16:40
All classes	Cleaning (chair and table). Mask and hand cleaning. SCHOOL TRANSPORT / DEPARTURE HOME	16: 40 - 16:50 SCHOOL TRANSPORT	Tutors



7. SERVICES.

• Morning reception.

Those responsible for covering the morning service will be required to comply with the established school access requirements. They must also ensure the safe mobility of students around the school and the cleaning and disinfection of the room and the material used.

As this service mixes various students from different class groups, the children will maintain a safe distance from each other, as well as the use of masks until students reach their classrooms.

The timetable is from 7:45 to 8:45 and students will be located in the dining room of the Infants school and, if the weather permits, in the playground. Gradually, Infants school teachers will arrive and take their students to their respective classrooms.

Primary and Secondary students will be accompanied by a teacher to their respective buildings.

• Dining room.

The school canteen where children have lunch and do other activities until afternoon classes start, has been reorganised to respect health safety measures.

- Tables will be distributed in order to maintain safe distances between the students in their class groups. Because of this, the groups of 5th Grade Primary and Baccalaureate will have lunch in their respective classrooms.
- Adults will set the tables and only one student (to be assigned) will serve the water.
- Students will wash their hands prior to entering the dining room with soap or hydroalcoholic gel.
- Once finished their meal, students must put their masks back on immediately before returning their tray and disinfecting their table.
- The activities after the meals will be carried out preferably outdoors and in different areas for each class group. When this is not possible, masks must be worn.

It should be noted that the school canteen is an area where several class groups can be present at once. Members of the same class group will sit together at one or more tables. Between turns it is necessary to clean, disinfect and ventilate the dining room.



• Library

The library will be open from 2 to 2:50 p.m.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ESO + BAT	4 - 5 - 6 PRIMARY	ESO + BAT	4 - 5 - 6- PRIMARY	1 - 2 - 3 -PRIMARY + BAT
Responsible 1	Responsible 2	Responsible 1	Responsible 2	Responsible 1

Both students and adults have to wear masks inside the library as children from different class groups will coincide.

Students will be required to sit in a fixed location once they have entered the library and, if they leave, will no longer be able to re-enter.

Children need to bring their own work material (pencil case, paper, notebooks, etc ...).

Books can be borrowed from the school library to read and consult, but we must keep in mind that when returning them they must be in "quarantine" for at least three days. Once this time has elapsed they can be returned to their shelf. There will be a box to store the returned books.

• Transport

All students must wear masks while going to and from the school transport vehicles, except for those students who have been warned that said use is bad for their health, and the families have sent the school a certificate from their doctor or pediatrician specifying the causes of the contraindication.

It will be necessary to wear a mask (from 3 years old onwards) throughout the entire journey and until they reach the classroom. Upon entering, they will be given hydroalcoholic gel.

At school bus stops, when students are picked up and dropped off, it is very important that family members maintain a suitable physical distance and wear masks.

In the afternoon, students will go straight from their classes to the bus.

• Extracurricular activities. Bambini Art

The use of a mask is mandatory in all extracurricular activities that involve a mixture of students from different class groups.

Each specialist teacher must comply with the access requirements established by the school, the protocol of infectious diseases, the protocol of contact and distance between students and the hand cleaning protocol, and correctly wear a mask.

Specialists must also ensure the safe mobility of students around the school and the cleaning and disinfection of the room and the material used.



8. COMMUNICATION WITH FAMILIES.

- Communication with families will be done through the usual means: email, web and via telephone.
- In the event of a request for a meeting with the teachers, a meeting will be carried out primarily online.
- The start of the academic year meetings will be carried out online for each class.

• In the event that the parent or legal guardian of a student, or a previously authorized third party, has to pick up a student during school time, the protocol to follow will be as follows:

INFANTS SCHOOL

• The student will be picked up through the main infant school door.

• Sufficient notification must be given to the school in order to carry out the correct exit protocol correctly.

PRIMARY, ESO AND SECONDARY SCHOOL

• The student will be picked up through the main door of the primary school. The adult will wait until the staff member who accompanies the student arrives and opens the door.

Sufficient notification must be given to the school in order to carry out the correct exit protocol correctly.

9. HYGIENE AND DISINFECTION.

The protection and cleaning measures adopted by MGIS have been adapted to the rules and criteria of the Government.

• Each occupied space will be ventilated 3 times a day for a minimum of 10 minutes. Weather permitting, windows and/or doors will be left open permanently.

- The teaching staff of the group must ensure that the established ventilation measures are complied with.
- Students will also be responsible for cleaning and disinfecting the areas they use.
- Continuous ventilation will be provided in the toilets and corridors.

• Classrooms that are used sporadically will never be occupied for two consecutive hours by different fixed groups in order to ensure complete ventilation in between classes.



