

# PROTOCOL

## for Hybrid Model Preschool.



Marymount Corporation  
September 2020

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**MARYMOUNT  
CARES**



## PRESENTATION

The Marymount Corporation, in its aim to promote the continuity and access to quality education for all students, has adhered to the hybrid model proposed by the National Government, keeping the e-Learning model also, until the sanitary emergency passes completely.

Lifewise, ratified the commitment with the safety and health of the whole community, especially the students who are the fundamental purpose of the institution. For this, it assumes with utmost responsibility the implementation of the preventive measure contemplated in the protocol herein, providing the necessary resources to adopt the best biosafety practices.

To accomplish this, it has been getting the facilities ready in order to comply with the biosafety protocols contained in Resolución 666, 2020, and the guidelines conveyed by the Ministry of Education and the Ministry of Health and Resolución 1721, 2020 in relation to the provision of services of traditional education under the hybrid model. In order to reduce the risk of spread of COVID-19.

- We have adapted the spaces in our classrooms, offices and common areas to guarantee physical distancing of 2 meters between students.
- We designed protocols for critical activities such as class arrival and dismissal, meals and bathroom use.
- We created a communication plan in order to reach all members of our community, oriented to build a self-care culture to prevent the spread of respiratory diseases.
- We signalized every space to communicate preventive with simple instructions which facilitate the adoption of biosafety protocols.
- We trained our General Services staff to guarantee that all order and cleaning conditions are complied with in the classrooms, common areas, sanitary units and its equipment.
- We created an app to manage and keep track of all symptoms of the school community and control attendance when respiratory symptoms and general ailments are present.

The protocol herein is aligned with the National Contingency Plan to respond to emergencies due to the COVID-19 contingency, the applicable Colombian laws and the national and international recommendations in the matter. Therefore, the priority of each of the measures here adopted, comply with the following order of priorities.

**First:** Protect and preserve the life and health of all members of the school community.

**Second:** Continuity and service quality.

**Third:** Protect the financial sustainability of the Marymount Corporation.

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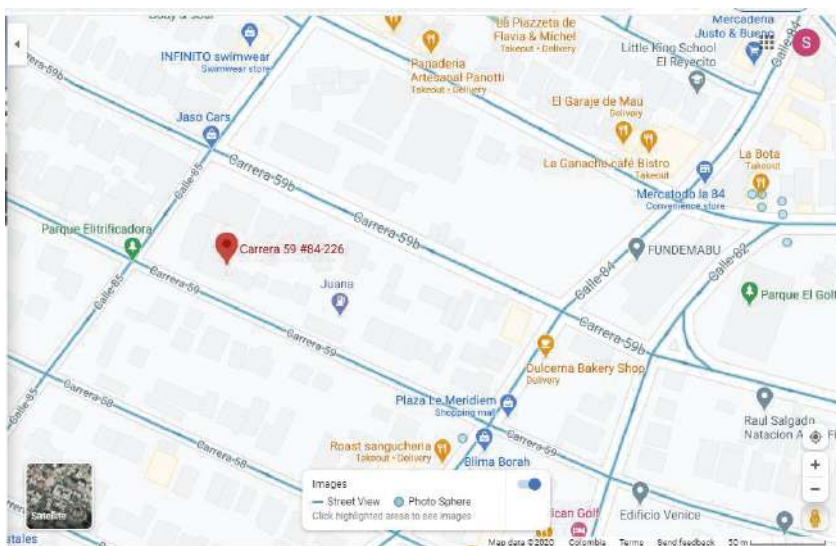
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# 1 GENERAL INFORMATION AND CONTEXT

Tabla 1. General Information about the Institution.

Business Name:	Corporación Marymount.
Nit:	890.111.793-8
Economic Activity:	Education
Services:	Campus 1: Preschool Education
Location:	Campus 1: Kra. 59 # 84-226. (Barranquilla, Atlántico)
Session:	Daytime
Legal Representative:	Anabella Martínez Gómez
Responsible for SG-SST:	Sindy Consuegra Bolívar.

The institution is located in the District of Barranquilla, with vehicle access routes on carrera 59 and carrera. 59B, at the height of calle 84, both routes in optimal conditions, vehicle traffic is medium during rush hour, especially on carrera 59B, however the students have been divided into two groups, and both entrances will be available to prevent crowds. The institution has done a traffic analysis in accordance to capacity, to manage, with the support of the signalization and traffic control elements, the new rules for student entry.



Source: Google Maps, 2020.



The institution does a constant follow-up to the evolution of the pandemic in the Atlántico Department and in accordance with the trends of economic rebound has established its plan for gradual and progressive return to traditional education.

In accordance with this context and after thoroughly evaluating the installed capacity, the budget, human resources, the institution has decided to implement the hybrid model.

## 1.1 OBJECTIVES

### 1.1.1 General Objective

Establish standards to reactivate the delivery of traditional education service, always ensuring the protection of our school community's health.

### 1.1.2 Specific Objectives

- Reduce the probability of spread of the new coronavirus during the activities taking place in the school facilities.
- Inform the general biosafety measures in the context of the sanitary emergency due to COVID-19.
- Comply with the applicable legal requirements in the framework of Colombian legislation.

## 1.2 SCOPE

This protocol has the scope of all members of the school education (students and their families, teachers, administrative staff, support, general services and maintenance), suppliers and contractors.

## 1.3 DEFINITIONS

**Social distancing:** Separation of a person or group of people who might or are infected with a communicable disease and potentially infectious, from those who are not, to prevent the spread of the SARS-CoV-2/ COVID-19 virus. The distancing for public health purposes can be voluntary or mandatory by the sanitary authority.

**Hybrid Model:** Option to combine work strategies at home with in person encounters in the education premises by consent of the families and students, after complying with all legal issues related to the biosafety conditions to preserve the well-being of the school community and determination by the directives and teachers of the adjustments to the syllabi, adaptation of the school schedule, age of the students that can return, quantity in each group, meeting points, among others.

**Asymptomatic:** People who do not present symptoms related to the spread of COVID-19.

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COLOMBIA. MINISTERIO DE SALUD Y PROTECCIÓN SOCIAL. Resolución 666. By which the general biosafety protocol is adopted to mitigate, control and carry out appropriate management of the Coronavirus COVID-19 pandemic. Bogotá. April 24th, 2020.

COLOMBIA. MINISTERIO DE SALUD Y MINISTERIO DE EDUCACIÓN. Guidelines for the education service delivery at home and in person under the hybrid model and the implementation of the Biosafety practices in the school community. Bogotá. June 2020.

**Isolation for droplet transmission:** Refers to the measures to control the infections from respiratory viruses and other agents transmitted by droplets (> 5 micra) propelled at short distance through the air that can enter through the eyes, the nasal mucous, the mouth or non-intact skin of the person in contact with the patient.

**Biosafety:** A group of preventive measures with the purpose of eliminating or minimizing the biological risk factor that can affect health, the environment or the life of people, ensuring that the development or final product of such procedures do not attempt against the health and safety of the employees.

**Close contact:** Is the contact between people in a space of 2 meters or less distance, in a room or in the area of attention of a case of a confirmed or possible COVID-19 case, during a more than 15 minutes, or direct contact with secretions from a possible or confirmed case while the patient is considered infectious.

**COVID-19:** Is a new disease, caused by a new coronavirus that had not been seen before in human beings. The name of the disease was chosen following best practices established by the OMS to assign names to new infectious diseases in human beings.

**Disinfection:** Is the destruction of microorganisms from a surface through chemical and physical agents.

**Disinfectant:** Is a germicidal which inactivates practically all pathogenic microorganisms recognized, but not necessarily all forms of microbial life, example spores. This term only applies to inanimate objects.

**EPA:** Environmental Protection Agency of the United States.

**Hypochlorite:** Is a commonly used disinfectant. These disinfectants have a quick effect over a broad variety of microorganisms. These are the most appropriate for general disinfection. Since this group of disinfectants corrodes metals and produces also discoloring effects, it is necessary to rinse as soon as possible the surfaces disinfected with this product.

**Surgical Mask:** Personal protection element for the airway which helps to block droplets bigger than particles, spills, aerosoles or splatters that could contain germs, virus and bacteria so that they don't reach the nose or mouth.

**General use mask:** A product for protection of the airways that covers mouth, nose and chin provided with a head harness that can go around the head or be attached to the ears. These are not considered a medical device.

**Contaminated material:** Is that material that has been in contact with microorganisms or is suspicious of being contaminated.

**NIOSH:** The National Institute for Occupational Safety and Health.

**Health service providers:** Makes reference to the health service provider institutions - IPS, independent health professional, assistant transportation of patients and institutions with a different social purpose providing health services.

**Biomedical waste:** Are all those elements or instruments used during the execution of a procedure in contact with organic matter, blood or body fluids of the user.



**Hazardous waste:** Is any object, material, substance, element or product in solid or semi-solid state or is a liquid or gas in containers or deposits whose generator rules out, rejects or delivers because its properties do not allow for re-use in the activity which generated it or because it is provided by the legislation or current laws.

**Reuse:** Use of the same N95 respirator for multiple encounters with patients, but retiring after each assessment. It should be stored between encounters to be reused before the following medical evaluation.

**SARS:** Severe acute respiratory syndrome.

**SARS-CoV-2:** Short version of the name of the new coronavirus “Coronavirus 2 of the Severe acute respiratory syndrome” (identified for the first time in Wuhan, China) assigned by the International Committee for Taxonomy of Viruses, in charge of assigning names to the new viruses.

