



REOPENING MANUAL
COVID-19 PANDEMIC
2021-2022 SCHOOL YEAR

INTRODUCTION	5
CRISIS COMMITTEE	5
GENERAL CONSIDERATIONS REGARDING COVID-19	6
What is COVID-19?	6
How is the virus SARS-cov-2 transmitted?	6
What are the symptoms and signs of COVID-19?	6
Definition of Cases and Contacts	7
COMMITMENT OF THE NIDO COMMUNITY DURING THE COVID-19 PANDEMIC	8
ONGOING EDUCATION FOR THE NIDO COMMUNITY: GENERAL INFORMATION ON COVID-19, COVID-19 PREVENTIVE MEASURES AND THE USE OF PERSONAL PROTECTIVE EQUIPMENT	8
STAFF/FACULTY PARKING ENTRANCE AND EXIT	9
STUDENT ENTRY & EXIT	10
MANDATORY USE OF FACE MASKS	11
USE OF FACE SHIELDS	13
HAND SANITIZER DISPENSERS AND STATIONS ON CAMPUS	13
NEW CLASSROOM DISTRIBUTION	14
DIVISIONAL SCHEDULES	14
BREAKS AND RECESSES	14
WELLNESS AND SPORT AFTER SCHOOL ACTIVITIES	15
NEW DISTRIBUTION OF ADMINISTRATIVE OFFICES	15
CAMPUS CLEANING AND DISINFECTION	16
USE AND CLEANING OF BATHROOMS	16
FREQUENT HAND WASHING	17
VENTILATION OF CLASSROOMS AND OFFICES AND CLEANING OF PERSONAL WORK AREAS	17
MATERIALS/ITEMS AND FACILITIES	18
SCHOOL BUSES	19
LIBRARY	20
MEAL SERVICE AND CAFETERIAS	20
INDIVIDUALS ARRIVING FROM ABROAD	20
SIGNAGE AND GRAPHICS FOR ONGOING EDUCATION	20



HOTLINE FOR COVID-19 QUESTIONS	21
EMERGENCY AND CAMPUS EVACUATION PROCEDURES	22
HEALTH UNIT AND HEALTH PROTOCOLS	22
Health Unit During the Pandemic	22
Rules Regarding Care In The Health Unit During The COVID-19 Pandemic	22
Protocols Regarding Close and Secondary Contacts and Closures	23
VACCINATION REGISTRY	24
CONCLUSION	25
UPDATES	25
APPENDIX	26
PROTOCOLS	26
PROTOCOL: CONFIRMED COVID-19 CASE	26
PROTOCOL: SUSPECTED COVID-19 CASE	26
PROTOCOL: PERSON UNDER COVID-19 ALERT	26
PROTOCOL: COVID-19 CLOSE CONTACT IN AN OUTBREAK	26
PROTOCOL: PROBABLE CASE	26
PROTOCOL: COVID-19 CLOSE CONTACT	26
PROTOCOL: ENTRANCE OF OUTSOURCED SERVICES AND SUPPLIERS TO CAMPUS	26
PROTOCOL: CLEANING AND DISINFECTION AT THE END OF THE SCHOOL DAY	26
PROTOCOL: CLEANING AND DISINFECTION DURING THE SCHOOL DAY	26
PROTOCOL: CLEANING AND SANITIZATION BECAUSE OF A CASE OF COVID-19	26
PROTOCOL: CLEANING AND DISINFECTION OF RESTROOMS	26
PROTOCOL: CLEANING AND DISINFECTION OF TECH EQUIPMENT	26
PROTOCOL ART CLASSES	26
PROTOCOL MUSIC CLASSES	26
PROTOCOL PHYSICAL EDUCATION CLASSES & USE OF GYMNASIUM	26
PROTOCOL: BUS SERVICE	26
PROTOCOL: BUS CLEANING AND DISINFECTION	26
PROTOCOL: CHECKING OUT, RETURNING AND CLEANING LIBRARY BOOKS	26
PROTOCOL: SALE AND DELIVERY OF PREPARED MEALS BY SODEXO	26
PROTOCOL LUNCH TIME FOR STUDENTS	26
PROTOCOL LUNCH TIME FOR FACULTY & STAFF	26
PROTOCOL FOR POOL & CHANGING ROOMS	26
PROTOCOL FOR THE THEATER	26
VIDEOS	27
VIDEO: HAND-WASHING TECHNIQUE	27
VIDEO: USE OF ALCOHOL GEL	27
VIDEO: COVID-19 PREVENTIVE MEASURES	27
VIDEO: COVID-19 INFORMATION	27



VIDEO: DEFINITION OF CASES OF COVID-19 AND CLOSE CONTACT	27
VIDEO: PUTTING ON, REMOVING AND CLEANING MASKS	27
VIDEO: PUTTING ON, REMOVING AND CLEANING FACE SHIELDS	27



INTRODUCTION

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.

