



PLAN FOR A PROGRESSIVE AND SAFE RETURN TO THE SCHOOL PREMISES OF THE ENGLISH SCHOOL October 19th 2021

Characteristics of The English School

Fundación Educativa de Inglaterra (FEI) and its educational establishments, The English School and The English Nursery, are located at Calle 170 No. 15-68 in the locality of Usaquén. It has a campus with a total area of 66,000 m² and seven buildings for the different school sections for a total constructed area of 24,000 m².

As of February 2021, we have new infrastructure for the Pre-Nursery – Nursery section with an area of 1,500 m².

A total of **1,554** students is projected for the 2021-2022 school year, divided as follows:

SECTION	STUDENTS PER SECTION
THE ENGLISH NURSERY	57
PRE-SCHOOL	291
PRIMARY	427
MIDDLE SCHOOL	562
UPPER SCHOOL	217
TOTAL	1,554

School staff:

AREA	TEACHERS	GENERAL STAFF	TOTAL
General Direction	1	1	2
Pre-Nursery	4	0	4
Nursery	8	0	8
Pre-School	51	3	54
Primary	55	3	58
Secondary	106	5	111
Physical Education and Sports	17	1	18
Administration	0	48	48
Transport	0	2	2
General Services	0	39	39
School shop	0	3	3
TOTAL	242	105	347



Comorbidities

With the support of the Health Care Area and ARL Sura during the different phases of the return plan, the institution has carefully monitored its staff's comorbidities and health risk factors, and will continue to do so during the different phases of the return plan and, in general, in the ordinary implementation of its activities.

Teaching staff

TEACHERS' VULNERABILITY	
High or medium vulnerability	40
Low vulnerability	20
No vulnerability	188

Administrative staff (General Services included)

ADMINISTRATIVE STAFF VULNERABILITY	
High or medium vulnerability	12
Low vulnerability	4
No vulnerability	113

People over the age of 60: 9 teaching staff and 2 General Services staff.

The Fundación Educativa de Inglaterra, in line with the guidelines issued by the local and national authorities, adjusted its biosecurity protocols incorporating, developing and implementing strategies for the monitoring of staff such as the guidelines and procedures for the vaccination process of its staff in order to make the provision of the education service safe for the entire educational community.

With regard to the student population and in accordance with the guidelines issued by the Ministry of Health, when there are children, adolescents and young people who have a pre-existing comorbidity, it is necessary that this condition is controlled and certified as such by the treating physician. Therefore, extreme care must be adopted by the student, his/her family and in the school environment in order to avoid being infected with COVID-19. As such, it is the decision of the parents or legal representatives of the minor to opt for their child to return to on-site classes and be part of the safe return to the school premises, despite the fact that the institution is unable to guarantee that the child will not be infected, in accordance with the guidelines of Resolution 777 of June 2nd 2021 and the Ministerial Directive issued on June 17th 2021 by the Ministry of National Education.

The English School is committed to this premise and, therefore, during the enrolment process, each parent must sign the informed consent form authorising the return to school for the following school year. Likewise, they will abide by the protocols described in this return plan and will comply with all the measures and indications issued by FEI.

Furthermore, and in accordance with its internal protocols, the institution has been and will continue to carry out the epidemiological profile which may eventually lead to some modifications to this document.



The table below shows the groups per section and grade level who are currently participating in the return plan:

SECTION	GRADE LEVELS PER SECTION	GRADE LEVELS
THE ENGLISH NURSERY	6	6 grade levels
PRE-SCHOOL	Pre-Jardin: 1, 2, 3, 4, 5.	15 grade levels
	Jardin: 1, 2, 3, 4, 5.	
	Transition: 1, 2, 3, 4, 5.	
PRIMARY	Grade 1: 1-1,1-2,1-3,1-4,1-5.	20 grade levels
	Grade 2: 2-1, 2-2, 2-3, 2-4, 2-5.	
	Grade 3: 3-1, 3-2, 3-3, 3-4, 3-5.	
	Grade 4: 4-1, 4-2, 4-3, 4-4, 4-5.	
MIDDLE SCHOOL	Grade 5: 5-1, 5-2, 5-3, 5-4, 5-5.	25 grade levels
	Grade 6: 6-1, 6-2, 6-3, 6-4, 6-5.	
	Grade 7: 7-1, 7-2, 7-3, 7-4, 7-5.	
	Grade 8: 8-1, 8-2, 8-3, 8-4, 8-5.	
	Grade 9: 9-1, 9-2, 9-3, 9-4, 9-5.	
UPPER SCHOOL	Grade 10: 10-1, 10-2, 10-3, 10-4, 10-5.	10 grade levels
	Grade 11: 11-1, 11-2, 11-3, 11-4, 11-5.	
TOTAL	TOTAL	76 grade levels

Our TES Return Plan has been prepared and will be updated continuously in accordance with the provisions and guidelines issued by national and local authorities, as well as by the authorities in charge of inspection, oversight and control regarding educational institutions, and with the needs of the education service in line with the safety and public health conditions that may arise and affect it.

This plan also contemplates the best practices of leading schools in Colombia and around the world. Additionally, it is led by the Head of School and Rector, who has been working in conjunction with both the academic and administrative leadership teams and the Contingency Committee. This document has been approved by the Directive Council.

Academic Leadership:

Head of TEN and Pre-School, Head of Primary, Head of Middle School, Head of Upper School, PYP Coordinator, MYP Coordinator, DP Coordinator, Head of Physical Education, Head of Athletics, E-learning Coordinator.

Administrative Leadership:

Administrative and Financial Director, FEI General Secretary, Head of Communications, Head of Transport and Infrastructure, Security Coordinator, Head of Health Care Area, Cafeteria Coordinator, Purchasing Coordinator, Extracurricular Coordinator, Systems Coordinator, Accounting Coordinator, Treasury, Billing and Collection Coordinator, Head of Admissions.

Contingency Committee:

Group Leader, Head of TEN and Pre-School, Head of Primary, Head of Middle School, Head of Upper School, Head of the Health Care Area and Medical Coordinator, Head of Transport and Infrastructure, FEI General Secretary, Head of Communications, Security Coordinator, Administrative and Financial Director, Systems Coordinator, Accounting Coordinator, President of PACTES, Member of the FEI Board of Directors, Academic Secretary, Student Representative, Representatives of the Psychology Area of Pre-School, Primary and Secondary.

Directive Council:

President and Representatives of Parents, Teachers, Students, Alumni and Board of Directors.

The Biosecurity Protocol of The English School (Colegio de Inglaterra) was initially approved by the Secretaría de Educación del Distrito on October 26th, 2020. The second phase was approved on February 9th, 2021 by the Directive Council and third phase on March 3rd, 2021. The fourth phase of the return plan was approved by the Directive Council on June 24th, 2021 and this document was approved on October 19th, 2021. It will be distributed to the community of The English School in Spanish and English and it will be revised in accordance with government decrees on health and education, as well as the epidemiological situation and educational needs as they arise.



Thank you for taking your time to read this document. It is structured as follows:

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A. KEY FACTORS

1. The English School continues to provide high-quality education and service for all members of the community of an inclusive school, in line with the TES Guiding Statements, Strategic Plan and Key Performance Indicators as well as with the decrees and guidelines issued by the educational and health authorities in Colombia.
2. This return plan is currently designed to be implemented for a gradual and safe reopening of the institution for on-site classes, in accordance with the recent regulatory provisions and guidelines issued by the national and local authorities, and in accordance with the approval of this plan by the local Secretaría de Educación following the epidemiological conditions of the city and the area where our school is located.
3. The following guidelines were developed by the Contingency Committee, led by the Head of School and Rector, in conjunction with the Heads of Section, the FEI General Secretary, the Infrastructure, Cafeteria, Safety and Health Care Areas, the Human Resources and Communications Departments and representatives of parents and students, based on the guidelines that, at different times, the competent authorities and bodies exercising inspection functions have indicated through decrees, resolutions, directives and circulars, which have been incorporated and implemented in our protocols and, in general, in the different phases of the return plan, in accordance with the provisions of Resolution 777 and its technical annex issued by the Ministry of Health and Social Protection of June 2nd, 2021, as well as Ministerial Directive No. 5 issued by the Ministry of Health and Social Protection on June 17th, 2021, and Circular No. 013 issued by the Secretaría de Educación del Distrito. These provisions issue the general parameters to develop the return strategy for academic activities in the school premises.
4. School and curriculum flexibility, which includes adjustments to the study plan, timetables and academic resources, has been carried out in accordance with the aforementioned guidelines and are coordinated by the Head of School and Rector, the Heads of Section and the institution's Academic Council.
5. In line with current recommendations, we request special attention and caution for members of the community travelling to international destinations.