#### 1.4 LEGAL FRAMEWORK

The legal framework herein contains laws issued during the emergency declared, these laws are susceptible to changes or to the issue of a new complementary regulation, which is why, an updated legal matrix will be kept, which allows to provide the preventive measures in coherence with the guidelines of the National, Regional and Local Government.

- **RSI 2005** International Sanitary Regulations.
- **Ley 09, 1979** *Código Sanitario Nacional* (National Sanitary Code).
- **Resolución 2400, 1979** Dispositions about housing, hygiene and industrial safety in the work establishments.
- **Ley Estatutaria 1751, 2015** Regulation about the fundamental right to health.
- **Decreto 1072, 2015** Single regulatory act of the Labor Sector.
- **Decreto 1496, 2018** Globally harmonized system for classifying and labeling chemical products.
- **Decreto 417, 2020** State of Economic, Social and Ecological emergency.
- **Circular 17, 2020 Ministerio del Trabajo:** Minimal guidelines to be implemented for Promotion and Prevention for the preparation, response and attention of COVID-19.
- **Circular 18, 2020 Ministerio de Salud:** Containment actions against COVID-19 and the prevention of diseases related to the first epidemiological peak of respiratory diseases.
- **Decreto 482, 2020** Measures about the public transportation service delivery.
- **Decreto 539, 2020** Appointment of the Ministry as the one in charge to determine and expedite the Biosafety protocols due to the pandemic.
- **Circular 021, 2020** Ministry of Labor: Labor protection measure due to the containment measures by COVID-19.

- **Resolución 666, 2020** Ministry of Health and Social Protection: Adoption of the General Biosafety Protocol to mitigate, control and carry out an adequate control of the COVID-19 coronavirus pandemic.
- **Directiva Ministerial 11, 2020** Ministry of Education: Guidelines for the education service delivery in the context of the sanitary emergency due to COVID-19.
- **Directiva Ministerial 12, 2020** Ministry of Education: Additional guidelines for non-official education establishments for the education service delivery at the initial, preschool, basic and intermediate level in the context of the sanitary emergency due to COVID-19.
- Guidelines for the education service delivery in the e-Learning and traditional models under the hybrid model and the implementation of biosafety practices in the school community. Ministry of Health and Ministry of Education. June, 2020.
- **Resolución 1721, 2020 Ministerio de Salud y Protección Social.** By which the biosafety protocol for the handling and control of the risk of coronavirus COVID-19 in educational institutions, higher education institutions and educational institutions for labor and for human development is implemented.

## 1.5 ROLES AND RESPONSIBILITIES

### 1.5.1 School Direction and General Management.

- Adopt the biosafety protocol herein for the prevention of COVID-19.
- Lead the implementation of the Biosafety Protocol.
- Lead the Marymount Contingency Task Force.
- Define resources for the implementation of the protocol.
- Give statements to the press and mass media.

### 1.5.2 Talent Management.

- Analysis and definition of the work modalities, together with General Management, Section Principals and Section Managers.
- Analysis of shifts and number of people per shift.
- Identification of vulnerable staff members, carrying out the appropriate and updated surveys including the staff health conditions, including information of employees who live with people who are 70 or older or with people with preexisting morbidities who are susceptible to the effects of the COVID-19 spread.

### 1.5.3 Occupational Safety and Health Specialist.

- Identify the dangers and assess the risks related to COVID-19.
- Approve the biosafety protocol, aligning the preventive measures established in the applicable regulations.
- Define the Elements of Personal Protection to be used by the staff in accordance with its duties (SST Specialist).
- Conclude the adaptation of preventive measures with the Labor Insurance Company (ARL).
- Notify the EPS, ARL and Health Secretary of suspicious cases.

- Supervise the compliance to the protocol.

#### **1.5.4 General Services**

Design, socialize, implement and supervise cleaning and disinfection routines.

#### **1.5.5 Security Guard**

- Temperature control at entrance for staff members and contractors.
- Prevent the entry of people with a body temperature higher than 37.5°C.

#### **1.5.6 Section Principals and Area Managers**

- Keep all staff members summoned to work permanently informed about preventive measures.
- Notify Talent Management in case a member of their team reports symptoms related to COVID-19.
- Appoint a watch by turn who supervises the compliance to the biosafety protocols.
- Verify that contractors are only in the premises for strictly necessary activities and that they comply with the biosafety protocols.
- Call the attention of staff members who do not comply with the biosafety measures.

#### **1.5.7 MSS (Marymount Support Services)**

Participate in the creation of the biosafety protocol.

- Supervise all staff members who present symptoms and follow-up on suspicious and confirmed cases of CORONAVIRUS (COVID-19).
- Support the preventive measures of psycho-social risk.
- Create purchase requests related to the implementation of the biosafety protocol herein.

#### **1.5.8 Communications**

- Create and implement an Internal and External Communication Plan.

#### **1.5.9 Task Force**

A committee led by the School Direction, where Section Principals will participate to address in a responsible way the structuring, implementation and compliance of the preparatory actions for the return to school under the hybrid model.

#### **1.5.10 Biosafety Watch**

- Lead the promotion and disclosure of preventive biosafety measures.
- Watch the compliance of the preventive measures to avoid the spread of COVID-19 in the appointed section.
- Carry out periodic inspections in the campus to inform about the existence of risk factors for the compliance of the biosafety measures.
- Propose improvement actions to keep the compliance to the biosafety protocols in all sections.
- Participate with COPASST in the evaluation of compliance of protocols.

- Support the collection of evidence (photographic registry) of the grade of compliance of protocols.

### 1.5.11 All staff members

- Daily health condition symptoms report.
- Timely inform managers when presenting respiratory disease symptoms or if receiving a COVID-19 diagnosis.
- Watch one's health, families and colleagues, keeping the workplace clean and disinfected.
- Wash hands every 3 hours with water and soap before and after eating and before and after going to the bathroom or disinfect hands with antibacterial gel or, if the hands are visibly clean, avoid touching eyes, nose and mouth without previously washing them.
- Avoid greeting with a kiss, hug or handshake for the time being.
- Cover one's mouth when coughing, sneezing and throw out the tissue immediately after using it; if there is no tissue available, do it covering your mouth with the inside of the elbow.
- Try to maintain a distance of at least 2 meters between people.
- Participate in training and follow the COVID-19 preventive measures from the Government and the School.

The failure to comply with the responsibilities herein is considered a violation of the occupational safety and health norms, according to the *artículo 91, Decreto Ley 1295, 1994*.

### 1.5.12 Suppliers and Contractors

- Comply with everything defined in the protocol herein and their own protocol; which they should deliver via email before the start of their work contract.

## 1.6 MANDATORY GUIDELINES FOR THE WHOLE SCHOOL COMMUNITY, SUPPLIERS AND CONTRACTORS.

- No member of the school community, supplier or contractor is allowed on the premises with acute symptoms of any type (respiratory, gastrointestinal, fever, among others). If being a staff member, he/she will notify the manager and if being a student, the parent or guardian will notify the teacher.
- No person with a possible or confirmed COVID-19 case will be allowed on the premises without completing the isolation period and having clinical and non-clinical evidence of recovery. Likewise, the people who have been in close contact with a possible or confirmed case of COVID-19.
- If the suspicious case was diagnosed through a bacterial or viral infection other than COVID-19, a full recovery is expected before returning to school.
- While identifying warning signals in the local context that could pose a risk of massive spread, the school will proceed immediately to evaluate as a first option the continuity of an education service in the e-Learning modality.

## **1.7 ADMINISTRATIVE CONTROL MEASURES**

### **1.7.1 Administrative control measures “Students”**

The return to students to traditional education continues to be a decision of the parents, therefore, the school pulls together to guarantee the quality and continuity of the education offered, in the context of the Hyflex model (the combination of the worlds Hybrid and Flexible), which grants the student the experiences of e-Learning and face-to-face learning in a flexible way, which allow for the education project to continue from home or traditionally in the school facilities.

The classes will be organized in groups of 14 students maximum (in accordance with the capacity calculated for each classroom this number might be lower) who will attend school two days a week and will stay home for three days. Keeping in mind the number of students per classroom and the size of the classrooms, two groups will be organized (Group A and Group B) guaranteeing a distance of 2 meters between students.

### **Graduality and Escalation during the Hybrid Model**

The process of a return to traditional education under the hybrid model is gradual and progressive, and should be carried out responsibly, working in coordination with the sanitary authorities and the Secretary of Education, depending on the behavior of the pandemic due to the COVID-19 virus in the department.

The team conformed by the Section Principal, the Academic Director and the School Director have designed a flexible model, with semi-present alternative, where students will receive 2 in person days a well and 3 virtual, the parents and/or guardians who decide to not attend in person will have access to 100% virtual modality, the curriculum design is aligned with the Institutional Education Project (PEI), the syllabi have been adjusted and oriented to cover the education, emotional and biosafety needs of the students and, for this, a curricular review has taken place in order to continue offering a quality service. In this hybrid modality students are physically in school twice a week from 8:00 A.M until 12:20 P.M, with allotted time on the schedule for hand washing.

The return process will start with the Kinder students, which means that a maximum of 25 students per group will be attending in the first week.

The Preschool campus has a total of 197 students, who will be distributed in Group A with 39 students, Group B with 61 students and the rest of students will be working from home. These numbers will be reduced keeping in mind that the return to class depends on parents' consent.

Weekly, the conditions for the progressive return to school of the other grades will be evaluated, informing the parents and students in advance about the other groups that will return next.

The maximum capacity per class is 11 students.

