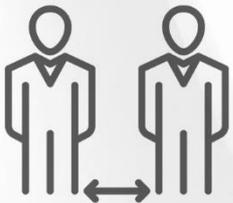




# DBST CORONA HYGIENE PLAN



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This hygiene plan is based on the current state of knowledge about SARS-CoV-2 (Covid 19) according to WHO, Robert Koch Institute and Berlin Charite and is constantly updated to reflect the latest medical and scientific knowledge about the virus.

The implementation/ control of the listed measures as well as the documented instruction of all persons/ children/ pupils working in the facility as well as their parents is the responsibility of the school principal and the persons appointed by him.

Approved by School Management Group on 26<sup>th</sup> October 2020.

Status: 10/26/2020

## **1. PERSONAL HYGIENE**

“Current evidence suggests that COVID-19 spreads between people through direct, indirect (through contaminated objects or surfaces), or close contact with infected people via mouth and nose secretions. These include saliva, respiratory secretions or secretion droplets” WHO.int

The following measures must be followed and brought to the mind of the DBST school community at regular intervals.

### **Most important measures**

- With signs of illness, such as B. fever, cough, shortness of breath, loss of taste / smell, sore throat, runny nose, body aches, diarrhea, nausea or vomiting, the person concerned is obliged to stay at home and consult a doctor.
- Keep a distance of at least 1.50 m from people.
- It is compulsory to wear a mask for all persons entering the school premises. At all times, in all areas and rooms.
- Do not touch your face with your hands and especially not your mouth, eyes or nose (Attention kindergarten: do not put toys in your mouth.)
- No touching, hugging, kiss-kiss, fist bumping and no handshaking.
- Objects such as drinking cups, personal work materials, and pens should not be shared with other people.
- Minimize contact with frequently used surfaces such as door handles, e.g. B. do not touch with full hand or fingers, use elbows if necessary.
- **Cough and sneeze labels:** Coughing and sneezing into the crook of your arm or a handkerchief are among the most important preventive measures! When coughing or sneezing, keep as far away as possible from other people, ideally turn away.
- **Washing hands** with soap for 20 seconds (singing Happy Birthday twice), cold water is also sufficient; the use of soap is decisive.

The pupils, the staff and the entire staff of the school should wash their hands at least 3 times during the school day, but especially after coughing or sneezing; after using public transport; after entering the school building for the first time; before and after eating; before putting on and after removing mouth and nose protection and after using the toilet.

So that the skin does not dry out from frequent washing, the hands should be regularly moisturized. The hand cream should be brought from home for personal use.

### **Current ratio of washing stations:**

for students 11:1

for staff: 12, 5: 1

- **Hand disinfection:** Basically: Carry out hand disinfection, at least in kindergarten / primary school, only with the presence / guidance of a supervisor! Hand disinfection should generally only be practiced as an exception and not as a rule!

The correct use of hand disinfection must be explained to the pupils by the teachers in an age-appropriate manner. Disinfectants must never be left unsupervised in the same room with the students. The pupils should be made aware of the possibility of easy flammability in order to train

them to use them carefully and to prevent the bottles from falling down.

Disinfecting your hands is only useful if

- Hand washing is not possible,
- After contact with feces, blood or vomit.

To do this, a sufficient quantity of disinfectant must be put into the dry hand and rubbed into the hands for approx. 30 seconds until it is completely dry. Make sure that the hands are completely wetted.

**Attention! Hand disinfectants contain alcohol and must not be used to disinfect surfaces. Risk of explosion!**

- Mouth and nose protection (MNS) must be worn on the entire school premises at all times and everywhere. These masks are not provided by the school. An MNS can be used to intercept droplets that are expelled when speaking, coughing or sneezing. However, this must not lead to the distance being reduced unnecessarily!

- The prophylactic wearing of infection protection gloves is not recommended.

## **2. ROOM HYGIENE: CLASSROOMS, LIVING ROOMS, LIVING ROOMS, ADMINISTRATIVE ROOMS, TEACHERS 'ROOMS AND HALLS**

To avoid transmission through droplet infection, a distance of at least 1.50 meters must also be maintained during school operations. This means that the tables in the classrooms have to be set apart accordingly, so that significantly fewer students are admitted per classroom than in normal operation. For each classroom, a maximum occupancy is set in consultation with the respective department head. A maximum occupancy is also set for the teachers' room. The coffee shop serves as an additional lounge area. A maximum occupancy is also set here.

