

## ***Safety and Security Measures for NURSERY and PRIMARY***

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*These measures are based on the ESK start of the school year 2020-2021 plan, presented in the Management meeting on the 16. October 2020. These measures are communicated to parents and staff members.*

The standard measures to be implemented are those defined by the land Baden Württemberg. The aim is to keep the risk of infection low and keep the school community safe and healthy.

The lessons for Primary classes are provided “in situ” at school. Children can mix in their own year group only. Ex: class 1 children can only mix with other class 1 children.

The following procedures are based on this principle. Pupils are kindly requested to follow them and to cooperate in implementing the following procedures every day:

- The Primary and KG are following the regular timetable (except for ethics/religion and European Hours which are now in year groups)
- School transport will run as normal. **All** children must wear masks.
- All Pupils **will go directly to their classrooms between 7:45 and 8** where the teaching staff will **welcome them**. Teachers will be required to be present in their classroom 15 minutes before the first lesson starts.
- Due to the renovation work for this school year, KG children must also use the blue gate to enter and exit the school. To ensure the safety and security of all children, KG pupils will be escorted to the usual KG collection point at 15.25. Class 1 pupils will be escorted to the blue gate at 15.30. Other year groups will finish school at the normal time of 15.35.
- All pupils in KG and Primary must have and wear a **mask** upon arrival to and departure from the school. Masks are compulsory for all people outside of the blue gate at the entrance area.
- When using the toilets and using the canteen, **all** pupils must wear a mask. Teachers will encourage the pupils to develop a habit of wearing their mask on their arm, so they have it when needed.
- **From October the 16<sup>th</sup> it is compulsory for all pupils in class 5 and teaching staff in class 5** to wear their mask full time in every area in the school, except while taking part in sport activities and while eating. On the playground, masks are not compulsory.
- **No lessons in mixed year groups** will take place – the groups for EU hours, General support for L2/Nachhilfe, religion/ethics and sports have been re-organised to follow this principle except for the class 3F/4F who are an exception.
- The **canteen** is open and children will go there with their own year group at specific times and sit in specific areas. The canteen food will be brought to the KG and class 1 classrooms at 11.30. In order to avoid mixing of children of different year groups, Class 2 will go at 11:30, Class 3 at 11:50 (only Tuesday and Thursday), class 4 at 12, Class 5 at 12:10. Please refer to the canteen Corona plan.
- In order to properly **ventilate** the classroom, teachers will open the windows and door at the start, middle and end of every lesson, for a 3-minute period. Children should wear multiple

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layers. It may be beneficial for children to wear a thermal underlayer in the winter months. If each child had a fleece jacket/top on the back of their chair, they could easily put it on for the ventilation periods. Teachers could use this short break as an opportunity to incorporate movement into their lesson.

- **During the breaks**, pupils must remain in their designated play area and play with children in their own year group. They do not need to keep the 1.5m distance. Teachers will bring the children to and from their designated play areas before and after the breaks to ensure the children don't mix across year groups. Teachers on supervision duty and extra staff will monitor the toilet usage. As the pupils mix while using the toilets, we will request that they wear the mask to and from the toilets.
- Pupils and staff will also have to respect the **basic rules of hygiene**:
  - No shaking hands or hugging colleagues
  - Wash or disinfect their hands regularly - Hand sanitizer will be provided throughout the school
  - No touching of the face, mouth or nose – a mask may be used but it is not mandatory
  - No sharing of food or bottles with others
  - Ball games are permitted in the same year group.
  - Children are asked to wash hands/use hand sanitizer before eating and after playing outside
  - Cough or sneeze into the crook of the arm
- Each classroom has a sink, soap and paper towels. They also have some bottles of hand sanitizer and cleaning fluid for the surfaces. (Wipes and spray)
- In addition, each building automatic dispensers for hand disinfectant are placed, some designated for children, others for staff.
- **Cleaning measures.** Toilets are cleaned several times a day. The same will apply for other high contact surfaces, such as door handles, handrails, light switches, tables, photocopier etc.
- Teachers are asked to ensure that they **clean the tables** after the use of a shared classroom. E.g Rooms with different year groups for L2, EU hours, General support for L2/Nachhilfe, learning support and religion and ethics groups.
- **Signs and posters** reminding the pupils about social distance and mask wearing rules are placed around the school.
- **In case of symptoms or signs of illness**, parents should keep their child at home. If the pupil appears ill at school, they are sent to the school nurse. She will contact the parents if she estimates that a pupil cannot stay in school. Parents are required to seek medical advice to clarify the pupil's condition. Please refer to the official guidelines from the health authorities:

<https://bit.ly/35gRzYZ>

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- In the event of a positive Covid19 case in school, the school will work closely with the health services in Karlsruhe (Gesundheitsamt). The school will inform the health services about the contact cases: **only the Gesundheitsamt will notify the families if a quarantine period is needed.** In such a case please only follow the official recommendations (school and Gesundheitsamt) and don't consider rumours.
- Currently lessons take place 'in situ.' Distance learning is only being provided for children who are in quarantine (due to being in direct contact with a person who tested positive for Covid 19.)

Thank you for your support and your cooperation.

Karlsruhe,  
23.10.2020

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Daniel Gassner  
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