

Policy for Partial Re-opening of The Montessori School of Mallorca for tutoring and support, Phase 3

I. People who are able to access The Montessori School of Mallorca

1. **People who present symptoms compatible with COVID-19** or who are completing home isolation due to a diagnosis of COVID-19, or who are in a period of home quarantine due to a close contact with any person with symptoms or diagnosed with COVID-19, **cannot** return to their job positions.
2. **People vulnerable to COVID-19** (for example, people with high blood pressure, cardiovascular disease, diabetes, chronic lung disease, cancer or immunosuppression) may return to work if their clinical and health conditions are controlled and they are allowed to do so. It is also required to maintain all the protection measures rigorously. In case of doubts, the health service of the occupational risk prevention must evaluate the existence of workers especially sensitive to coronavirus infection. Then they must issue a report on the prevention, adaptation and protection measures needed at the workplace, always following the Action Procedure for the Occupational Risk Prevention Services against exposure to SARS-CoV-2.
3. **Families will be informed that children with symptoms compatible with COVID-19** or diagnosed with COVID-19, or who are in a home quarantine period due to having contact with someone with symptoms or diagnosed with COVID-19 cannot attend the Educational Centre. In order to monitor this, families will measure the temperature of the children every day before leaving their homes to go to the educational centre. If the student has a fever or symptoms compatible with COVID-19, they should not attend the centre and they should call their health centre or the telephone number enabled in their autonomous community for COVID-19.
4. **Students with health conditions that make them more vulnerable to COVID-19** (such as cardiovascular diseases, diabetes, chronic lung diseases, cancer, immunosuppression or high blood pressure), may attend the centre if their clinical and health conditions are controlled and they are allowed to do so. It is also required to maintain all the protection measures rigorously.
5. **It is recommended to avoid crowds.** Families may only enter the school premises and buildings in case of need or by request of the faculty or admin staff, always complying with prevention and hygiene measures.

I. Drop off and pick up of students at The Montessori School of Mallorca

Drop off

6. Parents must drop their children in designated areas for Casa, Lower and Upper Primary in the **parking area** of the school. Staff members will receive students in the designated areas, and accompany them in groups to the side entrance of the school.
7. Before entering the school premises, each student will be given **disinfecting** gel. Staff will spray the shoes of each student with a disinfecting liquid.

Pick up

8. Before leaving the school premises, each student will **wash hands** thoroughly and change in their **outdoor shoes**.
9. Staff members will accompany students to the designated areas in the **parking lot** of the school. Parents must collect their children in time from the parking area of the school.

II. Actions to be taken when symptoms appear in a person present in The Montessori School of Mallorca

10. **The most common symptoms compatible with COVID-19 include fever, cough, and feeling short of breath.** In some cases, there may also be decreased smell and taste, chills, sore throat, muscle aches, headache, general weakness, diarrhoea, or vomiting.
11. **When a student starts with symptoms or the symptoms are detected by a staff member** during their school day, the student will be taken to a separate space. A surgical mask will be provided for him/her and another one for the adult person who takes care of him / her until their parents or guardians arrive. The student will be taken to an individual room previously chosen. It must have an adequate ventilation and a pedal trash can with a bag, where the student can throw away the mask and disposable tissues. The family will be notified that they should contact their health centre or their autonomous community reference telephone number so the case can be evaluated.
12. **Employees who start with symptoms will go to a separate space and put on a surgical mask.** They will contact their health centre or the Occupational Risk Prevention Service or call the autonomous community reference telephone number and follow their instructions.
13. **In the case that the person who starts with symptoms is in a serious situation or has breathing problems, staff members must call 112.**
14. A good and fluid **communication channel** will be created between the school and the **health centre** of the health basic zone. The main purpose of this is to answer doubts and solve problems in relation to the actions to be taken with cases with symptoms compatible with COVID-19 and the prevention, hygiene and health promotion measures. Health care corresponds to the person's reference health centre, which does not have to coincide with that of the basic health area where the educational centre is located.

