



## Hygiene Plan "Corona "

International School Braunschweig–Wolfsburg

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### Preliminary note

The Hygiene Plan of the International School regulates measures to the health of all students and staff members through a hygienic environment. This Hygiene Plan complies with § 36 in conjunction with § 33 Infection Protection Act (IfSG) in Germany.

The Hygiene Plan "Corona" serves as a supplement to the existing hygiene plan for the school and applies as long as the pandemic situation persists in the country. It is coordinated with the Lower Saxony State Health Authority (NLGA).

All staff members of the International School Braunschweig–Wolfsburg, all students and all other people who regularly work at the school are required to observe the hygiene instructions of the health authorities.

Staff members, students, parents and legal guardians are to be informed about the hygiene measures by the school management or a person authorised by them.

### Basic regulations

German authorities continue recommending three essential measures to avoid a Sars–COVID–19 infection spread.

1. Keeping the distance
2. Following hygiene regulations (washing hands regularly, correct sneezing and coughing)
3. Wearing a mouth–nose protection

The students of all classes will get an introduction and regular reminders about the updated policy as described in this document. **Deliberate misconduct and repeated violation of this policy will result in the suspension of a student/several students.**

**NEW: Scenario A** aims to return to a regular school operation, including whole–day offers, but this may not be the same as before the corona pandemic. To do this, we are applying the cohort principle, which means that students of different classes can then take part in the respective offers. Cohort size should not exceed 120 children and if possible groups should be smaller.

If numbers of Sars–COVID–19 infections should rise, we will switch to **Scenario B**, which provides a combination of face–to–face teaching and learning at home.

In this case, there would be a maximum of 16 students in face–to–face lessons in school, and the minimum distance of 1.5 meters would apply. We will then have face–to–face lessons in school for half of the class and mandatory home lessons for the other students. We are preparing for scenario B with implementing ipads for all students and staff and improving the digital structure.

In the event of (local or national) school closings or quarantine measures, **Scenario C** – quarantine and shutdown – comes into effect. In addition to local incidents with entire schools being closed, individual years, cohorts or families or visitors can also be quarantined by the health authorities of the City of Braunschweig. Students study exclusively at home and their teachers guide and communicate regularly with the students.

Unfortunately, we all had to experience this situation in the past school year, but we are all aware that we are well-prepared for this worst-case scenario. In case of a shutdown, we will offer emergency supervision if required by our families.

## 1. PERSONAL HYGIENE

The new type of coronavirus can be transmitted from person to person. The main route of transmission is droplet infection. This infection primarily occurs directly through the mucous membranes of the respiratory tract. A transfer is possible indirectly via hands, which are then brought into contact with the mucous membrane of the mouth or nose and the conjunctiva.

### Most important measures

- If you have symptoms (e.g. fever, cough, shortness of breath, shortness of breath, loss of taste/smell, sore throat, runny nose, body aches), definitely stay at home.
- Keep at least 1.50 m away from people.
- Do not touch your face with your hands, especially the mucous membranes.
- Avoid hugging and kissing each other to minimise infection risk.
- Don't share items such as drinking cups, snacks and sweets, personal work materials or pens.
- Minimise contact with frequently used surfaces such as doorknobs; do not touch such areas with a full hand or fingers, but use elbows if necessary.
- Coughing and sneezing in the crook of the arm or a handkerchief are among the essential preventive measures! When coughing or sneezing, keep the distance from other people, ideally turn away.

### Thorough hand hygiene

- Wash your hands with soap for 20 – 30 seconds,
- even cold water is sufficient,
- the use of soap is crucial, especially after coughing or sneezing, after using public transportation,
- **NEW: at the beginning of every lesson,**
- after going to the toilet.

To avoid drying out due to frequent washing, you should apply a cream for your hands regularly. The International School does not provide hand cream; you need to bring cream from home for personal use.

### Hand disinfection

The International School provides hand disinfection at several spots in school.

Primary students should use hand disinfection only with the presence/instruction of a supervisor!