If you wish to be tested for SARS-CoV2, the preferred test should be the RT-PCR test, carried out between the fifth and eighth day after the arrival. If the result is positive, please notify the school through the established procedures. If negative, attendance to the school premises can resume.

6. Following the school calendar, the school year will begin on **Wednesday, August 4th, 2021** virtually, to mitigate the risk of contagion, considering the high number of expats in our educational community, including teaching staff. The time between distance learning and on-site classes allowed families and staff to carry out the necessary preventive isolation for a

minimum of 10 days after a trip. Therefore, on-site classes began **on Tuesday, August 17th, 2021.**

7. In the current phase, priority is given to the attendance to the school premises of students of The English Nursery up to Grade 11. Students who participate in the return plan following the on-site learning delivery modality may attend school every day, maintaining a social distancing of (1) metre radius in all areas of the institution with the exception of the cafeteria, where the minimum distance will be 1.5 metres. Physical distancing may increase, especially in recreational activities, physical activity and outdoor music performances.

In accordance with Ministerial Directive No. 5 of June 17th, 2021, this plan contemplates the learning modality alternation in exceptional cases:

- When the capacity of the group does not allow to maintain a minimum physical distancing of one (1) metre.
- When, for health issues, the student's parents and/or legal representatives state that it is impossible for the student to return to on-site classes.
- When the territorial entity or the educational institution faces an epidemiological event that warrants the temporary and provisional suspension of on-site academic activities, following the latest provisions of the Ministry of Health and Social Protection, as defined in Resolution 777 of 2021 and Decree 580 of 2021.

Once the enrolment period closed, it became evident that physical distancing could not be maintained in some spaces due to capacity and infrastructure reasons. Therefore, measures such as the adaptation of new spaces and alternation by grade levels and days have been implemented, maximising the attendance per student, which has been reported in a timely manner in the groups where this situation arises.

In accordance with the aforementioned regulations, families who initially enrolled their children in virtual modality and who, due to their current medical condition, wish to return to on-site classes, must submit a request to the Head of Section in order to confirm the date of return once the corresponding processes for the adequate planning of academic activities have been carried out.

Students, who enrolled in on-site classes, may participate in the alternate modality, as long as the situations described in the Ministerial Directive No. 5 of June 17th, 2021 are met. In the event that a student is absent and/or has a medical certificate, the procedure established in the Community Handbook must be followed.

8. Currently, food and transport services are provided to all students who register, in accordance with the contracts entered into by the parties for the provision of such services.

The institution will follow all biosecurity protocols and the guidelines issued by national and local authorities to guarantee the care and well-being of its educational community when

providing these services. Operational needs and requirements of the services will be taken into account as well. Likewise, the costs of these services will be analysed to make the operation viable.

9. All members of the educational community without exception must comply with the biosecurity protocols and, in general, the guidelines in this document or in any policy, handbook and institutional procedure, especially those related to the situation generated by the COVID-19 pandemic.
10. In this phase of the return plan, the institution will be able to carry out educational, sporting and/or recreational activities in line with the curriculum, in accordance with the protocols and biosecurity measures established by the institution, which may be authorised by the Head of School and the Rector in consultation with the relevant bodies for the proper development of institutional activities, including those that involve the participation and entry of third parties to the premises, in compliance with the corresponding protocols and processes.
11. Please keep in mind that our plans and decision are flexible and can be adjusted at any time according to the health conditions and provisions of the authorities, and considering the behaviour of the pandemic in our city, in our neighbourhood or in our community. Furthermore, it may take a prudent period of time to implement the provisions of the education and health surveillance and control bodies at local and national level, while the school makes the logistical adjustments to guarantee the adequate provision of the educational service as well as additional services, following all the necessary biosecurity conditions. Once the authorities determine the return to on-site classes establishing a different social distancing to the current, its implementation will take a reasonable time as allowed by the authorities, to guarantee the well-being of the entire community.

B. CORE DECISIONS (SUBJECT TO OUR INTERPRETATION OF GOVERNMENTAL DECREES)

Guidelines used in decision making

The English School prepared the return plan within the framework of the economic, social and ecological emergency declaration throughout the national territory in accordance with the provisions issued by the National and District Governments in order to properly attend to and responsibly take on the well-being of our students and the challenges we face, being wise in the application and implementation of the guidelines that address the mitigation of the risks generated by the SARS-CoV-2 virus (COVID-19).

The institution has been developing and implementing the return plan, abiding in its internal protocols as established in the different and numerous regulatory provisions that have been issued over the past months, including Decree 1036 of August 31st, 2021, as well as Resolution

777 of 2021 and its technical annex as well as the Ministerial Directive No. 5 of June 17th, 2021 issued by the Ministry of National Education and Circular No. 13 issued by the Secretaría de Educación del Distrito, always fulfilling our commitment to provide a high quality educational service within our strategic objective of Comprehensive Culture of Excellence.

The school governing bodies and the institution in general will continue to comply with Decree 1075 of 2015 and other regulations that complement, add to or modify it, and will continue to monitor the regulatory provisions issued by the district and national authorities in the context of the pandemic, in order to make the necessary adjustments that may be required, according to the epidemiological conditions and characterisation of our community. We are confident that with teamwork and collaboration among all TES stakeholders, we will be able to find the best ways to move forward safely and progressively. We will achieve an adequate interaction between synchronous and asynchronous distance learning and on-site classes, following all biosecurity protocols.

C. BIOSECURITY - HEALTH CARE AREA

Reducing the spread of COVID-19 in schools is a shared responsibility and requires the joint implementation of effective prevention strategies that include the correct and consistent use of face masks, physical distancing including the premise of maintaining stable groups, frequent handwashing, respiratory etiquette and the cleaning and maintenance of classrooms, offices, bathrooms, cafeteria and other areas of the school, including school buses.

In accordance with the regulations in force for the return to on-site classes established in Resolution 777, Ministerial Directive No. 5 and Circular No. 013 of 2021, it is now more important than ever to give top priority to the self-care culture as a fundamental premise for the overall development of our return plan.

In addition, proactive actions such as immediate contact tracing, isolation recommendations and vaccination campaigns are measures that the national and district governments, in conjunction with scientific evidence, have requested to be implemented in schools.

In order to safeguard the health and well-being of all members of the community, the institution issues the following instructions and recommendations:

COMPULSORY CONDITIONS TO KEEP IN MIND WITHIN THE SCHOOL PREMISES

1. **Physical distancing:** 1 metre radius in classrooms and common areas, and 1,5 metres in the cafeteria. It is important to note that distancing can increase, especially in outdoor recreation, sport and physical activities.
2. **On school buses:** the occupancy shall be 100% as stated in paragraph 1 of article 4 of Resolution 777 which reads: "If the ICU bed occupancy of a department is over 85%, public transport in that department shall operate with a maximum capacity of 70%. The capacity

may be increased above 70% if the ICU bed occupancy is below 85%. Overcapacity shall never be incurred".

