

Coronavirus Hygiene Plan for Dresden International School (03.09.20 version)

Categories	Preschool	Primary (K5 to G5)	Secondary (G6 to G12)
General	<p>1. This Corona Hygiene Plan serves as a supplement to the standard school hygiene plan. This plan will be made available to authorities as required.</p> <p>2. The school and kindergarten/preschool are operating based upon the normal schedule with regular school opening times.</p> <p>3. It is not permitted for any staff, student, or visitor to enter the school who:</p> <ul style="list-style-type: none"> ● has a SARS-CoV-2 infection, ● had contact with an infected person during the past 14 days. Proof of a negative SARS-CoV-2 test within the 14 day period would enable a person to enter the school. ● currently shows symptoms (e.g. cough, fever, vomiting, diarrhea). Proof of a negative SARS-CoV-2 test would enable a person to enter the school. ● has returned from the countries or regions classified as a risk area according to the Robert Koch Institut (RKI) within the last 14 days. Proof of a negative SARS-CoV-2 test within the 14 day period would enable a person to enter the school. Details on the specific countries or areas defined as risk areas can be found on the RKI website (in German and English - scroll down to the archive section for the English version) using the following link: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html <p>4. In case of signs of illness (e.g., fever, dry cough, breathing problems, loss of sense of taste/odour, sore throat, aching limbs, abdominal pain, nausea, vomiting, diarrhoea) stay at home. If children or staff show comparable symptoms to COVID-19, e.g., due to allergies or similar, these symptoms should be verified by a parental letter or self-declaration (staff) (SMK 23.04.)</p> <p>5. In general, it is an obligation for students to attend school unless documented medical reasons are provided which prevent this. Staff are required to report to the school campus for work duties as directed by the school leadership.</p> <p>6. In the event of an acute illness at school children who fall ill must be collected by parents at the earliest possible time.</p> <p>7. Social distancing--maintaining physical distance of a minimum 1,50 m between individuals--is not mandatory in schools and kindergartens in general, but should be maintained by children as instructed by school staff whenever possible. Adults should make every effort to keep the minimum distance of 1,50 m in all areas of the school.</p> <p>8. Students must bring a mask to school for use as directed by staff or at own discretion.</p> <p>9. The After School Care programme in Preschool to Grade 5 will run normally and co-curricular activities will resume.</p>		

	<p>10. The classification of employees as belonging to a so-called risk group and any protective measures taken by the employer must be determined by the company medical service on request in each individual case. The recommendation of the company medical service is subject to compulsory service. The corresponding duties are regulated as usual by the school management.</p> <p>11. Students with an increased risk of a severe course of COVID19 disease (according to RKI) can apply to the School authority for stay at home. The same applies if there are persons with a higher risk of a serious course of disease living in the household.</p> <p>12. Parents and other visitors are allowed to enter school campuses only under specific guidance provided by the DIS Leadership. Visitors (for admissions, maintenance, deliveries) and external club leaders are allowed on Campus.</p> <p>13. Students, parents and staff are expected to understand their obligations towards health and hygiene rules at DIS during the coronavirus pandemic. Failure by any student to respect and follow the rules may result in their suspension from classes held on campus. The new <i>DIS Corona Hygiene Plan Agreement</i> must be signed by parents and students in Preschool, Primary, and Secondary grades prior to the child's return to school.</p> <p>14. All adults, including school administrators, teachers and parents, are expected to set a good example and at the same time ensure that students take the hygiene instructions seriously and implement them.</p> <p>15. Lessons must be used as often as necessary and when required to teach students the most important principles of hygiene behaviour under the current health circumstances. This includes in particular explaining the physical distance regulations, teaching hand hygiene and the coughing and sneezing etiquette.</p> <p>16. The school follows the standards of DIN 77400 (Cleaning services for school buildings - Requirements for cleaning). It defines principles for contractual, environmentally conscious and hygienic school cleaning. In schools, the focus is on the cleaning of surfaces. Routine surface disinfection in schools is not recommended by the RKI in the current COVID pandemic. If disinfection is considered necessary in individual cases, it will generally be carried out as wipe disinfection with a cold solution. This will be carried out by cleaning staff (School Campus) or school staff (Preschool). A thorough daily cleaning is sufficient. The RKI recommends that it is not necessary to use disinfectant solution.</p> <p>17. Sufficient liquid soap dispensers and disposable towels will be provided in all toilet rooms and classrooms with sinks and refilled regularly. The appropriate collection containers for disposable towels and toilet paper will be provided.</p>
<p>Notification procedure in cases of actual or suspected Coronavirus infection</p>	<p>The most recent guidance on notification in cases of illness or suspected illness are:</p> <p>1. Any student or staff member with illnesses whose symptoms resemble a SARS-CoV-2 infection must be able to prove by appropriate evidence, in particular by presenting a medical certificate or other medical document proving that these symptoms are not related to SARS-CoV-2 infection.</p>

