

BMS COVID-19 Hygiene Plan

Implementation Date: 24.08.2020

0.	General Information	<ul style="list-style-type: none"> • Only healthy staff, students and family members are allowed to enter the school building. • In case of symptoms of a respiratory disease or other symptoms compatible with COVID-19 (see RKI website) the person concerned is not allowed to enter the school building. • The BMS community follows the instructions and regulations of the BMS health and safety policy. The BMS nurse team is obliged to implement all health and safety measurements. • BMS displays the current health and safety measurements in the school building and is committed to train students, parents and staff continuously and will hold all community members accountable. • The implementation of those regulations and the health and safety policy should help BMS to provide students and staff with a safe working and learning environment in which we can offer the full program. • All community members must commit to taking responsible and safe decisions and actions.
	Meldepflicht/ Obligation to report	<ul style="list-style-type: none"> • Due to the <i>Corona Virus Meldepflichtverordnung i.V.m§8 und § 36 des Infektionsschutzgesetzes</i> the school and every individual is obliged to inform the Gesundheitsamt immediately of any suspicion of Covid 19 infection as well as every case of a Corona 19 Virus infection. • BMS offers its community members various options to regularly evaluate their status regarding corona infection.
1.	Individual Hygiene	<ul style="list-style-type: none"> • A minimum distance of 1.5 meters should be maintained, as far as circumstances permit. Otherwise, it is strongly recommended that those involved wear a mouth and nose cover. • Parents, students and staff are requested to observe their own health condition. In case of acute symptoms (fever, cough, shortness of breath, fatigue/weariness, headache, running nose, sore throat, and/or loss of olfactory and gustatory functions), a Covid-19 test should be carried out and isolation at home should be maintained until the results are obtained.

		<ul style="list-style-type: none"> • Touching, hugging and shaking hands should be avoided. • Basic hygiene, including hand hygiene, should be maintained: The most important hygiene measure is regular and thorough hand washing with soap for a period of 20 to 30 seconds (see also www.infektionsschutz.de/haendewaschen), especially after: blowing the nose, coughing or sneezing; using public transport; being in contact with stair rails, door handles, handholds etc., before and after eating; before putting on and taking off a mouth-nose cover; after going to the toilet. • Hand disinfection should be used regularly when entering the school building, the classroom/office and after using the bathrooms. • All classrooms, offices, the cafeteria and the yard are equipped with the respective material. • Hand disinfection for younger children should be carried out under supervision and following prior instruction. • Personal items should not be shared with other people, e.g. pens, drinking cups etc. • Coughing and sneezing etiquette: Coughing and sneezing in the crook of your arm is among the most important preventive measures! Keep the greatest possible distance when coughing or sneezing, it is best to turn away.
	Mouth and Nose Covering	<ul style="list-style-type: none"> • All Community members have to wear masks all the time. The following exceptions apply: <ul style="list-style-type: none"> ○ Students in Kita and Preschool ○ ELC Teachers in classrooms ○ When eating lunch in the Cafeteria ○ In classrooms if the teacher evaluates that students would benefit from not wearing the mask (reading, spelling tasks ...). The decision making is the teacher's responsibility.
2.	Protection of high risks employees and students	<ul style="list-style-type: none"> • Staff members who have health issues must confirm their health status via a note from their doctor to the Principal. The Principal, together with HR and the company doctor, will evaluate the situation and will agree relevant measures to be taken.