3. **Stable groups:** We will keep our students as much as possible in stable groups or bubbles per grade level trying to avoid the rotation of classrooms and establishing fixed desks in classrooms and assigning the same seats in the school buses and the cafeteria.
4. **Use of face masks:** All members of the community are required to wear a face mask covering mouth, nose and chin at all times while in the school premises. Everyone must carry a spare and the use of face shields is optional and additional. We recommend that families with students who have at-risk illnesses have their children wear disposable surgical face masks instead of cloth masks. Exhalation valve masks and cloth snoods are not allowed.
5. **School uniform:** Students must come to school with the daily or Physical Education uniform and in excellent condition. The previous uniform may continue to be used by students during the 2021-2022 school year under the terms set out in the Community Handbook, requiring the use of one or the other to be complete, in good condition and clean.
6. **Adequate and permanent ventilation of spaces:** Optimise the circulation of natural air. This fundamental premise to be implemented to favour natural ventilation of enclosed spaces by opening doors and windows in opposite positions to generate a cross-flow of air. Adequate ventilation is considered to exist when at least five (5) room air changes per hour are achieved in an enclosed space.
7. **COVIDTES Survey:** Every day before leaving home, parents must complete the Student Daily Symptom Survey (Student Health Information Declaration - Annex 7), a current health report, that can be accessed on the following link <https://app.englishschool.edu.co/CovidTES/default.aspx>. It can be easily completed on a mobile phone. At the end, the system will generate a proof of completion that will be verified by the staff monitoring the protocol at the school entrance (teachers, Health Care Area and Security).
8. **Handwashing:** Mandatory and supervised hand hygiene every two (2) hours continues. Additionally, the use of hand sanitiser with more than 100 strategically distributed points is favoured as a valid and alternative technique when hand washing with soap and water is not possible at the time.
9. **Cleaning and Disinfection:** This continues to be an important activity in our protocols, prioritising all high-touch surfaces in classrooms, bathrooms, cafeteria and where applicable.
10. Sharing personal items, food and/or beverages is not allowed.
11. Recreational and/or sporting activities involving physical contact or a distance of less than (1) one metre radius are not permitted.
12. The school day in on-site modality will be a maximum of eight (8) hours long. Break time will be of 30 minutes approximately, according to the school section.

The following shall also be complied with:

- After lunch, all community members should change their face masks.
- If wearing a disposable face mask, it should be disposed of in the waste bins provided for this purpose. If it is made of cloth, it should be kept in the paper bag provided and taken home for daily washing.

- Teachers who are in charge of lunchtime supervision must ensure that this activity is carried out before entering the classroom.
- Students attending the school premises must bring a water bottle, marked with their name, to stay hydrated.
- Students can bring their own hand sanitiser and they can use a face shield if they like.
- Students cannot bring toys, ropes, balls, among others, to the school premises.
- Parents and guardians should keep their phone numbers up to date and be alert for, as it is possible that the school will require their presence during the school day. If required, the minor must be picked up in no more than sixty (60) minutes.
- Parents are urged to follow at home all preventive measures and, in particular, to provide, in a timely manner, sufficient and truthful information on any situation that affects the health or well-being of the child and the educational community, according to their obligations and in favour of social responsibility.
- There will be a place inside the classroom to store lunchboxes and other containers with food brought from home.
- Food taken to school should be consumed in its entirety to avoid returning them home.
- Gloves are not recommended.
- Should there be non-compliance and/or misconduct in relation to this plan or institutional policy, the actions and due processes established in the school's Community Handbook will be followed.

CHANGES IN THE HEALTH CARE AREA

In order to minimise the risk of contagion within the school premises, the Health Care Area will continue to have two separate consulting rooms.

The consultation room located in the Coliseum will exclusively attend to suspected cases of COVID-19. In this area, there is an isolation room, where students will be taken care of and not exposed while their parents or guardians pick them up; this does not imply that the Health Care Area staff will assume responsibility for the patient as only primary care will be provided (vital signs monitoring and hydration) for a maximum period of 60 minutes. This means that the patient cannot be kept under observation on a stretcher, medicines such as acetaminophen or antipyretics will not be administered, palliative measures will not be carried out and no medical certificates will be issued. Once the patient arrives home, he/she should follow the instructions of the health authorities.

The other consulting room of the Health Care Area or satellite point (No COVID-19) is located on the first floor of the Primary School building. There, the Health Care Area staff will treat other health situations such as minor accidents, first aid, immobilisation and administration of medicine.

PROTOCOL FOR COMPREHENSIVE CARE OF SUSPECTED AND/OR CONFIRMED CASES OF COVID-19 IN A CLASSROOM

Early recognition of people suspected of having the infection allows for the timely implementation of appropriate infection prevention and control measures. While at the beginning of the pandemic fever was considered a necessary symptom to suspect a SARS-CoV-2/COVID-19 infection, recent evidence has shown that, in as many as 25% of cases, infection can develop without fever. However, in most cases, patients will present a flu-like/cold-like clinical syndrome. Therefore, it is considered useful to suspect SARS-CoV-2/COVID-19 infection in patients presenting two (2) or more symptoms consistent with respiratory infections, which may include fever, regardless of the current epidemiological definition.

Considering that about 90% of children with COVID-19 are asymptomatic, no clinical manifestation should be minimised. This protocol will be activated if a student shows one (1) main symptom or one or more secondary symptoms, as described below:

The main symptoms are:

- Dry cough
- General discomfort
- Nasal congestion
- Nausea
- Altered perception of the sense of taste and/or smell

Secondary symptoms are:

- Chills
 - Muscle pain
 - Headache
 - Sore throat
 - Diarrhoea or vomiting
 - Runny or stuffy nose
 - Within the latter category, it also includes rash and/or conjunctivitis for children.
1. The Health Care Area will provide the service according to each case and following its own care protocol, which includes mandatory and supervised handwashing on admission, change of face masks and completion of the medical history survey form, for which, in most cases, it will be necessary to contact the parents or guardians to complete the information.
 2. Medical consultation: The patient will be attended by the health professional in charge (doctor or Head Nurse) at the consultation room, who will determine the classification, according to the guidelines of the Ministry of Health for the care of suspected cases for COVID-19.

3. Parents will be contacted by phone to complete the student's health record and will be instructed to pick up the student as soon as possible (in less than 60 minutes).
4. If the student meets the criteria, ALL cases should be recommended to get tested for COVID-19, preferably with the RT-PCR, as it is the most reliable test. This allows the school to strictly follow community care protocols.
5. The student will remain under the care of the Health Care Area and within the designated isolation area. No one may enter or leave during this time unless another patient requires medical attention.
6. Medications to improve symptoms or reduce fever will not be administered. Only hydration and supplemental oxygen, if necessary, will be provided.
7. If the patient presents moderate to severe symptoms, the Emergency Protocol for COVID-19 will be activated. The patient will be taken to the health care centre by ambulance and the Secretaría de Salud will be notified immediately.
8. Students who shared the classroom during the day can stay until the end of the class block or until the next break, in order to be the least disruptive to their learning, without any further risk due to the biosecurity measures that are in place inside the classrooms.
9. The Health Care Area, along with teachers and Heads of Section, will identify close contacts on the day of the event and two days prior to the event. Parents will be informed in a timely manner through official communication channels. The information provided by students over 12 years of age will be taken into account for the epidemiological fence, since they are already able to identify the people with whom they shared their eating space.
10. Classmates with whom the suspected case shares the same school buses shall be included as close contacts¹ (passengers located within a two-seat radius of the suspected case for more than 15 minutes).
11. When parents or guardians arrive in their vehicle, they will enter the school premises through the vehicle entrance. They must wait right in front of the exit ramp of the Coliseum. They will not be authorised to get out of the vehicle.
12. If the student considered as a suspected case has siblings who are in the school as well, they must all go home with their parents, as a suspected family unit.
13. The student and his/her family group (including siblings studying in the institution or not) must remain in isolation and request medical attention by telephone or through virtual channels as soon as they arrive home.
14. Once all students leave the classroom, windows will be kept open for as long as possible and the Cleaning and Disinfection Protocol will be activated to be executed by the General Services Area.
15. Through the Health Care Area, the school is required to report the case in the link "Early alerts for respiratory diseases" ("*Alertas tempranas por enfermedades respiratorias*") of the Secretaría de Educación Distrital.

¹ Close contact: Individual who has been within two metres of a person without the proper use of a face mask, for more than 15 minutes continuously, or cumulatively for 24 hours, or who has had direct physical contact (hugs, medical attention or handshakes, etc.) with a suspected or confirmed case of COVID-19.

16. That classroom will be placed in **Preventive Isolation Protocol** until the result of the COVID-19 test of the suspected case is received:
- If the test result is POSITIVE, the Mandatory Isolation Protocol will be activated for 10 days for the group of identified close contacts, starting the day after the case is identified.
 - If the result is NEGATIVE, but symptoms persist or someone else at home has a simultaneous POSITIVE result, this student must remain in isolation, however, the cohort of students may return to attend on-site classes.
17. The Health Care Area will monitor all suspected and confirmed cases by phone during preventive isolation at home. We kindly ask parents to be alert for their mobile phones.
18. Parents must inform the school (Head of Section, teacher in charge and Health Care Area) the test results as soon as possible. Continuity of on-site classes and the information we give to the families of the students identified as close contacts will depend on that result.
19. The complete lockdown of our educational institution will be determined by the epidemiological surveillance teams of the Secretaría de Salud. In our case, it will be through the epidemiological surveillance office of SubRed Norte.
20. Additional mitigation and contingency measures necessary for the well-being of the community will be adopted in conjunction with academic leaders and the Contingency Committee, with the support of relevant authorities as far as possible.