	<p>2. Staff, teachers and other persons employed or engaged by the school, even temporarily, who show any one symptom of SARS-CoV-2 infection (e.g. cough, fever, vomiting, diarrhea) shall report this immediately to the Health and Safety Officer (Luise Heyne), not attend campus duties and arrange a test for SARS-CoV-2. Return to campus duties is permitted by presenting a medical certificate or other medical document proving that these symptoms are not related to SARS-CoV-2 infection. Teaching staff from Grade 1 to 12 should contact Katrin Schreiber if they wish to seek information on the procedure for receiving a SARS-CoV-2 test.</p> <p>3. Persons employed at or working on the premises are obliged to inform the Health and Safety Officer (Luise Heyne) without delay if they or their child attending school is proven to be infected with SARS-CoV-2.</p> <p>4. In the case of staff and student infection caused by SARS-CoV-2, the public health authority shall, in accordance with the Infection Protection Act, lay down quarantine measures for infected persons and their contact persons, including their readmission to facilities. <u>If any infectious symptoms occur in children (e.g. cough, fever, vomiting, diarrhea), return to school campus is only permitted after proof of a medical certificate confirming no SARS-CoV-2 infection or two days (48 hours) after the last occurrence of the symptoms.</u></p> <p>5. If a person wishing to enter or is present in a DIS school campus shows symptoms of SARS-CoV-2 infection he/she can be refused access to the facility or requested to leave. Students who show symptoms during lessons, school care or other school events shall be accommodated in the First Aid Room (School Campus) and the Main Office (Preschool Campus) . Parents or an authorised person shall arrange to collect the child without delay.</p> <p>6. The suspicion or actual occurrence of a COVID-19 case in schools will be reported to the Health Department and the National Board of Education. If any DIS employee, parent or student is aware of a case of Covid 19 infection in the DIS community, this must be immediately reported directly to the school’s Health and Safety Officer (Luise Heyne) or one of the managing directors.</p>
<p>Personal Hygiene</p>	<p>The novel coronavirus is transmissible from person to person. The main transmission route is droplet infection. This occurs mainly directly via the mucous membranes of the respiratory tract. In addition, transmission is also possible indirectly via hands, which are then brought into contact with the mucous membranes of the mouth or nose and the conjunctiva of the eyes.</p> <p>The most important measures are:</p> <ul style="list-style-type: none"> - Avoid as much as possible touching the face, especially the mucous membranes, with your hands, i.e., do not touch the mouth, eyes or nose. - Touching, hugging or shaking hands with other persons should be avoided or minimised (adults).

