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INTRODUCTION

This manual was developed and endorsed with the help of a multidisciplinary advisory team from Universidad de los Andes. That team helped identify, minimize and safely handle the risks that might arise in reopening the school. Based mainly on the instructions and directives of the Ministry of Health and Ministry of Education, and together with the best practices of peer international schools, this document is intended to address all areas of the school and provide protocols and instructions for those areas to operate very safely during the reopening. Please note that this manual is subject to change as the health situation in the country evolves and according to new instructions that the authorities might impart. The manual is to be followed by everyone—teachers, staff, students, parents and service providers alike—who interacts in any way with the school.

In the face of the worldwide public health crisis caused by the COVID-19 pandemic, our goal is to fulfill the core academic mission of Nido following the health recommendations set down in this manual. It is important to note that we will be able to keep our community safe and healthy for the duration of the pandemic only if we all work together toward that end.

CRISIS COMMITTEE

A committee was formed at the start of the pandemic in Chile, composed of representatives of the different areas of the school. The committee has evaluated and identified the potential risks in reopening the campus. This committee has been supported by a multidisciplinary team from Universidad de los Andes that has suggested and endorsed the respective protocols. This committee is comprised of:

- Headmaster
- Business Manager
- Communications Officer
- Enrollment and Communications Director
- National Plan Director
- Head Nurse

This committee will meet at least once a week to oversee compliance with the manual, to evaluate the effectiveness of the suggested measures and to change or add new instructions, if necessary.



GENERAL CONSIDERATIONS REGARDING COVID-19

What is COVID-19?

COVID-19 is a highly contagious disease caused by a coronavirus called SARS-CoV-2. The disease is characterized by symptoms similar to a cold, but the spectrum ranges from a symptomless disease to a serious respiratory infection that may result in death. The elderly or people with preexisting conditions can be more susceptible to contracting the severest form of the illness.

How is the virus SARS-cov-2 transmitted?

This virus is spread in a way similar to other respiratory viruses, meaning from person to person via droplets. These virus-containing droplets are created while breathing, speaking, coughing or sneezing. Other people can be infected by the droplets entering the eyes, nose or mouth. The virus can also be carried on objects and infect people by touching hands, cell phones, gloves and masks, and it can even stay for days on surfaces like counters, railings, handles and the like.

There is currently no vaccine to prevent COVID-19. Personal hygiene measures (handwashing), disinfection of utensils and surfaces, wearing a mask and physical distancing are the most important measures in minimizing the risk of contagion both in and outside of the school.

What are the symptoms and signs of COVID-19?

Symptoms suggestive of COVID-19 can appear within 2 to 14 days after being exposed to the virus, although they generally appear around the fifth day.

The most common symptoms are:

- Headache
- Weakness, tiredness or fatigue
- Muscle pain
- Sore throat
- Chest pain
- Loss of sense of smell or taste
- Dry or wet cough
- Fever (37.5°C or higher)
- Nasal congestion or mucus
- Difficulty breathing
- Blueness around the lips, ears, tip of the nose or fingers



- Abdominal pain, diarrhea, nausea or vomiting

Definition of Cases and Contacts

Confirmed Case: a person whose PCR test for SARS Covid-2 is positive.

[PROTOCOL: CONFIRMED COVID-19 CASE](#)

Suspected Case: a person who has not been in contact with a positive-testing person in the 14 previous days and presents 2 or more of the symptoms of COVID-19 explained above.

[PROTOCOL: SUSPECTED COVID-19 CASE](#)

Probable Case: a person in quarantine because they have been in close contact, who presents 1 or more symptoms in any of the 14-day incubation period. No PCR test for SARS Covid-2 will be required, but rather the person will be assumed to be positive.

[PROTOCOL: PROBABLE COVID-19 CASE](#)

Close Contact: a person who was in the same physical space or area with a person testing positive for COVID-19:

- without a mask, for 2 or more hours, at a distance of less than 1 meter (approximately 3 feet);
- face to face without mask for more than 15 minutes;
- without a mask, in the same means of transport, at a distance of less than 1 meter.

For close contact, the school will use a distance of 1.8 meters (approximately 6 feet), regardless of whether or not a mask was worn, at the suggestion of the advisory team.

[PROTOCOL: COVID-19 CLOSE CONTACT](#)

High-Risk Contact: a person who arrives from anywhere abroad or a healthcare professional who was exposed to a COVID-19 patient while not wearing personal protective equipment.