### 1.7.2 Administrative Control Measures “Occupational Organization”

- Only employees between the ages of 18 and 59 will attend school who do not have any severe cardiac conditions, chronic lung diseases, uncontrolled hypertension, uncontrolled diabetes mellitus, chronic renal disease, hepatic disease, severe obesity, malnourishment, sickle cells, conditions that cause immunosuppression (cancer treatment, tobacco, bone marrow transplant or other organs, primary immunodeficiencies, HIV, AIDS, extended use of steroids or other medications that can affect the immune system). Pregnant women should follow the recommendations of their doctor.

To guarantee this measure, a survey was carried out to gauge the health conditions of all employees and in accordance with the medical evaluations and absences, the school has chosen the staff members that will be part of this modality.

- The Preschool Campus does not have any administrative staff, due to the act that they all work out from the Sabanilla Campus. The staff members who carry out non-critical activities, those who present comorbidities, or whose duties can continue to be carried out without the need to be physically in the premises, will continue in the **work from home modality**.
- The Academic-Administrative staff members that carry out non-critical activities whose attendance is not required permanently in the premises, will carry out their duties under the “**flexible work day**” modality.
- **Lower amount of meetings.** Keep virtual meetings even if the staff is in the premises. In exceptional cases, limit the number of people attending in accordance with the room capacity, keeping a distance of 2 meters between people.
- **Avoid crowded areas or places.** Parks, libraries, the pool, cafeterias will not be used until the state of emergency comes to an end. In case that any of these areas are enabled, a capacity limit will be established to guarantee a distance of at least 2 meters between people and additional control measures will be taken such as boundaries, seat location in accordance to the maximum number of people. All events or ceremonies of more than 50 people are forbidden to prevent crowds.

#### 1.7.2.1 Arrival and departure schedules.

The schedules are organized by tiers in order to prevent crowds and interactions between students and staff. Departure time is 4:00 p.m at the latest.

Tum	Schedule	M	T	W	T	F
Group A	E: 7:30A.M- 7:50A.M S: 12:00 M- 12:30 M	X	X			
Group B	E: 7:30A.M- 7:50A.M S: 12:00 M- 12:30 M				X	X
T3	E: 7:00 A.M S: 4:00 P.M	X	X	X	X	X
T4	E: 7:10A.M- 7:15 A.M S: 12:45 M	X	X		X	X



Group A: Prekinder students (Group 1 and 2)

Group B: Nursery and Kinder students (Groups 1 and 2)

T3: Maintenance staff, General Services and IT Staff offering technical support in the premises.

T4: Teachers assigned to teach in the premises, staff in charge of Biosafety stations.

The schedule for arrival and dismissal students can only be modified by the School Director, keeping in mind local regulations or adjustments to the logistical process.

Departure time is at 4:00 P.M at the latest, to prevent crowding in public transportation. Likewise, the supervisors can make adjustments in the groups of their teams.

The activities in which it is not possible to guarantee the preventive measure included in the protocol herein, will continue to take place virtually or will be suspended until the emergency ends. The areas where these activities take place will be closed or will be of restricted use (students will not be allowed).

- MACC classes.
- Parks and playgrounds.
- Property modifications, remodeling, or other construction or maintenance activities which are not urgent or necessary.
- Out of school activities.
- Activities in the multipurpose room or the libraries.
- Training in which the distance of 2 meters between people cannot be guaranteed. (Evaluate virtual modality in first instance)
- Meetings where the distance of 2 meters between people cannot be guaranteed. (Evaluate virtual modality in first instance)
- Meetings for grades delivery, orientations and others. (Continue to take place on the phone or electronically).
- Birthday celebrations, commemorative dates, civic acts, and others.

The following areas will be closed for students, as the positive adaptation of students with the new routines is gauged, the spaces are adjusted for its use, following the preventive measures after being duly authorized by the Section Principal.

- Library
- Music Room
- Dance Room
- Art Room
- Gymn
- Spanish Room
- Religion Room
- Multipurpose Room
- Cafeteria/Kitchen
- Laboratory
- Oratory

The following areas will be used in a limited way, in accordance with the restrictions imposed by the school administration (physical distance, permanent supervision and following biosafety protocols) and only with specific authorization of the Section Principal for each case:

- Central Patio
- Soccer field
- Green areas
- Teachers' room
- Meeting rooms
- Offices: Principals, Psychologist, Technology,
- Isolation area
- Spaces between hallways

### **1.8 PARTICIPATION**

The creation of the hybrid model has had the participation of the whole school community, all staff members have been represented by each team leader in the task force meetings (Contingency team) who work in the continuity of service delivery during the sanitary emergency, also the Directive Council is active during this adoption process of the guidelines for the gradual and progressive return in the hybrid model approving all biosafety measures contemplated in the protocol herein.

To guarantee the participation of the parents in the gradual and progressive return to school under the hybrid model, a number of forums with the School Director have taken place,

several surveys to gauge the intention of return of the students have been sent out, and a Q&A section in the school newsletter has been created with the purpose to keep a two way communication during this process. The students have also participated through their leaders who have met to gather the input of needs and expectations in the hybrid model.

### 1.8.1 Task Force

The Task Force is a team led by the School Direction, created due to the sanitary emergency. This team has been creating strategies to prepare a safe return to school, leading the planning, implementation and compliance to biosafety measures.

The members of this team are split up into sub teams to address all the student and staff well-being fronts (biosafety), Legal, Communications, Academic Curricula, student and teacher routines, resources and institutional capacity and eLearning.

The team meets on Wednesdays and has the participation of the School Director, the General Manager, the Head of Well-Being, Talent Management, Occupational Safety and Health, Academic Directives and the Sections and the Communications Dept. In each meeting a minute is kept with all the commitments acquired.

Figure 1. Contingency Committee - Task Force.



### 1.9 IN PERSON ATTENTION

- Visitors are not allowed in the premises.
- Meeting with parents will take place virtually or on the phone.
- In person campaigns are not allowed.

## 2 BIOSAFETY MEASURES FOR THE SCHOOL COMMUNITY IN THE HYBRID MODEL

### 2.1 RETURN TO SCHOOL

The prevention of the spread of the new Coronavirus requires teamwork, which is why the Marymount Corporation invites the parents or guardians to bring their children to the school

premises as long as they don't present symptoms such as fever, cough, sore throat, diarrhea, they are living or have been in close contact with someone diagnosed or suspected to have the disease.

In the hybrid model the children who have a vulnerable condition related to a high risk of acute illness by COVID-19 will not attend school: Heart disease, including congenial uncorrected heart disease, hypertension, chronic neuropathy, uncontrolled asthma and/or severe asthma, chronic pulmonary disease - COPD, cystic fibrosis, acute or chronic hepatic disease, sickle cells, primary or secondary immunodeficiencies - HIV, cancer, extended use of steroids, immunosuppressants or chemotherapy, kidney failure and metabolic conditions such as diabetes, malnutrition, among others.

To identify the students with comorbidities a survey was conducted with the participation of the parents, in which age, the aforementioned diseases and other risk factors in the environment are explored. The parents and/or guardians should fill out the electronic form with the informed consent so that the student can attend classes in the hybrid model. The compliance to this requisite is mandatory in order to return to school.

The following section presents a group of actions that allow the parents and/or guardians to contribute to a safer reinstatement to school.

### **Parents' responsibilities during the hybrid model**

- **Keep informed.** In the section Marymount Cares of our webpage we gathered all official information about COVID-19. Likewise, keep informed of the communications in the school newsletter each Friday, health recommendations in our app for the health symptoms report and institutional social media. Also, we invite you to download the CoronApp on your cell phone, The app designed by the National Government to monitor and inform about the public health risks related to COVID-19.
- **Check your child daily before taking him/her to school.** Take your child's temperature before sending him to class and ask him/her how they feel.
- **Fill out the institutional app with the health report of your child daily.**
- **Recognize the COVID-19 symptoms.** If your child presents symptoms related to COVID-19, ask for medical assistance and follow the recommendations of your Health Provider.
- **Absences.** Communicate to the Section Principal, teacher with copy to the infirmary via email, the absence of the student, the symptoms and the diagnosis received from the doctor. This report should be timely and should be sent as early as possible.
- **Supervise your children for proper hand washing.** While they are home, promote frequent hand washing in the children, supervise them in the process and reinforce good habits while coughing or sneezing.
- **Watch the health of vulnerable people.** Exercise good hygiene and care measures if you live with adults over the age of 60, children under the age of 2, or family members with comorbidities, avoid taking adults over the age of 60 and or children under the age 2 to the ride to school.
- Don't allow the children to eat the rest of the food that they did not finish eating at school, clean and disinfect water bottles, lunch boxes and containers where the students pack snacks daily.

### **2.1.1 Description of the Student Population**

The ages of the student population of the Institution are from 3 to 6 year-olds.

The size of the enrolled population is 197 students.

The registry and follow-up of the staff with disabilities is in the MSS files, 24 students have special needs by behavior and 10 of these have consent to attend in person.

In Preschool there is one Mexican student and 16 students with dual citizenship, the bilingual format managed, allows the school to offer inclusion for the whole school community.

The transportation of the students is done through the school buses or the family car, none of the students arrives by foot, bicycle or massive public transportation.

### 2.1.2 Measures to comply with the Biosafety standards

To comply with the preventive measures in the protocol herein, routines for schedules, interaction, logistics and necessary resources have been established. The routines were led by the Section Principal, the Academic Director and the Head of Talent Management.

#### 2.1.2.1 Supply and care of drinking water

The school's drinking water is supplied by the service provider Triple A. The school has one tank with a total capacity of 35.5 m<sup>3</sup>, and it is possible to supply the operation needs for up to 5 days. The tanks are washed at least every six months and a record of this activity is kept.