	<p>- Thorough hand hygiene (e.g., it is advised after entering school, before and after eating, before and after going to the toilet and before putting on and taking off a protective mask). Hand hygiene is achieved by:</p> <p style="padding-left: 40px;">a) washing hands with soap for 20-30 seconds in school washroom areas or classrooms (see also https://www.infektionsschutz.de/haendewaschen/) or, if not possible,</p> <p style="padding-left: 40px;">b) hand disinfection available in public areas for staff and visitors only.</p> <p>- If possible, do not touch publicly accessible objects such as door handles with your full hand or fingers, use elbows if necessary.</p> <p>- When coughing and sneezing, the mouth and nose must be covered with bent elbows or paper tissues; the used tissues must be disposed of (for example in a small plastic bag brought along to the work areas or in designated waste containers). When coughing or sneezing, keep the greatest possible distance from other people, preferably turn away.</p>		
Masks	<p>Note: The State of Saxony requires wearing a mask (mouth-nose-cover or MNB) in general in certain situations (public transport, office) in public places. This recommendation is also useful for schools. With such an everyday mask (textile covering, barrier, makeshift mask, scarf, cloth) droplets that are ejected when speaking, coughing or sneezing, for example, can be intercepted. The risk of infecting another person by coughing, sneezing or speaking can be reduced in this way (foreign protection). However, this must not lead to the distance between people being reduced unnecessarily.</p> <p>Masks are available in the divisional School Offices for teachers or staff who do not have a mask in school. Staff and students are expected to bring a mask to school daily, with preference for a reusable, textile face mask.</p>		
	<p>For staff the wearing of masks is recommended in the following situations:</p> <ul style="list-style-type: none"> ● In caregiving situations, e.g., when changing diapers. For such cases, a surgical mouth-nose protection has to be used (medical device DIN EN 14683:2019-6 with CE mark) ● In corridors and other public areas of the house if a physical distance between staff cannot be maintained. 	<p>Staff:</p> <ul style="list-style-type: none"> ● Masks must be worn in corridors and other public areas of school buildings (moving around in the cafeteria, hallways, reception, library) by all staff at all times. ● In school offices if the minimum physical distance cannot be guaranteed, it is recommended that masks are worn. ● Masks are not required outside on school grounds but staff have the discretion for masks to be worn in 	<p>Staff and students:</p> <p>Masks must be worn to cover both the mouth and nose in corridors and other public areas of school buildings (moving around in the cafeteria, hallways, reception, library) by staff and students at all times.</p> <p>Masks must be worn by students if a teacher requests that a class does so.</p> <p>If students and/or teachers have to face each other at a distance of less than 1.5m masks must be worn.</p>

	<ul style="list-style-type: none"> ● In school offices if the minimum physical distance cannot be guaranteed, it is recommended that masks are worn. ● DIS will provide masks and a visor to staff which are available in the Preschool Office. Textile masks must be washed daily after use. Staff may choose to wear their own personal masks. We recommend that reusable masks are worn. <p>For parents and visitors the wearing of masks is mandatory whilst present on the Preschool campus (outdoors and indoors).</p>	<p>situations where it may be felt appropriate.</p> <p>Students can choose to wear a mask at their own discretion or as directed by their parents/guardians and/or teachers whilst in classrooms. Primary students are required to wear masks in corridors and other indoor public areas.</p> <p>For parents and visitors the wearing of masks is mandatory whilst present on the campus indoors.</p>	<p>Students may choose to wear a mask during lessons at their own discretion to feel safer if not directed by a teacher.</p> <p>In school offices if the minimum physical distance cannot be guaranteed, it is recommended that masks are worn.</p> <p>Masks are not required outside on school grounds but staff have the discretion for masks to be worn in situations where it may be appropriate.</p> <p>For parents and visitors the wearing of masks is mandatory whilst present on the campus indoors.</p> <p>We recommend that reusable masks are worn. Textile masks must be washed daily after use</p>
<p>Families/Visitors</p>	<p>Wearing of masks is mandatory whilst present on the Preschool campus (outdoors and indoors).</p> <p>Parents or other persons who bring or pick up the children, visitors (for admission, maintenance/ repairs, club leaders) should maintain appropriate social distancing guidelines.</p> <p>Parents are restricted to 15 minutes when bringing/picking up children except for transitioning new children.</p> <p><u>Parents may attend meetings with teachers by separate appointments scheduled in advance.</u></p>	<p>Parents from K5 to Grade 12 are allowed to enter our Campus only in case they have an appointment or in the case of an emergency. Parents must wash/ disinfect their hands when they enter the building and wear a mask all the time as well as maintain 1.5m distance.</p> <p>Parents and other visitors must wear a mask in school at all times, except people who have an educational role within school. Staff are not required to wear masks in the classroom.</p> <p><u>Parents may attend meetings with teachers by separate appointments scheduled in advance.</u></p>	