[PROTOCOL: HIGH-RISK COVID-19 CONTACT](#)

LETTER OF COMMITMENT OF THE NIDO COMMUNITY DURING THE COVID-19 PANDEMIC

The school will send a letter of commitment to Nido families and to our staff and teachers before returning to class. That letter will stipulate the shared responsibilities for people's



health care during this pandemic. Families and the school must work together to minimize the risk of contagion for students and for our staff and teachers.

Some of the commitments that will be included in this document are:

- To establish a daily inspection routine before sending children to school (taking temperatures and checking for respiratory symptoms). Students must not be sent to school when at least one of the symptoms is present (and if they have siblings, all must remain at home) until they have been evaluated and COVID-19 has been ruled out by a healthcare professional.
- To give notice to the Health Unit if any member of the family has COVID-19 or has been in contact with COVID-19-positive individuals or people with respiratory symptoms; if any member of the family has travelled abroad; if anyone in the family is in preventive quarantine or isolation under a doctor's orders or is suspected of having COVID-19.
- To have families pick up their children in the shortest time possible if the Health Unit calls to let them know that they have presented any symptom of COVID-19. Students with symptoms suggested of COVID-19 must be evaluated by a doctor before being able to return to class.
- To present a family health statement in which parents must report any risky conditions of students or any member of the family that would make it medically recommendable to continue with online education until the pandemic ends.
- To hold a household quarantine if any member of the family returns from travel abroad (at this time all countries are considered to be a risk. This information must be checked depending on the evolution of the pandemic).
- Not to carpool, if possible, for the duration of the pandemic to avoid contagious settings.

PROTECTION OF AT RISK GROUPS AMONG STAFF AND FACULTY

The recommendation by the authorities and the advisory team of the Universidad de los Andes is to facilitate remote working by Nido staff and teachers who are in the at-risk group established by the Ministry of Health in relation to the COVID-19 pandemic as well as to avoid the risk of exposure to the virus on campus. These scenarios will be evaluated case by case, according to the phases established by the Ministry of Health, so that employees in this group can return safely.

The at-risk group includes the following conditions (a doctor's certificate will be requested certifying the condition):

- People over age 65
- Pregnant women



- People suffering from the following medical conditions: diabetes, high blood pressure, heart conditions, kidney disease, immune deficiency, immunosuppressive therapy or cancer.

If remote working is not possible given their position, the supervisor must speak with Human Resources to evaluate other alternatives, which will be considered case by case.

The At-Risk Staff Return Policy [may be accessed here](#).

ONGOING EDUCATION FOR THE NIDO COMMUNITY: GENERAL INFORMATION ON COVID-19, COVID-19 PREVENTIVE MEASURES AND THE USE OF PERSONAL PROTECTIVE EQUIPMENT

The entire Nido community will receive education and training in the most important aspects of COVID-19: signs and symptoms, forms of transmission, preventive measures and general instructions. The goal is for each member of our community to be able to take care of themselves and to protect others by behaving responsibly and appropriately to stay healthy.

The employees from Nido will also be given training on the use of personal protective equipment required by instruction of the authorities.

All this education will be imparted through:

- Social networks
- Campus signs and graphics
- A special COVID-19 educational platform on the Nido website
- Educational videos prepared by the Health Unit
- Educational talks by professionals from Universidad de los Andes
- On campus training for Nido faculty & staff members in small groups. This will include a tour of the premises and preventive measures on campus and a talk led by Nido's counseling team.

The Health Unit, risk prevention officer, area supervisors/directors and our teachers must constantly supervise the conduct and compliance with the preventive measures required on campus of staff, faculty, students and parents. Each member of the community must also be at all times a supervisor of these good practices and an educator.



STAFF/FACULTY PARKING ENTRANCE AND EXIT

Cars will enter through Gate 1 and the parking lot will be for exclusive use by our staff and teachers. Use will be according to availability and at all times:

- Following the instructions and signs on physical distance (1.8 meters/6 feet). There must be no hand-shaking, hugging or kissing
- Following the paths indicated to reach their work area
- Moving quickly but safely to Gate 2 to avoid any crowding

The campus will be entered only at Gate 2 or at the entrance beside the Fine Arts Building. A sanitary control will be conducted at both entrances.

Staff and teachers with reduced mobility may use the designated disabled parking spots and the ramp at Gate 2.