III. Hygiene and cleaning of the educational centre

15. **A hand sanitizer dispenser will be placed in those classes that do not have a hand washing basin with soap and water.** It must be taken into account that when the hands have visible dirt, the sanitizer gel is not enough, and it is necessary to use soap and water.
16. **The facilities of the school must be cleaned and disinfected at least once a day,** reinforcing them in those spaces that are highly transited. Special attention will be given to common use areas and the high-touch surfaces such as doorknobs, tables, furniture, handrails, floors, telephones, hangers, and other elements with similar characteristics.
17. **Use and cleaning of the bathroom and toilets.** The toilets will be cleaned properly according to the intensity of use and at least three times a day. In all the bathrooms of the centre there will be soap and paper dispensers available for drying hands, or, failing that, hand sanitizer dispensers. Students must wash their hands carefully every time they use the toilet.
18. The facilities must be **ventilated** periodically, at least once a day and for five minutes. **Windows and doors** will be kept open to allow optimal ventilation. Outdoor work will be encouraged.
19. **The Montessori School of Mallorca implements the following guidelines for cleaning and hygiene:**
 - a. All children must bring their own pencil case with one **writing pencil, a rubber, a pencil sharpener, colour pencils, and scissors.**
 - b. In the event that **classroom materials** will be used by children, they will be disinfected after each use.
 - c. **Books** will be available in the book corner but will be put in a 'read' box after being read once. Assistants will remove read books and replenish the shelves. 'Read' books will be able to go back on the shelves after 24 hours have passed.
 - d. **Classroom materials** will be used by children but will be disinfected by assistants after each use.
 - e. Workstations must be cleaned and disinfected in every shift change with special attention to the furniture and other elements susceptible to manipulation, especially those used by more than one worker.
 - f. Cleaning measures will also be extended to employees' private areas, such as changing rooms, lockers, toilets, kitchens, and rest areas.
 - g. Teachers in contact with both shifts will change **clothes** between shifts.
 - h. **Cleanliness** of wastebaskets and soap, hand drying paper and hand sanitizer gel availability should be monitored frequently.
 - i. **Disinfectants** will be used as dilutions of freshly prepared bleach (1:50) or any of the disinfectants that kill germs on surfaces that are on the market and that have been authorized and registered by the Ministry of Health. Instruction of use on the label of these products will be always respected.
 - j. After each cleaning, the materials and the protective equipment used will be disposed safely, proceeding afterwards to hand washing.

20. **The use of paper documents and their circulation will be limited as much as possible.**
21. **Disposable handkerchiefs used by staff and students to dry their hands** will be discarded in wastebaskets with bags or containers protected with a lid and, if possible, operated by pedal. These bins should be cleaned frequently.
22. **All personal hygiene materials (masks, latex gloves, etc.) must be deposited in the indicated bin for trash separation** (grouping of household waste that is obtained after separate collections have been made).

IV. Safety distance

23. **Classrooms occupation and other spaces. The minimum interpersonal distance will be 2 meters.** The school will provide classrooms and other spaces to accommodate students always respecting the interpersonal distance of 2 meters. Outdoor spaces will be prioritized as much as possible.
24. **At all educational levels, spaces and distribution of people will be organized to respect an interpersonal safety distance of 2 meters.** The flow of people's movement, the distribution of spaces, and the allocation of students will be organized respecting the interpersonal security distances required at all times by the Ministry of Health.
25. **Stairs** will preferably be used. If there is an elevator, its use will be limited to essential cases and maintaining the interpersonal safety distance. In those cases when people may require assistance, their companions are going to be allowed to use the elevator as well.
26. **Whenever possible, priority shall be given to commuting options** that best guarantee the interpersonal safety distance. For this reason, it is recommended to opt active transport (on foot or bicycle) and the school will try to promote safe routes to school, in collaboration with the municipalities.
27. **The movement of students through the centre will be reduced to a minimum**, being the teachers, as far as possible, who go to the reference classroom.
28. **The access and exits to classrooms and other spaces with an interpersonal distance of 2 meters** will be organized in a staggered manner.

V. Personal prevention measures

29. **Frequent and meticulous hands washing**, at least 40 seconds with soap and water or, failing that, with hand sanitizer gel. It should be borne in mind that when hands have visible dirt, the hand sanitizer gel is not enough, and it is necessary to use soap and water.
30. **Avoid touching nose, eyes and mouth, as hands facilitate transmission.**
31. When **coughing or sneezing**, mouth and nose must be covered with the elbow flexed.
32. Maintain an **interpersonal distance of 2 meters.**
33. Use disposable **tissues** to remove respiratory secretions and throw them away after use.
34. Avoid **shaking hands.**
35. The use of **gloves** is not **generally recommended**, but it is required for food handling, diaper changing and cleaning tasks.
36. In the event that an interpersonal distance of 2 meters cannot be ensured, the staff of the Montessori School of Mallorca and all students **must use reusable hygienic masks**, as far as possible, in all areas of the school ensuring their correct use.
37. The correct **use** of a mask must be explained, as its misuse can entail a higher risk of transmission.

38. The Montessori School of Mallorca will ensure, to the extent possible, that safety distance measures are complied with. However, especially for our younger students, this may not always be feasible in all situations. In such cases, the teachers will make a **judgement** to balance safety requirements with the well-being of the children on a case by case basis, even if this may imply that social distancing measures cannot be fully complied with.
39. Students or staff of the school who **start symptoms** while at the Montessori School of Mallorca will be taken as soon as possible to a separate place in the school compound and put on a mask.

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Based on guidelines by the Spanish Ministry of Education and Professional Development