This manual was developed and endorsed with the help of a multidisciplinary advisory team from Universidad de los Andes who helped identify, minimize and safely handle the risks that might arise in reopening the school.

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 and aerosols. 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. And there's also a very low chance of contracting the virus through contact of surfaces and manipulatives (touching hands, cell phones, gloves and masks, etc.)

There are vaccines that have been approved and the distribution and administration of these vaccines is coordinated by the Ministry of Health (MINSAL). In June 2021, Chile approved the Pfizer vaccine for children between the ages of 12 - 17 and in September, the MINSAL approved the vaccination for children between the ages of 6-17 years old with CoronaVac. Personal hygiene measures (handwashing), disinfection of utensils and surfaces, wearing a mask, and physical distancing continue to be 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 10 days after being exposed to the virus, although they generally appear around the fifth day.

The cardinal symptoms are:

- Loss of sense of smell
- Loss of taste
- Fever (37.5°C or higher)

Other symptoms include:

- Headache
- Weakness, extreme fatigue
- Muscle pain



- Sore throat
- Chest pain
- Dry or wet cough
- 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

Probable Case: a person who presents 2 or more symptoms and has been in close contact with a confirmed case. 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

Suspected Case: a person who has not been in contact with a positive-testing person in the 10 previous days and presents 1 or more cardinal symptoms or 2 or more of the other symptoms of COVID-19.

PROTOCOL: SUSPECTED COVID-19 CASE

Close Contact: a person who was in the same physical space or area with someone who tested positive for COVID-19 2 days before to 10 days after the start of the symptoms or, if they are asymptomatic, 2 days before to 10 days after a positive PCR test.

According to Nido's advisory team and aligned with international recommendations, the following circumstances will be considered a close contact*:

- Indoors at a distance of less than 1 meter for 2 or more hours with or without mask use.
- Without a mask at a distance of less than 1 meter for 15 minutes or more indoors or outdoors.
- A shared household, including live-in household employees.
- Sharing the same means of transportation at a distance of less than 1 meter and/or without a mask.
- An Early Years School classroom using the "bubble and tether" model
- All contact of a person who tests positive with the Delta variant, (regardless of the distance, use of mask, and length of exposure) will be considered a close contact. In this case, the School will follow the instructions of the Seremi.



**Note: In the event of a probable or confirmed case the classroom, shared transportation group, and after-school activity group will also be considered a close contact.*

PROTOCOL: COVID-19 CLOSE CONTACT

COMMITMENT OF THE NIDO COMMUNITY DURING THE COVID-19 PANDEMIC

Nido families and to our staff and faculty share the responsibility for caring for people's health 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 include:

- 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. They must be evaluated by a healthcare professional or get a negative PCR or antigen test taken in a laboratory validated by health authorities before returning to campus.
- To **give notice to the Health Unit** if any member of the family has COVID-19 or is a suspected case.
- 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 a symptom of COVID-19. Students with possible symptoms of COVID-19 must be evaluated healthcare professional or get a negative PCR or antigen test taken in a laboratory validated by health authorities before returning to campus.
- To follow the government's instructions regarding travel abroad. This information must be checked depending on the evolution of the pandemic and informed to the Nido Health Unit.

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 has received 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 have also been given training on the use of personal protective equipment required by instruction of the authorities.