SPECIAL CONSIDERATIONS

1. If ASYMPTOMATIC students with POSITIVE tests are identified, the Mandatory Isolation Protocol for the students in the cohort will be activated for between 10 and 14 days from the day after the last day the student attended school. This measure applies to their close contacts and families.
2. In the event of suspicion of infection due to the appearance of symptoms associated with COVID-19 in both parents and students, parents are urged to get tested or request that they be tested with the RT-PCR test, preferably, as it is the most reliable test. In addition, the school strictly following the protocols of care for the whole community depends on. No symptom should be taken lightly.
3. If there is a CONFIRMED case within the family unit or the family unit has been in close contact with a CONFIRMED case and are identified as close contacts, parents must inform the Health Care Area as soon as possible by phone (mobile phone) +57 3108846596 or sending an e-mail to areadesalud@englishschool.edu.co
4. As a family, you must follow all medical recommendations, and, in particular, you must be willing to receive the follow-up calls made by the Health Care Area.
5. If the student remains asymptomatic, he/she can continue with distance learning from home.
6. If two or more cases occur at the same time during the same week or are closely related to each other, the epidemiological surveillance office will be called immediately to strictly follow all the corresponding indications, as has been the case in the past.
7. It is important to note that there is a period of indefinite uncertainty between the identification of the suspected case and the confirmed case, since only the result of the

antigen test for SARS-CoV-2 identifies a positive case and this procedure is not school-dependent but carried out by the student's health care provider.

INSTRUCTIONS FOR THE CORRECT USE OF FACE MASKS

The use of a face mask within the school premises is mandatory for all members of the community, being a special challenge for the children, as they will have to use it for many hours. Therefore, we want to give you the best possible information on this subject, to solve common concerns that have arisen during this pandemic:

1. Does the use of a face mask make breathing difficult for children?

In general, good quality face masks are made of breathable materials that do not block the oxygen that both children and adults need. Face masks do not affect a child's ability to pay attention, focus, or learn. The vast majority of children aged 2 and older can safely wear them for long periods of time.

2. Can face masks interfere with a child's lung development?

No, this is a myth. Oxygen flows through and around the face mask, while it blocks saliva and respiratory droplets that are suspended in the air and can contain the virus. Keeping children's lungs healthy is important, including preventing infections such as COVID-19.

3. Do face masks retain the carbon dioxide that we normally exhale when we breathe?

No. There are false reports that face masks made of cloth can cause carbon dioxide poisoning by breathing back the air we normally exhale, but this is not true. Carbon dioxide molecules are tiny, even smaller than respiratory microdroplets and cannot be trapped in breathable materials such as the ones used to manufacture cloth face masks.

Nevertheless, children under 2 years of age should not wear face masks because they may not be able to remove them on their own and may need help. Children with severe breathing problems or cognitive impairments may also have difficulty tolerating the face mask and may need to take additional precautions.

4. Can face masks weaken the immune system because they stress the body?

No. Using a face mask does not weaken your immune system or increase your chance of getting sick if you are exposed to COVID-19. Wearing a mask, even if you do not show COVID-19 related symptoms, helps prevent the spread of the virus.

5. How do face masks prevent the spread of COVID-19?

When used correctly, face masks create a barrier that reduces the possibility of spreading the respiratory microdroplets from one person to another. These microdroplets play an important role in the spread of COVID-19 because they can carry SARS-CoV-2. Face masks can also protect from other people who may have the coronavirus but who have no symptoms and who may be less than 1 metre away from you, which is the distance that the microdroplets can drift in the air when people sneeze, cough or speak out loud.



The face mask that we recommend to buy for your children is the **general non-medical face mask**. It should be adequate in size to cover the nose, mouth and chin and easily adjusted to the face to slow the spread of the virus. These face masks are different from those used by health care personnel and do not require INVIMA health registration, as it is not considered a medical device.

We encourage students with COVID-19 risk diseases to wear disposable surgical masks and not cloth masks. Similarly, the use of N95 face masks is not recommended, as these are recommended only for healthcare staff. The use of face masks with valves shall not be permitted.

The design, materials and methods of manufacturing are the responsibility of the manufacturer of the product who must meet the specific criteria such as filtration efficiency, breathability, splash resistance and flammability under the technical standard END 150:2020.

Uso correcto del tapabocas



D. STUDENT ARRIVAL ON CAMPUS

SCHEDULE:

ENTRANCE	
The English Nursery	7:40 a.m.
Pre-School	7:30 a.m.
Primary	7:30 a.m.
Secondary	7:20 a.m.
*Students will not be allowed to enter before 7:00 a.m.	
DEPARTURE	
The English Nursery	12:40 p.m.
Pre-School	2:50 p.m.
Primary	2:50 p.m.
Secondary	2:50 p.m.

STUDENT ENTRANCE PROTOCOL

- FEI acquired 26 thermal and facial recognition cameras that will facilitate and expedite the mandatory biosecurity registration. There are 8 cameras in the vehicle entrance: 4 to enter and 4 to exit; and there are 18 cameras in the pedestrian entrance: 9 to enter and 9 to exit.
- Students arriving on a family or private security vehicle, or external school transport must do so through entrance No. 3 and, those on foot will enter through entrance No. 2.
- Students arriving on school buses will enter the school premises through entrance No. 1 and get off the bus at entrance No. 2 to enter the school premises through the pedestrian entrance.
- Parents and staff entering in their own vehicle will enter using the contactless vehicle access control system. FEI has 7 devices available, 3 to enter and 4 to exit, located in parking lot No. 3 and in the basement of the Community Hall.

VEHICLE ENTRANCE

1. In front of the covered walkway, staff will indicate where the vehicles must temporarily park: queueing, one after another, and in groups of 4 vehicles.
2. The Security staff, the Health Care Area and the support teachers will verify the proof of completion generated once the COVIDTES Daily Symptom Survey is completed, requesting it to see it directly from the mobile phones. This process should not take more than 30 seconds.

3. Once the proof of completion of the COVIDTES Daily Symptom Survey has been verified, the student will be able to get out of the car and proceed to the entrance with the support of the teaching staff.
4. If students arrive in their own vehicle, they must enter through vehicle entrance No.3, park in the area for students and then, enter through the vehicle reception. Right there, the security staff will verify the proof of completion of the COVIDTES Daily Symptom Survey on the mobile phone so that the student can then complete the biometric registration.
5. We estimate that a camera can detect five (5) students per minute, meaning that 200 students will enter and will be duly registered in 10 minutes.
6. Once registered, students must go, in order and maintaining physical distancing, to the handwashing station under the supervision of the teachers. After this, students can go to the classrooms.

PEDESTRIAN ENTRANCE

1. A special team will be at the entrance to guide parents and students when entering the premises through entrance No. 2, in order to monitor the queue and the appropriate physical distancing.
2. The Security staff will request the proof of completion of the Daily Symptom Survey that can be shown directly from the mobile phones. If the proof of completion is not shown, they must step aside from the queue and the student will not be allowed to enter.
3. Parents must accompany their children as far as where the thermal and facial recognition cameras area located for the biosecurity registration.
4. We estimate that a camera can detect five (5) students per minute. This entrance will have nine (9) cameras to enter meaning that 450 students will enter and will be duly registered in 10 minutes.
5. Once registered, students must go, in order and maintaining physical distancing, to the handwashing station under the supervision of the teachers.

If crowds are seen in this area, hand sanitiser will be used to comply with the entry protocol.

Students of The English Nursery, Pre-Jardin and Jardin will be instructed to wash their hands or use hand sanitiser when entering the classroom, as they have both disinfection options within the classroom.