	The school will keep a record of all visitors who have been on school campus for longer than 15 minutes (bringing/picking up children).		
Arriving/Leaving campus		<p>K5 to Grade 2 students enter and exit via gate near Kita.</p> <p>Grade 3-5 students enter and exit via the gate near the bike parking.</p> <p>Students will wash hands upon entering classroom, before eating snack and lunch, after returning from outdoor play.</p> <p>After completion of school lessons, all students must immediately return home, except if they are in after school care or participating in a co-curricular activity.</p>	<p>Secondary students must use the main entrance to enter and leave campus. Students must sanitize/wash hands on arrival.</p> <p>After completion of school lessons, all students must immediately return home, except if they want to work in the library or participate in a co-curricular activity.</p>
Catering/Gourmetta/Food	<p>The shared snack model prepared by teachers continues. PK1 & PK2 should use individual bowls for snacks.</p> <p>All shared food must be store-bought.</p> <p>Tables must be disinfected before/after eating.</p> <p>PK1 and PK2 eat in respective classrooms. PK3/4 eat in the cafeteria.</p>	<p>*Staggered sittings for PYP</p> <ul style="list-style-type: none"> ● K5 11:50-12:15 ● G1 & G2 12:00-12:25 ● G3-G5 12:25-12:55 <p>*Cafeteria hygiene - it is strictly expected that students will follow the cafeteria rules established at the start of the school year. These include:</p> <ul style="list-style-type: none"> - Washing hands before and after eating - Following the guidance of staff on duty - Sitting at the assigned table - Cleaning up after eating disposing of all food waste and stacking plates properly 	<p>* Cafeteria hygiene -lunchtimes will be staggered into two sittings per division. Grades 6-8 will eat from 1:00-1:20 and Grades 9-12 from 1:20-1:45pm.</p> <p>* Cafeteria hygiene - it is strictly expected that students will follow the cafeteria rules. These include:</p> <ul style="list-style-type: none"> - Washing hands before and after eating - Following the guidance of staff on duty - Sitting at grade assigned table - Cleaning up after eating, disposing of all food waste and stacking plates properly

		<ul style="list-style-type: none"> - Cleaning the table for the next group of students as directed by staff <p>*Families may send in store bought food for birthday treats from home.</p> <p>* No bake sales</p>	<ul style="list-style-type: none"> - Cleaning the table for the next group of students as directed by staff ● No bake sales - Wearing a mask when queuing moving around the cafeteria
Outside spaces	Operating as usual	Operating as usual	Students should remember the need for physical distancing at all times. Games can be played but there should be no physical contact. Where physical distancing is not possible, masks should be worn.
Libraries	<p>PK2 library lessons occur in the classroom every other week.</p> <p>PK3/4 have lessons in the library in small groups every other week.</p>	<p>The PYP library will operate as normal.</p> <ul style="list-style-type: none"> -For Library use the general distance of 1,50m between people applies. Mask use will be directed at the discretion of the library staff. - Students are required to wash hands before entering the library. - All students/teachers/staff names, along with time, will be recorded for tracing purposes. - Doors and windows opened regularly to help place fresh air in space. - All books will be quarantined for a period of 72 hours. 	<p>The Secondary library will operate as normal.</p> <ul style="list-style-type: none"> -For Library use the general distance of 1,50 m between people should also apply wherever possible with masks used where this cannot be achieved. - Students will wipe down their desk before leaving the library. - All students/teachers/staff names, along with time, will be recorded for tracing purposes. - Doors and windows opened regularly to help place fresh air in space. - All books will be quarantined for a period of 72 hours.
Offices/Staffroom/staff workrooms	Where possible, there should be 1,50 m between people in the office and staff room. It is recommended for staff to wear masks if the minimum physical distance can not be maintained.	<p>Where possible, there should be 1,50 m between people in school offices and staff rooms. It is recommended for staff to wear masks if the minimum physical distance can not be maintained. The number of visitors permitted in each office should therefore be based upon its size. Only one visitor should enter the AC reception at one time.</p> <p>Whenever possible, staff should work in the library or empty classrooms. Departmental and grade level meetings should take place in an available room that allows all members to</p>	

