



**Contingency Plan**  
**COVID-19**

November 2020



# Contingency Plan

## COVID-19

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## 1. Introduction

The health and well-being of our community is our first priority. This document has been created to provide a framework that ensures a safe environment to students, staff and their families, in the context of the SARS-CoV-2 (COVID-19) pandemic. It is our aim to inform on preventive practices and strategies to mitigate the risk of transmission of infection in the community, and on the procedures to follow in the event of a suspected, or confirmed case at school. The document is based on the guidelines by Direção-Geral de Saúde (DGS) Orientação n.º 006/2020, de 26/2/2020 and Referencial Escolas, of September 2020 and it is subject to change according to the latest updates regarding the pandemic.

## 2. The Coronavirus Disease (COVID-19)

The COVID-19 is an infectious disease caused by a new coronavirus. According to current evidence the SARS-CoV-2 (Severe Acute Respiratory Syndrome) is highly contagious and it is primarily transmissible through:

- Direct route. When an infected person coughs or sneezes, respiratory droplets are released into the air possibly contaminating people within a 2m range. The longer the permanence, the higher the risk.
  - Indirect route. Touching contaminated surfaces or objects and then touching the mouth, nose, or eyes.
- Symptoms may appear 1-14 days after exposure to SARS-CoV-2 and vary in severity. The most common are fever, cough and shortness of breath. Symptoms can also include sore throat, headache, fatigue, loss of appetite, loss of smell, loss of taste, diarrhoea, nausea and vomiting. Asymptomatic infection can occur.

## 3. The Contingency Plan

### 3.1 - Identification of the effects that the disease may have on St. Dominic's

#### International School

In the event of the Local Health Authorities determining the dismissal of face-to-face instruction, or if part of the members of the school community cannot attend, the school ensures the continuity of the

full academic programme through on-line lessons, under the regular school timetable. While we recognise that eLearning cannot fully replace face-to-face classes, there are certain key elements for our focus:

- Maintaining student motivation;
- Ensuring consistency of teaching across grade levels;
- Reinforcing the provision of visual student/teacher contact;
- Recognising that, as in the classroom, we need to differentiate our teaching;
- The importance of regular contact with parents to provide support, listen to their concerns and explain what we expect of their children.

Our web-based platforms - Managebac and Office 365 - are suitable for remote learning, with students being expected to 'attend class' as if they were physically in school, and the teaching and learning will be monitored in order to improve and ensure quality standards.

**3.2 - Responsibilities - Focal Points**



The poster features the school logo at the top left, followed by the text "COVID-19 (Coronavirus) Who to contact" in large white font on a blue background. To the right is a green circular icon with a white telephone handset. Below this is a white box containing the email address [COVID19@dominics-int.org](mailto:COVID19@dominics-int.org) in green. Underneath is a table titled "Focal points:" with three rows listing staff names and their email addresses. At the bottom, a note states: "Please see Ms. Elsa Lopes (school reception desk) when the nurse is not in the premisses."

Focal points:	
Mr. Stephen Blackburn	<a href="mailto:s.blackburn@dominics-int.org">s.blackburn@dominics-int.org</a>
Ms. Cristina Aguiar	<a href="mailto:c.aguiar@dominics-int.org">c.aguiar@dominics-int.org</a>
Ms. Anna Meinert	<a href="mailto:a.meinert@dominics-int.org">a.meinert@dominics-int.org</a>

Please see Ms. Elsa Lopes (school reception desk) when the nurse is not in the premisses.

### 3.3 - Equipment and supplies

The school provides the following equipment and supplies inside its premises:

- Alcohol-based antiseptic solution in common areas and strategic locations, together with information on hand hygiene procedures;
- Disposable surgical masks, gown, cap and gloves, as well as facial shields, for the use of the person considered a Suspected Case and the person providing support;
- Paper towels for drying hands, in sanitary facilities and classrooms.

### 4 - Preparing for a case: Isolation Area

In order to break the chains of transmission of the virus, it is important to limit close contact between infected people. When someone develops symptoms of infectious illness that matches the criteria for covid-19, while at school, action must be taken to isolate them from other students and staff, as quickly as possible. In order to manage this situation effectively, the protocol identifies responsibilities within the organisation, defines the requirements to prepare for such a situation and describes how to identify/address a suspected or a confirmed case.

