

# BIOSECURITY PROTOCOL FOR THE SURVEILLANCE, PREVENTION AND CONTROL OF COVID-19 DURING THE **SAT** EXAMS



Colegio  
Franklin Delano Roosevelt  
The American School of Lima

To be held on **March 13**

**2021**

## I. INTRODUCTION

COVID-19 has been declared a pandemic by the World Health Organization (WHO), due to its epidemic behavior and high transmissibility, for this reason it is necessary to establish measures for its surveillance, prevention and control, in our facilities, as well as to establish the guidelines for the health care of our workers, associates, suppliers, contractors and third parties in general, within the health emergency and after it.

The necessary stoppage of the activity that brought with it the declaration of the State of Emergency by DU 026-2020, has been essential to reduce the high risk of contagion of COVID-19 in the different institutions. In relation to this, the government has established different measures for the safe return to activities in the midst of the pandemic.

The process of returning to academic work in educational institutions continues from home until the government establishes a specific protocol for a controlled face-to-face return; However, taking into account the need to perform the SAT exams, the school has organized the exam process carefully applying preventive measures for biosafety and medical surveillance, in order to reduce the level of risk against COVID-19.

This document describes the measures that will be implemented in the facilities during the execution process of the SAT exams. Likewise, it is committed to respecting the protocols established by the Peruvian government.



## II. OBJECTIVES

- Develop preventive control measures to avoid contagion by COVID-19, based on the following guidelines:
  - ✓ Cleaning and disinfection of the facilities.
  - ✓ Identification of covid-19 symptoms prior to the execution of the exams.
  - ✓ Mandatory hand washing and disinfection.
  - ✓ Awareness of the prevention of contagion.
  - ✓ Collective preventive measures.
  - ✓ Personal protection measures.
- Take care of the health and safety of our teaching and administrative staff, our students and those accompanying them during the exam execution process.
- Significantly reduce the level of risk of transmission and contagion of COVID-19 from person to person in all internal and access environments during the process of conducting the exams.
- Constantly disseminate and sensitize, through official sources, about the risks and prevention measures of COVID-19, to all people involved in the process of carrying out the exams.

## III. SCOPE

This protocol applies to the controls established in all internal environments and perimeter accesses during the execution process of the SAT exams to be carried out at the Franklin Delano Roosevelt School, The American School of Lima (Av. La Palmeras 325 Camacho, La Molina , Lima 12, Peru) and reaches all the teaching, administrative, maintenance areas, our students and companions.

# THIS PROTOCOL IS MANDATORY

## IV. PREVENTIVE MEASURES AGAINST COVID-19

### IV.1. BEFORE THE SAT EXAMS:


- a) The institution has verified the health status and pre-existence of the school's teaching and administrative staff, in order to reduce the risk of contagion by COVID-19.
- b) A verification and assessment process, validated by the SGS company, has been carried out during the implementation of the controls, prior to the exam execution process.



- c) A recognition and identification of the distribution of areas and / or environments to be used during the examination execution process was carried out.
- d) Signage, awareness material, hand / shoe washing and disinfection points have been implemented in the school facilities..
- e) Everyone involved knows about the preventive measures that students and their families must execute during the **07 days** prior to the exam execution process, likewise, virtual systems (email / intranet / school platform) will be used to transmit information.
- f) Through the virtual systems, a symptomatology file (sworn statement) will be made available, the process of which is described below:
  - ✓ The students and parents in general, will be able to see the model of the symptomatology card through our virtual systems ([email](#) / [intranet](#) / [school platform](#)).

- ✓ The objective of having the symptomatology file of each student is to rule out any symptoms that presume a possible condition related to COVID-19 to protect the health of all people.
- ✓ Parents or guardians should carefully review the content of the symptomatology file to complete and mark the required spaces. We recommend that the review and filling out of the symptomatology file be carried out no later than 24 hours before the day of the exam.
- ✓ The parent or guardian must sign the symptomatology form (affidavit) and return it to the school as instructed by the school officials. This should be in both the English and the Spanish versions.