STUDENT ENTRANCE WHEN USING THE SCHOOL TRANSPORT SERVICE

Students using the school transport service must comply with the following biosecurity protocol:

1. Before getting on the school bus, parents must have completed the Daily Symptom Survey at <https://app.englishschool.edu.co/CovidTES/default.aspx>. Proof of completion must be shown to the school bus supervisor.
2. The school bus supervisor will provide hand sanitiser to every student for hand disinfection when getting off and on the school bus.
3. Students must seat from the back to the front on the assigned seats which are marked as available to ensure physical distancing. Students will seat on the same seat in the morning and afternoon.
4. **While on the school bus:**
 - Mandatory and permanent use of face masks, covering nose, mouth and chin.
 - Windows must be open to ensure adequate ventilation.
 - No eating or drinking.
 - Sharing personal items is not allowed.
 - Mandatory use of seat belts.
 - As far as possible, everyone should remain silent during the school bus ride, avoiding shouting, singing and talking on mobile phones.
 - Follow the rules for the use of school transport established in the Community Handbook.
5. **Arrival at school:**
 - At the pedestrian reception area, there will be 18 cameras: 9 to enter and 9 to exit. Of these cameras, 6 are for tall children and adults and 3 for small children.
 - Students of TEN, Pre-School as well as small students of Primary will have priority to use the cameras for small children. The other cameras will be used by Primary and Secondary students. The cameras will be marked for easy identification and access.
 - The school buses will enter the school premises through parking lot No. 1, and students will get off the bus at parking lot No. 2 in front of the parking bay.
 - Students will get off from the first to the last seat in order to avoid physical contact.
 - Students will go to the pedestrian reception accompanied by the teachers who will guide them to the queue, following the signage and maintaining the physical distancing of 1 metre.
 - Students will enter through the pedestrian reception where the thermal and facial recognition cameras will carry out the security registration.
 - Then, students will go to the disinfection stations for handwashing under the supervision of teachers.

- If crowds are seen in this area, hand sanitiser will be used to comply with the entry protocol.
- Students of The English Nursery, Pre-Jardin and Jardin will be instructed to wash their hands or use hand sanitiser when entering the classroom, as they have both disinfection options within the classroom.
- Students will then head to their classrooms.

Entry restrictions:

- Parents do not complete the COVIDTES Daily Symptom Survey.
- Students or parents fail to show proof of completion of the COVIDTES Daily Symptom Survey on a mobile phone.
- If during the entry process or during the school ride the student shows or expresses having any respiratory or gastrointestinal symptoms.
- In all of the above, parents must return home with their children to request telephone medical assistance from their health care provider in accordance with the health authorities' protocol and the biosecurity guidelines issued by the Ministry of Health.
- Staff in charge of the entrances as well as bus supervisors must immediately notify their immediate supervisor if they detect any irregularities during the control procedure.

Important to remember when you should not leave home:

- If the night before or that morning the student shows 2 or more respiratory or gastrointestinal symptoms such as coughing, runny nose, sore throat, difficulty breathing, abdominal pain associated with vomiting or diarrhoea, loss of appetite, lack of energy, generalised osteomuscular pain and/or very severe headache that requires taking pain killers.
- Parents must always notify the absence of the student to the teacher in charge and send an e-mail to the Health Care Area at areadesalud@englishschool.edu.co. Afterwards, they must request medical assistance by phone or virtual channels from their health care provider.
- A sick person means sick family unit so everyone must comply with preventive isolation of 10 days even if the students are asymptomatic.

Situations to consider:

- Parents are not allowed to get out of the vehicles.
- Teachers will be supporting the entry and exit teams to accompany students.
- The school will have new handwashing stations in each entrance, enough to give coverage and agility to the process.
- Wearing a face mask is mandatory to enter and at all times while within the premises of the Fundación Educativa de Inglaterra.
- When eating and drinking beverages, the corresponding biosecurity protocols must be taken into account.

- Failure to comply with the guidelines established in the biosecurity protocol in this return plan and/or the lack of or incorrect completion of the COVIDTES survey may result in disciplinary, in accordance with the Community Handbook and institutional policies.
- Self-care and prevention are the fundamental premises for the development of our return plan in the framework of biosecurity, which mitigate the risk of COVID-19 infection.

ARRIVING HOME PROTOCOL

The following recommendations are intended for families to keep in mind when their children arrive home:

1. Handwashing with soap and water for at least 20 seconds ALWAYS.
2. Remove the face mask you are wearing and dispose of it in a covered container, if it is disposable. If cloth, it should be washed immediately.
3. Although it has been demonstrated that clothing is not a source of transmission, the following recommendations suggest that the uniform be removed when arriving home.
4. These clothes can be washed with the rest of the household laundry, when necessary, and it is not recommended to put them in a bag or give them special handling.
5. It is optional to shower when arriving home.
6. COVID-19 has been shown to have a low probability of being spread from surfaces, but it is recommended that lunch boxes, bottles, utensils and other items that the student brought to school be cleaned daily.
7. It is not necessary to clean and/or disinfect the shoe soles, nor is it necessary to spray alcohol or disinfectants on clothing, bags and/or lunch boxes.
8. Self-care and prevention at home must continue to be fundamental tools to mitigate the risk of transmission of COVID-19 to families.

E. CLASSROOM AND LABORATORY BIOSECURITY PROTOCOLS

CLASSROOM BIOSECURITY PROTOCOL

Students participating in the return plan for on-site classes must comply with the following aspects. Teachers are responsible for the strict compliance with the protocol below:

1. Before entering the classroom, the teacher must require each student to properly wear the face mask.
2. There will be signage in all academic spaces for social distancing to be always guaranteed and this must be supervised by the teacher.
3. Moving desks or seating together is forbidden. Additionally, exchanging chairs or changing positions is not allowed unless strictly necessary.
4. As far as possible, permanent desks shall be assigned and marked with the name of the student.

5. The access corridors to the classrooms are exclusively for transit, therefore, stopping to talk to someone is not allowed.
6. The entrances and exits of the buildings of each section as well as one-direction- foot-traffic flows are marked to prevent people from running into each other from opposite directions.
7. Students must bring the strictly necessary school supplies. They must not bring toys or other objects that are not indispensable for their academic activities.
8. Students must not share personal items.
9. It is permitted to share items that the teacher considers necessary for the development of their class, e.g., school supplies, texts, sheets, paints, sports equipment, etc. If these items are to be rotated to other groups, they must be disinfected before the next use, e.g., sports, music and art supplies.
10. Students may use the lockers and spaces determined by the institution to leave their school bags and other school supplies, in accordance with the instructions given by the teachers and at the times set aside for this purpose.
11. Food consumption during classes is forbidden and only water consumption from a personal water bottle brought from home is allowed.
12. Classroom windows and door must always be open to allow natural ventilation.
13. Only teachers can use the technological devices in the classroom.
14. In the classroom, there must always be disposable and disinfectant wipes and a spray bottle with alcohol to clean the items of the teacher as well as the technological devices. The alcohol bottles will be refilled and/or replaced as necessary to ensure that these items are always available in the classrooms.
15. Before the beginning of each class, the new teacher must disinfect the working items of the classroom.
16. Food and beverages may, exceptionally, be consumed inside the classroom only at the times established for snacks and when they cannot be consumed outdoors due to weather conditions.
17. On a daily basis and at the end of the school day, the General Services staff will clean and disinfect the rooms, in accordance with the protocols.

LABORATORY BIOSECURITY PROTOCOL

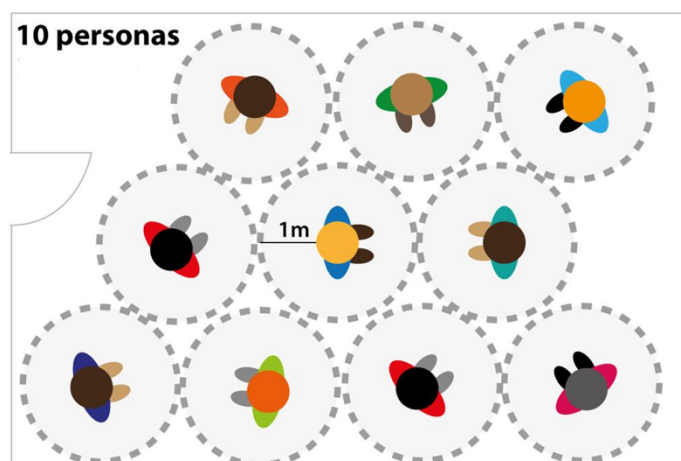
In the laboratories, the recommendations of the Classroom Biosecurity Protocol will be in force, however, students must also comply with the following:

1. Before entering the laboratory, students must use hand sanitiser.
2. Students must enter with their lab coat on (fluid resistant material is recommended), properly marked with their name, and must use the protective elements for the different laboratory activities.
3. Exchanging or sharing materials is not allowed.
4. Students shall remain in the position assigned to them and shall always respect the signage in the laboratory.
5. Students shall use only laboratory items given to them for that specific use.