Two rooms have been designated as isolating area. The rooms are the doctor's and the nurse's office. Access must be done from the outside of the building.



**St. Dominic's International School  
Isolation area COVID-19**

The isolation room is equipped with a telephone line connected to an outside line, a waste bin operated by pedal, surgical masks, gloves, thermometer, alcohol-based antiseptic solution (both inside and outside the room), and an individual kit containing water and some non-perishable food items.

The bathrooms designated for use are located at the end of the Senior School library corridor and are equipped with soap dispenser and paper towels. Its use will exclusively serve the suspected cases.

## 5 - Definition of Suspected Case

A COVID-19 suspected case is identified when criteria for upper track respiratory infection is met: temperature equal or higher than 38°C, or cough - new or persistent - or shortness of breath (Norma 004/2020 de 23/03/2020 by DGS).

## 6 - Procedures regarding Suspected Cases

### 6.1 - Procedures regarding Suspected Cases identified in the school premises





### School action:

- 1) Anyone at school who presents with criteria that matches the definition of a suspected case, or anyone who identifies someone under such circumstances, must inform the school using the email

**COVID19@dominics-int.org**

The Head of Administration and Operations and the Head of Junior/Senior School are immediately informed.

- 2) Head towards the designated isolation area - always using the nearest, fastest and less crowded, outdoors pathway, and wait outside; in the event of suspected case being a student of grade 5 or younger, a member of staff will accompany him/her. Whenever possible, a safe distance (over two meters) from the individual should be ensured, as well as complying to hand and respiratory hygiene. As a precautionary measure, disposable gloves, a gown and a cap, as well as a face shield should also be worn. In the event of the nurse not being present, the reception (Ms. Elsa Lopes) should be informed, after which the suspected case will be escorted to the isolation area;
- 3) One of the Focal points will inform the parents immediately and ask them to come to the school;
- 4) A record of the occurrence will be kept which includes the name, the telephone number (if applicable), the date and the time of occurrence;
- 5) In the isolation area the parents contact the SNS24 (808242424); the school can only contact the SNS24 line if authorised by the parents;
- 6) For the length of time in the designated isolation area, the suspected must wear a surgical mask well fitted in order to cover the mouth and nose. Access to the isolation room will not be possible by other people;
- 7) After analysis, the SNS24 line will inform on one of these situations:
- Non suspected case - The SNS24 will advise the procedures according to clinical criteria and the case is closed for COVID-19. The nurse must inform the Head of Junior School or Senior School. The school ensures cleaning and disinfecting of the isolation room;
  - Validated suspected case - SNS24 may refer to a COVID-19 test and will indicate one of the three following situations:



- Self-monitoring at home;
- Clinical evaluation on the premises of the SNS dedicated to the COVID-19;
- Clinical evaluation at emergency at hospital facility.

Advice on measures to adopt by the suspected case until the results are released will also be provided (orientação n.º10/2020 da DGS). If the parents do not contact the SNS24 line, the school must contact the local health authority informing about the case.

Travelling home, to the health services or to the laboratory for testing, should be done so, if available, by car owned by the person or parents. Public transportation should not be considered.

The health authority will inform the school if measures are to be taken until the test results are known, such as isolation of contacts in close proximity in the classroom, refectory or other identified close contacts.

If the result is negative the procedures follow according to clinical criteria and the case is closed for COVID-19. Returning to school will only be possible after the quarantine period defined by the DGS has ended and the presentation of a negative test.

### **Health authority action:**

If the result is positive the health authority will proceed with:

- epidemiological survey;
- contacts identification;
- environmental evaluation.

According to the risk evaluation done the health authority will inform the confirmed case, the high and low risk contacts and the school, on the individual and collective measures to implement:

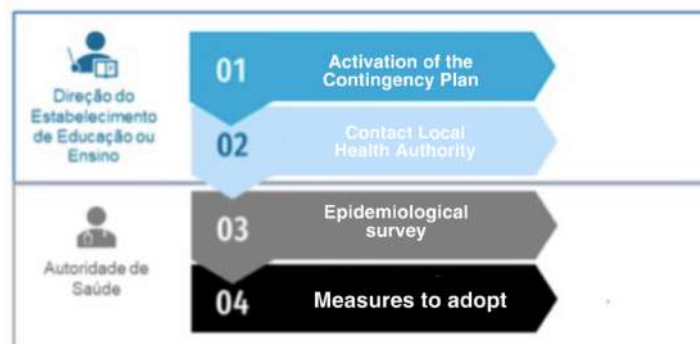
- Isolating cases and contacts, whole class, areas or all school closure;
- Cleaning, disinfection and ventilation of the isolation area and the spaces most used by the confirmed case (orientação n.º 014/2020 da DGS);





- Disposal of residue of the confirmed case in two bags made of strong a plastic, which, after being securely closed with a double knot, should be segregated to collective residue containers 24 hours after (never recycling containers).