All this education is imparted regularly 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

The Health Unit, risk prevention officer, area supervisors/directors, teachers and student sanitary crew 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. Faculty and staff may park in the designated staff areas in the main parking lot, the parking area by the guardhouse before the school exit, the tennis courts, Aguilitas, Upper Parking Lot and Aquatics Center. Use will be according to availability. At all times, staff must:

- Follow instructions and signs on physical distance (1 meter/3 feet).
- Avoid crowding, hand-shaking, hugging or kissing
- Follow the paths indicated to reach their work area

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. 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

- **EYS:** Students in PK and K1 should be dropped off and picked up from outside the EYS building by their parents. EYS parents can use the parking in front of the admin building. Parents should immediately head back to their car and avoid socializing.
- **Elementary:**
 - **Grades K2, 1 & 2:** Parents should drop off their children at the Rotonda and pick them up at International Park. Parents can park and will be allowed through the main entrance after 2:25 pm.
 - **Grades 3, 4 & 5:** Parents should drop off their children at the Rotonda or the Bus Island. To pick them up, **park and meet your child at the Bus Island.**
 - Older students will continue to be picked up with their youngest **sibling.**
- **Middle School & High School:** Parents can drop their children off at the Rotonda, Bus Drop-Off Area, and Upper Parking Lot. For pick-up they can use the inner circle or park and wait for their child.
- **Buses arrive and leave from the outer circle of the Rotonda.**
- Student drivers can park in the upper court parking lot.

Student, Faculty & Staff will enter campus through on of these following entrances:

- Ramp on maintrance (EYS)
- Main entrance
- Green Theater Gate
- Blue Gate by upper parking lot
- Aguilitas (only staff and children that come with staff)

Students that use the bus transportation service will be dropped off and picked up at the upper parking lot and enter through the Blue Gate.

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. They must enter the campus at the entrance corresponding to their division.





MANDATORY USE OF FACE MASKS

According to local law and [MINEDUC's latest protocols](#), face masks must be worn by everyone entering the campus (students, teachers, staff, parents and suppliers). While masks in the Early Years School are mandatory based on the recommendation from the Universidad de los Andes advisory team to reduce the spread of COVID-19, the EYS recognizes there are specific instances when wearing a mask may not be feasible for the youngest students.

All Nido employees are provided with one box of 50 surgical masks per month. All community members receive regular training in the correct way to put on, remove and



dispose of or store face masks. When disposing of masks, community members are asked to cut the ear loops to protect wildlife.

VIDEO: PUTTING ON AND REMOVING FACE MASKS

Students must arrive with their masks on and must come with a sterile back-up mask, but additional masks will always be available for students as needed.

MASK GUIDELINES:

- Surgical masks must be changed every 4 hours, after PE class or when they become humid. Students are recommended to label their masks with their name and AM or PM. All students will be required to change their surgical mask at lunch time.
- KN95/K95 masks may be used every other day for up to 3 days of 8 hours total each day. They may be stored in a clean, breathable paper bag between uses.
- Ensure mask fits snugly against the sides of your face and don't have gaps
- Mask must cover the nose, mouth and under the chin

DO NOT CHOOSE MASKS THAT:

- Are made of cloth unless it is used as a second layer over a surgical mask
- Have exhalation valves or vents, which allows virus particles to escape

A face shield will be accepted only as a complement of the face mask and not as a replacement.






Each student is required to bring a back-up mask every day so that they change their mask at lunchtime and 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 who are visiting campus by appointment are responsible for wearing their own surgical or KN95/K95 mask, which is mandatory.

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



MASK REQUIREMENTS AND GUIDELINES

SURGICAL MASK	KN95/K95 MASK	PROHIBITED MASKS
 <p>Dispose of and wear a new mask every 4 hours or when it becomes humid.</p> <p><i>*Students are recommended to label their masks with their name and AM or PM.</i></p>	 <p>May be worn for up to 8 hours in one day and up to 3 non-consecutive days. Store in a clean and breathable paper bag between uses.</p> <p><i>*Students are recommended to label their masks with their name and alternating days of the week.</i></p>	 <p>CLOTH MASKS</p>  <p>MASKS WITH VALVES</p>  <p>SCARVES OR NECK GAITERS</p>



Updated February 2021

When disposing of masks please cut ear loops to protect wildlife.

USE OF FACE SHIELDS

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

VIDEO: PUTTING ON, REMOVING AND CLEANING FACE SHIELDS

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 are available in each classroom, office and restroom and constantly inspected to confirm that they are full at all times.

Mobile hand sanitizer dispensers are available at entrances, in common spaces, corridors, stairwells, break and recess areas, and everyone on campus can easily clean their hands.



Mobile stations and dispensers are visibly marked. Videos and graphics are used regularly 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 the MINSAL, MINEDUC and our consulting team.

