



ISF COVID-19 HYGIENE PLAN

SCHOOL YEAR 2020-2021

The four factors crucial to the spread of communicable diseases include the infective agent, the source of infection, the mode of transmission, and the host. Hence, the control of the spread of communicable diseases should focus on controlling all these four factors so as to break the chain of infection. COVID-19 is transmitted from person to person while talking, sneezing, or coughing, via air droplets. The virus is carried on the hands, mouth, nose, eyes mucosa, and contaminated surfaces, so it can be transmitted directly or indirectly.

In order to reduce the transmission of infection, the school will follow the usual infection control measures as required by the **Infektionsschutzgesetz** as well as the **recommendations by the Hessen Health Authority**. Decisions will be continuously updated according to the current recommendations.

IMPLEMENTED SAFETY MEASURES

- School Attendance Ban:** Persons who are suspected to have or have been diagnosed with contagious diseases are not allowed in school.
 - **COVID-19 signs and symptoms include:** Fever, dry cough, breathing problems, loss of taste or smell, sore throat, body aches, stomach ache, nausea, vomit, and diarrhea.
- Parents are expected to inform the school** about a contagious illness in their household.
Mitteilungspflichten der Betreuten bzw der Eltern (§34 IfSG)
- The school is requested to inform the Health Department** of any infectious disease diagnosis or outbreak. *Meldepflichten der Kindergemeinschaftseinrichtungen an das Gesundheitsamt und Schulamt.*
- Infection Announcements:** *Meldepflichten und Aushang Infektionsschutzgesetz:*
 - In view of the current COVID-19 situation, announcements will be made public to the school community on SABIS® Digital Platform (SDP). Names will not be announced as per the Data Protection Act.
- Vaccinations:** This is NOT applicable to COVID-19.
- Staff will be taught** how to carry out basic hygiene practices.
- All staff are requested to** carry out and maintain infection control measures.

8 In order to implement points 6 and 7, the hereunder Hygiene Plan has been adapted from the Gesundheitsamt Frankfurt¹. Adaptations were made to the ISF campus and procedures.

NOTE: The KG Department has an infection control protocol in place that they follow. The procedures are to be followed as usual. Extra measures taken due to COVID-19 will be outlined in the following document.

COVID-19 INFECTION CONTROL PLAN

HYGIENE PROCEDURES



SOCIAL DISTANCING: Every student and staff member needs to comply with the strict social distancing rule of 1.5m. Avoid close contact at all times, no hand shaking, kissing or hugging allowed. [Please watch this video for further information](#)



SNEEZE AND COUGH HYGIENE ETIQUETTE: Students and staff must learn to cover their nose and mouth while coughing or sneezing by using *The Vampire Cough* - cross an arm over the nose and mouth and sneeze.



FACE MASK OBLIGATION (see PPE below)



HAND WASHING: Staff and students must practice frequent hand washing and avoid touching the face especially the mouth, nose, or eyes. Use of hand disinfectants should be done if soap and water is not available, and hand sanitizer will be available in all classrooms. [Please follow this CDC handwashing demonstration:](#)


- **How to wash hands:**


- Wash hands for 30 seconds
- Use proper hand washing technique, covering all hand areas, especially between fingers, finger nails, and wrist
- Dry hands with disposable tissues and dispose of them in the garbage bin

¹ Hygieneplan Corona für die Schulen in Hessen vom 22.4.2020. Hessisches Kultusministerium. Retrieved 23.4.20 [https://www.goethe-bensheim.de/images/2019_2020/Corona/200422Hygieneplan%20\(003\).pdf](https://www.goethe-bensheim.de/images/2019_2020/Corona/200422Hygieneplan%20(003).pdf)


- **When to wash hands:**

- Upon arriving in school
- Before and after lunch
- When hands are visibly soiled
- When hands are likely contaminated with body fluid, e.g. after using the toilet, after coughing or sneezing
- After removing a face mask

 **BATHROOM CONTROL:** No large groups are allowed in bathrooms. Bathroom use will be controlled by staff to ensure not more than one student is present at a time.

 **ROOM AIR:** One large window in every classroom will be available to open to ensure fresh air enters into the classrooms. **It can be opened solely under strict teachers' supervision.**

 **JACKET HANGERS:** Jackets should be hung on alternate hooks, not touching one another.

 **GENERAL HYGIENE INFORMATION:** Information about general hygiene will be sent periodically to homeroom teachers. Nurses will support with education material or class visits. Staff will supervise and support students to maintain proper hygienic practices.

PPE – PERSONAL PROTECTIVE EQUIPMENT

- **Staff and students are requested to wear a face mask.** Students are requested to bring their own face mask. Masks may be removed temporarily during lessons while maintaining the 1.5m distance.
- Textile masks and scarves are enough to reduce cross contamination from speaking, coughing, and sneezing.
- Washable face masks will be provided to teachers and staff for those who have not already received one. They can be picked up from the health centre.
- Children under 6 years are not obliged to wear a mask.
- Use of disposable gloves is not recommended, keep with frequent and proper hand washing. However, the use of gloves is a personal decision and therefore must be self-provided for.