Outsourced services and suppliers must schedule and wait for authorization of their visits only in the afternoon in order to avoid any contact with students during the school day. They must follow all instructions in the established protocol or will otherwise not be allowed to enter the campus.

PROTOCOL: ENTRANCE OF OUTSOURCED SERVICES AND SUPPLIERS TO CAMPUS

STUDENT ENTRY/EXIT

The goal is to keep a distance between students and avoid any crowding at the entrance. There will be 3 entrances and exits. Parents will not be allowed to enter the campus in this phase of the pandemic. Parents must leave their students at the different drop-off zones designated for the activity that their child is attending and younger students will be guided by school personnel to ensure an effective observance of the rules on social distancing and appropriate sanitary control.

During the phase in November and December 2020 while campus is open for activities, cars will enter at Gate 1 (El Rodeo Avenue) and be directed to 4 different drop-off /pick-up zones, depending on the student's activity:

- **Administration Building**
- **Behind Tennis Courts**
- **Blue Courts (MS/HS Gym)**
- **Aquatic Center**

Students with reduced mobility will use the ramp beside Gate 2. Students who drive a car to school must first request a permit, and they will be designated a parking spot.



MANDATORY USE OF FACEMASK AND FACE SHIELDS

According to local law, face masks must be worn by everyone entering the campus (students, teachers, staff, parents and suppliers).

Each Nido employee will be given two washable, fluid-resistant fabric masks containing nano copper particles, certified by the Institute of Public Health (ISP) and approved by the Universidad de los Andes for their personal protection. Employees will be authorized to wear their own masks if they prefer, under authorization from their supervisor.

All employees will receive training in the correct way to put on, remove and clean face masks.

VIDEO: PUTTING ON, REMOVING AND WASHING FACE MASKS

The school will also give all its employees face shields that will be optional to use on campus. Only for cleaning staff it would be mandatory while they are doing their work. Training in the proper use and cleaning of these face shields will be given to all employees.

VIDEO: PUTTING ON, REMOVING AND CLEANING FACE SHIELDS

Students must arrive with their masks on, using whatever mask the family prefers. Each student will be asked to bring two masks every day so that they always have an alternative if one is lost or damaged. The extra mask must be carried in a closed, clean plastic bag marked with the student's name.

Parents, outsiders or suppliers entering the campus will be responsible for wearing their own mask, which will be mandatory.

The school will have extra disposable masks in case it is needed by any staff, faculty, student or parent.

SANITARY CONTROL AT EACH ENTRANCE

Nursing staff, teachers and support staff will be in charge of a sanitary control of each person entering the campus (teachers, staff and students) at the assigned entrances. This control involves the following:

- Temperature check

PROTOCOL: TEMPERATURE CHECK



- A visual inspection that face masks are being worn correctly (anyone not meeting this requirement will be sent to the Infirmary).
- Control of the physical distance between students, teachers and staff while entering.
- Supervision of hand cleaning at the alcohol gel stations at the campus entrance.
- Supervision that students follow the marked path to each school
- Control on the paths so that students move quickly but safely and do not stop to talk or play.

HAND SANITIZER DISPENSERS AND STATIONS ON CAMPUS

The goal is to have hand sanitizer dispensers throughout the campus so that our staff, teachers, students and parents can clean and disinfect their hands constantly to avoid any contagion, if possible.

Hand sanitizer dispensers or bottles will be placed in each classroom, office and restroom and will be constantly inspected to confirm that they are full at all times.

Mobile hand sanitizer dispensers will also be installed at entrances, in common spaces, corridors, stairwells, break and recess areas, so that everyone on campus can easily clean their hands.

Mobile stations and dispensers will be visibly marked. Videos and graphics will be shown constantly to educate employees, teachers and students in the correct technique to apply hand sanitizer.

[VIDEO: HOW TO USE ALCOHOL GEL](#)

NEW CLASSROOM DISTRIBUTION

The goal is to protect teachers and students from possible contagion by imposing the physical distance recommended by our consulting team.

The desks of teachers and students will be distributed inside the classroom at a distance of 1.8 meters between each other, with an aisle 3 meters wide at the center for the teacher to move around if the size of class permits this. All of the student desks must look towards the teacher (so that no students are facing each other). The shared work tables used in the HS and MS will be replaced by individual desks.

This will de-densify classrooms, leaving a maximum allowable capacity of 12 people per room (including the teacher).