## 6.2 - Procedures regarding Suspected Cases identified outside the school premises



Anyone who attended school or someone in their household who presents with criteria that matches the definition of a suspected case (or anyone who identifies someone under such circumstances), must inform the Principal of the school and the COVID-19 coordinator as soon as possible, using the email [COVID19@dominics-int.org](mailto:COVID19@dominics-int.org) and provide the following information: symptoms, relevant information regarding the contact with SNS24/doctors or DGS and their recommendations, and if a COVID test has been recommended.

### School action:

- 1) When informed about a confirmed case of someone who is a student or a staff member, or someone who has been in the school premises, the contingency plan must be activated and the defined responsible persons informed;
- 2) The school immediately contacts the local health authority informing about the situation.



### Health authority action:

1) Proceed with:

- Epidemiological survey;
- contacts identification;
- Environmental evaluation.

According to the risk evaluation done the health authority will inform the confirmed case, the high and low risk contacts and the school, on the individual and collective measures to implement:

- Isolating cases and contacts, whole class, areas or all school closure;
- Cleaning, disinfection and ventilation of the isolation area and the spaces most used by the confirmed case (orientação n.o 014/2020 da DGS);
- Disposal of residue of the confirmed case in two bags made of strong a plastic, which, after being securely closed with a double knot, should be segregated to collective residue containers 24 hours after (never recycling containers).

### 6.3 - Measures to adopt by the confirmed case

Someone that has tested positive for COVID-19 (rRT-PCR test) will need to isolate for, not being allowed to return to school until the criteria of DGS Norma n°. 004/2020 updated on 14/10/2020 is met, either for symptomatic as well or for asymptomatic patients.

#### Criteria for discharge and end isolation for symptomatic patients:

- a. If mild/moderate symptoms experienced the patient can be released from isolation when the following criteria is fulfilled:
- i. 3 days without the need for medication;
  - ii. Resolution of fever and clinical improvement of other symptoms (except olfactory and taste disorders that can last for several weeks);
  - iii. 10 days have past after the onset of symptoms.



b. If severe symptoms experienced (or immunocompromised) the patient can be released from isolation when the following criteria is fulfilled:

- i. 3 days without the need for medication;
- ii. Resolution of fever and clinical improvement of other symptoms (except olfactory and taste disorders that can last for several weeks);
- iii. 20 days have past after the onset of symptoms.

Criteria for discharge and end isolation for asymptomatic patients: (someone without symptoms who tested positive for SARS-CoV-2 but did not develop symptoms during follow up)

The patient can end isolation 10 days after the sample was taken.

If an additional test is prescribed (health professionals, caretakers, long-term care facility) and the result for SARS-CoV-2 is positive, the isolation will last for 20 more days, period at the end of which the patient can be released without the need for a negative test result.

In order to return to school, it is necessary to send a declaration that certifies the clinical discharge and the end of the isolation period to the e-mail [COVID19@dominics-int.org](mailto:COVID19@dominics-int.org) .

## **7 - Procedures for tracing contacts**

In the event of a confirmed case of COVID-19, the school must have a Protocol for monitoring close contacts and collaborate with the Local Health Authority to help identify those who were in close contact with the infected person. The aim is to quickly identify those in contact with the confirmed case, ensuring the identification of possible secondary cases, in order to stop the spread of transmission.

Contact tracing consists of (Norma n.o 015/2020 da DGS):

- 1) Identification of contacts (everyone that has potentially been exposed to a confirmed case of COVID-19);

2) Classification of contacts by the local health authority into high and low risk (Norma n.o 015/2020 da DGS);

3) Measures to implement: quarantine, active and passive monitoring, among others.

