

Charles-Dickens-Grundschule, Dickensweg 15, 14055 Berlin

# Hygiene Concept of the Charles Dickens Primary School

With effect of 31.08.2020 until further notice



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## 1. Personal hygiene / Room hygiene

- Wherever possible, the minimum distance rule of 1.5 meters should be observed by everyone working and studying in the school (pupils, teachers, educators, caretakers, secretaries and other employees).
- The minimum distance rule also applies to people not working at the school, including parents.
- Touching, hugging and shaking hands should be avoided.
- Objects accessible to the public, such as doorknobs and lift buttons, should not be touched by hands or fingers. Please use your elbows, if possible.
- At school committee meetings, parent meetings and pupil assemblies, a minimum distance of 1.5 meters should be maintained, as far as the circumstances permit. Otherwise, a mouth and nose covering should be worn.
- In the event of symptoms of respiratory disease or other symptoms related to COVID-19 (see Corona guidelines from the Berlin Senate), the affected person should stay at home. If the symptoms are acute, the school administrators will decide whether the affected person should leave the school or the pupil should be picked up by the parent or guardian.
- Basic hygiene, including hand hygiene, must be observed. The most important hygiene measure is regular and thorough washing of hands with soap, especially after blowing your nose, coughing or sneezing, before and after eating and after using the toilet. Hands should be washed in the morning and after every break.
- Cough and sneeze protocol: Coughing and sneezing into the crook of your arm is one of the most important preventive measures. Keep the greatest possible distance from other people when coughing or sneezing, and ideally turn away.
- Personal items and food should not be shared with other people, e.g. pens, drinking cups, snacks, etc.
- Classrooms should be ventilated by open windows, at least during every break. Windows should only be opened under the supervision of a teacher or educator.

## 2. Lessons / Breaks

- Class groups with several classes should, as far as possible, not mix with each other, but rather stay together as fixed teaching groups.
- Before school starts, the separate classes will meet at the meeting point in the schoolyard determined by the class team. The minimum distance rule should be strictly observed.
- The classes will be picked up there by the teacher/educator who will teach the following lesson and taken into the classroom via the assigned entrance.
- **School buildings should not be entered before 7.50 am. (Children in the early childcare group are of course exempted from this rule.)**
- Masks must be worn by everyone on the entire school premises (pupils, staff, parents, people not working at the school).
- In the classroom and during lessons, masks will be worn as agreed with the class team, possibly on a voluntary basis. There is no obligation to wear a mask. **Please note that some of our staff members belong to the group with a high risk of suffering a severe case of Covid 19, so it may be necessary to wear masks in class to protect these colleagues.**
- The wearing of masks in class is recommended when working in groups. It is also recommended that staff wear a mask when they come close to the children and cannot maintain a safe distance.
- Objects that pass through several hands in class should only be used in small groups. The objects should be disinfected after use, or not used for at least 24 hours. (If possible, please make a note of the group composition.)
- Children do not need to wear masks when working at a table in the after-school support and childcare centre. Wearing masks is recommended on the building play mat and when playing. Masks must be worn in all other areas (e.g. when changing rooms, when being picked up, when reporting, when walking in the hallways).
- The activities room in the after-school care centre (Hort) may only be used by groups that can be together without masks. The times and names of the group participants will be recorded in a list.
- **Every pupil needs two masks, labelled with their name and class, for each school day. One mask for the face and one mask as a reserve in the school bag.**
- Masks are also compulsory in the canteen area.
- The children will wipe down the tables where they were sitting in the cafeteria. The dinner ladies will change the buckets after each dining group.
- An updated seating plan for every class will be placed on the teacher's desk in the classroom.
- The school grounds are divided into eight areas for break times (see map in the attachment). These are allotted to two to four classes. The plan is to rotate the break areas for the different classes on a weekly basis, so the children do not always have to take their break in the same area.
- At the beginning of breaks the pupils will be accompanied, class by class, **by the teachers or educators who taught the previous lesson**, via the assigned exits to the area in the schoolyard allotted to them. During the break, the classes will stay in the

area designated on the map. Four teachers / educators are assigned to supervise every break.

- At the end of the break, the pupils will be picked up, class by class, by the teachers / educators who will teach the following lesson.
- If it rains during breaks the pupils will stay under supervision in their classrooms.
- During breaks, everyone should wear mouth and nose protection in the schoolyard.
- The children can be picked up by their parents at the specified meeting points, as agreed with the class team. The pick-up times will be announced by the class teams. **Please keep strictly to the given times.**
- Children from the Europe School can be picked up either directly after the end of lessons or at 3.50 pm at the end of the school day.
- Children from the German School can be picked up from House 2 at any time after the end of lessons. Parents should wait in front of the glass door on the first floor and report the collection of their children there.
- Class trips can only take place if hygiene measures are strictly adhered to and after prior agreement of the school administrators and class parents.

### 3. People from outside the school on the school premises

- Parents should spend as little time as possible on the school premises when bringing and picking up their children. **We ask that you do not form discussion groups in the schoolyard. Please leave the premises quickly at the end of school.**
- Parents, guardians and people not from the school should only enter the school buildings in exceptional cases, after reporting to the secretary's office, and only with a mouth and nose covering.
- If you need to talk to the class team, please write a short message in your child's home notebook.

### 4. Physical education

- Sport should preferably take place outdoors.
- Hands should be washed before and after every sport session.
- The gym will only be used by one class at a time. Physical education with two classes in the gym is not allowed.

### 5. Music lessons

- Music should be taught in the classroom; when teaching in the music room, all objects used must be disinfected afterwards.
- Singing in groups should be avoided, except outdoors with social distancing.