UNITED WORLD COLLEGE COSTA RICA
PREVENTION, MONITORING, AND CONTINGENCY PROTOCOLS FOR THE COVID-19 PANDEMIC
JULY 2020
CONTINGENCY PROTOCOLS

–Types of quarantine
–Self-care during quarantine
-Guide for protocol preparation and management
-Management of suppliers
-Medical care
-Special permissions
-Medical care with ambulance
-Entering and leaving campus
-Guide for practicing soccer
-Rules for community coexistence
-Prevention and attention by security staff
-Food and package deliveries
-Self-care during quarantine
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CONSTANT PROTOCOLS

– Physical classes
– Outings with students
– Use of masks
– Off-campus purchases
– Use of the gymnasium
FLEXIBLE PROTOCOLS

– Medical care for staff
– Entering and leaving campus
Introduction and Context of the United World College Costa Rica

A. UWC Costa Rica - Developing Agents of Change!

United World College (UWC) of Costa Rica is a non-profit foundation and two-year residential pre-university program that values experiential learning while providing its 16-19-year-old students with the International Baccalaureate (IB) Diploma, an internationally recognised educational programme developed in close collaboration with UWC in the late 1960s.

Our educational program encompasses three main areas:

Academics (International Baccalaureate Diploma), Co-Curricular and Residential Life. All activities and learning opportunities incorporate one or more of UWC Costa Rica’s six competencies: social responsibility, diversity, conflict transformation, sustainability, leadership, and healthy lifestyle.

Our mission is to educate UWC graduates each year who, through their own action and personal example, can become leaders in their communities and demonstrate their commitment to making a positive difference in the world.

As the only UWC in Latin America, we offer a bilingual program, opportunities to learn more about the social, political, and cultural history of the region, and options to explore Costa Rica. Costa Rica’s long-standing history of peace, democracy, environmental protection and absence of a national military provides the ideal setting to develop UWC Costa Rica’s curriculum.

Today, UWC Costa Rica is currently home to 204 students representing 72 different countries, so there are myriads of exotic foods, new languages, and stories to share. Our students are also widely socioeconomically diverse, and a high percentage of them are on full and partial scholarships.

Only ten minutes away from a state-of-the-art hospital, UWC Costa Rica’s campus is nestled in the friendly neighborhood of Santa Ana, an extremely safe and caring community that has taken our school under its wing, not only welcoming our students and providing many opportunities to interact educationally but also creating a safe and dynamic environment for our students to study and live.

B. Key Details of Infrastructure and Changes Due to the Pandemic
The school has ten homes for staff members and their families as well as eight student residences, a social center, soccer field, basketball court, classrooms, cafeteria, library, amphitheater, clinic, offices and gymnasium.

The facilities have the capacity for housing the abovementioned number of students and more. However, due to the current pandemic we are making the necessary adjustments to implement the protocols described here.

Likewise, the changes imply a significant reduction in the campus’s current capacity. The details of this reduced capacity are as follows:

1. **Social center**: This room will be supervised for compliance with the protocols - especially the one prohibiting groups. This room will always be used at no more than 50% of its capacity.
2. **Basketball courts and soccer field**: Since they are outdoors, these may be used, but under the protocol established here.
3. **Classrooms**: Physical classes will be given with a maximum of eight student and following the protocols given here.
4. **Cafeteria**: This will be used at 50% maximum capacity and only when necessary. Staff will take their meals in the classroom when they are on campus and students will eat in their residences, since they are considered social bubbles.
5. **Library**: This will be used according to protocol and at 50% maximum capacity.
6. **Amphitheater**: Since it is open-air, it will be used under physical distancing protocols.
7. **Clinic**: This will have a triage room and will be set up to treat students with suspicious coronavirus symptoms in one area and students with other symptoms in another area. It will also have spaces for individual care to allow for isolating suspicious cases, if any.
8. **Gymnasium**: This is open-air and will be used with a maximum of eight people at the same time and under the protocols described here.
9. **Student residences**: Their regular capacity is 24-26 students with three or four students to a room. Now they will accommodate 22 students with a maximum of two to three students per room. We will be going from 204 students to 176 students. For this we will have 2- and 3-student rooms with distancing of 1.8 m between students. The residences will have 16 more rooms that were used before as study rooms and will now be set up for dorm use. This rule will be followed if we need to set up more spaces on campus to receive more students.
C. Preparation of the Protocols

The following protocols were prepared with the school’s medical team, consisting of nurses Brenda López and Angie Villegas and the school’s doctor, Dr. Aaron Hernández, in consultation with the virologist Dr. Christian Marin Mueller.

The protocols were prepared following the criteria of the Costa Rican Ministry of Health, the World Health Organization, and UNICEF, among others, and other international references such as the protocols of other United World Colleges around the world, the Association for the Advancement of International Education, and the Association for Experiential Education.

The protocols were classified into four categories according to the country’s epidemiological situation at any particular moment:

1. **Strict Protocols**: These will apply with an increased number of cases in the country.
2. **Constant Protocols**: These will apply at all times, regardless of the country’s epidemiological situation.
3. **Flexible Protocols**: These will apply when the country has fewer cases.
4. **Contingency Protocols**: These will apply if there are suspicious or positive cases of COVID-19.

Together with the school’s task force, the medical team will be in constant contact with regular meetings and will be responsible for deciding which protocols should apply and when, depending on the country’s situation.

The task force committee, consisting of the head, deputy head, financial director, and the directors of Residential Life, Academics and Co-curricular, is working as a team with the medical team.

These teams will be constantly evaluating and revising these protocols according to scientific advances in the management of the pandemic and the country’s epidemiological situation.

If you have any questions, please contact the Residential Life director at: leila.mata@uwccostarica.org or Deputy Head Boris Prickarts at: boris.prickarts@uwccostarica.org.
Policy Title: **Guide for Protocol Preparation and Management**

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Addressed to (include whether for internal or external use): **Internal and external use**

Department: **Medical team**

Drafted by: **Christian Marín Müller**

Date: 6/18/2020

Reviewed by:

Approved by:

Effective through: 2020-2021 school year

Meeting and agreement number:

Date:

Contact for questions: Medical team, [Angie.villegas@uwccostarica.org](mailto:Angie.villegas@uwccostarica.org), [leila.mata@uwccostarica.org](mailto:leila.mata@uwccostarica.org), [brenda.lopez@uwccostarica.org](mailto:brenda.lopez@uwccostarica.org), [aaron.hernandez@uwccostarica.org](mailto:aaron.hernandez@uwccostarica.org)

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**Content:**

1. COVID-19 is a disease caused by the SARS-CoV-2 coronavirus.

2. COVID-19 symptoms may include fever, coughing, and shortness of breath.
   
   In more serious cases, the infection may cause pneumonia or difficulty breathing. More rarely, the disease may be fatal.\(^1\)

3. The virus is transmitted by direct contact with the respiratory tract through saliva droplets and aerosols generated by coughing, sneezing, and vocalizing, such as talking and singing. People can also be infected through vomit or contaminated surfaces, by touching a contaminated surface and then

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\(^1\) World Health Organization
touching the face, bringing the virus to eyes, nose and mouth. There is currently no evidence that COVID-19 is spread through food.²

4. The COVID-19 virus can survive for several hours on surfaces, but simple disinfectants can be successfully used to eliminate it.³

5. There are still no therapies or vaccines approved for this virus, although there are more than 500 pharmacological compounds under development around the world.

6. At UWC Costa Rica, our top priority is to maintain our students’ safety and wellbeing, so we have developed and are implementing a series of protocols that follow all Ministry of Health guidelines and are designed to achieve the following three basic goals: 1) reduce the frequency with which an infected person has contact with an uninfected person; 2) reduce the probability of infection if there is contact; and 3) reduce the spread of the virus and quickly limit its transmission if transmission occurs.

7. UWC Costa Rica staff are responsible for playing a major role in cooperating with local health departments to make sure all necessary measures are taken, to the best of our ability, to reduce the spread of SARS-CoV-2 and other diseases to ensure the protection of students, staff and teachers, paying special attention to vulnerable persons, and to help guarantee a safe and healthy learning environment.

8. UWC Costa Rica’s approach to management of the pandemic is organized into two categories, based on real and perceived risk and measured by the degree of community spread: 1) when there is no community spread (protocol preparation phase), or when community spread is minimum to moderate or localized in remote areas; and 2) when there is substantial community spread or an increased risk has been determined due to other factors.

9. For this reason, two sets of protocols have been established for implementation according to the country’s epidemiological situation: appropriate protocols for flexible conditions, and appropriate protocols for

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² Centers for Disease Control (CDC)
³ Harvard Resource Center
strict conditions. UWC Costa Rica staff will be following the local health department’s instructions for determining the community’s current level of transmission and implementing the strict protocols if necessary.

10. Although all possible precautions will be taken to prevent the possibility of transmission, staff and students will receive guidance on prudent actions to take when a confirmed or suspected case has entered or been detected on campus, regardless of community spread.

11. All decisions regarding implementation of UWC Costa Rica’s response strategies (e.g., class suspensions, event cancellations, and other social distancing measures) shall be made in collaboration with and following the guidelines of health officials.

12. All employees and staff shall be duly trained to not only know what the COVID-19 disease is and what to do when a COVID-19 infection is suspected, but also to promote and implement prevention measures.

13. UWC Costa Rica staff shall be responsible for informing, disseminating, and training other staff and students on new measures and defining procedures and each person’s roles, as well as for speedily implementing the necessary measures to protect students.

14. The following protocols establish the minimum parameters for operation.

15. The number of students permitted on campus will be reduced to limit the possibilities of contagion. The number of students per room, and therefore the total number of students on campus, will be reduced. Large student meetings will also be limited. This will make it possible to set up adequate physical spaces for providing health services and isolation as needed.

16. Staff will be trained for traveling on public transportation, if necessary.

17. UWC Costa Rica will present protocols for taking measures in line with the public health system and for making all decisions concerning on-campus housing if an outbreak should occur.

18. If no COVID-19 cases have been found among on-campus community housing residents, students may be permitted to stay in on-campus homes and visit the families living there. In this situation, housing residents should
be educated on the precautions they need to take to help protect themselves when there is community spread of COVID-19. Residents should follow the most specific recommendations of local health officials. Any on-campus resident who may have been in close contact with a confirmed case of COVID-19 should follow the instructions of local health officials and school officers, including potential temporary relocation to an alternative home for quarantining and symptom control, if necessary.

19. If COVID-19 cases have been identified among residents of on-campus community housing, it will be necessary to work with local public health officials for taking additional precautions. People with COVID-19 may need to be moved to temporary housing spots.

20. Whenever possible, workers moving around on and off campus should travel alone to the site using their own transportation.

21. If workers have no other option than to share transportation:
   a. Travel should be shared with the same people and the fewest number of people at any time.
   b. Good ventilation (that is, keeping windows open) and practicing distancing between people may help reduce the risk of transmission.
   c. The vehicle should be cleaned regularly, using gloves and standard cleaning products, with special emphasis on handles and other areas where passengers might touch surfaces.
   d. Travelers not in the same social bubble must wear masks.
   e. Passengers traveling by bus or other public transportation must follow the Ministry of Health rules for using masks or visors while traveling. Masks have a useful lifetime and can become contaminated, so it is recommended to have one mask for use while traveling to campus and another for use during the workday.

22. Acrylic protectors will be installed in high interaction areas where it is not possible to practice appropriate distancing (e.g., the cafeteria).

23. The use of masks and/or protective plastic visors will be required at times when it is impossible to practice distancing (although these moments should
be avoided if possible) or when students are exposed to an outside person in closed spaces.

24. Evidence suggests that masks and/or visors do not so much protect the wearer as they do others, but they can be effective for keeping a sick or asymptomatic infected person from infecting others.⁴

25. To achieve the purpose of creating the safest environment for students and teachers/staff, people entering and exiting campus will be considered external to students, who will not be entering and leaving without supervision.

26. Communal spaces such as the cafeteria will be handled with reduced capacity. Since this is a closed community and we want to keep our students safe as best as possible, the cafeteria will operate at a 25% maximum capacity at all times. Dining hours should be rotated, and the days each group can eat in the cafeteria can be rotated. Each residence will be encouraged to eat within its bubble in the same residence or outside the residence, without forming groups.

27. Certain areas will be marked off and informative signs will be posted around campus to remind students of the most important distancing and hygiene rules.

28. Medical team staff will be appointed to serve as the contact point for students if they have any questions or symptoms.

29. Policies and practices for working from home and taking sick days will be put in place to enable teachers, staff and students to stay at home or self-isolate when they are sick, have been exposed, or are taking care of someone who is sick. Policies for justified absences and virtual learning (students) and leave for dismissal, working from home and employees (staff) will be modified to permit ensuring the complete safety of students and staff.

30. Staff and students will be encouraged to eat healthily, exercise, sleep and find time to relax.

⁴ IV https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings
31. Mental health will also be fostered. Staff and students will be encouraged to talk to someone they trust about their concerns and how they feel.
32. Students, faculty and staff will be urged to keep their personal items (e.g., cell phones and other electronic devices), personal workspaces, and living spaces clean.
33. Adequate ventilation will be ensured when cleaning products are used to keep students or staff from inhaling toxic gases.
34. An adequate number of supplies will be ensured to minimize the sharing of high contact materials as much as possible (e.g., assigning to each student their own supplies, laboratory equipment, and computers), or the use of supplies and equipment will be limited to one group of students at a time, with cleaning and disinfecting between each use.
35. Ventilation systems will be checked to make sure they are working properly, and outside air circulation will be increased as much as possible, for instance, by opening windows and doors. Windows and doors should not be opened if doing so poses a risk to the safety or health (e.g., risk of falling or triggering of asthma symptoms) of student, teaching staff or staff using the facilities. In most cases, however, this recommendation will be observed.
36. Any plan must essentially include how a cleaning and disinfecting strategy will be maintained and how students, teachers and school workers will always be kept safe after the reopening. This plan has been designed to be flexible and adjustable to federal, state, territory or local guideline updates and changes to their specific circumstances.
## Policy Title: Protocol of General Rules for Community Coexistence

**Number:** G02  
**Version:** 005  
**Addressed to (include whether for internal or external use):** Internal and external use  

**Department:** Medical team  
**Drafted by:** Angie Villegas Solis, MSc.  

**Date:** 6/03/2020  
**Reviewed by:** Angie Villegas, MSc., Brenda Lopez, MSc., Dr. Aaron Hernandez  

**Approved by:** Medical team, Leila Mata  
**Effective through:** 2020-2021 school year  
**Meeting and agreement number:** 15:5  
**Date:** 6/03/2020  

**Contact for questions:** Medical team, Angie.villegas@uwccostarica.org, leila.mata@uwccostarica.org, brenda.lopez@uwccostarica.org, aaron.hernandez@uwccostarica.org

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**Content:**

1. **Situation to Date (update depending on the day).** Keep in mind that the circumstances are in constant flux:  
   a. Preventive protocol before the start of classes. Total: 0 reported cases

2. **Policy Statement:**  
   a. Preventive community health policy

3. **Purpose:** Standardize coexistence conditions, of mandatory observance
4. Institution’s Responsibility: Priority

**Practices and Policies:**
Success with the pandemic is based on three fundamental actions:

1) Reducing the frequency of contact between an infected person and an uninfected person.