**Important: The student who does not have the signed symptomatology file will not be able to enter the facilities to take the exam.**

 Colegio Franklin Delano Roosevelt The American School of Lima		<b>COVID-19 SYMPTOMATOLOGY SHEET (AFFIDAVIT)</b>	
This document has been developed with the objective of ruling out any symptom that presumes a possible condition related to COVID-19 to protect the health of all people.			
I, _____, with DNI: _____, in my capacity as parent or guardian of the minor, _____, I know the objective and importance of completing this form and I commit to answer truthfully, stating that in the last 14 calendar days my minor child or principal has presented health conditions, as marked in the following table:			
1. SENSATION OF THERMAL RISE OR FEVER (SPECIFY): _____		YES	NO
2. COUGH, SNEEZING, OR DIFFICULTY BREATHING			
3. EXPECTORATION WITH YELLOW OR GREENED FLEMA			
4. CONTACT WITH PERSONS SUSPECT OR CONFIRMED CASES OF COVID - 19			
5. ARE YOU ARE TAKING ANY MEDICATION (DETAIL): _____			
All the data expressed in this file constitute an affidavit on the part of the parent or guardian. I am aware of the risks to which we are exposed due to the current situation and I assume the corresponding responsibilities.			
<b>IMPORTANT DATA:</b>			
DATE: _____		CELL PHONE NUMBER OF PARENT OR GUARDIAN: _____	
SIGNATURE AND DNI OF THE PARENT OR GUARDIAN: _____			

## IV.2. DURING THE SAT EXAMS:

### a) Attendance during the SAT Exams:

#### Who can attend the installations?

- Students who present the symptomatology sheet without observations.
- [A single companion, parent, guardian or driver of the student.](#) This measure is important to comply and avoid unnecessary crowds on the day of the exam. **The companion must leave after leaving the student. You will not be allowed to stay inside the facilities for the duration of the exam.**
- Teaching staff whose symptoms have been validated by the occupational physician.



- Administrative staff whose symptoms have been validated by the occupational physician.
- SGS company personnel who will supervise compliance with the established controls and whose symptoms have been validated by the occupational physician.

### **Who should not attend the facilities?**

Students and companions who have presented any of the following symptoms in the last 14 days: Thermal sensation or fever / Cough, sneezing or difficulty breathing / Yellow or greenish sputum or phlegm / Contact with person (s) with a confirmed case of COVID-19.

- People under 14 years of age.
- People over 65 years of age.
- Personnel not authorized to carry out activities during the development of the exams.



### **b) Alert conditions the day of the exam:**

- Persistent cough and sneezing
- Fever
- Fatigue, muscle pain and general discomfort.
- Difficulty breathing

If any of the students present the above conditions on the day of the evaluation, the following will be carried out:

- ✓ The student will be referred to the doctor for the corresponding review.
- ✓ The doctor will make the respective consultations on the conditions that the student is presenting.
- ✓ Finally, the doctor may make the decision to allow the return of the student to continue with his evaluation or to keep him in temporary isolation until communication with his parents.

**c) Recommendations for prevention:**

- ✓ Access controls are mandatory, for this reason it is important that they arrive in advance on the day of the evaluation.
- ✓ **It is important that students carry only what is necessary to take the exam, it is not recommended to bring backpacks or bags to avoid unnecessary review and crowding.**
- ✓ Prepare in advance a travel program (avoid traffic congestion) and a list of the basic protective equipment (mask and face shield) and disinfection equipment (alcohol gel) that must be used.
- ✓ It is not recommended to use mass public transport, try to use private vehicles or taxis with the minimum protection measures (physical barriers).
- ✓ It is recommended to wear comfortable clothing and, if possible, pants, long-sleeved shirt or polo shirts and closed shoes.
- ✓ It is recommended to avoid touching surfaces with your hands, or failing that, be attentive to constant washing or disinfection.
- ✓ Avoid making physical contact greetings.
- ✓ Do not share personal items.