The pupils should come together in the smallest possible groups (cohorts) with a constant composition and adhere to a fixed seating arrangement that is documented. Partner and group work may only take place in compliance with the hygiene and distance rules.

**Regular and correct ventilation is particularly important, as this exchanges the indoor air.**

Several times a day, at least every 45 minutes, in every break and before every school lesson, intermittent ventilation or cross ventilation through fully open windows must be carried out for several minutes. Tilt ventilation is largely ineffective, as hardly any air is exchanged through it. Windows that are closed for safety reasons must therefore be opened for ventilation under the supervision of a teacher.

The air conditioning systems in all rooms are thoroughly cleaned and disinfected every 2 weeks by the technical service staff.

### **Cleaning**

At school, the main focus is on cleaning surfaces.

The routine daily disinfection is carried out as a wipe disinfection with a cold solution. A spray disinfection, d. H. wetting the surface without mechanical action is less effective.

Room fumigation for disinfection is only carried out in consultation with the school's medical advisors. (Corona-officer Dr. Nazanien Saalabian, school nurse Ms Annett Müller, Embassy doctor Dr. Ansari, Dr. Babakhani, Dr. Salamat, Dr. Abtahi) Subsequent thorough cleaning is required depending on the disinfectant.

The following areas of the rooms used by the schools will be cleaned particularly thoroughly with the usual cleaning agents and several times a day in heavily frequented areas:

- Doorknobs and handles (e.g. on drawer and window handles) as well as the wraparound of the doors
- Stairs & handrails
- Light switch
- Tables, telephones, copiers
- And all other grip areas.

Computer mice and keyboards are disinfected daily.  
The rubbish bins are emptied and cleaned every day.

### **3. MATERIAL AND EQUIPMENT HYGIENE**

**Kindergarten / preschool / elementary school:** Each child is assigned their handicraft materials, which are stowed in separate drawers marked with the child's name. These materials are disinfected least twice a week.

**Outdoor play equipment:** are thoroughly washed once a week with cleaning agents.

### **4. SANITATION HYGIENE**

Each class is assigned a fixed toilet room. Using the toilet and hand hygiene are part of the lesson. Sufficient liquid soap dispensers and disposable towels are provided in all toilet rooms and these are refilled regularly. Waste bins for disposable towels are available.

A maximum occupancy is set so that not too many pupils are in the sanitary rooms at the same time. A clearly visible notice at the entrance to the toilets indicates that only individual students (number depending on the size of the sanitary area) are allowed to stay in the toilet rooms.

The toilets are checked regularly for functional and hygiene deficiencies every morning after each break and after school ends.

Toilet seats, fittings, sinks and floors are cleaned several times a day. In the case of contamination with feces, blood or vomit, a scrub-wipe disinfection is required after removing the contamination with a disposable cloth soaked in a disinfectant. Working rubber gloves are worn.

#### Toilets

ratio per person 13:1

### **5. PROPHYLACTIC MEASURES**

The thermal camera installed in the entrance area of the school measures the temperature of everyone who enters the school. Additional infrared clinical thermometers are used and operated by the school's own staff in the entrance area during peak times. Max. 35 persons are allowed in the entrance area.

### **6. INFECTION PROTECTION DURING BREAKS AND USE OF THE PLAYGROUND**

In order to be able to guarantee the minimum distance also during the breaks, these are equalized. Each class is assigned a permanent area and a maximum occupancy is set for each playground. This will prevent too many students from using playgrounds and sanitary rooms at the same time. Obligations to supervise have to be adjusted with regard to possibly changed break situations (open windows, physical disputes between pupils, use of the playgrounds taking into account the minimum distance, "dead" corners in the school premises). Each class names one student as a "corona guard". These are trained by the school nurse. The school paramedics who have already been trained will also be deployed here.

Keep your distance applies everywhere, e.g. B. also in the staff room, in the smoker's corner, in the office and in the kitchenette. If necessary, precautions are taken to control access, avoid queues and ensure a minimum distance of 1.5 meters.

## **7. INFECTION PROTECTION IN P. E. - MUSIC CLASSES**

Physical education classes can only take place with a face mask.

The instrumental music lessons can take place, taking into account the minimum distance. Singing is not permitted.