The desks of teachers and students will be distributed inside the classroom at a minimum distance of 1m between each other. The number of desks at this spacing will define the maximum number of students. When possible, the student desks look towards the teacher so students are not facing each other.

All the infrastructure and furnishings not required in the classroom have been removed to accomplish this new classroom distribution. A minimum of materials and infrastructure possible was left in classrooms to encourage better cleaning and disinfection.

Students may enter rooms with backpacks or bags and must place them under their individual desk. 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.

DIVISIONAL SCHEDULES

For schedules, refer to the divisional guidelines available in the Parent Portal.

Schedules are subject to change according to the course of the virus and local regulations from the Ministry of Health and the Ministry of Education.

BREAKS AND RECESSES

Breaks and recess schedules will vary per division. All breaks and recesses are supervised by an adult (head teacher or designated teacher) to ensure compliance with the preventive measures: physical distance, use of face mask and cleaning of hands.

The cleaning crew must clean each break/recess area at the end, refill the alcohol gel stations if necessary, and dispose of any garbage.



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:

- Nido sports practices, activities, facility usage, and safety precautions will be guided by the step-by-step recommendations of the Ministry of Sport and the Universidad de los Andes.
- All Nido equipment and materials will be disinfected at the end of each day. Each practice/activity will be allocated sanitized equipment to start each session.

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 a system of air purification 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 1m 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 1m from employees.

Each office has 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 establish a system to de-densify offices.



CAMPUS CLEANING AND DISINFECTION

The main goal is 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 DISINFECTION AT THE END OF THE SCHOOL DAY

All classrooms, restrooms, offices, corridors, stairs, campus entrances, etc. are cleaned at the end of the school day when no students, teachers or staff are present.

PROTOCOL: CLEANING AND DISINFECTION DURING THE SCHOOL DAY

Students in the upper schools will also have cleaning kits in their rooms and are responsible for cleaning 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 has been established for all restrooms on campus. A cleaning crew is dedicated exclusively to restroom cleaning and disinfection regularly throughout the school day. Soap, paper towels, toilet paper and hand sanitizer will be restocked frequently.

PROTOCOL: CLEANING AND DISINFECTION OF RESTROOMS

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 are visibly posted at the entrance regarding:

- 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.
- An additional lavatory will be installed outside every bathroom for handwashing

FREQUENT HAND WASHING

Hand-washing is considered to be one of the most important preventive measures in containing the virus. The School is regularly educating students, staff, teachers and parents in how to wash hands properly.

VIDEO: HAND-WASHING TECHNIQUE

The School also provides information on other preventive measures to avoid infection.

VIDEO: COVID-19 PREVENTIVE MEASURES

It is very important for teachers and the infirmity team to supervise hand-washing to ensure that it is done correctly and regularly. Signs have been placed in the restrooms and the infirmity team and teachers 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. Per the advisory team, use of air conditioning is not permitted in our buildings, and ventilators and fans may only be used when there are no students in the classroom during breaks and recess time.

Windows and doors should be open during the entire school day for ventilation. In cold weather months, community members should dress warmly to allow for maximum ventilation. **Classrooms and offices that have no natural ventilation cannot be used**



unless they have an air purifier system. The ventilation protocol will be reinforced by signs in each classroom and office.

Each teacher and staff member is responsible for their personal work area and for cleaning it frequently throughout the day. Workstations are individual and cannot be shared or used by another person.

Each teacher and staff member has been provided with a cleaning kit containing materials appropriate for cleaning desks, computers, keyboards, phones and the like.

PROTOCOL: CLEANING AND DISINFECTION OF TECH EQUIPMENT

MATERIALS/ITEMS AND FACILITIES

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 facilities are forbidden:

- Wind instruments are not permitted until further notice and choir may only be done outdoors with students facing away from each other. Individual instruments owned by each student will be allowed. Percussion or string instruments that are shared, will be cleaned after each use.
- Shared materials of the drama and art rooms that cannot be disinfected between uses, such as sponges, textiles, masks, etc., are not permitted until further notice.
- Educational materials or games that cannot be disinfected between uses: cushions, stuffed animals, etc. Items such as wooden or plastic blocks, books, and cleanable manipulatives, are allowed.
- EYS and ES playgrounds will be open and sanitized between uses.
- The Aquatics Center (pool) may only be used beginning in Step (Paso) 4

These items and facilities can be used following the established cleaning and capacity protocols:

- The Theater (in the Arts Building)
- 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.
- The Media Center (library), with scheduled and supervised classes visits that comply with maximum capacities permitted.
- The gyms, with scheduled and supervised use that comply with maximum capacities permitted



- Outdoor facilities such as the soccer field, blue courts, tennis courts, and baseball with supervision of a teacher or coach
- Cafeterias only to collect pre-packaged meals

The athletic fields may be used by students provided the physical distance of 1m 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.