2) Reducing the probability of infection if there is contact.

3) Reducing the rate of spread of the virus if contagion occurs.

The following rules will be diligently enforced, maintaining student safety at all times, with measures to comply with the above three requirements:

- Given the school’s characteristics and our student population (see introduction), the following model will be implemented:

  **Social bubbles:**

  - Students will be considered one social bubble and teachers another.
  - A distance of at least 1.8 m shall always be maintained between these two bubbles and personal protection equipment shall be used for interacting, including visors and face masks in closed spaces.
  - Within the student bubble, the different student residencies will be considered sub-bubbles. Contact between residencies shall therefore be avoided to the maximum in closed spaces to prevent potential flare-ups of contagion within the student bubble.
  - Close contact with persons from the community outside the school should be avoided. There should be a distance of at least 1.8 m between each person.

  - **Mask use, handwashing, and other rules:**
- A visor and/or mask shall be required wear in common, closed spaces without ventilation where students from more than one sub-bubble interact, such as in classes, or where students and staff interact.
- The teacher shall wear a visor/mask for giving class. Mask use by students shall be optional provided they maintain the distance of 1.8 m and are asymptomatic. Students may go to classes only if they have the medical team’s approval if they have respiratory symptoms.
- Avoid touching eyes, nose, and mouth. Cover your mouth and nose with a disposable tissue when you cough or sneeze and then dispose of the tissue in the garbage or use the protocol for sneezing if you do not have disposable tissues.
- Clean and disinfect frequently-touched objects and surfaces with disinfectant, alcohol, or a household cleaning cloth. Wash hands frequently with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not available, use an alcohol-based hand disinfectant containing at least 70% alcohol. Always wash hands with soap and water if they are visibly dirty.
- Handwashing is mandatory before entering a class and eating.

**Cafeteria:**

- Maintain a distance of 2 m in the cafeteria. This means a distance of approximately 2 chairs between each person. Follow the indications marked on the tables for this. Do not share utensils such as bottles, glasses, spoons, etc. Cafeteria use shall be restricted to 75% occupancy, with alternating schedules, and food shall be served at the table on plates (avoid being served in line or buffet-style). Cafeteria use will therefore be limited. Most meals will be taken with the residency bubbles. The staff will use individual spaces for eating their meals.
**Group activities:**

- A maximum of 15 persons may participate in activities in reduced spaces. An unlimited number of persons may participate in activities in open spaces, but they must maintain a distance of 2 m between each person.

**Gymnasium:**

Activities in the gymnasium or exercise rooms shall involve a maximum of 7 or 8 persons, depending on the space, always maintaining a distance of 2 m. The indications marked on the floor should be followed for this.

Each person should use his/her own sports equipment (elastic bands, weights, TRX, etc.) during the session and should disinfect it before and after every use. Equipment may not be shared without first disinfecting it properly.
1. Appendices:
   a. Infographic for the staff on campus

   ### Protocol
   **Staff on campus**

   - **1.** 1.0 Meters Distance with everyone! Including students
   - **2.** Wash your hands frequently
   - **3.** Wear a mask if meeting in closed areas and to interact with students
   - **4.** Do not go into other family's house, terraces are allowed with physical distance
   - **5.** Follow the food delivery protocol
   - **6.** Follow the community protocols (Gym, cafeteria, common spaces)

   Review the specific protocols frequently. By following them we take care of each other.
b. Infographic for the students on campus

a. Sources: websites and additional comments
a. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.

b. Definitions

Social distancing: Social distancing, also called “physical distancing”, means maintaining a space between yourself and other persons outside your home. To practice social or physical distancing:

- Maintain a distance of at least 6 feet (approximately 2 arm’s length) from other people.
- Do not gather in groups.
- Stay away from crowded places and avoid mass gatherings.

Mask: A mask is a device designed to protect the wearer from inhaling hazardous atmospheres, including smoke, vapors, gases and suspended particles such as dust and airborne microorganisms -bacteria and virus- and to protect others when the wearer could spread a disease.
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<th>Number: G03</th>
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<tr>
<td>Addressed to (include whether for internal or external use): <strong>Internal and external use</strong></td>
<td>Version:</td>
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<tr>
<td>Department: <strong>Medical team</strong></td>
<td>Drafted by: <strong>Angie Villegas Solis, MSc.</strong></td>
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Content:

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   Preventive protocol. Total: 0 reported cases
2. Policy Statement:
   Preventive community health policy
3. Purpose: Standardize attention and development of daily activities and interactions with the community.
4. Institution’s Responsibility: Priority
5. Practices and Policies:

Definition:

- The security staff shall be responsible for checking and tracking the entry of students (under the flexible protocol only), staff and suppliers.
- The security staff shall follow a strict protocol for personal and community protection. Any question or potential irregularity should be immediately reported to the designated person.
- The security staff will receive a list of persons authorized to enter the campus and their hours of permitted entry. They shall make sure nobody enters the campus outside of their permitted hours. Likewise, they shall follow the procedures for students leaving campus.
- An inspection point will be set up for taking the temperatures of all workers, staff, visitors, or students entering the premises, for which there shall be a person responsible for taking temperatures with a digital infrared or laser clinical thermometer to avoid contact. The security staff responsible for this must be duly protected.
- The security staff will assess the signs and symptoms indicative of COVID-19 through questioning and observation alone (they shall not conduct physical exams). The signs or symptoms indicative of the respiratory infection include
fever of more than 38ºC or a feverish feeling, cough, difficulty breathing, loss of ability to smell and taste, or gastrointestinal problems. The security staff will also conduct an entry questionnaire to establish a history of potential COVID-19 exposure as well as visits within the preceding 14 days to clinics for their own health care or that of a family member, or close physical contact within the preceding 14 days with a person suspected of having COVID-19.

- If a high temperature or any other detectable symptom or sign is found in someone, without doing a physical exam, their entry to campus should be restricted and the due contingency protocol should be followed.
- If a person entering the campus is suspected of having COVID-19, the security staff shall contact the medical staff to have them get a medical evaluation, which shall include an in-depth interview and a second body temperature reading, in order to follow the contingency protocols based on the rules established by the national health authority.

**Security Staff Guidelines**

- Avoid close contact with sick people.
- Avoid touching eyes, nose, and mouth.
- Cover your mouth and nose with a disposable tissue when you cough or sneeze and then dispose of the tissue in the garbage or use the protocol for sneezing if you do not have disposable tissues.
- Clean and disinfect frequently touched objects and surfaces with disinfectant, alcohol, or a household cleaning cloth.
- Wash hands frequently with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not available, use an alcohol-based hand disinfectant containing at least 70% alcohol. Always wash hands with soap and water if they are visibly dirty.

**Do not report to work if you have:**
• Symptoms of a respiratory infection (fever, cough, nasal congestion, or sore
throat). If the symptoms are minor, you should stay home. If the symptoms
are severe or worsening, you should self-quarantine and contact health
services for care.
• Every day when you get to work you should:
  o Wash your hands properly upon entering.
  o Change out of your clothes and into your uniform.
  o Change your uniform daily upon entering and leaving.
• Wash your hands upon arriving at the security booth, after attending to each
person, before touching your face, after going to the bathroom, after coughing
or sneezing, after taking out the garbage, and after touching doorknobs.
• Provide alcohol gel at the main entrance to community members with prior
authorization to enter, including staff living on campus, their families, and the
students.
• The check-in and check-out record should be entered by the security guard
instead of the visitor or student to avoid their contact with the pencil and log.
• Plan and implement a disinfection program for the office or booth at the start
and end of every shift. Cleaning should include surfaces, telephones,
keyboards, computer mouse, materials and any surface with which there is
constant contact (e.g. pencils), tables, chairs, doorknobs, the thermometer,
and bathroom knobs and handles.
• The cleaning and disinfection should be done with regular soap or detergent
and water and a regular disinfectant.
• Post the prevention protocols in a spot where they can be seen by the entire
community. These inform about the protocols for handwashing, appropriate
hygiene, sneezing, not touching the face, and other ways to greet each other.
• Follow the protocol for taking the community’s temperatures. The
thermometer should be disinfected frequently, especially when it is handled
by different people. Recommendations for its use:
  o Temperatures should be taken with a forehead thermometer.
- The person taking the temperature should wear a visor or mask and extend their arm to maintain their face as far as possible from the person getting their temperature taken.
- The thermometer should be held at a distance of 5 cm from the forehead.
- Infrared thermometers are sensitive to magnetic fields and humidity, so it is essential for them not to be near cell phones or televisions.
- Allow the person to refresh themselves for at least 15 minutes before taking their temperature if they are hot when they arrive, after being exposed to the sun, or if they have been somewhere hot.
- Avoid moving while using the thermometer in order to get an accurate reading.

6. Appendices:

HANDWASHING
¿Cómo lavarse las manos?

Duración del proceso: 30 segundos

Para restregar las manos cantando "Cumpleaños feliz" dos veces

1. Secar las manos con papel o seco el exceso.
2. Apretar el jabón a base de líquido.
3. Frotar sus manos profundamente con jabón.
4. Frotar las manos contra el dorso de la mano, las muñecas, entre los dedos y el dorso de las manos.
5. Secar las manos con papel.

¿Cuándo hay que lavarse las manos?

- Antes de tocar la cara.
- Antes de preparar y comer los alimentos.
- Después de ir al baño.
- Después de toser o estornudar.
- Después de toser y toserse los dedos en un toalla.
- Después de limpiar la cocina.
- Después de lavar la ropa.
- Después de secar las manos.
- Después de limpiar los animales.
- Después de toser y toserse las manos.
- Después de limpiar el transporte público.
- Después de tocar la ropa de otros.
- Después de tocar el transporte público.
- Después de tocar partes del cuerpo.

Ministerio de Salud
TECHNIQUES FOR RESPIRATORY HYGIENE

Cover your nose and mouth with a disposable tissue when coughing or sneezing. Use a foot-operated trash can to dispose of used tissues and masks. If you do not have a paper tissue, cough and sneeze into your elbow.
AVOID TOUCHING YOUR FACE IF YOU HAVEN'T FIRST WASHED YOUR HANDS.

NO
se toque la cara
si no se ha
lavado las manos
Content:

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:

2. Preventive protocol before the start of classes. Total: 0 reported cases

3. Policy Statement: Preventive community health policy

4. Purpose: Proper use or the mask/visor for the prevention of infectious diseases and/or diseases transmitted by respiratory routes (COVID-19)

5. Institution’s Responsibility: Priority
6. Practices and Policies:

**Definition: Proper Use of Masks and/or Visors**

**General Comments:**

1. Various scientific studies have shown the importance of the use of personal protection gear in helping to reduce respiratory virus infection. It is very important to note that the use of masks or visors does not replace the need to practice social distancing and hygiene. They are merely complementary.

2. Masks protect both the wearer and others.¹

3. We recommend and reinforce the use of cloth face coverings among students, teachers, and staff. Face coverings should be worn at all possible times and are most essential when physical distancing is difficult. People should be frequently reminded not to touch the mask and to wash their hands frequently. Information should be provided to all students, teachers, and staff on the proper use, removal and washing of cloth face coverings.

4. Masks are not recommended for use by:
   a. Babies and children under the age of 2;
   b. Anyone with respiratory problems or who is unconscious; or
   c. Anyone who is incapacitated or who cannot remove the mask by themselves without help.

5. The masks that should be worn are not N95 respirators, and preferably surgical masks are not recommended since their effectiveness lasts for a much shorter time than cloth masks.

6. Masks with three layers are recommended, with a non-woven cloth layer in the middle.

7. Masks or visors should be used in any closed place where there is public interaction (such as in a class)

8. Gym instructors should use masks or visors at all times while in public.

9. Students should use visors or masks while they are in the presence of an instructor, in a closed space, but always practicing physical distancing.
They should also use them when there are people in their residence who do not live there, and they are in a closed space.

10. Students will not have to use masks or visors in open public spaces, as long as they are not interacting with a teacher and there are no groups of students.

11. All students will receive training by the school’s qualified health staff on the proper use of masks or visors.

Procedure for Putting on a Disposable Mask Properly

a. Wash your hands with soap and water or use alcohol hand gel before touching the mask.

b. If you use a disposable mask, remove the mask from the box and make sure there are no obvious tears or holes on either side of the mask.

c. Determine which side of the mask is the top. The side of the mask that has a flexible rigid edge is the top part, designed to be molded to the shape of your nose.

d. Determine which side of the mask is the front. With a surgical mask, the colored side is generally the front and should face away from you, while the white side touches your face.

e. Follow the instructions below for the type of mask you are using:
   - Mask with ear loops: hold the mask by the straps. Place one loop around each ear.
   - Face mask with ties: place the mask at nose level and place the ties around the rear crown of your head and tie them in a bow.
   - Mask with elastic bands: hold the mask in your hand with the nose bridge or top part of the mask within reach, allowing the straps that go around your head to hang freely below your hands. Place the mask at nose level and pull the top strap over your head to rest
against the rear crown of your head. Pull the lower strap over your head to rest against the back of your neck.
f. Mold or pinch the rigid edge to the shape of your nose.
g. If you are using a face mask with ties: then take the lower ties, one in each hand, and tie them in a bow at the back of your neck.
h. Pull the bottom of the mask over your mouth and chin.

Procedure for Removing a Disposable Mask

1. Wash your hands with soap and water or use alcohol hand gel before touching the mask. Avoid touching the front of the mask. The front of the mask may be contaminated. Just touch the loops / ties / elastic ear bands. Follow the instructions below for the type of mask you are using:
   - Mask with ear loops: remove the mask by the ear loops, taking care not to touch the front of the mask.
   - Mask with ties: untie the lower bow first, then untie the upper bow and remove the mask as the ties loosen.
   - Mask with elastic bands: first lift the lower strap over your head and then pull the upper strap over your head.
   - Dispose of the mask in a covered trash can.
   - Wash your hands with soap and water for at least 20 seconds or used alcohol to disinfect them.