Staff members will advise the students how to use hand disinfection in an age-appropriate manner. All staff members are advised that disinfectants must never be left unattended with the students in the room. Students should be aware of the possibility of easy

flammability, therefore to handle hand disinfection carefully and to prevent the bottles from falling off as far as possible.

Disinfecting the hands makes sense only if hand washing is not possible, and after contact with faeces, blood or vomit.

A sufficient amount of disinfectant must be placed in dry hands and rubbed into for approximately thirty seconds until it has dried completely. Make sure that your hands are thoroughly wetted.

Attention! Hand disinfectants contain alcohol and must not be used to disinfect surfaces due to the risk of explosion!

### **Mouth–Nose Protection**

**NEW: Students need to wear mouth–nose protection (MNP) or a textile barrier (mouth–nose–covering /auxiliary masks) outside of the classrooms, in the corridors and during the breaks if they can't keep the distance of 1.5meter to students of other cohorts or staff members.**

Once the students sit at their desks in the classroom, they can take off the masks.

For security reasons, children should not wear scarves or masks with bands to be fixed in the neck when using playground equipment or in sports lesson.

With an MNP or a textile barrier, droplets transfer, when speaking, coughing or sneezing, can be intercepted. The risk of infecting another person through coughing, sneezing or talking can thus be reduced and is a significant step to interrupt infection chains.

**Wearing visors instead of masks is not an equivalent alternative and is therefore not accepted in school.**

The prophylactic wearing of infection protection gloves is not recommended.

## **2. ROOM HYGIENE: CLASSROOMS, ENTRANCE HALL, ADMINISTRATIVE ROOMS, STAFF ROOMS, BATHROOMS, LUNCH HALL, LIBRARY AND CORRIDORS**

The students should adhere to a fixed seating arrangement in every classroom. The Class/Subject Teacher needs to record this and submit a copy to the School Office. Any changes to the seating arrangements of a class have to be communicated on the same day. Regular and correct ventilation is particularly essential to exchange the air in the classroom. Several times a day, at least every 45 minutes, during every break and before each lesson, staff members have to open the windows for several minutes. Tilting ventilation is mainly ineffective because it barely exchanges air. Windows closed for security reasons must, therefore, be opened for ventilation under the supervision of a staff member. If windows in a room cannot be opened permanently due to structural measures, it is not suitable for teaching. All staff has to make sure that windows are closed at the end of the day.

### **Cleaning of rooms**

DIN 77400 (cleaning services for school buildings – cleaning requirements) must be observed according to German regulation. It defines principles for hygienic school cleaning, taking into account current developments in technology and methods of building cleaning and legal requirements

At school, the focus is on cleaning surfaces. Secretions and dirt should be removed mechanically here. In contrast to cleaning, routine surface disinfection in schools is not recommended by the Robert Koch Institute, even in the current COVID pandemic. The usual cleaning is sufficient.

If disinfection is considered necessary in individual cases, it should generally be carried out as wipe disinfection with a cold solution. Spray disinfection, which is wetting the surface without mechanical action is less effective and also of concern for safety reasons, since students and staff may inhale disinfectants. Fumigation in the room for disinfection is also generally not indicated here, which facility management will conduct only on the orders of the health authorities. Depending on the disinfectant, subsequent basic cleaning may be necessary.

These areas are cleaned with usual cleaning agents (detergents) particularly thoroughly and daily:

- Doorknobs and handles
- Stairs & handrails
- Light switches
- Desks
- Phones
- copiers

All users have to clean computer mice and keyboards after use with suitable cleaning agents.

Bins must be emptied daily.

### **3. SANITARY HYGIENE**

Sufficient liquid soap dispensers and disposable towels must be provided in all toilet rooms and refilled regularly. The International School provides waste bins for disposable towels in all classrooms and bathrooms.

Staff members supervise the entrance to toilets during the breaks, immediately before the start and shortly after the end of lessons. A sign must indicate that only individual students (number depending on the size of the toilet area) are allowed in the toilet room.

The toilets are to be checked regularly for functional and hygiene deficiencies.

Toilet seats, fittings, sinks and floors are cleaned daily. In the case of contamination with faeces, blood or vomit, prophylactic scrub-wipe disinfection is required. Cleaning staff needs to wear rubber gloves.