PROTOCOL ART CLASSES

PROTOCOL MUSIC CLASSES

PROTOCOL PHYSICAL EDUCATION CLASSES & USE OF GYMNASIUM

SCHOOL BUSES

The goal is to prevent contagion by requiring compliance with the preventive measures indicated by the health authorities. The instructions below must be followed for this purpose according to the Ministry of Transportation and the recommendation of the Universidad de los Andes:

Sanitary measures in buses include open windows for proper ventilation, extensive cleaning, temperature checks, hand sanitizing before getting on the bus, and the mandatory use of face masks.

PROTOCOL: BUS SERVICE

PROTOCOL: BUS CLEANING AND DISINFECTION

Students using buses will arrive and leave through Gate 1 and the buses will drop students off in the Rotonda and will be directed to enter campus through the Main Gate.

ES, MS and HS students will be authorized to walk alone to their respective divisions. Teachers will await PK and K1 students to accompany them to their respective classrooms.

Buses will depart from the outer circle of the Rotonda. Younger students will be taken to the bus by their teacher.



LIBRARY

The library will be available to students for independent study and through scheduled and supervised class visits that comply with the maximum capacity permitted.

The library will continue to provide an online service for students, staff and families that wish to check out books.

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

PROTOCOL: CHECKING OUT, RETURNING AND CLEANING LIBRARY BOOKS

MEAL SERVICE AND CAFETERIAS

Whenever possible, students and staff will eat lunch outdoors. Otherwise, they can eat in their classroom or lounge following ventilation and physical distancing guidelines.

HS Cafeteria will open with a limited capacity and to pick up food.

INDIVIDUALS ARRIVING FROM ABROAD

Any member of our community (teachers, students, staff and parents) coming from abroad must follow the government's instructions. For detailed information, please visit the Chilean Government's [Protected Borders webpage](#).

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 have been installed around the campus, especially in classrooms, offices, restrooms, entrances, corridors, the parking area and common areas (areas for breaks and recesses).



Community Education: all community members - students, teachers and staff, and parents should see the following videos regarding preventive measures recommended to avoid contagion:

[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](#)

The School will use its social media and the school's website to provide constant, important information on COVID-19.

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](#)

Visual Graphics:

- 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.

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 healthunit@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 1m 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

Health Unit During the Pandemic

The functions of the Health Unit team (3 nurses and 1 physical therapist) will include:

- Attention in the infirmary for all consultations requested during the school day (respiratory and trauma care)
- 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
- 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.

Rules Regarding Care In The Health Unit During The COVID-19 Pandemic

1. Everyone entering the infirmary must wear a mask.
2. Everyone entering the infirmary must clean their hands with hand sanitizer that will be at both entrances to the Health Unit.



3. No more than 10 people at a time may be in the infirmary. If the infirmary is at full capacity, students will have to wait outside while keeping the appropriate social distance. The nurse will evaluate each case individually in emergencies.
4. The infirmary staff must always wear the recommended personal protective equipment if they are assisting a person with COVID-19 symptoms: a mask, face shield, disposable apron and gloves.
5. The cleaning crew must clean and disinfect the Health Unit mid-morning and at the end of the school day to leave it ready for the next day.
6. All patients who show two or more symptoms of COVID-19 will be taken to the respiratory patient waiting zone (tent outside 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. If the patient is in EYS or ES, parents can pick them up at the Nurse's Office. If they are in MS or HS, they can walk to the main entrance.
7. The parents of trauma/non-respiratory patients can pick them up at the Nurse's Office.
8. 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.
9. 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.

Protocols Regarding Close and Secondary Contacts and Closures

Parents will have the obligation to inform the Health Unit (healthunit@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 1 or more cardinal symptoms or two or more secondary 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 test 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.