Procedure for Proper Use of a Cloth or Reusable Mask

1. Wash your hands before touching the mask.
2. Place the mask over your nose and mouth and secure it below your chin.
3. Adjust the mask to the sides of your face so that it covers it properly.
4. Do not place the mask around your neck or on your forehead when you are not using it.

5. Avoid touching the mask. If you have to do so, wash your hands or use alcohol gel before touching the mask.

Procedure for Removing a Cloth or Reusable Mask
1. When you are home, remove the cloth mask carefully.
2. Untie the ties behind your head or pull off the ear loops without touching the mask.
3. Once you have removed it, wash it in the washing machine with soap and hot water. The mask can be washed with other clothing.
4. Always avoid touching your eyes, nose and mouth when removing masks and wash your hands immediately after removing them.
5. Cloth masks should be washed frequently with soap and hot water. They can be washed with other clothing and dried in the dryer.

Procedure and Reasoning for Using a Visor
1. Visor use can be an effective addition as personal protection equipment.ii Visors have advantages and disadvantages compared to masks. The use of visors in addition to cloth masks will be encouraged among students. A visor is thought to have certain advantages over masks for student adaptation. For example:
   a. A visor can be more comfortable.
   b. It protects a larger portion of the face.
   c. It generates less heat and less breathing resistance.
   d. It can be cleaned and disinfected easily.
   e. It does not lose its effectiveness over time, as a mask might.
   f. Wearers do not need to be close-shaven.
   g. It is easy to put on and take off.
   h. It does not affect talking.
   i. It can be used with other facial / eye protection equipment such as face masks, and it can extend the useful life of a protective mask when used simultaneously.
j. It protects against self-inoculation over a larger area of the face.
k. Masks lose their effectiveness with use since the pores can open up more with each wash.iii

2. Visors can also have certain disadvantages:
   a. They are optically imperfect.
   b. They are bulkier than eyeglasses and safety glasses.
   c. Their peripheral adjustment is poorer than that of protective masks.
   d. The protection they give wearers appears to be less than what masks provide, so they are generally used together with masks.iv

3. Visors should be cleaned on both sides with soap and water or alcohol.

4. The visor should be worn in such a way that it covers your face completely.

5. Avoid touching your face under the visor.

6. Maintain distancing even when using the visor.

Visors have been shown to protect the wearer, especially when someone coughs or sneezes. But they are considered supporting items for personal protection since they complement but do not replace distancing or masks. We propose, however, that they can be one way of keeping most students safe, since they are easier to use and wash than a mask. v

6. Appendices:
   a. Sources: websites and additional comments
      https://www.ministeriodesalud.go.cr/
      https://www.who.int/
      www.ops.com
      https://www.cdc.org

Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.
b. Definitions

Disposable masks: Filtering breathing masks that cover the face are disposable and come in different styles and designs to protect the wearer against non-hazardous contaminants present in the worksite. The filter material in these disposable masks may be cloth or paper that cleans the air as you breathe to keep you from inhaling irritants. Some respiratory masks with filters are used to control irritating contaminants such as dust, non-hazardous fibers, animal dandruff and pollen. Other masks may have additional features for use against contagious diseases, organic vapors, chemical vapors, and bad odors.

Policy Title: **Protocol for the Use of the Gymnasium or Other Training Areas without Physical Contact**

Addressed to (include whether for internal or external use): **Internal and external use**

Department: **Medical team**

Drafted by: **Brenda Lopez, MSc.**

Date: **6/03/2020**

Reviewed by: **Brenda López, MSc.**

**Angie Villegas, MSc., Dr. Aarón Hernández**

Approved by: **Medical team, Leila Mata**

Effective through: **2020-2021 school year**

Meeting and agreement number: **15:5**

Date: **6/03/2020**

Contact for questions: **Medical team, Angie.villegas@uwccostarica.org, leila.mata@uwccostarica.org, brenda.lopez@uwccostarica.org, aaron.hernandez@uwccostarica.org**

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**Content:**

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   - Preventive protocol.

2. Policy Statement: Preventive community health policy


4. Institution’s Responsibility: Priority
5. Practices and Policies: Physical conditioning for doing exercises without physical contact. The measures are mandatory for the entire school population.

**Definition:** Rules for exercising for the community's physical conditioning.

**OBJECTIVE:** Regulate the use of the gymnasium and physical training spaces in order to collaborate with prevention measures to reduce or stop the spread of a potential coronavirus contagion.

**Procedure:**

This includes all places that can be used for physical conditioning, as well as other areas in the school where people can exercise, engage in physical activities, or play sports, where there should be no physical contact and control should be maintained.

The following recommendations should be followed to try to prevent the spread of SARS-CoV-2 or any other disease.

- Follow the guidelines indicated by the Costa Rican Ministry of Health with regard to gymnasiums.
- Comply with the measures and recommendations for the use of gymnasium facilities and other exercise areas.
- Anyone who is sick or has any symptom of fever, cough, nasal congestion, or sore throat cannot enter the gymnasium and should seek medical help for monitoring their health.
- A separate exercise schedule should be established for anyone with risk factors (heart conditions, diabetes, cancer, chronic respiratory diseases, high blood pressure, diseases that compromise the immune system, etc.).
- The facilities should be equipped with washbasins, drinking water, handwashing soap, alcohol gel with an alcohol or ethanol content of at least 60-70%, and paper towels for hand drying.
- For prevention and information, signs should be posted of the protocols for handwashing, sneezing and coughing, other ways to greet people, physical distancing, and face mask/visor use in the event this is necessary for persons who are exercising. (See appendices.)
• Post a sign outside the space for the people who are waiting to enter the gym to maintain the established distancing (1.8 meters), for which they should follow the marks on the floor.
• Provide a spray bottle for spraying shoes when entering, and a mat should be place with a household disinfectant containing chlorine (10 ml chlorine at 5% for each liter of water) where some type of rug or carpet is used.
• There should be a schedule of assistance so that there is no overcrowding while exercising. The maximum capacity of the gymnasium is 8 people. Staff should practice distancing among themselves and follow the marks on the ground for this. It is recommended that they not exercise together with the students.
• Space is limited. Those who want to use the gym will have to take turns.
• Distancing should be maintained between the equipment in the gym.
• There should be physical distancing of at least 1.8 meters while doing physical activities. This physical distancing should be practiced the entire time during the routine. Follow the marks on the floor for this.
• Handwashing with soap and water for at least 20 seconds is required before entering the gymnasium.
• No unnecessary physical contact will be permitted, such as high fives, handshaking, fist bumping or hugging.
• Outside instead of inside exercising will be prioritized, and physical activity will be encouraged, preferably individually or in small groups of students, whenever possible.
• The space will have bottles of disinfectant for each user to disinfect their equipment before and after every use. Everyone should bring two towels, one for wiping off sweat and the other for cleaning the equipment.

Instructors:
• Instructors should make sure the gymnasium protocol guidelines are followed.
• They should use a face mask or visor during the class and for the entire time they are in the gymnasium.
• Instructors should avoid physical contact with the gymnasium users. Posture adjustment should be done without physical contact.
• They should practice physical distancing of at least 1.8 meters.
• They should not raise their voice or yell since this could spread the virus farther.
• They cannot enter the gymnasium facilities if they are sick.
• If instructors see that someone is not following the protocol, they should correct their behavior.
• They should have a special time schedule for people with vulnerabilities.
• They should not have circuit routines. This is for preventing equipment rotation and constant moving of users in such a way that control of physical distancing is lost.

Recommendations for the people who are exercising:

• Wash your hands before entering the gymnasium and disinfect the equipment you used and your exercise area. Handwashing should be done with soap and water for at least 20 seconds, or with alcohol gel if handwashing isn’t possible.
• Everyone should bring their own mat and at least two towels for their routine, as specified above.
• Everyone who is going to use the gymnasium to exercise should bring their own bottle of water for hydrating while exercising.
• Avoid touching your face, especially your eyes, nose, and mouth, while doing your exercise routine.

Gymnasium Maintenance and Cleaning

• Maintain the conditions and necessary inputs for complying with the measures for hygiene and disinfection (water, soap, disinfectants, paper towels, alcohol gel, etc.).
• Cleaning should be done when each group of participants leaves, so that when the next people come in the place is clean and disinfected.
• Clean the frequently-touched areas and surfaces (exercise machines, weights, sports gear or accessories used for the discipline being practiced, washbasins, rugs, mats, etc.).
• The gymnasium floor should be cleaned with soap and water or a 0.5% chlorine solution the same day it is going to be used.
• There should be towels, cleaning products, and disinfectants available in the spaces where circuit or functional routines are done, and each person should disinfect their equipment and area.
References:


Appendices:
¿Desea usar mascarilla?
-entonces úsela correctamente-

**REGLA DE ORO**
Lave las manos antes y después de tocar la mascarilla.

**COLOCACIÓN CORRECTA**
Asegúrese de utilizar el lado correcto de la mascarilla.
Cúbrase la boca y la nariz, sin dejar espacios entre su cara y la mascarilla.

**MANIPULACIÓN**
Evite tocar la mascarilla mientras la usa.
Si lo hace, lávelas las manos antes de tocar la mascarilla.

**REEMPLAZO**
Reemplace la mascarilla con una nueva tan pronto como esté húmeda.
La mascarilla no es reutilizable.

**DISposición**
Al retirarse la mascarilla quitésela por detrás, sin tocar el frente y deseche inmediatamente en un contenedor cerrado.

Actualmente el Ministerio de Salud recomienda el uso de mascarillas sólo a personal de salud o personas con síntomas respiratorios para proteger a otros individuos.
Hay otras formas de saludar
no lo hagas de mano, beso o abrazo

CON EL PIE

JUNTANDO LAS MANOS

AGITANDO LAS MANOS

CON EL PUÑO DE LEJOS

CON EL CODO
¿Cómo lavarse las manos?

**DURACIÓN DEL PROCESO: 30 SEGUNDOS**

PARA RESTREGARSE LAS MANOS CANTE “CUMPLEAÑOS FELIZ” DOS VECES

1. Humedezca las manos con agua y aplique jabón.
2. Aplique suficiente jabón.
3. Frótilas con las manos juntas.
4. Frótilas las palmas de ambas manos.
5. Frótilas la parte de la mano derecha sobre el reverso de la mano izquierda.
6. Frótilas las manos entre sí con los dedos entrelazados.
7. Frótilas la parte de la mano derecha contra la palma de la mano izquierda.
8. Frótilas las manos contra el agua.
9. Enjuague abundantemente con agua.

[Sello del Ministerio de Salud]
• Maintain the conditions and necessary inputs for complying with hygiene and disinfection (water, soap, disinfectant, paper towels, alcohol gel, etc.).

• Everyone should use a cloth to clean the equipment they use and the area where they exercised.

• Clean when each group of participants leaves so that when the next people come in the place is clean and disinfected.

• Clean all frequently-touched surfaces and areas (exercise machines, weights, sports gear, or accessories used for the discipline being practiced, washbasins, rugs, mats, etc.).

• Clean the gym floor with soap and water or a dilution of 10 ml of chlorine at 0.5% for every liter of water, prepared the same day it is to be used.

• There should be towels, cleaning products, and disinfectants available in the spaces where circuit or functional routines are done, and each person should disinfect their equipment and area.
RECOMMENDATIONS
FOR PEOPLE WHO ARE EXERCISING

• Wash your hands before and after your routine.

• Wash your hands for at least 20 seconds with soap and water or use alcohol gel if handwashing is not possible.

• Disinfect the equipment you used and your exercise area.

• Everyone should bring their own mat and towel for their routine.

• Everyone going to the gymnasium to exercise should bring their own bottle of water for hydrating while exercising.

• Avoid touching your eyes, nose, and mouth while doing your exercise routine.
• Make sure the gymnasium protocol guidelines are followed.

• Use a face mask during the class and at all times in the gym.

• Avoid physical contact with gym users.

• Do not use physical contact when adjusting postures.

• Maintain 1.8 or 2 meters of physical distancing.

• If you are sick, you cannot enter the gymnasium facilities.
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Addressed to (include whether for internal or external use): **Internal and external use**

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<td>Approved by: Medical team, Leila Mata</td>
<td>Effective through: 2020-2021 school year</td>
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<td>Meeting and agreement number: 15:5</td>
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Contact for questions: Medical team, [Angie.villegas@uwccostarica.org](mailto:Angie.villegas@uwccostarica.org), [leila.mata@uwccostarica.org](mailto:leila.mata@uwccostarica.org), [aaron.hernandez@uwccostarica.org](mailto:aaron.hernandez@uwccostarica.org)

Content:
1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:

2. Preventive Protocol: Total: 0 reported cases

3. Policy Statement: Preventive community health policy

4. Purpose: Proper handling of receipt and consumption of food purchased off campus

5. Institution’s Responsibility: Priority

6. Practices and Policies: Collecting food

**Procedure**

- Social distancing of 1.8 m should be maintained between the delivery person and the person receiving the food.
- There should be no talking to the food delivery person when they are closer than 1.8 m.
- The person receiving the delivery should wear a visor or mask to receive the food.
- A specific person should preferably be designated to pick up the food.
- Pick up the package and take it inside to change the containers.
- Once inside, wash your hands with soap and water and transfer the food to other recipients or regular dishes. Dispose of all plastic, cardboard, or paper recipients.
- Clean the surfaces where you placed the order they brought and dispose of the plastic bags and other recipients in a garbage bag outside your home.
- Wash your hands again for at least 20 seconds before eating.
6. Appendices:
PROTOCOL
DELIVERIES AT CAMPUS

FOOD
1. Take the package straight to your house/residence
2. Transfer the food to a clean container
3. Discard any containers, bags or wrappings
4. Wash your hands properly before eat

PACKAGES
1. Take the package straight to your house/residence
2. Discard any box, wrapping, bags
3. Wash your hands properly after opening the package

Recycle any of the materials if possible. Following the protocols.
a. Sources: websites and additional comments
   https://www.ministeriodesalud.go.cr/
   https://www.who.int/
   www.ops.com

b. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.
1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:

2. Policy Statement: Preventive community health policy

3. Purpose: Standardize the guidelines for cleaning and disinfecting in the school

4. Institution’s Responsibility: Priority

5. Practices and Policies:
Procedures for Cleaning and Disinfecting

Causal agents may be present on surfaces or suspended in the air. The cleaning and disinfecting processes to be used in UWCCR will be methodical, scheduled, and ongoing to ensure the reduction of infections and their spread. Cleaning will be done first, followed by disinfection. Thus:

1. Cleaning: Procedure that physically removes organic matter and dirt. This is basically done to remove rather than kill.
2. Disinfection: Consists of destroying bacteria or virus, whether through physical means or directly applied chemicals.