		<p>maintain 1,50 m social distance. The staff work rooms/staff rooms should be for eating and social purposes only.</p>	
<p>Room Cleaning/Toilet Cleaning</p>	<p>Changing mats must be disinfected immediately after use.</p> <p>If disinfection is considered necessary in individual cases (in the event of contamination with faeces, blood or vomit) the application of hygiene cleaning powder, prophylactic scrubbing and wiping disinfection with a disposable cloth soaked in disinfectant is required after removal of the contamination. Working rubber gloves must be worn.</p> <p>This will be carried out by Preschool staff. Staff will be informed on the use and location of equipment required for this cleaning activity.</p>	<p>The school follows the standards of DIN 77400 (Cleaning services for school buildings - Requirements for cleaning). It defines principles for contractual, environmentally conscious and hygienic school cleaning. In schools, the focus is on the cleaning of surfaces. Routine surface disinfection in schools is not recommended by the RKI in the current COVID pandemic.</p> <p>An accurate daily cleaning is sufficient. It is not recommended to do a daily disinfection by the RKI.</p> <p>If disinfection is considered necessary in individual cases, it will generally be carried out as wipe disinfection with a cold solution. This will be carried out by cleaning staff (School Campus). A thorough daily cleaning is sufficient. The RKI recommends that It is not necessary to use disinfectant solution.</p> <p>Only one person at a time may be in the school toilets.</p> <p>In the event of contamination with faeces, blood or vomit, the application of hygiene cleaning powder, prophylactic scrubbing and wiping disinfection with a disposable cloth soaked in disinfectant is required after removal of the contamination. Working rubber gloves must be worn. Teaching, leadership or cleaning staff will be required to perform these duties as required. Staff will be informed on the use and location of equipment required for this cleaning activity.</p>	
<p>Classrooms</p>	<p>Regular and correct ventilation is particularly important, as this will allow the indoor air to be exchanged. Several times a day, at least during each break and in the morning, the classrooms should be ventilated for several minutes by means of fully open windows. Tilt ventilation is largely ineffective, as it hardly exchanges any air. Windows that are closed for safety reasons must</p>	<p>Partner and group work is possible and the use of masks by children is directed by teachers.</p>	<p>*To prevent transmission by droplet infection, a distance of at least 1.50 metres should be maintained as much as possible when classes are taking place. This means that the desks in the classrooms should be set as far apart as possible with students facing the same way. In these circumstances, students may, at the request of the teacher, remove masks. If students have to face each other at a</p>