Proper use of a face mask

- Cover nose and mouth
- Do not to touch the inside and the outside of the mask
- Remove by pulling the elastic ear straps or laces from behind
- Wash hands before and after removal
- Put in a separate bag after use
- Wash regularly and properly

SAFETY SCHOOL MEASURES

- **No sick students or staff members are allowed on the school premises.**
- **Temperature control** should be done at home. Parents need to check their children for high temperatures and COVID-19 symptoms every morning. Anyone with a fever or a low grade temperature above 37.5°C must not come to school. Students or staff who develop such symptoms will be isolated in the isolation room, next to the health centre. The custodian will be informed and needs to pick up the children as soon as possible. A doctor visit is recommended or contact 116117 for further information.
- **Safety distance and class sizes:** ISF will return to regular class sizes with fixed classes. Course system will be reduced as much as possible. Safety distance in the classroom isn't necessary anymore. Students and staff don't have to wear masks in the classroom but in the corridor, entrance, exit, and during breaktime.
- **Gate and pick-up/drop-off rules:** The back gate will be closed. The front gate will be opened with the exception of the revolving doors. There will be a strict pick-up and drop-off at the gate; parents are not allowed on campus, except kindergarten and pre-school parents for a quick drop-off/pick-up. Parents have to be on time for pick-up as students cannot play freely during this time.
- **Traffic control in corridors:** Students and staff must maintain the recommended distance of 1.5m from one another. Students will be guided to enter through different doors and in staggered timings according to their grade. Use of stairways will be according to direction.
- **Sports activities** are allowed under strict hygienic measures, excluding wrestling and martial arts. P.E. activities, including swimming lessons, take place in regulated classes or courses. Extra-curricular sports take place in fixed learning or training groups including fixed cross-school groups. Each group is assigned a defined area within the sports facility; the groups may not mix. Direct physical contact must be reduced to the level required for the specific sport. Outdoor activities are to be favored due to the constant fresh air. Sport equipment must be cleaned after every use.
- **Changing rooms** must be ventilated thoroughly after use. Students have to wear PPE in the changing rooms and they need to keep their time there as short as possible.
- **In-school sports competitions** can take place based on a further gradual opening of school sports. The cross-school sports competitions will be suspended until January 31, 2021 to prevent infection chains from outside and to maintain contact tracing.
- **Music** classes including practical music work with instruments are resumed; exceptions include playing music with wind instruments and singing in closed rooms. However, choir and wind instrument rehearsals can take place outdoors with distance regulations. One-to-one lessons are also possible with distance and security measures.

- **Performing arts and theater** in all grades are allowed with specific protective measures. In addition to the hygiene plan mentioned, all exercises must be carried out without contact. A minimum distance of 2m must be maintained. Outdoor activities are preferable due to the constant fresh air. Queues must be avoided when entering the venue.

STAFF DEPLOYMENT

- Generally, there are no restrictions with regards to the entire school staff deployment. There is the possibility in every situation to protect yourself by complying with the hygiene and infection protection measures mentioned above and the safety distance. In addition, the use of PPE can ensure additional protection.
- Depending on the respective development of the infection process or special risk factors, additional protective measures can be taken if necessary.
- A general assignment to a risk group is no longer possible according to the RKI. Rather, this requires an individual risk factor assessment by an examining doctor.
- In addition to the examination of specific protective measures to be taken, a temporary exemption from classroom instruction in individual cases can be made on request if a medical certificate proves that a staff member or a person with whom he or she lives in a household would be at risk of developing a severe disease if infected with the COVID-19 virus.
- Teachers who cannot offer face-to-face classes fulfill their duty from home or from another protected area (including at school).

STUDENTS FROM HIGH RISK GROUP

- Students who are at risk of developing a serious illness if they are infected with the COVID-19 virus are also subject to compulsory education.
- Students who are exposed to the risk of a severe course of the disease due to an individual medical assessment in the event of a disease can receive on-site instruction in existing learning groups if special hygiene measures (in particular the distance regulation) are available for them or can be organized.
- There is the possibility of exempting these students from attendance in school but a medical certificate is required. The students concerned alternatively receive an offer in distance (hybrid) learning that is as equal as in class learning; there is no entitlement to certain forms of instruction.

- The German Society for Paediatric and Adolescent Medicine (DGKJ) suggests that children and adolescents with chronic illnesses that are well compensated or well treated do not have to fear a higher risk for a more severe COVID-19 illness, than it corresponds to the general risk of life.
- In individual cases, the guardian must, in consultation with the treating physician, critically examine and weigh up to what extent the possible considerable health risk absolutely requires a longer absence from classroom attendance and thus social isolation.

PREGNANT STAFF AND STUDENTS

For pregnant teachers and students, the same procedures apply. Pregnant students receive an offer in distance learning that is as similar as possible to face-to-face teaching.