The sinks for students have water saving faucets. These sinks are also water saving. The time of water flow is of 10 seconds, enough time to get hands wet, then soap will be applied, in the steps established and finally 10 seconds to rinse and the water flow will be automatically close without the need to touch the faucet.

There are a total of 42 sinks in the building, and in average 60% will be available to maintain distancing, since the return is gradual and progressive and depends upon parents' or guardians' consent, there is a budget allocation for the purchase of portable sinks if required. There will be 6 cleaning spots located in the hallways, independently of the individual allocation for each classroom, teachers' room, office or any other available.

Table 2. Bathroom inventory.

BATHROOMS	Toilets	Total sinks	Available sinks
KINDER BATHROOM (1ST FLOOR)	6	4	2
SERVICE ROOM CHUKUWATA	2	2	2
OFFICE	1	1	1

MAINTENANCE	2	1	1
N - 101	2	2	1
N - 102	2	2	1
N - 103	2	2	1
N - 104	2	2	1
T - 201	2	2	1
T - 202	2	2	1
T - 203	2	2	1
T - 204	2	2	1
LIBRARY	2	3	2
DANCE	4	3	2
CAFETERÍA	4	4	2
PRE-KINDER BATHROOM (2ND FLOOR)	6	4	2
KINDER (SMALL)	2	2	1
PRE- KINDER (SMALL)	2	2	1
<b>TOTAL BATHROOMS IN PRESCHOOL</b>	<b>47</b>	<b>42</b>	<b>24</b>

### 2.1.2.2 Social Distancing:

- The students' seats are located 2 meters between each other and facing the teacher.
- The bathrooms are assigned by grade, turns are established for its use, 1 or 2 students at a time, according to capacity.
- Los estudiantes realizarán rutinas de body movement en su salón de clase, y en el puesto asignado.
- Supervised routes will be established in order to guarantee circulation in only one direction. The stairs will be signalized, always requiring people to use the right side.

### 2.1.2.3 Hand washing:

- The students will have access to antibacterial gel dispensers in their classrooms and in common areas in order to disinfect their hands before entering and when they exit the classroom. In case students touch elements different from their belongings, they should use antibacterial gel only if their hands are apparently clean.
- The students should wash their hands with soap and water when using the bathrooms, before and after eating or when their hands are visibly dirty.
- Hand washing with soap and water should be done at least every 3 hours.



#### 2.1.2.4 Use of face masks:

- Students should enter the facilities using their face mask correctly (covering nose, mouth and chin) and should wear it at all times while in school and when they use the school transportation.
- Students should change their face mask after the Physical Education class or when the face mask gets wet or moist. (for this, they should have with them a spare face mask in a *ziploc* bag)
- Students should be trained to use face masks and handle them correctly.
- Cloth face mask should be washed daily with soap and water. The parent or guardian should make sure the student uses a clean face mask to go to school.

#### 2.1.2.5 General Rules:

- Food, face masks, school supplies, among other things should not be shared.
- Avoid touching your face, scratch your nose and eyes.
- All students should have a personal biosafety kit (antibacterial gel, *ziploc* bag for face masks, alcohol spray to disinfect frequently used elements, tissues)
- At the start, middle and end of the school day, each student should clean their seat and school supplies.
- Students will have their snack inside the classrooms.
- Trash should be thrown out following the signs on the trash cans..
- The water fountains will be available only to fill the water bottles brought by the students from home.
- Music classes will be carried out using technology aid and instruments will not be shared.
- Sports elements will not be shared during Physical Education classes.

#### 2.1.2.6 Personal appearance:

- Students attending school should wear their uniforms in accordance with the guidelines established in the current Community Handbook.
- The girls should always wear their hair up.
- The use of bracelets, rings, watches or any accessory that does not allow for good hand hygiene is not allowed in school.

#### 2.1.2.7 During Meals(Snack)

- Wash your hands with water and soap before and after eating.
- Take your face mask off touching the straps or bands only and put it away in a plastic bag without folding it while you eat.
- Put your face mask back on, handling it only using the straps or bands.
- Avoid talking while you eat.
- The student should clean his/her seat after snack time.
- The student should not bring home leftover food from school.

**Supply and food consumption.** Initially, food will not be given to students in the premises, in case the possibility is available later on, the school will verify if the food provider complies with all Biosafety Protocols established by the Ministry of Health for this activity. For the

time being, the students will bring their snacks from home and will have it in the classrooms with teacher supervision and following the hand washing protocol before and after eating.

## 2.2 ENTERING AND EXITING THE BUILDINGS

All members of the school community (students in the hybrid model, staff members in the premises or working from home) have to report their health symptoms daily through the institutional app, staff members without internet access will be supervised via phone.

To control the limited capacity in the buildings, staff registries will be kept, where the temperature of each person will be recorded.

All staff members and students should stop by the Biosafety Station, which involves hand washing, temperature control (each station will have an infrared thermometer) and shoe disinfection. The maximum number of students per door is 40 students.

The distribution of the points of entry will be done in the following way:

Table 3. Location of Biosafety Stations for student entry.

Grade	Door
K and N	Main Cra. 59
Pre K	Alternate Cra. 59 B

Staff members will use the biosafety station located in the main door located on Cra 59.

### Exiting buildings

- Students should exit buildings through the same door they enter.
- Students should wait in line in the main patio which is duly signalized to maintain the distance of 2 meters required. Each student will be called in pick up order through loudspeaker and they will be taken by their teachers to the vehicle, the parent should not leave the car to avoid traffic congestion.
- The student will not be able to return once he/she leaves the building.
- Staff members should exit in the same order as they entered and their schedule is different than that of the students.

**Hand hygiene:** There will be antibacterial gel or alcohol (60%) so that all members of the school community, suppliers and contractors can disinfect their hands.

**Temperature control:** Students and staff members should register their daily temperature before leaving the house every day. A second temperature check will take place in the Biosafety Stations as a requisite to enter the buildings. This temperature control is done with an infrared thermometer and in the infirmary it will be done with a digital thermometer

(making sure this one is disinfected after each use). If a temperature over 37.5 degrees centigrades is reported, the staff member or student will be sent to the isolation area and should wait 15 minutes for a new temperature check; after a check-up done by the health staff, if a temperature over 37.5 degrees centigrade is reported and the person has a car in the premises, he/she should immediately go home. In case the person is a student or staff member who does not have a car in the premises, the procedure for suspicious cases established will be activated.

Staff members and students who are working from home, should report symptoms and their temperature daily from their home.

**Shoe disinfection:** There will be disinfecting mats for shoes at each door in each building and in the staff changing rooms.

### 2.2.1 Entering classrooms

- After going through the Biosafety Station, students should go to their classroom following the route established and keeping the distance between their classmates.
- Las escaleras y áreas de tránsito son supervisadas.
- The teacher will wait for students in the classroom and will make sure that the door remains open while supervising that all students enter one by one.
- When entering, each student goes immediately to his/her desk and will always have the same seat.
- Belongings. The student will have very few school supplies in his/her desk.

### 2.3 GENERAL MEASURES FOR STAFF MEMBERS, SUPPLIERS AND CONTRACTORS

The following biosafety measures are to be complied to mandatorily.

- Record your symptoms through the institutional app before leaving the house.
- Stop by the Biosafety Station upon entering the premises.
- Maintain a minimum distance of 2 meters with other people.
- Use a face mask correctly (covering nose, mouth and chin).
- Change your face mask when this one is wet or moist (for this, you should carry a spare face mask in a *ziploc* bag).
- Wash your hands at least every 3 hours during the workday.
- Enter the premises using your school ID.
- Avoid touching your eyes, nose and mouth.
- Disinfect the work area, before and after carrying out a task.
- Avoid greetings through kisses, hugs or handshakes.
- In case of sneezing or coughing, cover your mouth with the inside of your elbow or with a tissue and throw out the tissue immediately after using it.
- You should clean and disinfect your Elements of Personal Protection - EPP.
- If you wear a uniform to work, this should be brought clean from your house in a plastic bag and should be worn before the start of the work day. You should change again after finishing the work day.
- Follow the norms to eat your meals, clean your hands before and after eating.
- In case you have cold symptoms during the day, you should let your supervisor know, in order to activate the suspicious case protocol.

#### Personal Appearance

## 2.3 GENERAL MEASURES FOR STAFF MEMBERS, SUPPLIERS AND CONTRACTORS

The following biosafety measures are to be complied to mandatorily.

- Record your symptoms through the institutional app before leaving the house.
- Stop by the Biosafety Station upon entering the premises.
- Maintain a minimum distance of 2 meters with other people.
- Use a face mask correctly (covering nose, mouth and chin).
- Change your face mask when this one is wet or moist (for this, you should carry a spare face mask in a *ziploc* bag).
- Wash your hands at least every 3 hours during the workday.
- Enter the premises using your school ID.
- Avoid touching your eyes, nose and mouth.
- Disinfect the work area, before and after carrying out a task.
- Avoid greetings through kisses, hugs or handshakes.
- In case of sneezing or coughing, cover your mouth with the inside of your elbow or with a tissue and throw out the tissue immediately after using it.
- You should clean and disinfect your Elements of Personal Protection - EPP.
- If you wear a uniform to work, this should be brought clean from your house in a plastic bag and should be worn before the start of the work day. You should change again after finishing the work day.
- Follow the norms to eat your meals, clean your hands before and after eating.
- In case you have cold symptoms during the day, you should let your supervisor know, in order to activate the suspicious case protocol.

### Personal Appearance

- Wear comfortable clothes (preferably pants) and closed shoes. Open-toe shoes will not be allowed.
- Women should wear their hair up at all times.
- Bracelets, rings, watches or any accessory that interferes with keeping a good hand hygiene should be worn.

