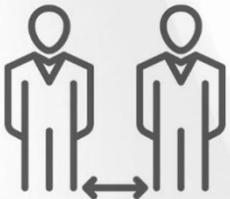




DBST CORONA HYGIENE PLAN



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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 **10/25/2021**

Status: 10/25/2021

1. PERSONAL HYGIENE

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, **if there is no adequate protection, i.e. mouth-nose protection, Plexiglas, virus filter or unprotected face-to-face contact of more than 15 minutes. Otherwise, the minimum distance can be reduced to 1m.**
- It is compulsory to wear a mask for all persons entering the school premises. At all times, in all areas and rooms. **Exception: in classes 10-12, vaccinated teachers and students may remove the mask provided they are sitting on their seats.**
- 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 into 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 14:1

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 meter with adequate protection must also be maintained during school operations. This means that the tables in the classrooms have to be set apart accordingly. For each classroom, a maximum occupancy is set in consultation with the respective department head. 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 5-10 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.

The classrooms are, depending on their size, equipped with Trotec Hepa filters. These filter out the room air 6 times per hour and thus ensure virus-free air. This ensures healthy breathing air even when the windows are closed. According to the Federal Environment Agency in Germany and the CDC authorities in the USA, fresh air is always preferred to the air recirculated through filters in the room.

A constant supply of fresh air paired with frequent stays outdoors are therefore healthy and safe in favorable weather conditions and also promote motivation and enjoyment of learning. Of course, the Trotec filters are switched on immediately when the class doors and windows are closed because it is too warm or too cold outside or the air is too dirty due to smog. Compliance with these measures is monitored several times a day by the school corona officer Dr. Saalabian.

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.

Computer mice and keyboards are disinfected daily.

The rubbish bins are emptied and cleaned every day.

3. MATERIAL AND EQUIPMENT HYGIENE

Kindergarten / preschool: 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 twice 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 16:1

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

During the breaks, there is no need to strictly separate cohorts when spending time outdoors if the mouth and nose protection is worn consistently.

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.

Break supervision has 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). 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.

Exception: Classes 6-12 may take off their masks for outdoor P. E. but no contact sports.

Clubs: Can take place with the approval of the principal. The vaccinated students are allowed to take off the mask during outdoor sports.

The instrumental music lessons can take place, taking into account the minimum distance. Singing and playing wind instruments are not permitted.

Exception: Singing is permitted outdoors with a mask and observance of the minimum distance.

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

Regulations for these groups of people are made separately.

9. MEDICAL ADVICE/ 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 37.5 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 in everyday school life are discussed with the school nurse and the Corona officer and / or, if necessary, with the medical advisors (embassy doctor Dr. Ansari, Dr. Babakhani, Dr. Abtahi).

10. BUS SERVICE

On the bus, too, make sure that all students maintain a minimum distance of **1 meter**. 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.

The busses are equipped with Hepa filters.

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.

11. CANTEEN AND COFFEE SHOP

Canteen

The operation of the kitchen service, taking into account the hygiene regulations, with an adapted menu has taken place.

Kindergarten/ Vorschule: Lunch is delivered in large containers 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.

Kindergarten International Section KG3: Lunch is taken in the canteen in compliance with all hygiene measurements.

School: Every child is obliged to bring their own water bottle from home.

Some classes take their lunch in/outside the canteen in compliance with all hygiene measurements.

During the cold seasons, food is delivered to classrooms in disposable containers.

Coffee shop

The coffee shop sells hot and cold drinks, also salads and sandwiches.

The Klassen 11 and 12 are allowed to use the coffee shop and have their snack only inside the coffee shop.

Cashless payment transactions

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

12. CONFERENCES, MEETINGS AND FIELD TRIPS

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.

Field Trips are examined in detail and being approved if all hygienic measures are observed.

13. ACCESS TO SCHOOL

After school hours, parents can wait for their children in the specially designed waiting area. Drivers and nannies are not allowed into the school.

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

14. REPORTING OBLIGATION

If an infection with the Corona virus occurs (also in the same household), the school management / administration must be notified immediately.

15. PREVENTION, INFECTION, VACCINATION

In case of symptoms of the disease the school nurse/ corona officer will advise individually for further procedure.

Regardless of the status of a possible vaccination, the following applies to everyone:

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 kindergarten preschool children: the person concerned and people living in the same household, the teachers, the siblings in the kindergarten or preschool are immediately quarantined, but not siblings in the school classes. 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 and the non vaccinated siblings are immediately sent to distance learning, not the siblings with full vaccination. After a quarantine period of 7 days and the submission of a negative test result, the persons concerned may return to in-person teaching.

For other employees of the school: all non vaccinated contact persons 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) 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.

Vaccination

Please notify the school of your vaccination status.

Depending on the number of vaccinated parents or students in the classroom, relaxed measures, e.g. removing the mask during class, relaxed quarantine conditions, etc. come into force, as far as the daily provided official national number of new infections is low.

16. PCR TESTING FOR CONTAINMENT OF INFECTION BY DELTA VARIANT:

PCR testing is performed at 14-day intervals. All DBST staff participate mandatory in these tests as it is for the common good of the DBST family. **As the Corona situation in Iran has eased for the time being, rapid testing of students will be suspended until further notice.**

17. Information to the school community

Every infection in the school is reported to the school community immediately in writing. (Similar to the procedure of lice).