

Hygiene concept (Version 02.11.2020)

a. **Distance:**

When possible, a distance should be kept between people on the entire school premises. (min. 1.5m; 2m is better)

b. **Hand hygiene:**

It is important to **wash your hands with soap** thoroughly and regularly (see also <https://www.infektionsschutz.de/haendewaschen/>). This is especially important after cleaning your nose, coughing or sneezing; after using public transport; after touching hand rails, door handles etc.; before and after eating; before fitting and after removing a mask; after using the toilet.

The use of hand disinfectant is most important when it is not possible to wash hands. This requires massaging an adequate amount of disinfectant into dry hands until the hands are completely dry again (ca. 30 seconds). (See also www.aktion-sauberehaende.de). All important entrances and exits of the school building have been equipped with hand disinfectant.

c. **Physical contact:**

There is no touching, hugging or hand shaking. Faces, especially mucous membranes should not be touched with hands, that means no touching mouths, eyes or noses. Objects used by many people in the school such as door handles or lift buttons should **not be touched with the full hand or fingers** if this can be avoided, **elbows should be used where possible**.

d. **Coughing and sneezing:**

Coughing and sneezing into the elbow is one of the most important ways to prevent infection! Keep as much distance as possible to other people when coughing and sneezing and turn away if possible.

e. **Airing and fresh air:**

Rooms should be aired every twenty minutes for five minutes (in the middle and at the end of lessons.) Pupils who wear masks in lessons are to be allowed outside after a maximum of 45 minutes to remove the mask and take fresh air.

f. **Cohort principle.**

Pupils remain in their cohort (two classes of one year group which are mixed in courses) during and between lessons.

During the **lunch break** pupils are allowed in the school yard, the canteen or their classroom.

The year group corridor area is open for one cohort (two classes) which alternates each day.

The **school yard** is divided by year group. Pupils should keep a distance of 1.5m from each other.

Different measures are being taken in different year groups to ensure that cohorts do not mix in the PF courses. The class teachers will inform the pupils of these measures.

g. Corridor systems:

Arrows indicate the direction of movement in the corridors.

h. „Schulstraße“

In order to avoid the mixing of different cohorts, the „Schulstraße“ (central corridor of the school) remains closed to pupils apart from the following exceptions:

-access to the canteen

-access to the classrooms or VK (Vorklasse)

-access to the cover list (usually the class rep, one person per class)

Pupils will be collected from their classroom by subject teachers for lessons which do not take place in their classroom.

i. Masks

Masks (covering the nose and mouth) are **compulsory** in the corridors and break rooms. In the classroom this is not a general rule. In certain lessons, teachers may ask pupils to wear masks in order to protect the health of vulnerable or at risk members of our community.

Pupils may remove their masks at the tables in the canteen.

Also exempt from this rule are colleagues in their own offices (secretary, school social worker, social educators, year group staff rooms, school leadership etc.)

j. Canteen and Cafeteria

The canteen is separated into different areas for different cohorts.

Pupils always have to keep a distance of 1.5m from each other.

Each pupil has 15 minutes at the dining table.

Food is provided in fixed portions and there is no buffet. A vegetarian option and one other option will be available. (A menu will be displayed in the Schulstraße).

Pupils can eat at the following times:

Years 5, 7 and 9: 12:10 until 12:35

Years 6, 8 and 10: 12:40 until 13:05

Pupils must keep a distance of 1.5m from each other in the canteen queue (and wear a mask).

The canteen will be aired constantly while in use.

The **cafeteria** is **closed** until further notice.

k. WAG (clubs) and QF (qualification subjects)

Compulsory afternoon activities are cancelled until further notice.

Where possible voluntary courses offered by our staff will continue as far as the cohort principle can be upheld. Some courses, including those offered by external staff may be offered online.

l. Excursions and class trips

Due to the current rate of infections, class trips with overnight stays as well as trips and excursions to other learning premises are not permitted.

m. Sport lessons

The changing rooms are closed.

Pupils should come to school in their sport kit and change their shoes in front of the sports hall. Their bags will remain in the classroom. Jackets, jumpers and long trousers will be collected in and kept by the sports teachers in the sports hall. Sports teachers will inform pupils and parents of any further rules.

A minimum distance of 2m should be kept during lessons.

The optional sports courses in years 9 and 10 are cancelled until further notice.

These pupils will be taught in their classes and the sports teachers will cover these lessons.

n. Music lessons

Singing and playing brass and wind instruments is not permitted.

o. Symptoms of illness

Children with a temperature of 38°C and above or who are **clearly** ill, do not belong in school.

Pupils and colleagues with the following symptoms are not permitted to come in to school:

- -a high temperature (min.38°C on a morning)
- -a fever and breathing problems (e.g. a bad cough)
 - flu symptoms (e.g. joint pain, shivering, unusual headaches, fatigue, shortness of breath)
 - a sudden, persistent cough
 - a sore throat

Anybody who has had proven contact with somebody who has tested positive for Covid 19 or has tested positive themselves, must also stay home.

Pupils and colleagues with the following symptoms are permitted to visit the GSW (as long as they have not had contact with a person who has tested positive):

- a runny nose
- a common cold, if the child feels otherwise fit
- sneezing and coughing because of hayfever
- a mild cough, if the child is otherwise healthy

Risk patients

Pupils and staff who belong to a risk group, and cannot take part in lessons because of this, must submit a doctor's note to the headteacher. They will then work through distance learning.

p. Cases of infection

The headteacher is to be informed immediately in case of a confirmed or suspected infection among pupils or staff. He will decide on a course of action in cooperation with the department for health.

This concept is dependent on changing conditions and will be updated regularly.

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