Group limitations:

- Working groups shall be organised with a maximum of 20 students.
- A minimum distance of 1 metre between each individual shall be guaranteed at all times in this way:



- However, the distance between people could be increased, taking into account that physical exercise implies an increase in respiratory effort due to the demands of the activity and, consequently, the generation of greater amounts of aerosols.
- There will be no activities or games involving personal contact.
- All students and teachers must wear face masks at all times during class.
- In the bathrooms, physical distance must be maintained. A maximum of 4 people may change in the toilets in the coliseum and 2 in the auxiliary bathrooms.
- The time spent changing and using the changing rooms or toilets should be limited or minimised, bearing in mind that these are spaces where there is no adult supervision, so it is suggested that students go as prepared as possible for sports training, so that they have to change as few items of clothing as possible, limiting the time and interactions in these places.

Cleaning:

- Before students enter a facility, surfaces must be cleaned and disinfected (chairs, meeting room furniture, changing rooms, bathrooms, tables, etc.).
- Students should wash their hands for at least 20 seconds with soap and water before and after classes as well as before and after touching any surface.
- Sports equipment should be thoroughly cleaned and disinfected before and after use.
- To perform physical activity, appropriate clothing and footwear must be worn at all times to minimise the sweat that can be transmitted to sports equipment and surfaces.
- Any equipment such as benches, pads, sports equipment, etc., with holes and exposed foam will be covered.
- Students must shower and wash their training and towels immediately upon returning home.
- Hand sanitiser must be used at the beginning and end of all training sessions.

Physical exercise and sports equipment:

- Work areas will be marked so that each student maintains physical distancing.
- The area where class will be carried out will not be used until it has been disinfected.
- It is forbidden to share clothes or sports items among students.
- Emphasis will be placed on working with body weight.

Hydration:

- Students must bring their own water bottles to stay hydrated and they must not be shared.
- Hydration stations such as drinking fountains must not be used.

Protocol for admission of visiting schools for sporting competitions

1. It is agreed between the participating sports organisations, UNCOLI and ASOCOLDEP, that all students and the coach registered on the list signed by the Head of Sports and the Head of School and Rector, have completed the Daily Symptom Survey of their respective institutions.
2. Therefore, for a team participating in the tournament to enter the premises of a host school, the coach in charge must show the list of students who are going to take part in the match in the entrance.
3. This list will provide a record of all the authorised people who will be attending the event.
4. Referees must show their vaccination card and proof of completion of the COVIDTES daily symptom survey in order to enter the school premises and officiate the matches.
5. Admission of parents and spectators will not be allowed for the time being.
6. All members of visiting teams must follow the established biosecurity protocols, including the correct use of face masks, continuous handwashing and social distancing.

INFRASTRUCTURE

1. **The Head of Infrastructure has assessed the sanitary and hygienic conditions of the institution and has identified the required repairs and needs for local adaptations to ensure health conditions.** To reinforce biosecurity protocols, a message will be automatically played every three hours through the PA system to remind the importance of handwashing in a staggered manner and of physical distancing.

The following have been identified:

- A. **Natural ventilation:** Our classrooms and spaces have good natural ventilation. All classrooms will have the corresponding signage and distancing of desks will follow the current regulations.
- B. **Sanitary facilities/fixtures:** The minimum number of sanitary units by number of students. There are enough as established by the current regulations (25 students per sanitary units), however, priority is given to distance and the washbasins that should not be used will be marked. Washbasins will have electronic sensors.
- C. **The resources to ensure the handwashing of all the members of the educational community:** Currently, the school has the sanitary facilities/fixtures for teaching staff and Administrative and General Services staff, which have the biosecurity elements that will guarantee disinfection. Disinfection units will be available at the entrances and exits of the institution. All staff must comply with the regulations stipulated in the protocol for entering the premises including the completion of the Daily Symptom Survey at <https://app.englishschool.edu.co/CovidTES/default.aspx>. Disinfection and handwashing must be carried out at entrances No.2 and No.3 as well as at TES Bites.
- D. **Dustbins and bins with lids for waste handling:** There will be dustbins in strategic areas near the classrooms or common areas.

- E. **Waste management protocols:** This is stipulated in the cleaning and disinfection protocol.
- F. **Cleaning and disinfection schedules:** The cleaning and disinfection protocol that is included in our Basic Sanitation Plan is being adapted taking into account the timetables established for the provision of the educational service.

2. Assessment of the surroundings by the Head of Infrastructure:

- A. **Pedestrian and vehicle access routes:** Vehicle entrances of the premises are clearly identified. In addition, parking lots will be marked to comply with current regulations. As for the pedestrian entrances, entrance No. 2 will be enabled as it has the cleaning and disinfection elements.
- B. **Signage:** A specialised company made the signage for all the areas of the institution including common areas and classrooms following the biosecurity protocols and regulations, allowing to establish the conditions and foot-traffic flows within the educational institution in accordance with current regulations.
- C. **Public space available to organise the entry and exit keeping a physical distancing of 1 metre radius to carry out the established procedures: Hand hygiene.** The protocol to enter the Foundation premises establishes the minimum conditions to enter the premises in a safe way

G. TRANSPORT AND FOOD SERVICES

TRANSPORT SERVICE

For 2021, the school is considering the provision of the school transport service for students. The service registration will be enabled through the enrolment platform, and the service will be contracted, based on the days and times that the school has established between August and December 2021.

The school will offer the round-trip service (home-school-home) and the one-way service (either home-school in the morning or school-home in the afternoons).

Given the contingency and conditions of service, the school is not considering permissions to allow students to change school buses.

For the fourth phase, the logistics will be developed as of 9th August 2021. From this date onwards, the school will send a circular to parents with all the specific details regarding schedules, pick-up/drop-off points and school bus numbers.

FOOD SERVICE

The school will offer food service for students and staff during the school year, following all the biosecurity guidelines for the prevention of COVID-19, through the implementation of cleaning, disinfection and self-care processes.

The food services to be offered are:

- Lunch
- TES Bites (School Shop)
- Snack service
- Dairy beverage service

GENERAL MEASURES

1. The Community Hall shall have a maximum capacity of 246 people simultaneously during Pre-School lunchtime and a maximum capacity of 168 people during Primary and Secondary School lunchtime, taking into account the maximum permitted seating capacity and the 1.5 metre distancing. At lunchtime, students and school staff will move in a staggered manner, according to the established timetable and in compliance with the times and measures determined in the biosecurity protocols.
2. A space will be set up in the former Elvedon Library to provide food service for teaching and non-teaching staff, with a maximum capacity of 54 people simultaneously.
3. Proper handwashing in the handwashing stations located at the entrances before entering the cafeteria.
4. To enter the cafeteria, it is mandatory to carry the school ID card in a visible place. The school ID card will be handled only by the owner when passing it through the barcode scanner.
5. It is mandatory to wear a face mask (covering nose and mouth) inside the cafeteria. When eating, the face mask must be put aside in a bag.
6. Two (2) people per table.
7. During the registration, and provision and consumption of food, the social distancing of 1.5 metres shall be followed.
8. Students and staff must receive their meals and then take their places at the designated table, which will be duly marked with a distinctive colour for each group and marked with the names of the students assigned to it, ensuring that they have fixed places. Likewise, moving around in the cafeteria should be avoided. It is suggested to have fixed seats in this space, because people sitting next to each other will meet the definition of close contact. This makes it easy to keep track of them, which is facilitated by having a "map" of people and locations.
9. The cleaning and disinfection of tables, chairs and acrylic surfaces shall be carried out at the end of each section's lunchtime, applying the protocols established in the Sanitation Plan. It is recommended that this cleaning be done at the end of the general lunch time for all sections, in order to maintain a continuous flow of people in each turn. Spraying of spaces for virus containment is not recommended, as even this practice can be counterproductive for people, depending on the product used. In addition, COVID-19 requires friction to be

removed. This action will only be performed if required by other food handling protocols or guidelines.