		<ul style="list-style-type: none"> • Students with risky health conditions have to bring a note from a doctor. The Principal, together with the nurse team and the core teaching team, will agree on relevant measures to be taken. In this case, the “Schulpflicht” (obligation to go to school) is not affected.
3.	Access to the building, Use of Rooms and School Times	<ul style="list-style-type: none"> • BMS operates within the usual school times and offers the usual program. • The classrooms are in use as normal and can be arranged according to the student and program needs. • Adults are asked to keep a distance of 1.5 m. If this is not possible, all community members have to wear a mask. • Parents are not allowed to access the school building. The following exceptions apply: <ul style="list-style-type: none"> ○ Parents of ELC Students – only one parent is allowed to enter the building at a time • Parents are asked to drop off their children at the gates. • Students must go straight to their classrooms. • If students have finished their lessons and if they are not enrolled in the CCEP Program, do not have permission to go to the library or have commitments in school, they have to leave the school building. • In the morning, after arrival, Grade 1 students will meet their teachers on the yard and will be guided to the classrooms. • For pick-up, parents can enter the building if necessary. In this case, only one parent is allowed to enter the building at a time. Parents have to wear a mask and register at Reception. • If parents have an appointment or have to enter the school building due to an emergency, they have to wear a mask and register at Reception. • Staff, students and parents are asked not to mingle in the yard nor on the floors (keep distance of 1.5m). • The amount of external people who are accessing the school building has to be reduced to the minimum. Service providers, external tutors and supporters have to wear masks and register at Reception.



4.	Air Hygiene	<ul style="list-style-type: none"> • Teachers are asked to open windows as often and for as long as possible. • During break times, windows have to be kept open. Rooms have to be locked to ensure that students are not unsupervised during this time.
5.	School Entrances and guidance	<ul style="list-style-type: none"> • All students can use both gates. • Secondary Students enter the building via the Secondary Entrance. • Primary and ELC students use the Main Entrance. • All students are asked to only use the part of the building in which their division/classrooms are located.
6.	Break Times	<ul style="list-style-type: none"> • To avoid students mingling outside of the school building, break times have to be aligned from K-12. • Zones for certain age groups will be set up.
7.	Cafeteria	<ul style="list-style-type: none"> • The Cafeteria is open. • Due to hygiene standards, the water dispenser is closed. Students are asked to bring their own water bottles. • The kitchen service provider ensures that all necessary hygiene measures are implemented. • Fruit, trays and cutlery will be handed out by the kitchen staff. • Tables are disinfected regularly. • In the cafeteria, staff and students have to wear masks. • Where possible, students should be seated in fixed groups. • Only while eating the mask can be taken off. • Movement in the cafeteria must be kept to a minimum.
8.	Use of Bathrooms	<ul style="list-style-type: none"> • The bathrooms should only be used by one person at a time. <ul style="list-style-type: none"> ○ Grade 1 and 2 will use the bathrooms on the 1st floor. ○ Grade 3 and 4 will use the bathrooms on the 2nd floor.



		<ul style="list-style-type: none"> ○ Grade 5 and 6 will use the bathrooms on the 3rd floor. ● After bathroom use, hands have to be washed for at least 20 seconds according to the guidelines. Hand sanitizer has to be used in the bathroom or at least when returning back to the classroom or office. ● All bathrooms will be cleaned and disinfected regularly during the school day by the cleaning team.
9.	Cleaning	<ul style="list-style-type: none"> ● The school building is cleaned on a daily basis according to the hygiene guidelines. The service provider ensures that all necessary hygiene measurements are implemented. The BMS facility team will regularly evaluate the cleaning quality.
10.	School Program	<ul style="list-style-type: none"> ● The school program will run as usual. ● The teachers will focus on creating and maintaining fixed learning groups. Mixing groups should be avoided whenever possible. ● Events and assemblies have to be organized digitally or in smaller groups. ● Choir and brass instrumental lessons cannot take place. ● For PE less contact sport must be taught. Materials used during a lesson have to be disinfected.
11.	Organization	<ul style="list-style-type: none"> ● When students arrive in the morning between 7.30am and 8am they join the “Early Bird Child Care” in the Cafeteria. All students will be registered. ● The school building opens at 8am. ● When students arrive in the morning, they can enter the school building from 8am. They have to go straight to their locker and have to follow the hygiene rules. ● The classroom has to be open from 8.15am to ensure that the majority of students can access the classroom straight away. ● Mingling on the floor has to be avoided. ● Events and meetings should be held digitally when possible and useful.