Procedures for Cleaning on Campus

a. Dusting
   ● To clean, the cleaning staff should dust with a damp cloth (moistened only with water). Fold the cloth into squares for this to provide a larger number of clean sections.
   ● Swipe both horizontally and vertically in straight lines from the edges to the center, starting at the top.
   ● Never shake out the cloth used to remove dust.

b. Sweeping
   ● When removing trash, dirt, or dust from the floor, do it slowly to keep the dust or any other agent present on the floor from floating in the air. This can be done by wrapping a damp rag around the broom head or using a damp mop.
   ● The area should be swept from the farthest edges towards the center and then towards the entrance door.
   ● Trash should be deposited in the recipient or bag designed for this purpose.
   ● Any trash behind the doors or in high-traffic areas should be picked up immediately.
   ● Gloves and face masks should be used any time trash is handled. Do not compress the trash in an attempt to reduce its volume and do not lean the bag against your body when trying to close it.
Cleaning and Disinfecting of Dorm Rooms

- Students will be taught to clean their room and residence. The cleaning staff will also clean those areas.
- Students will clean their beds every time they take off their sheets. Clean the bed with a cloth soaked in a disinfectant solution or a chlorine dilution of 1:100 (1 part chlorine and 99 parts water) prepared the same day it is to be used.

c. Floor Cleaning

The floor is to be cleaned with a chlorine solution or disinfectant.

In strict epidemiological situations the following cleaning and disinfecting system will apply:

- Residence - three times a day by the cleaning staff.
- Students are to help with the cleaning under the supervision of their coordinator, once a day.
- Cafeteria - at least after every meal. The chef will determine how often the kitchen is cleaned, but it should be at least three times a day.
- Infirmary and Poas Clinic - every hour
- Classrooms - after every class
- Offices and library - three times a day

In flexible epidemiological situations the following cleaning and disinfecting system will apply:

- Residence - twice a day
- Cafeteria - at least after every meal. The chef will determine how often the kitchen is cleaned, but it should be at least three times a day.
- Infirmary and Poas Clinic - three times a day
- Classrooms - after every class
- Offices and library - twice a day
Special Cleaning and Disinfection

Suspected and/or Positive Cases

Cleaning staff should use personal protection equipment for special cleaning and disinfecting:

- N95 - N99 respirator
- Latex gloves
- Gown with protection level 4-5
- Protective eyewear

Cleaning and Disinfecting

- Surfaces such as frequently-touched surfaces (night tables, bed frames and dorm furniture, for example) and bathroom and toilet surfaces should be cleaned with disposable material and disinfected daily with a household disinfectant containing chlorine at a 1:100 dilution (1 part chlorine and 99 parts water) prepared the same day it is to be used.
- Cleaning staff should use the abovementioned PPE.
- Staff should wash their hands when they have finished with the cleaning.
- **Cleaning and disinfecting of the bathroom** of the patient’s room starts with washing the walls, washbasin, soap dish/dispenser, shower knobs, and door with a sponge soaked in a disinfectant solution. Sodium hypochlorite at 1:100 (1 part chlorine and 99 parts water), prepared the same day it is to be used, is recommended. Before starting to wash the toilet, you should first empty the water in the tank at least once. Later, spray the disinfectant solution (sodium hypochlorite prepared the same day it is to be used) over all toilet surfaces, starting with the outside, the base, the back area, the pipes, and the seat hinges. Scrub the bathroom tile grooves, valves, and plugs with a small brush. Wash the floor with a brush and disinfectant solution. A disinfectant solution of sodium hypochlorite in a concentration of 5:100 (5 parts chlorine and 95 parts water) is recommended. Then clean with a damp mop (one that has been wrung out well).
Clean the mirror with a dry dust cloth. When you finish the cleaning, check that the drains are clear and supply bathroom items (soap, towel, toilet paper).

**Cleaning and Disinfecting of Biological Fluids**

If they occur, they should be cleaned up immediately to prevent accidents and contamination of others. Staff should use PPE. Cover the fluid or secretion with the disinfectant solution and a disposable cloth. Then, using a broom and dustpan, remove it and deposit it in a waste recipient, which should be lined with a bag. Go back to the contaminated site and soak the floor again with the disinfectant solution, and then clean with a clean mop.

**Clothes Laundering**

The bedsheets, towels, etc., of sick persons should be washed with the usual soap or detergent at 60-90° C and allowed to dry completely. The clothes should be put into a bag until they are ready to be washed. They should also be shaken out before being washed. The student will be given a package containing sheets and a pillowcase so they can make their bed. Separate the clothing of isolated students from that of the other students on campus and wash it with hot water (60°). Wash daily with regular detergent. Dry in the dryer.

**Disposal of Disposable Material**

Dispose of the items used by the sick person and his/her caregivers (gloves, tissues, masks, disposable cups, etc.) and any other waste in the waste bin with the red pedal found in the Poas Clinic isolation rooms. Close the plastic bag before taking it out of the room. Always wash your hands after contact with waste. Use disposable utensils for food.
Cleaning measures throughout the Poas Clinic will be intensified if there is a suspected case using common disinfectants or a sodium hypochlorite solution on floors and surfaces (furniture, windows, doorknobs, etc.).

6. Appendices:
   a. Sources: websites and additional comments
      https://www.ministeriodesalud.go.cr/
   b. Updated dates and measures
      a. Definitions
Content:

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:

2. Policy Statement: Preventive community health policy
3. Purpose: Standardize the guidelines for cleaning and disinfecting in the school
4. Institution’s Responsibility: Priority
5. Practices and Policies:

The following recommendations should be followed for use of the laundries located in each of the student residences:
1. Due to the reduced space, no more than one student at a time will be permitted to use the laundry.

2. If the space must be used by more than one student, and if they do not belong to the same residence, everyone should use a mask.

3. It is prohibited to have more than three students at one time in this space, even if they are in the same residence.

4. Clothes must be washed on an ongoing basis. It is prohibited to let dirty clothes pile up in the rooms or any other space.

5. The laundry should be cleaned every day following the cleaning protocol and under the supervision of the coordinators.
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**Content:**

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   Preventive protocol before the start of classes. Total: 0 reported cases

2. Policy Statement:
   Preventive community health policy
3. Purpose: Standardize the entering and leaving of staff and students for actions in the external scenario
4. Institution’s Responsibility: Priority
5. Practices and Policies:

All community members have a commitment to follow the following recommendations while the permission to leave campus is in effect:

- Staff (adults) may leave for five hours (N number of hours) without asking permission, N number of days. This is in case the medical team deems it necessary to go to a stricter leave policy.
- Staff is responsible for following the rules of hygiene, distancing, and use of personal safety equipment at all times while off campus.
- Nobody should leave if they feel sick.
- Students and children may leave only and exclusively if they are supervised and attending an organized activity approved in advance by school staff.
- Avoid close contact with people in the places you visit. There should be a distance of at least 1.8 m between each person.
- You should stay in your social bubble, which consists of the people you live with in your house. The rest of the community should practice social distancing both on and off campus.
- If you are visiting your family you should consider it a separate social bubble and practice social distancing (distance of at least 1.8 m). Hugging and other forms of breaking with social distancing are not advisable.
- Use a mask according to ministry*** recommendations if you go into places like supermarkets, public transportation, or crowded areas. You should use a mask if you are working and the meetings last more than 15 minutes.
- Avoid talking to people. Do it only if necessary, practicing distancing of at least 1.8 m.
- Use alcohol gel when you are unable to wash your hands.
- Make a list of the items you need to buy to avoid staying too long in the supermarket (this will speed up any shopping).
• You can use a mask and gloves while shopping. If you use them do not touch your face or handle your mask with the gloves. Remember that these are only for prevention. Handwashing is the most important thing. Gloves can give you a false sense of security. The virus does not enter your body through your hands.

• Make sure to use alcohol or wash your hands when you have touched any surface. Keep your telephone in your pocket or clean it with disinfectant when you get home.

• Avoid touching your face to prevent the virus from entering through your eyes, nose or mouth while off campus.

• Use the proper technique for sneezing.

• Wash your hands with soap and water, if possible, when you visit any place while off campus. If soap and water are not available, use an alcohol-based hand disinfectant containing at least 70% alcohol.

• Clean and disinfect frequently-touched objects and surfaces with disinfectant or alcohol.

• You should report to the medical team if any of these measures was not followed or if you were in a crowded or risky place or did not practice social distancing. The medical team will recommend the actions you should take. For everyone’s well-being, please be honest.

**These guidelines should be followed every time you enter or leave campus.**

1. Arrival or return times or places should be staggered by group or other protocols should be established for limiting contact between people at time of entry as much as possible. One example is to change entry and exit times so that workers are also not traveling during peak traffic hours.

2. Whenever possible, flexible work sites (such as working from home) and flexible work schedules (such as staggered shifts) will be used to help establish social distancing policies and practices (practicing distancing of at least 1.8 m) between employees and others.
3. When you get to the school you should follow the protocol implemented by the security staff, and once you have been authorized to enter you should go directly home, limiting contact with other people.

4. Immediately take off your shoes and clothes when entering your home and wash your hands.

5. Items brought from the supermarket may be kept in a short quarantine (use the oldest items first) or washed. However, it is important to note that it is not so easy for a risk of infection from surfaces to occur.

6. Wash your hands, and if you wish you can disinfect all items you bought in the supermarket, keeping them in a short quarantine. Do not use disinfectant or soap on food. Food is not a probable source of contagion. Clean the table where you placed the items and the surfaces you touched while cleaning them, and put the plastic bags you brought from the supermarket in a separate spot to quarantine them for 72 hours, after which they can be reused. Then wash your hands.

7. If you get any symptoms of a cold or discomfort, please go to the infirmary for assistance.

8. Nobody who appears sick will be permitted to leave. In this case the pertinent protocol should be followed.

9. It is the responsibility of everyone to keep the campus safe. It is critical to keep to the strictest and most robust rules possible (within the epidemiological reality the country is experiencing), since this entry point could be decisive for preventing potential contagion among students on campus.

10. For any authorized exit, students must show the security staff their permissions, duly approved by a competent authority.

11. Anyone determined to be a suspected, confirmed, or high-risk case will be restricted from leaving (and/or entering). Before any student leaves, the country’s epidemiological situation should be assessed.

6. Appendices:
   a. Infographic for staff with permission to leave campus
b. Infographic for students with supervised leave off campus
1. Follow the safety protocol when going off-campus and always with staff supervision.
2. 1.8 meters distance with anyone outside your bubble.
3. Wear a mask.
4. Wash your hands and use hand sanitizer if touching surfaces.
5. Avoid electric stairs, elevators, and public restrooms.
6. Back on campus: wash your hands, change your clothes and clean your shoes.

For host family outings, please ask for the protocol.
a. Sources: websites and additional comments

https://www.ministeriodesalud.go.cr/
https://www.who.int/
www.ops.com
a. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.

b. Definitions

Social distancing: Social distancing, also called “physical distancing”, means maintaining a space between yourself and other persons outside your home. To practice social or physical distancing:

- Maintain a distance of at least 6 feet (approximately 2 arm’s length) from other people.
- Do not gather in groups.
- Stay away from crowded places and avoid mass gatherings.

Mask: A **mask** is a device designed to protect the wearer from inhaling hazardous atmospheres, including smoke, vapors, gases and suspended particles such as dust and airborne microorganisms -bacteria and virus- and to protect others when the wearer could spread a disease.
Policy Title: **Protocol for Return to Physical Classes**

Number: F02
Version: 5

Addressed to (include whether for internal or external use): *Internal and external use*

Department: **Medical team**
Drafted by: **Angie Villegas Solis, MSc.**

Date: **6/03/2020**
Reviewed by: Angie Villegas, MSc., Brenda Lopez, MSc., Dr. Aaron Hernandez

Approved by: **Medical team, Leila Mata**
Effective through: 2020-2021 school year
Meeting and agreement number: 15:5
Date: 6/03/2020

Contact for questions: Medical team, Angie.villegas@uwccostarica.org, brenda.lopez@uwccostarica.org, aaron.hernandez@uwccostarica.org

**Content:**

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   a. Preventive protocol before the start of classes. Total: 0 reported cases

2. Policy Statement:
   a. Preventive community health policy

3. Purpose: Prevention, care, handling and treatment of pathologies associated with diseases transmitted via the respiratory routes (COVID-19)

4. Institution’s Responsibility: Priority
5. Practices and Policies:

**Definition: Protocol for Return to Physical Classes**

Upon arrival on campus all students must quarantine for 14 days. This will be done on and off campus following Ministry of Health guidelines. At the end of this quarantine the students will settle into the school. Student capacity has been reduced, so only 176 students are being admitted on campus in order to comply with all protocols. Before, we had a student population of 204, distributed into eight student residences with 24 and 26 students per residence. The rooms were for three or four students. Now we will have eight residences with only 22 students each with a maximum of two or three students per room. This ensures a space of 1.8 m between students in each room.

The following is defined in functional terms for proper control and supervision of compliance with measures:

**Social Bubble**

A social bubble is understood as being the people who live under the same roof.

Students on campus will be considered a single social bubble, but the rules of hygiene and distancing should be practiced and anyone entering or leaving should always use a mask in closed spaces. The purpose of these actions is to mitigate and quickly contain any potential outbreak of the disease so that it doesn't spread to a large number of students. Likewise, each residence will be supervised for compliance with prevention measures. Each student's room will be for personal use only. No visitors are permitted from other rooms. This definition applies for flexible isolation.

The community will practice physical isolation, which means practicing distancing between one bubble and another, or between your bubble and people from other homes. You should practice distancing of 1.8 m and not gather in groups or crowd together.
You will be asked to limit close contact with others outside your residence in indoor and outdoor spaces, taking into account potential cases of pre-symptomatic patients. Staff should always wear masks when in contact with students in closed spaces.

### Campus

#### Marking Off of Areas and Actions on Campus

- Every space on campus will be marked off to ensure physical distancing (social areas in residences, cafeteria, gymnasium, library, classrooms, social center, etc.).
- Infographics and/or signs will be posted throughout the school on how to use a mask, social distancing, proper handwashing for at least 20 seconds, and techniques for sneezing, among other things.
- Red waste bins will be provided for bioinfectious waste, where staff and/or students should only discard masks and gloves. These waste bins will be placed near the Poas Clinic on campus, in public bathrooms outside the residences, and at the security guard booth, and should be kept covered.
- Unused classrooms should be kept closed.
- Seats will be marked in the cafeteria, library and other common areas so that students do not sit facing each other. Stickers will be used to identify the number of students and/or staff who can be seated according to capacity.