BREAK AND LUNCH TIME

- The cafeteria is in use under strict hygiene measures. There will be no self-service, therefore the salad bar will be closed. The kiosk is open, queues are supervised and only one class can be served at a time.
- There will be limited use of water dispensers to reduce contact transmission. Everyone is to bring his/her own water bottle.
- The playing fields will be open and used in staggered timings to avoid mixing of classes. High School, Middle School, and Primary School use separate sections or yards.
- Supervisors need to ensure distance between students is kept on the playground.

SUSPECTED COVID-19 CASES

- COVID-19 signs and symptoms: Fever, dry cough, breathing problems, loss of taste or smell, sore throat, body aches, stomach ache, nausea, vomit, and diarrhea.
- Staff and students need to stay at home if they are sick. They should call their family doctor and, if suggested by the doctor, get tested. Other than your doctor, you can call emergency COVID-19 number 116117 or the Hessen Corona Hotline on 08005554666 between 8:00 a.m. and 8:00 p.m.
- There is an isolation room next to the health center. Any suspected case will be given a face mask and must wait in the isolation room till pick-up. The isolation room will be disinfected after the patient leaves.

- Once the parents arrive, they inform the security at the gate and the security informs the health centre. The patient is accompanied by the nurse out of school.
- Parents need to be aware that they have to be on call all day to make sure that they can pick up their children as soon as possible.
- If a COVID-19 test result comes out positive, the school has to be notified and the infected persons need to go into quarantine for 14 days.
- Nurses in cooperation with the infected person and the Frankfurt health authorities (Gesundheitsamt Frankfurt) have to immediately track down all persons who came in contact with that person. All in close contact with a positive person must go into a 14-day quarantine period or get a Corona test, and inform the paediatrician/doctor.
- In case the school has a positive case, it will be announced to the school community via SDP but keeping with personal data protection. No names will be announced.

SCHOOL CLEANING PLAN

- As a standard procedure, the school will follow cleaning practices as recommended by the Hessen Health Authority.
- School surface cleaning has to follow the DIN 77400 norm. In the COVID-19 pandemic, the RKI recommends the use of normal cleaning methods of surfaces rather than the use of disinfection.
- A cleaning plan will be adjusted according to the number of students in school and the use of classrooms. For example, tables in the hall will be disinfected during exam break.

TRAVEL RESTRICTIONS

To prevent returning travellers from infecting others unknowingly and thus triggering a chain of infections within the school community, parents and staff are requested to keep with the travel procedure:

- Persons who enter Hessen by land, sea, or air from abroad, have been in a COVID-19 risk area in the last 14 days and have not been tested prior to their entry, or whose test was carried out more than 48 hours before, must go straight to 14-day home quarantine without detours.
- It is best to register with the health authority responsible for you before you enter the country. This also applies to people who first entered another Bundesland in Germany.

- A travel declaration form has to be filled in and sent to nurse@isf-sabis.net whenever a school community member or a household member travels to a high-risk area. This has to be done before coming to school.
- After travelling to and from a high-risk area, a negative test (PCR) and a medical certificate must be provided, or a 14-day quarantine time procedure must be followed. This list provided by the Robert Koch Institut will be updated regularly, please follow up before you come back.
- If you have a negative PCR test AND a medical certificate, you do not have to undergo quarantine. The medical certificate must state that there are no signs of a COVID-19 infection. Also, this certificate must be in either German or English.
- School community members can return to school after providing the negative PCR test result with the medical certificate to the security guard or supervisor before entering the campus. If no test result is provided, the guard is entitled to deny access to the school.
- The Hessen government ordered a compulsory and free-of-charge testing for travelers returning from risk areas. Conveniently, there is a [test center at Frankfurt airport](#) where you can book an appointment online and get the results via E-mail.
- For more information about the travel procedure from the Frankfurt Health Authority, please click [here](#).

SAFETY CONTACTS

Here are some links to German websites and contact numbers you might find handy in times of the Corona crisis and in general:

- If you have more questions regarding COVID-19 infection control measures, travel possibilities, regulations, etc., you can always contact the government directly here using this [contact form](#)
- In case any school community member is sick, remember to stay home and contact your family doctor by phone or call the emergency COVID-19 number 116117 or the Hessen Corona Hotline on 08005554666 between 8:00 a.m. and 8:00 p.m.
- Register for COVID-19 testing [here](#) or call your family doctor
- To stay informed about the COVID-19 infection situation refer to [Robert Koch Institut](#)
- If you feel alone or need someone to talk to, [an open ear is available in different languages](#)
- For more general information in Hessen, [click here](#) (mostly in German language)

Thank you and stay safe.

School Nurse

REFERENCES:

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4. Medical Airport Service. <https://www.medical-airport-service.de/>
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8. <https://kultusministerium.hessen.de/sites/default/files/media/hkm/anlagenhygieneplan4.0.pdf>