Tracing procedures should start on the 12 hours following the identification of the case and includes school contacts (students, teaching and non-teaching staff), people living in the same household and contacts from other contexts (Norma n.º 015/2020 da DGS).

A close contact is an individual who is asymptomatic at the moment, but has had, or may have had contact with a confirmed case of COVID-19 or has been in contact with infected body fluids, during the period of transmission. Close contacts can be classified into low and high risk, according to which the measures are differentiated.

	Low risk of exposure	High risk of exposure
Classification of contacts	<ul style="list-style-type: none"> <li>- Someone who has had contact with the confirmed case through face-to-face within less than 2 m distance, and for less than 15 minutes</li> <li>- Someone who has had contact with the confirmed case in an enclosed environment (household, classroom meeting room, waiting room) protected contact for 15 minutes or more</li> <li>- Someone that has used the same transport with exception with those described in high risk of exposure</li> <li>- Someone who has provided health care procedures to a confirmed case for Exposição without protection;</li> <li>- Someone who has provided health care procedures to a confirmed case for Exposição with protection (appropriate protection according to the Norma 007/2020 ou a Orientação 019/2020);</li> <li>- Someone who has been in momentary contact/ circulation with a confirmed case;</li> <li>- People who have accompanied the confirmed case, are considered low risk provided they have followed the preventive measures.</li> </ul>	<ul style="list-style-type: none"> <li>- Someone who has had contact with the confirmed case through face-to-face within less than 2 m distance, and for 15 minutes or more;</li> <li>- Direct physical contact with a confirmed case;</li> <li>- Direct contact (no protection) with body fluids of a confirmed case</li> <li>- Unprotected contact with the confirmed case in an enclosed environment with a confirmed case (same household, classroom, meeting room, waiting room);</li> <li>- Travelling with a confirmed case:               <ul style="list-style-type: none"> <li>- Aeroplane: seating up to 2 seats in any direction; travel companion; providing direct care to the case. If the confirmed case is strongly affected by symptoms then, all the passengers can be considered as contacts;</li> <li>- Ship: traveling companion; sharing the same cabin; providing direct care to the case. All the above criteria applies</li> <li>- I any other transport that does not have good ventilation, that does not stop frequently and opens the doors, that does not comply with reduction of maximum occupancy according to the DGS guidelines;</li> </ul> </li> <li>- Someone who has shared objects, dishes, cutlery, cups, or towels that may be contaminated with secretions or blood;</li> <li>- Someone who has provided health care procedures to a confirmed case for Exposição without protection (appropriate protection according to the Norma 007/2020 ou a Orientação 019/2020);</li> <li>- Unprotected contact in a laboratory context or in places of sample collection, with infected biological matter.</li> </ul>

Individual Measures	<ul style="list-style-type: none"> <li>- Passive monitoring by the parents during the 14 days counting from the date of the last exposure.</li> </ul>	<ul style="list-style-type: none"> <li>- Home quarantine for the length of the active monitoring period (or another place to be defined by the health authorities)(Despachos n.o 2836-A/2020 e/ou n.o 3103-A/2020)</li> <li>- Possible COVID-19 testing (rRT-PCR) (swab test)</li> <li>- Active monitoring for the time recommended by the health authority</li> </ul> <p>Note: quarantine is mandatory even in the presence of a negative rRT-PCR test.</p>
Collective measures	<p>The local health authority may inform on collective measures to implement such as isolating a whole class, areas or all school closure (only in high risk situations in the school or surrounding community and it can only be determined by the Local Health Authority, involving the Regional and National Health Authority as well).</p>	

Information provided to the Health Authority will be limited only to the necessary to proceed with Tracing Contacts Protocol, as indicated in the Referencial Escolas - controlo de transmissão de COVID-19 in contexto escolar, September 2020, by DGS.

Everyone involved in suspect case and contact tracing procedures must adhere to the ethical principles of handling personal information, to ensure responsible data management and respect for privacy throughout the process.

## 8 - Managing outbreaks

In a school context, an outbreak is any two or more cases of active infection (with or without epidemiological link).

Different outbreak scenarios are possible:

- A. Outbreak in one class: cases that occur in the same class or cohorts (transmission can be limited within this cohort);
- B. Outbreak in several classes without an epidemiological link in the same period of time;
- C. Outbreak in several classes with an epidemiological link: these result from secondary transmission in the school community;
- D. Outbreak without control of transmission: high number of cases in different groups within the school community (students, teaching and non-teaching staff) with transmission that cannot be controlled.