10. Hand sanitisers shall be provided to ensure hand disinfection.
11. Food preparation will be carried out with the highest standards of biosecurity and safety.
12. Food and supplies will be provided 100% by Sapore SAS. This company will offer an assisted service so that students and staff do not handle trays, cutlery or glasses.
13. The all-you-can-eat and -drink service (salad bar and juices) is suspended and will be managed and handled by the staff of Sapore SAS.
14. The cafeteria will be available for all students registered for food service to eat. Everyone must follow the biosecurity protocols to enter the cafeteria.
15. It is essential that, when heading to the cafeteria, students and staff bring spare face masks to change after eating in the cafeteria.
16. To eliminate money handling and minimise queues in the TESbites school shop, we have implemented a new top-up system through the PayGo, platform. You can top up the student ID card through the link <https://clients.paygo.com.co/#/login> or downloading the app on your mobile phone. Students will receive the student ID card on the first day they attend the school premises for on-site classes and it must be carried at all times.
17. Teachers in charge of supervision must ensure that students comply with the minimum distance of 1.5 metres in the queues in the school shop, in accordance with the signage.

Protocol for the use of microwaves

1. A tent with a maximum capacity of 60 people is set up in the north area, available for students who bring lunch from home.
2. Students will go out for break, making proper use of a face mask and bringing a spare.
3. Hands should be washed with soap and water before consuming food.
4. A space will be available in the food court to provide a microwave service for heating food, complying with biosecurity protocols. One person will be available to carry out this process.
5. Cleaning and disinfection of tables, chairs and spaces will be carried out.
6. A minimum distance of at least 1.5 metres must be maintained between students, avoiding any physical contact.
7. A maximum capacity of two users per table.
8. Sharing food and/or drinks is not permitted.
9. Teachers in charge of supervision must ensure that students comply with the minimum distance of 1.5 metres in the rows for heating food.
10. Within the cafeteria, hand sanitiser will be available.

Protocol for snack and dairy beverage breaks outdoors (outside the Community Hall)

1. Follow all the recommendations of the teachers who will be in charge of the break time supervision.
2. Students will go out for break properly wearing a face mask and should carry a spare.

3. They must wash their hands with soap and water for 20 seconds before leaving for their break at the nearest washbasins. In the case of Pre-School, handwashing facilities must be used inside their classrooms.
4. Hand hygiene can be combined with the use of hand sanitiser whenever required and hands are visibly clean, as a valid alternative technique when handwashing with soap and water is not possible at the time.
5. If teachers observe crowds, they can designate groups of students to make use of the hand sanitiser points in the classroom or corridor.
6. A minimum distance of 1.5 metres should be maintained between students and/or adults who are in the same break area and should avoid any physical contact when greeting and interacting.
7. When consuming food, students must completely remove their face mask, removing it from the elastic bands and storing it in a bag of its own.
8. Place students in the defined outdoor eating areas by grade level.
9. Students must eat their food in the marked areas, as they are not allowed to share with students from other grade levels.
10. Once they have finished their meals, they must put their face masks back on, covering their noses and mouths.
11. Food must be eaten in its entirety during the break, but if not finished, it must be stored in airtight Ziploc bags or containers with lids.
12. Sharing food or drink is not permitted.
13. Students must remember to bring their water bottle with them to the break.
14. Playgrounds are open with crowding restrictions.
15. Students may share toys, loops, balls, etc., as long as they are with their classmates.
16. At the end of the break, time must be allowed for students to wash their hands or apply hand sanitiser before returning to class.
17. Students drink the dairy beverage in the classroom, keeping a minimum distance of 1.5 metres.

H. LEGAL ADVICE

The return plan, including all its phases, has been developed by the Contingency Committee and approved by the Directive Council, taking as a reference the multiple guidelines issued by the national and local authorities, due to the pandemic, such as: **“Lineamientos para la prestación del servicio de educación en casa y en presencialidad bajo el esquema de alternancia y la implementación de prácticas de bioseguridad en la comunidad educativa”** and **“Guía General para el desarrollo de una reapertura gradual, progresiva y segura de las instituciones del sector educativo privado de Bogotá”** version 8 of September 2020, **Directive 012 of June 2nd, 2020, issued by the Ministry of National Education, and Resolutions 666 and 1721 of 2020.**

In this phase of the Plan for a Progressive and Safe Return to the School Premises, we adopt Resolution 777 of June 2nd 2021 and its technical annex, issued by the Ministry of Health and Social Protection, and Ministerial Directive No. 5 of June 17th 2021, issued by the Ministry of

National Education and Circular No. 13 of 2022 issued by the Secretaría de Educación del Distrito. These provisions are intended to prioritise the on-site attendance of the educational community in our institution, will be under constant review, and may be subject to modification at any time, according to epidemiological or regulatory variables that may arise.

The institution will design, implement, and follow all prevention and biosecurity protocols to mitigate the risks, but it does not undertake to eliminate them, nor does it guarantee the non-contagion of COVID-19. Therefore, it is the responsibility of all members of the educational community to follow the protocols and the parents' informed decision on whether the student continues his/her learning on-site is autonomous and voluntary, and must be confirmed by signing the informed consent form, authorising the entrance of the student to the school premises.

All members of the educational community without exception must comply with this document and, in general, with the protocols, handbooks and policies. Failure to comply with any of the documents may lead to disciplinary actions being taken including the termination of the student's enrolment or an employment contract.

I. COMING TO SCHOOL

- As of the beginning of the 2021-2022 school year activities in the school premises, all teaching and administrative staff must attend the school premises, in accordance with the Ministerial Directive No. 5 of June 17th, 2021, issued by the Ministry of National Education.
- Teachers and staff will arrive at school no later than 7:00 a.m. and are subject to the same entrance procedures and policies.
- All teachers, in accordance with their contract and duty allocation including Specialists, Spanish, Learning Support and Psychologists, will be in the parking lot and in front of the school to receive students and escort them to the entrance as well as throughout the campus in between the entrance and classrooms to guarantee minimal social distancing. Heads of Section will supervise this. Students will be given hand sanitiser upon entering the school.
- Only students and staff will be permitted within the school premises unless there is a previously scheduled and approved appointment or activity.
- Everyone entering the school premises will be required to use a face mask, pending changes in government protocols.
- Lifts will not be available and will be blocked. Lifts can be used only by people with special health conditions.

J. LEAVING SCHOOL

- The school campus will not be open to students after the school day finishes except for scheduled and approved activities specified in section N. Activities.
- Teachers will accompany students from the classroom to the departure area. They will also be on duty in parking lots 1 and 2 for students to get on the school buses and in parking lot 3 to hand students over to parents and/or guardians, and to ensure that students comply with the health and safety protocols established by the government, and to direct students to the different exits.
- Students should not gather in groups after activities.
- Students of Middle School and Upper School who do not register for transport or food services can leave the school premises, in private vehicles previously registered, once the seventh period is over. The school shall establish the procedure for granting such authorisation and shall inform the parents.
- Parents picking up their children in a private vehicle must enter through vehicle entrance No. 3. Afterwards, they must park their vehicle, queue to pick up the student and exit through the contactless vehicle access control.

K. WHILE AT SCHOOL

Health and Hygiene:

- Cleaning protocols will be increased for deep disinfection of the premises.
- Only students and staff will be permitted within the school premises unless there is a previously scheduled and approved appointment or activity.
- All classrooms must be thoroughly cleaned and disinfected every night. High-touch surfaces (door knobs, desks, tables, books, etc.) will be disinfected throughout the school day.
- Each student will have a personal kit of work materials. Students will not share materials.
- Reminders will be issued during the school day to ensure that students are following healthy practices such as washing their hands regularly, covering all coughs, and not touching their faces.
- Students will remain in the same classroom as much as possible to minimise the risk of contagion.
- Common facilities and areas will be used in accordance with the recommendations of the Ministry of Health.

L. WHAT TO BRING

- a. Healthy morning and afternoon snacks, and lunch, if not registered for food service.
- b. Water bottle, cleaned daily.
- c. A spare set of clothes, a raincoat and wellington boots for Pre-School and Primary School (appropriate for all weathers).
- d. Only the school supplies necessary for classes that day. Supplies must not be shared under any circumstances and must be disinfected at home daily.
- e. Their own device (if required). This must be disinfected daily before and after school. This does not apply to Pre-School.
- f. Everything should be transported in a backpack that will be stored in the designated classroom area so that it does not interfere with cleaning.
- g. Backpacks should remain in the classrooms during breaks.