**d) Control of access to the facilities, on the evaluation days:**

**The use of masks (respiratory protection) and a face shield (face protection) is mandatory until you are located at the desk designated to take the exam.**



**Pedestrian access control:**

- ✓ For students taking the SAT and SAT Subject Exams: Pedestrian access will be made through the door adjacent to Avenida Las Palmeras, entrance access number "05" . (See Plan).
- ✓ For students taking the SAT w/ Essay Exam: Pedestrian access will be made through the door adjacent to Avenida Las Palmeras, the "Main Gate . (See Plan).
- ✓ The distance of **2.0 meters** between people must be maintained, respecting the circular signs painted in the access areas.
- ✓ Before admission, the temperature of the students will be measured, at the level of the forehead, using a non-invasive thermometer and access will be allowed to those with less than 37.3 ° C.
- ✓ Upon admission, the student must:
  - Deliver the signed symptom file to health professionals.
  - Be attentive to the instructions of the guides and read any notice or poster related to process.

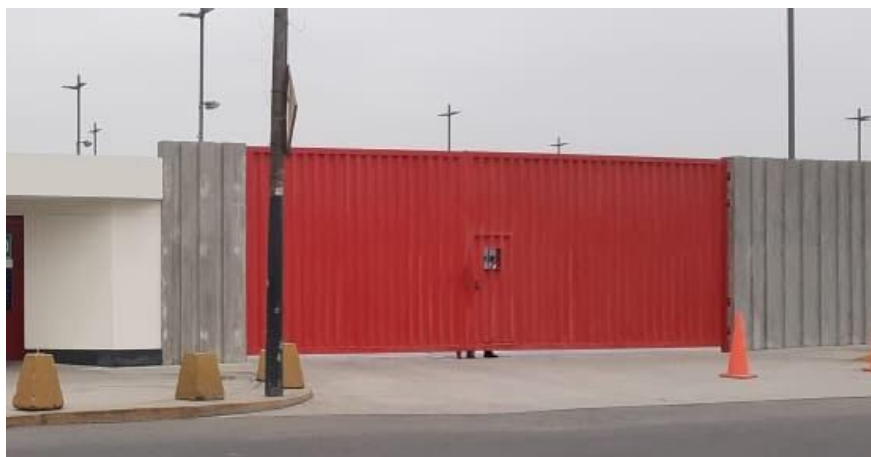
**Vehicle access control:**

- ✓ Before entering the school, students and companions who attend with a vehicle must go through a temperature measurement at the control point, at the level of the forehead, using a non-invasive thermometer and access will be allowed to those with less than 37.3 ° C.
- ✓ Vehicle access will be through the door adjacent to Avenida Las Palmeras, entrance "01" and "07". (See Plan).

**- Entry "01": Vehicle access to SAT.**



**- Entry "07": Vehicle access to SAT W / ESSAY exams.**



- ✓ To avoid vehicular agglomeration and delays during access, **only the students should get out of the vehicle** and immediately the companions should continue their route towards the exit of the school. (See Plan).
- ✓ After getting out of the car, the student will identify himself and present his symptomatology file.
- ✓ Then, students should follow the steps for pedestrian traffic to the inside of the school.



**Pedestrian traffic inside the school:**

- ✓ Inside the school, the students will clean and disinfect their footwear, using the footbaths previously installed at strategic control points.



- ✓ Next, the student will proceed to wash their hands with soap and water using the devices previously installed and conditioned.



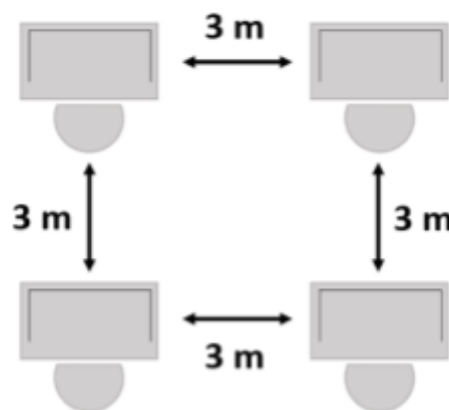
- ✓ The students, maintaining the distance of **2.0 meters** and making use of their Mask (respiratory protection) and Mask (facial protection), will go to the designated areas to take their evaluation..
- ✓ Prior to entering the areas to take the exam, students will leave their electronic devices (cell phones) on tables set up for storage and protection.
- ✓ Then, students will use alcohol gel to disinfect hands and finally head to the folders distributed to pay consideration.

