



CONTINGENCY AND CONTINUITY PLAN AIS INTERNATIONAL SCHOOL

The AIS International has adopted a contingency plan for the beginning of the School Year 2020/2021 according to the instructions and measures dictated by the Ministry of Health and the Ministry of Education of the Generalitat Valenciana. This plan has been adopted to fit the special and favorable settings of AIS school facilities, which allow for many outdoor classroom possibilities, generous ventilation in all classes, as well as direct communication with the exterior from each classroom.

In order to ensure the health and safety of AIS students and staff and in order to guarantee the continued delivery of our unique and personalized education the following measures will be taken:

Follow the instructions and safety measures indicated at the entrance to the centre and follow all the rules established and provided at the centre regarding potential exposure to SARS-CoV II (direction and restriction of access, personal protection equipment, waste management, etc.).

1. Implement the necessary measures, carried out in the educational centre, to minimise contact between workers and between them and potential users and students who may attend at their workplace. In this sense, the layout of the workstations and study areas, the organisation of the movement of people and the distribution of spaces (furniture, shelves, corridors, etc.) in the education centre will be modified with the aim of ensuring that safety distances of 1.5 metres are maintained.
2. The established signposting and the organized flow of staff and students will be respected, favoring forward movement and avoiding crossings, both on the floor and in the rest of the common areas, and the direction of movement must be clearly marked. When the above is not possible and the same passage is used for both directions, the distances of 1.5 meters will be respected when the working staff and students are in the most unfavorable position (crossing at the same point).
3. Offices shall be used where the work stations have been redistributed in such a way that a minimum distance of 1,5 meters is maintained between persons, or where partitions or other physical elements made of materials that are easy to clean and disinfect and that act as physical barriers between them can be placed.
4. Meetings at work and education areas should be avoided where the capacity of the common space cannot be guaranteed.
5. Stairways shall be used, particularly on the first floors, provided that a safe distance is ensured at the crossing of persons or separate stairways are provided for ascending and descending stairs. The calculated capacity shall be respected.



- Take the following precautionary measures:

✓ AVOID TOUCHING YOUR EYES, NOSE OR MOUTH

✓ HAND HYGIENE

The availability of hydro-alcoholic solutions must be guaranteed for the staff and students of the educational centre, in order to ensure the cleanliness of hands (at the entrance and exit of the centre, after the use of shared objects, etc.) For those cases where hydroalcoholic solution is not available for immediate hand washing, disposable protective gloves must be used.

If the hands are visibly clean, hand hygiene should be carried out with alcohol-based products; if they are stained or have traces of fluids, this should be done with water and antiseptic soap. The use of gloves does not exempt the correct hygiene of hands after their removal. The gloves should not be washed or decontaminated with hydroalcoholic solution.

✓ RESPIRATORY HYGIENE

Students and staff with respiratory symptoms should not come to school!

If you have respiratory symptoms in school, you should cover your mouth and nose when you cough or sneeze with a tissue and throw it in a trash can. If you do not have a tissue you should cough or sneeze into your arm at the inner corner of your elbow so as not to contaminate your hands. If you have an unexpected coughing fit and accidentally cover it with your hand, you should avoid touching your eyes, nose or mouth and immediately wash your hands.

✓ USE OF OBJECTS

The use of shared objects should be avoided as much as possible while performing the task. If this is not possible, they should be cleaned and disinfected after use.

The doors of offices, classrooms, common areas, etc. should be left open.

Tables and workplaces should be kept fully covered, thus facilitating cleaning tasks.

✓ PERSONAL PROTECTIVE EQUIPMENT AND OTHER PROTECTIVE MEASURES

All students and staff must enter the school premises with their masks on.

At the present time, with the capacity calculated for each stay in the educational centre that is going to be used by the working personnel and the distance measures between fixed work posts and the placement of structural elements, the SPRL (SERVICIO DE PREVENCIÓN DE RIESGOS LABORALES) considers that it is necessary to use respiratory protection during the stay in the educational centre. Teachers will give the students the possibility to periodically take off their masks while ensuring good ventilation in the classrooms.



Hydro-alcoholic solution will be available in all classrooms and offices as well the possibility for immediate hand washing with soap and water.

It is essential to reinforce personal hygiene measures in all areas of work and against any exposure scenario. To this end, the necessary means will be provided so that workers and students can clean themselves properly following these recommendations.

In particular, the following measures are highlighted:

- Masks
- Hand hygiene as a measure for prevention and control of infection.
- Respiratory etiquette: Cover your nose and mouth with a tissue when coughing and sneezing, and dispose of it in a garbage can with a lid and pedal. If tissues are not available, use the inside of the elbow to avoid contaminating the hands. Avoid touching your eyes, nose or mouth. o Practice good respiratory hygiene.
- Maintain a physical distance of 1.5 meters.

Any protective measure must ensure that it adequately protects students and working personnel from risks to their health or safety which cannot be avoided or sufficiently limited by organisational measures, technical measures and, lastly, personal protection measures. All the above measures may be taken simultaneously if the working conditions so require.

Information and training are essential in order to be able to implement organisational, hygiene and technical measures among students and working personnel in such particular circumstances. It must be ensured that all personnel have specific and up-to-date information and training on the specific measures to be implemented. The use of posters and signs promoting hygiene and prevention measures will be encouraged. It is important to stress the importance of adapting information and training to the measures being updated by the Ministry of Health, which requires continuous monitoring.

In addition to personal hygiene, the necessary means will be put in place to ensure the hygiene of workplaces, which will have to be intensified in relation to normal practice. Cleaning and disinfection policies for workplaces and equipment are important preventive measures. Proper cleaning of surfaces and spaces, ensuring that all surfaces are cleaned daily, with emphasis on those with frequent contact such as door handles, railings, buttons etc. The usual detergents are sufficient. Special attention should be paid to the protection of the working personnel carrying out the cleaning tasks.