10. SCHOOL STAGE SUMMARIES.

Infants School

- Tables and chairs will be kept in the same place (each child will have their own assigned seat with their name), maintaining a safe distance to where they are able to remove their mask.
- Teachers who have contact with the group will wear a mask.
- The person in charge of the group, if they deem necessary, will take temperatures and record these.
- Students will wash their hands with soap and water before entering the class and place their personal items inside their box.
- Each student will have their own box to store their fruit, backpack, spare clothes, mask, toys and individual material.
- When it is necessary to share common material, it will be disinfected after each use.
- Each space will be marked with the name of the student and each space and toilet with the symbols and photos of the groups.
- Every day on arrival to class 10 minutes will be dedicated to the protocol of preventative measures and the reinforcement of good hygiene habits.
- Each child, as they have been doing so far, will bring a water bottle for personal use.
- The pacifiers used will be returned to the families daily for cleaning and disinfection. It is recommended that families sterilize them after each use.

• Primary School

- Tables and chairs will always be in the same place (following the ground markings to make sure that they maintain the required distancing), maintaining the safety distance so that all students can take their mask off, when they are sitting in the chair doing individual work.
- Students will be kept in their fixed, unchangeable groups at all times.
- If subgroups are made, they will always be from fixed groups, with no mixture of groups.
- These fixed subgroups will work in the same space. When the classes are over, they have to be done in spaces other than the group's classroom. Students and teachers will clean and disinfect the space they have occupied.
- Teachers who have contact with different fixed groups will teach whilst wearing a mask.
- Each student will make use of their individual material, both their pencil case and the books and folders that they have in their cupboard; therefore, they will not be able to share it.



- When it is necessary to share common material, it will be disinfected after each use.
- Each student, as they have done so far, will bring a bottle or water bottle for their own personal use.
- When leaving the classroom, students will wear a mask.
- Teachers are responsible for teaching and ensuring that students respect the security measures.
- Students are also responsible for cleaning and disinfecting their equipment and the area where they sit.

Secondary School

- The use of the mask is compulsory for all ESO and Baccalaureate students.
- Tables and chairs will always be in the same place, following the ground markings to make sure they maintain the required social distancing.
- Students will be kept in fixed groups at all times.
- We prioritise the presence of all students unless they have any of the illnesses considered a risk for COVID-19.
- Although MGIS promotes the maximum presence of students, we also have the organised hybrid model and online. We will put these models into practice in case of students who cannot incorporate in person on 14th September; who either belong to the group of vulnerable people or for personal reasons they are out of the country.
- When subgroups are made, they will always be from fixed groups, with no mixture of groups.
- These fixed subgroups will work in the same place. When classes are over, they have to be done in places other than the fixed group classroom, students and teachers will clean and disinfect the space they have occupied.
- Teachers who have contact with different fixed groups will wear a mask while teaching.
- Each student will make use of their individual material, both their pencil case and the books and folders that they have in their locker; therefore, they will not be able to share it.
- When it is necessary to share common material, it will be disinfected after each use.
- Each student, as they have done so far, will bring a water bottle for personal use.
- When leaving the classroom, students will wear a mask.
- Teachers are responsible for teaching and ensuring that students respect the security measures.
- Students are also responsible for cleaning and disinfecting their equipment and where they sit.
- On physical education days, students will wear a T-shirt (from the uniform) to change into at the end of the class. They will be changed in the assigned space whilst wearing a mask. Showers cannot be used.
- Physical education classes will be done whilst wearing a mask.



11. ORGANISATION IN CASE OF LOCKDOWN.

In the case of partial confinement the school will resort to online teaching following the same timetable as face-to-face classes.

During confinement, whether partial or full school closure, E-Learning guidelines which have already been established will continue (classroom tasks will be managed through Google-classroom and online learning with various applications).

The pedagogical work will be continued in online format as follows:

Time assignment (face-to-face teaching)	Time assignment (online teaching format)
1 hour of class	1 hour of online class
2 hours of class	1 hour of online class and 1 hour to clear up any doubts/questions.
3 or 4 hours of class	2 hours of online class and 1 hour to clear up any doubts/questions.

The subject of Education in Values and Culture will be grouped into the home room classes with the respective tutor. These two hours will be used for the tasks of student orientation and accompaniment in small groups, allowing for a weekly follow-up of their work.

12. REFERENCE DOCUMENTS.

The management team and coordinators of each year group will oversee the implementation of the plan and this will be adjusted according to the needs of the school.

The proposal to open the school has been made in accordance with current regulations and guidelines. We must be aware that these indications may change according to the evolution of the disease, therefore adjustments will be made in accordance with the situation at the time.

Current official documents:

- Instructions for the 2020-2021 academic year for schools in Catalonia (issued on 30th June 2020)
- Action plan for the 2020-2021 academic year for schools in the framework of the pandemic , (approved on 3rd July 2020)
- Frequently asked questions and guide for the elaboration of the plan of organization of the educational centers for the course 2020-2021 (published on July 9th, 2020)
- Concretion and developer of the curriculum (July 21st, 2020)
- Management of COVID-19 cases in schools (August 13th, 2020)
- Report on the measures to be applied for the opening of schools (24th August of 2020)