### SPACES ON CAMPUS

#### 1. Classrooms

#### PREPARATION

- Classrooms will be have separated seating with no more than eight students or at 50% capacity, practicing distancing of 1.8 m.
- Stickers will be placed to identify the number of students who can be seated in a space.
- All desks will be facing the same direction.
- Classrooms will have disinfectant gel for handcleaning.
- Windows will be kept open while class is in session.
- The cleaning team will ensure classroom cleanliness.
- The teacher should enter the classroom before class, and students should enter ten minutes before class for teacher-supervised handwashing.
- The teacher should use a mask and visor while giving class.
- Students should use a mask and visor while in class.
- A 3m x 3m area will be marked off for the teacher to give class.

**Disinfection of Areas**

- The classroom will be cleaned at the end of every class once the last student has left.
- The cleaning staff will enter to disinfect the tables and chairs and will leave the classroom ready for the next class. Cleaning staff should also use protection equipment.
- The teacher should use a mask or visor when entering the classroom.
- We recommend that each teacher bring their own whiteboard marker and eraser.

**During Class**

- Before entering, students should wash their hands. The teacher will check to make sure they have done so.
- The teacher should remain in the marked-off area of the classroom and use a mask while giving class.
- Any questions should be clarified virtually.
- Teachers and students should not get close to areas marked off with stickers in order to practice distancing.
• At the end of class, teachers should leave the classroom. Any questions will be answered virtually, if necessary.
• No students should remain in the classroom.
• Once the class ends, the classroom will be cleaned.
• Students should use visors during class.

1. **Residences**

• All students form part of one bubble, but each residence will be designated as a sub-bubble for proper supervision and to avoid crowding.
• Each student's room should be used only by the students who live in it. No visitors are permitted in the rooms.
• Shoes should be left outside the house, and students should have a pair of shoes or sandals for use only within the residence.
• Residences should be kept ventilated, with all the doors and windows open whenever possible.

1. **CAFETERIA, LIBRARY, AND GYMNASIUM**

• 25% capacity is requested.
• All common areas will be marked off to practice distancing while waiting in line for handwashing.
• Stickers will be placed on chairs that should not be used.
• Meal schedules will be implemented to maintain 50% capacity. Most meals, however, will be taken in the residences.
• Cafeteria staff should use a cloth mask and visor when serving the meal. Acrylic sheets will be put in place to prevent the risk of interaction when the food is being served. There should be no unnecessary interaction with students.
• There will be at least four working sinks in the cafeteria. Instructors should wear face masks when giving class in the gym. There should be no mixed classes with students and staff. Distancing should always be practiced.

GENERAL COMMENTS

• A three-meter space has been marked off for teachers in the classroom to ensure distancing from the first row of students.
• Students should maintain sufficient distance between themselves and other groups when entering the classroom in order to avoid gatherings.
• Students have their residence on campus, and permissions to leave with adult supervision should be granted by the residence coordinator or director.
• When permissions are granted for supervised leave, students should wear masks and practice distancing of 2 m. They should wash their hands frequently and carry alcohol gel with 60-80% alcohol content. The adult should make sure the measures are followed properly.
• Students should avoid gatherings both on and off campus, in common areas, the library, cafeteria, etc.
• Students will receive medical care during quarantine (see the strict scenario protocol for isolation in quarantine). The on-campus or off-campus space (hotel, airbnb, or home) and/or campus should deliver a cleaning kit for room cleaning, a daily change of sheets, and all meals to their room (on campus, an outside table will be set) and coordinate the students’ laundering with the cleaning staff in separate areas so that the students do not have to leave their room.
• Laboratory tests will be performed at home if necessary and prescribed by a doctor.
• All main areas of the campus will have washbasins with soap and 70% alcohol gel. Students will be give a kit containing a cloth face mask, a bottle of alcohol, and towels with surface disinfectant.
• The staff has PPE for their activities.
If a suspected case shows up during the quarantine, the person will be isolated in the Poas Clinic on campus where they will receive the necessary medical care.

Positive cases will be managed off campus and according to Ministry of Health guidelines.

1. Appendices:
   a. Sources: websites and additional comments
      https://www.ministeriodesalud.go.cr/
      https://www.who.int/
      www.ops.com

Appendix 1:
   a. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.

   b. Definitions

**Social distancing:** Social distancing, also called “physical distancing”, means keeping a space between yourself and other persons outside your home. To practice social or physical distancing:

   - Maintain a distance of at least 6 feet (approximately 2 arm’s length) from other people.
   - Do not gather in groups.
   - Stay away from crowded places and avoid mass gatherings.

**Quarantine:** Quarantine is used to keep anyone who may have been exposed to COVID-19 away from others. Quarantining helps prevent the spread of the disease,
which could occur before a person knows they are sick or infected by the virus but asymptomatic. People in quarantine should stay home, stay away from others, monitor their health, and follow the instructions of their local or state health department.
| Policy Title: Protocol for the Management and Actions of Staff, Visitors or Host Families during Outings with Students | Number: F03  
Version: 005 |
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**Content:**

- Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
  - Preventive protocol before the start of classes. Total: 0 reported cases
- Policy Statement:
Preventive community health policy

- Purpose: Standardize the rules students and visitors should follow during student outings.

1. Institution’s Responsibility: Priority
2.

1. **Practices and Policies:**

- Visits or outings with students will be by appointment only. They will be approved by the staff on duty, the residential director, or the deputy head.
- Students should only go out with host families if they have parent authorization.
- The host family, visitors or staff should declare if they or any member of the family has been in close contact (at less than 1.8 m for more than 15 minutes) in the last 14 days with someone who has tested positive or is suspected of having COVID-19 and/or has had respiratory symptoms.
- If the student has a high-risk disease, the case should be re-evaluated by the medical team.
- The student should travel in the means of transportation, whether private vehicle, taxi, or Uber, in the back seat with a mask and with the windows open.
- The host family, visitor, and/or staff should promise to follow social bubble rules (social bubble #1 is the host family, visitor, and/or staff; bubble #2 is the students).
- Avoid close contact between bubble #1 and bubble #2. There should be distancing of at least 1.8 m between the bubbles. Kissing and hugging is not permitted.
- Supervise and warn about using preventive measures such as avoiding touching eyes, nose and mouth, and the technique for sneezing (sneezing into your elbow).
- Students should use a visor and/or face mask and should be supervised by the adult.
- Students should carry a bottle of alcohol gel.
- The adult should make sure that frequently-touched surfaces are clean and/or should disinfect them with a disinfectant, alcohol, and household cleaning cloth.
- Oversee that hands are washed properly and frequently with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after nose-blowing, coughing, or sneezing. If no soap and water is available, alcohol gel should be used.
- In the house, cafeteria, restaurant, or designated meeting site there should be distancing of at least 1.8 m. This means keeping a distance of approximately two chairs between each person.
- Utensils such as bottles, glasses, spoons, etc., should not be shared.
- Upon their return, students should wash their hands well, clean their shoes, and change their clothes.

6. Appendices:
Appendix 1: Social Bubble Concept

**Concepto de burbujas sociales**

Integrantes de cada burbuja comparten de forma cercana porque conviven juntos.

![Diagram of social bubbles](image)

**Riesgo de no respetar las burbujas sociales**

![Diagram of risk of not respecting social bubbles](image)
2. PREVENTION MEASURES
3. Infographic on the steps for authorizing permissions for students to leave with staff or host families
a. Sources: websites and additional comments
   https://www.ministeriodesalud.go.cr/
   https://www.who.int/
   www.ops.com

b. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.

Definitions

Social distancing: Social distancing, also called “physical distancing”, means keeping a space between yourself and other persons outside your home. To practice social or physical distancing:
• Keep a distance of at least 6 feet (approximately 2 arm’s length) from other people.
• Do not gather in groups.
• Stay away from crowded places and avoid mass gatherings.

Mask: A **mask** is a device designed to protect the wearer from inhaling hazardous atmospheres, including smoke, vapors, gases and suspended particles such as dust and airborne microorganisms - bacteria and virus - and to protect others when the wearer could spread a disease.
**Policy Title:** Guide for Off-Campus Shopping

**Number:** F05  
**Version:** 5

**Addressed to (include whether for internal or external use):** Internal and external use

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**Date:** 6/03/2020

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**Approved by:** Medical team, Leila Mata

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| Meeting and agreement number: | 15:5 |
| Date: 6/03/2020 |

**Contact for questions:** Medical team, Angie.villegas@uwccostarica.org, leila.mata@uwccostarica.org, brenda.lopez@uwccostarica.org, aaron.hernandez@uwccostarica.org
1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   Preventive protocol: Total: 0 reported cases

2. Policy Statement: Preventive community health policy
3. Purpose: Prevention of contagion while shopping off campus. Respecting the general rules of hygiene, prevention, and safety.
4. Institution’s Responsibility: Priority
5. Practices and Policies:

Procedure

Contamination via surfaces does not commonly occur with this virus, which spreads primarily via respiratory routes and transmission by saliva droplets. The biggest danger, then, in a supermarket or shop will come from the potential and prolonged contact you might have with people.

1. You should shop at supermarkets that are as uncrowded as possible and have strict safety rules and enough space to practice physical distancing between people.
2. Before going out, you should make a list and plan what you are going to prepare and eat in the next few days. Then, according to this list and your budget, make a list of what you are going to buy.
3. While you are out, do not touch your face or belongings such as your cell phone without first washing your hands.
4. Only one person should go into the supermarket to do the shopping. Many supermarkets have this restriction.
5. You should wear a mask, practice social distancing of at least 1.8 m, and avoid talking to people while shopping.
6. If the supermarket has them, use sanitizing wipes to disinfect high-contact areas such as the cart and basket handles. Before touching your face, use hand disinfectant or wash your hands after doing your shopping and paying.

7. If you go to the supermarket or other stores, try to limit your exposure time as much as possible. You should go to supermarkets and shops that you are familiar with so that you do not waste time looking for items.

8. You should avoid touching items you do not need to use or buy. The areas with the most risk are the ones with items that people touch the most.

9. The most important thing is to reduce the time you are exposed to other people in the aisles and when paying, and to always practice distancing from others.

10. You should preferably use non-contact payment methods and carry your own pen.

11. You should always use a mask when you are in a public space with others, such as in a supermarket.

Upon Return to Campus or the Residence

1. When you arrive at the school, you should follow the protocol indicated by the security staff. Once you have been allowed to enter, go directly to your home and avoid speaking to anyone. See the entry protocol.

2. When you get home, leave your shoes outside the house. Leave your personal items, telephone, purse, etc., at the entrance to your home. You should bathe, but changing your clothes is essential.

3. The clothes you used while shopping should be put into a plastic bag or covered recipient for washing with soap and water, preferably hot water. It is not necessary to wash these clothes separately from other clothing. You
should disinfect your purse, telephone and other items with a cloth and alcohol.

4. Clean and disinfect all commonly used surfaces that you may have touched when entering, or, better yet, wash your hands when entering and after putting away the food.

5. Separate the plastic bags you bring from the supermarket (in bag quarantine) for reusing at another time or throw them into recycling. Wash your hands with soap and water for at least 20 seconds.

6. The coronavirus has been detected on surfaces where it can remain infectious for different periods of time. Although contamination from surfaces does not appear to be a common way of getting infected, as indicated by the World Health Organization and the CDC, it was demonstrated in a study that the coronavirus could remain infectious for up to 72 hours on plastic and it is possible to get infected by touching contaminated surfaces. You can clean some item before putting them away. If the items you brought from the supermarket will not be used immediately, you should leave them separate for quarantining them as well.

NOTE: Diluted bleach (at 0.5%), hydrogen peroxide, or at least 60% alcohol effectively eliminate the coronavirus.

1. Appendices:
a. Sources: websites and additional comments
   https://www.ministeriodesalud.go.cr/
   https://www.who.int/
   www.ops.com

Appendix 1:
a. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.

b. Definitions

Social distancing: Social distancing, also called “physical distancing”, means keeping a space between yourself and other persons outside your home. To practice social or physical distancing:

- Keep a distance of at least 6 feet (approximately 2 arm’s length) from other people.
- Do not gather in groups.
- Stay away from crowded places and avoid mass gatherings.

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ii World Health Organization
iii Centers for Disease Control (CDC)
1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   Preventive protocol before the start of classes. Total: 0 reported cases

1. Policy Statement:
   Preventive community health policy

1. Purpose: Standardize the medical care situation and guidelines for cases where staff have respiratory symptoms on campus.
1. **Institution’s Responsibility: Priority**

1. **Practices and Policies:**

**Definition:** The medical care to be provided to the community in flexible epidemiological scenarios

**Procedure:** The medical team’s priority will be to provide service to all students during flexible isolation.

Staff should seek outside care if needed. Students will have priority use of the infirmary and/or doctors.

Students will be attended by Dr. Aarón Hernández, Angie Villegas, and Brenda López in their respective schedules.

Dr. Aarón Hernández will be on call 24 hours. Morning care will be provided by Angie Villegas and Brenda López in their respective hours in collaboration with Dr. Aarón Hernández.

**Infirmary Hours**

Angie Villegas: Tuesdays and Thursdays from 5 am to 2:30 pm, Fridays from 10 am to 4:30 pm, Saturdays from 9 am to 4:30 pm, and Sundays from 8 am to 4:30 pm

Brenda López: Mondays from 5 am to 5 pm, Tuesdays and Thursdays from 2:30 pm to 5 pm, Wednesdays from 5 am to 5 pm, and Fridays from 5 am to 10 am.

**Doctor’s Hours**

Dr. Aarón Hernández will be on call 24 hours and will only be contacted by infirmary staff or the designated on-duty coordinator.

**Staff Care**
Staff will be attended by the medical team only in emergencies or in cases where it does not interfere with student care. Priority will be given to students in scheduling medical appointments.

a. Staff should not come to work if they are sick or have symptoms such as dry cough, fever, or general malaise. Symptoms should be reported to the medical team, but they should be cared for privately or through the CCSS. (See attached file)

b. If the staff member’s symptoms start while they are on the job, they will be referred to the CCSS. The medical team will do the tracing to determine if the people they were in contact with need to be isolated.

c. It is mandatory to report the results of the medical exam in the CCSS to the medical team and human resources.

Note: *Please check for any on-duty staff schedule changes made by our residential director Leila Mata.