## **8. PERSONS AT A HIGHER RISK OF SEVERE COVID-19 DISEASE PATH**

Certain groups of people have a higher risk of developing a severe COVID-19 disease course (see information from the Robert Koch Institute:

[https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogruppen.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html)

Regulations for these groups of people are made separately.

## **9. MEDICAL CARE**

On-site medical care is provided by the school nurse and the Corona officer.

The thermal camera installed in the school entrance measures the body temperature of everyone entering the school. If the temperature exceeds 37 degrees, the person is separated and the temperature is checked again by the school nurse. The person is looked after by the school nurse until they are picked up.

All hygiene measures at the school are discussed with the Corona officer, the school nurse and the school's medical advisors.

## **10. ROUTING**

It is important to ensure that not all students get to the classrooms and the school yard at the same time. Spatial separations take place z. B. by distance markings on the floor or on the walls. A time separation can possibly be made possible by staggered break times.

## **11. BUS SERVICE**

On the bus, too, make sure that all students maintain a minimum distance of 1.5 meters. For this purpose, the students sit staggered, each with a free seat next to them. The driver's area is separated from the cabin area by a protective tarpaulin. The seat next to the driver must not be occupied. Parents are obliged to take the temperature of their child / children before boarding the bus. In case of an elevated temperature, the child must stay at home. Nevertheless, the temperature of the bus children is checked again with an infrared measuring device when they arrive at the school.

## **12. MENSA AND COFFEE SHOP**

### **Canteen**

A resumption of kitchen service, taking into account the cafeteria hygiene regulations, with a modified menu has taken place.

**Kindergarten:** Lunch is delivered in large containers and disposable boxes to the kindergarten staff in front of the kindergarten, who will distribute the food.

Every child is obliged to bring their own water bottle, which has to be disinfected regularly at home.

**School:** Lunch is delivered to the classes in disposable boxes. Every child is obliged to bring their own water bottle and - to avoid unnecessary waste - their own cutlery from home.

### **Coffee shop**

The coffee shop serves hot drinks in compliance with coffee shop hygiene regulations.

Cashless payment transactions

Cash will no longer be accepted in any of the school's customer payments.

### **13. CONFERENCES AND MEETINGS**

Meetings and conferences must be limited to what is necessary. It is important to observe the minimum distance.

Class and parent meetings may only be held if they are absolutely essential. The same requirements apply here as for the conferences.

### **14. ACCESS TO SCHOOL**

After the end of classes, parents can wait for their children in the specially designed waiting area. Drivers and nannies are not allowed into the school until further notice.

Any further access to the school is only possible after prior registration and agreement with the administration, and if possible outside of lesson times.

### **15. REPORTING OBLIGATION**

If an infection with the Corona virus occurs (also in the same household), the school management / administration must be notified by the parents immediately. This also applies to all staff at the school.

### **16. SUSPICION OF INFECTION/ OCCURRENCE OF INFECTION WITH CORONAVIRUS**

In case of symptoms of the disease the school nurse/ Corona officer will advise whether a corona test is appropriate or not.

#### **In case of suspected infection with SARS-CoV-2 (Covid 19):**

**For pupils and all employees of the school:** the person concerned and people living in the same household (but not the class) will be sent into quarantine immediately. A PCR test should be carried out when symptoms occur and/ or at the latest before return, which is possible after 7 days at the earliest.

**For members in the same household:** the relatives (pupils, teachers, employees) must be in quarantine at home for 7 days and can then return to school after submitting a negative test result.

#### **In case of infection with the SARS-CoV-2 (Covid 19):**

**For students and teachers:** the entire study group/ class (category I + II, see Robert Koch Institute) and the siblings are immediately sent to distance learning. After a quarantine period of 7 days and the submission of a negative test result, the persons concerned may return to classroom teaching.

**For other employees of the school:** all contact persons (category I + II, see Robert Koch Institute) are immediately identified and sent to quarantine at home. After a quarantine period of 7 days and the submission of a negative test result, the affected persons are allowed to return to school.

**For members in the same household:** the relatives (pupils, teachers, employees, category I + II, see Robert Koch Institute) have to go into quarantine at home for 14 days and can then return to school after submitting a negative test result.

**Quarantine means avoiding contact with people outside the core family.**

### **17. Information to the school community**

Every infection in the school is reported to the school community immediately in writing. (Lice procedure)