All the infrastructure and furnishings not required in the classroom (armchairs, auxiliary tables, bookshelves, rugs, etc.) will be removed to accomplish this new classroom distribution. A minimum of materials and infrastructure possible must be left in classrooms to encourage a better cleaning and disinfection and to keep students from storing materials that might be contaminated and infect other students.

The EYS, ES and HS divisions will use the same room all the time. Each group will have a classroom and the teacher will move from one room to another when necessary. Due to the academic curriculum of the MS division, student groups will rotate through the rooms they must need to. Manipulable materials and surfaces will be cleaned (handles, alcohol gel dispensers, etc.) each time there is a change in room so that the new group of students always arrives in a disinfected room. Cleaning kits will also be placed in each room so that each student can clean their workstation before class begins.

Students may not enter rooms with backpacks or bags, just with the items needed to participate in the class. Each student must have their own personal school utensils or work materials, to be kept in a plastic box marked with their name if applicable.

WELLNESS AND SPORT AFTER SCHOOL ACTIVITIES

The after school activities (optional) will have a limit on the number of students per activity and the recommended sanitary measures must be adopted (wearing a mask and respecting the physical distance). The activities must be conducted preferably outside, with a strict control of the materials to be used:

- Materials may not be used collectively, only individually
- Those materials must be cleaned and disinfected after use.

PROTOCOL: USE AND CLEANING OF SPORTS EQUIPMENT

NEW DISTRIBUTION OF ADMINISTRATIVE OFFICES

The goal is to reduce the risk of contagion in the offices where our administrative staff work, following the suggestions of the consulting team and the instructions of the authorities regarding the distance between employees.



Only offices that have natural ventilation or some system of air recirculation may be used (air conditioning is not an alternative). Offices with no ventilation will be closed.

There must be hand sanitizer dispensers or hand sanitizer bottles in each office.

The work stations must be 1.8 meters apart and not facing each other.

Acrylic dividers will be installed on the desks exposed to the public (assistants, receptionists, finance area, counselors, etc.), which considerably reduces face-to-face contact with other people and are also easy to clean. Visitors must sit 1.8 meters from employees.

Each office must have a poster at the entrance indicating the maximum number of people allowed inside. Staff must supervise compliance with that number.

The direct supervisors of each area must check that the distancing measures, number of people, appropriate ventilation, alcohol gel, acrylic dividers, etc are being followed. Other offices or rooms may be used, if necessary, to separate employees, or a system of shifts established to de-densify offices.

CAMPUS CLEANING AND DISINFECTION

The main goal will be to minimize the risk of contagion to our staff, teachers, students and parents by contaminated surfaces, material and infrastructure on campus, inside classrooms, in common areas, at entrances, in restrooms, etc.

To do this, several cleaning protocols were designed following the instructions of the Ministry of Health and the recommendations of our advisory team from the Universidad de los Andes. The protocols require our cleaning staff to wear the personal protective equipment needed to reduce/avoid the risk of contagion at all times.

PROTOCOL: CLEANING AND SANITIZATION PRIOR TO OPENING THE CAMPUS

This cleaning will be done before the campus is re-opened. All common areas, classrooms, offices and restrooms will be cleaned and sanitized.

PROTOCOL: CLEANING AND DISINFECTION AT THE END OF THE SCHOOL DAY

This cleaning will be done at the end of the school day (when no students, teachers or staff are present (restrooms, classrooms, offices, corridors, stairs, campus entrances, etc.)).



PROTOCOL : CLEANING AND DISINFECTION DURING THE SCHOOL DAY

This cleaning will be done in the different divisions at the times when students are on a break or at recess, approximately at the mid-part of the day. Students in the upper schools will also have cleaning kits in their rooms and will be instructed to clean their workplaces themselves after their breaks and recesses and before returning to class, under teacher supervision.

PROTOCOL: CLEANING AND SANITIZATION BECAUSE OF A CASE OF COVID-19

This cleaning will be done in the defined area each time anyone on campus is reported to be a case of COVID-19 (student, teachers and staff).

USE AND CLEANING OF BATHROOMS

A special cleaning routine will be established for all restrooms on campus. A cleaning crew will be dedicated exclusively to restroom cleaning and disinfection approximately every 30 minutes during the school day. Soap, paper towels, toilet paper and hand sanitizer will be restocked frequently.

PROTOCOL: CLEANING AND DISINFECTION OF RESTROOMS

A restroom will be assigned to each classroom and office so that there is an appropriate distribution of students and staff and no crowding.