1. Appendices:
   a. Protocol for temperature taking of staff who are working and present respiratory symptoms
b. Protocol for medical care in the CCSS or private services
(Quarantines imposed by the CCSS are mandatory, without exception. Failure to comply is considered a serious offence by the staff involved.)
a. Sources: websites and additional comments
https://www.ministeriodesalud.go.cr/
https://www.who.int/
www.ops.com
https://www.aaie.org/
Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.

b. Definitions

**PCR tests** (polymerase chain reaction tests) are a type of diagnostic test that has been used for years in different public health crises involving infectious diseases. They have been used since the early days of the pandemic outbreak. Screening with the PCR test permits a *fragment of genetic material* from the pathogen or microorganism to be detected. PCR testing, used commonly and routinely in microbiology labs, hospitals, research centers and universities, is based on the heat stability characteristics of a polymerase enzyme.
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<td><strong>Department:</strong> Medical team</td>
<td><strong>Drafted by:</strong> Angie Villegas Solís, MSc.</td>
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<td><strong>Date:</strong> 6/03/2020</td>
<td><strong>Reviewed by:</strong> Angie Villegas, MSc., Brenda López, MSc., Dr. Aaron Hernández</td>
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Content:

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:

2. Preventive protocol. Total: 0 reported cases

3. Policy Statement: Preventive community health policy

4. Purpose: Prevention of injuries and contagion while playing soccer

5. Institution’s Responsibility: Priority

6. Practices and Policies: Practice a sport safely

Procedure

General Recommendations for Playing Soccer

This protocol specifies the recommended way to play soccer. However, sports where there is no physical contact at all should be encouraged, especially in strict scenarios.

1. Use soccer cleats to prevent slipping. Soccer cleats should have molded cleats or channeled soles or should be safe and appropriate shoes. They should fit properly and be tied on tightly every time you play.

   • You should ideally use shin guards to prevent injuries. These should be fitted to the shin to just below the knee and sit comfortably around the ankle bone. Take your socks and soccer cleats with you when you buy shin guards to make sure they fit well.

Soccer Practice

   • Soccer will ideally be supervised by a director or RC (residential coordinator) to make sure it is played safely.
• Students and staff should check the field to make sure there are no holes or other obstacles, including rubble and broken glass. Store balls and additional equipment on the sides of the field before starting practice or a game.
• Check the goals at each end of the field to make sure they are secure. Leather balls can absorb water and get very heavy, increasing the risk of injuries.
• Remove piercings or jewelry before playing.
• Always warm up and stretch before playing.
• Learn and use proper techniques, especially when kicking or throwing the ball.
• Stay hydrated, especially on hot, sunny days, by drinking plenty of liquids before, during, and after games and practices.

Whenever you are not playing you should practice social distancing, and you should wash or disinfect your hands with alcohol gel periodically during the game.

It is necessary to limit spectators, greetings, hugging, high-fiving, speaking too close together, and yelling.

6. Appendices:
a. Sources: websites and additional comments
   https://www.ministeriodesalud.go.cr/
   https://www.who.int/
   www.ops.com
b. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.
### Policy Title: Protocol for Quarantine Prior to Entering Campus, On- and Off-campus

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**Addressed to** (include whether for internal or external use): **Internal and external use**

**Department:** Medical team  
**Drafted by:** Angie Villegas Solís, MSc.

**Date:** 6/03/2020  
**Reviewed by:** Angie Villegas, MSc., Brenda Lopez, MSc., Dr. Aaron Hernandez

**Approved by:** Medical team, Leila Mata  
**Effective through:** 2020-2021 school year  
**Meeting and agreement number:** 15:5  
**Date:** 6/03/2020

**Contact for questions:** Medical team,  
Angie.villegas@uwccostarica.org, leila.mata@uwccostarica.org,  
brenda.lopez@uwccostarica.org, aaron.hernandez@uwccostarica.org

### Content:

1. **Situation to Date** (update depending on the day). Keep in mind that the circumstances are in constant flux: Preventive protocol before the start of classes. Total: 0 reported cases

2. **Policy Statement:** Preventive community health policy
3. Purpose: Prevention, care, handling and treatment of pathologies associated with diseases transmitted via the respiratory routes (COVID-19)

4. Institution’s Responsibility: Priority

5. Practices and Policies:

**Definition:** Mandatory individual isolation of students before coming back to classes. In order to isolate in accordance with the student’s potential risk factors, if any, students will be asked to get an RT-PCR test. The results should be ready at least 14 days before traveling to Costa Rica. The test should come with a medical report certifying it and describing if the student has had any respiratory symptom in the last 14 days prior to the flight.

Students who are not able to get tested because their country does not permit it, or for any other circumstance, should contact the medical team at the email admissionsmedical@uwccostarica.org.

If their test results are positive, students should receive the appropriate medical treatment at home before traveling, maintain quarantine, and notify the medical team by the above email.

If students were diagnosed with COVID-19 at any time prior to travel and received treatment, did the quarantine and were discharged, they should notify the medical team of this.

In addition, students should send their flight itinerary in advance for taking preventive actions and get training from the medical team on how they should care for themselves during the trip and in accordance with their flight route.

Several criteria will be used to classify students properly for isolation (see description below). In addition, these criteria will be used to determine whether the student is low or high risk.

**Low risk:** Students who do not meet any of the high-risk criteria established below.

**High risk:** Students who meet one or more of the criteria established below.
Criteria for classification of type of isolation

1. More than 2 stopovers and long flight (12 or more hours)
2. High or low risk of the stopover countries (according to contagion data)
3. Students with risk and/or high-risk factors
   1. Asthma
   2. Weakened immune system
   3. High blood pressure or diabetes

According to the assessment, students may quarantine prior to going back to classes in either of two scenarios.

**On-campus Scenario:** This refers to quarantining on campus where a maximum capacity of 32 students will be admitted, distributed in four students per residence. Usually each residence has capacity for housing 26 students, with three or four per room. However, for quarantine purposes, each student needs to be isolated in an individual room and have access to an individual toilet, shower and sink. Each residence has four showers, four toilets and four sinks, two on the top floor and two on the bottom floor. So we know that only 32 students can quarantine on campus, since we will have two students on each floor in each residence (there are eight residences). This will permit each student to have his/her individual room and use his/her own shower, toilet and sink.

**Off-campus Scenario:** Mandatory quarantining can be done off campus, for which the school has access to two hotels and Airbnb houses that have the capacity and meet the required medical and security measures. These spaces were inspected and supervised by the medical team following the guidelines of our protocols and those of Costa Rica. These guidelines are as follows:

1. Ensure physical distancing (no crowding).
2. Have high-quality Internet for both virtual classes and virtual calls from the medical team to evaluate the students' health condition.
3. The hotel should send the cleaning protocols to be evaluated in advance by the medical team.
4. Individual bath and shower in the room.
5. Meals provided by the students’ place of lodging with the strictest food handling measures. Meals may also be provided by the school, complying with the strictest handling, storage, and transportation measures.

Types of Isolation

Type 1 Isolation: Individual isolation off/on campus: Before starting the school year, all students must quarantine for 14 days, which is mandatory according to both Costa Rican health authorities and our school. The conditions of this quarantine are as follows:

In general:

- Directed at very low- or no-risk students.
- Individual rooms, with individual bath and shower.
- Student developing any respiratory symptoms during quarantine will be isolated at level 2.
- If a student reports any suspicious symptoms, the medical team will evaluate the student in his/her room using all personal protection equipment. If the student has no symptoms such as shortness of breath or difficulty breathing, he/she will wait for the medical evaluation. Dr. Hernández will be the one to determine, according to the student’s condition, if the student should stay in home isolation or be transferred to the hospital for proper care (only in cases of advanced symptoms will the student be taken to the hospital). Ministry of Health protocols will be followed for transferring students to the hospital.
- If a student presents suspicious COVID-19 symptoms, the doctor will analyze the case to decide whether the student should be given the RT-PCR test. This will be done by a private laboratory chosen by our medical team in accordance with our criteria for reliable testing. The company will come on campus (on-campus scenario) or go to the designated hotel (off-campus scenario).
scenario). Once the results are in, if the test is positive the V01 epidemiological ticket for mandatory reporting will be issued to the Ministry of Health. The student will also be provided the required treatment, medical consultation and daily monitoring by the medical team. All this will take place at the student’s isolation site. Students will only be transferred to the hospital if considered necessary by the doctor and in accordance with Ministry of Health guidelines.

- Handwashing, use of alcohol gel, the technique for sneezing, and alternative greetings. Hugging and kissing are not permitted.

**Defined Sites:**

- Campus (maximum capacity of 32 students)
- Airbnb
- Hotel (maximum capacity of 90 students in one hotel and 300 in the other)

**Supervision of Students during Quarantine:**

- Video calls will be made daily for monitoring by a medical team member. A second daily call will also be made by the Residential Life team in order to give educational and emotional support and monitoring.
- A physical visit will be made once a week by the medical team if necessary.
- During this visit, students should wear a fluid protection face mask or visor and the medical team will use all required protection equipment.
- Students should take their temperature twice a day and record it on the respective sheet (attached as appendix). Each student will be given a thermometer and taught how to use it.
- Students will have medical and nursing services available if necessary (symptomatic students may only be examined by the school’s medical team).

**Type 2 Isolation: Suspicious Isolation (if the student has respiratory symptoms)**
Ministry of Health guidelines will be used as criteria. The difference from type 1 isolation is that the student has respiratory symptoms. If a student presents respiratory symptoms the doctor will do a differential diagnosis and determine if RT-PRC testing is necessary. (See attached protocol for medical attention.) If the test result is positive, the doctor will recommend continuing with home (hotel) isolation or transferring to the hospital, depending on the patient’s medical requirements.

In general:

- Isolation for students with respiratory symptoms upon arrival and/or during the course of the quarantine off or on campus.
- This type of isolation will be at the hotel or Airbnb.
- The student will do the cleaning with the cleaning kit provided at the site.
- Handwashing, use of alcohol gel, the technique for sneezing, and alternative greetings. Hugging and kissing are not permitted.
- Laboratory exams will be requested according to the protocol for medical attention (see appendix 1).

Type of Supervision:

- Video calls will be made daily for monitoring by a medical team member
- A physical visit will be made by the medical team if necessary.
- Students should take their temperature twice a day and record it on the respective sheet (attached as appendix 2).
- The nurse and/or doctor should use full protection equipment when caring for the student.
- Review of laboratories by the medical team.

Type 3 Isolation: Positive case without clinical deterioration

Ministry of Health guidelines will be used as criteria. The difference with type 3 isolation is that the student tests positive for COVID-19.
The decision of whether to manage the student at home or in the hospital will be made by the medical team according to the patient’s clinical conditions. Home management will be done preferably off campus (hotel, Airbnb, etc.), so students who are quarantining on campus and test positive will be transferred to one of the previously selected hotels or Airbnb for isolation.

**Type 4 Isolation: Positive case with clinical deterioration**

Ministry of Health guidelines will be used as criteria. The difference from type 3 isolation is that the student tests positive for COVID-19 and his/her symptoms start to deteriorate.

The decision to manage the student in the hospital will be made by the medical team according to the patient’s clinical conditions. Ministry of Health protocols will be followed for managing, transferring, and reporting these cases.

6. Appendices:
   a. Sources: websites and additional comments

   [https://www.ministeriodesalud.go.cr/](https://www.ministeriodesalud.go.cr/)
   [https://www.who.int/](https://www.who.int/)

**Appendix 1: Guide to Personal Care during Quarantine**

According to Ministry of Health requirements, anyone entering the country must remain in quarantine for 14 days.

The medical team will ask students to take their temperatures twice a day at 10 a.m. and 8 p.m.

The medical team will call students every day to record their current condition and needs and will visit them if necessary.

**Steps**

1. Take your temperature with a thermometer.
2. Be alert to other symptoms such as fever, respiratory disease (i.e. coughing, sore throat, runny nose, shortness of breath), mild flu-like illnesses (i.e. fatigue, chills, sore muscles) and/or loss of sense of taste or smell. The nurse will call you every day to ask about these symptoms.

3. Record your temperature and symptoms (chart below).

4. During quarantine, you will be assigned to an individual room. Only you should be there.

5. If you need to seek medical care because you feel feverish or are starting to come down with a respiratory ailment (coughing, sore throat, runny nose, or shortness of breath), a flu-like illness (fatigue, chills, or sore muscles) or loss of the sense of taste or smell, notify the medical team. The medical team will visit you to evaluate your condition and provide appropriate medical care.

Contacts:  angie.villegas@uwccostarica.org,  Brenda.lopez@uwccostarica.org,  aaron.hernandez@uwccostarica.org,  Leila.mata@uwccostarica.org

6. Practice all the preventive measures. Cover your mouth and nose with your elbow when coughing or sneezing. Wash your hands frequently with soap and water for at least 20 seconds to avoid passing the virus on to others. You can use an alcohol-based hand disinfectant containing 60-95% alcohol. Always wash your hands with soap and water if your hands are visibly dirty.

**Temperature Control Chart**

Write your symptoms (if you have any) and your temperature in the chart below every day (twice a day) for 14 days.
b. Update dates and measures: To be completed in the future

a. Definitions

Respiratory Isolation: This type of isolation applies with patients who might transmit an infectious disease through the air over short distances.

Temperature: Normal **body temperature** changes according to the individual, age, activity, and time of day. The accepted average normal **body temperature** is generally 37°C.
<table>
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<th>Policy Title: Protocol for Types of Isolation in Internal and/or External Scenarios</th>
<th>Number: C02</th>
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**Content:**

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
2. Preventive protocol before the start of classes. Total: 0 reported cases
3. Policy Statement: Preventive community health policy
4. Purpose: Give the rules and guidelines for actions in the event of strict and/or flexible isolation
5. Institution’s Responsibility: Priority
6. Practices and Policies:
**Definition:** Protocol for types of isolation in internal and/or external scenarios

**1. Isolation 1: Full Residence or Quarantine of the UWCCR Community**

The entire community is in preventive isolation or quarantine for protection against COVID-19 of all staff members, their families, and our students. According to protocol G02: General Rules for Community Coexistence.

Social bubbles are everyone who lives under the same roof, so each of the residences will be a social bubble. Students will visit only in common areas. No visitors are permitted in the rooms. In addition, each of the houses will be a social bubble, so they should only receive visitors in open spaces. If visitors are from other residences and are received in closed spaces, they should use a mask.

The best way to deal with the pandemic is to be prepared for the different epidemiological situation we may have to face. In response to the country’s epidemiological situation, protocols have been prepared for moderate or flexible scenarios (F01-F09) and stricter scenarios (S01-S05). In the event of extensive community spread in Costa Rica, strict isolation will apply, where the bubble for students will be their room.