M. FOLLOW-UP TO THE RETURN PLAN

The implementation and development of the return plan will be analysed, on a regular basis, by the Contingency Committee and reviewed and approved by the Directive Council in order to assess four general aspects:

- Variation in the characteristics of the population, leading to possible modifications, adjustments or improvements to the plan. A considerable variation of these characteristics could lead to the temporary suspension of the implementation, if necessary.
- Community commitment to the return plan to ensure that all of members of the community, without exception, comply with the protocols.
- Curricular results that allow the analysis of the difficulties and benefits of the measures taken at the academic level.
- Perception of students, parents and staff with regard to the implementation of the plan to make adjustments and assess the implemented changes.

The follow-up will be carried out on a weekly basis by those in charge of each aspect and the results will be informed to the whole community.

The modifications to this return plan will be carried out in accordance with the provisions of the district and national authorities, the evolution of the current public health situation in the country and in Bogotá, the information gathered from the weekly monitoring of the implementation of this document and the needs expressed by students, parents and staff.

The general and specific modifications to the return plan will be proposed by the Contingency Committee and approved by the school's Directive Council.

N. ACTIVITIES

This chapter is appended to the **PLAN FOR A PROGRESSIVE AND SAFE RETURN TO THE SCHOOL PREMISES OF THE ENGLISH SCHOOL** approved on October 26th, 2020 by the Secretaría de Educación del Distrito and the Secretaría de Salud of Bogotá. This appendix has been developed as a guide for the activities carried out in the school premises, within the framework of the operation of the educational institution Colegio de Inglaterra - The English School (TES) and the Fundación Educativa de Inglaterra (FEI), in compliance with the provisions of in Resolution 777 of 2021 and its technical annex issued by the Ministry of Health and Social Protection and Ministerial Directive No. 5 of 2021 issued by the Ministry of National Education, and other regulatory provisions.

General principles:

For this document, activity means any act/event of the school that does not take place during the school day, being educational, academic, sporting and social related to Pre- School, Primary School, Secondary School or alumni. In this phase of the return plan, it is established that educational, sporting and/or recreational activities may be carried out in line with the curriculum and in accordance with the protocols and biosecurity measures established by the institution, which may be authorised by the Head of School and Rector in consultation with the relevant bodies for the proper development of institutional activities, including those that involve the participation and entry of third parties to the institution, in compliance with the relevant protocols and processes.

These will be based on the following principles:

- The Colegio de Inglaterra - The English School has a biosecurity protocol approved by the Secretaría de Educación del Distrito and the Secretaría de Salud of Bogotá. It was shared with all the members of the community, who, without exception, must comply with its general parameters.
- The biosecurity protocol is mandatory for anyone entering the school premises, even for those outside the community. They must be informed of the provisions they must comply with to enter and during the time staying within the school premises.
- In any activity, the maximum permitted capacity must be guaranteed and complied with the current regulations, maintaining physical distancing of 1 metre radius.
- The maximum capacity may vary should the competent authorities so determine.
- The distancing and capacity may also vary if the participants have to make physical efforts that lead to increased respiratory effort and consequently to the generation of more aerosols. The distancing varies between 2 and 5 metres between people depending on whether the event takes place inside or outside the coliseum.
- Each activity will have a maximum duration of two (2) hours. The Contingency Committee may modify the duration, in accordance with the provisions of the health authorities and the specific characteristics of each activity.

- As far as possible, the activities shall be carried out in the open air, otherwise, they shall be carried out in areas that ensure adequate ventilation and the movement of people, keeping social distancing.

Organisation and execution of activities:

Compliance with the following guidance is required for the planning and execution of activities, without precluding the addition of other particular requirements, if suggested by appropriate body. The leaders of each activity will be responsible for verifying compliance with these guidelines.

1. Before the activity:

- At least 2 days in advance, the security staff must have the list of attendees, including full names. Entry is only permitted to people previously registered.
- All students without exception, who need to enter the premises of the educational establishments (TES - TEN), must submit in advance the informed consent filled in and signed by the parents and/or legal representatives of the students. This document must be reviewed and approved by the corresponding Head of Section.
- All attendees must complete the Daily Symptom Survey (one per person) on the same day of the activity and before leaving their home. Proof of completion of this survey will be required by the security staff at the entrance. The survey can be completed from a mobile phone on the following link: <https://app.englishschool.edu.co/CovidTES/default.aspx>. If the attendee is of legal age, he/she may do so him/herself; otherwise, it will be the child's parents who completes it.

Steps to complete the survey:

- a) Select the language you prefer (Spanish or English).



- c) Complete the information required and answer all the questions, including the data processing authorisation. TES members must use their institutional e-mail and password.

PROTOCOLO DE INGRESO PLAN INTEGRAL DE BIOSEGURIDAD

[Soy miembro TES](#) [Soy invitado o proveedor](#)

[Cancelar](#)



Colegio
de Inglaterra
The English School

Usuario:

Pass:

Inicio de sesión

[¿Ha olvidado su contraseña?](#)

2. On entering the premises:

- Correct handwashing, verification of mandatory use of face mask and social distancing. Attendees should be one (1) metre away from each other to avoid crowds.

Entry will be denied if:

- The attendee reports having respiratory or gastrointestinal symptoms.
- The attendee is waiting for COVID-19 test results, even if asymptomatic.
- The attendee is not registered in the list of attendees.
- The attendee does not complete the Daily Symptom Survey.
- The attendee does not wear a face mask or wears it improperly.

3. During the activity:

- All attendees must have a spare face mask.
- Everyone should bring a bottle of water to stay hydrated.
- All minors must be accompanied by an adult, preferably between the ages of 18 and 59, with no history of underlying medical conditions that pose a higher risk of severe illness, and who has not been in close contact with suspected or confirmed cases of COVID-19 in the past 14 days, for those activities determined by the Contingency Committee and the Directive Council.
- Gloves are not recommended.

4. At departure:

- Avoidance of attendees' crowds when exiting the premises must be ensured. The instructions for leaving the premises must be clear.
- Groups or crowds in the school premises shall not be permitted, specifically, when entering and exiting the premises.
- Attendees are recommended to follow a proper cleaning and disinfection protocol upon arrival at home.

5. Sports Activities:

As of March 15th, sports activities resumed for Primary School and Secondary School.

Only students attending on-site classes can take part in the sports activities:

- Sports activities will begin in September 2021 and will be carried out on Mondays, Tuesdays, Wednesdays and Thursdays.
- We will offer seven sports activities: Athletics, Basketball, Dancing, Gymnastics, Football, Table Tennis and Volleyball.

- To avoid student rotation and minimise the risk of possible contagion, students in this phase of sports activities will be able to register for only one activity.
- Sports activities will have a maximum of 15 students per group and a minimum of four, necessary to open the activity.
- If the student wishes to change to another sports activity, this can only be done at the beginning of each term.
- For all these sports activities, the distancing shall be increased from a minimum of two (2) metres up to five (5) metres, depending on the demands of the sport, even if it takes place on open fields and/or in adequately ventilated classrooms.
- Parents can register their children for sports activities in August.
- The Sports Department will send a communication to the parents who registered their children, informing them of the day on which the student's chosen sports activity will take place.
- Transport will be provided for students taking part in the sports activities.

6. Extracurricular activities:

Only students who are participating in the fourth phase of the return plan can take part in on-site extracurricular activities. Distance learning students may register for virtual extracurricular activities.

- In accordance with the guidelines for the safe reopening of educational institutions and with the aim of avoiding student rotation to minimise the risk of possible contagion, students in extracurricular activities phase will be able to enrol in only one on-site activity and on the other days he will be able to participate in virtual activities and, on the remaining days, they will be able to participate in virtual extracurricular activities.
- If the activity involves intense physical exercise, the distancing shall be increased by at least two metres even if the activity takes place in open fields and/or adequately ventilated rooms.
- Extracurricular activities will begin in September 2021 and will be carried out on Mondays, Tuesdays, Wednesdays and Thursdays. Fridays will be exclusively for virtual extracurricular activities.
- Pre-School and Primary School students who stay for on-site extracurriculars activities will leave the school premises in school buses at 4:00 p.m.
- The Extracurriculars Department will send parents the brochure with the activities that will take place between September 13th and December 6th.
- Parents can register their children for extracurricular activities in August.

Thank you everyone from The English School Contingency Committee.

Bogotá D.C., Thursday, October 19th, 2021