Students will be assigned times to go to the restroom in order to avoid exceeding the maximum capacity of each. They may be used outside of the designated time under authorization from a teacher and only in emergencies.

Teachers and staff will also have exclusive-use bathrooms designated for their work area that will also be cleaned frequently.

The instructions on the use of each restroom will be visibly posted at the entrance and will be directed toward the following important points:

- Number of users (maximum capacity of people inside the bathroom)
- Preventive measures: hand-washing, use of alcohol gel
- Lavatories and toilets that are usable to respect the physical distance.



FREQUENT HAND WASHING

Hand-washing is considered to be one of the most important preventive measures in containing the virus.

We will be constantly educating students, staff, teachers and parents in how to wash hands properly.

VIDEO: HAND-WASHING TECHNIQUE

We will also provide information on the preventive measures to avoid infection, which includes frequent hand-washing.

VIDEO: COVID-19 PREVENTIVE MEASURES

It is very important for teachers and the infirmary team to supervise hand-washing to ensure that it is done correctly. We will post signs in the restrooms and the infirmary team will supervise hand-washing during breaks and recesses.

Hand-washing, or cleaning hands with alcohol gel, is mandatory:

- Before eating
- After going to the restroom

VENTILATION OF CLASSROOMS AND OFFICES AND CLEANING OF PERSONAL WORK AREAS

The goal is to avoid viruses in classrooms and offices. The recommendation of the advisory team of the Universidad de los Andes is to ventilate spaces frequently during the day.

Ventilation routines have been established for classrooms and offices: at least 10 minutes every 1 hour during the day. If weather allows, windows must be kept open during the school day. Classrooms and offices that have no natural ventilation **MUST NOT** be used.

Each teacher and staff member will be responsible for their personal work area and for cleaning it frequently throughout the day. Each workstation will be individual and must not be shared or used by another person. Students will not be allowed to approach the teacher's desk or to handle the teacher's work material.



Each teacher and staff member will be given a cleaning kit containing materials appropriate for cleaning desks, computers, keyboards, phones and the like.

The ventilation routines will be reinforced by signs in each classroom and office.

PROTOCOL: CLEANING AND DISINFECTION OF TECH EQUIPMENT

MATERIALS/ITEMS AND FACILITIES FORBIDDEN DURING THE PANDEMIC

Until new instructions are received from the authorities or at least until we advance further in the return to a new normalcy, some materials and specific items will be forbidden given their shared use and that they may constitute a risk of contagion among students and teachers.

These materials and items are:

- Shared musical instruments. Only individual instruments owned by each student will be allowed
- Shared materials of the drama and art rooms
- Gym equipment (cushions, weights, ropes, balls, etc.) that are used in group games/activities. The individual use of some materials will be allowed after a validation of the protocol on their use and cleaning.
- Educational materials or games: wood or plastic blocks, toys, cushions, stuffed animals, classroom books, etc.
- Playgrounds will be closed until the authorities authorize their use.
- Drinking fountains may only be used to fill personal water bottles. They will be open and cleaned frequently during the school day according to the plan.
- Kitchen utensils (plates, cups, microwave oven, silverware, etc.) in the teachers' rooms.

The facilities that will be closed at least during the first stage of opening or until the authorities authorize their use are:

- The Aquatic Center (pool) until Lo Barnechea enters Step 4 of the *Paso a Paso* plan (no use of changing rooms permitted)
- The Media Center (library)
- Gym changing rooms
- Cafeterias



Students will not be allowed to enter these facilities.

The athletic fields may be used by students provided the physical distance of 1.8 meters is respected and the maximum number of people is not exceeded, as instructed by the Ministry of Education and the Ministry of Health. As recommended by the consultant team from Universidad de los Andes, face masks will have to be worn even during outside activities.

LIBRARY PICK-UP AND BOOK DROP-OFF

The goal is to avoid crowding and unnecessary contact between students, staff and teachers in the library.

Books will be checked-out and checked-in to the library online, at least until the authorities issue instructions otherwise. This is to avoid unnecessary risk in this area.

The library will remain closed to students and will operate following the protocols below.

The books and materials that are returned must be appropriately cleaned and disinfected as explained in the next protocol.