### 2.3.1 Teachers

- Teachers should clean and disinfect their Elements of Personal Protection - EPP and practice hand hygiene after each class.
- They should change their face masks when these are wet or moist (for this, they should bring a spare face mask in a *ziploc* bag).
- As much as possible, they should keep a distance of 2 meters from students.
- Teachers should motivate and lead to comply with the preventive measures among the students.
- Inform the infirmary about any change in the health condition of any of the students.

### **2.3.2 Delivery men, drivers and operators.**

Before starting their workday, they should disinfect their respective EPP, wash their hand with soap and water before putting them on.

#### **2.3.2.1 Vehicle disinfection.**

The delivery man, driver or operator, should keep the vehicle clean. For this, they should first clean with a wet cloth (dust), and then disinfect with alcohol (70%) the critical points (steering wheel, door handles, stick shift, seat belts, radio, dashboard, keys).

- As much as possible, the windows should be down to ventilate the vehicle many times a day.
- In case you are driving another person, have this person sit on the right side in the back. In case you drive passengers in the bus, keep a distance of at least 1 meter.
- The documents or packages sent should be packed using a double plastic bag.
- Always use a face mask and latex gloves to deliver packages.
- If the delivery is in an apartment building, follow the measures contemplated in the protocol established by the building.
- Afterwards, wash your hands with soap and water or use antibacterial gel for proper hygiene.
- Hand hygiene should be done every 3 hours, after delivering or receiving a package, after going to the bathroom, before and after eating and before and after wearing the face mask.

The vehicle has a kit that contains alcohol (60% at least), disposable towelettes, waste bags, alcohol 70% or more for disinfecting the critical points of the vehicle.

#### **2.3.3 Contractors.**

With the purpose of guaranteeing everyone's safety, only previously authorized people will be entering the Marymount facilities. We reiterate the commitment that each company has with its employees through SG- SST in terms of everything related to the sanitary emergency, where all necessary protection measures will be implemented and where all the communication channels will be available to inform immediately about any situation that could pose a risk to their work activities. These contractors should request permission to enter the Marymount facilities through an e-form, providing information such as social security information of the staff members that will be in the premises along with the applicable biosafety protocol for the activities contracted.

All contractors and suppliers that offer in person services should comply with all protection and preventive measures established by the Colombian Government during the sanitary emergency period. Only staff members within ages 18-59 and without any of the comorbidities described in the work organization section are allowed to be in the premises.

### 2.3.4 Suppliers

**For the entry:** At the gate there should be a record of their full name, time of arrival and temperature control. There is antibacterial gel for hand disinfection.

After, they should have their temperature checked. If there is an alert due to a temperature higher than degrees centigrades, the supplier will not be able to enter the premises and the Head of General Services will be informed.

There is a mat at the gate for shoe disinfection.

Once the supplier is in the premises he/she should comply with the “GENERAL MEASURE FOR STAFF MEMBERS, SUPPLIERS AND CONTRACTORS”.

- Inform the supplier that the delivery of referrals and invoices should be done digitally preferably (If this is not possible, the person receiving should disinfect hands right after signing the document).
- Supplier will then proceed to deliver materials or products in the assigned area for its receipt. Without any physical contact.
- Let the supplier know that he/she has to comply with all biosafety protocols.
- Only in exceptional cases there will be payments in cash to suppliers.
- The supplier will stay as little time as possible in the premises.
- The warehouseman or the person receiving the delivery, should disinfect hands before and after the receipt of materials using alcohol or antibacterial gel.

The time for suppliers to enter the premises should not coincide with that of the students. In exceptional cases or contingencies this should be previously authorized by the Purchasing Department.

### 2.3.5 Work from home

- The staff member should report symptoms daily using the institutional app.
- Clean and disinfect your workplace and try to keep things in order and clean in your house.
- Wash your hands frequently (before using your workplace, every 3 hours, before and after eating, and when using the bathroom).
- The staff member should participate in training to strengthen the knowledge of the preventive measure for COVID-19.
- If the staff member is home and has symptoms such as fever, cold or difficulty breathing, he/she should get in touch with the EPS, follow the doctor's recommendations and report the case to his/her supervisor.



### 2.3.6 Physical receipt of documents

In case the staff member requires physical documentation, and this is sent through courier or with the errand man from the school, he/she should follow the following protocol:

- The documents, packages sent should be wrapped in a plastic bag.
- Use your face mask when receiving the package. If you live in an apartment building, follow the measure contemplated in the protocol
- Spray the external part of the package with alcohol (70%) or more concentration or use a *Clorox* wipe.
- As much as possible, leave the disinfected package in a safe place for 24 hours.
- Take off your face mask and do not forget to throw it out correctly.
- Finally, wash your hands with soap and water or use alcohol for hand hygiene.

## 2.4 PREVENTIVE MEASURES IN EPSCIFIC AREAS

### 2.4.1 Classrooms and offices

- Each classroom and office has cleaning and disinfection supplies (antibacterial gel, disinfecting wipes, alcohol).
- Each classroom should be aired out during breaks and its door should be kept open during arrival, breaks and dismissal.
- The furniture and decorative elements should be kept to its minimum.
- The workplaces and desks of the students are located at a 2 meter distance between them, the spots are demarcated on the floor with squares.
- There should not be many things on the desks, only the bare minimum.
- Only one person at a time is allowed in the offices (Section Principals, Counselors, among others).
- No visitors are allowed in the facilities.

### 2.4.2 Infirmary and insolation spots

El punto de aislamiento se ubica en el primer piso, contiguo a los salones de Kinder. La Enfermería se ubica también en el primer piso, la cual continúa habilitada para la atención médica para toda la comunidad.

To guarantee the Biosafety measures in these areas the following rules should be followed mandatorily.

Only cases not related to COVID-19 will be treated in the Infirmary. All the people with symptoms compatible to COVID-19 should go to the isolation spots directly.

- The waiting room of the Infirmary should be signalized.
- The entry to the Infirmary should be done individually and keeping the distance.
- It is mandatory to use a face mask in the Infirmary and in the isolation spots.
- Cases that need medical attention should be referred to a doctor.
- As much as possible, members of the school community should attend the Infirmary alone and inform the Infirmary in advance to avoid crowds.
- The student should carry a signed nurse pass.

- If the teacher notices a student with symptoms such as fever, cough, general discomfort, fatigue, difficulty breathing, sore throat (possible Covid-19 case), he/she should call the nurse

In the Infirmary and isolation spots the following hygiene measures should be followed.

- The health staff should wash and disinfect their hand before and after tending to a patient.
- Correctly use their EPP to tend to patients.
- Change the sheets of the stretcher every time it is used by a patient.
- Disinfect with alcohol (70%) the stretcher, elements the patient touched and equipment used during the visit.
- Step-on red trash can to dispose of waste. In the isolation spots the bag with waste should be sealed, this waste should be wrapped in double bags.
- The isolation spot should not have that much furniture and all elements should be disposable for the most part.
- The cleaning and disinfection of the isolation spots should be deep every time it is used by a patient with symptoms compatible to COVID-19, and a period of 24 hours should be waited upon if possible before using it again.
- If the student needs to go to the bathroom while waiting to be picked up, the nurse or doctor will escort the student to the bathroom assigned for this, avoiding all contact with other people, the student should wash hands before and after and apply antibacterial gel or alcohol (60% concentration at least).

#### **2.4.4 Teachers' Room and cafeterias**

- The number of people in the teacher's room is restricted to 10 and in the staff cafeterias only the number of seats that are allowed to be used according to the distance rule, these chairs cannot be moved from the assigned seat.
- Face masks should always be used. The face mask can only be taken off when eating. While not using the face mask it should be put inside a plastic bag to avoid contamination from surfaces.
- There is a sink to wash hands and utensils which are equipped with liquid soap, paper towels and alcohol. Washing hands is mandatory before and after eating
- There will be antibacterial gel and alcohol to disinfect hands.
- Nothing should be shared with other people. Everything should be of personal use (utensils, mugs, beverages, etc.)
- After using the fridge and the microwave oven, clean the handles and the microwave with alcohol.
- Distancing should be kept when using the microwave, washing hands and at all times in the cafeteria.
- Clean and disinfect the seat used.
- Avoid conversations in the cafeteria.

The workdays of staff members (teachers and administrative staff) have been defined until 12:40 p.m, in case they need to eat during the workday they should respect the capacity limit in each room.

### 2.4.5 Recepción de Insumos.

- The person in charge of the reception area, should disinfect packages before entering to the delivery premises or where it will be used.
- The person in charge of the receipt of merchandise should use a face mask while receiving the products and disinfect hands before and after receiving the material.
- Carry out cleaning and disinfection of critical points in the delivery area.
- For the delivery of materials, only one person is allowed when possible.

### 2.4.6 Parking lots

- Only registered vehicles are allowed to enter the school.
- The parking lot is available for staff members.
- In the hybrid model, the parking lot should not be full and visits and attention to parents is restricted.
- Conversations in the parking lot should be avoided and a 2 meter distance should be kept between people.

### 2.4.7 Covered patio

The covered patio is available during student arrival and dismissal.

- The students will be supervised permanently by the teachers assigned.
- The floor is demarcated with the location of each student, guaranteeing the distancing.
- Face masks should be worn at all times.
- There will be antibacterial gel or alcohol in a step-on dispenser or automatic for hand hygiene.
- Games or activities that do not allow for distancing are not permitted.

