

Measures implemented for the opening of the Novaschool Educational Centres for administrative and enrolment procedures

- Informing workers about preventive measures and the management of the general and specific position against the risk of contagion COVID-19
- Thorough cleaning of all facilities.
- Implementation of cleaning protocol adapted to new preventive measures COVID-19
- During this period we have promoted teleworking as a basic preventative measure and only going to the centre for procedures of admission, enrolment or the preparation and delivery of materials by appointment.
- As of September, administrative procedures will be carried out whenever feasible in the online mode. Faced with the impossibility of carrying out an online procedure, it will be managed in person, always by appointment. The secretaries' hours have been adapted to the new situation and cannot coincide with the opening hours with the entrance and exit times of the school.
- Acquisition and delivery of health and safety material required as a preventive measure. Specifically, the provision of masks, protective shields and gloves (personal protective equipment PPE).
- Acquisition of infra-red thermometers as a preventive measure in order to take the temperature of staff who have to visit the centre to work.
- Hydroalcoholic gel has been supplied and placed in all common areas available to customers and staff.
- Posters designed specifically with preventive measures and displayed to highlight the health and safety rules.

Actions and procedures in customer services

- All families who come to the centre are informed that they must use their own protection (mask).
- Families without prior appointment will not be able to access the centre to carry out the necessary procedure.
- Once in the centre, they should use Hydroalcoholic gel prior to the administrative task or tour of the school.
- The registration process or administrative procedure will always be carried out maintaining the required safety distances.
- Marker have been put in place, personalised with the Novaschool logo, to ensure social distancing is maintained.
- Protection screens have been provided in the secretariats of the centres.
- Disinfection mats have been provided in the secretaries of the centres.
- Provision of new stationery for families who are required to sign documents, these are taken home by the visiting person(s) to safeguard against being reused.
- Cleaning procedures adapted to new demands.
- Procedure for suppliers, delivery and collection of merchandise.