PROTOCOL: CHECKING OUT, RETURNING AND CLEANING LIBRARY BOOKS

MEAL SERVICE (SODEXO) AND CAFETERIAS

The school will not offer meals to students in the first phase of return to the campus to avoid crowds in a common space. The school hours set for students during the hybrid model does not include lunch on campus.

Both cafeterias will be closed to students, which will be appropriately indicated.

A basic pre-prepared meal service (no food preparation on campus) will be available to staff and teachers. The sanitary measures recommended by the authority must be respected.

PROTOCOL: SALE AND DELIVERY OF PREPARED MEALS BY SODEXO

Teachers and staff will be authorized to use the cafeteria or teachers' room to heat or prepare food only by following the maximum capacity of each room and the rules defined



on them. Employees who eat on campus must do so in their own classroom or office, or outside, respecting the physical distancing and hand-washing signage.

INDIVIDUALS ARRIVING FROM ABROAD

Any member of our community (teachers, students, staff and parents) coming from abroad must give the Health Unit notice of the date of entry to the country, the place from which they came, and if there is any sign or symptom suggestive of COVID-19.

Individuals coming from abroad may not enter campus for 14 days after arrival in Chile, even if they have been excused from the government-mandated self-quarantine. They must go to a doctor and follow any physician recommendations should any symptom of COVID-19 appear.

This instruction applies to all members of the family living in the same house. Therefore, if a parent travels, the entire family must remain in quarantine and no student may attend classes.

The Health Unit must track the student/staff member/teacher/family member during the quarantine. The individual may return to class or work only under authorization from the Health Unit.

SIGNAGE AND GRAPHICS FOR ONGOING EDUCATION

The goal will be for our community to adhere to the sanitary rules imposed by the authorities to the utmost possible throughout the entire time that the pandemic lasts. An audiovisual and graphic (flyers, banners and posters) campaign will be conducted with information on COVID-19 and the preventive measures to avoid contagion.

Signs and banners will be installed around the campus, especially in classrooms, offices, restrooms, entrances, corridors, the parking area and common areas (areas for breaks and recesses).

Stage 1 - Prior to the Return to Class

- Education of staff and teachers in COVID-19 and the preventive measures recommended to avoid contagion.
- Education of parents and students in COVID-19 and the preventive measures recommended to avoid contagion



[VIDEO: COVID-19 PREVENTIVE MEASURES](#)

[VIDEO: COVID-19 INFORMATION](#)

[VIDEO: DEFINITION OF CASES OF COVID-19 AND CLOSE CONTACT](#)

- The experts on our consulting team from the Universidad de los Andes will provide online talks to parents, teachers and staff about important aspects of COVID-19, how to prevent contagion at the school and what to do when cases are confirmed, suspected or there has been close contact. These talks will be given online and will be mandatory for our community. [We are sharing with you here](#) a document that includes important aspects of the current protocols from the Ministry of Health (MINSAL) in the event that you or someone in your household is diagnosed with the virus, available in English and Spanish.
- Training of all employees in personal protective equipment that will be provided by the school.

[VIDEO: PUTTING ON, REMOVING AND CLEANING MASKS](#)

[VIDEO: PUTTING ON, REMOVING AND CLEANING FACE SHIELDS](#)

- Distribution of signs in parking lots, at entrances, inside classrooms, offices, restrooms, corridors, paths to the different schools and common areas (breaks/recesses).
- Welcoming video showing new signage, new infirmary location, and health and safety measures on campus.

Stage 2 - During the Return of School

- Clear and visible signs in parking lots, at entrances, in classrooms, offices, restrooms and corridors regarding: protective and preventive measures, maximum number of people, physical distancing, etc.
- Clear and visible signs forbidding the use of certain facilities and materials: yards, playgrounds, library, cafeterias, gymnasiums, meeting rooms, theater, aquatics center, athletic fields, drinking fountains, etc.
- Times set for each division to watch educational videos or short videos containing important information (hand-washing, COVID-19 preventive measures)

[VIDEO: HAND-WASHING TECHNIQUE](#)

[VIDEO: USE OF ALCOHOL GEL](#)

[VIDEO: COVID-19 PREVENTIVE MEASURES](#)

[VIDEO: COVID-19 INFORMATION](#)

[VIDEO: DEFINITION OF CASES OF COVID-19 AND CLOSE CONTACT](#)

- Social media and the school's website will be used to provide constant, important information on COVID-19.
- Ongoing supervision by the Health Unit and Risk Preventionist officer of students, teachers, staff and parents and their self-care conduct.