### 2.4.8 Bathrooms

- Nursery: The classrooms have bathrooms inside the classrooms.
- Pre Kinder: Bathrooms are in the hallway, 1 will be assigned to PK Yellow and Blue and the other one will be assigned to PK Red and Green.
- Kinder: Bathrooms are in the hallway, 1 will be assigned to K Yellow and Blue and the other one will be assigned to K Red and Green.
- The bathroom maximum capacity will be controlled by permissions coordinated with the teacher. The internal bathrooms allow one student at a time, for external bathrooms (in the hallways), maximum 2 students at a time.
- The sinks which are not to be used are duly signaled to guarantee distancing.
- The critical points in the bathrooms (door handles, faucets, dispenser contact points, vanity) will be disinfected at the beginning and at the end of the day in spaces of 2 hours during the day.

#### Rules for the use of bathrooms

The rules herein will be supervised by a teacher or a nanny.

- Wait outside if the number of people in the bathroom is the same as the one established.
- Do not offer handshakes, kisses or hugs to your colleagues or peers.
- When coughing or sneezing use a disposable paper towel.
- Wash your hands after using the toilet, before and after eating, when taking off your face mask, or when they are visibly dirty, following the instructions on the vanity.
- Throw out paper towels, face masks or disposable gloves in the container signaled.
- Do not enter the bathroom with books, supplies, magazines, games, etc.
- Do not use cell phones in the bathroom.
- Avoid conversations with colleagues and peers.

## 2.5 REVENTIVE MEASURES WHILE COMMUTING

### 2.5.1 Students using school transportation

At the beginning of the hybrid model, the School will not be offering the school transportation service. The transportation services contracted by the parents should present their biosafety protocol to the school. The following guidelines can be verified randomly among the providers of this service.

- The school transportation should have a chaperone that verifies compliance with the preventive measure while commuting.
- Free seats should be left between passengers, guaranteeing at least 1 meter distance and 1 child per line, making sure maximum occupancy is 50%.
- The students should get on the vehicle and use their face masks during the commute.
- The chaperone will offer antibacterial gel or alcohol to the children the moment they get on and off the vehicle.
- The student drop-off points at school arrival are signaled by grades to avoid crowds.
- The chaperone makes sure that the children keep a distance of 2 meters at the moment of getting on and off the vehicle.
- The vehicle should be aired out before and after the route. The vehicles' surfaces should be cleaned and disinfected regularly (door handles and windows, steering wheel, stick shift, seats, seat belts, radio, dashboard, etc.)

### 2.5.2 Members of the school community

As much as possible, the members of the school community (students, staff members, contractors) who own a vehicle, should use it for their commutes in itinere following the cleaning and disinfecting recommendations (handles, steering wheel, stick shift). If using a motorcycle, disinfection of EPP (helmet, gloves and glasses).

For the school transportation service offered, the protocol established by the company offering the service is verified making sure it includes cleaning and disinfection prior to the route. Unnecessary and unauthorized stops will be avoided. As much as possible, allow a seat in between each staff member and use antibacterial gel before getting on and off the bus. The staff transfer in the school buses should also comply with the aforementioned measures.

The staff members who take public transportation, should use face masks and allow a distance of at least 1 meter between other people. Likewise, if possible, talk to the supervisor and see about a flexible schedule to avoid taking public transportation during rush hour.

The staff member should use a face mask since leaving the house, during the whole commute in transportation. In the case of the people commuting using the institutional route, they should comply with the norms inside the vehicle, and disinfect hands before getting on and off, using antibacterial gel or alcohol.

## **2.6 CLEANING AND DISINFECTION OF SCHOOL FACILITIES**

The cleaning and disinfection processes are fundamental in the prevention of the COVID-19 virus spread, which is why, the General Services staff of the Marymount Corporation carries out daily cleaning and disinfection routines in the buildings, classrooms and offices emphasizing on the critical points. To optimize the availability of this resource, we disabled the spaces which are not in use, focusing all efforts in the critical areas, and temp staff will be employed in case staff members are absent.

On Wednesdays, a deep cleaning is done in the facilities.

### **2.6.1 Cleaning and disinfection procedure**

The General Services team will be in charge of the cleaning and disinfection of the potentially contaminated surfaces, making special emphasis on the common areas and the critical points described on the numerals below. The staff should always wear the elements of personal protection during the cleaning activities and follow the instructions contained in the product labels or in the safety fact sheets.

For cleaning and disinfection, dust should be removed in advance with a damp towel, spray the solution with *Clorox* water and dry with a towel.

For surfaces, disinfectants with suggested actives will be used (quaternary ammonia, hydrogen peroxide and phenols) for the elimination of COVID-19. If these elements are not available, the WHO recommendations will be followed, using sodium hypochlorite (0.5%) and to disinfect more delicate surfaces alcohol (70%). In bathrooms, floors and cafeterias, we use common detergent and to guarantee disinfection we use sodium hypochlorite, making sure it stays more than 5 minutes on the surface.

The towels used for disinfection that are not disposable should be disinfected after each cleaning routine, same as brooms, mops, buckets, and others.

### **2.6.2 Cleaning and disinfection frequency**

The general cleaning and disinfection of buildings is done daily. The critical areas are cleaned more often as indicated on Table 5.

### **2.6.3 Critical disinfection points**

- The cleaning and disinfection of those surfaces manipulated constantly by people such as handles, handrails, switches, walls, bathroom floors, sink faucets, desks, tables and cafeteria chairs, among others should be a priority.

- Electronic devices such as phones, screens, keyboards, mice, cell phones, printers, among others should be cleaned with alcohol based products, disinfecting wipes or isopropyl alcohol directly on the cloth.
- The vehicles that are used for student and staff transportation should be cleaned and disinfected after each route.

Table 5. Cleaning and disinfection critical points

Area	Critical points	Disinfection frequency
Bathroom	tubes, faucets, tanks, soap dispenser, switches and door handles.	2 times/day
Common areas	handrails, switches, dispensers.	3 times/day
Changing room	Switches, door handles, chairs.	2 times/day
Cafeteria/ Room.	Teachers Microwave oven console, drawer handles, refrigerator handles, faucet, soap dispenser, door handle.	After each meal shift.
Workplaces	Desk, drawers, handles, cubicle divisions, chairs, phones, electronic devices, chargers, pens, keyboards, mouse.	2 times/day
Students' and teachers' seats	Desk, chairs, phones, electronic devices, chargers, pens, desks, keyboards, mouse.	2 times/day
Offices and classrooms in general	Switches, door handles, file drawers handles.	2 times/day
Infirmary and attention areas for disabled	Stretcher, elements used in patient care.	Every time a patient is treated.



Isolation areas	Stretcher, element used in patient care, door and all furniture.	Every time a patient with symptoms is assisted. (the cleaning takes place 3 hours after).
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### 2.6.4 Chemical products used for eaning and disinfection

At the moment of selecting a disinfectant different to the aforementioned one (alcohol or sodium hypochlorite) we will check the N list: Disinfectants used against iSARS-CoV-2, issued by the EPA.

The General Services staff should follow all label instructions, especially the time of surface contact suggested to eliminate the virus, likewise, they should wear their EPP for their correct handling and accident prevention.

**Disinfectants should NOT be applied on people.** In case of accidental contact, wash with abundant water for 30 seconds.

- Sodium hypochlorite (0.5%), equivalent to 5000 ppm.
- Alcohol (70%).

The products should be identified. At the moment of receiving the product from the supplier, it should be disinfected and stored in the right place.

The cleaning staff has in each workplace the elements necessary for cleaning and disinfection by the staff member during the workday.

### 2.6.5 Facilities ventilation and air conditioning use.

During the cleaning and disinfection process of the facilities, the opening of doors and windows of the classrooms, offices and bathrooms, etc. should take place in order to allow air circulation.

The use of the air conditioning system is necessary due to the weather, the temperature of the city and the design of the facilities. The equipment and ventilation systems installed have been designed to frequently exchange with outdoor air, and also, the preventive and corrective maintenance of equipment is contracted with maintenance suppliers with who hold certifications and broad experience in the field. Before the start of the hybrid model, all equipment has been intervened with preventive maintenance routines which include cleaning.

The institution has common climatized areas, therefore, during arrival, dismissal and hand washing time, the classroom and office doors should remain open. Likewise, the doors to the buildings at student arrival and dismissal time, measure that allows for ventilation of the facilities and prevents contact with door handles.

### **2.6.6 inspection registry and supervision**

The registry of cleaning and disinfection of high traffic areas (cafeterias, classrooms, bathrooms, offices) is displayed and the school continues to regularly inspect cleaning through the department of General Services or the person in charge by the Head of the General Services Department.

NOTE: If contracting specialized companies for cleaning and disinfecting, the sanitary permit issued by the territory direction should be requested prior to the contract.

### **2.6.7 Cleaning and disinfection before arrival of staff members and students**

The cleaning and disinfection before arrival is in charge of the General Services department. This will take place daily and all measures contemplated in the protocol herein will continue to take place to guarantee a deep cleaning and disinfection, including workplaces, furniture and desks in the classrooms.

The control program for pests continues in the same frequency, regardless of the facilities' use frequency.

### **2.6.8 Responsible parties for cleaning and disinfection of the workplace of staff members and students**

The daily cleaning and disinfection of the workplaces (staff members and students) is in charge of General Services.

Each student or staff member supports in the process of cleaning and disinfection of their workplace during the workday (including tools, computer, telephone, etc.). In the case of students, the teachers organize breaks for cleaning and disinfection of the workplaces during the class schedule. The students from 1st through 3rd grade should not use disinfectants or alcohol, therefore, the cleaning and disinfection during the school day is in charge of the teachers in the classrooms.