In the case of flexible isolation, the bubble will be assumed as all students, and for better control each of the residences will be supervised as a sub-bubble in order to isolate any contagion or cluster of contagions before they spread.

The RT-PCR test will be prescribed by the doctor after a differential diagnosis.

**2. Preventive Isolation**

For use in strict scenarios according to the country’s epidemiological situation.

This type of isolation consists of preventive isolation or quarantine of cases that were in a risk area in order to protect the rest of the community. Risk areas are defined according
to the criteria mentioned below. Student permissions to leave will be strictly evaluated by
the directors in cases such as visits to Migration for migratory procedures for returning to
their country, scheduled flights back to their country, etc.

The isolation evaluation will be made by the health team with the aim of providing close
medical monitoring for the good of the patient and the community.

This type of evaluation will depend on the following criteria:

- The student was off campus for more than five hours.
- The student was in a risk area (airport, etc.).
- The visited place was crowded, or people could not keep a distance of 1.8
  m from others.
- The student did not follow the guidelines for entering and leaving campus.
  Staff accompanying the student to the airport or on the urgent errand (with
  prior approval) should report these criteria for making the decision.

4. Suspected Case Isolation

This type of isolation is different from type 3 isolation, since in this type the student
presents respiratory symptoms.

Ministry of Health guidelines will be used as the criteria
(https://www.ministeriodesalud.go.cr/sobre_ministerio/prensa/docs/version_1_lineamientos_aislamie
nto_domiciliar_06032020.pdf). This type of isolation will be managed in the Poas Clinic on
campus. Students presenting respiratory symptoms will be isolated in a room in the clinic
with 24-hour medical monitoring.

Doctor or nursing care will be provided with the proper PPE. The doctor will prescribe a
RT-PCR test only after a differential diagnosis (see attached document) when 3-5 days
have passed with respiratory symptoms. The Ministry of Health will be duly notified.

5. Isolation for Positive Cases

Ministry of Health guidelines will be used as the criteria
(https://www.ministeriodesalud.go.cr/sobre_ministerio/prensa/docs/version_1_lineamientos_aislamie
The difference from type 4 isolation is that the COVID-19 test came out positive.

The decision of whether to manage the student at home or in the hospital will be made by the medical team according to the patient’s clinical conditions.

If home isolation is decided, the person will self-isolate in a hotel or Airbnb that meets the off-campus quarantine requirements. The case could also be managed on campus, either in the clinic or in another space prepared with the required conditions.

If there are more or one contagions at the same time, the options of on- or off-campus isolation will be considered. If isolation is to be on campus, the school’s social center could be prepared or, if necessary, one of the student residences could be blocked off. All spaces will be conditioned according to the criteria of the school’s medical team and following Ministry of Health criteria. Likewise, the Ministry of Health will be duly notified. Parents will be kept informed of the student's condition. However, the school, having parental authority, will be responsible for making decisions for the student’s wellbeing following Ministry of Health requirements.

**Note:** The medical team will analyze and give instructions for special cases.

1. **Appendices:**
   
a. Protocol for attention to respiratory symptoms
a. Sources: websites and additional comments
   https://www.ministeriodesalud.go.cr/
   https://www.who.int/
   www.ops.com
   https://www.aaie.org/

b. Update dates and measures: To be completed in the future. Start of 2020-2021 school year.

Definitions

**Quarantine:** Quarantine is used to keep anyone who may have been exposed to COVID-19 away from others and to reduce the possibilities of exposure. Quarantine helps prevent the spread of the disease, which could occur before a person knows that they are sick or infected by the virus but without symptoms. People in quarantine should
stay home, stay away from others, monitor their health, and follow the instructions of their local or state health department.

Suspected Case:

1. Person with acute respiratory infection (fever and at least one sign or symptom of respiratory disease such as, for example, coughing, difficulty breathing, sore throat, or nasal congestion) and who meets at least one of the following criteria: * a. there is no other etiology that fully explains the clinical presentation of the event; b. a history of travel outside the country in the 14 days prior to the onset of the symptoms; or c. background of having initiated the described clinical condition in the 14 days after having been in close contact with: i. someone with a history of travel outside the country in the last 14 days before that contact occurred; or ii. someone who has been in direct contact with a confirmed case (within the latter’s potential quarantine period).

2. Person older than 15 with a severe acute respiratory infection (SARI). For children under the age of 15, it would be a SARI without any other etiology that could completely explain the clinical presentation.

3. Person with anosmia (loss of sense of smell) or dysgeusia (change in the sense of taste) without any other etiology that could explain the clinical presentation.

4. Patient with acute respiratory disease of any degree of severity who within 14 days prior to the onset of the disease had close physical contact with a confirmed, probable or suspected case of COVID-19.
Content:

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   Preventive protocol before the start of classes. Total: 0 reported cases

2. Policy Statement:
   Preventive community health policy
3. Purpose: Educate and train students for self-care and reporting of symptoms to the medical team

4. Institution’s Responsibility: Priority

5. Practices and Policies:

**Guide to personal care during quarantine**

According to Ministry of Health requirements, everyone entering the country should remain in quarantine for 14 days.

The medical team will ask the student (once the student is trained) to take his/her temperature twice a day during the quarantine period, at 10 a.m. and 8 p.m., and to record it in the respective chart. The medical team’s supervision is specified in Protocol C01: Isolation in Quarantine, External Scenario.

The medical team will call students every day to record their current condition and needs and will visit them if necessary.

**Steps**

1. Take your temperature with a thermometer.

2. Be alert to other symptoms such as fever, respiratory disease (i.e. coughing, sore throat, runny nose, shortness of breath), mild flu-like illnesses (i.e. fatigue, chills, sore muscles) and/or loss of sense of taste or smell. The nurse will also call you every day to ask about these symptoms.

3. Write your temperature and symptoms on the chart (chart document attached).

4. During quarantine, you will be assigned to an individual room. Only you should be there.

5. If you need to seek medical care because you feel feverish or are starting to come down with a respiratory ailment (coughing, sore throat, runny nose, or shortness of breath), a flu-like illness (fatigue, chills, or sore muscles) or loss of the sense of taste or smell, notify the medical team. The medical team will visit you to evaluate your condition and provide appropriate medical care.
Contacts: angie.villegas@uwccostarica.org, Brenda.lopez@uwccostarica.org, aaron.hernandez@uwccostarica.org, Leila.mata@uwccostarica.org You can also call (506) 2282-5609 ext. 132 and the guard will put your through to the staff on duty, or if you are quarantining off campus you can contact hotel reception and they will notify the school staff.

6. Practice all the preventive measures. Cover your mouth and nose with your elbow when coughing or sneezing. Wash your hands frequently with soap and water for at least 20 seconds to avoid passing the virus on to others. You can use an alcohol-based hand disinfectant containing 60-80% alcohol. Always wash your hands with soap and water if your hands are visibly dirty. The school will provide you with a care kit that includes alcohol gel with those specifications, a face mask, and sanitized towels.

7. Take daily showers.

8. Eat well with food from all the food groups.

9. Stay active and exercise within the room.

10. Keep the room ventilated and sunny.

Appendices:

**Temperature Control Chart**

Write your symptoms (if you have any) and your temperature in the chart below every day (twice a day) for 14 days.
**Mask:** A **mask** is a device designed to protect the wearer from inhaling hazardous atmospheres, including smoke, vapors, gases and suspended particles such as dust and airborne microorganisms - bacteria and virus - and to protect others when the wearer could spread a disease.

**Sources:** websites and additional comments
- https://www.ministeriodesalud.go.cr/
- https://www.who.int/
- www.ops.com
Body temperature is the relative measurement of heat or cold associated with the human body's metabolism. Its function is to keep biological processes active. This temperature varies according to individual, age, activity, and time of day, and usually changes throughout the day.
| **Policy Title:** Protocol for the Entry and Exit of Staff in Strict Quarantine | **Number:** E01  
**Version:** 5 |
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| **Date:** 6/03/2020  
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Content:

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   Preventive protocol. Total: 0 reported cases

2. Policy Statement:
   Preventive community health policy

3. Purpose: Standardizing of the entry of priority staff

4. Institution’s Responsibility: Priority

5. Practices and Policies:

   Definition: Entering and leaving of community members who live permanently on campus will only be done according to this protocol under strict safety conditions.

   No visitors are permitted on campus during strict periods.

   This includes employees, alumni, parents, outside co-curricular facilitators, new volunteers, families of the persons on campus, and/or anyone else.

   Except: The following employees have permission to enter and leave campus: Nurse Angie Villegas and Dr. Aaron Hernández, who will follow a rigid prevention protocol for entering and leaving, as specified.

   Procedure:

   Permissions are granted by the deputy head, the director on call, and the Residential Life director with the medical team’s approval and recommendation.

   Once approved, re-entry to campus should follow the protocol followed by the medical team.

   Special Pre-approved Permissions

   a. Medical team
Dr. Aaron Hernández and nurse Angie Villegas should follow these guidelines every time they come on campus.

1. Bring clean clothes to change into once you are on campus.
2. Bring shampoo, soap, and towel for showering at the social center.
3. Change clothes in the social center. After changing clothes, wash hands for 30 seconds to one minute. Place dirty clothes in a bag or covered recipient. If you wash the clothes, you do not need to wash them separately. Wash with soap and preferably hot water.
4. The medical team should quarantine at home. This quarantine should follow the following criteria:
   - Avoid talking to people. Do it only if necessary, practicing distancing of at least 1.8 m.
   - Use alcohol gel when you are unable to wash your hands.
   - Make sure to use alcohol or wash your hands before touching your face and keep your cell phone clean before putting it near your face.
   - Avoid leaving the house; only do so when strictly necessary.

Essential suppliers will be authorized under the established protocol. See the protocol for entry of suppliers, #008.

6. Appendices:
   a. Sources: websites and additional comments
      https://www.ministeriodesalud.go.cr/
      https://www.who.int/
      www.ops.com
   b. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.
Content:

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   Preventive protocol before the start of classes. Total: 0 reported cases

2. Policy Statement:
   Preventive community health policy

3. Purpose: Standardizing of the entry and exit of suppliers in strict isolation

4. Institution’s Responsibility: Priority
5. **Practices and Policies:**
Protocol for the entry and handling of suppliers on campus during strict quarantine.

**Entering and Leaving**

No visitors are permitted on campus during periods of extensive spread of the virus in Costa Rica. This includes employees, alumni, parents, outside co-curricular facilitators, new volunteers, families of the persons on campus, and/or anyone else.

Exceptions:
Medical staff: The following employees have permission to enter and leave campus: Nurse Angie Villegas and Dr. Aaron Hernández, who will follow a rigid prevention protocol for entering and leaving (see E01).

Essential suppliers: Suppliers should follow the safety protocol implemented by staff (temperature-taking, logging in, etc.).

**Essential** visitors include suppliers of:

1. Food
   - Belca (groceries and cleaning products)
   - Toro Rey (meat)
   - Greengrocer
   - Bakery
   - Zeta gas

These suppliers should enter and unload items directly where they will be used (cafeteria, cleaning supplies room, etc.). However, while they are on campus, they should observe the following protocol, which should be explained and supervised by the staff member who placed the order:

- Make sure the supplier has no contact with anyone on campus except the person receiving the order, and only if it is extremely necessary. Otherwise, they should just leave the merchandise at the predetermined site.
• If contact is necessary, the staff member should keep a distance of at least 1.8 m from the supplier. If speaking is necessary, it should not be done face to face.
• Contact greetings are not permitted.
• Strict handwashing for at least 20 seconds is necessary after unloading.
• Disinfect the items that were delivered.
  If you must sign any documents of receipt, do so with your own pen.
• It is mandatory for the supplier to wear a mask. If they do not have one, the guard should give them one.

3. Medical Care
• Farmacia Sucre and/or Farmacia CV and/or other pharmacy: They should leave the order with the security guard. The on-duty staff who ordered it should go to the security guard booth to pick it up.
• LHS (medical services and ambulance), Red Cross (protocol pending)
• Police (details should be explained; entry will be permitted only in emergencies)
• Families of persons who are on campus
  o If they are bringing anything in, they should follow the protocol for the entry of food suppliers.

• Any other visitor who is not on the list should be approved by the deputy head or director on call.

6. Appendices:
a. Sources: websites and additional comments
   https://www.ministeriodesalud.go.cr/
   https://www.who.int/
   www.ops.com
a. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.

b. Definitions

Social distancing: Social distancing, also called “physical distancing”, means keeping a space between yourself and other persons outside your home. To practice social or physical distancing:

- Keep a distance of at least 6 feet (approximately 2 arm’s length) from other people.
- Do not gather in groups.
- Stay away from crowded places and avoid mass gatherings.

Mask: A **mask** is a device designed to protect the wearer from inhaling hazardous atmospheres, including smoke, vapors, gases and suspended particles such as dust and airborne microorganisms -bacteria and virus- and to protect others when the wearer could spread a disease.
### Policy Title:
**Protocol for Medical Care in Strict Isolation**

**Number:** E03  
**Version:** 5

**Addressed to (include whether for internal or external use):** Internal and external use

**Department:** Medical team  
**Drafted by:** Angie Villegas Solis, MSc.

**Date:** 6/03/2020  
**Reviewed by:** Angie Villegas, MSc., Brenda Lopez, MSc., Dr. Aaron Hernandez

**Approved by:** Medical team, Leila Mata  
**Effective through:** 2020-2021 school year  
**Meeting and agreement number:** 15:5  
**Date:** 6/03/2020

**Contact for questions:** Medical team, [Angie.villegas@uwccostarica.org](mailto:Angie.villegas@uwccostarica.org), [leila.mata@uwccostarica.org](mailto:leila.mata@uwccostarica.org), [brenda.lopez@uwccostarica.org](mailto:brenda.lopez@uwccostarica.org), [aaron.hernandez@uwccostarica.org](mailto:aaron.hernandez@uwccostarica.org)

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**Content:**

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   - Preventive protocol. Total: 0 reported cases
2. Policy Statement:
   Preventive community health policy

3. Purpose: Standardize the guidelines for medical care of the community in strict quarantine

4. Institution’s Responsibility: Priority

5. Practices and Policies:

**Definition:** The medical care to be provided to the community will be governed by this protocol in strict epidemiological scenarios.

**Procedure:** The medical team will provide services to the entire community during residential quarantine. Medical and nursing services will be provided to both students and staff members and their families.

The cases will be attended by Dr. Aarón Hernández, Angie Villegas, and Brenda López in their respective schedules.

Dr. Aarón Hernández will be on call 24 hours. Morning care will be provided by Angie Villegas and Brenda López in their respective hours in collaboration with Dr. Aarón Hernández.