### **4. MEASURES DURING BREAKS**

Students and staff need to keep the advised distance or wear their masks in breaks, before and after lessons. Organising split break times can prevent too many students from visiting the bathrooms at the same time.

Keep your distance everywhere, also in the staff room, in the School Office, corridors etc. If necessary, precautions must be taken to control access, to avoid queues and to ensure a minimum distance of 1.5 metres. Where this is not possible, everybody is asked to wear their masks.

## 5. MEASURES IN SPORTS LESSONS

**NEW:** Sports lessons and sports projects in the afternoon may take place for students of the same cohort inside and outside. Students do not need to wear a mask. Contact-intensive sports (like judo, wrestling) are still not allowed.

## 6. PEOPLE WITH A HIGHER RISK FOR A SERIOUS COVID-19 DISEASE HISTORY

The risk of a severe COVID-19 disease course is higher in certain groups of people. You are recommended to contact the Head of School should you or a close family member belong to one of the high-risk groups.

**NEW:** For Scenario A, all students have to be present in school every day according to their schedule.

## 7. GUIDANCE FOR PICK-UP TIMES

Parents are asked to communicate pick-up times with the Class Team regularly. Students will wait in the Entrance Hall for their parents.

Parents and guardians are asked not to enter the school buildings at pick-up times.

## 8. MEETINGS AND SCHOOL EVENTS

Meetings must be limited to what is necessary. We prefer emails, video or phone calls to discuss your issues. All visitors have to check in with the School Office before entering the school buildings.

**NEW:** Parents need to register before an appointment in school and enter the building only for an important reason. They need to wear mouth-nose protection and disinfect their hands.

Parents Evenings and Parent-Teacher-Consultation Days will take place with social distancing in rooms of adequate size. Participants need to register their attendance in advance. You will receive detailed information with the invitation to the event.

## 9. ORGANISATION OF LESSONS, COHORTS AND DISTANCING

**NEW:** Regular classes and cohorts

The International School will start with regular classes after many weeks of split lessons in groups with a high number of students. These groups will re-unit, and distancing is not required any longer (Scenario B).

We combine classes in several "cohorts" to allow a smooth organisation of the school day with offers in the afternoon.

Students of one cohort can spend breaks, eat lunch or participate in afternoon activities together without wearing a mouth and face protection in the classroom / Lunch Hall / Afternoon Room. Mixing of the cohorts in school needs to be avoided by assigning

different break areas, lunchtimes etc. However, everybody should be aware that we do have many siblings in the International School and a zero-contact policy between the cohorts is not possible.

The classes of the International School will form these cohorts:

Cohort I: Preschool and Reception Class

Cohort II: Year 1 to Year 5

Cohort III: Year 6 to Year 8

Cohort IV: Year 9 and 10

Cohort V: Year 11 and Year 12.

When entering the school premises, in the Entrance Hall, in the Staff Room, corridors and stairways, or wherever else mixing of several cohorts can't be avoided, students and staff members need to wear a mask. Once the students of a class are in their classroom, they can take off their masks.

Staff members are usually members of several cohorts and therefore need to either keep the distance of 1.5 metres or wear a mask.

Cross-cohort offers can be organised with the social distancing of 1.5 metres between the students, for instance at lunchtime or Middle School Assemblies. Students will be asked to stay in designated areas, which are clearly labelled.

Cohorts will have designated areas for the breaks inside and outside to avoid contact with other cohorts. If this is not possible, students will need to wear their masks.

## 10. REPORTING OBLIGATIONS

Students with clear symptoms of infection will not be allowed to enter the school building. Should staff members notice any symptoms later during the day, the student needs to be separated from the other students, parents have to be informed, and the student needs to leave as soon as possible. The School Office has to keep a record which students have been sent home.

Parents need to inform the Head of School about any infection with the coronavirus in your family immediately.

Due to the Coronavirus Notification Regulation in Germany, the International School has to inform the local health authorities about justified suspicion of the disease and the occurrence of COVID-19 cases in school.



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