The breaks for cleaning and disinfection of the workplaces and after hand washing, are done at least every 3 hours. These spaces are defined in the class schedules.

### **2.6.9 Waste management**

To reduce risk during waste management, trash cans with lid and black plastic bags are used to dispose of the EPP (face masks, gloves), this waste will be put in double bags. All waste in contact with body fluids will be managed internally as bio waste for prevention of the spread of the virus. However, only the waste produced by the infirmary and the isolation area will be disposed of as hazardous waste and will be in a red bag to guarantee its proper disposal. The separation of waste is extremely important, EPP, rags or face masks cannot be thrown out in ordinary waste or office trash cans. The trash cans for disposal of these implements have a lid and are signaled as "not usable residues" and located in the bathrooms and at access points.

The cleaning crew assigned for the management of residues should always wear EPP and wash their hands when finishing their chores.

Periodic inspection will take place by the Occupational Safety and Health - SST, to validate the conditions and efficiency of all controls taking place in all tasks.

## 2.7 PERSONAL HYGIENE

The Marymount Corporation guarantees availability of cleaning elements in the bathrooms (liquid soap, disposable paper towels) for hand hygiene. In the offices, classrooms and hallways there is alcohol (60% - 95%) or antibacterial gel.

For staff members the school provides an individual kit, The kit contains antibacterial get, alcohol in spray bottle, cleaning rag, and *ziploc* bag). Students will bring their own kit.

It is recommended to not share implements, tools, electronic devices, among others and clean and disinfect these implements frequently.

### 2.7.1 Hand washing

The procedure for hygiene or washing hands should be done at least every 3 hours. Hand hygiene can be done with soap and water, when hands are visibly dirty (the contact with soap during the wash should be between 20 and 30 seconds) or using antibacterial gel, alcohol (60 - 95%), when hands are visibly clean.

- When getting off transportation or vehicle.
- Before and after eating.
- Before and after going to the bathroom.
- After being in contact with contaminated surfaces by other people (handles, handrails, doorknobs).
- After coughing.
- Before and after using a face mask or before touching your face.

Each student grade and staff member section has a bathroom assigned, which should be of exclusive use to avoid interactions between groups. In the class schedule established there will be two spaces, before and after break so students can wash their hands with soap and water.

Below, there is a graphic with the steps to follow for washing hands correctly. This graphic will be displayed in all sinks to guide staff members and students

Graphic. Steps for hand washing.



### 2.7.2 Elements for personal protection (EPP)

The **EPP are of mandatory use**, for all students, staff members or contractors, in accordance to the table below (Table 6). The appropriate use of these is supervised and a photographic evidence record is kept.

Se debe asegurar el uso de tapabocas en los diferentes espacios del colegio, incluido el ascensor.

Table 6. Elements of protection for the prevention of spread of COVID-19

	Mascarilla Convencional	Tapabocas Quirurgico	Guantes	Caretas/Gafas	Zapatos cerrados	Bata Manga Larga	Delantal
<b>Personal</b>							
Doctor/ Enfermera		X	X	X	X	X	
Personal de filtro	X			X	X	X	
Mensajero	X		X		X		
Cocina	X		X	X	X		X
Aseo	X		X	X	X		X
Mantenimiento	X		X	X	X		
Proveedores	X				X		
Administrativo	X				X		
Vigilante	X				X		
Docentes de 4 a 12	X			X	X		
Docentes PS, 1,2,3.	X			X	X	X	
Estudiantes	X				X		

**\*\*Cleaning crew:** It is recommended that the gloves used by the cleaning crew for cleaning or waste management are reusable, in nitrile or rubber.

The use of gloves should be restricted only for infirmity staff, cleaning, kitchen, errands man or those who handle waste. All other staff members should not use gloves.

The use of face masks is mandatory when commuting using public transportation, in classrooms, in common areas and in any place where the 2 meters distance between people is not possible.

The only people using surgical masks and high-efficiency respiratory protection or N95 are the Nurse and the Doctor, since the Health Ministry recommends these solely for health services staff.<sup>4</sup>

In case of using reusable EPP, these should be cleaned daily and for this it is recommended to use alcohol-based disinfectants and, for washable face masks, use soap and water and soak in hot water for 40 seconds. For reusable gloves, clean them with disinfectant, alcohol, *Clorox* water before taking them off. When the elements are dry, put them in a plastic bag and store them.

Teachers should clean and disinfect their face shield and clean their hands between classes.

The institution is in charge of the provision of EPP for staff members. Students and contractors should have their own EPP and the school supervises the compliance with this measure.

## 2.7.3 Correct use of EPP

It is forbidden to share the EPP.

- Choose the right EPP for each task.
- Clean hands (soap and water, alcohol-based disinfectant).
- Wear a face mask covering nose, mouth and chin.
- For the face mask the straps should be tied behind the head and the other at the base of the neck. If the face mask has adjustable straps, these should be held correctly in the ears.
- Wear the face shield.

### 2.7.3.1 How to wear conventional face masks

Follow the instructions given by the supplier and take into consideration the following generalities:

- Wash your hands before putting on the face mask.
- Adjust it well, but comfortably on the sides of the face.

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<sup>4</sup>COLOMBIA. MINISTERIO DE SALUD Y PROTECCIÓN SOCIAL. General Guidelines for the use of conventional face masks and high-efficiency masks. May, 2020. pg. 6.

- Hold it with straps or laces that tie around the ears.
- Be able to breathe without restrictions.
- Face masks should be washable and they should dry without changing their shape.
- To take the cloth face mask off people should be careful of not touching their eyes, nose or mouth.
- Wash hands immediately after taking it off.
- After using a cloth face mask, it should be kept in a sealed bag until it is time to wash it.
- The cloth face mask should not be kept unpacked inside the handbags, pockets because it can get contaminated or it can get damaged.
- Face masks should not be left without protection over any surface (tables, shelves, among others) due to the risk of contamination.

Disposable face masks should only be used once.

### 2.7.4 Change frequency

The EPP should be changed after noticing any type of wear and tear that could decrease its efficiency in protection, regardless of the time it has been in use. Disposable EPP should only be used once and should not be reused.

## 2.8 BIOSAFETY WATCH

For each Section there is a person in charge of supervising the protocols, helping to remind and reinforce preventive measures. Below, the duties of the biosafety watch are described.

## 2.9 GENERAL MEASURES OUTSIDE THE SCHOOL PREMISES

Pay attention to the indications by the authorities and the restrictions to access public places. Avoid going to places that might have crowds, restrict the visits to family members and friends who have respiratory diseases, always use a face mask, keep the distance and wash hands frequently in public places and public transportation.

### 2.9.1 Recommendations at home

The biosafety protocols should be kept when leaving and coming back home. If one person in your household has cold symptoms, a face mask should be worn inside the house. If you live with someone over the age of 60, or with people with preexisting high-risk diseases for COVID-19 (diabetes, heart disease, hypertension, cerebrovascular accident), HIV, Cancer, corticoid or immunosuppressants use, chronic obstructive pulmonary disease - COPD, malnutrition (obesity and malnutrition), smokers or with health service staff, extreme measures should be kept such as:

- Keep a distance of more than 2 meters.
- Use face masks at home, especially when being in the same space as the person at risk and when cooking and serving food.
- Increase the ventilation in the house.
- If possible, assign a bathroom and individual room for the person at risk. If this is not possible, increase ventilation, cleaning and disinfection of surfaces of all the areas in the house.



Duly comply with the recommendations to wash hands and respiratory hygiene conveyed by the Health and Social Protection Ministry.

### **When leaving and coming back home**

Define a place at the entrance of the house with a contained to place your belongings where you can disinfect them and follow this protocol:

- Take your shoes off and disinfect the soles with alcohol or *Clorox* solution.
- Place your handbag and packages inside the container and proceed to disinfect them, you can spray them with alcohol, Clorox, soapy water for your keys, cell phone and, for more fragile objects, use alcohol wipes.
- Keep your work clothes/uniform separate from the clothes worn at home.
- Wash your hand correctly.
- Disinfect all elements that you have handled.
- Take a shower with abundant soap and water.

Remember to not have interactions with your family members until completing all the steps of the protocol.

## **3 SUPERVISION OF SYMPTOMS IN THE SCHOOL COMMUNITY**

The school has an app that allows for the permanent tracking of symptoms of the members of the school community, the trip taken in the last 30 days, temperature control, the identification of symptoms related to COVID-19, the risk report or confirmation of close contact with people with suspicious or confirmed cases of COVID-19. This measure is in addition to the control of absences that takes place for staff members and students.

This symptoms report prioritizes three situations that can take place in the education environment:

- Presence of probably or confirmed cases of coronavirus in a family member living in the same household or close contact with a member of the school community.
- Presence of a suspicious or confirmed case of coronavirus in a member of the school community.
- Presence of mild, acute or severe respiratory, gastrointestinal, headache, sore throat, fever symptoms during the day in any member of the school community.

In case you can relate to any of the aforementioned situations, the student or staff member should not attend school.

## **4 PROCEDURE FOR ACUTE SITUATIONS, PROBABLE OR CONFIRMED CASES OF COVID-19 SPREAD IN THE SCHOOL COMMUNITY**

### **4.1 PERSON WITH SYMPTOMS COMPATIBLE TO COVID-19**

In case any member of the school community, including suppliers or contractors present mild, acute or severe respiratory, gastrointestinal, headache, sore throat or fever symptoms

they should NOT attend school and get in touch with their EPS as soon as possible for a proper diagnosis.