**Infirmary Hours:**

Angie Villegas: Tuesdays and Thursdays from 5 am to 2:30 pm, Fridays from 10 am to 4:30 pm, Saturdays from 9 am to 4:30 pm, and Sundays from 8 am to 4:30 pm

Brenda López: Mondays from 5 am to 5 pm, Tuesdays and Thursdays from 2:30 pm to 5 pm, Wednesdays from 5 am to 5 pm, and Fridays from 5 am to 10 am.

**Doctor’s Hours:**

Dr. Aarón Hernández will be on call 24 hours and will only be contacted by infirmary staff or the designated on-duty coordinator.
When caring for CHILDREN:

Children will be examined by Angie Villegas and Brenda López in morning hours in the case of mild to moderate health issues. Prescribed doses of medicines for this age group will be consulted by phone with Dr. Aarón Hernandez.

Children will be cared for at night by the on-duty coordinator, who will be responsible for calling Dr. Aarón Hernández for instructions.

Ambulances will only be called in the event of REAL EMERGENCIES.

NIGHT CARE FROM 5 PM TO 5 AM:

Medical care needed when infirmary staff are off duty will be handled as usual by the on-duty coordinator or staff. Cases where the community member (student, staff, or family member) has mild to moderate medical issues should be resolved by the on-duty coordinator via telephone with Dr. Hernández (only the on-duty coordinator may call him).

If Dr. Aarón Hernández cannot be contacted, the on-duty coordinator should call the LHS ambulance service to check if they can consult via telephone. The ambulance will only enter campus in cases of real emergency. (See ambulance protocol.)

Note: *Please check for any on-duty staff schedule changes made by our residential director Leila Mata.

6. Appendices

1. Protocol for medical care for students, staff, and family members on campus with respiratory symptoms. Differential Diagnosis
a. Sources: websites and additional comments

https://www.ministeriodesalud.go.cr/
https://www.who.int/
www.cdc.org

a. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.
| Policy Title: **Protocol for Student Actions with Special and/or Essential Permissions in a Strict Scenario** | Number: E04  
Version: 009 |
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| Approved by: **Medical team, Leila Mata** | Effective through: 2020-2021 school year  
Meeting and agreement number: 15:5  
Date: 6/03/2020 |
| Contact for questions: Medical team, **leila.mata@uwccostarica.org, aaron.hernandez@uwccostarica.org** | **Angie.villegas@uwccostarica.org, brenda.lopez@uwccostarica.org** |

**Content:**
1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   Preventive protocol. Total: 0 reported cases

2. Policy Statement:
   Preventive community health policy

3. Purpose: Provide rules and guidelines for student actions in the event they have special and/or essential permissions

4. Institution’s Responsibility: Priority

5. Practices and Policies:

**Definition:** Staff and student leaves will be restricted in response to the country’s epidemiological situation. In the event the virus is widespread, only essential leaves will be authorized, under the conditions specified in this protocol.

**Procedure:**

The leave should be authorized by the school’s deputy head, the director of Residential Life, or the director on call.

Only essential leaves will be authorized. The following are considered essential leaves: leaving the country, visa procedures, medical appointments, or any other, which will be analyzed case by case.

The staff member responsible for accompanying the student should notify the medical team with a copy to the directors. In an emergency the following information may be sent by phone. The purpose of this is to define the type of isolation the student should maintain upon his/her return if this is authorized after an analysis of the information.

The following criteria will apply to help determine the type of isolation:

- The length of time the student was off campus
- The place that was visited and the measures that were taken there, at the discretion of the accompanying adult
• The number of people in the place that was visited and the ability to keep a prudent distance of 1.8 m between people
• If the student followed the guidelines for entering and leaving campus
• If any extraordinary event of potential exposure occurred

In all cases, whenever possible, the staff member should investigate the safety rules being followed in the place to be visited and inform the director of them. This will make it possible to decide whether the permission will be granted and under what conditions. Likewise, before coming back on campus the preceding detailed information should be reported.

Before returning to campus, the student’s risk will be classified to determine the type of isolation that will be required. This will be determined by the medical team using the abovementioned criteria.

Once it has been determined whether the student will require isolation, the student should follow the protocol for entering and exiting the campus in strict quarantine (see Protocol E01).

The following is recommended:

1. When permission is granted for leaving, take clean clothes to change into when returning to campus.
2. Make sure to take towels, shampoo, and soap for showering. THIS IS MANDATORY.
3. Change clothes in the social center. Wash hands for 30 seconds to one minute and place your dirty clothes in a separate bag. You do not need to wash the clothes separately. On the way to the social center, you should not have any contact with anyone on campus.
4. When you are off campus, keep a distance of at least 2 m from other people. This is the most important rule.
5. Avoid talking to people, but if you do, remember to distance yourself from them by at least 2 m. Whenever possible, the accompanying adult should do the talking with others, safeguarding the student’s physical integrity.
6. Use alcohol gel whenever you are unable to wash your hands. Make sure to use alcohol or wash your hands before touching your face. Keep your telephone in your pocket or clean it when you get home.

7. Take your own pen in case you need to sign documents.

8. If you follow these rules, you should be safe, so don’t worry.

9. Isolation will be considered for all leaves during strict protocols, under the criteria mentioned above. If you are in a high-risk area, the person accompanying you will report the conditions of the place you visited (whether crowded or otherwise) and whether you followed the abovementioned measures.

** The airport and any other places that are highly transited or lacking strict preventive health protocols are exceptions to this protocol **

The level 2 protocol will be activated in this case (see the protocol for preventive isolation).

6. Appendices:
   a. Sources: websites and additional comments
      https://www.ministeriodesalud.go.cr/
      https://www.who.int/
      www.ops.com

   a. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.

Definitions

**Social distancing**: Social distancing, also called “physical distancing”, means keeping a space between yourself and other persons outside your home. To practice social or physical distancing:

- Keep a distance of at least 6 feet (approximately 2 arm’s length) from other people.
- Do not gather in groups.
- Stay away from crowded places and avoid mass gatherings.

**Quarantine:** Quarantine is used to keep anyone who may have been *exposed to COVID-19 away from others*. Quarantine helps prevent the spread of the disease, which could occur before a person knows that they are sick or infected by the virus without having symptoms. People in quarantine should stay home, stay away from others, monitor their health, and follow the instructions of their local or state health department.
| **Policy Title:** Protocol for Ambulance Service in Strict Isolation | **Number:** E05  
**Version:** 5 |
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<td><strong>Drafted by:</strong> Angie Villegas Solis, MSc.</td>
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| **Approved by:** Medical team, Leila Mata | **Effective through:** 2020-2021 school year  
**Meeting and agreement number:** 15:5  
**Date:** 6/03/2020 |
| **Contact for questions:** Medical team, Angie.villegas@uwccostarica.org, leila.mata@uwccostarica.org, brenda.lopez@uwccostarica.org, aaron.hernandez@uwccostarica.org |
Content:

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   Preventive protocol. Total: 0 reported cases
2. Policy Statement:
   Preventive community health policy
3. Purpose: Coordination of ambulance service for a real medical emergency
4. Institution’s Responsibility: Priority
5. Practices and Policies:

Definition: Ambulance entry to campus when strict protocols are in effect should be handled in the following manner.

Procedure

1. The ambulance will be called in the event of a real emergency.
2. If there is a real question of whether to call the ambulance, the director on duty should consult with Dr. Aarón Hernandez, Angie Villegas, or Brenda López, depending on their respective schedule.
3. When the ambulance enters, it will follow the same entry protocol, with the exception that the ambulance officers should wear gloves, masks and personal protection equipment for providing attention to our patients.
4. The emergency attention should be given wherever it is needed, always prioritizing the student’s safety. This attention may be provided in the infirmary or wherever the accident occurred. It is always preferable to provide the emergency attention outside the ambulance, but the safety of the procedure should prevail.
5. If the ambulance officers need to provide attention to the patient outside the ambulance, they should make sure people are not crowding around because of the event.
6. After providing the attention, they should shower and change clothes.
7. If the patient is taken to the hospital, when he/she returns the preventive isolation protocol will apply to the entire community (students and staff).

6. Appendices:
   a. Sources: websites and additional comments
      https://www.ministeriodesalud.go.cr/
      https://www.who.int/
      www.ops.com

   a. Updated dates and measures: To be completed in the future. Start of 2020-2021 school year.
Policy Title: Guide to Self-Care during Quarantine On and Off Campus
Number: E07
Version: 005

Addressed to (include whether for internal or external use): Internal and external use

Department: Medical team
Drafted by: Angie Villegas Solis, MSc.

Date: 6/03/2020
Reviewed by: Angie Villegas, MSc., Brenda Lopez, MSc., Dr. Aaron Hernandez

Approved by: Medical team, Leila Mata
Effective through: 2020-2021 school year
Meeting and agreement number: 15:5
Date: 6/03/2020

Contact for questions: Medical team, Angie.villegas@uwccostarica.org, leila.mata@uwccostarica.org, brenda.lopez@uwccostarica.org, aaron.hernandez@uwccostarica.org

Content:

1. Situation to Date (update depending on the day). Keep in mind that the circumstances are in constant flux:
   Preventive protocol before the start of classes. Total: 0 reported cases

2. Policy Statement:
   Preventive community health policy

3. Purpose: Educate and train students for self-care and reporting of symptoms to the medical team

4. Institution’s Responsibility: Priority
5. Practices and Policies:

**Guide to personal care during quarantine**

According to Ministry of Health requirements, anyone entering the country should remain in quarantine for 14 days.

The medical team will ask the student (once the student is trained) to take his/her temperature twice a day during the quarantine period, at 10 a.m. and 8 p.m., and to record it in the respective chart. The medical team’s supervision is specified in Protocol 001: Isolation in Quarantine, External Scenario.

The medical team will call the student every day to record his/her current condition and needs and will visit the student if necessary.

**Self-care Steps to be Followed by Students**

1. Take your temperature with a thermometer.

2. Be alert to other symptoms such as fever, respiratory disease (i.e. coughing, sore throat, runny nose, shortness of breath), mild flu-like illnesses (i.e. fatigue, chills, sore muscles) and/or loss of sense of taste or smell. In addition, the nurses will call every day, once a day in the morning to ask about these symptoms.

At night the school staff member on duty will call a second time to check on potential symptoms and give support in general.

3. Write your temperature and symptoms on the chart (chart document attached).

4. During quarantine, each student will be assigned to an individual room. More than one person in the room will only be authorized if you arrive with a parent or close family member. There can be no more than one accompanying person, and both of you should follow this protocol.

5. If you need to seek medical care because you feel feverish or are starting to come down with a respiratory ailment (coughing, sore throat, runny nose, or shortness of breath), a flu-like illness (fatigue, chills, or sore muscles) or loss of sense of taste or smell,
you should notify the medical team or the on-duty staff at school. The medical team will visit you to evaluate your condition and provide appropriate medical care if needed.

If you require immediate attention you can call the school from the room phone (506 2282 5609, extension 132) and the guard will put you through to the adult on duty. You can also call the hotel reception (mark zero from your room) and the clerk will call directly the school’s emergency numbers.

If you do not require immediate attention, you can send an email to the following contacts: angie.villegas@uwccostarica.org, Brenda.lopez@uwccostarica.org, aaron.hernandez@uwccostarica.org, Leila.mata@uwccostarica.org.

6. Practice all the preventive measures. Cover your mouth and nose with your elbow when coughing or sneezing. Wash your hands frequently with soap and water for at least 20 seconds to avoid passing the virus on to others. You can use an alcohol-based hand disinfectant containing 60-80% alcohol. Always wash your hands with soap and water, if possible. If not, use alcohol. The school will provide you with a care kit that includes alcohol gel with those specifications, a cloth face mask, and a plastic visor.

7. It is extremely important to strengthen and take care of your immune system, so you should observe the following guidelines:

- Eat well, eating adequate portions from all food groups.

- Stay mentally active by doing homework and following the required curriculum agenda during quarantine.

- Stay physically active through exercise classes you can follow online and do in your room.

- Open the windows to let in fresh air and sunshine at least three hours during the day.

Appendices:

Temperature Control Chart
Write your symptoms (if you have any) and your temperature in the chart below every day (twice a day) during 14 days.

**Write your symptoms and temperature in the space below every day for 14 days:**

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>SYMPTOMS</th>
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<tbody>
<tr>
<td>DAY 0</td>
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<td>DAY 14</td>
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</table>

Day 0 is the day of your last potential exposure

14 days

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*a. Sources: websites and additional comments*

[https://www.ministeriodesalud.go.cr/](https://www.ministeriodesalud.go.cr/)
[https://www.who.int/](https://www.who.int/)
[www.ops.com](http://www.ops.com)

Mask: A **mask** is a device designed to protect the wearer from inhaling hazardous atmospheres, including smoke, vapors, gases and suspended particles such as dust
and airborne microorganisms -bacteria and virus- and to protect others when the wearer could spread a disease.

**Body temperature** is the relative measurement of heat or cold associated with the human body’s metabolism. Its function is to keep biological processes active. This temperature varies according to individual, age, activity, and time of day, and usually changes throughout the day.
1. Wear a mask
2. 1.8 meters distance with anyone outside your bubble
3. Wash your hands and use hand sanitizer if touching surfaces
4. Avoid electric stairs, elevators, and public restrooms
5. Back in your house: wash your hands, change your clothes and clean your shoes
6. Back on campus: go straight to your house

Review the specific protocols frequently. By following them we take care of each other.
Protocol

Staff on campus

1. 1.8 Meters distance with everyone! Including students.

2. Wash your hands frequently.

3. Wear a mask if meeting in closed areas and to interact with students.

4. Do not go into other family's house. Terraces are allowed with physical distance.

5. Follow the community protocols (gym, cafeteria, common spaces).

6. Follow the food delivery protocol.

Review the specific protocols frequently. By following them we take care of each other.
1. Follow the safety protocol when going off-campus and always with staff supervision.

2. 1.8 meters distance with anyone outside your bubble.

3. Wear a mask.

4. Wash your hands and use hand sanitizer if touching surfaces.

5. Avoid electric stairs, elevators, and public restrooms.

6. Back on campus: wash your hands, change your clothes and clean your shoes.

For host family outings, please ask for the protocol.
PROTOCOL
Students on campus

1. 1.8 meters distance among adults and students
2. Wash your hands frequently
3. Take daily showers
4. Regularly wash your clothes with detergent
5. Follow the cooking protocols in the residences
6. Follow the Uber Eats protocol
7. Follow the community protocols (gym, cafeteria, common spaces)

For host family outings, please ask for the protocol.