HOTLINE FOR COVID-19 QUESTIONS

The school will set up an email address for our community to ask questions about COVID-19. The Health Unit will be the liaison to direct questions and concerns of the Nido community to professionals at the Universidad de los Andes and communicate their responses.

This service is not a medical consultation. It is only intended to provide orientation and to answer questions about situations that do not constitute a medical emergency.

The email for this purpose is infocovid@nido.cl.

EMERGENCY AND CAMPUS EVACUATION PROCEDURES

In a real emergency, the evacuation of the campus must be quick and orderly, before adopting COVID-19 preventive measures. Therefore, the existing protocols must be followed while endeavoring to follow the preventive measures as best possible.

In an emergency drill, the preventive health measures indicated by the authority must be followed. The recommendation of the consulting team for emergency and evacuation drills is:

- Endeavor to maintain a one-way flow in evacuations to avoid coming face to face with other people.
- Maintain a physical distance of 1.8 meters between people to the extent possible.
- Use segmented returns to facilities, following preventive measures and avoiding crowding.
- The safety zones must have signs indicating the physical distance to be kept in each zone.
- use of mask at all times

HEALTH UNIT AND HEALTH PROTOCOLS

In order to have an appropriate and safe place to provide medical and trauma care to students, staff and teachers during this pandemic, the school will move the Health Unit to the area used for the ES cafeteria/gym. At the recommendation and endorsement of our advisory team, this place was deemed appropriate because it has the necessary physical characteristics to provide health care at a minimum risk to infirm staff and patients:



- A wide space
- Natural ventilation
- Restrooms
- 2 different entrances to separate accesses
- Sufficient space to add a waiting room isolated from the rest for Covid-19 suspicious patients
- It is close to the parking lot
- Emergency vehicles have direct access

Health Unit During the Pandemic (Gym/ES Cafeteria)

The infirmary team (3 nurses and 1 physical therapist) will follow the necessary health recommendations during this phase of the reopening. The functions of the infirmary team will include:

- Taking the temperature of staff, faculty and students upon entry. Teachers and staff members will provide support in this procedure according to established shifts (sanitary support crew).
- Handling of patients who have a temperature upon entry in the infirmary, isolating them and coordinating their pick up.
- Ongoing supervision and education of staff, teachers and students during entry regarding preventive measures (social distancing, use of a mask, cleaning hands with hand sanitizer, etc.)
- Attention in the infirmary for all consultations requested during the school day (respiratory and trauma care)
- Supervision and education of students during breaks and recesses
- Supervision and education during the established restroom times (hand-washing and social distancing)
- A second temperature check during breaks/recesses of ES and MS students
- On-site care of non-respiratory cases that can be handled in the classroom so that they are not sent to the infirmary, to avoid crowding
- Supervision and control of students while they leave from school
- Control and supervision of cleaning crew while cleaning the infirmary, restrooms and common areas where students will take their breaks
- Keeping a record of respiratory cases, confirmed cases of COVID-19, household quarantines and isolation of staff, teachers and students
- Managing the hotline with professionals of the Universidad de los Andes to answer the community's questions and doubts.

Entrance to the Health Unit by type of care:



ACCESS 1 (RESPIRATORY)

Exclusively for patients presenting respiratory symptoms:

- fever
- cough
- sore throat
- nasal congestion
- muscular pain and a run-down feeling
- headache
- difficulty breathing
- stomach aches in small children, diarrhea and vomiting

ACCESS 2 (TRAUMA AND OTHERS)

Exclusively for patients who have suffered a trauma and need other non-respiratory care:

- contusions
- wounds and scrapes
- foreign bodies
- bleeding
- muscular pain or tears in patients with a trauma history
- bites
- allergies with a local reaction
- dental problems
- check-up of chronic patients

Rules Regarding Care In The Infirmary During The COVID-19 Pandemic

1. Everyone entering the infirmary must wear a mask.
2. The staff, teachers and students who visit the infirmary for respiratory concerns must enter through entrance 1 (respiratory care), which will be appropriately marked. Teachers who send students with respiratory symptoms to the infirmary must first call the infirmary to give notice that they are sending that student.
3. Both doors entrances to the infirmary will be kept open and patients must wait outside in a line (maintaining the marked physical distance) until the nurse lets them in through the corresponding entrance, after taking a quick medical history and temperature control.



