

Protocol of action upon detection of a suspected or positive case of COVID-19

Academic Year 2020-2021

1. Introduction

As a general rule: students, professors or employees who are in isolation due to a diagnosis of COVID-19, or who are quarantining at home due to close contact with someone with symptoms or a diagnosis of COVID-19, will not be allowed to attend the school.

Furthermore, within the scenario of community transmission of the SARS-CoV-2 virus and in order to reduce the risk of contagion in the center, those presenting any of the following symptoms should not attend either:

- Fever (>37 °C)
- Cough
- Breathing difficulty
- Sore Throat
- General malaise
- Nasal congestion
- Chest pain
- Headache
- Abdominal pain
- Muscle pain
- Nausea and vomiting
- Diarrhea
- Decrease or loss of smell and taste
- Chills

2. Plan of action in the presence of a suspected case of the disease

2.1. If the symptoms appear outside the school

As mentioned above, any student or worker who showed any symptoms compatible with the virus cannot access the school.

If it is a student, he/she will contact his/her health center or insurance and follow the recommendations provided. In addition, the student must inform the school by calling +34 937 888 599 or sending an email to wellbeing@bebs.org to ensure that the planned health and academic measures are taken, if necessary.

If you are a worker, you will immediately inform your manager, and contact your health center, following the recommendations indicated, keeping the team updated about the evolution of the virus.

2.2. If the symptoms appear at the campus

In the event that a person becomes suddenly ill while at the campus, especially with symptoms of upper respiratory infection (fever, cough, feeling of fatigue), he/she must be isolated from the rest of the people as soon as possible.

Any student who is suspected of showing any of the symptoms described above will go to one of his/her professors or the academic coordination to check the temperature, and if it is 37,5 or more, the student needs to go immediately home, call 061 and follow the procedures.

If the symptoms are serious (difficulty in breathing or chest pain), the staff will immediately call 112.

In addition to complying with the instructions of the health authorities received at that time, this student will have to keep the school informed of his/her progress via email at wellbeing@bebs.org. In any case, the student will remain isolated at home until the results of the diagnostic tests (PCR) are available to confirm his/her health condition and be able to return to school.

To not be left behind with the program, as long as the student's health allows it, he/she will be given the opportunity to follow the lessons through streaming tools.

As regards exams and case studies evaluation, the student in question will be evaluated once recovered. Plus, this period of mandatory isolation will not affect the evaluation in terms of attendance, as the student will be considered as present.

In the event that the suspected case person is a worker, he or she will be responsible for his/her health situation and that of the others.

3. Rules for action in the event of a positive case of the disease

If a student turns out to be a confirmed case, in addition to immediately informing the school by phone or email at wellbeing@bebs.org, he or she will quarantine at home for a minimum of 10 days from the onset of symptoms, and will not be able to return to face-to-face academic activities until he or she is discharged by a doctor.

In case a worker turns out to be a confirmed case he or she must not go to the workplace until he/she is discharged by a doctor.

At this point, it is fundamental to verify the possible presence of workers who have had close contact, considering as such those who have been less than 2 meters away for more than 15 minutes and without a mask, from 48 hours before the onset of symptoms of the confirmed case and until when the case has been isolated.

Regardless of the result of this test, the contacts defined as "closed contacts" will remain in quarantine for 10 days as a precaution since, even if they are not yet positive, they may develop the disease over that period.

With respect to other workers who may have had contact with a confirmed case, without being considered to have had close contact with him/her (i.e., casual contact), they must check his/her own temperature twice a day (approximately every 12 hours, before leaving home and at night) and, in the event of fever (over 37.5 °C) or other symptoms compatible with the disease, they must scrupulously comply with the rules of action described.

The academic department will be informed of confirmed cases between professors so that, if necessary, they can investigate the close contacts that may have taken place with students or staff.

4. Actions in the spaces where there has been a suspicious or confirmed case

The actions must consist of vacating the facilities and ventilating well the areas (offices, rooms or classrooms), proceeding to its meticulous disinfection, including the working surfaces with which it may have been in contact (tables, chairs, keyboards, doorknobs, etc.) with a solution of virucidal disinfectant.

Classrooms and other teaching or working spaces will not be reused until they are completely disinfected, which will be certified by the cleaning company.

When it comes to the workspaces, every member of the staff will work remotely until the work stations have been disinfected according to the current health and safety regulations, and only if they are not identified as close contacts of a confirmed or suspected case.