According to Ordinance No. 799 of the Undersecretariat of Health, Protocol of epidemiological surveillance, investigation of outbreaks and sanitary measures in educational establishments in the context of the COVID-19 pandemic (*Protocolo de vigilancia epidemiológica, de investigación de brotes y de medidas sanitarias en establecimientos educacionales en contexto de pandemia COVID-19*), confirmed cases and probable cases in schools (students, teachers, staff and parents) will be reported by the school to the Seremi immediately so they can do the contact tracing and register the close contacts in the National Epivigilia system.

VACCINATION REGISTRY

On September 28, 2021, the Ministry of Education (Mineduc) [updated](#) their [Health Protocol for Educational Institutions](#) mandating schools to keep a student vaccination registry to determine the vaccination coverage in each grade level.

In those levels in which at least 80% of students are fully vaccinated, the establishments will be authorized to receive all the students of that level in person at the same time. Thus, there is no obligation to maintain the minimum physical distance of one meter, and distancing in daily activities should be encouraged as much as possible.

- By "Grade Level" it refers to all students in the same grade (e.g., all 8th grade students in the school).
- By "Fully vaccinated" it refers to having two doses of COVID-19 vaccine, or one dose in the case of a single-dose vaccine.

In grade levels where 80% of students have not yet been vaccinated, the physical distance of one meter should be maintained.

For this reason and to know how to proceed with quarantine for close contacts (which vary according to whether the person has received the full vaccination scheme or not), parents and guardians with children in ES, MS & HS were asked to complete a vaccination form (per student) by October 8.



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. Any updates after the manual is published on July 15, 2021 will be noted in the following section: Updates.

UPDATES

- August 31, 2021: Added protocols for use of Aquatic Center and Theater.
- September 21, 2021: Updated length of travel quarantine
- Oct 1, 2021: Updates to pick-up and drop-off procedures
- Oct 4, 2021: Added Vaccination Registry and approved vaccines for children
- Nov 2, 2021:
 - Updated Health Unit During the Pandemic Section
 - Updated days when symptoms can appear
 - Updated quarantine when traveling abroad
 - Updated arrival and departure area of school buses
- Feb 28, 2022:
 - Added Protocol: Person Under COVID-19 Alert
 - Updated Protocol: Close Contact in an Outbreak
- March 23, 2022:
 - Updated the Commitment of the Nido Community During the Covid-19 Pandemic
 - Updated Staff/Faculty Parking, Entrance And Exit
 - Updated Student Entry & Exit
 - Updated School Buses
 - Updated Health Unit
 - Updated Meal Service and Cafeterias
 - Updated Individuals Arriving from Abroad
 - Eliminated Lunch Protocols for Students, Faculty and Staff
 - Eliminated Sanitary Control at Each Entrance
 - Eliminated Protocol: Temperature Check
- April 19, 2022: Updated Media Center section



APPENDIX

PROTOCOLS

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

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

[PROTOCOL: PERSON UNDER COVID-19 ALERT](#)

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

[PROTOCOL: PROBABLE CASE](#)

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

[PROTOCOL: ENTRANCE OF OUTSOURCED SERVICES AND SUPPLIERS TO CAMPUS](#)

[PROTOCOL: CLEANING AND DISINFECTION AT THE END OF THE SCHOOL DAY](#)

[PROTOCOL: CLEANING AND DISINFECTION DURING THE SCHOOL DAY](#)

[PROTOCOL: CLEANING AND SANITIZATION BECAUSE OF A CASE OF COVID-19](#)

[PROTOCOL: CLEANING AND DISINFECTION OF RESTROOMS](#)

[PROTOCOL: CLEANING AND DISINFECTION OF TECH EQUIPMENT](#)

[PROTOCOL ART CLASSES](#)

[PROTOCOL MUSIC CLASSES](#)

[PROTOCOL PHYSICAL EDUCATION CLASSES & USE OF GYMNASIUM](#)

[PROTOCOL: BUS SERVICE](#)

[PROTOCOL: BUS CLEANING AND DISINFECTION](#)

[PROTOCOL: CHECKING OUT, RETURNING AND CLEANING LIBRARY BOOKS](#)

[PROTOCOL: SALE AND DELIVERY OF PREPARED MEALS BY SODEXO](#)

[PROTOCOL LUNCH TIME FOR STUDENTS](#)

[PROTOCOL LUNCH TIME FOR FACULTY & STAFF](#)

[PROTOCOL FOR POOL & CHANGING ROOMS](#)

[PROTOCOL FOR THE THEATER](#)



VIDEOS

[**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**](#)

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

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