4. Everyone entering the infirmary must clean their hands with hand sanitizer that will be at both entrances to the Health Unit.
5. No more than 20 people at a time may be in the infirmary at a time. If the infirmary is at full capacity, students will have to wait in another room while keeping the appropriate social distance (MPB, provided they are watched by an adult). The nurse will evaluate each case individually in emergencies.
6. The infirmary staff must always wear the recommended personal protective equipment: a mask and face shield. And if they are attending to respiratory patients, they must wear a disposable apron and gloves if the person is suspected of having COVID-19.
7. There will be one cleaning crew member on site at all times who will clean and disinfect floors, surfaces, handles, specific materials, bathrooms and remove garbage constantly throughout the school day (7:00 am to 3:30 pm).
8. The cleaning crew must clean and disinfect the infirmary at the end of the school day to leave it ready for the next day.
9. All patients who show 1 or more symptoms of COVID-19 will be taken to the respiratory patient waiting zone (inside the infirmary). Parents will be contacted to pick them up as soon as possible (no more than 20 minutes). Once the parent arrives to pick the student up, the guards must give notice to the infirmary and the nurse will take the student to Gate 2 to be handed over to the parent in the pick-up zone. Parents will not be allowed to enter the infirmary.
10. The parents of patients being cared for in the trauma/non-respiratory area will be called to pick them up and take them home to rest or to a clinic for evaluation if needed. These patients (provided their condition allows) must wait for their parents in the reception area in the administration building (admissions office), where they will be supervised by an adult until they are picked up.
11. If a student must be taken to a clinic, the ambulance will enter through the old gate on Nido de Aguilas Street after coordinating with the security team.
12. A medical assessment and medical certificate will be required for ALL students who are sent home with respiratory symptoms that may be suggestive of COVID-19. The certificate must indicate the diagnosis and the time of recovery before they will be allowed to re-enter the school.



13. All care provided at the infirmary during the school day must be input in the medical record of each student, in Powerschool. A respiratory illness tracking record for respiratory patients will also be filled in that must be updated until the student is released by a medical professional. This record will also be completed for students who report respiratory diseases being treated at their homes.

Parents will have the obligation to inform the Health Unit (cdepetris@nido.cl) if anyone in their family is under evaluation or with respiratory symptoms, is awaiting the results of a COVID-19 PCR test or has been diagnosed with COVID-19. The Health Unit can then evaluate whether there was any close contact between that student and others who need to be put in quarantine or notified so that they can watch for any respiratory symptoms to prevent an outbreak.

Any staff member or teacher with symptoms suggestive of COVID-19 must immediately go to the medical center of their choice where they will receive medical care. These individuals may not return to the school until their tests results come in and a medical certificate is issued stating that they have followed all instructions. If a case of COVID-19 is diagnosed, notice must be given to the Human Resources Office and to the Health Unit. The nurse will fill in a tracking record to supervise compliance with the proper isolation and also evaluate whether anyone needs to be informed who might have been in close contact. If the symptoms are very suggestive of COVID-19 and there has been close high-risk contact with other Nido staff, , the nurse may decide to send them to quarantine while awaiting the results of the sick individual.

The instructions in the most recent protocol issued by the Ministry of Education (MINEDUC Protocolo Apertura Escuelas) must be followed for confirmed cases of COVID-19 at the school:

- 1 member of the staff or a teacher diagnosed with COVID-19 who was physically on campus during the days of his/her contagious period: the school must evaluate closure for 14 days of grade level, division or complete campus. Nido will follow the recommendation of our consulting team to decide the best safest option according to each case.
- 1 student diagnosed with Covid-19 who was physically on campus during the days of his/her contagious period: the classroom of the affected student will be suspended and all the students in that class will undergo preventive quarantine. Close contacts of the affected student will also be sent on quarantine. Evaluation of the case will be discussed with the consulting team to decide the safest option.
- 2 or more students diagnosed with Covid-19 who were physically on campus during the days of their contagious period: the school must evaluate closure for 14 days of



grade level, division or complete campus. We will follow the recommendation of our consulting team to decide the better and safest option according to each case.

CONCLUSION

It is vitally important to consider that given how new this disease is and the dynamics of the pandemic, this Manual may be revised from time to time by the school's crisis committee as the national and international evolution of the virus changes.

The crisis committee will also evaluate and oversee compliance with the instructions in this Manual and review and add new instructions or measures that the health authority requires as we move on to the following phases of the pandemic.

Santiago, November, 2020