	therefore be opened for ventilation under the supervision of a teacher.		<p>distance of less than 1.5m masks must be worn.</p> <p>*Partner and group work is possible and the use of masks in these situations will be guided by the class teacher</p> <p>*Specialist lessons can take place in the designated specialist rooms and workshops for technology, art and performing arts, music and PE.</p> <p>* Regular and correct ventilation is particularly important, as this will allow the indoor air to be exchanged. Several times a day, at least during each break, the classrooms should be ventilated for several minutes by means of fully open windows. Tilt ventilation is largely ineffective, as it hardly exchanges any air. Windows that are closed for safety reasons must therefore be opened for ventilation under the supervision of a teacher.</p>
Corridors and lockers		<p>All students should remain aware of physical distancing when moving around corridors and using lockers.</p> <p>Masks must be worn in corridors for students in Grade 1 to Grade 5.</p>	<p>Masks must be worn in corridors.</p> <p>All students should remain aware of physical distancing when moving around corridors and using lockers. Use of lockers is optional and the carrying of a bag is preferred. Heavy items may be left in lockers and deposited/collected at break or lunch.</p>
Equipment	Office equipment (copy machine/printer, paper cutter, laminator) is wiped down with disinfectant morning and afternoon. Staff are encouraged to wash hands after using office equipment.	<p>Shared IT equipment needs to be cleaned before and after use as directed by IT staff.</p> <p>K5 to G2 students share classroom materials like pens, pencils, etc.</p>	<p>* Sharing of IT equipment should be minimised. If a device e.g. photocopier is used by different people it is recommended that hand washing is used before/after use.</p>

	Disinfection wipes are available in the office if needed to clean equipment before/after use.	G3 to G5 students use their own materials like pens, pencils, etc and minimise sharing of materials. Disinfection wipes are available in some offices and on laptop carts to clean equipment before/after use.	* Students from Grade 6 and above must bring their own computer devices to school. Disinfection wipes are available in some offices if needed to clean equipment before/after use.
Assemblies	No student assemblies will be held in the Preschool.	No student assemblies will be held in the Primary School unless it is possible via Google Meet.	No student assemblies will be held in the Secondary School unless it is possible via Google Meet.
Specialist Subjects: Music, Drama, PE	<p>As far as possible, outdoor sports and exercise classes will be arranged but indoor classes will be held if this is not possible.</p> <p>Hand hygiene must be practiced before and after sports lessons.</p> <p>Instruction focuses on movement activities that do not require intensive physical contact.</p> <p>Singing is possible in PreSchool for students and staff</p>	<p>Music: The general hygiene regulations such as hand hygiene, cough etiquette, distance rules, room ventilation must also be observed in music lessons. The guidance on singing is as follows:</p> <p><u>I. Singing by individuals</u></p> <p>1. organization When singing by individuals, a distance of 3 meters to the next person should be maintained. It is recommended to move the singing to the end of the hour if possible. The singing should not exceed 15 minutes.</p> <p>2. room size and ventilation In the school, rooms should be as large and high as possible. Preference should be given to rooms with mechanical ventilation facilities. Wherever possible, singing should be done outdoors. If singing takes place in closed rooms, ventilation should be provided regularly every 15 minutes; preferably cross-ventilation.</p> <p><u>II. singing in the class</u> The necessity of singing together in class must be carefully considered. If possible, the students should stand in a staggered position. Care should be taken to ensure that everyone sings in the same direction if possible. Otherwise, the above recommendations for I.1 and I.2 apply.</p> <p><u>III. singing in a choir/ensemble</u> This is not possible in the current public health environment.</p>	

Musical instruments must be disinfected prior to use.

Sports:

- All applicable infection and health protection measures must be observed and implemented without restrictions, e.g. shaking hands, giving a high five, hugging should be avoided.
- Hand hygiene must be possible before entering the sports hall and after physical education.
- Sports equipment must be disinfected after use.
- Regular and sufficient ventilation of the sports hall, including the changing rooms and sanitary facilities, is required.
- Instruction focuses on movement activities that do not require intensive physical contact, e.g. appropriate games and forms of play or athletic exercises, whereas Judo is not practicable.
- As far as possible, outdoor sports and exercise are to be preferred to indoor classes.
- Depending on the development of the infection, it may be necessary to adapt teaching procedures in sport, e.g. methodological and content restrictions.

Notes on swimming lessons:

Swimming lessons will take place according to the sports curriculum

Additional requirements by the respective municipality or the operator of the swimming hall will be observed (a separate Swimming Hygiene Plan has been prepared and will be communicated to parents and students taking swim classes at DIS).

Sports competitions are permitted and will be determined by the school staff and leadership what will be offered in the school from August 2020.