In the event of an outbreak the school needs to take action, applying individual and collective measures defined by the health authority. These will be decided according to risk evaluation with the following criteria:

- Distancing among people;
- Classroom layout;
- Cohort organisation;
- Structural organisation of the school premises (pathways and circuits);
- Ventilation of spaces;
- Period of time elapsed between the onset of symptoms and the identification of the case;
- Others.

### **8.1- Measures to implement after the epidemiological investigation**

According to the risk evaluation the health authority and only the health authority may determine:

- Quarantine of confirmed/suspected cases;
- Quarantine of confirmed/suspected cases and isolating for high risk contacts;
- Closure of one or more classes;
- Closure of one or more areas in the school;
- Closure of the whole school\*

\* Closure of the whole school must be contemplated only in high risk situations in the school or surrounding community and it can only be determined by the Local Health Authority, involving the Regional and National Health Authority as well (Referencial escolas DGS Setembro 2020 <https://www.dgs.pt/documentos-e-publicacoes/referencial-escolas-controlo-da-transmissao-de-covid-19-em-contexto-escolar-pdf.aspx> )

The following measures can be cumulatively implemented according to the magnitude of transmission of each individual school context:

#### Scenario A:

According to the risk evaluation the local health authority may define:

- Quarantine of cases;



- Contact tracing;
- Isolation of high risk contacts;
- Covid-19 testing (rRT-PCR) for high risk contacts.

#### Scenario B:

After analysing the relationship between cases in the Scenario A, the local health authority may define:

- Closure of all the classes with confirmed cases, during 14 days counting from the 1st day of isolation of all identified contacts;
- Closure of one or more areas of school during 14 days counting from the 1st day of isolation of all identified contacts.

#### Scenario C:

After analysing the relationship between cases, the local health authority may define the following additional measures:

- To apply the same measure to all low risk identified contacts.

#### Scenario D:

In articulation with the regional and national health authorities it may be decided to close down the entire school, only being possible to re-open by decision of the Health Authority according to epidemiological control of the scenario, and only when it no longer represents a risk to the school community.

(In Referencial Escolas | 2020 (p.13) <https://www.dgs.pt/documentos-e-publicacoes/referencial-escolas-controlo-da-transmissao-de-covid-19-em-contexto-escolar-pdf.aspx>)

## **9 - Administering medication at school**

Due to the COVID-19 context, and as a precautionary measure, any medication to reduce pain or fever will not be administered. The school nurse will contact the parents informing about the symptoms and advising on the best course of action. No one will be allowed to stay at school if temperature is 37°C or higher. Return to school will only be allowed when symptoms subside for 24 hours without the use of



medication. If a student or a staff member have been away from 3 or more days, a note from the doctor must be sent to [covid19@dominics-int.org](mailto:covid19@dominics-int.org) previous to their return to school.

## 10 - Alert procedures and internal communication

Members of the school community who had contact with a confirmed case will be informed always respecting the right to privacy of all involved.

All information regarding school absence of any member of the community due to illness must be sent to [COVID-19@dominics-int.org](mailto:COVID-19@dominics-int.org) and provide the following information: symptoms and time of onset, relevant information regarding the contact with SNS24/doctors or DGS and their recommendations, and if a COVID test has been recommended.

In the event of a confirmed case/outbreak being identified:

- the local health authority will work with the Public health team on the epidemiological investigation, case management, contact tracing, communication and implementation of measures and control of transmission;
- In the event of an outbreak or a case with larger community implications, the health authority will inform the Comissão Nacional de Proteção Civil, promoting the implementation of emergency plans as required by each case;
- According to the risk assessment the local health authority informs the school on the classifications of risk and measures to implement.
- The local health authority will communicate to the school the moment to inform all members of the community about an outbreak and implementation of measures. Detailed information should be provided, and privacy regarding the individuals involved, must be ensured.





## 11 - Information and Training

The St. Dominics International School is committed to:

- Give precise and clear information about COVID-19, in order to manage fear and anxiety in the school community;
- Provide knowledge of the prevention measures that should be taken;
- Inform and train employees on the specific procedures to follow in the event of a suspected case;
- Consult information regularly at [www.dgs.pt](http://www.dgs.pt);
- Disclose the contingency plan at [www.dominics-int.org](http://www.dominics-int.org) .