**e) Designated Areas for Assessments:**

The following 3 areas have been defined to perform the assessments in a safe and healthy way:

- ✓ Exam area **"C"** – HS/MS Gym.
- ✓ Exam area **"D"** – Commons Building.
- ✓ Exam area **"F"** – Elementary Cafeteria.

The capacity and distribution of the areas for the execution of the exam has been projected contemplating adequate natural ventilation and a distance of 3 meters between each desk.





UBICACIONES  
PREESTABLECIDAS



## PLANO DE TRANSITO Y ACCESOS



### LEYENDA:



Punto de control de temperatura, hacia el acceso vehicular.



Punto de control de temperatura, ingreso peatonal.



Puntos de control para limpieza, lavado y desinfección.



Puntos para resguardo de celulares.



-“C”: Gimnasio de secundaria.  
-“D”: Edificio Commons.  
-“G”: Comedor.



Acceso vehicular.



Salida vehicular.



Ingreso peatonal.

**f) Delivery of exams:**

- ✓ **The student must continue to use their respiratory and facial protection (mask) together, until the teaching or administrative staff indicates otherwise.**



use full protection  
until instructed  
otherwise by the  
teacher

- ✓ The areas and furniture have undergone a disinfection process, using the methods defined in the INACAL Guide for Cleaning and Disinfection of inert surfaces, using 70% alcohol.
- ✓ The delivery of sanitized evaluations will take place in the exam area with the student located in their place.
- ✓ The evaluations will be delivered by the teaching and / or administrative staff in charge of each examination area.
- ✓ The teaching or administrative staff will use respiratory protection and face shield at all times.
- ✓ The student must take the exam using their mask (respiratory protection), the mask (facial protection) may be removed at the time of the evaluation.
- ✓ The teaching or administrative staff in charge of each examination area will have 70% alcohol at their disposal at all times.
- ✓ During the writing of the exams, there will be controlled recess periods, students will not be able to get up from their places until the teaching or administrative staff allows it.

**g) General features:**

- ✓ The use of toilets will be controlled during the evaluation, in order to avoid crowds.
- ✓ The student who wishes to use the toilet, must put on respiratory protection and use their face protection (mask) together.
- ✓ The teaching or administrative staff must spray the student's hands with 70% alcohol, upon returning from the restrooms.
- ✓ To answer questions, the teaching or administrative staff may reduce the distance to 1 meter with the student **and both must wear their respiratory protection (mask) and their face protection (mask) together.**

**IV.3. AFTER EACH EXAM:**

**a) At the end of the evaluation:**

- ✓ The student must put on the face mask and the face shield.
- ✓ The teaching or administrative staff will proceed with the collection of the tests.
- ✓ The student should wait for the instruction of the teaching or administrative staff to safely leave each examination area.
- ✓ When leaving the examination areas, should avoid physical contact and maintain their distance.
- ✓ The access to the bathrooms will be enabled and supervised to ensure the corresponding capacity and distance.



- ✓ Using full personal protective equipment, maintaining order and avoiding crowds inside the school, students will go to the pedestrian access door and to the determined vehicle pick-up point, as appropriate.

**b) Cleaning and disinfection of the areas:**

- ✓ The areas and facilities in general are cleaned and disinfected with bleach solutions, immediately after the students have evacuated the school.
- ✓ Cleaning and disinfection is carried out by trained personnel and the process is supervised by the SST area, to guarantee the quality of the procedure.

**c) Recommendations for returning home:**

- ✓ While out of school, the student must use at least their respiratory protection and not remove it until they get home.
- ✓ Using mass public transportation is not recommended.
- ✓ Avoid contact with family members until proceeding with the disinfection process for shoes and clothing.
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**V. GENERAL FEATURES:**

- Hand washing points with paper towels and bins have been arranged at the entrances.

- The number of posters has been improved and distributed to increase awareness of controls against COVID-19.
- The adjoining sinks and urinals have been canceled to ensure the spacing of the bathrooms.
- The doors and windows of all rooms will be permanently open to ensure proper natural ventilation.