In case the symptoms arise while being at school, the following protocol should be followed:

#### **4.1.1 Students**

- The teacher notifies the Nurse/Doctor and the student should be taken to the isolation area established in each building, always using the face mask correctly, where he/she will be supervised for strict compliance to the preventive measures.
- The medical staff get in touch immediately with the parent and/or guardian to pick up the student as quickly as possible.
- He/she will be given care recommendations depending on the symptoms and an explanation on the importance of getting checked by a health professional.
- There should be a record of all close contacts and do a follow-up on all the close contacts of the students at school to define, together with the health authorities, if it is required to do preventive isolation at home.
- The Nurse will follow-up on the case and verify if it is a suspicious or confirmed COVID-19 case.
- If it is a bacterial or viral infection different from COVID-19, full recovery is expected before the student can return to school. Disability or a medical note should be presented.

#### **4.1.2 Other members of the community**

- The supervisor will get in touch with the Nurse/Doctor to inform via telephone that a staff member is heading to the isolation area. The Nurse/Doctor will do a full check up, and a record will be kept with all close contacts of the staff member at school.
- He/she will be sent home and should get in touch immediately with the EPS or go to a medical center if the symptoms require it. If the person does not have a car to leave the school immediately, he/she should stay in the area until there is a way to bring him/her home. He/she cannot ride the school bus.
- There should be a record of all close contacts and do a follow-up on all the close contacts of the students at school to define, together with the health authorities, if it is required to do preventive isolation at home.
- If it is a bacterial or viral infection different from COVID-19, full recovery is expected before the student can return to school. Disability or a medical note should be presented.

### **4.2 PROCEDURE OF PROBABLE OR CONFIRMED CASES COVID-19 IN A FAMILY MEMBER OF THE SAME HOUSEHOLD OR CLOSE CONTACT WITH A MEMBER OF THE SCHOOL COMMUNITY**

When a member of the Marymount community, supplier or contractor is in close contact with COVID-19, this case will be entered into the system of epidemiological surveillance for Coronavirus, for follow-up the member will provide information about medical institutions, to identify close contacts and its proper follow-up.

The supervisor will report the SST professional, via email ([sst@marymountbq.edu.co](mailto:sst@marymountbq.edu.co)), so that the latter reports the confirmed case of COVID-19 diagnosis. The school will notify the sectional Secretary of Health, the EPS and ARL and will follow the recommendations of the pertinent authority, so that the quarantine period is fulfilled by the colleagues with whom the case had close contact or any other measure established.

At the moment of a COVID-19 diagnosis, the staff member or contractor should indicate the names and number of people with whom he/she has been in close contact with. (see numeral 4.5)

#### **4.4.2 Students**

The parents of the student or the student reporting symptoms from home or who has had contact with a probable or confirmed case of COVID-19 should record it in the institutional app and inform the teacher of the group. The teacher of the group should inform the counselor to verify the information. Once the information is verified the counselor informs the Section Director, the Head of MSS and the Nurse via email. The nurse enters the information in the system and files a report of the probable and confirmed cases of COVID-19 with the Secretary of Health.

### **4.5 PARTICIPATION IN THE EPIDEMIOLOGICAL FRAME**

The Marymount Corporation, in accordance with what is established in *Resolución 666, 2020*, creates a list of close contacts, places visited in the last 14 days (less than 15 minutes without protection, no face mask) to the municipal distrital health entity about the member of the community who have been identified as suspicious, possible of confirmed cases. For this, each member of the community leaves a record in the institutional app, and after a phone interview is done to confirm and/or expand the information reported.

Finally, after the case is confirmed, an interview is conducted with each one of the close contacts that make part of the community for the respective preventive isolation and symptom supervision.

## **5 COMMUNICATION PLAN**

The communication plan has the purpose of letting all members of the school community, suppliers and contractors know about the biosafety measures to start gradually and progressively the transition to a traditional in person model, communication mechanisms will be established where the procedures to follow and the precautions taken by the school to prevent the spread of COVID-19 are described.

These communications are directed to teachers, administrative staff, support staff, families, caregivers who support the student in this process, all messages sent will have the objective to inform and motivate the compliance to the biosafety measure, the use of spaces, arrival and departure to the facilities, precautions during the commute. Strategies will be used to reach each audience regardless of their education level.

In this Communication Plan the channels of participation with parents and/or guardians will be established so that they can contribute in the construction of protocols and respond to

each of their requests, to rigorously comply with biosafety best practices recommended by the Government.

The communication of reopening to traditional education will be communicated by the School Direction through the official institutional communication channels, and the measure will only apply to the children who are not exempt of this protocol and have the consent of the parents or guardians

## 5.1 MEDIA MONITORING

Communications will be responsible for the daily revision and update of the official communication channels, Ministry of health, CoronApp Colombia, with the purpose of keeping track of the public health risk related to COVID-19.

## 5.2 INFORMATION

Communications, with the support of the Task Force will incorporate information related to prevention, spread and attention of COVID-19 through the official communication channels.

- School webpage.
- Email.
- Bulletin Boards.
- Signalization of the practical biosafety measures that lower the risk of spread of COVID-19 in the hybrid model, which will be displayed on the main entrance and the entrances to the buildings.
- To better communicate information, the area managers can forward this information through instant messaging to their direct reports.

## 5.3 PROMOTION AND USE OF CoronAPP

Regardless of the mandatory use of the institutional APP, the Marymount Corporation promotes the use of CoronApp, among the whole school community, so that they register in it their symptoms report.

## 5.4 OUTREACH

The protocols should be disclosed to the whole school community, including suppliers and contractors before their entry to the facilities, preferably through the use of technology.

## 5.5 COMMUNICATION AND TRAINING FOR THE WHOLE SCHOOL COMMUNITY

Training will be done as much as possible through the use of technology to avoid in person encounters, the record of all activities will be kept in the different channels, preferably photographic, via e-forms to avoid contact with documents and pens.

### 5.5.1 Topics to be communicated

- Notification mechanisms regarding the non-attendance to the school when there are respiratory symptoms or general malaise.
- Places at school with a higher risk of exposure.
- Importance of physical distance (2 meters).

- Risk factors in the community and at home.
- Individual risk factors, signs, symptoms, importance of the health conditions report.
- Correct use of face masks. Posture, use and correct removal in accordance with the recommendations.
- Hand washing and good cleaning habits. Cover your mouth with your forearm when coughing or sneezing.
- Correct use of cleaning and disinfection products.
- Protocol in case a member of the community has symptoms.
- Importance of cleaning and disinfection of surfaces.
- Waste management.
- Preventive measures while commuting.
- Recommendations at home.

## **5.6 INFORMATION, COMMUNICATION AND COORDINATION WITH THE SANITARY AUTHORITIES AND MEASURES TO ADOPT**

The Marymount Corporation - CORMARY, will be in collaboration and continuous attention to the indications of the Ministry of Health, the Secretary of Health, the Secretary of Government of the Puerto Colombia municipality and all those control entities at the local, regional, departmental and national level in relation to the evolution of COVID-19, as well as the measure that need to be adopted.

## **5.7 COORDINATION WITH THE OCCUPATIONAL RISK ADMINISTRATOR (ARL)**

The Marymount Corporation - CORMARY, adopts the technical recommendations for the occupational risk management due to COVID-19.

### **REFERENCES**

*ORGANIZACIÓN DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL, MINCOMERCIO, COLOMBIA PRODUCTIVA Y OTROS.* Accompaniment protocol for production reactivation 2020.

*UNICEF, OMS, & +CIFRC.* Messages and important actions for the prevention and control of COVID-19 in schools. March, 2020. Available in [Messages and important actions for the prevention and control of COVID-19 in schools](#)

*Circular 017, 2020.* Minimum guidelines to be implemented in the promotion and prevention to prepare, respond and treat illness cases due to COVID-19 (Coronavirus).

*Circular 018, 2020.* Contention actions against COVID-19 and the prevention of diseases related to the first epidemiological peak of respiratory diseases. *MINSALUD, MINTTRABAJO y FUNCIÓN PÚBLICA.*

*Circular 021, 2020.* Labor protection measures as a result of the contention phase of COVID-19 and the declaration of sanitary emergency.

*COLOMBIA. MINISTERIO DE SALUD Y PROTECCIÓN SOCIAL. Resolución 666.* By which the general biosafety protocol is adopted to mitigate, control and carry out the appropriate handling of the COVID-19 Coronavirus pandemic. Bogotá. April 24th, 2020.

*COLOMBIA. MINISTERIO DE SALUD Y MINISTERIO DE EDUCACIÓN.* Guidelines for the education service provided at home and traditionally under the hybrid model and the implementation of Biosafety practices in the school community. Bogotá. June, 2020.

*COLOMBIA. MINISTERIO DE SALUD Y PROTECCIÓN SOCIAL. Resolución 1721.* Bogotá. September 24th, 2020.

EPS	National Line	Cell phone
Coosalud	01 8000 51 56 11	#922 Option 0
Mutual Ser	01 8000 11 68 82	#603 321 8153776
Medimas	01 8000 12 07 77 option 5	
Comparta	01 8000 11 44 40	317 818039
Cajacopi	01 8000 11 14 46	318 3439485
Nueva EPS	01 8000 95 44 00 OPTION 2	
Coomeva	01 8000 93 07 79 option 8	
Salud Total	018000114524	3698585 Option 1
Sura	Policy: 01 8000 51 88 88 EPS: 018000519519	#888 OPTION 0 3024546329
Famisanar	01 8000 91 66 62	
Sanitas	01 8000 91 91 00	3360669 3202550525





# MODIFIED:

**On March 8, 2021**

The use of disinfecting mats for wheels and footwear has been eliminated.



we are aware

**MARYMOUNT  
CARES**