## 12 - Procedures to adopt after returning from areas with active community transmission

If any member of the community, or if someone in their household, returns from an area with active community transmission of the new coronavirus, they should remain at home for a period of 14 days, following their return to Portugal. In the next 14 days, they should follow social distancing measures, hand and respiratory hygiene, as well as monitoring for symptoms (fever, cough, shortness of breath) in their household. Temperature must be recorded twice a day always at the same hour. Enclosed and crowded spaces, as well as physical contact with other people, should be avoided for 14 days after returning. In the event of symptoms, the SNS24 line(808242424) should be contacted before heading to the hospital. The school must be informed as soon as possible.

The same measures apply to school visitors.

Para regresso ao estabelecimento de ensino após períodos de férias escolares, deverão as famílias comunicar uma possível deslocação ao estrangeiro bem como apresentar um resultado negativo de teste para COVID-19 (PCR) antecipadamente ao retorno a escola.

Guest teachers will need to present proof of negative COVID-19 viral testing being done up to 72h prior to their entrance in school. They will also be required to provide the school with information regarding their epidemiological history for the last 14 days.



All visitors external to the school community will be subject to temperature check at arrival on the premises and the entrance may be refused if the result is 37° or higher.

## **13 - Preventing the spread of COVID-19 at St. Dominic's International School**

In order to reduce the spread of infection, it is imperative that preventive measures are taken. The implementation of these principles and strategies is based on individual responsibility for acting at a personal-level. The school will:

- Share precise and clear information about COVID-19, and the current protocol regarding how to act in the event of a suspected case;
- Inform on the best practices regarding prevention and control of the spreading of the infection which include hand and respiratory hygiene, use of Personal Protective equipment (PPE), social distancing, cleaning and disinfecting, activities, sharing of equipment and objects;
- Inform on the measures to follow in the event of an identified suspected case;
- Promote the self-monitoring of symptoms, recommending temperature checks before coming to school, advising not to come to school when temperature is 37°C or higher, only returning when symptoms subside for 24 hours without the use of medication;
- If a student or a staff member have been away from 3 or more days, a note from the doctor will be required in order to return to school;
- Measuring the temperature of visitors upon arrival at the school entrance and possible return home if temperature is 37° or higher, only returning when symptoms subside for 24 hours without the use of medication;
- Update the health policies according to COVID-19 context;
- Test all staff - teaching and non-teaching - for COVID-19 (serological) working on the premises;
- Require all students, teachers and staff to disinfect their hands and use the shoe disinfecting mats on entrance, at the school's premises;



- Ensure that all staff, students and visitors clean their hands on arrival at the setting, before and after each activity, before and after eating, after sneezing or coughing, after recess time and before or after removing a face mask;
- Implement measures regarding cleaning and disinfecting of the school environment according to the requirements by DGS Orientação 014/2020, de 21/03, which include definition of frequently touched surfaces to disinfect, reinforcement of cleaning frequency, products used and procedures to follow by the cleaning team;
- Update the protocols regarding the returning to school of students and staff returning from areas with active community transmission of the new coronavirus;
- Implement pick up and drop off protocols adapted to social distancing and hand hygiene measures, staggering arrivals and departures from school, creating differentiated circulation paths and recess times;
- Promote effective ventilation through the opening doors and windows in all spaces. Air-conditioning systems will not be allowed during occupancy periods;
- Implement procedures for cleaning and disinfection of shared equipment;
- Give an individual kit of materials to each student;
- Adaptations need to be done to the PE curriculum to the limitations imposed by the pandemics, not being possible to practice in enclosed spaces, to practice activities that require sharing objects or direct contact; the curricular load will be decreased in relation the the one in previous years; with the fall/winter weather conditions, the PE lessons will be reduced;
- Ensure that the external service providers of the school concerning refectory service, bus service, cleaning service and security, comply with the guidelines and recommendations by the health authorities and have their own contingency plans.



## 14 - COVID OUT Certification by ISQ

In the quality of pioneer on the COVID OUT services in Portugal, the ISQ awards St. Dominics International School the Selo de Confiança which certifies that the school premises are safe, by monitoring the back to school measures' implementation.